



**OMGA Executive Committee Meeting Minutes  
4th Quarter, October 4th, 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)  
Seamus Ramirez, Past President and Database Manager (Clackamas)  
Jeanine Johnson, Second Vice President (Central Oregon)  
Katherine Johnson, Treasurer (Columbia)  
Marcia Sherry, Newsletter Editor (Yamhill)  
Barbara Davidson, Historian (Jackson)  
Julie Huynh, Assistant Historian (Lincoln)  
Marcille Ansoorge, Secretary (Tillamook)

**Welcome & Agenda Review**

Sue Nesbitt called the meeting to order at 10:10 am and welcomed those attending and thanked them for coming.

**Additions to the Agenda**

Sue passed out a revised agenda. She asked if there were any additions or changes. Seamus Ramirez asked that an item related to travel expenses be listed under New Business.

**Announcements**

There were no announcements.

**Approval of the August 3, 2018 Minutes**

Marcille Ansoorge, Secretary, noted that the name of Eric Bosler, President-Elect, had been omitted. She asked for additional changes or corrections. There were none. Seamus Ramirez moved and Marcia Sherry seconded that we accept the minutes with the addition. Motion passed by voice vote.

## **Reports**

### **Financial Reports**

Katherine Johnson, Treasurer, reviewed the financial report. Restricted funds total 7631.68, cash reserves \$23,889.91 and non-restricted \$75,072.14 for a total of \$106,593.73 in the treasury. The investment performance for the year has been 10.03% for a present value of \$56,850.27. She noted that the total for Growing Gardeners income was \$24,365.17. Expenses totaled \$21,355.54; \$22,000 had been budgeted. There has been no change in membership numbers. All tax reporting has been completed for the year.

Katherine expressed concern that several chapters had not cashed checks for grants. These had been included with the certificates presented at the Growing Gardeners and it was noted that not all chapters were aware of that. After further discussion, it was decided to have a policy that all checks for awards and grants, including Send-a-Friend and Extension Educator Grants, would be sent to the chapter treasurer.

Katherine said that there was a problem with OMGA contributions through the Fred Meyer Community Rewards program. She contacted the organization and was able to redo the paperwork and OMGA has a new number: CA633. Those wishing to have donations go to OMGA should search by either name or number.

### **4<sup>th</sup> Quarter 2019 2018 Leadership Forums**

The fourth quarter Leadership Forum will be held in Multnomah County November 2 at the Oregon Food Bank. The topic will be chapter communication and will include using Facebook and will demonstrate how to “push” market chapter events using Facebook. Eric also plans to have someone talk about how a chapter can create its own website. He said that he has looked at several chapter websites and the most dynamic are those that have their own as opposed to those who transitioned from the previous OSU site. There will also be feedback on the projects having received Extension Educator grants.

### **Gardener’s Pen – Next Issue**

Marcia Sherry, Gardeners’ Pen editor, said that the September issue was sent out recently. She still has to connect to a link for it on the OMGA website. The next issue has a deadline of November 23 for articles and the subject is Garden Technology. Subjects suggested were robots in nurseries and plant and insect ID apps.

A discussion followed on how to get the newsletter distributed to the membership. Not all representatives send it out to their members. It needs to be highlighted more so that chapters are aware that it should be sent out to its members.

## **Old Business**

### **2019 Annual Master Gardener Conference**

#### **Organization, Location, Dates**

Sue reported that Janette Woosley, registrar for the 2018 conference, had contacted various venues in Oregon for both a one-day event or a two-day event. Sue presented the cost for these. From the discussion at the 3<sup>rd</sup> Quarter Board of Directors meeting in September, it seems that most members want a two-day event with speakers one day and workshops and tours the second. Many also expressed the wish to hold it in the fall. The speakers would be upscale with regional or national recognition. A Silent Auction would be held the day of speakers.

It was also suggested to have a Board of Directors meeting the day before but because of timing, it was decided not to.

A scenario would be that a keynote speaker would present in the morning. This would be followed by lunch and then two speakers in the afternoon. A Silent Auction would be taking place during the day; members would be able to visit before the first speaker, during lunch break and between speakers. The day would end with a banquet at which awards would be given. Other formats may be considered. A second day would consist of workshops and tours.

