



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.

June 13, 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, June 13, 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 Marcia Harris and Kathy Hawkins. Vice President Diana Dorsey, Horticulture Advisor Colleen Miko, and Director at Large Mary Anderson were unable to attend. We also have a vacant position for 1 Director at Large.

REPORTS:

Secretary's Report –Donna Rae George

Motion to approve the April 2016 and May 2016 Board meeting minutes was approved.

Treasurer's Report – Joyce Schlote

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

May 31, 2016

ASSETS

Current Assets

| | | | |
|-------------------------------|------------------|--|-------------------------|
| Checking/Savings | | | |
| Debit Card Checking | | | 193.66 |
| PayPal Receivables | | | 0 |
| Kitsap Credit Union Checking | | | 12,604.00 |
| Money Market | | | 24,941.59 |
| Savings Capital Improvement | | | 1,000.05 |
| Kitsap Credit Union CDs | | | |
| CD 01 (09/14/2020) | Emergency Fund | | 8,500.00 |
| CD 02 (06/02/2016) | 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>69,739.30</u> |
| Total Current Assets | | | <u>69,739.30</u> |
| TOTAL ASSETS | | | <u>69,739.30</u> |

Horticulture Report—Colleen Miko: MG Program Coordinator

Please note—Colleen on personal leave June 25-July 6th returning to office July 7th

MG Week May 23-29, 2016

- *I presented for the County Commissioners to proclaim Kitsap MG week; May 23rd at 5:30pm*
- *Jay Inslee signed statewide proclamation May 2nd*

Clinic—Farmer's Markets

- *Bremerton market special Sunday events—hoping to have MG booths on those days (we didn't have enough shifts for Thursday market to give certified MGs 3 shifts each)*
- *Dates: July 10 Lion's Park; August 14th Kiwanis Park—both 12-4*
- *June 6th met Bainbridge market leads re: 2016 storage & set up solutions/ideas*

Clinic Confidence Class (i.e. clinic box training)

- *Scheduled for July 15 & 28th from 2-5 each time*
- *Limit of 20 MGs per session*
- *Clinic leads and clinic box team MGs to assist*

Clinic Log data entry & Clinic Boxes

- *May 17th several MGs met to discuss new google dox clinic log data entry process and help tailor it for easiest usage—speed, accuracy, etc.*
- *In process of streamlining topics and subtopics for new process*
- *New system will allow key MGs trained to do clinic log data entry to do so from any computer*
- *Will be getting a team to start work on finding “commonly asked questions” for 2014 and 2015 sometime this summer*
- *Chris Christiansen, Ruth Reinert & I working on revamping & reorganizing clinic box contents*

Learning Gardens

- *Blueberry Park shed project scheduled for weekend of June 23-26th*
- *“Donation packet” completed for requesting donations of materials from lumber yards & box stores*
- *Need to re-do MOA for Blueberry Park to reflect change in administration of p patch as well as new shed; current agreement expires 2016*

Organic Vegetable Gardening Class June 18th, 9-4

- *“All Season Growing” class with afternoon session at Blueberry Park*
- *Instructors: Gayle Larson, Mike Lasnier, Tami Smith, Robbin Small*
- *Registration is open online until today*
- *Clinic and garden leads can attend for free—thanks for their leadership!*

Buck Lake Native Plant Garden—MG stewardship site

- *Lindsay Vallance submitted receipt for plant signs—trying to reach her to reimburse*
- *Can we have any stewardship site projects included in 2017 budget please be reimbursed directly through the foundation?*

A'Key Grant Application due July 1, 2016

- *Considering applying for funds to film MG Training clinic orientation for all MGs to watch for Continuing Education hours.*
- *Right now if rookie MGs misses this training they are so behind in knowing the guidelines and we don't have a good way for them to get caught up if they miss the day.*

