



**Minutes Board of Directors  
June 4<sup>th</sup>, 2016  
10:00 am – 3:00 pm**

**Wasco/Central Gorge  
Columbia Gorge Discovery Center  
5000 Discovery Dr., The Dalles, Oregon**

*All changes and/or corrections are shown in italics*  
**Approved, August 4, 2016**

**Welcome and Agenda Review**

Marilyn Scheffler, OMGA President, welcomed everyone and thanked both the Wasco and Central Gorge Master Gardener chapters for hosting the meeting, especially Barbara and Bob Bailey and Eric Bosler.

**Approval of the March 5, 2016 Board of Directors Meeting Minutes**

Diana Hardin, Central Oregon, moved to approve the corrected minutes and Linda Coakley, Yamhill County, seconded the motion. Approval was unanimous.

**Correspondence**

Thank you notes were received from Central Oregon, Tillamook, Multnomah, Washington and Clackamas and Douglas Counties for the PNW Handbooks.

**OMGA Reports**

All reports are now being sent in two formats: pdf and the appropriate Microsoft program.

**Leadership Forum**

Gene Nesbitt, Yamhill County, reported that 30 people attended the June 3, 2016 Leadership Forum. The introductory presentations on recruitment and retention were excellent. Participants shared many thoughtful ideas in the lively roundtable discussions.

The Mini-College Leadership Forum will focus on “Enhancing Communications Through Social Media”. The keynote by Alina Paddilla-Miller, Ph.D., an instructor in New Media Communications at Oregon State University will be followed by two panel presentations: one on chapter experiences with Facebook and the other on chapter experiences with other social media venues. It was suggested that attendees might find it helpful to

complete the online course offered by the National Extension Master Gardener Training Site. The URL for the course is: <https://sites.google.com/a/extension.org/social-media-resources/welcome>.

## **Financial Reports**

2016 Report as of June 1, 2016

- Total Assets \$105,489.66
  - Restricted Funds \$ 10,223.00
  - Cash Reserves 27,275.98
  - Non-Restricted funds 67,990.68
  
- A \$5,000 CD established to help fund the International Conference was cashed. The money will be presented at the 2016 Mini-College.
- The current rate of return on the investments is 2.91%.
- The 2015 tax reports were completed for all the chapters. Katherine Johnson, Treasurer, asked each chapter to review their tax documents which she brought to the meeting.
- As of June 1, 2016 there are 2,871 paid members and 706 trainees for a total membership of 3,577. This is the lowest the membership has been since 2007.

Katherine Johnson, treasurer, responded to several questions about specific portions of her report.

Seamus Rameriz, Clackamas County, asked if a simplified version of the financial report that would be easier for the general membership to understand could be prepared. Claudia Groth, Multnomah County, shared some of the simplified reports that she uses to report OMGA finances to her chapter. A lively discussion about the pros and cons of both types of reports ensued with some counties preferring a simplified report and others the more detailed one. It was suggested that the simplified report be used and the detailed report be posted on a password protected members only section of the OMGA website. This would require a modification of the OMGA website. Until then it will continue to be sent to the Representatives, Alternate Representatives and Chapter Presidents.

Barbara Davidson, Jackson County, moved to try a simplified version of the financial report at the next meeting. Diana Hardin, Central Oregon, seconded the motion and it passed unanimously.

The term “quarter” as used by OMGA was clarified. It means the end of the month prior to either the Executive Committee or the Board of Directors meeting. Discussion followed about using the 15<sup>th</sup> of the month prior to the meeting date. Diana Hardin, Central Oregon, moved to continue to use the end of the month prior to the meeting. Apryl Garmon, Yamhill County, seconded the motion and it passed unanimously.

A related discussion about who should receive questions about OMGA finances or other issues followed. Marilyn Scheffler, president, would like all questions sent directly to her. She will forward them to the Executive Committee. The questions would be answered at the next Board of Directors meeting. It was suggested that this would be appropriate for policy questions; but, that other questions should be answered immediately.

The importance of timely clear communications was emphasized. One way to accomplish this is to make the subject line of an email very clear so everyone understands the topic of the email and the information that is included.

### **Written and Oral Quarterly Reports**

Marilyn Scheffler, president, reviewed the guidelines for the reports. The purpose of an oral report is primarily to add new information to the written report or to discuss a chapter problem or issue with other members of the OMGA Board.