Sue suggested that the 2019 conference take place at the Riverhouse Convention Center in Bend. October seems the best time to hold it. Sue stressed that the burden of the work would not be on the Central Oregon Chapter. Leadership would be decentralized and committees would do the work. Jeanine Johnson, Second Vice President, presented a proposal for the organizational component of Mini College based on the Central Oregon Master Gardener Association (COMGA) and how they plan and organize a Spring Seminar at which 249 people attended this past spring. See [Appendix A](#). The proposal outlines the leaders for different parts of the conference and their duties. In discussion that followed, this appears to be a model for how to organize future conferences.

It was decided to have the 2019 in Bend and reserve the Riverhouse Convention Center for two days in October. The Executive Board will serve as leadership. Marcia Sherry will review the OMGA Mini College Responsibility Schedule with Event Coordinator presented at the 3<sup>rd</sup> Quarter Executive Meeting and determine which events should be performed by a coordinator and which by OMGA committees.

Jeanine suggested having the “banquet” at lunch time with presentation of awards and then have a social in the evening. Sue will contact the President of the COMGA chapter to assure them that they will not be responsible for planning the event.

#### **Revised Position Agreements**

Because of changes of organizing future conferences, the positions of 1<sup>st</sup> Vice President, presently as leader of the conference, and 2<sup>nd</sup> Vice President, presently in charge of

organizing speakers, will change with fewer duties. Marcia Sherry and Seamus Ramirez will work on making these changes.

### **Recruitment for Officer and Committee Chairs**

Eric Bosler, President Elect, said he and Sue Nesbitt have been the nominating committee. He had sent out two callouts for nominees for offices but received no response. He has a possibility for the President Elect Position. He noted that this is a three-year commitment, one as President Elect, one as President and one as Past President.

The position for 1<sup>st</sup> Vice President is open; once the position is rewritten, there may be someone interested. Julie Huynh is willing to be a nominee for 2<sup>nd</sup> Vice President. Douglas County has asked that Patricia Sipos be considered as a nominee for Treasurer; Katherine Johnson has not yet decided if she would consider being a nominee. Marcille Ansoorge will continue to be Secretary. Barbara Davidson will continue as Historian.

Appointed positions have mostly been filled. Barb Casteel will continue as chair of the Karl Carlson Grant committee and Chris Rusch as chair of Search for Excellence. Jeanine Johnson (Central Oregon) will chair the Extension Educator Grant Committee. The position for chair of the Send A Friend scholarships is open. The person in charge would need to organize the raffle and determine the recipients of the scholarships.

### **Draft of Mission and Vision Statements**

Sue had sent out information about these two statements prepared by the committee. It included the following:

As information, the purpose of OMGA as written in the Bylaws is:

1. To enhance and supplement the Oregon State University Home Horticulture Program (Master Gardener Program.)
2. To assume responsibility for performing special tasks and engaging in continuous activities related to the Program.
3. To work with other garden organizations to enhance gardening when appropriate.
4. To award scholarships for post-secondary education to the fields of horticulture and plant sciences on the basis of scholastic merit and need.

The mission statement prepared by the committee was as follows:

We provide resources for education, leadership development and project assistance to Oregon Master Gardener [Association] members.

After discussion it was changed to:

Oregon Master Garden Association provides resources for education, leadership development and project assistance to Oregon Master Garden Association members and the public they serve.

The vision statement prepared by the committee was as follows:

To provide educational resources, leadership development, recognition for outstanding projects and people and assistance with the development of projects to Oregon Master Gardener [Association] members.

After much discussion it was changed to:

Oregon Master Gardener Association aspires to promote scientifically-based premier gardening education that is environmentally sustainable.

### **Representatives Handbooks**

Sue had sent out a list of items that should be considered for the Representatives Handbooks. See [Appendix B](#). Added to the list was a list of officers and the guidelines for Quarterly Reports.

It was decided to not include Ellen Tappan's OMGA OSU Connection since that is available online.

Sue announced that she would use the funding in the President's Project to buy a notebook for each chapter and print up the materials so that each chapter would have its own handbook in print; the items will be available online also.

### **Legal Status of County Chapters & Banks**

Sue, Katherine, and Eric met with Marilyn Turner, Treasurer of the Washington County Master Gardeners Association, to work out a solution to the problem of "know your customer" required by the bank, which did not recognize unincorporated entities. The bank accepted the bank account of OMGA with the Washington County tax ID number so that it can continue to do business.

