

MEMORANDUM OF UNDERSTANDING

Between

Oregon Master Gardeners™ Association

And

Oregon State University, College of Agricultural Sciences

An agreement for the planning and managing of the Mini College

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is by and between the Oregon Master Gardeners Association ("OMGA") and the State of Oregon acting by and through the State Board of Higher Education on behalf of Oregon State University, College of Agricultural Sciences ("OSU") for the purpose of defining the roles and responsibilities of the parties relating to the annual Gardeners' Mini College.

WHEREAS, OMGA and OSU jointly perform duties relating to planning managing events and activities for the Mini College;

WHEREAS, previous to 2011, the majority of OSU's responsibilities for the Mini College are carried out by OSU Extension Services' Statewide Coordinator for the Master Gardener Program, Gail Langellotto-Rhodaback ("OSU Coordinator");

WHEREAS, OMGA and OSU have mutual interest in the exchange of home horticulture education and training through the Mini College and both seek to leverage their expertise to create a cost effective and value-added event; and

WHEREAS, OMGA and OSU agree that by 2011, OMGA will assume duties relating to the operation of Mini College from OSU;

THEREFORE, this MOU outlines the terms and establishes a base line for the transfer of OSU's responsibilities for the operations of the Mini College to the OMGA.

MINI COLLEGE

Mini College provides both an opportunity for participants to update their gardening knowledge, and a forum for networking with gardeners across the State of Oregon. OMGA and OSU benefit from Mini College through the increased and updated knowledge acquired by those who attend. Participants who also volunteer for OSU Extension help its County Extension Agents disseminate scientifically derived solutions to home horticulture concerns posed by the general public. OSU faculty characterize this volunteer activity as the "flagship of OSU Extension."

MOU 1.1

OMGA selects and chairs the committees to select recipients in recognition and award for the McNiellan Scholarship, Chapter Master Gardeners of the Year, Chapter Display Awards, Search for Excellence and Send-A-Friend Fund.

OMGA solicits sponsorships. OMGA arranges for signs and notices recognizing the contribution of these sponsors. OMGA, in compliance with IRS regulations, documents all sponsorships and sends thank you notices to sponsors.

OMGA organizes evening tours to points in the vicinity of interest to Master Gardeners. OMGA organizes and manages catered meals, including a kick off banquet and an awards and recognition banquet.

OMGA holds the master copy of this MOU and agrees to update as needed and agreed upon. The master shall include original date of issue and a record of subsequent changes. There will be two original copies of this agreement, with one copy to each party.

REVENUE TERMS

The tuition paid by those attending Mini College is the main source of revenue for Mini College. From this revenue OMGA pays all authorized expenses, and also maintains other OMGA programs, and contributes money to OSU Statewide Master Gardener Endowment Fund. (See OMGA Policies and Motions for details.)

PAYMENT AND RECORDKEEPING

OMGA makes all payments for the expenses of Mini College, excluding salaries and benefits for OSU employees. Full responsibilities for OMGA recordkeeping are contained in its Bylaws, Articles of Incorporation, Policies and Motions.

This agreement replaces any prior agreements between the parties. Changes to this agreement shall be in writing, signed by the appropriate representatives (to include the OMGA Treasurer and President) and completed by January 1, 2011.

IN WITNESS WHEREOF, the parties have agreed to the above and hereunto set their hands on the day above written.

MOU 1.1

Mini College is an activity of not-for-profit organizations. Mini College is managed with the purpose of meeting Mini College expenses and to sustain OMGA. OMGA volunteers responsible for planning, managing and coordinating Mini College do not receive compensation for their efforts.

AGREEMENT PERIOD

This MOU will be effective as of the date of last signature and shall continue for a period of three (3) years. Both parties to this MOU have defined their expected roles for 2011, during the third and fourth quarters of 2010. Thereafter, with mutual consent and signatures, the MOU for 2011 will continue in use unless one party notifies the other that the contract is being terminated. This notification will be in writing and be given six (6) months in advance.

RESPONSIBILITIES

Some tasks and events are jointly shared; some are only performed by one party, and some performed with support from the other party. Beginning 2011 OSU will assume a position as advisor to OMGA. OSU will actively promote Mini College, recognize achievement through Statewide Awards, and approve advertising and information releases that reflect on the policies and mission of Oregon State University. OSU will suggest speakers and class topics and provide guidance regarding the use of OSU facilities and support services. Beginning 2011 OMGA will assume all other duties formerly held by OSU as outlined in this MOU; OMGA volunteers will plan and facilitate Mini College and OSU will act as advisor.

OSU selects and chairs the committee to select recipients in recognition and award for the State Master Gardener of the Year and State Behind the Scenes Master Gardener.

OMGA manages income and reimburses expenses for Mini College. Mini College tuition is the main revenue that funds this event. Expenses cover rental of facilities, classes, instructional equipment, guest speaker(s), printing and mailing, meals, and lodging.

OMGA maintains job descriptions for Mini College chairs (approximately 22 positions), and staffs these with volunteers.

OMGA develops articles announcing Mini College. Articles appear in the *Gardener's Pen* and on the OMGA website, and may be distributed to other media. OMGA holds copyright to the Mini College logo, and ensures the Mini College logo appears on signs and in announcements. OMGA provides informational signs and ensures these are posted (as well as taken down after Mini College). OMGA provides storage and upkeep of the signs.

**Oregon Master Gardeners™
Association**

**State of Oregon acting by and through
the State Board of Higher Education on
behalf of Oregon State University,
College of Agricultural Sciences**

By: Tamera Martin
Tamera Martin, President
Oregon Master Gardener's Association

By: Bill Braunworth
Bill Braunworth, Program Leader
Agricultural Sciences and Natural
Resource Programs
OSU College of Agricultural Sciences

Date: 12/17/10

Date: 12/6/10

By: Katherine Johnson
Katherine Johnson
Treasurer
Oregon Master Gardener's Association

By: Anita Azarenko
Anita Azarenko, Head
OSU Department of Horticulture

Date: 12-21-10

Date: 2 Dec. 10

By: David H. Rugg
David Rugg,
First Vice President
Oregon Master Gardener's Association

By: Gail Langelotto-Rhodaback
Gail Langelotto-Rhodaback
Statewide Coordinator
OSU Master Gardener Program

Date: 25 December 2010

Date: NOV 24, 2010

By: Betty Faller
Betty Faller,
President Elect
Oregon Master Gardener's Association

By: Katie Lanker
Katie Lanker, CPPB
Contracts Officer
Procurement and Contract Services

Date: 12/14/10

Date: 12/16/10