

Master Gardener Foundation Kitsap County



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.

DRAFT Board Meeting Minutes

Wednesday June 4, 2008

I. Call to order

Becky Croston called the regular meeting to order of the Master Gardener Foundation of Kitsap County at 1:10 PM on Wednesday, June 4, 2008, at the Eagles Nest, Kitsap Fairgrounds, Bremerton, WA.

Board members in attendance: Becky Croston, President; Marialis Jurges, Vice President; Mary-Cathern Edwards, Secretary; Sandy Livermore, Treasurer; and Directors at Large: John Mikesell, Ray Etheridge and Roland Malan, and Peg Tillery, Kitsap Extension.

Reports and Announcements

Secretary's Report Mary-Cathern Edwards

The Minutes of the May 7th General Meeting were accepted.

Treasurer's Report - Sandy Livermore

Bank Accounts

Kitsap Bank CD #4 (131) 7-7-08	\$	8,298.63
Kitsap Bank CD #6 (133) 4-6-09	\$	4,535.56
Kitsap Bank CD #8 (135) 12-6-08	\$	3,838.73
Kitsap Bank CD #9 (136) 9-14-08	\$	7,746.65
Kitsap Bank Checking	\$	16,351.45
Kitsap Bank Savings	\$	656.39
TOTAL Bank Accounts	\$	41,427.41

Discussion occurred re: question of the calculations of the Plant sale income and expenses within the May budget report. Sandy will review and provide Board with updated information.

Horticulture Report - Peg Tillery

1) All expenditures are on track. We will not have to purchase any canopies this year for the Farmer's Market Clinics. Many of the Farmers Market Managers are often sharing their space with the MGs. The canopy from Poulsbo Farmers Market (purchased several years ago) is doing double duty at the Poulsbo Farmers Market and at the Silverdale Farmers Market. The funds not used for canopies will be partially used to defray extra expenses for all the new clinic boxes and materials this year. Every clinic was completely refurbished this year. We have lots of great materials that should make researching answers very user friendly both for the clients and the MGs who are on duty at the clinics.

2) A reminder email is being sent out to the garden leaders to send copies of their receipts and reimbursement forms to Peg, as well as to our MGFKC Treasurer, Sandy. Peg is keeping a separate accounting of expenses for her reports and to better inform the MGFKC Board of how the WSU Extension MG Program funds are being spent. This reporting is part of her responsibilities to the MGFKC.

3) Tess Frazier is a new WSU Extension Employee, for 16 hours per week, dedicated to backup for Peg. Tess will work on the Beach Naturalist and Shoreline Programs as support to the MG Program, when Peg is spending hours on the Shoreline Education Stewardship Program. The funds come from the contracts WSU has from others (City, County and State entities) for Peg's services for the next two years for Shoreline education.

4) Tess, Beanie O'Neill, Sandy and Peg will meet in July to determine line numbers and reporting procedures to track receipts and expenditures for the MG Program.

5) MG Office Clinic Laptop - The laptop arbitrarily removes all the programs from the computer (it's happened twice in the last fifty days). Ken Hougen has been working with us to remedy this situation. He's reloaded the programs two times and he's come up with a procedure for the MGs to follow when shutting down the computer. Ken suspects the problem comes from improperly shutting the computer down. However, if that is not the problem and it happens a third time, then Ken is going to send the computer back and demand a replacement. He's on the job on this one and we'll keep the MGFKC Board apprised of what happens. Keep your fingers crossed there will be no more dumping of programs off the laptop. It is quite frustrating.

6) State MG Conference - One or two organizational meetings will take place at this conference June 12-14. Arno will attend the meetings representing the MG Program from WSU Extension Kitsap's perspective, since Peg is out of town during this conference. The State MG Foundation and WSU Pullman (represented by Linda Kirk-Fox, our Dean of Extension) are working on their MOA which determines the relationships between the State MG Foundation and with WSU Extension Pullman. The Directors of Extension received a mailing (that was not directed to the County MG Program leads). The Directors have apprised their Hort and MG Coordinators of this mailing. Peg is bringing copies of this mailing for the MGFKC Board to have for their records. Our county is not listed as having a Non-Profit. Arno is calling to the attention of WSU Pullman

and to the State MG Foundation that we indeed do have a Non-Profit. There were several other counties not listed even though their Non-Profit statuses are shown online at both the state and federal sites. This is some sort of oversight and not intentional we're sure. Arno is following up on all of this and will give us a full report after the MG Conference. He and I heartily recommend that some of our Kitsap MGFKC Board members attend at least these meetings. You would not have to pay to attend the conference, if you're only attending those two meetings, but you would want to attend for sure if you can. Arno will keep up apprised of further developments on this matter.

