



**Executive Committee Minutes  
First Quarter Meeting, March 4, 2016  
Southern Oregon Research & Extension Center**

569 Hanley Road  
Central Point, Oregon  
Approved May 6, 2016

**Welcome and Agenda Review**

The meeting was called to order at 9:30 a.m.

Marilyn Scheffler, President-elect welcomed everyone. The agenda was reviewed and accepted as presented.

**Attendees**

Marilyn Scheffler, President-elect  
Susan Nesbitt, Secretary  
Seamus Ramirez, Historian  
Carolyn Farias , Database Manager

Katherine Johnson, Treasurer  
Dave Rugg, Past President  
Gail Langellotto, Program Leader

**Absent**

Marcia Sherry, 1<sup>st</sup> Vice President

**Approval of the Minutes**

The minutes were approved as presented.

**Treasurer's Report**

Three files were sent: 2015 Year-end Report, First Quarter 2016 Report, and a group of financial reports that included 2015 Mini-College Financial, 2015 Silent Auction, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Leadership Forum financial reports, and the 2016 OMGA Budget.

**Year-end Report**

- Total Assets \$ 95,651.31
  - Restricted Funds \$ 10, 822.66
  - Cash Reserves \$ 27,004.24
  - Non-Restricted Funds \$ 57,824.41
- The Year End Assets are \$264.47 short. \$166.80 is due to an outstanding check on which payment was stopped and \$97.67 is due to the difference in the time in which OMGA reports are due and when the e-Trade balances are posted.

- As of November 1, 2015 there were 3,684 Oregon Master Gardeners

### 2016 First Quarter Report

- Total Assets \$ 93,866.65
  - Restricted Funds \$ 10,822.72
  - Cash Reserves \$ 27, 275.98
  - Non-Restricted Funds \$ 55,767.95
- The Year End assets are \$183.72 short again due to the time difference in the OMGA and e-Trade reports.
- Dues notices were recently sent. One chapter has paid their dues. Dues are due April 1, 2016.
- Several bills have been paid.
- The portfolio is down.

### Vacancies on the Executive Committee

Al Cook, OMGA President, resigned earlier this year. Dave Rugg, Past President, reviewed the process to fill a vacant office as outlined in Article 6, Section 4 of the OMGA Bylaws. Sue Nesbitt, Secretary, moved that Marilyn Scheffler, President-elect, be asked to move to the position of OMGA President. Seamus Ramirez seconded the motion and it passed unanimously. Since the position of President is the one that needs to be filled, Dave Rugg will explain the process at the Board of Directors meeting and request a motion from them to to ask the President-elect to move to the position of President. .

There were no nominations for President-elect. The responsibilities of this position have been accepted by other people: Gene Nesbitt, Yamhill County, is coordinating the Leadership Forums, and Al Cook, Josephine County, will take responsibility for the Karl Carlson Memorial Fund.

Other committee chair people are:

Jim Liskey - Search for Excellence (Dave Rugg has updated the materials and sent the first mailing),

Terry Hoffman – Extension Educator,

Carol Small – Ray McNeiland Scholarship

Katherine Johnson – Send-A-Friend. This year there will not be a raffle. Instead there will be a box on the Mini-College registration form asking people to donate to this fund. The funds available for distribution will be those presently in the bank. It was noted that the chapters with larger budgets often request the funds first. Chapters with smaller budgets often wait to request funds and by that time there are often no funds available. There is \$1,923.53 in the account so it was suggested that 9 scholarships of \$200 each be offered and that chapters with revenues of less than \$25,000 be given the first opportunity to receive these funds. Dave Rugg, Past President, moved to offer 9 scholarships of \$200 each first to counties with revenues of less than \$25,000 and then if monies remain counties with larger revenues may apply. The motion was seconded by Sue Nesbitt, Secretary, and it passed unanimously.

The Second Vice President position is also open. Barbara Davidson, Jackson County, is finding the speakers for the Mini-College classes which is the major responsibility of this position. She is not interested in being the 2<sup>nd</sup> Vice President.

