



## 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.*

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## January 16, 2017 Board Minutes

### **CALL TO ORDER**

President Marcia Harris called the monthly Master Gardener Foundation Board meeting to order at 1:10pm on Monday, January 16, 2017. Marcia had everyone introduce themselves.

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

Also in Attendance: Kim Fox, Sherry Kanode, Kathy Hawkins, Amy Churchill

**Approval of consent agenda:** Joyce moved, Tom seconded. Passed

**Board Overview.** Marcia has planned to do orientation at more than one meeting. She gave a short background review of the MGFKC history and its main purpose. Jim Rodman has agreed to be the foundation historian and will update us at a future meeting. All directors have a manual that explains each person's roles and has sections for specific areas. In 2015, the membership system was eliminated and new bylaws were adopted in 2016 and policies were revised. Four policies will be review in 2017: Budget creation and maintenance; Conflict of interest; Committees; Resolution of Differences. She reviewed the different committees and explained the difference between the designation of standing and special committees. Question: Can we add it to the website?

### **Board Procedures.**

Getting ready for board meetings.

1. Consent agendas: an agenda will be submitted a week before of meeting. All committee reports will be sent to the Secretary by Wednesday before meeting. The Secretary will forward the unapproved minutes and copies of all reports received by Thursday before the meeting. A consent agenda would be produced that will be approved at the next meeting. Relationship with WSU.
2. Colleen will report on her vision and progress at future board meeting.

**REPORTS: Secretary's Report – John Andrews** December meeting minutes moved by John. They were approved.

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

The Treasurer's report was emailed. A copy of the financial statement was shared. The Asset sheet and Expenses sheets lists all moneys that are in the Kitsap Credit Union presently. She passed out copies of the 2017 proposed budget and answered questions. She explained that previously the board had decided to roll over moneys from previous year to be part of the new budget. A correction to seminar expenses was noted by Amy Churchill. Treasurers report was accepted.



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|                                      | Dec 31, 2016     | Jan. 31, 2017      |
|--------------------------------------|------------------|--------------------|
| <b>ASSETS</b>                        |                  |                    |
| <b>Current Assets</b>                |                  |                    |
| <b>Checking/Savings</b>              |                  |                    |
| Debit Card checking                  | \$25.00          | \$25.00            |
| Kitsap Credit Union Checking         | 4,681.92         | \$19,598.80        |
| Money Market                         | 26,869.10        | \$2,445.36         |
| Savings Capital Improve              | 1,000.00         | \$1,000.01         |
| <b>Kitsap Credit Union CDs</b>       |                  |                    |
| CD 01 (9/14/20) Emergency fund       | 8,500.00         | 8,500.00           |
| CD 04 (1/9/17) Emergency Fund        | 3,500.00         | 3,500.00           |
| CD 09 (6/2/18) Fund Raising          | 5,000.00         | 5,000.00           |
| CD 12 (4/11/18) Fund Raising         | 4,000.00         | 4,000.00           |
| CD 08 (1/9/17) Income Averaging      | 5,000.00         | 5,000.00           |
| CD 11 (4/11/18)Income Averaging      | 5,000.00         | 5,000.00           |
| <b>Total Kitsap Credit Union CDs</b> | <b>31,000.00</b> | <b>\$31,000.00</b> |
| <b>Total Checking/Savings</b>        | <b>63,576.02</b> | <b>\$54,069.17</b> |
| <b>Total Current Assets</b>          | <b>63,576.02</b> | <b>\$54,069.17</b> |

### **Horticulture Report–Colleen Miko: MG Program Coordinator**

The Horticultural report was emailed and handed out to everyone in attendance. Colleen stated that over 18,000 volunteer hours were recorded for 2016. (see attached)

### **STANDING COMMITTEE REPORTS:**

**Communications Committee:** Kim Fox reported Kate Gormley would like to help with Kim as the publicity coordinator. She has some ideas for future processes. Kathy Hawkins is transitioning into her role with training with Hari. Plant sale folders were updated and given to Tom. Advertising went into West Sound Magazine for March/April ad. She has everything saved on hard drive which she will give the Secretary permission to copy and archive. (see attached)

**Seminar Committee:** Amy emailed a report on the first seminar entitled “Sustainable Lawn Practices” and there were about thirty people in attendance. (see attached).

