

**Master Gardener Foundation of San Juan County**  
**Board of Directors Meeting**  
**October 11, 2022**

**Present:**

**Board members:** Lenore Bayuk, Kim Howard, Sandy Ryan, Vicki Leimback, Beth Schweitzer, Sandy Buchanan, Dray Longdon, Pamela Van Vleet, Debbie Young, Caitie Blethen

**Foundation members:** Alice Deane, Carole Kosturn, Marilyn Gresseth, Rebecca Smith, Theresa Smith, Mo Sloan

**Not Present:** Kate Yturri, Nancy Forker, Julia Turney, Sylvia McKenney

This meeting was held via Zoom conference.

**Minutes:** Review and approval of minutes from the July 12, 2022 Board meeting. Motion to approve the minutes, seconded, approved.

**Finance Report:** The finance report was approved as emailed as there were no corrections or additions to the report.

**Fundraising and Events**

**Spring Plant Sale:** Mo Sloan reported on several aspects of the 2023 Spring Plant Sale.

**Electrifying of the Hoop House**

Mo submitted a document listing the requirements for electrifying the hoop house (see attached).

**Purpose:** To house seedlings just before the plant sale rather than for germination of seeds.

**Discussion:** Electricity would be used to power grow lights, not necessarily for heating as the hoop house is not at all insulated. Alice offered her own hoop house as an example of how it could be set up.

Setting up our own OPALCO account would be expensive because of minimum monthly costs associated with an account.

An alternative may be to 'piggyback' onto one of our neighbors electric supply. Closest electricity is at the Family Resource Center and the Mullis Center. However, it would be difficult to determine how much power was being used by the Hoop House from their accounts.

Other available greenhouses include the greenhouse at Skagit College which is not as large as the Demo Garden greenhouse, but could work. That possibility will be explored. Also, Jill Patten offered the use of her hoop house. Hers is 7ft x 15ft and has power running to it from an extension cord running to her house.

**Spring Plant Sale Planning**

Mo summarized the tasks required to initiate and complete the Spring Plant Sale in a Task/Volunteer list distributed to the Board (see attached). While staffing of the actual sale has never been a problem, most needed are coordinators to pull together other volunteers for prep, propagation, setup and cleanup, etc.

The planning list will be distributed to all Master Gardeners so that roles can be discussed at the All County meeting on October 12, 2022.

A new source needs to be found for materials and seeds for this year's sale. Alice suggested contacting Carol Miles and Alexis at Browne's Home Center to see if they had any leads or could offer help.

The Orcas Master Gardeners will be contacted to verify if they will be providing perennials for the plant sale again this year.

### **2022 Gardening Workshop**

As of the time of this meeting, 170 participants were enrolled in the workshop. A few more are expected to enroll before registration deadline of 10/12/22. This is compared to 300 enrollees for the workshop in 2020 and 160 in the workshop for 2021.

Publicity for the workshop has included articles sent to secondary publications such as *Lopez Rocks* and posts on social media.

### **Native Plant Sale**

Vicki Leimback reported that updates were necessary to prepare the web sales site for orders to be taken in January. She requested \$500 from the board to pay the web programmer to help make those updates. A motion was made, seconded, and passed to allocate \$500 for updates. Drey also offered her help with any technical/web issues they may be having.

Vicki reported that a notice will be going out soon to request volunteers to help with all aspects of the sale. A few volunteers are needed especially from Lopez to bundle over on SJI and bring back Lopez orders.

### **Diagnostic Clinics**

Caitie reported that 130 requests in total had been received and answered in the Diagnostic Clinics for 2022. There will be no more clinics scheduled this year, however, Caitie received several more request forms after the final clinics. Those will be handled at a 'mini clinic' on Orcas. Any others received will be handled in 'as needed' clinics on the various islands. Caitie will coordinate with leaders from each of the island clinics on an on-going basis.

Leaders from all three clinics; San Juan, Orcas, and Lopez reported that the clinics have been a positive experience.

