



**OMGA Executive Committee Meeting Minutes(Corrected and Approved)
3rd Quarter, August 3, 2018
10 a.m. – 4 p.m.
Linn County Extension Office
33630 McFarland Road
Tangent, Oregon 97389**

Attendance

Sue Nesbitt, President (Yamhill)
Eric Bosler, President-Elect (Central Gorge)
Jeanine Johnson, Second Vice President (Central Oregon)
Katherine Johnson, Treasurer (Columbia)
Marcia Sherry, Newsletter Editor (Yamhill)
Julie Huynh, Assistant Historian (Lincoln)
Marcille Ansorte, Secretary (Tillamook)
Gail Langellotto, State Program Director

Welcome & Agenda Review

Sue Nesbitt, President, called the meeting to order at 10:00 am.

Additions to the Agenda

The agenda was reviewed. There were no changes or additions. Katherine Johnson moved and Jeanine Johnson seconded that we accept the agenda as presented. Motion passed by voice vote.

Announcements

Sue Nesbitt reported that Barbara Davidson (Jackson), Historian, was recovering from knee surgery and would be returning to Oregon at the end of the month. She also said that Jim Liskey (Marion) had a pacemaker and was required to lie down for a month. Eric Bosler reported that Seamus Ramirez (Clackamas), Past President and Database Manager, was absent due to a recurring foot infection.

Approval of the May 4, 2018 Minutes

Marcille Ansorte, Secretary, asked if there were any questions regarding the minutes or changes to be made. There were none. Jeanine Johnson moved and Julie Huynh seconded that we accept the minutes as presented. Motion passed by voice vote.

Reports

Financial Reports

Katherine Johnson, Treasurer, reviewed the financial report. Restricted funds total \$7431.51, cash reserves \$23,889.91 and non-restricted \$70,090.14 for a total of \$101,411.56 in the treasury. The investment performance for the year has been 9.08% for a present value of \$54,613.68. Katherine reviewed the items in the budget in relation to expenses and at present there have been expenses of \$25,984.64 for items budgeted at \$26,320.00. As of August 1, OMGA has 2818 paid members and 582 trainees for a total of 3400 members, compared to 3,501 in 2017.

In addition, Katherine reported that the award winners have been listed on the OMGA website. One hundred mugs were bought for Growing Gardeners, 39 were given to speakers, one was damaged, 24 were given as thank yous, 10 were sold. 26 are left over and may be sold.

One of the eight Send-a-Friend scholarships awarded was returned since the chapter did not award it. The number who registered for Growing Gardeners was 239 although one registration was refunded due to illness. Waived fees for speakers totaled \$1473.90. The Send-a-Friend raffle for a beautiful quilt made by President Sue Nesbitt generated \$700.00 in funds.

G2 – Growing Gardeners Conference – wrap-up and evaluation.

Marcia Sherry, head of Growing Gardeners, reported that it went well. They had hoped for 250 attendees, instead had 239. Not all income has been received but accounts between OMGA and the registration headed by Janette Woosley were reconciled. Janette was given one of the floral arrangements as a thank you.

A survey was sent out and a small number returned but several of those attending this meeting said they had not received one so it will be resent by the registrar and comments will be sent to the Executive Committee.

The volunteer social on Thursday evening went well; the dorm party after the banquet was fun for participants. There was a delay in the banquet because of a time mix-up between the caterer and OMGA and there were not enough hors-d'oeuvres. Otherwise the banquet went well and there was plenty of food left over.

Classes went well and from the few surveys returned there was positive feedback. A large percentage of the surveys did indicate that they did not like the name Growing Gardeners and would prefer Mini College.

Jeanine Johnson, 2nd Vice President who was in charge of speakers, said that most went well. There was a problem with tours in that a time was listed in the booklet but it was announced that they would be leaving earlier and not all participants were aware of the change. Jeanine took some of the attendees herself to the Oregon Garden as a result. The speaker on orchids did not appear and Jeanine has not had a response as to why. Those attending that class were directed to other presentations.

Because of the difficulty of arranging tours in addition to speakers, Sue suggested that in the future they be held on Thursday, which would permit attendees to attend more classes.

