



## Master Gardener Foundation of Kitsap County

*Promoting long term environmental health through sound and sustainable horticultural practices. The purposes of this non-profit Foundation are solely educational and charitable to enhance and supplement the effort of the WSU Master Gardener Program and thereby provide education and information to the citizens of Kitsap County.*

### February 8, 2016 Board Meeting Minutes

#### CALL TO ORDER

President Sherry Kanode called the monthly Master Gardener Foundation board meeting to order at 1:00pm on Monday, February 8, 2016 at Home Builders Association building in Bremerton, WA.

Board members in attendance were Secretary Donna Rae George, Treasurer Joyce Schlote and Directors-at-Large Mary Anderson, Judith Richerzhagen, and Kathy Hawkins. Horticulture Advisor Colleen Miko and Webmaster Tae McKinney also attended. Director at Large Marcia Harris was unable to attend.

#### REPORTS:

##### Secretary's Report –Donna Rae George

Motion to approve the December and January Board meeting minutes was approved.

##### Treasurer's Report – Joyce Schlote

The January Treasurer's report will be filed for audit.

#### January 31, 2016

#### ASSETS

##### Current Assets

Checking/Savings		
Debit Card Checking		25.00
PayPal Receivables		0
Kitsap Credit Union Checking		18,288.36
Money Market		6,883.20
Savings Capital Improvement		1,000.01
Kitsap Credit Union CDs		
CD 01 (09/14/2020)	Emergency Fund	8,500.00
CD 02 (06/01/2016)	Fund Raising	5,000.00
CD 04 (01/09/2017)	Emergency Fund	3,500.00
CD 08 (01/09/2017)	Income Averaging	5,000.00
CD 11 (04/11/2018)	Income Averaging	5,000.00
CD 12 (04/11/2018)	Fund Raising	4,000.00
Total Kitsap Credit Union CDs		<u>31,000.00</u>
Total Checking/Savings		<u>57,196.57</u>
Total Current Assets		<u>57,196.57</u>
<b>TOTAL ASSETS</b>		<b><u>57,196.57</u></b>

## **Treasurer's Report (continued) – Joyce Schlote**

- *The federal 990-n report has been filed and accepted.*
- *The Washington State Resale Certificate has been renewed. It is valid until Feb. 19, 2018.*
- *The two CDs that matured in Jan. have been renewed. They were both 2 year CDs which would have carried a dividend rate of .4%. By renewing them for 27 months the rate jumped to 1.05%. I renewed them for the longer term to get the better return.*

## **Horticulture Report—Colleen Miko: MG Program Coordinator**

### *Clinics*

- *Clinic log data entry in the office clinic CONTINUES*
- *Clinic Lead Meeting: Feb 17<sup>th</sup> 1-3pm*
- *Clinic box re-stocking starting this month*
- *MG Training clinic orientation March 11<sup>th</sup>*
- *Farmer's Market season starts April 2<sup>nd</sup> with both Poulsbo & Port Orchard*

### *Learning Gardens*

- *New lead team for Anna Smith Children's Garden: Jim Rodman, Marcia Pauley, with Sandy Livermore budgets/reimbursements.*
- *Lead meeting: Feb 22rd 1-3*
- *Rookies must choose gardens & clinics by Feb 19 (Apr 8, 15 rookie days)*
- *Gardens holding planning meetings this month & next*

### *Organic Gardening Winter Class 2016*

- *Four Saturdays--2/13, 2/27, 3/12, 3/26*
- *Registration is open online until February 6 at Extension website*
- *Clinic and Garden leads are allowed to attend as reward for leadership*

### *MG Program 2016*

- *Re-application process still incomplete--anticipate completion the second week of February for 2016 roster*
- *30 MGs still have not re-applied*

### *MG Training 2016—schedule complete*

- *Class starts January 29th and runs Fridays through April 15<sup>th</sup> except for two days off: February 19<sup>th</sup> and March 18.*
- *Class is full with 49 trainees (2015 class started with 41)*
- *MGFKC presentation first day of class & again on April 1<sup>st</sup> to promote & get signups for plant sale & sell gloves ahead of garden work party days*
- *Pruning demonstration for March 4<sup>th</sup> needs to be organized*