Fair August 24-28th, 2016

- *New Sunday hours until 7pm*

Open Class Hort

- Lorraine Butler, Judith Richerzhagen, Shelley Sexton superintendents
- Presidents Hall closes this year at 9pm instead of 10pm
- Lorraine has requested their volunteer passes from fair staff
- Super Sunday cleaning and basic set up August 6th 9-12
- Ordered table skirts/clips for open class hort this year from \$200 fair budget; actual cost \$433.08; difference to be absorbed into “office supplies” category

Heritage Garden

- We will order volunteer passes through our office for 7 per shift/2 shifts per day
- Volunteer pass requests due today

Statewide MG Coordinators Meeting

- June 16 & 17 in Ellensburg—I will be attending & presenting

Educational Outreach for 2016

- July 30th Whaling Days Parade--time?
- Manette Edible Garden Tour, 10-2 August 6th
- Kitsap County Fair August 24-28th
- Fall Home Show September 30-October 2nd
- More events may be added as they become available—Bainbridge clinic leads want to do Johnson Farm harvest event in September

STANDING COMMITTEE REPORTS:

Communication Committee Report – Jane Dower: Chair

Communication Committee Report – Jane Dower

- **Constant Contact (CC):** Recent emails included the June Seminar announcement and the May seminar report as well as the 2016 Tour Schedule.
- **Foundation Website:** Tae McKinney, our new webmaster, continues to update the website. Board meeting and seminar and tours information is updated as necessary.
- **West Sound Home & Garden magazine:** Colleen has approved re-use of the Sep/Oct ad from 2015 with minor modifications to the text. The ad is due July 9. Subject is 2017 MG Training. Kathy Goble will prepare the ad.

| 2016 WSHG Issue | Submission Deadline | Magazine Display Date | Subject |
|------------------------|----------------------------|------------------------------|--|
| <i>Jan-Feb</i> | √ Nov 9 | <i>January 1</i> | <i>Organic Gardening Class (Inboden)</i> |
| <i>Mar-Apr</i> | √ Jan 9 | <i>March 1</i> | <i>May Plant Sale & Mar and Apr seminars (Goble)</i> |
| <i>May-Jun</i> | √ Mar 9 | <i>May 1</i> | <i>May Plant Sale & May and June seminars (Goble)</i> |
| <i>Jul-Aug</i> | √ May 9 | <i>July 1</i> | <i>Farmers Market Clinics and Children’s classes (Goble)</i> |
| <i>Sep-Oct</i> | <i>Jul 9</i> | <i>Sep 1</i> | <i>2017 MG Training (Goble)</i> |
| <i>Nov-Dec</i> | <i>Sep 9</i> | <i>Nov 1</i> | <i>Tentative: 2017 Seminar Season</i> |

(Communications continued)

- **Newspapers/Calendars:**
An announcement for the June seminar was submitted to Sound Publishing.
- **Tours:** *CCs will be sent for each, and those that are open to guests will be posted to the website. The second tour is June 26 at Jo Hart's Seabeck garden. It is open to MGs and interns only due to liability issues for tours on private property.*

Resource Committee – Chair Vacant

No report at this time.

Programs Committee –as listed below

Seminars – Amy Churchill/Kathy Hawkins: Co-Chairs

- *There were 25 MGs and 7 visitors at the June seminar.*
- *The 2017 Seminar schedule is completed along with tri-folds that are awaiting approval to be printed.*
- *The last seminar article (a summary of "It's Easy Being Green") has been submitted and will be shared on Constant Contact shortly. I've attached it below.*

Triple Hitter

- *The last Master Gardener Seminar of the season was a triple hitter featuring three speakers who offered tips on "It's Easy Being Green". Colleen Miko, WSU Extension-Kitsap Horticulture Coordinator talked about the connection between our gardening methods and clean water.*
- *Shaari Unger, Kitsap Country Master Gardener and composter extraordinaire, talked about how easy it is to compost in your own backyard. A 4'X4' frame, a foot deep ditch, or a simple wired off area can become a compost area.*
- *Kathy Hawkins, Kitsap County Master Gardener, and recycler extraordinaire shared sites for recycling items that we can't place in our street side collection containers.*

Amy Churchill and I want to thank everyone for making this seminar season a huge hit. 2017 is already planned so watch for the tri-folds announcing the topics. Mark your 2017 calendars for the second Wednesday of January through June. Happy gardening and we'll see you in January 2017.