Jeanine commented that only seven percent of all Oregon Master Gardeners attended and felt that is a low number for the work involved. Marcille noted that in her chapter while many received the information about the conference overall, there was no information sent out specific to presentations. When she mentioned to members of her chapter the classes being presented, more showed interest. This was followed by a discussion on how to best get information to the chapters and how to be certain that chapters get this information to their members.

Sue gave her appreciation to everyone for the hard work they did to make G2 a success.

2018 Leadership Forums

Eric Bosler

Eric Bosler reported that the third quarter Leadership Forum will be held in Benton County September 14. It was noted that it is the same weekend as move-in for students at Oregon State so OMGA members attending should make motel reservations soon if needed; Eric said there are still rooms available. An email was sent out a few weeks ago alerting members of the Board of Directors about this and another will go out shortly.

The topic will relate to what is going on in the State regarding OSU; speakers include Gail Langellotto, Brooke Edmunds, and Sam Angima, all part of OSU Extension.

The fourth quarter Leadership Forum will be held in Multnomah County November 2 and Eric is still organizing a topic. It may be related to advancing communication in and among chapters. He would like to know creative ways for chapters to get their information sent out to members.

Gardener's Pen – next issue

Marcia Sherry

Marcia Sherry said that because a special issue was sent out in June related to G2, the next issue will come out after the September 15 Board of Directors meeting. It will showcase G2 and will include notes from the September meeting and information on Leadership Forums.

Old Business

2019 Annual Master Gardener Conference

Organization, location, suggestions received to date, etc.

Sue Nesbitt and Marcia Sherry had met recently and brainstormed ways of making the Master Gardener Conference less work for one or two people doing the planning. The result was a plan that would involve an event planner for part of the conference and then have two or three counties work together to do the additional planning. See [Appendix A](#). The plan divided responsibilities among the 1st Vice President, regional chapters, and the event coordinator and listed responsibilities for each. The 2nd Vice President would lead the arranging of speakers but work with a committee. They also suggested that a Leadership Forum be held on Thursday as well as any tours proposed.

Additional discussion was where to hold the event for 2019. Sue and Marcia have been in contact with Janette Woosley who has scouted areas. One possibility is in Eugene where there is a community college with dorms available. Another area considered was Bend, but which has only one chapter to handle the work and Jeanine Johnson, a member of the Central Oregon chapter, felt that it was too large a responsibility for the members. Eugene would have several chapters to draw on for help.

Gail Langellotto commented that the conference could be held every other year. It was suggested that a road show be held in the off years. A road show would be a one day event with a key note speaker and three breakout sessions with a choice of speakers; this would be held at two or three sites in Oregon.

Sue then asked for a decision on what to do. Eric Bosler, Sue and Marcia will contact chapters in the Lane County area to determine what these chapters can do and to continue getting information from Janette who is doing the scouting for possible areas and facilities.

Development of a Vision Statement

Sue reported that the members of the committee are working on one and should have it available by the September meeting.

OMGA Website – Any changes needed?

Sue reported that Seamus Ramirez, Database Manager, wanted to know if anyone was having difficulty with the OMGA website since the time it crashed earlier in the year. Everyone said that it is working well. There was discussion about redesigning it. Eric commented that it could be costly. Gail Langellotto suggested that 10 tasks be designed to see the difficulty or ease of getting information from the website. Eric Bosler and Julie Huynh will work on designing the tasks and ask reps to work the tasks.

Reports cont.

State Program Coordinator Report

Gail Langellotto

Gail Langellotto, State Coordinator, reported that presently the OSU Extension website is not working well and efforts are being made to determine who should improve it. OSU is moving toward online forms for coordinators to use instead of paperwork.

Gail thanked OMGA for an Extension Educator grant to further her research related to bees. She reported that a rare bee was discovered recently in Oregon that was last seen in the State in 1938.

A committee has been formed to study plant sales related to soils being used, specifically soils from home gardens. The homework for the committee is to learn what we need to know; presently members of the committee are doing academic reading. The members are aware of the importance of the task. So far, the readings indicate that taking soils from home gardens does move invasive plants. Present recommendations are to not stop digging plants but to finish and then follow recommendations from the committee. Sue commented that her county is already working on propagating and suggests that chapters network to learn how best to do this. Gail commented that the chapters that have greenhouses available are at an advantage and she has concerns about resources that are available to chapters for preparing plants for sales. Gail added that the Oregon Department of Agriculture is interested in the information. A survey will be conducted contacting those in a position in the county related to plant sales to determine how to avoid “dig and divide” and how to identify plants.