### **2016 Mini-College**

Marcia Sherry, First Vice President, reported that 57 Master Gardeners have already registered for Mini-College. The classes will again be held in T.J. Day hall and ICE Auditorium on the Linfield College campus. Volunteers are still needed for various events. People signing up to stay in the dorms have experienced a few glitches. These have been resolved. The lunches will be buffet style in the Dining Hall. The Banquet, also a buffet with multiple selections to meet various dietary needs, will again be on the quad lawn behind ICE Auditorium. Very few chapters have signed up for Chapter Sales. Books cannot be sold since 3<sup>rd</sup> Street Bookstore in McMinnville will have a wide selections of gardening books for sale.

Marcia thanked Barbara Davidson, Jackson County, for all of her hard work in getting the speakers for the program.

The Board of Directors meeting will be held in Thursday morning, August 4, 2016 and the Leadership Forum will be in the afternoon of the same day.

### **Update on OMGA Grants**

- Karl Carlson – 3 applicants
- Search for Excellence – 5 chapters
- Extension Educator – the deadline was extended to June 15, 2016 – 4 counties
- Send-A-Friend – 6 counties of the 9 eligible have requested funds. The deadline for these counties is July 1, 2016. After this time the funds will be available to all chapters on a first come first served basis.

### **Gardener's Pen**

The theme for the fall issue is "Pesky Pests". The deadline for articles is August 22, 2016. They should be sent to Marcia Sherry. Additional information is available on the OMGA website.

## **Report from OSU Program Coordinator, Gail Langellotto**

Prior to the meeting Gail sent her Statewide Program Coordinator's report, the International Master Gardener Committee Chair report and her operating budget worksheet for the 2017 International Conference. Highlights of her oral report are below.

### Statewide Program Coordinator

- Completed teaching two 3 credit courses spring quarter.
- Began working with Brooke Edmunds (OSU Extension) on a Citizen Science in the Garden project. Focus groups with 30 Master Gardeners from Lane and Linn county were conducted.
- Drafted a 5 module syllabus for an online Citizen Science curriculum.
- Hired Signe Danler, Master Gardener from Benton County, to revise the online Master Gardener course. Signe will be at Mini-College and would like to talk with Master Gardeners about their experiences. She would like to use some of this information in the course.
- Requested a study leave September 26 to November 4, 2016 to complete the revisions of the Master Gardener Handbook.
- Chairperson for the OMGA Awards Committee which includes County Master Gardener of the Year and County Behind the Scenes awards as well as the Statewide Master Gardener of the Year and the Statewide Behind the Scenes awards.
- Several journal articles are either in progress or completed.

The completion rate for the online Master Gardener course is approximately 72%. The participants in this course are also screened by the personnel in the county in which they live in the same manner that a classroom based participant is screened. There is no data about how well they are integrated into the county chapters following their graduation.

### International Master Gardener Committee Chair

- International Conference will be held July 10 – 14, 2017 at the Portland Convention Center. We have half of the conference space. Another group is considering renting the other half. If they do then clear, concise signage will be very important.
- All three keynote speakers and 14 concurrent session speakers are confirmed. Hopefully the speaker roster will be finalized by July 1, 2016.
- OSU Conference Services will handle registrations. Marilyn Scheffler, OMGA president, is chairing the registration committee. Their responsibility is to get the registration packets to all the participants. Marilyn will need 30 – 40 volunteers to accomplish this.
- There are three conference hotels: Crown Plaza Portland, Doubletree Portland, and the Inn at the Convention Center.
- Claudia Groth is co-chairing tours. A three day tour and several short tours are planned.

- There will be a mini-garden film festival chaired by Lynn Trimpe. Karney Hatch, director of “Plant this Movie” will do a Q and A in conjunction with a showing of his film.
- Virginia is being considered for the 2019 conference and Ontario, Canada for the 2021 conference.
- The opening reception will feature the local Zydeco Band, the ‘New Iberians’.
- Work has begun on the trade show with Pete Jacobsen as chairperson.
- Sherry Sheng with other committee members is working on the publicity.
- At this time sponsorship total \$75,280. The projected amount is \$80,000.
- In the evening on Wednesday, July 12, 2017 there will be a regional Master Gardener mixer.
- Marcia Sherry is chairperson for decorations which will feature bicycles and roses. A chapter is interested in decorating a bicycle to demonstrate their area of Oregon and their projects should contact Marcia – [msherry114@aol.com](mailto:msherry114@aol.com). A fact sheet with additional information is available on the OMGA website, <http://omga.org>.
- The ad hoc committee working on OMGA’s booth includes Barbara Davidson, Jackson, Barbara Hansen, Clatsop County and Jeri Sly and Pamela George from Tillamook County. They are working on items that could be sold at the booth – perhaps a garden stake with cut-out of something representative of Oregon attached at the top.