## **Areas of Concern**

Marilyn explained that there seems to be a great deal of discontent with the selection process for both the Statewide Master Gardener of the Year and the Statewide Behind the Scenes awards. She noted that the policy is to include the Past President on the selection committee. Gail noted that last year Jim Liskey who was serving as the Past President was also a nominee for the Statewide Master Gardener award and thus, it was not appropriate for him to participate. She asked Mary Mellard, a past recipient; but, not a member of the Executive Committee, to serve in his place. In 2016 the OMGA President will serve on the committee.

Gail also noted that the scoring criteria are very specific and are available on the OMGA website. She explained that often there is less than 1 point separating the top candidates. Smaller chapters tend not to participate because they don't think they can compete with the accomplishments of Master Gardeners in the larger chapters which have many more activities and projects. Dave Rugg, Past President, suggested forming a committee to restructure the criteria.

Gail Langellotto will write the criteria for the Chapter Behind The Scenes awards. Additional funds will be needed for the certificates for these awards.

## **Future Executive Committee Meeting Dates**

Holding the Executive Committee meeting the same weekend means that the requirement that all documents be sent to Board of Director representatives 10 days before the meeting cannot be met. In addition, the short meeting time doesn't permit sufficient discussion on some important topics. Holding the two meetings on the same weekend was a one-year trial. Thus, it was suggested that Executive Committee meetings return to the previous schedule and be held one month prior to the Board of Directors meeting. The future 2016 meetings would be the first weekend of May, July and October. Katherine Johnson, Treasurer, will find out if the meeting room at the Market of Choice is available.

The revised travel form is proving to be both difficult for people to complete and for Katherine Johnson, Treasurer, to track. Katherine Johnson moved that we return to paying \$100 per night and \$.30 per mile. Dave Rugg seconded the motion and it passed with 6 in favor and 1 against. Carolyn Farias, Database Manager, asked about the average expenses per year. Katherine explained that only one person submits expenses so she doesn't have an average. The county associations pay the Board of Directors Representatives expenses. Marilyn Scheffler and Sue Nesbitt will make the needed changes in the Policies and Procedures.

## **Additional Financial Policy**

Katherine Johnson, Treasurer, introduced this addition, Section 4.38, to the Financial Policy: "In the event that \$1,000 or more must be transferred from **any** savings instrument of OMGA to a check account to pay OMGA bills, the OMGA Treasurer must notify the OMGA President, President-Elect and Past President via email to receive

approval. The approved documents are to accompany the transfer form in the financial record". The approved documents would be the emails "to all" and the "replies to all". Katherine Johnson, Treasurer, moved to approve the additional policy. Carolyn Farias, Database Manager, seconded the motion and it passed unanimously.

### **OMGA Contribution/Involvement in IMGC17**

Marilyn presented four ways OMGA could be involved in IMGC17 in addition to volunteering. They include: an early morning walk/run on a 5K trail, Name that Pest with pictures of weeds, etc. placed in vendor's booths, Gardener Olympics, Exhibits of Oregon Master Gardener Chapters projects. Marcia Sherry, 1<sup>st</sup> Vice President, is the decorations chairperson for IMGC17. She is planning on asking county chapters to decorate a bicycle to reflect their chapter's projects.

The 5K walk/run would need to be approved by OSU Risk Management Department. This was changed to providing maps and brochures for self-guided walks. Gail has brochures showing walks near the Convention Center and will get them to Marilyn.

A form of the Name That Pest activity is being done by another group. It is possible that the two activities are sufficiently different that both could be used.

The OMGA booth is 10' by 10'. Marilyn Scheffler will appoint a committee to work on this project.

### **Meeting with Sam Angima**

At the end of the December meeting with Sam Angima and Scott Reed it was suggested that a second meeting be held during Mini-College. Dave Rugg sent Sam an email suggesting that we need to discuss financial issues and how they are resolved when there are problems. In addition, an organizational chart is needed to help the Executive Committee and Board of Directors understand the appropriate person to approach with questions and requests. Sue Nesbitt was asked to make the necessary arrangements for the meeting with Sam.

What it means to be a Master Gardener when you have not recertified was briefly discussed. Gail Langellotto noted that OSU has two categories – certified and recertified. County chapters have additional distinctions. Sue Nesbitt was asked to gather information about the different distinctions used.

Meeting adjourned at 12:30 p.m.