



OMGA Executive Committee Meeting

May 6, 2016
10 a.m. – 3 p.m.

Linn County Extension Service Office
33630 McFarland Road
Tangent, Oregon 97389

(Changes and/or Corrections to the Minutes are shown in italics)

Approved, July 8, 2016

Welcome and Agenda Reviews

Marilyn Scheffler, President, welcomed everyone.
Four additional items were added to the Agenda:

Approval of Minutes

The minutes from the March 4, 2016 Executive Committee meeting were approved as corrected.

Treasurer's Report

Katherine Johnson, OMGA Treasurer reported the following:

| | |
|----------------------|------------------|
| Restricted Funds | \$15,222.96 |
| Cash Reserve | 27,275.98 |
| Non-Restricted Funds | <u>67,220.61</u> |
| Total | \$109,719.55 |

The discrepancy in the Profit and Loss Statement is again due to the time differences between the dates when the investment reports are made and our meeting dates. To obtain the same day reports would require an update in our version of Quicken.

Expense Notes:

- The second payment to Linfield College for the 2016 Mini-College will be made soon.
- The First Quarter Leadership Forum Food bill was not received until May 5, 2016. It was suggested that a note be added to the Thank You Letters reminding the host counties that bills submitted for reimbursement should be received within 30 days of the end of the event. This information should also be added to the OMGA Secretaries position description.
- The cost of the PNW resource manuals was close to the amount budgeted.

Investment earnings were 1.75% for the past quarter.

Dues have been received for 2,851 members and 706 trainees. They will continue to arrive throughout the year. At this time the number of members paying dues is approximately the same as 2007. This may be due to issues that some members have with various required forms. Sam Angima and Gail Langellotto are working on this with OSU.

Taxes have been paid for all chapters except Marion which is a separate 501(c)(3) and thus, submits their tax forms.

OMGA's large audio system is at Marilyn Scheffler's house. It has not been used for years. Katherine Johnson moved that Marilyn Scheffler find another 501(c)(3) which could use it and that we donate it to them. Motion was seconded by Marcia Sherry and it was unanimously approved.

Katherine has reported to the Oregon State University Corporate division that Marilyn Scheffler is now OMGA president.

Several counties reported on their chapter's discussions about the three proposed options for the OMGA 2017/2018 budgets. The results thus far are:

- No change in the budget – use reserve funds to cover the losses – 1 chapter
- Do not fund any projects – 2 chapters.
- Selectively decide on which projects to fund: 2 chapters ask the Board to choose and 1 chapter made specific suggestions.

Liability Insurance

Yamhill County Master Gardeners (YCMGA) hold their yearly plant sale at the Yamhill County Fairgrounds. This year they encountered legal issues which impacted their ability to obtain liability insurance. Three YCMGA members (Linda Coakley and Silvia Conner, plant sale coordinators and Carol Parks, a retired attorney and YCMGA Treasurer) presented a synopsis of the issues. The broad issue is that in the State of Oregon Yamhill County Master Gardener Association is not registered as a legal entity. Therefore, they cannot obtain insurance. There are three options:

1. Revise the OMGA documents so they read "OMGA doing business as YCMGA". This would require a change in the OMGA bylaws and for OMGA to accept liability for YCMGA actions.
2. YCMGA could incorporate as a separate entity.
3. YCMGA Board members could register with the Yamhill County Fair Board as the people responsible for the plant sale. This would require each of the YCMGA Board members to carry liability insurance for this event.

Dave Rugg asked if they had spoken with other chapters. Sylvia responded that she contacted 7 other chapters. They are organized the same way as YCMGA. Marilyn Scheffler said that the question of being legally able to obtain liability insurance was also an issue with one of the locations they wanted to use when Mini-College was held in Lincoln County. OSU can only be involved when it is an educational event. It is the

responsibility of OMGA and their sub-organizations to each obtain the appropriate insurances.

OMGA will need to obtain legal counsel to determine the best way to resolve this issue. Marilyn Scheffler contacted the Center for Non-Profit Leadership and they suggested David Atkins in Eugene. The goal is to have it resolved by the end of the year.

Leadership Forum

Gene Nesbitt, Yamhill County Master Gardener Association, sent both the notice and the schedule. Brief presentations will be made by the following counties: Wasco, Central Oregon, Central Gorge, Clackamas and Umatilla. Marilyn Scheffler would like to have all Executive Committee members attend.

Dave Rugg noted, there is a new president in Klamath County. Dave Rugg, Marilyn Scheffler and Katheryn Johnson attended their meeting. They are doing well and have many new projects.

