



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 Regular Monthly Board Meeting

Wednesday, February 4, 2009

I. Call to order

Marialis Jurges called to order the monthly meeting of the Master Gardener Foundation of Kitsap County at 1:15 PM on Wednesday, February 4, 2009, at the Eagles Nest, Kitsap Fairgrounds, Bremerton, WA.

Board members in attendance: Marialis Jurges, President; Becky Croston, Vice President; Arlene West, Secretary and Sandy Livermore, Treasurer and Directors at Large; Mary_Cathern Edwards, Roland Malan, and Peg Tillery, Extension Office. Not attending: John Mikesell.

Foundation members in attendance were: Sharron Etheredge, Ray Etheredge, Cat Ross, Donna Hamilton, Carol Henning and Arno Bergstrom, Extension.

Marialis Jurges welcomed guest Arno Bergstrom and foundation members in attendance. And one additional item was added to the agenda: Arno Burgstrom requested that we discuss becoming an affiliate member of the State Master Gardener Foundation.

Reports and Announcements

Secretary Report: Arlene West

The minutes of the regular foundation meeting from January 7, 2009 were accepted.

There was discussion as to whether or not the budget should go on the website with the minutes. Becky Croston researched and found that according to our Communications Policy, Jan. 2007, page 2, "The Website": The financial statements will only be posted via "password access only."

Treasurers Report: Sandy Livermore

Kind of a quiet month. Currently we have \$6,212.98 in the checking account and \$27,880.18 overall. I am expecting some big bills coming from the calendar. We can tap one of the CDs and only lose one month's interest for pulling money out early, if needed.

<u>ACCOUNTS</u>	<u>BALANCES</u>
Bank Accounts	
Kitsap Bank CD #4 (131) 7-7-08	\$ 8,444.66
Kitsap Bank CD #6 (133) 4-6-09	\$ 4,586.55
Kitsap Bank CD #8 (135) 12-6-08	\$ -
Kitsap Bank CD #9 (136) 9-14-08	\$ 7,978.83
Kitsap Bank Checking	\$ 6,212.98
Kitsap Bank Savings	\$ 657.16
TOTAL Bank Accounts	\$ 27,880.18

Horticulture Report : Peg Tillery, Horticulture Educator

Report to MGFKC Board on February 4, 2009

**WSU Kitsap Extension Horticulture
& Natural Resources Stewardship Program
Calendar Year 2008**

Local Grants, Fees, Gifts and Donations for 2008 = \$47,975

- \$6000 - Free Advertising for WSU Kitsap Extension MG Program (Wet Apple Media)
- \$4500 - WSU Kitsap Extension Composting Program Education Materials - (Kitsap County Solid Waste)
- \$3500 - WSU Kitsap Extension "Kitsap Gardener" Series Videos - matching from BKAT
- \$3750 - WSU Kitsap Extension Organic Gardening Course (fees)
- \$9000 - Supplemental WSU Kitsap Extension MG Program Support from Master Gardener Foundation of Kitsap County (MGFKC)

- \$3500 - Purchase of Laptop and Video Projector from Master Gardener Foundation of Kitsap County (MGFKC)
- \$10,350 - WSU Kitsap Extension Master Gardener Training Fees
- \$875 - WSU Kitsap Extension Beach Naturalist Training Fees
- \$3500 - WSU Kitsap Extension Raab Park Community Garden (P-Patch and Youth Garden)(community donations and p-patch fees)
- \$3000 - WSU Kitsap Extension Anna Smith Garden (including Native Plant trail) - (community and Kitsap Parks and Recreation donations)

2008 WSU Kitsap County Extension Master Gardener/Natural Resources Stewardship Program Revenue & Expenses

<u>Expenses</u>	<u>Revenue</u>
Extension Educator Salary + benefits (70 % FTE) \$40,800	\$40,800
Professional Development/Continuing Education 5,000	5,000
Supplies - Kitsap County 5,000	5,000
Mileage - Kitsap County 2,000	2,000
Office Support personnel - Kitsap County 20,000	20,000
WSU Extension Administration & Program Support 20,000	20,000
WSU Grants & Contract – Federal, State & Local 20,000	20,000
Subtotal \$112,800	\$112,800
Local Grants, Fees, Gifts and Donations 47,975	47,975
Total Program Revenue & Expenses	\$160,775 \$160,775

Cost Analysis: \$643 per enrolled MG Volunteer Educator (250 volunteers)
\$2.68 per public educational contact (60,000 contacts)
\$5.36 per program hour (30,000 volunteer & staff program hours)

Benefit Analysis: MG volunteer educators provide 12 FTE's = \$585,000 @ \$19.51/hr.