### **Outreach Tables**

Caitie reported that she will be ordering new signage for outreach tables and public events to reflect the new WSU Master Gardener logo.

She also reported that numbers for outreach tables on San Juan Island have been increasing. This seems to indicate that clients are getting used to the switch from the Farmers' Market location to the new location in front of the demo garden.

### **Mentor Program**

Caitie will discuss the Mentor Program at the All San Juan County meeting tomorrow.

### **Nominating Committee**

Kim reported that the object of the recent recruitment search was to include some of the interns from the class of 2022 to fill current board vacancies. To this end, the nominating committee has recruited and appointed three interns to the Foundation Board. These include:

Sandy Buchanan – Lopez Island Representative

Pamela Van Vleet – Lopez Island Representative

Dray Longdon – Orcas Island Representative

Beth Schweitzer – Secretary

A hearty welcome is extended to all of the new board members.

### **Ideas for Community Outreach and Education**

Caitie asked the Master Gardeners for ideas as to what is needed for outreach and education as well as speaker topics for continuing education and public education. Kim suggested that something on Mason bees would be welcome. Alice reported that Tony Seruda would be speaking on that topic at the Grange on Tuesday, October 18<sup>th</sup> from 11am to 2pm. Unfortunately that coincides with the first of the sessions for the 2022 Gardening Workshop. However, maybe an arrangement could be made with Tony in the future.

### **Liability Insurance**

Discussion of Liability Insurance will be tabled until the January 2023 meeting.

### **New Business**

Several questions were asked and fielded in this portion of the meeting:

**Spring Plant Sale:** While the Orcas Master Gardeners typically provide the perennials for the plant sale, donations of perennials from other parties will also be gratefully accepted.

**Native Plant Sale:** Theresa Smith asked about the dates for the Native Plant Sale.

Vicki reported that dates for the 2023 Native Plant Sale are as follows:

- January 28, 2023 – online sales begin and continue until inventory is sold out.
- March 17, 2023 – orders will be bundled for pickup/delivery
- March 18, 2023 – pickup day for orders

**2022 Gardening Workshop:** Sandy asked when the online workshop information will be sent out. Caitie reported that information, including a welcome letter and links to the online Zoom meetings will be sent out on October 13<sup>th</sup>.

It was reported that there had been a problem with some of the early registration payment and registration emails. Caitie reported that the problem has been fixed.

The meeting was adjourned at 11:10am.

Respectfully submitted October 21, 2022.

Beth Schweitzer, Secretary  
SHCMGF

## **Why Electrifying the Demo Garden Hoop House is Problematic**

1. The structure of the hoop
  - a) Not enough supporting metal hoops to bear the weight of lamps, timers, fans
  - b) No weight bearing horizontal metal or wood
  - c) There isn't anything to hang equipment from
2. Would be impossible to heat adequately
  - a) The height of the hoop: Approximately 15' high at its peak
  - b) All corners are open and unsealed. This allows the sides to be raised for cooling, but there is no method in place to seal (e.g., Velcro)
3. Damage to the structure
  - a) Multiple holes seen
  - b) Covering is damaged and not secured to the frame, especially on south end from wind damage

## **Potential Modifications**

>> Use the Demo Hoop to house seedlings in 4" pots once established, and once weather is above 45 degrees at night, as hoop cannot be heated

1. Build or buy tables that are positioned over the existing beds to hold trays with seedlings
  - a) Tables surfaces are open metal gridded frames, which allow water to drain to beds below
  - b) Beds below could potentially house plants if some space is left between trays to allow light below
2. Build frames over the tables to support the weight of lamps
  - a) Lamps are heavy – the frames would have to be substantial
3. Electricity to hoop for timers and lamps
  - a) Heat mats would not be necessary

# SPRING PLANT SALE PLANNING

## TASKS

### 1 Review Notes from Previous Year

- a What worked / what didn't / what needs to be changed?