### *Educational Outreach for 2016*

- *Ueland Tree Salvage Feb. 27 & 28th 9:30-2:30*
- *Peninsula Home & Garden Show March 18-20th*
- *MGFKC Plant Sale May 7<sup>th</sup>*
- *No Bainbridge in Bloom for MGs this year—will be handling volunteers/docents differently*
- *Manette Edible Garden Tour, August 6<sup>th</sup>*
- *Kitsap County Fair August 24-28<sup>th</sup>*
- *Fall Home Show September 30-October 2<sup>nd</sup>*
- *More events may be added as they become available*

## **STANDING COMMITTEE REPORTS:**

### **Communication Committee Report – Jane Dower: Chair**

- **Constant Contact (CC):** Hari Stone of the Extension office continues to send CC emails for the Foundation.
- **Foundation Website:** Minor updates were made including changes to the next Board Meeting and Seminar dates. The March Glass Class was added.

As of February 8, Tae McKinney is the new webmaster! Jane Dower will offer support on request.

The online Communication Request form is undergoing testing by the board and committee chairs. If approved, it will serve as the starting point for any type of Communication Request. The free version of the '123 Form Builder' app on Wix.com was used to create the form. '123' requests are auto-forwarded to the MGFKC President for approval processing. Once approved, the President forwards the request to the Communication Chair for coordination of completion.

- **West Sound Home & Garden magazine:** The May/June ad is due to WSHG on March 9. Kathy Goble will prepare it. It will be identical to the Mar/Apr ad but with mention of May & June seminars.

<b>WSHG Issue</b>	<b>Submission Deadline</b>	<b>Display Date</b>	<b>Subject</b>
Jan-Feb	√ Nov 9	January 1	Organic Gardening Class (Inboden)
Mar-Apr	√ Jan 9	March 1	May Plant Sale & Mar and Apr seminars (Goble)
May-Jun	Mar 9	May 1	May Plant Sale & May and June seminars (Goble)
Jul-Aug	May 9	July 1	Tentative: Kitsap Fair, Farmers Market Clinics
Sep-Oct	Jul 9	Sep 1	Tentative: 2017 MG Training
Nov-Dec	Sep 9	Nov 1	Tentative: 2017 Seminar Season

- **Newspapers/Calendars:** Amy & Kathy H. will submit approved seminar announcements to the Sound Publishing newspapers and online calendars.
- **Communication Documents:** The Communications policy including Exhibit A has been updated and is undergoing final review by the Board. A 'Communication Guidelines & Deadlines' document is also being reviewed. This is a reference document for use by all board members and Committee Chairs. It is not an attachment to any policy.

### **Resource Committee – Chair Vickie Richter**

No report at this time.

### **Programs Committee –as listed below**

#### **Seminars – Amy Churchill/Kathy Hawkins :Co-Chairs**

The 2016 Master Gardener Seminar season kicked off with a double hitter and repeat presentation from our own tool sharpening expert, Bill Gaylord. In addition to sharpening tools with Master Gardeners Tom Tucker and David Delmendo, Bill did a quick demonstration on how we can sharpen our own tools. During the seminar, the fellows sharpened a large batch of tools that were brought in by those attending the seminar. The donations collected, along with the money from the drawings, will help support our own Master Gardener Foundation

*Jessie Bloom, our second presenter, talked about living a permaculture lifestyle. She helped us define permaculture which is the development of agricultural ecosystems intended to be sustainable and self-sufficient. Here are a few of her ideas to help us work towards that goal....*

- *catching rain water*
  - *composting our food waste*
  - *maintaining pesticide free yards*
  - *keeping chickens and other animals when possible*
  - *growing edibles for both ourselves and the wildlife in our yards*
  - *planting the right plant in the right area and selecting plants that are pollinators*
  - *using recycled materials in our landscapes - from compost to construction materials such as lumber and bricks.*
  - *buying materials from as many local suppliers as possible, whenever possible, to minimize our carbon footprint.*
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- *The February 10<sup>th</sup> seminar will feature “Pruning Techniques for Bonsai to Beyond”, with Frank Heidt. Frank will share his wealth of experience and knowledge in the art of bonsai and Japanese gardening. In his lecture and hands on class, you will be able to get up close and personal with fully mature specimen trees shrunk down to tabletop scale. The lessons on how to prune for shape and fruiting can be illustrated by actually picking up a pair of scissors and pruning a branch.*