Analysis of MGFKC Contribution to Total Program Costs:

\$12,500 - MGFKC Contributions for 2008

\$160,775 - 2008 Program Costs

MGFKC contribution for 2008 was 7.8 %, and greatly appreciated!

Thank you sincerely for your continuing efforts and support of the WSU Extension MG Program in Kitsap County.

In addition, Arno Bergstrom will join us for a meeting quarterly before the regular monthly meeting at 11:00 AM. The meetings will be in the following months: April, June, September, and December.

Newsletter Report: Gary Gratrix, Editor

Wednesday, February 4, 2009

For the February/March issue of the Gardener's Exchange we printed 175 copies. 125 copies were mailed to members and 50 copies were given to John Mikesell for distribution to the Master Gardener class. In addition, 23 copies were emailed to members for a total distribution of 198 copies.

Costs included the following:

Printing 175 copies	\$201.45
Postage 120 - 59 cent stamps	\$ 70.80
Colored Last Copy labels	<u>\$ 6.20</u>
Total cost	\$278.54

Respectfully Submitted,
Gary Gratrix, Editor

Arlene West, Secretary
Master Gardener Foundation, Kitsap
Page 4 2/27/2009

The last date to submit articles for the next Newsletter will be March 10th.
Please submit all information by then.

Seminars Upcoming Seminars: Debra Ady via Cat Ross

2009 Seminars Report ~ February 2009

Debra Ady Chairperson report offered by: Cat Ross

The following seminars will be advertised in the:

West Sound Home & Garden

MGF Newsletter & MGF website

3rd Wednesday of the Month Seminars 1 pm to 3 pm Eagle's Nest

March 2009 Jim Rodman Nomenclature for Dummies How the heck did that plant get that name?

April 2009 MJ Tyler Helping your Houseplants be Happy and Healthy

May 2009 Susan Harrington of Labyrinth Hill

June 2009 Sue Goetz Creative Gardener

July 2009 Susan Howard surprise ending to a great year

August 2009 Kitsap County Fair ~ no seminar

Debra is currently in Japan talking to Master Gardeners there about the Calendar Sales and requested that I ask:

Could the New Class of Interns be encouraged to attend the Seminars so they can get in the habit of attending for their future Continuing Education Credits

Calendar Committee: Cat Ross

FEBRUARY 2009 Calendar Report submitted by Cat Ross

Thank you to all the teams, Brainstorming, Gala, MAPS, and any others that have come forward to help with all sorts of tasks. The unending enthusiasm is spectacular, much appreciated, and proving to be extremely successful.

Calendar will go to Print mid- February there was a bad color contrast that needed some adjustment. Graphic Artist spent the entire day with printer to get it just right and they finally said try something else. So the Printer asked if we would wait until they could secure a new technology that will create the product they are pleased to offer us. We should take possession of the calendars late Feb or early March.

3 MGF Plant Sales in Surrounding counties have extended an offer for us to have a booth at their event. They have all requested if the option ever presented itself that the offer would be reciprocal and on behalf of the board members I've spoken with gave them a positive response. I would hope all the board and any future board would take that into

Arlene West, Secretary

Master Gardener Foundation, Kitsap

Page 5

2/27/2009

consideration in the friendship of cooperation with other MG Programs or MG Foundations.

Thurston Co has us on hold as their lead took offense to our previous calendar content and has held up our being there this year. The rest of his team is excited about having us participate and have purchased Gala tickets to hopefully encourage the interest.