Tours – Judith Richerzhagen: Chair

Tour information finally out on JUNE 8. Had been already been sent out with an error which took time to get amended.

- **MARENOKOS TRIP scheduled for June 9**
 - *1 month ago and Friday, June 3; contact made with Ellen Schmid of Marenakos finalizing arrangements*
 - *Tues, June 7. TC to each of 7 persons signed up for tour onI left message; no response received; rest cancelled except for 1.*
 - *Wed June 8 Flyers available to MG and public at MGKFC SEMINAR*
 - *Thurs June 9 met the one person planning to go today, discouraged no one else there; unsure whether would go.*
 - *Thurs June 9 TC to Ellen Schmid of Marenakos*

(Tours continued)

- **TOUR OF JO HARTS GARDEN ARRANGED**
 - *Pretour was done with MG Lorraine Butler on May 23; Jo planning to have some refreshments. I am taking batch of cookies.*
 - *June 3 contact made with Director of Organic Seed Savers of Port Townsend; states arranging calendar; will call.*
 - *June 7 TC to Organic Seed Savers left message asking for return call.*

The following is the schedule for the 2016 tours:

- June 9th –Marenakos Rock Center
- June 27 – Jo Harts Garden in Poulsbo 10 AM - Noon
- July 29 - Eugene Brennan’s Garden 10 AM to Noon
- August 13 – Japanese Memorial Garden, Bainbridge Island
- September – Planning is still underway for tours to Chimicum Seed Savers and the trip to Jefferson General Hospital as well as a tour of a local garden.

Finance Committee – Joyce Schlote: Chair

No report at this time

Nominating Committee – Marcia Harris: Chair

No report at this time

Audit Committee – Linda Wells: Chair

No report at this time

SPECIAL COMMITTEE REPORTS

2016 Great Give Committee – Sherry Kanode

We have received our donation check from the Great Give.

- *Total donations were* \$1,800.00
- *Matching funds* 215.42
- *Fee Deduction* -53.08
- *Total Distribution* 1,987.04

MGFWS Representative Report – Sherry Kanode

The next meeting is June 24, 2016. It was suggested at the MGFKC Board meeting that perhaps the MG Washington State Foundation could coordinate a workshop across all counties to share Plant Sale information. The MGFKC time lapse video is posted on our own You Tube channel located at:

<https://www.youtube.com/channel/UCOpYXJZBlpPtnufaf97P0w>

ADDITIONAL REPORTS

None at this time

UNFINISHED BUSINESS:

- Board / Chair openings: Communications, Resource Development, Communications Committee opening for Publicity Coordinator.
- Children's Library – co-ordinate an inventory of children's books and develop a list of books at each of the gardens. Kathy Hawkins has provided a list for Anna Smith. Waiting for Raab Park to send their list.
- Annual Foundation event (needs a title/theme, for example, "Post Plant Sale Event") to be held after the first of next year (2017)
- Banner for parades (Top pocket needed, shows Gardens and Farmers Market participation)
- Pictures and bios of Board Directors on the website: All Board Members received a copy of their past bios to review. A sample was sent to Jane Dower and Tae McKinney for review. Board members have one more opportunity to edit prior to posting later in July.

NEW BUSINESS:

- Job descriptions for all Board positions: Officers, Directors at Large and Standing Committees
- 2017 Strategic Planning

ANNOUNCEMENTS

- Whaling Days Parade is July 30, 2016 in Silverdale.
- Annual Foundation Event will be held in January 2017.
- Reflections Articles:
 - June – Plant Sale
 - July – September - None
 - October – Call for 2017 Officers; Marcia Harris
 - November – 2017 Seminars; Kathy Hawkins
 - December – Outgoing Presidents Message; Sherry Kanode

Meeting was adjourned at 3:00 PM.

Next Meeting is Monday July 11, 2016

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