



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.

October 16, 2017 Board Meeting Approved Minutes

CALL TO ORDER

President Marcia Harris called the monthly Master Gardener Foundation board meeting to order at 1:05pm at the Homebuilders office on Monday, October 16, 2017.

Board members in attendance were

Executive Board Members:

President Marcia Harris

Vice President Donna Rae George

Secretary John Andrews

Treasurer Joyce Schlote

Directors-at-Large:

Gayle Larson

Tom Boullion

Claudia Thompson

Horticultural Advisor: Colleen Miko

Guests: Chuck Reiber (Heritage Garden), Betsi Kurzawski & Jill Ray (Raap Park Youth Garden), Jim Rodman, Kimberly Murphy, Sandy Livermore, Mary Polensky (Anna Smith Learning Garden)

Smile for the Day: Joyce shared some special definitions of weeds and her father's sayings.

Reports from Garden Leads

* Chuck Reiner explained where the Heritage Demonstration Garden is located. Garden includes Native Plants as well as a variety of vegetables and a memorial garden. He detailed all the activities that occur during the growing season. They won the Commissioner's Award this year. They donated over 500 pounds of food to the Kitsap Food Bank. Projects for the future include replace some of the raised beds; replace the irrigation system; add more shade loving plants; replace some of the corral fencing. Question: Why wouldn't the fairgrounds be able to replace fence? Colleen has had discussion with them and determined that they didn't have funds. Issue of liability was raised that may mean that the fairgrounds should provide the labor. Grants have been secured for expenses at Heritage in the past.

* Betsi Kurzawski described the Raab Park Youth Garden that has existed since 1974. Great location with lots of parking. They have 25 raised beds—some in different stages of repair by Eagle Scouts. They grow vegetables for Fishbank (this year provided 500 pounds) Jill explained that the children's garden starts first Monday after school is out. Eight weeks long and a variety of topics are planned; always a craft or two that are related to the topic. The children get to harvest vegetables as season progresses. Total of 511 kids participated over the summer. They request donation from families to be used toward the expenses of crafts. Thursday work parties from 9-12 to do most of the labor of keeping the garden going. Plans for expansion within the limited area. This year they are using different fencing to keep rabbits out. They would like to build more benches as well around plots that are waist high. Power to use shop tools is on the wish list as well as a better irrigation system.



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* Jim Rodman described the Anna Smith MG Demonstration Garden which is celebrating their 30th anniversary next year. When it was set up in 1988, it was designed as a demonstration garden for the public. This year they had live rabbits as part of the general tour of the fairy houses; a large dahlia display; a “pick your own harvest” this year for the first time; a bean teepee; various grape varieties; Kiwi plants. They have two composting stations—one for weeds only. The butterfly house exists and but did not have the large number of insects as past year. Projects include making small deer fences for each bed since cannot encompass the entire area. Need more educational signage that might include smart phone QR codes. Also the garden has hosted small group of kids from Martha and Mary. Parking has always been an issue and volunteers have to park along the highway. They have underground water faucets but don’t have a drip irrigation system to the beds. The shed is 27 years old and parts of flooring are rotting as well as roof leaks, so it needs to be replaced and should be located in a different place. Parks cut the electricity this year. Kim highlighted how this garden brings together people from all parts of society thus creating a stronger bond with the community.

Today’s Agenda: Approved.

CONSENT AGENDA— Joyce Moved, Tom Seconded. Approved.

Secretary’s Report – John Andrews

September meeting minutes were approved as submitted.

Treasurer’s Report – Joyce Schlote

The Treasurer's report of Assets and Profit and Loss was emailed to all members. Questions from DR about donation made for special events. Joyce also explained the different columns on the P&L list.

Horticulture Report–Colleen Miko: MG Program Coordinator

The October Horticultural report was emailed to all board members.

STANDING COMMITTEE REPORTS:

Communications Committee: Proposed Dates for West Sound Magazine ads were emailed.

Programs Committee (Tours & Seminars): no report filed

Resource Committee: no report filed.

Nominating Committee: no report filed.

Audit Committee: no report filed.

Finance Committee: no report filed.

SPECIAL COMMITTEE REPORTS:

Plant Sale Committee: final report was emailed.



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Plant Salvage Committee: no report filed.

Other Special Committees and Assignments:

*MGFWS State Conference in Yakima—Colleen attended.

