



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 27, 2017 Board Meeting Minutes

CALL TO ORDER

President Marcia Harris called the monthly Master Gardener Foundation board meeting to order at 1:32pm on Monday, February 27, 2017.

Board members in attendance were Executive Board Members: President Marcia Harris

Vice President Donna Rae George

Secretary John Andrews

Treasure Joyce Schlote

Directors-at-Large: Mary Anderson

Gayle Larson

Tom Boullion

Claudia Thompson

Horticultural Advisor: Colleen Miko

Guests: Sherry Kanode, Kim Fox

Joke of the Day: Tom got us off to a humorous start.

Sherry made a presentation gift to Colleen representing the board of directors in gratitude for all the support she has shown to the board over the past year.

Master Gardener Program Orientation - Colleen

Colleen reviewed the MOA that WSU has with the MGFKC. The agreement states that WSU hosts the orientation and training of the master gardeners. The MGFKC assists with the WSU extension staff, fundraising, and organizing tours as well as supporting the gardens and clinics. Liability for the master gardeners was clarified; the WSU liability covers MGs as long as they are involved in an approved event. She noted that not all counties have a paid coordinator in charge of training. In some cases, that responsibility falls upon the foundation board.

REPORTS:

Secretary's Report – John Andrews

February meeting minutes were approved as submitted.

Treasurer's Report – Joyce Schlote

Master Gardener Foundation of Kitsap County Assets As of February 28, 2017

Feb 28, 17

ASSETS
Current Assets

Checking/Savings	
Debit Card checking	92.88
Kitsap Credit Union Checking	15,664.81
Money Market	2,913.42
Savings Capital Improve	1,000.02
Kitsap Credit Union CDs	
CD 01 (9/14/20) Emergency	8,500.00
fund	
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	5,000.00
Averaging	
CD 11 (4/11/18)Income	5,000.00
Averaging	
Total Kitsap Credit Union CDs	31,000.00
Total Checking/Savings	50,671.13
Total Current Assets	50,671.13
TOTAL ASSETS	50,671.13
LIABILITIES & EQUITY	0.00

Master Gardener Foundation of Kitsap County Profit & Loss Budget vs. Actual January through February 2017

	Jan - Feb 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Foundation Revenue			
Reward Cards	47.16	350.00	-302.84
Donations	75.00	2,500.00	-2,425.00
Interest-Savings-CDs	49.81	275.00	-225.19
Merchandise Sales			
glove sales		323.00	
Merchandise Sales -	0.00	4,500.00	-4,500.00
Other			
Total Merchandise	323.00	4,500.00	-4,177.00
Sales			
Plant Sale			
Plants Sold	0.00	14,000.00	-14,000.00
Total Plant Sale	0.00	14,000.00	-14,000.00
Seminars Income	455.00	850.00	-395.00
Total Foundation	949.97	22,475.00	-21,525.03
Revenue			
Total Income	949.97	22,475.00	-21,525.03
Expense			
Foundation Expenses			
Administration			
Communications			
Constant Contact Office	0.00	500.00	-500.00
Help			
communication	299.00	800.00	-501.00
committee			
Total Communications	299.00	1,300.00	-1,001.00
Office expenses			
Storage Rent	1,308.00	1,320.00	-12.00
General Admin	30.00	2,400.00	-2,370.00
Expenses			
Total Office expenses	1,338.00	3,720.00	-2,382.00
State Represenative	0.00	400.00	-400.00
expenses			
Total Administration	1,637.00	5,420.00	-3,783.00
Fund Raisers			
Credit Card Device	60.00	300.00	-240.00
Connections			
Future fund raising	0.00	350.02	-350.02
events			
Merchandise Expenses	3,000.64	3,700.00	-699.36
Plant Sale			
Plant Sale Main	203.75	2,980.00	-2,776.25

expenses			
Salvage Team	0.00	500.00	-500.00
Total Plant Sale	203.75	3,480.00	-3,276.25
Total Fund Raisers	3,264.39	7,830.02	-4,565.63
Total Foundation	4,901.39	13,250.02	-8,348.63
Expenses			
Program Expense			
Clinics	3,827.70	4,253.00	-425.30
Ancillary Projects			
Sign up genius	107.89	108.00	-0.11

HORTICULTURE REPORT February 27, 2017

By: Colleen Miko

Clinics:

- Need new co-lead Port Orchard to replace Karen Vandacker
- Beginning of the season lead team met Feb 3rd
- Learning “Signup genius” to use for all clinics w/ help from office clinic leads Kim Fox & Patti Frank
- Bremerton F/M notified us they don’t have a canopy to supply MGs for 2017
- Farmer’s market day 1 orientations scheduled:
 - Poulsbo 3/25 (market start date 4/1)
 - Port Orchard 4/15
 - Kingston 5/6
 - Bremerton 5/4 (orientation TBD)
 - Bainbridge 4/8 (orientation TBD)

