



## **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.*

## **December 5, 2012 Board Meeting Minutes**

### **CALL TO ORDER**

President Donna Hamilton called the monthly Master Gardener Foundation board meeting to order at 1:00 PM on Wednesday, December 5, 2012 at the Home Builders Association building in Bremerton, WA.

Board members in attendance were: Jim Rodman, Vice President; Joyce Schlote, Treasurer; Jane Dower, Secretary; and Director at Large Carol Harcharik. Horticulture Advisor Colleen Miko also attended. Directors at Large Sandy Livermore and Linda Wells were unable to attend.

Members in attendance were Sharron Etheredge, Mary-Cathern Edwards, Ann Haines, and Tiffany Wilfert.

### **REPORTS AND ANNOUNCEMENTS**

#### **Secretary's Report - Jane Dower**

Motion to approve the November Board meeting minutes carried.

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

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

Nov 30, 12

#### **ASSETS**

##### **Current Assets**

##### **Checking/Savings**

<b>Kitsap Credit Union Checking</b>	3,140.97
<b>Money Market</b>	20,016.72
<b>Savings</b>	502.34

##### **Kitsap Credit Union CDs**

<b>CD 01 (9/14/15)</b>	8,322.01
<b>CD 03(6/1/14)</b>	5,082.93
<b>CD 72 (7/6/13)</b>	10,364.42
<b>Total Kitsap Credit Union CDs</b>	23,769.36
<b>Total Checking/Savings</b>	47,429.39

PayPal Balance = 0.

## Horticulture Report - Colleen Miko

### Learning Gardens

- Olalla & Blueberry still donating produce to SK Foodline
- Total produce donated from all gardens and 2 p-patches for 2012: 5,433 pounds (2011 was 6,278 pounds)
- 12/3/12 gave Jackie Aitchison #s for 2012 for Suquamish Tribe grant reporting.

### Clinics

- MGs "clinic box team" still working on projects to update 2013 boxes
- MGs "clinic log team" continue to do data entry for clinic log sheets for 2012

### Volunteers Needed for Leadership Roles & Projects

- For 2013 need a **team of garden leads for Blueberry P-patch**, Robbin is stepping out after 4 years of amazing leadership;
- Need **co-lead for Raab P-patch** to help Julia Zander
- For 2013—**need team to lead Open Horticulture** for 2013 Kitsap Fair; Carol Henning will pass the baton to Jackie Aitchison and other team members
- **Clinic leads** are needed for Kingston
- MG team needed to help with **set up & take-down for Spring & Fall Home Shows**—Carla Zuvella has stepped forward to participate

### Organic Vegetable Gardening Class

- Dates for next year: February 2 & 16, March 2 & 9 (MG rate \$100)
- Free advertisement in WSH&G Magazine for winter issue will publicize this class
- Online registration is open at [www.kitsap.wsu.edu](http://www.kitsap.wsu.edu)

### MG Reapplication Process for 2013

- Official "Re-up" process for 2013 began at Graduation in November—about ½ of MGs have completed forms to date—THANK YOU!!

### MG Training 2013

- Mandatory MG Training Orientations 10/23 & 11/29—23 have turned in apps as of the 12/3 deadline-- Deadline will be extended until January 3<sup>rd</sup> in attempt to fill class—we can accommodate up to 50
- MG Training fee is \$155 + \$70 online. Online payment for \$155 portion is available now at [www.kitsap.wsu.edu](http://www.kitsap.wsu.edu)
- 20 Candidates have been notified that they have been accepted into MG Program, or to take class as Certificate of Horticulture Basics
- More candidates have requested scholarships for 2013 than did for 2012
- Starting to line up syllabus for 2013 speakers & topics

Colleen noted that the 2013 MG Training classes start on January 25<sup>th</sup>. Nine of the twelve training classes will be held at the Norm Dicks Convention Center. Many of these classes are Continuing Education opportunities for veteran Master Gardeners.

Colleen also noted that the money for scholarships for the 2013 MG training comes from the tuition fees for MG Training.

