



## QUARTERLY REPORT GUIDELINES for OMGA Chapter Representatives

Your quarterly report allows members of the OMGA a chance to read and hear what is happening in the Master Gardener™ program in your chapter and around the state of Oregon. Please share your stories of successful events as well as challenges and potential solutions that your chapter has experienced.

These reports come in two (2) formats: oral **and** written. They are due at or just prior to the Board meetings held in March, June, Mini college and November. Please follow these guidelines.

### ORAL REPORTS

1. Oral reports are voluntary. Those representatives who wish to report new activities, special programs, and issues or problems they *face that were not included in their written report* shall request time on the agenda from the president.
2. The president normally requests agenda items about 10 days before a scheduled board meeting. In most circumstances the president will limit oral reports to two (2) minutes.
3. The president can be contacted by the following email. [OMGA.info@gmail.com](mailto:OMGA.info@gmail.com)

### WRITTEN REPORT

1. This report can be the same as your oral report or you can add more information that you would like to share but do not have time for in your oral report. The written reports will be published as an additional document to the minutes of that Board meeting.
2. Please use a Microsoft Word document or a Word compatible application and send it as an attachment. If you are unable to send as an attachment, please send it in the body of your email.
3. Written reports should be emailed prior to the Saturday the Board meeting takes place. Please email a copy to the current OMGA Secretary, and to the Statewide Program Coordinator, Gail Langellotto-Rhodaback at [gail.langellotto@oregonstate.edu](mailto:gail.langellotto@oregonstate.edu).

### MINI COLLEGE REPORT

1. You should highlight the two (2) most important accomplishments of the year to that point since it may only be a little more than a month since your last report in June.
2. It will be the usual two (2) minutes.

3. The written report can be the same as your oral report or it can contain additional information that will be shared with all of the chapters when reports are emailed with the minutes.

## **COMMENTS**

1. Please walk to the front of the room and use the microphone for your report. Even if you feel your voice is strong, please follow this request.
2. You may want to use props or show event posters but make certain everyone can see them from a distance.
3. Please inform your chapter as soon as possible about events, policy updates that effect your chapter and important items that will be placed on the OMGA website
4. Have fun and meet other county representatives from around the state of Oregon.