Clinic Box Materials Revamp:

- Clinic box re-org & restocking underway with a team of 8 MGs
- Box 2 and MG information binder overhauled
- New Clinic Log sheet for 2017 to include better contact demographic information
- Preparing for March 10th MG clinic orientation

Clinic Log Data Entry 2016

- Original numbers reported in January are inaccurate—still needing to total these
- Will have total numbers for March report

Stewardship Sites

- New lead team members wanted for Manchester State Park Native Plant Garden needed—want to do more events for Native Plant Appreciation Week in April—first meeting of the season 2/27
- 75th anniversary of Japanese internment being commemorated at Bainbridge Island Japanese American Internment Memorial this month

Learning Gardens

- Blueberry Park MOA draft completed & submitted to WSU Pullman for review—no update

- Meeting January 19th to discuss MOA for Heritage w/ Kitsap Parks—second draft in review
- Beginning of the season lead team held Feb 14th
- Heritage Garden—first day March 14th with grape pruning demo
- Anna Smith—first day April 5th
- Blueberry Park garden shed dedication planned with Mayor & Parks Director late April

MG Training 2017

- Roster includes 41 attendees (2 cert of hort basics, 5 scholarships approved)
- Class dates: Jan 27, Feb 3,10,17, Mar 3,10,24,31 (No class Feb 24, Mar 17)
- March 10th—clinic orientation day—all encouraged to attend!
- Rookie days:
 - April 7th Anna Smith 9-11:30; Heritage 11:45-2 with lunch
 - April 14—Raab Park 9-12 with lunch; Blueberry 12:30-2:30

MG 2017 Roster

- First draft roster emailed out for corrections 2/22/17
- Rookies have chosen gardens & clinics—lists to leads should be complete and given out by March 3rd (first up: office clinic)

Organic Vegetable Gardening Class 2017

- 29 registered (2 scholarships + 10 MG lead comps)
- Drop-in registration open for last 2 classes: March 4th and 11th

Educational Outreach Events

- Ueland Tree Salvage Saturday March 4th 10-2
- Peninsula Home & Garden Show, March 17-19th
- Friends of Manchester Library Plant Sale, April 22nd

STANDING COMMITTEE REPORTS:

Communications Committee: report was unreadable.

Programs Committee:

SPECIAL EVENT:

Sherry Kanode, Special Event chair, is presenting, separate from this report, a full request to the Board for approval of a special event in September. This report covers purpose, location, and all requirements, budget and procedures involved in this event. It is recommended that the board approve this request, as it benefits all MGs.

SEMINARS:

Kathy Hawkins and Amy Churchill, co-chairs report an especially successful February seminar featuring Marianne Binetti with 114 MGs and 47 guests attending. \$160 was collected, well on target to reach

\$600 goal.

The Board is urged to assist in recruiting new chairs to work with this committee now to plan for 2018.

TOURS:

Gayle Larson is connecting with providers; two tours will be evening tours, two others will be daytime events. A full schedule and advertising materials will be presented by the April Board meeting.

Resource Committee:

Board of Directors Meeting

February 27, 2017

Representative and Committee Reports

MGFWS (Master Gardener Foundation of Washington State) Representative Report:

- The first quarterly meeting will be held on Friday, Feb. 24, in Everett, WA. Meeting minutes to follow;

Special Committee Reports:

Kitsap Great Give (KGG) Report (as of 2/22/17):

- February is the month for nonprofits to register for this event and our nonprofit should be registered by the 1/27 Board meeting. The KGG is a 24-hour online giving event taking place on Tuesday, May 2, 2017. Nonprofits in Kitsap County can participate in this event for free. We can add to the dollars donated during this event through matching dollars available from sponsors. Donors can elect to pay for the online processing fee. Kitsap Community Foundation (KCF) and the United Way of Kitsap County are again the two presenting partners for this event in Kitsap County. KCF provides training support for all participating county nonprofits with online tutorial videos available through the www.kitsapgreatgive.org website.

- Feb. 2 was the kickoff; Feb. 16 was the first training session and Feb. 23 will be the second training session. Unfortunately, this year I have missed these sessions due to a prior commitment on Thursdays in February, however I attended all session

last year and I only need a refresher to update information and I can do this through the online videos.