We do have vendor contracts to sign today and need checks to submit to secure our spots

Island Co \$50 indoors we have 4 models covering the day March

Pierce Co indoors tentatively: 10 to 15% cut instead of their 30% to others
They believe we will be our own cashiers for that discount

Saturday, April 25, 2009, 9:30 am to 4 pm
Sunday, April 26, 2009 10 am to 3 pm.

King Co \$ 150 reduced from \$250 outdoors need a canopy

Set-up only on Friday, May 1, 2009 between 9 am and 5 pm. Preview Party 5-7 pm

Sale days are Saturday, May 2, 2009 8 am to 5 pm and Sunday, May 3, 2009, 10 am to 3 pm

As of January 2009

Partners West Distributor is thrilled to have us on board again and has 2 duplicate contracts to be signed today

Small Changes is not in a rush March is when they will let us know

Made in America will let us know in May buyer is on maternity leave Costco will get to us in approx. March or April

We have joint Plant Sale Calendar book marks to hand out anywhere people may need a reminder if they don't want to purchase right away if it's too early for them and later a good reminder of the 2010 plant sale after this years is over

The sales venue for Gala tickets and calendars at the Kitsap Builders shows for March and October have had access pulled from MG Program there is no room for sharing with MGF at either venue. We were told we could purchase our own booth as MG's that manned booth at Fall 2008 show don't want MGF to be in booth with them selling products.

We've had 3 requests for enlargements of calendar images and we will use them at the Gala to promote the sale of possible others

Arlene West, Secretary
Master Gardener Foundation, Kitsap
Page 6

2/27/2009

- It was suggested that Mary-Cathern Edwards send out a request to the MGF membership to see who would like to help with the sale of the calendars at the venues above.
- Donna Hamilton has loaned a canopy for the outdoor venue.
- Marialis Jurges suggested that any venue we work is a benefit to get the calendar
Out there so others will want to purchase them.

GALA

WSH&G ad you all saw email preview from Jane Bedinger comes out early March

Native Garden looks great it did not take a bad hit from all the snow storms there is a tentative date in the minds of workers to spruce it up closer to the event day.

Gala Update: Arlene West, Gala Chair

- The location has been set contract signed with Kitsap Memorial State Park
- Program has been lined up
- Caterer contract has been signed –Deposit due April 1
- Contract with DEF productions has been signed for a sound system (donated)
- Floor plan has been laid out
- Flyers printed
- Speakers secured
- Light boxes for slide show has been secured including a screen
- Tickets printed
- \$870. in tickets sold
- \$4,000 in value from 12 confirmed donated items for the live and silent auction have been secured and more are coming in
- Over \$1,000 in services and products have been donated for the Gala's success as a fundraiser.

DEF Productions
Caterers
Musicians
Wine
Goblets
Poster Design and Printing

- More than 23 people, plus some of the models will be actively working at the Gala
- The Gala team has been creative, resourceful and very fun to work with. They are indeed

- the best team ever. It has been an honor to work with them over the past few months.

Respectfully Submitted, Arlene West, Gala Chair

Programs and Publicity Committees: Joyia Ruebens

MASTER GARDENER FIELD TRIPS 2009

Garden tours are being planned for the– Arthur R. Kruckeberg garden and the Elisabeth Carey Miller Botanical Garden.

Plant Sale- Becky Croston

KITSAP COUNTY MASTER GARDENER FOUNDATION PLANT SALE

Committee Report for Feb. 4, 2009 Board Meeting

Location/time: Fire Station 51 Silverdale Way / 1-3 pm Jan. 8, 2009

Attending: Becky Croston: Chair, Sandy Livermore: ex officio Board Member, Gary Gratrix, Sheri Kiley, Cat Ross, Wayne Tysver.

Key Points covered:

Dates confirmed: Set up/take in: Thursday May 7: 9-5. Sale: Fri. May 8: 9-5, Sat. May 9: 9-2 Van Zee Building confirmed. Forms in hand for “equipment rental.”
Future meetings of committee: First Thursday of Feb. thru April, 1-3 pm same location.

