



OMGA Executive Committee Meeting

July 8, 2016
10 a.m. – 3 p.m.

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

Approved September 30, 2016

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

Welcome and Agenda Reviews

Marilyn Scheffler, President, welcomed everyone.

One additional item concerning Harney County was added to the agenda.

Approval of Minutes

Dave Rugg moved and Katherine Johnson seconded to approve the minutes from the May 6, 2016, Executive Committee meeting as corrected. Unanimous.

Treasurer's Report

Katherine Johnson, OMGA Treasurer reported the following:

Restricted Funds	\$10,223.09
Cash Reserve	27,275.98
Non-Restricted Funds	<u>66,672.80</u>
Total	\$104,171.87

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 financial software.

Expense Notes:

- Membership dues are down and budget estimate will probably not be obtained this year. Budget reports include a comparison of membership and dues from 2008 through 2016.
- Some mini-college receipts are in but the bulk of them will come as the date draws closer.

- State awards show the current expense of \$326 for award pins. This budget item will probably exceed the budget estimate for the year as will travel expenses.
- E-trade at +3.76% at the time of the report.

Katherine introduced a **Proposed New OMGA Policy and Procedure for Awards, Grants, and Scholarships:**

1.29 Recognition of OMGA for OMGA Funded Awards, Grants and Scholarships.

Any grant, scholarship or award such as the Extension Educator Grant, Karl Carlson Memorial fund, Marje Luce Search for Excellence, International Search for Excellence, Send-A-Friend Scholarship etc., funded in full or in part by OMGA must include the words “funded by Oregon Master Gardener Association in collaboration with Oregon State University” on letters, certificates, posters, signs etc. that are related to the grant, award or scholarship.

Discussion led to the following policy proposal 1.30:

1.30 Recognition of the OMGA trademark must be included on all OMGA documents.

Katherine Johnson moved and Dave Rugg seconded to add 1.29 and 1.30 to the current Policies and Procedures. Vote was Unanimous.

***** The Secretary needs to update the Policies and Procedures with the two new policies, and then distribute new copies to the Board and see that the updated policies are added to the website.**

Katherine reported that a “Thank You” had been received from Coos County for the PNW manuals. She also reported that no qualified applicants had been received for the Ray McNeiland scholarship, so she left that line item out of the budget for next year.

Katherine introduced a simplified financial report format that she suggested be emailed to the Board of Directors. The reports include Net Worth, Banking Summaries of Income and Expenses, and Current Numbers and paid OMGA memberships. All reports are actual. It was decided that Katherine will email these reports to the Board of Directors this month as a trial.

2017/2018 OMGA budget:

Three chapters and Yamhill County submitted a report on their chapter’s discussions about the three proposed options for the OMGA 2017/2018 budgets. Their report made specific suggestions on which projects to fund. Other recommendations were previously made by other chapters.

The Board reviewed the proposed 2017 OMGA budget that was reflecting a deficit of \$9,671.00. The following were removed from the proposed budget: Mini College Reservation 2019 for \$2500; Historian Expenses for \$100; and Organizational Development Training for \$2000. This brought the balance of the proposed budget to a deficit of \$5,071.00. The consensus was that the deficit could be taken from savings (cash reserves).

Leadership Forum

No further update on the forum was submitted by Gene Nesbitt, Yamhill County Master Gardener Association. Marcia Sherry stated that Riley Hall room 201 had been reserved for the session at a rate of \$75.00. It is located above the Starbucks coffee shop and has capacity for 125 persons. Currently 24 persons are registered for the Leadership Forum. Discussion included a possible questionnaire for distribution to ask for ideas for future forums. Possible ideas for future forums may also arise during the mini-college sessions.

Mini-College update:

Marcia Sherry reported that 152 persons have registered for mini-college to date. The speakers have mostly been lined up. Lincoln County will decorate for the banquet with the “Bees as Pollinators” theme, and the Frank Messina Orchestra will provide big-band music. Wine and beer are being purchased and will be available for \$5 and \$3 per glass respectively. The potluck will have a Hawaiian theme and will be hosted by Yamhill County. The Dorm Party will be led by Toni Stephan of Central Oregon.

The bookstore will be 3rd Street Bookstore from McMinnville this year. They will be located in Room 222 (directly across from the Silent Auction). Silent auction overflow may also be in this room.

OMGA Special Programs

Marilyn Scheffler presented a proposal for the monetary division of the awards for the **Search for Excellence and for the Karl Carlson awards**. After review of OMGA Policies, it was determined that the Karl Carlson awards are set in policy at \$250.00 each so cannot be increased. The Board unanimously voted to divide the SFE awards as recommended: Marion County – 93.25 points - \$400.00; Lane County – 92.75 points - \$400.00; Benton County – 87 points - \$300; Yamhill County – 85.75 points - \$200; Clatsop County – 83.75 points - \$200.00.

Marcia stated that a policy needs to be created for the future stating how the SFE awards should be distributed but not be less than \$200.00 each. Marilyn stated that she would contact Jim Liskey about drawing up a policy.

Send-A-Friend Grants – Katherine explained that \$1800 is budgeted for SAF with \$200 for each award. 11 counties with finances under \$25,000 are considered qualifiers, and this year 8 of those counties will get \$200 awards for a total of \$1600 awarded. The qualifying counties are Columbia, Central Oregon, Coos, Curry, Linn, Tillamook, Umatilla, and Wasco.