- As the chair, I am seeking MGs who would like to help with planning the implementation of this one-day giving event:

- o Help is needed with creating and telling how we help members of our community, our story as a Foundation and as Master Gardeners;

- o The Foundation Board needs to decide on a goal for the KGG, why and what they want to raise funds for and how much;

- o Help is also needed with technology: utilizing Facebook, Twitter, and other social media avenues in developing our list of donors; utilizing KGG logos accessed via electronically, and working with our webmaster in advertising on our website or with others who are knowledgeable in technology software.

Standing Committee Reports:

Resource Development Committee Report:

- The plan is to revitalize this committee by contacting old committee members and seeking new members. In preparation, the past committee chair has shared numerous documents created when this committee reformulated in 2013 and worked until the fall of 2015. These documents are valuable in setting direction for a new committee as they provide an excellent foundation to work from; as the new committee chair, I am reading through the material and formulating a plan of work for 2017. I would like to initiate a meeting in March.

- On January 26, 2017 glove sales management was turned over to me as the new chair of this committee. The MG who was doing this job realized she would rather sell gloves, but not manage the entire operation. Currently, Amy Churchill sells gloves at the MG training classes and she has a "kit" to do so. In April Cathy Carson will take a kit to sell gloves to her garden club. I have the master inventory and have sold gloves at the Foundation education seminar in Feb. and will do so at the remaining seminars with the help of other MGs. I have also sold gloves at the Organic Vegetable Gardening (OVG) Class, which I am enrolled in. After assessing the current glove sale tracking system, I formulated a simple accounting spreadsheet which has already simplified accurate tracking of glove sales. If my calculations are correct, A. Churchill has sold \$360.00 so far in 2017; I have sold \$67.00 in glove sales and \$15.00 in donation, total: \$82.00; grand total so far: \$442.00. A recent glove order was placed and received, which should provide enough inventory to carry through the rest of 2017. The following are remaining scheduled event sales opportunities: four more rookie classes, four more monthly seminars, two more OVG classes, the plant sale, and graduation.

- Donna Rae George is handling the sale of spirit wear merchandise; she has placed an order for items to sell at the May Plant Sale as well as at seminars and other MG sponsored

- o March 8 and 11 gloves were sold by me at the MGFKC education seminar and the Organic Vegetable

Gardening
class

- o Amy Churchill sold gloves at the March 3 MG Training
- o Total income from sales at events in March: \$231.00

• **Spirit Wear Sales:**

SPIRIT WEAR REPORT – Donna Rae George; Spirit Wear Coordinator

A new order of Spirit Wear has been placed for 2017. Items will be sold at the March, April and June seminars, the plant sale in May and at MG graduation in November.

We ordered from Embroidery Authority in St. Augustine Florida. Because we are a nonprofit they give us a discount which varies due to quantity. This order we received a 25% discount on the items which came to \$459. There is a \$3.25 charge per item for embroidery and shipping for this order came to \$0.72 per item. Total for this order of 170 items was \$2,052.52. Total profit is expected to be \$1,748 when all items are sold.

We have ordered the following from Embroidery Authority:

ITEM	QTY	Color 1	Color 2	Color 3	Color 4	Color 5	Cost	Sell
Aprons	20 each	black	khaki	Navy	royal		12.21	25.00
Caps vintage heather grey with contrast	10 each	black	maroon	navy	royal	purple	12.21	20.00
Felt Tote	10 each	berry	lime	turquoise	royal		11.75	20.00

Also, available for sale are the license plate frames @ \$5 each.

Supplement to Program Committee Report:

- As requested: a “business plan” and timeline was created detailing costs, etc. of the 2017 Special Event for the Board’s review and vote. This two-page document was submitted to the Board President after 3/3/17, the date it was created.
- To date a reply referring to the plan has not been received; the two-page document was submitted to the Secretary.
- As noted in the February BOD meeting minutes, a motion was made, seconded, and approved to upfront the rental cost for the Torpedo Room at Manchester State Park.
- Confirmation

Nominating Committee: no report filed.

Audit Committee:

First, on behalf of the Audit Committee, I would like to say that we are very fortunate indeed to have Joyce as our Treasurer. She’s doing a fabulous job of managing our money and maintaining records that make it as easy as possible to see where (and why) our funds are coming and going.

Second, Sherry, please include an Audit Committee Report line item in the February agenda.

Third, Donna Rae, please include the attached report in the February minutes and, if the Board is satisfied with it, please maintain the revised .docx version of the Audit Committee Report Template in your records for the benefit of the 2017 Audit Committee.

Finally, Marcia Harris has offered to answer any questions the Board may have with respect to the audit committee report at the February meeting.

Finance Committee: no report filed.