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#### **Tours – Judith Richerzhagen: Chair**

- Judith Richerzhagen gave a verbal report that the first summer tour will be at Marenakos Rock Center in Issaquah, WA on June 9<sup>th</sup> and the tour season will be for five months: June - October 2016.

#### **Finance Committee – Chair Vacant**

No report at this time

#### **Nominating Committee – Marcia Harris: Chair**

Sherry Kanode provided the report at the meeting that Diana Dorsey was nominated for the position of Vice-President. The Board approved this nomination unanimously.

#### **Audit Committee – Linda Wells: Chair**

The Audit Committee has drafted a new audit form to be used for the next audit. Verification of each individual check to validate that it was signed by the appointed personnel is no longer performed as the bank no longer returns signed checks.

### **SPECIAL COMMITTEE REPORTS**

#### **Policies Review Committee – Donna Rae George**

The review of policies continues as a result of the Bylaws revision. Seven (7) policies were reviewed and approved by the Board (Communications, Bylaws Review/Revision, Record Retention, Privacy, Board Meeting Management, Board Orientation, and Budget Creation/Maintenance). The committee continues to focus on the policies that require changes due to the Bylaws revisions. Another meeting is scheduled for February 26, 2016.

## **ADDITIONAL REPORTS**

### **Master Gardener Foundation of Washington State (MGFWS) - Sherry Kanode; Kitsap County Rep.**

No report at this time.

## **OTHER BUSINESS**

- Project Viability Worksheet: Generated by Colleen Miko to use as a tool to evaluate new learning gardens or existing garden performance . The Board has completed their review and all comments have been forwarded to Colleen
- Definition of “Ex-Officio” and Directors positions as such on Standing or Special Committees: Ex-Officio Directors are the liaison to the committee and are not there to chair the committee.
- Clarification of Programs Committee Chair position: This chairperson coordinates the activities of the co-chairs for seminars and tours and provides monthly reports to the Board.
- Pictures and bio’s of Board Directors on the website: Directors will edit their bios forward a picture to the Secretary who will coordinate with the Webmaster to post to our website.

## **UNFINISHED BUSINESS:**

- Revise Policies and Procedures to align with adopted bylaws
- Board / Chair openings: Communications( needed ASAP) and Finance (not required until October 2016)
- Board Retreat – Still in work
- Storage unit inventory update and completion date (March 2016)
- Children’s Library – co-ordinate an inventory of children’s books and develop a list of books at each of the gardens. Kathy Hawkins to start list and send to Secretary for further distribution – update will be presented in March or April
- Kitsap Great Give on May 3, 2016 update
- Annual Foundation event (needs a title/theme, for example, “Post Plant Sale Event”) held after Sun., Nov. 6, 2016 Rookie Graduation on either Sat., Nov. 19 or Sun., Nov. 20, and

## **ANNOUNCEMENTS**

- The Plant Sale Committee will meet at on Wednesday 2/10/2016 at 11am at the Norm Dicks building in room 406 and will continue to meet prior to the March and April Seminars in the same location.
- MG’s will staff the Manchester Friends of the Library plant sale on April 23, 2016.
- May 2016 Board meeting has been CHANGED to the THIRD MONDAY (5/16) due to the plant sale on May 7, 2016.
- Annual Foundation Event will be held in January 2017.

**Reflections Articles:**

Reflections articles will be suspended until after the plant sale in May to reduce the number of emails and Constant Contact Messages the Master Gardeners are receiving.

Meeting was adjourned at 3:15 PM.

**Meetings for 2016:**

*Meetings are held at the Home Builders Association Building*

*Second Monday of each month from 1-3pm*

*5251 Auto Center Way, Bremerton, WA*

*(360) 479-4210*