Discussion: Roland Malan, Kitsap representative to the State Master Gardener Foundation, will represent us at the meeting, per the Extension Office suggestion, as stated above.

7) As part of researching Item 6 above, we found on the state website that our non-profit needs to be renewed by the end of June. Sandy Livermore is our registered agent and Sandy will want to make sure all our paperwork has been filled out and filed. Arno can work with Sandy if there are any problems arising.

8) Howe Farm - we are moving ahead on this and actually may be gardening there this fall at the earliest and perhaps spring at the latest. It was determined by the Howe Farm Committee that the best way to handle the \$15,000 from Port Orchard Rotary was to have the funds stay in their non-profit account. Sharon Howard is following up on this. We hope to have a fence up around the garden area this summer sometime. Stay tuned for future reports on this. Mary-Cathern Edwards, Becky Croston and Bill Gaylord are the leadership team for Howe Farm. Sharon Howard is our guardian and advisor, but she wants to farm this whole summer long and has placed the WSU Extension Kitsap oversight of Howe Farm back in Peg's duties. Peg is happy to take this on and is extremely thankful for all the work Sharon did to move Howe Farm forward this year. We would never have gotten so far in the process without her dedication to the project as a WSU Employee this past year. THANK YOU SHARON!!

9) Greenhouse - Bill Gaylord is our greenhouse leader and accompanied by the "boys" - Gary Gratrix, Steven Kimbrough, Allen McKibben, sometimes Norm Smith and Mr. Howard, plus a host of others. The Greenhouse is now happily secured in the barn. As soon as the earth is finished being moved at Howe Farm (sometime this summer), we'll move ahead on laying the foundation/pad for the greenhouse assembly. Bill is our leader on this and will tell us how to proceed. Forgive me for leaving out any names. The team was awesome in getting all the parts taken apart and moved. We had lots of help from Kitsap Parks and Rec Brian Hauschel and other employees. Bremerton Housing Authority is delighted to know the greenhouse will have a good home. When the greenhouse is reconstructed we'll put a plaque on it thanking the Bremerton Housing Authority for their donation.

9) Tess Frazier is our new WSU Employee for the remainder of this year and possibly into 2009 too if we can find funds to keep her employed. Her 16 hours per week are dedicated entirely to the Horticulture Education part of WSU Extension Kitsap. She'll spend most of her time in support of the Master Gardener Program but will also be working on Shoreline and Beach Naturalist Programs with Jeff Adams and Peg.

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Mary-Cathern Edwards, Secretary
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Newsletter Committee – Gary Gratrix, Editor

110 B&W copies were printed and mailed of the June/July 2008 edition of the Gardener's Exchange newsletter and emailed 19 color copies.

Printing costs were	\$144.00
Postage costs were	\$72.00
Total Cost	\$216.00

I don't have the figures in front of me, but my guess is that we mailed out approx. 35 more copies of this edition to Foundation members than the previous edition. This is due in large part to the outstanding recruiting effort by Cat Ross, Mary-Cathern Edwards, and, I'm sure, others, at the plant sale. You owe them a large "Well Done!".

I'd like to reiterate that I need all reports, coming events, and articles by the deadline of the 10th of the month preceding the issue. The next deadline is July 10, for the August issue. Thanks again to those who do get their fine reports and articles in on time.

Seminars Committee: Debra Ady

June Seminar and Workshop -- Hands on one of a kind Garden Craft

Saturday, June 21, noon - 3pm

Dragonfly Nursery, Kingston, 34881 Hansville Rd. NE

Heidi Kaster is ready to teach us to make one of a kind garden crafts. All plants and supplies included, MGF member \$60.

Arrive at noon for an Old Time Garden Lunch Social! Bring a brown bag lunch to exchange, and enclose a note so the person that chooses it can get to know their personal chef. Who will pack YOUR lunch?