Any other chapters that have issues with banking will be looked at case by case. It may be that they will have to incorporate and OMGA will provide guidelines for doing so.

Sue said that there will be a conference November 10 in Salem on Nonprofit Board Governance which may be helpful with non-profit issues and some will be attending.

### **Reports cont.**

#### **State Program Coordinator Report**

No report was given.

### **New Business**

#### **Development of 2019 Budget**

Katherine Johnson, Treasurer, presented a budget for 2019 based on income and expenses over the last three years. Members reviewed this budget and made a few changes. This will be presented to the Board of Directors to review and adopt at the 4<sup>th</sup> Quarter meeting.

### **Financial Status of Hood River Extension Office**

Eric Bosler, a member of the Central Gorge chapter, reported that the Hood River County Commissioners will soon hold a public hearing regarding the tax situation; the County has said it will no longer provide funding for OSU Extension. Eric expects that in 12 to 18 months OSU Extension will be doing a dedicated levy for funding. Hood River has a strong 4-H and Master Gardener program which people in the County support and this support should help with getting a levy passed.

### **Travel Expenses Policy**

The present policy for travel expenses reads as follows:

4.1 Reimbursement to OMGA elected officers, historian, past president and any OMGA Committee chair whose attendance is required shall be as follows for expenses in attending meetings or conducting OMGA business: Travel – 30 cents per mile, Food and Lodging - \$100 per day for those trips over 200 miles one way that require overnight stays. Food and lodging expense shall be allowed for the day prior to the meeting as well as the day(s) of the meeting.

Seamus Ramirez asked that consideration be given for lodging and food expenses for trips less than 200 miles. He will make a proposal to do this.

Sue said that she still had cups left from the Growing Gardeners and asked what should be done with them. It was decided that they would be handed out at the November meeting.

A retreat will be held in December, possibly at the Hopkins Forest Center in Clackamas County. The agenda will include reviewing the Mini College name. All are welcome to come.

### **Business On Hold**

#### **Laminated Garden Brochure**

#### **Mentor Handbook**

Sue Nesbitt said that as Past President she would organize the information collected by a former Executive Board member and make it available to chapters interested in developing or updating their mentor guidelines.

#### **OMGA Bylaws - updates**

#### **OMGA Policies and Procedures – updates**

#### **Logo Update**

Sue announced the dates for the Leadership Forums, Board of Directors meetings, and Executive Committee meetings for 2019. They are:

- 1<sup>st</sup> Quarter Leadership Forum and Board of Directors Meeting: March 1 and 2
- 2<sup>nd</sup> Quarter Leadership Forum and Board of Directors Meeting: June 7 and 8
- 3<sup>rd</sup> Quarter Leadership Forum and Board of Directors Meeting: September 6 and 7
- 4<sup>th</sup> Quarter Leadership Forum and Board of Directors Meeting: November 1 and 2

- 1<sup>st</sup> Quarter Executive Committee Meeting February 1 (Friday)
- 2<sup>nd</sup> Quarter Executive Committee Meeting May 3 (Friday)
- 3<sup>rd</sup> Quarter Executive Committee Meeting August 2 (Friday)
- 4<sup>th</sup> Quarter Executive Committee Meeting October 10 (Thursday)

There being no further business, Katherine Johnson moved and Seamus Ramirez seconded that the meeting be adjourned at 2:55 pm.

Submitted by Marcille Ansorge, OMGA Secretary

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

Appendix A

## Proposal for the Organizational Component Of Mini College October 2018

As has been mentioned in our previous discussions at the Executive Board meeting and as the full OMGA Board of Directors, the current process for designing and implementing the annual OMGA educational conference is due for a change. Two people cannot be asked to put the entire conference together. It is not a tenable process. Therefore, I would like to propose another possible way. This proposal is based on the work at COMGA for their annual Spring Seminar, and also, on the International Master Gardener Conference held a year ago. It is also based on the time-honored adage “many hands make light work”.