SPECIAL COMMITTEE REPORTS:

MGFKC Plant Sale Committee Meeting Minutes February 8, 2017

❖ Attendance: Donna Rae George, Jill Ray, Linda Wells, Kim Fox, Gayle Larson, Lynn McIntyre, Sherry Kanode

Note: absences caused by weather (snow)

- Call to order: 11:06 by Donna Rae George. She asked for feedback in re: to position description list she sent out.
- Jill read “Action Items” sent via email by Tom Boullion.
 - Gayle Larson needs to be added to email dist. and Vickie removed.
- Linda distributed “Got Plants?” flyer and asked for feedback. Linda “hand amended” it for today’s seminar, making it clear that this list is for 2017.

1. Recap/Update/clarification of last meeting discussion items:

- Acquisitions:
 - Cash drawers to be purchased
 - Four additional foldable carts – We currently have four. Be on lookout for sales, especially Costco; let DRG know. Prefer them to match current ones (teal) for easy I.D.
- Personnel needs:
 - 12 cashiers in teams of 2 (I-pad user & \$ handler)
 - Kim Fox volunteered as “Head Cashier”!
 - Need to recruit more NOW! And at Mar 24th presentation.
 - (Post meeting) Linda asked Colleen to work with Intern Mentors to identify new MG’s who are interested in being cashiers/I-pad users and put them in touch with DRG.
- Permit: Pending. Tom will deliver to Treasurer at next board meeting (2/27) for payment. Cost is \$10.
- Recruiting: Plant Sale Committee & Salvage Team will present to the 2017 MG Class on Mar 24th. Gayle will provide seeds to potential “growers”.
- Update on team Leads:
 - DRG prev. recruited Ann Lee as Printing Coord. to prevent inundation of Ext. Office w/print requests.
 - Lynn is in the process of relieving Jane Dower as Plant Sign Coord. DRG asked her to go through Ann Lee for printing at the Extension Office.
 - Kim Fox is Advertising Coord. Cathy Goble working on ads for Plant Sale, Children’s Gardens & MGFKC Seminars to be listed in next

issue of West Sound Home & Garden magazine; due date is Mar 8th. Linda sent links to Kim for free online calendars for Miller Garden Library and WA State MG Foundation. Online calendars for The Kitsap Sun and NK Herald publishing group were also suggested. We can also ask columnists, Peg Tillery & Chris Smith to mention the sale.

- Sue Beecham to be asked (Lynn M.) to return as “connoisseur”. She can come on afternoon of set up & “shop”.
- Jill Ray to return as Sales Team Coord.
- Plants:
 - Gayle – Due to prev. Tomato grower/nursery out of business, MG growers have been selected; We have enough. We briefly discussed variety list (Gayle didn’t choose, growers did). Still need “other veggie” growers. Notice will go out this week to potential growers to discuss expectations (varieties, quality/quantity, etc.). “Oggie” Ogden will help with Tomato sign designs this year. Different color borders will be used on cardstock to differentiate between Determinate & Indeterminate varieties. Gayle is taking over Tomato Database. She suggested increasing commonly sought varieties such as “Early Girl”, “Sun Gold”, etc.
 - “Salad Bowls”, hanging baskets and herbs will be offered and sales tracked.
 - Lavender starts needed for next year. Gayle to ask Joyce if she started any.
 - (Post meeting) Gayle talked to Bob McBride in re: fruit trees which haven’t been successful sellers. He only has a few and none are cherry trees.
 - DRG has a flat of Hydrangea starts & 200 native plant tags. Linda to look at salvage list to see if 200 are enough.
 - Len Beil to donate Dahlia tubers.
 - Do we want to do Fuchsia baskets? No decision made.
 - Hardy Fern Foundation will return.
 - DRG to recruit/schedule crew for transporting for leftover “recycle” plants. We need to know who/where.
 - Leftovers will be inventoried at 2:30.
 - Salvage Team plant tidying days are May 1-3. Amy, Gayle, Linda & DRG will select the date to tidy plants at DRG’s house.
- Signage: (not previously discussed above)
 - New: “Looking for Natives? Look for red tags!”

- Need Plant Location sign Coord. Job is to make more, cut, laminate, cut again, add Velcro, etc. Assembly will happen prior to sale and be transported to/from sale. (Post meeting) Linda asked Colleen to work with Intern Mentors to identify new MG's who may want to take on this job and put them in touch with DRG.
- DRG to purchase half page doc. Protectors for veggie signs. Gayle to get "other" veggie list to DRG.
- Need "No Carts Beyond This Point" sign.
- Need sandwich board sign "placers"
- Food: Sharon Etheridge
- Table Set up: Ray Etheridge – wants team of 4, do before arrival of others.
- Spirit Wear & other sale items: Aprons, Agribon, Felt totes, garden gloves, metal hoops, & soil/compost sifters.
- Kim Fox to report back with sifter dimensions.
- No planned discounts but may be case by case if we have 'slow movers'.