FOUNDATION BUSINESS:

1. Graduation 2017 on November 5:

a. Interest Survey—Claudia provided the final version of the survey. It was started more than six years ago to see what the rookie classes had as interests that could be tapped into by the Foundation. It was not used the last two years. General consensus was that we should include all master gardeners because interests change and no one was surveyed the last two years. Recommendations were made to revise the survey.

b. Silent Auction or Raffle. Should we do one or other or both? Colleen felt that the ceremony does not lend itself to a silent auction activity. It was generally felt that a raffle works better.

c. Other suggestions. A banner for Amy Churchill (this year's nominee for MG of the year at the state convention) is being made that will be signed at the graduation and John will photograph the entire audience holding it to be sent to her.

2. 2018 Budget for Seminar Speakers — Marcia reported that we have two confirmed speakers at this time. Speakers usually expect \$200-\$400 fee. Marcia suggested that we allocate a budget item to guarantee it will be covered. Discussion followed on the possibility of charging admission as other MG organizations do or ask for donations. After discussion the general consensus was to start charging a \$5 admission fee this season and evaluate how that is received. **Tom moved, John seconded that we budget \$1500 and charge \$5 admission for each seminar. Passed unanimously.**

3. Policy Committee Proposal—tabled

4. West Sound Home & Garden Nov/Dec Ad—the first two speakers will be included.

5. Coffee Burlap Bags—the firm donates them only to 501c3 organizations. How would they be used? John recommended that a supply of bags be delivered to Ann and Marcia's potting up locations as a barrier for the plants in pots and then offer salvage diggers any that are left over. He will check with Ann and Marcia.

6. New Silverdale Farmer's Market—No news to report.

7. MGFWS State Conference Report —none given.

8. Salvage Team Potting up Report—John reported that there have been seven digs so far including the potting up party held on Sunday where over 15 MGs brought 219 plants to add to the 205 that were already at Donna Rae's house. DR opened her house afterwards to a delicious luncheon for all the volunteers. To date, the Salvage Team has 1,789 plants with three more digs to go this fall.



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9. Nominating Committee Report—tabled.

10. December 18 Year End Meeting—Joyce mentioned that it could be held at FRA building. No decision was made at this time.

ANNOUNCEMENTS

- 1. Need for Seminar Co-Chairs and Merchandizing Chair**—Gayle is heading Seminars up and the board is looking for a co-chair.
- 2. Great Give 2018 Update**—postponed
- 3. 2018 Plant Sale Sponsorship Update**—postponed
- 4. Other Information**

Meeting was adjourned at 3:56 pm.

Next Meeting is Monday November 20 at 1:00pm

Master Gardener Foundation of Kitsap County Assets As of October 31, 2017

Oct 31, 17ASSETS

Current Assets

Checking/Savings

Debit Card checking	76.27
Kitsap Credit Union Checking	6,508.35
Money Market	25,544.70
Savings Capital Improve	1,000.10
Kitsap Credit Union CDs	
CD 01 (9/14/20) Emergency fund	8,500.00
CD 04 (1/9/17) Emergency Fund	3,500.00
CD 09 (6/2/18) Fund Raising	5,000.00
CD 12 (4/11/18) Fund Raising	4,000.00
CD 08 (1/9/17) Income Averaging	5,000.00
CD 11 (4/11/18)Income Averaging	5,000.00
Total Kitsap Credit Union CDs	31,000.00
Total Checking/Savings	64,129.42
Total Current Assets	64,129.42
TOTAL ASSETS	64,129.42

HORTICULTURE REPORT October 2017

By: Colleen Miko

Clinics

- Office clinic shifts full through December 8th, 2017 (last day)
- Clinic log data entry process
 - Office clinic inquiries all entered to date



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- Most markets entries complete through August
- 9 MGs working on the entries, including office clinic MGs
- Last farmers market clinics to close this week—Port Orchard & Poulsbo 10/14
- 2018 Central Kitsap Farmers' Market Inquiry
 - Emailed Michelle Wilson, market manager (was P. O market manager until this year) to find out if:
 - ♣ KCAA will do market in 2018 & if so, will it be same location, same day/ time/will Michelle be manager again (if so, will they store & set up our supplies each week)?
 - Will need 2 clinic co-leads & supplies, such as canopy—stay tuned
- Need 2 traveling clinic leads—hoping to recruit new team in time for fall end of season clinic lead meeting
- End of Season clinic lead meeting will be held in early November (doodle poll to come out soon)—should have all the boxes by then to start inventory for 2018 needs