New Business

Legal Status of County Chapters & Banks

Sue Nesbitt reported that the Washington County Master Gardeners Association was informed by Wells Fargo Bank that it cannot do business with them because the “know your customer law” does not recognize them because they are unincorporated. Sue contacted the Center for Nonprofit Law on a way to resolve this issue. Rosalie Westenskow responded with a proposed agreement between OMGA and the banks that could resolve it but both Sue and Katherine Johnson had several concerns with the proposed agreement. Sue noted also that there was no guarantee that banks involved would accept the agreement. Sue proposed that as of now, OMGA would deal with each chapter as it was brought to their attention. In the meantime, OMGA would get more information from the Washington County chapter about a form it signed with Wells Fargo in order to do banking for the present.

Financial Status of Hood River Extension Office

Eric Bosler, a member of the Central Gorge chapter, reported that Hood River County has had difficulty with its budget and informed OSU Extension located there that it would no longer fund \$160,000 that it had been funding. Funds have been found to keep the office continuing for two years with \$5000.00 from Gail Langellotto’s office each year and \$3100.00 from the local Master Gardener Association. OSU Extension for the County is looking at creating a tax service district to consider generating its own revenue but this will take time.

Sue commented that this has happened in other counties before and suggested that OMGA be prepared to help with funds in a form of loans or grants in situations when this occurs. Gail noted that OSU Extension employees cannot lead efforts for tax initiatives and it must be done by volunteers. A committee of Eric Bosler, Katherine Johnson, and Sue Nesbitt was formed to outline a policy for determining how to have funds available from OMGA for chapters when there is a problem with funding.

Grants, Sponsorships, & other Fund Raising

Sue reported that she has been looking at organizations that offer grants but so far has not found any that work for OMGA.

Chapter Representatives Handbook – tools needed

Sue reported that a committee has been formed and is working on developing a chapter handbook.

Road Show

Sue reported that no work has been done related to this yet.

Networking & Communication

Soil for Plant Sale Plants – networking opportunity

No report

“We grow Gardeners” logo use

Marcia Sherry showed the black and white “We grow Gardeners” logo developed about 5 years ago and asked if OMGA should keep it. She uses it occasionally in the Gardeners’ Pen. The consensus is that she should keep using it.

Recruitment for Officer and Committee Chairs

Eric Bosler as President Elect reported that officers will be needed for next year. These include 1st Vice President and 2nd Vice President. Marcille Ansorge would prefer not to continue as Secretary if someone else is interested in the position. A nominating committee will be formed. Voting will take place at the November meeting.

Date Change for October Executive Committee Meet.

Eric Bosler asked that the date of Friday, October 5th, be changed so that he could attend a special event that day at the Portland Japanese Garden. Members agreed they could meet on Thursday, October 4th. Sue will determine if the Linn County Extension Office will be available for that date.

Business On Hold

- Laminated Garden Brochure – on hold**
- Mentor Handbook**
- OMGA Bylaws - updates**
- OMGA Policies and Procedures – updates**
- Logo Update**

These items will be considered at future meetings.

Submitted by Marcille Ansorge, OMGA Secretary

<u>Executive Committee</u>	<u>Leadership Forum</u>	<u>Board of Directors</u>
February 2nd Linn County Extension Office	March 2nd Marion County	March 3rd Marion County
May 4th Linn County Extension Office	June 1st Douglas County	June 2nd Douglas County
August 3 Linn County Extension Office	September 14th Benton County	September 15th Benton County
October 4th (date change) Linn County Extension Office	November 2nd Multnomah County	November 3rd Multnomah County

Appendix A

OMGA Mini-College Responsibility Schedule with Event Coordinator

A. 1st Vice President Responsibilities:

1. Approve all contracts, etc.
2. Oversee all conference planning, etc. and make sure all activities are on track
3. Report to Board of Directors on a quarterly basis all conference progress.