New Business:

- Salvage Team: Linda Wells - Salvage Team's original purpose was to supplement MG plant donations. It has evolved into a very small team (12) digging a large amount (2,500' ish) of plants in the fall! Shall we:
 - Buy the bulk of plants each year?
 - Downsize what we provide?
 - Collaborate with a local greenhouse/supplier?
 - Recruit/encourage more MG propagators?
 - Invite additional local plant societies/foundations/clubs?

❖ Meeting adjourned at 12:55pm

Plant Salvage Committee: no report filed.

APPROVAL OF CONSENT AGENDA: Tom moved, Gayle seconded. approved.

UNFINISHED BUSINESS:

1. Proposed Job Descriptions for Committee Chairs - Donna Rae George stated that the Resource Chair responsibilities have morphed into something that was not the original job description. At first, it was about thinking up fundraising ideas, but not responsible for merchandise management. We need a merchandise manager who will sell items, take inventory, etc. The Resource Committee should just look at what is being done and decide whether future fundraisers are necessary. There was a suggestion to move ahead with other job descriptions and work on developing a separate job description for merchandising. Donna Rae and Joyce agreed to work on that task. Donna Rae and Kim suggested that open positions on all various committees be advertised to all master gardeners. Claudia moved, Tom seconded.

approved.

1. Proposal for Directors to assume a liaison role with one or more committees. Moved to next month.
1. June topic for West Sound Home & Garden Magazine - Kim Fox confirmed that we would use the information and art work that we did last year. Need Marcia to approve the April-May issue. The June-July issue will be reviewed at next meeting.
1. 2017 MGFKC board meeting dates (3rd Monday except for May and August). Colleen suggested skipping May altogether and then schedule a strategic planning meeting in August if needed. Joyce moved, John seconded. Passed.

NEW BUSINESS:

1. **2017 Calendar Adoption**—The calendar was set and confirmed for the third Monday of each month except for May and August. Meetings will be held in the conference room at the Home Builders Association Building from 1:00-3:00pm
1. **Foundation Meeting Programs: Two-way conversation with Garden Leads.** Colleen said that when she introduced the idea of attending a board meeting to the garden leads, they were in favor. Marcia will develop a schedule to contact the leads.
1. **Policy Review** -- Joyce explained the changes that she and John had suggested for the four policies that are due for review in 2017.
The Budget Creation and Maintenance Policy wording was improved. Donna Rae suggested formatting on policies that have multiple pages. Claudia also suggested that we list the dates adopted and revised at the bottom of the last page.
There were no changes for the Conflict of Interest Policy.
Joyce moved that both policies be adopted as reviewed, Gayle seconded. Passed.
1. **Tri-Fold Brochure for Great Give** - Mary Anderson did not have an update. Waiting for approval of art work by Kathy Gobel. Kim will follow up and check with her. Claudia questioned whether this brochure is needed since there are other methods of communicating this information like website, etc. Sherry explained that it was a way to get the message out to those who appreciate our help at clinics, plant sales, seminars and these handouts can be used anywhere we touch the public who might consider passive giving (i.e. Amazon smile) as well as telling "our story". Sherry would like some help in getting that story going using data collected on amount of food contributed to food bank, etc. from Colleen. What goals should we share with the public to show a need for the money contributed?
1. **Social Event** Sherry clarified how she was planning to repay the loan amount that is being requested to reserve the location at Manchester State Park. It was suggested that she work out all the details that involved finances. John moved, Tom seconded to pass the request for a loan. Donna Rae felt there is a need to know if the deposit is refundable. Other questions then arose about details. Sherry will make contact with the park to resolve questions and final action may occur electronically if needed before the next meeting date.

ANNOUNCEMENTS

1. **Policy Review Sub-committee:** Joyce, John, Jackie Siler

- * Budget Creation & Maintenance (Feb)
- * Conflict of Interest (March)
- * Committees (July)
- * Resolution of Conflicts or Differences (July)

2. **Plant Salvage Team update**---John announced that the team leaders have added four digs for the Spring (March 15, 17, April 6, 11) and sign ups for volunteers are coming in. Plant Clean up dates are May 1 and 3. Pricing will probably be same days at time TBA.

Meeting was adjourned at 3:42 PM.

Next Meeting is Monday March 20 at 1:00pm.