Learning Gardens

- ¥ Anna Smith
 - Power shut off at Park because of vandalism/emergency
 - New shed is needed, as well as new power connection (waiting for input from County Parks Department contact for more information)
 - Donated 382.2 # produce to Central Kitsap Foodbank in 2017
 - Last work party day: November 15th to dig & store dahlias
- ¥ Blueberry Park
 - This month, hosting Armin Jahr elementary school classes for tours of the demo garden in partnership with WSU FoodSense program (FoodSense partnered w/ Kids Cultivate this summer to have a booth w/ activities related to nutrition)
- ¥ Heritage Garden
 - Draft MOA with Kitsap Parks/Kitsap County still in draft form
 - Sept. 26th potluck; last day: Oct. 17th cover crop seeding & Salvage team dig (hostas)
- ¥ Raab Youth
 - Oct. 18th last MG work party
 - Oct. 25th West Sound Academy 7th graders “putting the garden to bed”
- ¥ Raab Park P Patch
 - Oct. 14th last work party day 10-12
 - New lead team members wanted
- ¥ End of season garden lead meeting for early November (doodle poll soon)

Kitsap County Fair August 23-27th

- Recap Report completed & turned into Parks & Fair Board contacts Sept. 27th



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○ Highlights:

- ♣ Heritage Garden wins Commissioners' Award from Charlotte Garrido & was visited by 1719 people who asked 174 questions
- ♣ Open Hort receives 224 entries by 74 individuals & 248 people visited, with 141 questions answered
- ♣ 478 total pounds of produce donated to food bank that week between Heritage & Open Hort entries

MG Advanced Education Conference “Can You Dig It?!” September 20-23, 2017 Yakima, WA

- Colleen presented on panel “Successful Foundation/Program Relationships”—so proud that our partnership is considered a paragon of cooperation in the state
- MG of the Year award winner announced at this event—winner from Whatcom. Kitsap nominee was Amy Churchill
- MG of the Year nominees 2016 also recognized—our nominee Laura Pittman-Hewitt
- Presidential award winner certificates given to program coordinators
- 2018 conference announced: Wenatchee Convention Center Sept 26-29th

Home Show—Oct 7 & 8th (two days only this year)

- 99 people stopped at booth, 63 gardening questions
- 2nd show with new “Enhance Your Yard” booth backdrop & display boards—need better visibility of MG name and logo for spring show (can't use sandwich boards)
- New info card on the Benefits of Native Plants “Why Native Plants?” was debuted
- 6 attended “How Green is Your Lawn?” class Sunday morning

Graduation & Awards Ceremony November 5, 2017 2-4pm

- MG rookies reported hours by October 8th and believe all but 1 (moving out of state) of those finishing classroom work, will graduate!!
- Garden & clinic leads to provide nominations & lists of people for certificates of appreciation and e-thank you cards

MG Training 2018

- New applications and first info email to inquirers to go out Oct 16th
- 2018 class dates: Jan 26-April 13th. No class Feb. 9 & March 16.
- Orientations sessions November 14, 29 & Dec 4th (2 and 6pm each of these days)

Educational Outreach Events

- Outreach complete for season



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- WSNLA class “Soils, a New Perspective” November 8 9-12 at NDGC Chambers

The Foundation supports Master Gardener activities in Kitsap County.

It not only sponsors seminars, tours, and plant sales, it funds Demonstration Gardens and many other educational and volunteer activities across Kitsap County.

Any current Kitsap Master Gardener and Master Gardener Intern is invited to participate.

GROW WITH US!

You are encouraged to share your knowledge, passions and talents to promote the work of Master Gardeners in Kitsap County.

I am interested in using my skills and talents in the following areas:

Audit Committee	Hospitality
Cashiering for Events	Marketing
Communications Committee	Merchandise Sale Committee
Computer Skills	Plant Sale Committee
Finance Committee	Programs Committee (Tours/Seminars)
Graphic Arts	Salvage Team
Growing plant starts	Sponsorship Solicitation
	Transporting

What additional unique skills or talents would you like to put to use for the MG Program/Foundation?



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MASTER GARDENER FOUNDATION OF KITSAP COUNTY COMMITTEES POLICY

BYLAWS OF MASTER GARDENER FOUNDATION OF KITSAP COUNTY ARTICLE 3.7 STANDING or TEMPORARY COMMITTEES

POLICY

The Board has the sole authority and responsibility to manage the affairs of the Foundation but may delegate certain activities of the Foundation to committees.

GUIDELINES

In order to utilize the broad spectrum of skills within the Master Gardener Foundation (MGFKC) the Board will encourage service on committees.