4. Prepare conference budget with 2nd Vice President and share with Regional Chapters and Event Coordinator
5. Follow up with OMGA Treasurer on all insurance requirements.
6. Coordinate OMGA website for publicity of event.
7. Provide direction and guidance as needed by Regional Chapters and Event Coordinator.
8. Oversees conference waivers as needed.
9. Coordinates with OSU MG Coordinator on locating award posters, etc.
10. Coordinates the award certificates for OMGA, i.e., Search for Excellence, Extension Educators Grant and Karl Carlson Grant
11. Approve all invoices, bills, etc. prior to being presented to Treasurer for payment

Missing Pieces to be assigned:

1. Who prepares the publicity flyers and emails for conference? Also, for newspapers, newsletters, etc.?
2. Who enlists a book store for book sales? Regional Chapters?
3. Who prepares the Logistics package?
4. Who solicits for a Master of Ceremonies?

B. Regional Chapters Responsibilities:

1. Coordinate with the Silent Auction Committee
2. Recruit volunteers for:
 - a. Photographer
 - b. Snack/Cookie Coordinator
 - c. Meet and Greeters
 - d. Speaker Assistants and Room Monitor Chair
3. Form Speaker and Breakout Session Committee
Committee Responsibilities:
 - a. Coordination selection of classes and speakers
 - b. Confer with OSU MG Coordinator for recertification requirements
 - c. Coordinate with Event Planner for classroom requirements
 - d. Coordinate classroom/speaker assignments

- e. Oversee speaker room and its functions (including refreshments/beverages)
- f. Handle speaker handouts (max. of 2-3 double sided sheets of paper) including printing, distribution, etc.
- g. Handles speaker gifts (max. \$25.00 each)
- 4. Create a conference schedule – choose dates, times, etc. for conference and coordinate with Event Planner
- 5. Prepares scripts for conference with OMGA President and 1st Vice President
 - a. General Sessions (2)
 - b. Kickoff or Volunteer Social
 - c. Awards Banquet
 - OMGA President develops the banquet agenda
- 6. Prepares conference graphics with 1st Vice President to include but not limited to:
 - a. Banquet program
 - b. Conference booklet
 - c. Publicity
 - d. Marketing
- 7. Solicit sponsors to help fund conference – must be in line with OMGA philosophies/mission, etc.
- 8. Coordinate with President-Elect on the requirements for the Leadership Forum to include space requirements, technology, refreshments, beverages, etc.
- 9. Coordinate “Thank you’s” as needed

C. Event Coordinator Responsibilities:

- 1. Arrange for Facilities and coordinate with 1st Vice President and Regional Chapters
 - a. Housing/Lodging to include Dorms, Hotels, etc.
 - b. Conference Facility (250-350 participants)
 - 1.) Classrooms for classes to include Leadership Forum (25-60+ each)
 - 2.) Main meeting Room for General Sessions and larger classes (250-350)
 - c. Audio Visual needs – AV/Tech for PPT presentations
 - d. Registration Area
 - e. Silent Auction room or secure area to accommodate approximately 25-30 30” x 72” tables
 - f. Other Activities:

- Displays
 - Award posters – either on wall or tables
 - Chapter Sales – usually 4-6 30" x 72" tables
 - Send-A-Friend Raffle – to be by Registration area
 - Bookstore area – usually 8-10 30" x 72" tables
 - Beverage/snack area – usually 3 – 30" x 72" tables
- g. Awards Banquet (100- 150 seated) to include:
- Location
 - Food services
 - Entertainment for Social prior to buffet dinner
 - Décor
 - Raised podium/stage for award presentation
2. Registration
- a. Online and mail in
 - b. Provide and man check in at event
 - c. Provide name badges with participant schedule
 - d. Provide after-event evaluation and survey with results; coordinate with 1st Vice President
3. Catering
- a. Daily beverage service both Am and PM (300 +/-)
 - b. Lunch (250-350)
 - c. Possible breakfast if have dorm lodging (60+)
 - d. Banquet dinner (100-150)
 - e. Possible Kickoff/Volunteer Social (50-80) with appetizers provided by either Executive Committee or catering service
 - f. Adult beverages at Awards Banquet and Kickoff/Volunteer Social
4. Coordinate with 1st Vice President and Regional Chapters on OMGA website publicity