## **President's Report – Donna Hamilton**

*I continue to be impressed with the rapid response of the members of the MGF Board, the committee chairs and the membership of the Foundation in all aspects! There has been lots of behind the scenes activity as well as the more obvious.*

*Mary–Cathern put out the cc message for the need for volunteer wrappers for B&N and within 2 days the schedule was filled! Since one of our days is the 23<sup>rd</sup>, both Lorraine and I were concerned that it would be hard to fill, but we have a full contingent! And the resource committee is working on having people there to sell MG note cards.*

*Kirsten Johnston gives me the impression of being a supremely enthusiastic person and, though it is still a bit early for it, has already started developing ideas for the annual Fundraiser/auction. There are several others who have agreed to help with various jobs in the fundraiser.*

*Tiffany Willfert is mulling over ideas for the Mardi Gras float and on Monday Donna Rae George sent in an order for Logo-wear.*

*The salvage team collected and potted an amazing number of plants for the plant sale—2514!—and Becky has already laid groundwork for venue, tables, etc.*

*Joyce Schlote, Jim Rodman and I have made it legal for all of us to sign checks And speaking of checks—a lady from Paso Robles, California has ordered 5 of the 2010 calendars and one 2006 calendar. She said that a friend bought one, she saw it and loved the pictures, so wanted to buy 3. Small world---she used to live in Bremerton. I wanted to verify she was talking about the 2010 and not the 2006, so described the pictures in both. She increased her order to 5 and 1. Since most of us had given up on selling anymore it is pure profit. Can't easily beat that.*

*So my heartfelt “thank you” goes to all of the Board members and to the committee chairs, as well as to the many other MGs who have stepped forward to help keep this very worthwhile program, the gardens, and the clinics in the BLACK.*

*Gratefully Yours,  
Donna Hamilton.*

## **Committee Reports:**

### **Seminars - Donna Hamilton for Debra Ady**

The first seminar for 2013 will be held on January 16<sup>th</sup> at 1:00 pm in Poulsbo at the Fire Station. The topic is “Chocolate Plants”. Tool sharpening may be available at this seminar. Jim is working on text for the Constant Contact announcement.

### **Resource Development - Ann Haines**

***Suquamish Tribe Appendix X Grant – Jackie Atchinson reporting***  
*Final report is in process. Jackie Atchinson has requested from Colleen the total numbers of produce donated to all Kitsap Food Banks from our gardens. The final report will be available for the January Board meeting.*

*If the Board wishes, and budget numbers are available, we could do another Suquamish Tribe Appendix X grant, deadline Dec 28, 2012 for our garden needs 2013.*

***Master Gardener Logo Wear Sales - Donna Rae George reporting***

*During October 2012, Linda Wells and Donna Rae George spoke informally about the idea of selling clothing items for the Foundation. The idea was to satisfy numerous inquiries and requests for items with the MG Logo as well as raise money for the Foundation. Linda received approval to pursue this possibility. Donna Rae sent out 8 inquiries for quotes for aprons, vests, caps, tote bgs and patches. Some companies were unavailable to produce our items because of Hurricane Sandy.*

*The best pricing and quality merchandise was Embroidery Authority (St. Augustine, FL). However, the decision was made, based on the fabric, to use a different company for the aprons (Aprons and Smocks, Niles, ILL). Linda received approval from the Foundation to offer these items for sale to our MG's.*

*The logo wear was made available for sale during the MG Graduation on November 4<sup>th</sup>. However, after orders were received we were informed by WSU that the MG logo with the oval and flower was no longer officially available. Everyone who ordered an item was contacted and agreed to the logo change. Colleen provided us with an approved WSU Master Gardener logo that also contains a line for "Kitsap County".*

*Firm requests for 8 aprons, 8 vests, 4 caps, 3 tote bags have been received as of 12/2/2012. An additional 5 tote bags will be ordered to avoid the \$45 embroidery set up fee. We decided against the patches due to low interest. Donna Rae has received approval from Donna Hamilton to proceed with the orders including the additional tote bags. The order will be sent to both companies Monday 12/3/2012 with delivery expected before Christmas. Deliveries will be sent to Linda Wells for distribution to our MGs. (Donna Rae will be out of town for the holidays). Linda collected the checks from the graduation sale and any additional checks will be sent to the Foundation treasurer. Firm order information with costs for items, embroidery and shipping will be provided separately from this report.*

*We have also discovered that another company, (ESTORESBYZOME) , [http://www.estoresbyzome.com/wsu\\_extension.php](http://www.estoresbyzome.com/wsu_extension.php) is authorized to sell WSU Master Gardener clothing items with the official WSU Master Gardener logo. The link to this store is posted on the WSU website (<http://mastergardener.wsu.edu/promotional.html>). It is unclear at this time how the WSU MG program receives any financial benefits from these sales. Linda has asked Donna Rae to investigate this matter and obtain information from this company. Further details will be provided to the Foundation after the first of the year.*

**Discussion/Grant:** The Board agreed that applying for a 2013 Suquamish tribe grant was very desirable. Deadline for the grant is December 28, 2012. Jackie Aitchison will need 2013 budget numbers prior to preparing the grant application. It was noted that we did not meet the stated goal for the 2012 grant received. The "pounds of produce" figure was low, but late frosts impacted crop production.

