



## 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.*

### September 19, 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, September 19, 2016 at Home Builders Association building in Bremerton, WA.

Board members in attendance were Treasurer Joyce Schlote and Directors-at-Large Marcia Harris and Kathy Hawkins. Horticulture Advisor Colleen Miko also attended. Vice President Diana Dorsey, Secretary Donna Rae George 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

Differed to next meeting in October.

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

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

	2016	July 31	August 31
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
Debit Card Checking		0	49.60
PayPal Receivables			
Kitsap Credit Union Checking		10,914.38	9,965.34
Money Market		26,182.14	26,320.39
Savings Capital Improvement		1,000.07	1,000.08
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		<u>69,131.19</u>	<u>68,335.41</u>
Total Current Assets		<u>69,131.19</u>	<u>68,335.41</u>
<b>TOTAL ASSETS</b>		<b><u>69,131.19</u></b>	<b><u>68,335.41</u></b>

## Horticulture Report—Colleen Miko: MG Program Coordinator

*NOTE: Colleen will be taking vacation 11/23-28<sup>th</sup> and 12/16-28<sup>th</sup> & will miss December 19<sup>th</sup> board meeting*

### *Clinic: Farmer's Markets*

- *Discussions continue w/ Bainbridge Library later this month about MG activities for 2017*
- *Clinic customer evaluation underway through end of clinic season 2016*
- *Clinics finish up: Sept 24<sup>th</sup> Kingston & Bainbridge; October 20<sup>th</sup> Bremerton, October 15<sup>th</sup> Port Orchard & Poulsbo*

### *Misc. Clinic*

- *Clinic Log data entry underway since July*
- *“Commonly asked questions” for 2014 and 2015 soon*
- *Would like to create a “travelling clinic lead team”*
  - *Find new events to participate in far north and far south*
  - *Home shows & fair clinics—special education displays?*
  - *Working on job description now*

### *Office clinic*

- *New leads Patti Frank & Kim Fox taking over for Kathy Goble week of September 26th*
- *Debating web-based scheduling process “Sign Up Genius” to test for rest of 2016*

### *Learning Gardens*

- *All trifold brochures redone—MGFKC logo added to all*
- *Fall rye cover crop seed donated by Valley Nursery to the gardens*
- *New display created to promote the children's programs at the 3 gardens that have them—using for this weekend's Mom's Marketplace*
- *Blueberry Park*
  - *Storage shed getting paint and roof this month—dedication party TBD*
  - *First draft MOA update for Blueberry Park submitted mid-July; current agreement expires 2016*
  - *Signage pending for 2016*
- *Anna Smith*
  - *Open House September 10th 11-2—20 or so families attended*
- *Raab Youth*
  - *Last day party October 20th*
  - *Signage pending for 2016*
- *Heritage*
  - *Heritage Garden last day Sept 20<sup>th</sup>*
  - *New lead team for 2017: Chuck Reiber, Jim Hazel, more needed*
- *Raab P Patch*
  - *Signage pending for 2016*
  - *September 17<sup>th</sup> class for gardeners*

### *Fair August 24-28<sup>th</sup>, 2016*

- *Still working on final report to put out to MGs via email*
- *3 Great educational displays put together by rookie MGs for Open Class Hort*

### *MG Graduation & Awards Ceremony, November 6<sup>th</sup> from 2-4*

- *Working on preparations already*
- *Rookie MGs hours due October 9<sup>th</sup>*

### *Educational Outreach for 2016*

- *Mom's Marketplace, September 24<sup>th</sup>, 10-4 Bremerton*
- *Johnson Farm Harvest Fair Sept 25<sup>th</sup> 11-5, Bainbridge*
- *Fall Home Show September 30-October 2<sup>nd</sup>*