The focus of the Mini-College Leadership Forum will be on Social Media. Erin Padilla will be the speaker. It was asked if OMGA has a Facebook page. They do not.

Mini-College

Marcia Sherry is working with Jim Parks on the Mini-College web pages. Registration will be live next week.

The program is almost complete. Two more members are needed for the "Bee Kills" panel. Barbara Davidson is working with Gail Langellotto on the class selection and all of them except for the artistry classes are eligible for certification credit.

The co-chairs are meeting with the Linfield Food Services next week to work on the menus. The inventory control for the wine and beer will be discussed along with the possibility of using wine donated from local wineries. Registration for dormitory rooms will be live as soon as changes can be made in the dorm booking software to allow a single room to be selected.

The bookstore will be 3rd Street Bookstore in McMinnville. They will be located in Room 222 (directly across from the Silent Auction).

The Leadership Forum will be in either ICE Auditorium or one of the rooms above Starbucks. The classrooms are too small.

The fees were increased \$3 per day to cover the increased cost of registration services. They have not been changed for many years. Janette Woosley will collect all the monies. Katherine needs a signed copy of the list of services Janette Woosley will provide as well as a signed copy of the contract with Linfield. Marcia Sherry will see if a liability waiver is needed for the McMinnville Community Garden where the Volunteer Appreciation Social will be held.

OMGA Special Programs

The number of applications received to date for each of the following programs is:

- Marje Luce Search for Excellence – 2 applications
- Karl Carlson Memorial Fund award – no applications
- Extension Educator Grant – no applications
- Ray McNeiland Scholarship – OSU selects the applicants and sends them to Katherine to review.

Gardener's Pen

The deadline for articles for the next issue is August 22, 2016. The theme is “Those Pesky Pests”.

Website

The documents sent to Board members and others are to be sent in both pdf and the appropriate Microsoft Office programs.

Marcia Sherry moved that all documents on the website must be in pdf format. Dave Rugg seconded the motion and it passed unanimously. Copies of these documents in the appropriate Microsoft Office program will be kept in the Dropbox. Sue Nesbitt moved to send documents in both the appropriate Microsoft Office program and pdf to the Executive Committee and the Board of Directors. Carolyn Farias seconded and the vote was unanimous. Sue Nesbitt will make the appropriate wording changes in the Quarterly Report Guidelines.

Website Changes Needed

- Fourth quarter 2015 minutes have the word “draft” in the footer.
- A number of chapters are not linked to the website.
- A clarification – the words “Changes are in Italics” are meant to alert anyone reading the minutes that a sentence or paragraph in italics was a change to the original document.
- Policies and Procedures – send an insert of the changes made to the Board members. This document needs to be shortened. Katherine Johnson asked if the position descriptions could be moved to a separate document. Sue Nesbitt will divide the document and send to Jim Parks.
- Marilyn Scheffler asked that all Executive Committee members review the website and note any changes needed.
- Many links, when they are opened, say archived. The archived location needs to be stated so people can obtain the old documents when needed. Dave Rugg will find the exact location.

Dropbox Management

The date a document is created and/or updated should be included in the footer. Marcia Sherry found a listing of hundreds of documents. Dave Rugg will find out the exact location of them.

OSU Report

Preparations for the International Master Gardener's Conference are progressing well. Several committee chair positions are still open. OSU Conference division will handle the registrations. Dave Rugg suggested creating a display board with a list of jobs available and a clip-board so people can sign up.

Marilyn Scheffler is responsible for stuffing and handing out the registration packets. She will need 30 – 40 volunteers to stuff the packets and 20 – 30 volunteers to hand them out. She will ask for volunteers at the Board of Directors meeting.

The group working on the OMGA display should have their report ready by May 15, 2016.

At the Board of Directors meeting Marcia Sherry will ask for chapters interested in helping with the decorations. The theme is bicycles (reflecting the popularity of bicycles in Portland). Chapters could decorate a bicycle to showcase their projects. Centerpieces for 100 tables need to be made.

A full page OMGA ad needs to be designed for the IMGCC program book. Marcia will review the submissions for the logo designs to see if one of them could be used.

Gail will not be available for routine work from September 26 through November 4, 2016.

Sue Nesbitt will find out the titles other Oregon Master Gardener chapters use for members who are not certified; but, who still enjoy being part of the organization.

Questions for the follow-up meeting with Sam *Angima* and Gail Langellotto are:

- Include the names on the organizational chart,
- Help us understand the dotted and solid lines,
- Where are the activities of OMGA and the county chapters on the diagram,
- Where does this fit in the overall OSU organizational chart.