To make use of Board expertise, time and commitment at least one Board Director will serve as an ex officio member of each standing and special committee.

Standing committee chairs will be appointed annually for ongoing major activities of the Board.

For short term activities of the Board, special committees will be established that cease when the activities are completed.

The Board will ensure that a special committee has a specific charge and, if necessary, a set of tasks to address.

Committees may establish subcommittees as deemed appropriate.

Each Board Director must understand each committee's responsibilities.

The committees shall bring recommendations to the whole Board for its approval.

The Board may ask each committee to complete other related tasks.

Standing Committees and active Special Committees shall submit an electronic copy of their report to the secretary one week prior to the board meeting. A notice of "No Report" shall be submitted when appropriate.

PROCEDURES: GENERAL



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Refer to Bylaws; Articles 3.17 through 3.20. All committees shall determine the meeting schedule needed to carry out its responsibilities.

PROCEDURES: STANDING COMMITTEES

Communications Committee (Remove from Standing Committees)

~~MGFKC news will be published regularly and distributed to all Kitsap County Master Gardeners.~~

~~The Board and committee chairs submit Foundation information to the Board President for approval to publicize.~~

~~The Communications Committee will prepare approved information and disseminate it using various media such as the Foundation website, Constant Contact, email, newspapers, magazines, on-line calendars, posters and flyers.~~

~~The Committee will determine the time frame needed for publication of pertinent information~~

Programs Committee (Remove from Standing Committees)

~~“Programs” includes social events and foundation-oriented educational opportunities such as seminars and tours.~~

~~The Committee will submit a proposed schedule of programs for the ensuing year to the Board, for its approval no later than the end of the fiscal year.~~

~~The program schedules will be published in accordance with the Communications policy.~~

Resource Development Committee (Remove from Standing Committees)

~~The committee will solicit fundraising ideas from Master Gardeners and outside advisors.~~

~~The committee will review ideas and report their recommendations to the Board at such times as requested by the Board.~~

~~The committee is not tasked to plan nor implement each fundraising event.~~

~~The committee will monitor fundraising events and evaluate each one’s cost effectiveness, and provide a report to the Board.~~

Finance Committee

The Board Treasurer shall be the ex-officio member of this committee.



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The Finance Committee shall annually develop a budget as per Foundation Policy entitled: "Creating and Maintaining the Foundation Budget."

The committee shall maintain accurate tracking/monitoring/accountability for funds.

The committee may be asked by the Board to assist in the review of major grant proposals.

Nominating Committee

The Nominating Committee shall call for nominations of candidates to fill vacant Board positions during the year and to establish a slate of candidates for the annual election.

The committee shall begin to seek nominations for an ensuing year in June.

For Board vacancies occurring during the year, a time-frame will be set by the Board.

For the annual Board election, the committee shall request each candidate to prepare a brief biography and position statement.

The committee will review individual and general Board membership responsibilities with each candidate.

The committee will present the slate of candidates to the Board per process in Bylaws, Articles 2.3, 2.4 and 2.5.

Audit Committee

The Audit Committee will consist of at least three Master Gardeners including one MGFKC Board Director, not to include the Board Treasurer.

The Audit Committee shall annually examine the Treasurer's accounts for the previous calendar year.

The Audit Committee shall begin its examination of the Treasurer's accounts early in the year, before the MGFKC's income tax reports have been filed.

The Audit Committee shall submit a written report of its audit to the Board for approval.

Year End 2017 SPIRIT WEAR Report – Donna Rae George; Spirit Wear Coordinator

Our last order of Spirit Wear was placed in February 2017. Items were sold at the March, April and June seminars, the plant sale in May and at MG graduation in November.

Total Cost 2017 Order

\$2,052.52



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Total Breakeven	\$1,119.61
Total Expected Profit	\$1,748.03
Total Sales for 2017	\$1,580.00
Total Profit for 2017	\$696.81
Projected Profit for 2018	\$531.80
Projected Profit for 2019	\$519.42

ADDITIONAL ITEMS for 2018

License Plate Frames = 90

Row Cover = 12

- There will be no additional orders for inventory items in 2018 (those items that are not sized).
- We will plan to do a “Custom Order” (Items that are size specific, eg; vests, hoodies, etc) will notice to be sent out 1 March, 2018 and all orders paid by 1 April 2018 in order to be processed and delivered in time for the plant sale in May 2018.
- Also, available for sale are the license plate frames 90 remaining @ \$3 each. These will also be used as incentive items at graduation for Rookies.



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