### 2 Create Budget

- a Review previous budgets
- b Due in early January for the 1st MGF Board Mtg.
- c Major capital expenses are itemized separately from usual sale expenses
- d For 2023: NEW TASK - determine where to buy supplies, as Steubers is gone**
  - 1 Expect significant price increases from suppliers
  - 2 We are no longer washing pots from previous sales
    - a We may wash and re-use trays
    - b Need location to do this
  - 3 Seed prices are higher again this year
- e Purchased Every Year: Seeds, seed starting mix, planting mix, 4" pots, fertilizer,
- f Purchased as Needed: Vermiculite, trays, watering cans, heating pads, lights, ti
- g Inventory current supplies - where have we stored trays, lights, etc?
  - 1 Create shopping list
- h Purchase supplies
  - 1 Save all receipts; send to Treasurer when purchases are complete
  - 2 Identify location(s) where supplies can be stored for this sale, and
- i Add new supplies to Inventory List
- j Discuss price increases for starts to cover increased costs

### 3 Determine Growing Locations

- a Determine how much space is available in each location
  - 1 This determines how many trays each site can hold, how much we
- b Demo Garden hoop house
  - 1 Can be used only to house healthy starts just before the sale
- c Skagit Valley College Greenhouse
  - 1 Use for tomatoes / peppers
- d Tom Schultz's Greenhouse
  - 1 Use for squashes, brassicas - what sprouts quickly and grows fast
- e Mo Sloane's Greenhouse
  - 1 Use for cukes
- g Other? If space needs to be rented, legal needs a long lead time

### 4 Determine What to Grow, and at What Location

- a What varieties?
- b How many of each variety?
- c For 2023: NEW TASKS: Determine scope of sale**
  - 1 In-person only? Or open to public? or Friends & Family only?
    - a MG pre-ordering an option?

- 2 Determine how many plants will be sold
  - a Does scale decrease?
- 3 Determine whether varieties are limited, e.g., only cucumbers and
  - a If so, what to grow?
- 5 Determine whether to contract / out source growing starts
  - a What legal review is needed?
  - b Can this be accomplished in time for May 2023?
- 6 Determine whether to work with SJ/Orcas Garden Clubs to grow/s
- 7 Confirm Orcas/Lopez will bring perennials to the sale
- 8 Should purchase times be staggered to prevent crowding?
  - a Allow sign-ups for shopping times vs allowing only 1h

## **5 Determine Sale Location & Date(s)**

- a Reserve ASAP
- b Conversations can begin immediately
  - 1 Mullis Senior Center?

## **6 Order Seeds**

- a Inventory what seeds remain from previous years
  - 1 Begin in Oct /early Nov
- b Create list of what to buy, and amounts needed
- c Determine where to buy
  - 1 Consolidate orders to save on shipping costs
- d Purchase as soon as possible after the 1st of the year
  - 1 Seeds sell out quickly
- e Preference is to Purchase Locally
  - 1 Organic suppliers 1st, OP 2nd
- f Create Inventory List
  - 1 Send inventory list to the 'record keeper'
- g Save all receipts; send to Treasurer when purchases are complete for reimburse

## **7 Set Up Locations**

- a Clean greenhouses
  - 1 Some surfaces may need bleach solution wipe down
- b Bring in supplies
- c Hang lights
  - 1 Tom's can only handle a few heat mats, no lights
- d Set up timers for lights

## **8 Germination & Planting**

- a Develop a schedule: We've started germination later/held the sale later - cold s
  - 1 e.g., tomatoes weren't sown until late April in 2022
  - 2 Dates, where, and by whom
- b Mix soil, set up pots and flats, place on heat pads, water
  - 1 Assess soil temp 24-48 hours after

- 2 Sow only when soil temp is consistent
- c Determine whether to plant in 9-cell trays or 4" pots
  - 1 9-cell trays require transplanting later
  - 2 Scope of sale helps answer this concern
- d Establish fertilization requirements, i.e., what is a "pinch"?
  - 1 Mix our own fertilizer, or purchase?
  - 2 Use a liquid fertilizer 1-2 weeks before sale?