**MASTER GARDENER PROGRAM QUARTERLY DONATION REPORT 2016**

**Colleen Miko: MG Program Coordinator**

<i>Clinic Expenses</i>		<i>JAN-MAR</i>	<i>APR-JUNE</i>	<i>JULY-SEPT</i>
<b>Awnings \$160 (\$0 remains)</b>	Port Orchard clinic canopy cover	99.31	0	0
	Remainder of cost of PNW Handbooks	0	62.00	0
<b>Office Clinic Parking \$900 (\$220)</b>	“Diamond dollars”	155.00	350.00	175.00
<b>Handouts &amp; Supplies \$820 (\$0)</b>	PNW Weed, Disease, Insect Handbooks		882.90	
<b>Misc. Clinic Supplies \$2300 (\$1675.14)</b>	Clinic box supplies & printing	506.16	19.00	0
	USPS mailing clinic samples	5.08	2.45	0
	Misc.		63.99	28.19
<i>WSU Extension Office</i>		<i>JAN-MAR</i>	<i>APR-JUNE</i>	<i>JULY-SEPT</i>
<b>Hort Director Travel/Training expenses \$1000 (\$651.70)</b>	Colleen Mileage	72.36	176.58	99.36 thru Aug
<b>Kitsap Fair \$200 (\$0)</b>	Printing veggie handouts & new program posters	0	0	72
	Cloth Table skirts & clips for Open Class Horticulture:	0	0	433.08
<b>Constant Contact \$200 (\$18.80)</b>	2/9	181.20	0	0
<b>Office Mailings/Postage \$200 (\$167.07)</b>		0	16.23	16.70
<b>Office Staff Assistance \$3000 (\$0)</b>	Hari Stone \$ 3000	3000.00	0	0
<b>Office Supplies \$3000 (\$2781.39)</b>	Printing & paper +new garden display posters \$10	203.73	275.18	15.53
	Misc. office supplies	4.88	217.34	0
	Remainder from Cloth Table skirts & clips for Open Class Horticulture:			305.80
<i>Foundation Expenses</i>		<i>JAN-MAR</i>	<i>APR-JUNE</i>	<i>JULY-SEPT</i>
<b>Constant Contact Office Help \$1000 (\$498)</b>	Hari—Constant Contact & MGFKC printing projects	170.00	202.00	130.00

**STANDING COMMITTEE REPORTS:**

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

- **Constant Contact (CC):** Recent emails included the
  - Announcement of the September tours (Oatsplanter Farm/Sep 15 and Brothers Greenhouses BioChar presentation/Sep 20). Tour reminder CC will be sent Sep 12.
  - Announcement of the October Potting Party and request for MGs to begin propagation of hydrangeas for the spring plant sale.
  - Submission of the Great Give and Plant Sale 2016 results.

Only tours that are open to guests are posted to the website. (The September tours are open to guests.) Tours at private homes are restricted to MGs and interns due to liability issues.

- **West Sound Home & Garden magazine:** Kathy Goble created the Nov/Dec ad and submitted the approved final to WSHG in August. **The Jan/Feb ad is due to WSHG on November 9.** Ad topic is the Organic Gardening class. Kathie Inboden agreed to prepare the ad and will coordinate creation with Colleen Miko. The class is sponsored by the MG Program. The Foundation offered the ad space to Colleen for this issue.

<b>WSHG Issue 2016</b>	<b>Submission Deadline</b>	<b>Magazine Display Date</b>	<b>Subject</b>
Jan-Feb	√ Nov 9, 2015	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	Farmers Market Clinics and Children's classes (Goble)
Sep-Oct	√ Jul 9	Sep 1	2017 MG Training (Goble)
Nov-Dec	√ Sep 9	Nov 1	2017 Seminar Season (Goble)
<b>Jan-Feb 2017</b>	<b>Nov 9</b>	January 1	Organic Gardening Class – (Inboden)

*This is my last Communication report to the Board. I am most happy to review the duties with the next Communication Chair. You are a wonderful Board and Advisor!*

**Resource Committee – Chair Vacant**

No report at this time

**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**

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**

No report at this time

**MGFWS Representative Report – Sherry Kanode**

The 2017 Master Gardener Conference will be held in Yakima.

**ADDITIONAL REPORTS**

- Registered Agent. Colleen has verified with WSU that she can be this individual for the MGFKC.
- Garden Gloves Coordinator – Chrissy Petoff has agreed to be the new Gloves Coordinator. Cathy Carson will still assist with sales.

## **UNFINISHED BUSINESS:**

- Board openings: One Director at Large position,
- Standing Committee openings: Communications Chair, Resource Development Chair, Seminars and Tours Committee Chair
- Special Committee openings: Plant Sale Chair.
- Committee positions for Publicity Coordinator, Pictures and bios of Board Directors on the website: All Board Members received a copy of their past bios to review. This will be rescheduled to when new 2017 Board members take office..
- Job descriptions for all Board positions: Officers, Directors at Large and Standing Committees
- Annual Foundation event (needs a title/theme, for example, “Post Plant Sale Event”) to be held after the first of next year (2017)

## **NEW BUSINESS:**

- 2017 Strategic Planning
- 2017 Spirit Wear Sales
- Great Give – We need to develop “our story” for next year’s event

## **ANNOUNCEMENTS**

- Reflections Articles:  
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 Meetings are       Monday October 17, 2016  
                                  Monday November 21, 2016  
                                  Monday December 19, 2016*

### **Meetings for 2016:**

*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*