As of March 7, 2016 the endowment balances are:

- Endowment (non-spendable): \$184,576.08
- Current Use (Expendable): 122,593.82

Current uses of the expendable portion include:

- Signe *Danler* hired as an instructor
- Small portion of Gail Langellotto's salary
- Computer and minor office equipment expenses
- Photocopying
 - Travel
 - Licenses, permits and periodicals
 - Home Horticulture working group meeting lunch
 - Conferences, meetings and seminar expenses.

Social Media and Communications

Consideration was given to developing a Facebook page for OMGA. Some of the concerns expressed included: the availability of materials to put on the page and the maintenance of the site. A Facebook page could be a marketing tool for OMGA; but, perhaps there are better ways to do this. It was suggested that we speak with Gail Langellotto about people at OSU who could assist with Marketing efforts.

One of OMGA's primary responsibilities is to help chapters develop their programs. The action takes place at the county level. It was suggested that Gene Nesbitt be asked to ask the attendees at the Leadership Forum how OMGA could best help them develop their programs. Carolyn Farias suggested that we review each chapter's facebook page.

It was suggested asking the Board of Directors the best method for distributing information to each chapter.

It was also suggested that a printed copy of the OMGA Database be given to the representative from each county to be shared at their county. It should not be shared with outside organizations.

Action to Take on Liability Insurance

The situation that occurred in Yamhill County could happen in any Oregon County. Marilyn Scheffler spoke with Kathryn DeYoung from the Center for Non-profit Leadership. She suggested contacting David E. Atkin, an attorney in Eugene who works with non-profits. If he isn't available, then John Gear from Salem was suggested. Dave Rugg moved and Seamus seconded the motion that the OMGA President and Treasurer contact one of these attorneys about reviewing this situation. The vote was unanimous.

Review of Special Meetings with Josephine and Klamath Counties

Klamath is rebuilding their organization and now has 18 trainees and 23 members with almost as many projects as the larger counties. Their new president is a young Native American who is also a former Marine. The Seeds to Supper program has been implemented with their tribe. They asked how they could let other Oregon Master Gardener chapters know about their projects. It was suggested that they host a Board of Directors meeting. They will consider doing this in the Fall of 2017.

Marilyn Scheffler, President, attended the meeting in Josephine County along with Sam Angima, Assistant Dean for Outreach and Engagement and Dan Edge, Associate Dean in the College of Agricultural Sciences. They explained this was a listening meeting to learn about the problems and issues. The issues included the required forms Master Gardeners must sign and volunteer hours. There will be a follow-up meeting.

Next OMGA Executive Committee Meeting with Sam Angima

Topics to be included are:

- Help understanding the organizational chart,
- Financial issues,

- Differences in the administration of standards across the state,
- Definitions of other titles for Master Gardeners.

Sue Nesbitt with continue to work on arranging the time and location for this meeting.

Fund Raising Activities

Some chapters are finding that the revenues from their fund raising activities are declining. At a future Board of Directors meeting a discussion topic will be ways that successful chapters can assist other chapters.

December Retreat

The 2015 event was very successful. It was suggested that it be held again in December at the Driftwood Shores Resort in Florence. Katheryn Johnson will check on their availability.

Mini-College, 2018

It is time to begin planning for the 2018 Mini-College. Both Umatilla County and the Central Oregon areas were suggested as possible locations. Marilyn Scheffler will check with the chapters in both of these areas. Katheryn Johnson will look at possibilities in the Florence area.

State-Wide Master Gardener of the Year and the Behind the Scenes Awards

The Executive Committee has been assured that a member of this group will be on the selection committee. Since it is very difficult for someone from a small county to ever receive either of these awards it was suggested that changes in both the standards and the selection criteria are needed. The Executive Committee will develop a list of five potential standards and criteria that could be used to resolve this problem. The implementation protocols will also be considered.

Meeting was adjourned at 3:30 p.m.

| <u>Executive Committee</u> | <u>Leadership Forum</u> | <u>Board of Directors</u> |
|--|---|--|
| May 6, 2016, Linn County Extension Office | June 3, 2016, The Dalles | June 4, 2016, Discovery Center in The Dalles |
| July 8, 2016, Linn County Extension Office | Mini-College, August 4-6, 2016, McMinnville, Oregon | Mini-College – August 4-6, 2016, McMinnville, Oregon |
| September 30, 2016, Linn County Extension Office | November 4, 2016, Tillamook County | November 5, 2016, Tillamook County |