



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

December 19, 2016 Board Meeting Minutes

CALL TO ORDER

President Sherry Kanode called the monthly Master Gardener Foundation board meeting to order at Noon on Monday, December 19, 2016 at the home of Kathy Hawkins in Port Orchard, WA.

Board members in attendance were Secretary Donna Rae George, Directors-at-Large Marcia Harris and Kathy Hawkins. 2017 Directors elect John Andrews and Gayle Larson, Kim Fox; Communications Chair, Barbara MacKenzie; Programs Chair and Linda Broun; Salvage Team Coordinator also attended. Horticulture Advisor Colleen Miko, Treasurer Joyce Schlote and Director at Large Mary Anderson were unable to attend.

REPORTS:

Secretary's Report – Donna Rae George

November meeting minutes were approved.

Treasurer's Report – Joyce Schlote

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

	2016	October 31	November 30
ASSETS			
Current Assets			
Checking/Savings			
Debit Card Checking		49.17	25.00
PayPal Receivables		0	0
Kitsap Credit Union Checking		6,648.79	5,848.92
Money Market		26,508.00	26,801.14
Savings Capital Improvement		1,000.10	1,000.11
Kitsap Credit Union CDs			
CD 01 (09/14/2020)	Emergency Fund	8,500.00	8,500.00
CD 02 (06/02/2016)	Fund Raising	5,000.00	5,000.00
CD 04 (01/09/2017)	Emergency Fund	3,500.00	3,500.00
CD 08 (01/09/2017)	Income Averaging	5,000.00	5,000.00
CD 11 (04/11/2018)	Income Averaging	5,000.00	5,000.00
CD 12 (04/11/2018)	Fund Raising	4,000.00	4,000.00
Total Kitsap Credit Union CDs		<u>31,000.00</u>	<u>31,000.00</u>
Total Checking/Savings		66,476.83	64,675.17
Total Current Assets		66,476.83	64,675.17
TOTAL ASSETS		66,476.83	64,675.17

Horticulture Report—Colleen Miko: MG Program Coordinator

Please note: Colleen returning to office from vacation December 29th

Clinics:

- *Need new co-lead Port Orchard to replace Karen Vandanacker*
- *New travelling clinic lead team: Mary Anderson & Jeanette Berry*
- *No MGs working office clinic from now until January*
- *Clinic log data entry almost complete—yay!*
- *Beginning of the season lead team will meet late January, early Feb.*
- *Office clinic “sign up genius” paid version being lined up for 2017—Kim Fox & Patti Frank will be scheduling January and February soon*
- *Clinic box re-org continues this month & next with “prototype” box 2 reorganization & new MG Info binder re-org to be ready for review second week of January (new pubs, better organization)*

Learning Gardens

- *Blueberry Park MOA draft completed & submitted to WSU Pullman for review*
- *Meeting scheduled for January with Kitsap Parks to discuss MOA for Heritage*
- *Signs ready for P Patch, Blueberry & Raab Youth*
- *Beginning of the season lead team will be scheduled late January*

Misc. Program Info

- *Certificates of appreciation for non-MGs and e-cards requested for MGs from gardens and clinics will be created and mailed before year’s end*

MG Training 2017

- *40 apps have been reviewed & accepted (2 cert of hort basics, 3 scholarships approved)*
- *Class dates: Jan 27, Feb 3,10,17, Mar 3,10,24,31*
- *No class Feb 24, Mar 17*
- *Deadline for application has been extended to January 5th*
- *Last MG Training orientations scheduled for January 5th at 2 and 6pm*
- *Class fees: \$155 in-class fee; \$75 online class free (\$5 increase)*
- *Mentors: Carol Henning returning; Marcia Pauley stepping back*

MG Re-application 2017 Status

- *Began first week of November*
- *As of 12/13: 162 MGs have reapplied and met hours requirements for 2016; 75 need hours reporting completed; 93 still haven’t re-applied*

Organic Vegetable Gardening Class 2017

- *January 21st is special “beginners only” class 9-3*
- *Regular series of 4 classes: Feb 4,18, March 4,18*
- *Class offered for free to clinic leads and garden leads as thank you for their leadership—2 from each team can attend; register with me, not online*
- *Early registration rate deadline: December 23rd*
- *One scholarship applicant already accepted (Kitsap Public Health gleaning program manager/Americorp volunteer)*

STANDING COMMITTEE REPORTS:

Communication Committee Report – Sherry Kanode; Chair Vacant

Constant Contact (C): Recent emails included:

- *Constant Contact: two submissions will go out in December; the first was the president's farewell Reflections letter on 12/16/16 and the second to go out the week of Dec. 26 - 30 from K. Hawkins for announcement and reminder of the first seminar on Jan. 11, 2017.*
- *Kathy Goble is working on the WSHG magazine article due in Jan. 2017.*
- *Kim Fox will take over as chair in January 2017 and Jane Dower has offered to meet with her to discuss the responsibilities of the position and give any training as necessary.*

West Sound Home & Garden magazine:

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

Resource Committee Chair Vacant

- *Sherry Kanode will chair this committee and plans are under way to contact all past committee members to re-organize this group and schedule a first meeting early in 2017. Work will be started with re-organization in Jan. 2017.*
- *Monthly written reports will be submitted via email to the Foundation secretary one week before the monthly Board of Directors meeting.*

Programs Committee –as listed below

Seminars – Amy Churchill/Kathy Hawkins: Co-Chairs

- *Mark your 2017 calendars for the second Wednesday of January through June.*

Tours – Judith Richerzhagen: Chair

No report at this time.

Finance Committee – Joyce Schlote: Chair

Budget to be discussed at January 2017 meeting.

Nominating Committee – Marcia Harris: Chair

No further reports until 3rd quarter 2017

Audit Committee – Linda Wells: Chair

No report at this time.

SPECIAL COMMITTEE REPORTS

MG Celebration and Recognition Event 2017 - Sherry Kanode

- *The purpose of this event is to replace the Annual Meeting held when the Foundation had a membership. This would be an opportunity for MGs to socialize and for the MGFKC to take time to recognize the many MGs that support the Foundation's mission and work. It would also be a time to celebrate our successes.*
- *The committee members are: Kathy Hawkins, Amy Churchill, Sherry Kanode, and Barbara MacKenzie.*
- *The first meeting was held at Kathy's home on Mon., Dec. 12, from 9:00 a.m. to 12:00 p.m.*
- *The committee notes a request to hold the event in a facility that will allow wine will be considered.*
- *Venue locations were discussed and several locations were contacted for pricing, availability, etc. It was decided to check with a MG who has ties with the United Methodist Church in west Bremerton to see if this facility and location might work for the event. Please note: our contact MG has found out that the Bremerton United Methodist Church does not allow wine, therefore this facility may not work for the event if the Foundation wants wine served.*
- *The committee estimated approx. 150 MGs and family members would attend.*
- *It was decided that the event needs to be held in Sept. 2017 so the committee has ample time to prepare for the event with full consideration given to MGs gardening schedules, etc. The date selected: Sun., Sept. 17 (if this will work) and the alternate date on Sat., Sept. 16. The event time discussed: 2 p.m. to 4 p.m. or 3 p.m. to 5 p.m. depending on availability of facility.*
- *A tentative program was set at the meeting and decorations were planned. Also planned, informational stations: one for treasurer financial well-being of the Foundation; website representative; plant sale and salvage team representation, and a Foundation merchandise (gloves, etc.) sales table.*
- *The first order of business is to secure a location that meets our requirements, free or very low costs.*
- *A second meeting will be held early in 2017 with committee members reporting back on their assignments, contacting various locations to determine a site to hold the event. The meeting date, time, and location TBD.*

2016 Great Give Committee – Sherry Kanode

No report at this time.

MGFWS Representative Report – Sherry Kanode

No report at this time.

ADDITIONAL REPORTS

None at this time

UNFINISHED BUSINESS:

- Board Orientation- Schedule and Content. Planned for January 2017 regularly scheduled meeting time and place.
- MGFKC Manuals. Up to date and ready to pass on to new Board Members.
- Passive Giving Trifold – Comments and or changes so we can send to print. Where does this go in the budget? Pending Kathy Gobles input.
- Constant Contact – has been paid for 6 months. We need to address costs associated with the software and labor of Hari continuing to be the CC Editor. Kathy Hawkins to evaluate if she can become the new CC Editor
- Publicity Coordinator position still open.

NEW BUSINESS:

- 2017 Strategic Planning to be addressed by incoming 2017 Board

ANNOUNCEMENTS

- Reflections Articles:
TBD for 2017

Meeting was adjourned at 3:00 PM.

Next Meeting is Monday January 16, 2017 1 – 3pm

Meetings for 2017:

***Meetings are held at the Home Builders Association Building
Third Monday of each month from 1-3pm
5251 Auto Center Way, Bremerton, WA
(360) 479-4210***