The COMGA's annual Spring Seminar is by all accounts a successful event. This past spring over 249 people attended the one-day conference; 972 classes were attended; over \$7,600.00 was realized income. The income includes \$8,321 in registrations, \$2,005 from the Silent Auction, \$1,600 in sponsorships, and \$1,086 in vendor fees. At least 33 Master Gardeners and MG trainees volunteered 2 or more hours each for the Seminar. Ten Master Gardeners organized the entire program. It is attended by local Master Gardeners and the general public. ***On April 20, 2019, we will be celebrating our 30<sup>th</sup> annual Spring Seminar!!***

Now for the proposal: As mentioned, 10 MGs volunteer to put the Seminar together. We meet 5 times: once in the fall and once each of the 4 months leading up to the Seminar. These 10 people are responsible for one (or more) sections of the work that is divided up between us. These are:

***Seminar Coordinator:*** Led for many years by our own Rocky Bassett, we have flourished. All sections heads report their work to her. Plus, she takes responsibility for registration, acquiring the facility, ordering a catered lunch, and general running around☺ The coordinator also finds four MGs to be room moderators/speaker introducers/gift bearing staff, in addition to creating the program packet.

***Speaker Chair:*** This person (soon to be 2 people) is obviously in charge of contacting speakers and following up with communications and determining speaker needs.

***Sponsorship Chair:*** This chair contacts local businesses and local citizens who have agreed to provide financial resources to the Seminar for advertising purposes and to help defray the costs of out-of-town speakers. He/she tries to expand the sponsorships with calls to businesses that have not participated previously. He/she also develops a sheet to be included in the registration packet for acknowledging their contributions. Additionally, this person creates a PowerPoint presentation that is continually shown on a large wall during the entire event.

***Vendor Chair:*** The vendor chair likewise contacts all previous businesses or organizations that have had a vendor table at the Seminar. They are charged \$65 for the day. Master Gardeners with a table are charged \$45. Again, they encourage others to join in.

***Publicity Chair:*** This chair helps with the creation and dissemination of 250 posters around Central Oregon. He/she also puts announcements in the local papers.

***Silent Auction Chairs:*** These good folks solicit donations from all COMGA members and all vendors. They put together the bidding packets and man the area during the Seminar.

***Volunteer Chair:*** This person is responsible for recruiting up to 35 volunteers to man various stations during the Seminar. Many of these volunteers are MG trainees. Included in his/her tasks are setting up a "Speaker Table" for the Seminar, putting together speaker packets for the room moderators with print-outs and gifts. This person is one the general "runner-arounders".



**Hospitality Chair:** This person sets up an OSU/MG display located at the opening of the room where the Seminar is held. They hand out stickers and disseminate brochures from OSU and OSU gardening publications, as well as assist the public in locating the right rooms. This is the meet n' greet group!

Having participated in the G2 conference this summer, I realize that other chairs will be needed, such as for lodging and meals, banquet entertainment, tours, etc. However, it would be much easier to recruit volunteers for these chair positions, when the positions are limited in scope.

The first vice president could be the overall coordinator: keeping tabs on the activities in each section and posting periodic emails to all chairs, running meetings, etc. The second vice president could still be in charge in speakers, but at a reduced level of responsibility, particularly if only 4 to 8 speakers are needed.

About communication...if these chairs come from around the state, how will they be able to meet 4-5 times? Once again, the folks from Central Oregon would recommend that video-conferencing capabilities be utilized. The equipment is available at most if not all of the Extension offices around the state. It would be much easier to make a commitment to do this, if the time were limited to 8-10 hours of meeting time total and little to no travel time, especially for those of us east of the mountains or in southern Oregon.

Another thought is that, if at all possible, this committee should try to stay together for at least 3 years. Given enough time, you get to learn what is entailed in a position and the work gets easier. Furthermore, as attrition occurs, the entire committee does not have to get replaced every single year. And as an added bonus, as the committee members get to know each other better, you tend to have more fun!! What could be better?! Providing community service in the education of the general public on something you love!!

Thank you for reading this proposal and giving it your consideration.

Jeanine Johnson  
OMGA 2<sup>nd</sup> Vice President

## Appendix B Items to Include in the Representatives Handbook

- Position Description
- Roster (Database)
- Bylaws
- Policies and Procedures (as soon as they are updated)
- Budget
- Complaint Form
- Ellen Tappon's OMGA/OSU Connection

Gail's Brief History of Master Gardeners  
OSU Ext./OMGA Organizational Chart  
Procedures for Hosting an OMGA Quarterly Meeting  
What Does OMGA Do  
Gardener's Pen Submission Guidelines  
Donation Forms  
OMGA Chapter Toolkit for Communications (After it is updated and revised)  
Fred Meyer Community Rewards Ad Smile Amazon Information