Contact Debra Ady to reserve a spot -- adydebra@hotmail.com or 253-857-9094

These events always book up fast, so reserve NOW.

Discussion took place re: offering a discounted price to Foundation members.

Plant Sale Committee Becky Croston

Wrap-up, Post Sale meeting, May 20, 2008: What worked, what didn't work, advice for next year:

1. Income/ expenses: (Note: clothing and bins have separate Foundation budgets for accounting.)

A. Sales:

1. Gross taken in at Till: \$13,921.50 (includes clothing sales of:\$523.00 and bins: \$625.00)

2. Expenses of **sold** items: \$1,687.99 plus clothing: \$396.45 and bins:\$279.00
T:\$ 2363.44

3. Total cleared: \$ 11,558.06 (future gloves and bins sales: add \$ 923.18 T:
\$ 12,481.24)

B. Breakdown of some known items:

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Mary-Cathern Edwards, Secretary

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1. Bee houses: 23 sold \$ 15 each cost = \$ 0.00 each: \$ 0.00 cleared: \$ 345.00
 2. Bat houses: 18 sold \$ 15 -\$20 each cost = \$ 158.46 each: \$ 8.80 cleared: \$ 151.54
 3. Compost Bins: 25 sold \$ 5 each cost = \$ 279.00 each: \$ 11.16 cleared: \$ 346.00
 4. Gloves: 201 sold -- \$ 5 each cost = \$ 566.82 each: \$ 2.82 cleared: \$ 438.18
 5. Gift Tags: 21 sold -- \$ 2 pkg. cost = \$ 0.00 each: \$ 0.00 cleared: \$ 42.00
 6. 2006 calendars: 4 sold: 2 autographed: \$12 each, 2 at \$10 each cleared: \$ 44.00
2. Remaining inventory for sale:
1. Gloves: 31 black , 56 M -- \$ 5 cost = \$ 245.34 Should clear: \$ 189.66
 2. Bins: 53 -- \$ 25.00 cost = \$ 591.48 Should clear: \$ 733.52
- Total: \$ 923.18

Discussion Items:

1. Tables and chairs okay for '09: set-up: 6, 6' tables, 70, 8' tables, 20 metal chairs, 1 tall ladder (need 12 ft.)
 2. Budget: \$2000.00 total, extra for clothing, bins. Request: \$2500 for '09.
 3. Publicity: committee recommends NOT paying for publicity. We could use a publicity chairperson '09.
 4. Promotions:
 - A. Gary: mini posters: okay. (No large posters –not cost-effective: decided '07)
 - B. Wayne: bookmarks: okay.
 - C. 10 by 3 ft. banner great! –can we find the other one?
 - D. We need some sign for the front of the building: used banner; worked great.
 - E. Rhiannon enlarged mini-poster to 3ft. by 4 ft. for the back door: worked well.
 - F. A-boards: re-furbished in '07, worked well.
 - G. Yard Signs and stakes, distribution: Gary and Wayne will see if we need replacements for '09.
 5. Quantity ordering:
 - A. Natives: Gary: Gary will consult with John Mikesell for ideas for '09. Sold well. Some left over.
 - B. Fuchsia: Sheri: All sold, small ones given to Mothers. See comments under "Next Year-- G."
 - C. Veggie starts, (Dave Halsaver, Foxglove Nursery:) 50 cents each. Sold well.
 6. Donations:
 - A. It was decided for '09 to not solicit from other commercial sources: we want to maintain a high level of quality plant material grown specifically for our sale. All donations should be pre-approved.
 - B. Hosta: Steve Johnson, Cooleen Gardens, donated plants: but no Hosta. About 60 of his underdeveloped Hosta from '07 were brought in by Becky, who had held them over.
 - C. Hand Sown Homegrown: 205 tomato plants donated---but only the week before the sale.
 7. Other:
 - A. Dana Coggon : Noxious Weeds Display and Clinic: went well.
 - B. M.G. clinic table: went well.
 - C. Native Plant/ Shoreline Stewards Tables in back: went well. Display and handouts needed.
 - D. Thank You cards were sent by Becky (chair) to Cooleen Gardens, Foxglove Greenhouse, Hand Sown Homegrown, Home Depot (boxes), Mentor Group (signage), Need address yet for Scott and Debbie Elkins for cardboard trays.
 - E. Volunteers: Cat Ross: 103 volunteers worked 706 hours at the sale.
- Next Year:
- A. Booth space right by front door entrance for Calendar Sales.
 - B. Maintain: No Pre-Sale for '07. Anyone can start buying Friday 9am. Only cashiers can pull earlier.