Publicity:

1. Fairgrounds reader board: forms in hand. Becky will submit. Due April.
2. Mentor Reader board: Gary will contact Joyia Rubins
3. Poulsbo reader board: Gary will contact Jackie Aitchison.
6. Kitsap Business Group: Becky will work with Extension contact.
7. Bremerton Sun: Gary contacts Chris Smith.
8. WestSound Home & Garden Mag.: Digital Artiste Jane Bedinger submitted outstanding half-pg ad.
9. Ciscoe Morris: Becky will ask DeLona Kent if she can contact him.
10. Wendy Tweeten, news writer: Becky has contact information and will query her.

Other Promos:

1. Mini Posters: Gary will print up 50 more of last years’.
2. Bookmarks: Wayne made up enough for this year’s interns. Cat and Wayne are working on printing up additional bookmarks

Arlene West, Secretary

Master Gardener Foundation, Kitsap

- with promoting the Calendar sales printed on the otherwise blank side.
3. Banner: 3' by 10' : Sandy Livermore has this.
 4. A-boards: Wayne has them: they're in great shape.
 5. Yard/Road signs: Some of us have them on hand---we have plenty.

Quantity Ordering:

1. Natives: Gary will work with John on ordering again, but we won't need as many, as we have "leftovers" from 2008 in storage.
2. Fuchsia: Foxglove nursery lost two huge greenhouses this winter, which will be replaced. He will have no space for raising our 4x4 inch fuchsia starts for free. Becky is looking into alternative sources for baskets, and starts. (See pg. 2, "Discussions: #8.)
3. Veggies: Sheri believes (and will confirm) that Foxglove will grow our veggies again for 50 c. pot.
4. Hosta: Gregg Peterson is our county Hosta specialist, who is moving out of state: "temporarily." However, he is working on our behalf from afar to secure us some Hosta for our sale. Thank you Gregg!

Other items:

1. Gloves: We have a few leftovers. Becky and Sheri worked out how many to order of which for this year. The Calendar committee will be able to sell gloves this year at calendar sales venues.
2. Bins: we sold 25 last year, and have 28 left for this year's sale, so we chose to not order more. The most cost-effective price-break requires too large an order.
3. Bee houses: Wayne will of course make more, with the help of volunteers with drills.
4. Displays/ Tables: We will have table areas for
 - a. Noxious Weeds: Dana Coggon
 - b. Native Plants: John Mikesell
 - c. Calendar and Glove displays and promotion: Cat Ross

(Plant Sale report for Board ---- Jan. 8, 2009--- committee meeting, continued.)

- d. Master Gardener clinic space: for sure! (please have Id. on the books you bring in.)
5. We will have coffee/snacks again for MG's: Cat and Sandy. Coffee for public: donation can again.

Discussions: review past suggestions / discuss new ideas.

1. No pre-sale: MG's can start selecting at 9am Fri. just like the public.
2. Space for Vendors this year? Maybe not this year. Becky will talk with the Fairgrounds mgt. about expanding our sale into the Presidents Hall (larger space) so that we can add vendors. We also need to get an okay from mgt. to have outside vendors. We would need an additional volunteer to serve on the committee who would dedicate

Arlene West, Secretary

Master Gardener Foundation, Kitsap

themselves to managing vendors. We like the Pierce Co. model of taking a 30 percent cut in sales, in lieu of charging for space. We would also work hard to have space for other county Foundations /Programs for their sales, at a generous rate, since they are now working with us for our Calendar Sales at their plant sales.

3. Becky is going to work on forming a committee such as they have in Pierce County, which meets during the year to propagate plants for their plant sale. Becky is working now on getting a chairperson for “plunder parties” who can coordinate teams who can go to donation sites to pot up plants. We agreed we need to think this: some plants need a year or more to mature to best sales potential, so we should pot up year around for future sales.

4. Sheri Kiley suggests again that we sell fresh cut flowers. We agreed we would
1. need the space. 2. need a dedicated committee for this. 3. May have to purchase at wholesale to have enough and a good variety.