**Discussion/Calendars:** Both Arlene West and Becky Croston have boxes of calendars from 2006 and 2010. Jim suggested selling calendars to the new MG interns. Colleen

wants to think about this option before giving approval. Jim suggested storing the entire calendar inventory in one place for more efficient sales.

### **Gift Wrap - Donna Hamilton for Lorraine Butler**

MGs volunteered for all Barnes & Noble gift wrap time slots within 2 days! The event takes place on December 12<sup>th</sup> and 23<sup>rd</sup>. Greeting cards will be sold at the event.

### **Plant Sale/Salvage Team - Becky Croston, Ann Haines**

*Salvage Team report 11/28/2012:*

*2514 plants potted*

*6 digs, 8 plant donors, average of 409 pots per dig*

*140 different varieties including 120 perennials (214 hostas), 8 grasses, 12 shrubs*

*All plant names have been sent to Jane Dower for sign creation.*

*Jane was also given names/ addresses of the recent donors so she can send year-end tax donation letters.*

*With Colleen, we have set a time next year to meet with the rookie class.*

*We will work on pulling together the pictures we have of the plants after the first of the year to also be given to the sign group.*

*Ann Haines ~*

Discussion: The 2013 Plant Sale will most likely be in the Cat Barn at the Fairgrounds rather than the Van Zee building. Unsure which building is larger. Food is not allowed in the Cat Barn and the Plant Sale committee will need a canopy. Becky will provide status.

### **UNFINISHED BUSINESS:**

- *Signature Cards:* Donna noted that new signature cards have been established at the Credit Union.
- *Kitsap County WA State MGF Representative:* Whether to financially support a state representative from our County was discussed. Mary-Cathern Edwards is currently the State MGF Secretary and stated that there is value in knowing what other county Foundations are doing and in networking. Without a state rep, we tend toward being insular. However, travel expenses (gas, hotel) can be costly. Mary-Cathern noted that an anonymous donor has offered to provide money for travel expenses. The Board agreed to solicit a Kitsap County state representative via Constant Contact. This volunteer could travel with Mary-Cathern and share expenses. The four meetings for 2013 are in King County, Pierce County, Ellensburg and Everett hence there is less travel than usual. Video conferencing is now an option for state meetings. All meetings are available online.

During related discussion it was noted that the responsiveness of the State foundation to local requests for information was quite inconsistent. Also, state scholarship information has been sent too late to process in the past although the state plans to send this info earlier in 2013. There is a general concern about being asked to fund raise for the State when we have limited resources to fund raise for our own county.

### **NEW BUSINESS:**

- *Committee Chairs:* Motion passed to approve the following co-chairs for the Nominating Committee: Roxanne Moye, Debra Hall, and Sharon McAvoy.

Motion passed to approve Heather Holman as chair of the Audit committee. Two volunteers are needed to serve on this committee.

Other chairs include Mary-Cathern Edwards, Membership and Communications; Sandy Livermore, Finance; Debra Ady, Program Seminars and Tours; and Linda Wells and Ann Haines, Resource Development.

- *Newsletter:* The value of an electronic newsletter was discussed. Donna asked Mary-Cathern, the Communications chair, to draft a proposal for a monthly Foundation communication that would replace many of the Constant Contact emails. The monthly newsletter should avoid gardening and education information that is more appropriately provided by the MG program. In the meantime, Constant Contact emails will be sent as planned.
- *Budget Adoption January meeting:* Donna will send a Constant Contact email inviting the membership to attend the January 2013 meeting. The budget will be approved at this meeting.
- *WA State MG Foundation Newsletter:* The state foundation requested an article from Kitsap County for their newsletter.
- *Mardi gras Float:* Tiffany Wilfert created a design for the MGFKC float and requests help from seamstresses.

### **ANNOUCEMENTS:**

Informal board Budget work party will be held at the home of Donna Hamilton on Wednesday, December 12 at 1 PM.

.....**and as always, thank you to Ray and Sharron Etheredge for coordinating our refreshments for every Board Meeting.**

**Meeting was adjourned at 3:00 PM.**