### **Website Update**

Dave Rugg, OMGA Past President, asked each chapter to let him know how they are using the OMGA website and what changes would improve it. He would like this information by the end of June. The links to some of the chapters either lead to an out of date website or are broken and need to be repaired.

### **Board of Directors 2017 Budget Follow-up Report**

In 2017 Mini-College and thus, the silent auction will not be held. The silent auction especially provides discretionary funds for educational materials, awards, grants, scholarships, etc. The chapters were asked to discuss three possible ways to handle the decrease in revenue in 2017: 1) use some of the reserves to continue all the present programs, 2) not do any of the programs in 2017 and 3) to select the most important programs to continue and let the others rest for a year. Only nine chapters responded.

Following a vigorous discussion, Barbara Davidson, Jackson County, moved that option 3 be selected and that programs that benefit the largest number of counties be kept and those benefiting the fewest number of counties be discontinued for a year. Randy Peckham, Linn County, seconded the motion. In the discussion Debra Kern mentioned that consideration should be given to counties who are able and willing to fund some of the items themselves. The vote was 18 in favor of the motion and 2 against. Motion carried. There is still time for counties to send their preferences to Katherine Johnson, Treasurer. She will create a proposed budget and send it out before the next meeting so it can be discussed at that time.

### **Liability Issues Under Discussion**

Linda Coakley, Yamhill County, explained the situation Yamhill County encountered shortly before their plant sale. The Yamhill County Master Gardeners (YCMGA) have held their yearly plant sale at the Yamhill County Fairgrounds for many years. This year they encountered legal issues which impacted their ability to obtain liability insurance. 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. They were given three options:

1. Have the OMGA documents revised so they read "OMGA doing business as YCMGA". This would require a change in the OMGA bylaws so OMGA accepts liability for YCMGA actions.
2. Have YCMGA 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 which would require each of the YCMGA Board members to carry liability insurance for this event.

Marilyn Scheffler, president, explained that this situation has been encountered before and it is time for OMGA to make the needed changes. 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. Marilyn Scheffler and Katherine Johnson will be meeting with him in the near future and will report at the next meeting.

### **Chapter Funding Events and Problems**

This was moved to the August 2016 meeting.

### **Issues Involving 2018 Mini-College**

This was moved to the August 2016 meeting

### **Other Items and Offerings**

Marilyn Scheffler, president, reported on the meeting in Josephine County that she attended with Sam Angima, Assistant Dean for Outreach and Engagement and Dan Edge, Associate Dean in the College of Agricultural Sciences. This was a listening meeting that provided an opportunity for the Josephine County Master Gardeners to explain their situation and problems. There will be a follow-up meeting.

Marilyn Scheffler also attended a meeting of the Klamath Falls chapter. They have 18 members and 23 trainees. They have undertaken many projects and are a very active group. They are considering hosting a 2017 summer meeting. They would also like an invitation to visit other chapters. Diana Hardin suggested that we send them a special invitation to attend Mini-College and the Leadership Forum.

Dave Rugg asked what topic the group would like to have for the November Leadership Forum. Fund-raising was suggested as a possibility.

Marilyn Scheffler noted that there was also a lot of interest in mentoring programs. She asked counties with a mentoring program to send her their information and she would compile it into a pamphlet.

Patricia Sipos, Douglas County, asked if other counties were accepting credit cards at their plant sales. Several chapters responded positively. There was an article in the Gardener’s Pen about one year ago explaining how to accomplish this. Back issues of The Gardener’s Pen can be found on the OMGA website.

Meeting adjourned at 3:15 p.m.

**Future Meetings**

<b><u>Executive Committee</u></b>	<b><u>Leadership Forum</u></b>	<b><u>Board of Directors</u></b>
July 8, 2016, Linn County Extension Office	Mini-College, August 4, 2016, McMinnville, Oregon	Mini-College – August 5-6, 2016, McMinnville, Oregon
September 30, 2016, Linn County Extension Office	November 4, 2016, Tillamook County	November 5, 2016, Tillamook County