5. Potting up at Anna Smith: this will be as soon as Gary can get the bare root native plants in early March.

6. Potting up natives: a “how to guide”: Becky is working with our county specialists such as Fay Linger and John Mikesell on this. We would like a one page handout of the most common native plants we pot up, with instructions. As was evident over the years, we do not have enough education on this for our MG’s and interns. We will make a point to guide our volunteers better this year than in the past, and hopefully the handouts will help. Too many are planted to deep/shallow, or jammed into pots that are too small: especially bad if we have to hold them over for another year.

7. As per #6, we need larger than one-gallon pots. They are hard to come by, and too costly for us to purchase unless we can get a better-than wholesale price. Everyone is encouraged to do a county-wide search!

8. More plants: Instead of ordering out of county, we will work hard on purchasing quantity plants locally. Our MG’s have a tough time filling our needs for all the plants we could sell, especially annuals. Sheri will talk to Foxglove; Becky will feel out Brothers Greenhouse and Port Orchard Nursery, for starters. All orders will be quality-controlled or screened by Master Gardeners. Other counties order most if not all of their plants from both in- and out-of-county wholesale suppliers. If we want to increase income, we need to do more of this as effectively as possible.

There was a discussion on getting 1, 2 + gallon pots that will be needed for the plant sale. Anyone that has any available should bring them to the Anna Smith garden for storage to be used as needed.

- Possible places to get pots: nursery’s, sometimes give them away for the asking.
- An email will be sent to all MG’s and Foundation members to see if they have extras.
- Peg Tillery will check with the rookies in class on Friday.

Arno Bergstrom will talk to Mike about trees for the sale. Peg Tillery mentioned that most plant sales order the plants they need for spring in October/November so that they are ready for the spring sale.

Chrissy Petoff will be in charge of the volunteers for the sale.

Val Martinson will be in charge of “plunder parties” for collecting plants for the sale.

NEW BUSINESS:

Conflict Resolution Person:

Mary-Cathern Edwards has agreed to be our acting conflict resolution person and will continue to handle membership.

State Master Gardener State Foundation

Roland Malan would like our foundation to consider becoming an affiliate of the state foundation. It is becoming a viable and active entity whose goal is to eventually help the local foundations. Cost is \$25.00 per year, application if accepted is good for three years.

Arno Bergstrom agreed that it would be a good decision to join the state foundation. Tony Fitzgerald is compelled to spend a lot of time with the state board and finds it to be valuable.

The discussion was tabled until next month. Roland will find out more details: Is the cost paid each year or paid for three years at a time? When do they meet?

Fiskars Grant:

A discussion was held about the Fiskars Grant for Anna Smith Gardens. There is concern about the funds going into the Foundation account as a pass-through: Foundation will legally be held accountable as to how the money was spent, as that name is on the check. Foundation would be the fiscal agent for the grant.

MOTION: Roland Malan made a motion that we be the fiscal agent for the grant. Arlene West seconded the motion. **MOTION CARRIED.** Sandy Livermore abstained from voting.

Peg Tillery suggested that we need a new Policy drafted by the board on the procedure for seeking grants, if the Foundation will be the fiscal agent.

Roland feels grants should be put into the Horticulture report with monthly updates so there are no surprises.

Becky suggested that each grant go before the board and it should be approved by the board as a fundraiser.

Arlene West, Secretary
Master Gardener Foundation, Kitsap
Page 11

2/27/2009

After much discussion it was decided that we should never assume a particular agent would be the fiscal agent. Mary-Cathern Edwards suggested that everything go through the program.

There was no firm decision made on this discussion outside of the motion above.

Revisions of the Bylaws:

The bylaws state that we should review the bylaws every five years. If there are no changes we leave them as they stand. By next meeting each board member is to read the section on “Committees” so on March 4th we can discuss if any changes need to be made.

In the April meeting we will review “Board Meeting Management” and need to read that portion.

Buck Lake: Update by Roland Malan

The plantings are almost complete and it looks great. On Monday paths were put in and it is really shaping up nicely!

Future Fundraiser: Cat Ross

Cat Ross suggested as a future fundraiser we look at bricks that have donor’s names on them when we put in a path. That way we are making money as well as beautifying a park.

Meeting was adjourned at 3:05 PM