**Programs Committee:** Barbara McKenzie submitted a written report.

**Resource Committee:** No report received.

**Audit Committee:** No report received.

### **SPECIAL COMMITTEE REPORTS:**

**Plant Sale Committee:** Tom Boullion reported that they had their first meeting last week. The Sheep Barn is reserved and they will have leads that will stay all day for each area (cashiers, deliveries, etc.) to provide continuity. Amy added that she has a data base of folks who will grow and donate vegetables at the year’s event.



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**Plant Salvage Committee:** John Andrews expressed optimism that there will be nearly 2500 plants for sale in addition to the vegetables. The focus is on plants that have been popular in the past and are good quality. There are presently at least two digs planned for this Spring. A suggestion for a table at the plant sale to sign up future digs from people who are interested in donating was presented by the team leaders.

### UNFINISHED BUSINESS:

1. Donna Rae has compiled job descriptions for each board member. We will review and have it as an action item at the next meeting. Other committees are being asked to develop their own job descriptions.
2. A representative to the state MGFWS (Master Gardener Foundation of Washington State) has been filled by Sherry Kanode for this year. This is Sherry's third year in which she has attended to take our concerns, issues, as well explain our activities to this board. They are meeting this year in Everett (Feb. 24), Ellensburg (June 2, Yakima (Sept. 20 or 21), and in Puyallup for the annual meeting on Nov. 3.

### NEW BUSINESS:

1. **2017 Budget:** Colleen moved and it was approved unanimously. The budget will be posted on the website.
2. **Board Calendar:** Marcia explained that there is no bylaw requiring a meeting every month. Discussion occurred about possibly skipping meetings if there is no important business. Colleen suggested perhaps substituting a strategic planning session in place of a regular meeting. Marcia proposed moving the February meeting to Feb. 27 to accommodate her travel plans. She also asked if we should move it to a different day of the week, but there seemed to be no problem with staying on the third Monday. The calendar will be an action item at the next meeting.
3. **Keeping in touch with gardens.** Marcia proposed having a 15-20 minute presentation from each garden and clinic throughout the year in order to get to know them and their projects and issues. Action will be taken at the next meeting. Amy recalled that potlucks used to be held at every garden during the year open to MGs in that area and it was a good way to connect.
4. **Board liaisons for different committees.** Marcia would like to consider having each board member choose a committee which you would like to connect with (unless you are already on a committee) in order to better understand their issues and concerns.
5. **June topic for Westbound Magazine.** Kim would like ideas for the MGFKC ad. Colleen mentioned that last year's ad included information about all the community gardens and any remaining seminars.
6. **Desk nameplates.** John suggested the possibility of purchasing desk nameplates for each board member which would help visitors better identify individuals on the board. Nameplates would have the name and "MGFKC Board Member" inscribed. Discussion followed and a formal proposal will be presented at the next meeting.

### ANNOUNCEMENTS

1. Amy showed posters about each of the seminars and asked for help in distributing to the various businesses and organizations.
2. Colleen noted that the MGFKC presentation to rookies is set for January 27.



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3. Marcia showed a handout from a school that could be a model for MGFKC. It could list all the data (how many hours served, food donated, etc) that would help get out the message. Sherry said such a handout would help tell our story prior to the Kitsap Great Give. Post card sizes are available. It was referred to the communication committee.
4. A need for a revised trifold for MGKPC is also needed.

Meeting was adjourned at 3:09 PM.

*Next Meeting is Monday February 27, 2017 1:30 – 3:30pm*