Gardener’s Pen

Marcia Sherry said that with mini-college occurring, the date for the next issue of Gardener’s Pen will probably be the second week in September. Deadline for submissions are posted on the website.

Website

Katherine stated that the bill for website updates has been paid through mid September, so if anyone has updates, be sure to send them to the webmaster.

Marilyn stated the “Send a Message” post does not indicate if someone has responded. She asked that if someone responds, will they please let her know so that she does not respond also.

Seamus Rameriz questioned how the total numbers for all Master Gardener volunteers that appear on the website are determined. Board members supplied that currently those figures come from OSU. After discussion, the board determined that that total needs to be changed to “paid members of OMGA” in order to correctly reflect membership.

Archival storage and Dropbox Management:

- Archival storage is currently on an old laptop. Files will be transferred to a flash drive and deposited in the Dropbox to an Archives folder, subfolder Website (Archives/Website).
- Many links on the website when opened, say, “archived”. It was determined that the contact information for the Historian needs to be referenced when this happens so that people can obtain the old documents when needed. The Historian will locate the information and supply it to the requesting individual.

OSU Report

Gail Langellotto, Assoc Professor, Horticulture, OSU, provided a written report in her absence.

- 1) The new Extension Pollinator Health professor and I are submitting a grant proposal to USDA, where we would study the impact of urban and suburban gardens on production of pollination-dependent crops. Grant is due on Thursday... study locations would be Portland Metro counties, Salem, Albany-Corvallis. If funded, we expect to sample and identify pollinators in 60 home and community gardens... so it will be a good opportunity for MGs interested in citizen science, or just interested to know the biodiversity of their yard.
- 2) 2nd meeting of the National Initiative for Consumer Horticulture was recently held in Denver, CO. NICH is intended to provide a unified voice for Universities, Non-Profits and Industries working in consumer horticulture (e.g. gardening) ~ to make our contributions and needs known to decisions makers. Meeting was extremely productive... focused on getting industry more involved. Details of our efforts can be found at: <http://consumerhort.org>/<http://consumerhort.org/>

IMGC 2017 update

Gail Langellotto reported that 3) Planning on the 2017 IMGC continues. Website is in the process of being updated to reflect full slate of confirmed speakers. Film festival films have been set. Draft tours developed. Lots done...lots more to do.

2/3 of the speakers for the conference have now been selected, and it has been determined that evening films will be held at the Doubletree for \$4.00 which includes snacks. Available tours will include ½ day, full day and 3-day tours. Registration for the conference will open in October 2016.

The theme for the conference is "Bicycles and Roses", (reflecting the popularity of bicycles in Portland). Chapters could decorate a bicycle to showcase their projects. Centerpieces for 100 tables are needed.

A full page OMGA ad needs to be designed for the IMGC program book. Marcia will be designing and will have something for review, hopefully by the November meeting. The deadline for the ad is February 2017.

Action to Take on Liability Insurance

Liability Insurance

(Background from May 6, 2016 –

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. 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.)

OMGA decided 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.

Marilyn and Katherine met with David E. Atkin, an attorney in Eugene who works with non-profits. It is believed a remedy has been reached for the liability issue. The attorney is currently writing suggested bylaw changes for OMGA for the issue.

Recruitments for 2017

Carolyn Farias has resigned the Database Manager position but will continue updates until a new person comes on board. Recruitment needs to be started. Marilyn asked that the board consider recruitment suggestions and names for the next meeting.

Approach for Redefining Mini-College

Katherine Johnson suggested "OMGA Gardening Seminars" as a new name for the 2018 mini-college. She stated that she thought it was more cohesive to the public. Marcia suggested that the topic be tabled until the next meeting so that the board could think on the issue more and possibly come up with more names and have good accompanying reasons for the change to present to the Board of Directors. Dave suggested that a specific logo needed to be created for mini-college to be used each year.

Review of Special Meetings with Sam Angima

(Background from May 2016 - 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.)

Dave Rugg explained that the follow up special meeting with Gail Langellotto and Sam Angima resulted in two main topics that need definition and that Gail will write up. The first topic is **redefining volunteerism – responsibilities and expectations**. The second topic is **a standard of membership for Master Gardeners**...What is a Master Gardener? What are the classes of membership for Master Gardeners? There will be another meeting in November.

Marilyn discussed the issues that Josephine County Master Gardeners were experiencing. She said that the problems there are mainly personnel issues with their Extension agent. The agent is currently on a leave and Regional Director John Panches is filling in. The agent will be told that she needs to involve Master Gardeners in her decisions – they need to know “why” she is making the decision she does. A MOU between Master Gardeners and OSU will be rewritten to reflect the issue.

Issue with Harney County

Harney County has a group of potential Master Gardeners that do not have an Extension Agent so are wondering how they can join OMGA. They need to have one of the neighboring county agents take them on so that the agent is available to answer questions and offer support/education. Gail Langellotto and Sam Angima have been approached for suggestions of how to help this group.

Proposed Quarterly Dates for 2017 Meetings:

Marilyn will compile a calendar for 2017 meeting dates. Proposed dates for the **Board of Directors** are: March 4, June 3, Sept 8 & 9, and Nov 4. **Executive Committee** meetings will be in February, May, August, and October. Specific dates will be determined after the new executive committee is elected.

Meeting was adjourned at 2:30 p.m.

<u>Executive Committee</u>	<u>Leadership Forum</u>	<u>Board of Directors</u>
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