## 9 Plant Care

- a Develop a schedule for volunteers to visit starts daily in all locations
- b Schedule must be flexible to accommodate hot days when 2 visits are necessary
- c Add water to trays and allow time for medium to absorb
  - 1 Plants cannot stand in water
- d Aphid/slug/snail/flea beetle patrols
- e Transplanting, if necessary
- f Move plants to sale location

## 10 Education & Signage

- a Review old files to see what needs corrections/updates
  - 1 Handouts for veggie care
  - 2 How to plant, etc
- b Create new signs/handouts as needed
- c Create new table signage

## 11 Set Up Sale Location (what's been done previously at Mullis)

- a Get strawberry boxes, newspapers
- b Set up tables for starts
- c Set up signage
  - 1 Hang sign outside building
  - 2 Add table signs
- d Set up check out tables/processes and "line management"
  - 1 Set up payment protocols
  - 2 Set up cashier money boxes
- e Set up education tables near checkout lines
- f Traffic cones, volunteers or signage in parking lot?
- g Bring in all plants from Orcas and SJI
- h Bring in all starts and move to tables
  - 1 Determine how many tables needed, where they are sited
- i Do final inventory once all plants are in
  - 1 Send to the record keeper

## 12 After Sale

- a MUST sweep and MOP the floors
- b Put all tables and chairs away
- c Leave site as we found it

- d Do a post-sale inventory
  - 1 Send to the record keeper

### 13 Publicity

- a Create flyer
  - 1 Submit to all publications
  - 2 Distribute to all islands, put up in towns
  - 3 Give to garden clubs
- b Create article
  - 1 Submit to all publications
- c Begin Social media postings
  - 1 Create images
  - 2 Post regularly

### 14 Volunteers

#### a Volunteer Coordinator Needed

- 1 Coordinator manages all volunteer activity**
- 2 To identify who preps materials, sow seeds
- 3 To identify who manages Plant Care tasks
- 4 To identify who moves plants day before sale
- 5 For Day-of-Sale set up
- 6 For Day-of-Sale - supervise tables, handle sales, answer questions
- 7 For Day-of-Sale clean up





**VOLUNTEERS**

Committee of volunteers committed to working the SPS start to fi  
Oversight and continuity important  
This can be one person or a group

A volunteer can take on researching options  
Options reviewed by larger group

Always difficult to find anyone willing to do this - we bought all ne

labeling.  
mers

People who have the equipment (Alice, Mo, Lenore) can create the  
SPS Committee  
One volunteer

for reimbursement  
after the sale

SPS Committee

SPS Committee

can grow

1-2 volunteers to visit locations, tally findings and report

SPS Committee

SPS Committee, plus the MG Board, any other interested

! squash?

sell annuals

1-2 volunteers to discuss / coordinate / manage thru entire sale

0 people in the building every 10 mis?

SPS Committee

Coordinate with Caitie

Can be 1-2 people or a larger group

Planning what to buy and from where is a fun activity

ement

1 volunteer

Team / Volunteer(s) for germination / planting

springs past 3 years

Team / Volunteer(s) for germination / planting

Team / Volunteer(s) for germination / planting

SPS Committee

SPS Committee

Team / Volunteer(s) for plant maintenance and care  
**Large number of volunteers needed**

y

TBD  
4-8 people needed

1 or 2 volunteers

TBD

**Helpful if one person has oversight over all sale activities**  
Teams can cover discrete tasks

1-2 people

Finance Team

1-2 people  
TBD  
Orcas Team  
Team that brought in starts from growing locations

1-2 people

Everyone  
Everyone  
Everyone

1-2 people

Team effort

**Key Role**

Identify this person(s) early, give them all the support they need  
Important activities can be managed by different people, but ideal  
one person has oversight over whether there are eno  
volunteers and what they're doing when

, etc.

Volunteers need to know who their coord  
how to report in



nish

ew last year

air own inventories and send in to the group





lly  
ugh

rdinator is, and