C. Get more word out to have Foundation Members and MG's donate plants. Fall: get into the newsletter via a separate flier, what sells, etc. and print extras to hand out to the new Rookie class.

D. Boxes: Intern now working at Lowes (Pt. Or.) is collecting plastic plant trays for our sale. Coca Cola using very few now, so our source will work to save more for us by collecting earlier. We had to run for boxes from Home Depot, and used trays from Anna Smith in '08.

E. Greg Peterson, Rookie '08, will work on growing/ getting donations of Hosta for '09. --he belongs to a Hosta club and has excellent contacts.

F. Handouts: need all of them by Thursday—or even a week prior, printed by Extension: Native, Shore Stewards, Bee houses, Bat houses, Compost, (seminars—on back of E.O. sheet good.)

G. Fuchsia: Sheri would coordinate 4 volunteers to make up a new "team." She is checking with Halsavers on their growing fuchsia, veggies next year for us. We need source for fuchsia hanging baskets, or somewhere/someone to grow them in a green house or several greenhouses. We sold 80 in '07, and had none for this year. They are too labor intensive and take up too much space to think we could buy them at a good wholesale price for resale at lower-than-box store prices.

H. We need more pricing sticks painted up, esp. green ones: 200 green, 100 more of others.

I. Extension handouts: of the 500 provided, 427 were handed out to each person who paid. We estimate that about 750 people came thru the sale.

J. Volunteers: Cat recommends that 6 "fresh" volunteers come in about noon to help "take down."

Discussion: The Plant Sales profits and expenses were reviewed, as reported in the budget, submitted to Board members.

Field Trip Report: Marialis Jorges

June 6th is a car pooling trip for those interested in the Tacoma Point Defiance Garden Show. Joyia is attending so phone for more details.

June 9th Susan Harrington is opening her lavender garden for viewing with special emphasis on the Labyrinth Sundial to be best visible at 1:09 PM. We plan to meet at 11:45 with departure time of 12:00 from the Kitsap Mall North end for carpooling. Plans are to be at the garden at 12:45. Her address is 38150 Fawn Hill Road at Hansville. Do map quest for directions if not carpooling with us from the Kitsap Mall. Susan requests that folks wear sturdy shoes for the tour, and says it is not wheel chair accessible.

July 25th is a tour of Ray and Sharon Etheridge's rose garden with details to follow as the time gets closer.

August 15th we have been invited to Sharon Howard's garden at 10:00 AM and you are welcome to bring a picnic lunch.

E-mail or phone Joyia or Marialis if any questions.

State Master Gardener Foundation Representative Report: Roland Malan, Kitsap Representative

Calendar Committee –Cat Ross

Photo shoot should begin within the next two weeks and finish by June 24th. Photo locations will be either Winifred's Poulsbo studio or Llama Rose Farm. A local water colorist has agreed to paint the "flower of each month" as a background for each calendar month grid.

The Committee met with Winifred to further "tweak" the shots regarding story line and props.

Unfinished Business

Strategic Planning Meeting September 3, 2008 1-4 PM: The Board will meet to continue the Strategic Planning and Goal Setting initiatives on Wednesday, September 3rd, 1-4 PM at the Eagles Nest, Silverdale Fairgrounds. The regularly scheduled Board meeting will be rescheduled to convene from 12 noon to 1 PM.

New Business

September 3rd Board meeting time change: The regularly scheduled Board meeting on September 3rd is rescheduled to start at noon and end at 1 PM. The Board will proceed with a Strategic Planning meeting, starting at 1 PM. A facilitator has yet to be determined.

Nominating Committee: Roland Malan was appointed as the ex-officio Board member to the Nominating Committee. Discussion: Roland will review the membership list for prospective Nominating Committee members and chairperson. It was discussed the committee members may be selected from the three geographic areas within the County: North, Central and South. The positions of Vice President, Secretary and one Member-at-Large will be determined 20 the September 2008 election.

Membership Committee: Mary-Cathern Edwards was appointed as the ex-officio member to the Membership Committee.

President Becky Croston adjourned the meeting at 3:10