



**OMGA Executive Committee Meeting Minutes (approved)  
1<sup>st</sup> Quarter, February 1, 2019  
Linn County Extension Office  
33630 McFarland Road  
Tangent, OR 97389**

**Attendance**

Eric Bosler, President (Central Gorge)  
Sue Nesbitt, Past President (Yamhill)  
Chris Rusch, President-Elect (Douglas)  
Julie Huynh, 2<sup>nd</sup> Vice-President (Lincoln)  
Patrice Sipos, Treasurer (Douglas)  
Marcille Ansorge, Secretary (Tillamook)  
Marcia Sherry, Newsletter Editor (Yamhill)  
Seamus Ramirez, Database Manager (Clackamas)  
Barbara Davidson, Historian (Jackson)  
Gail Langellotto, OMGA State Coordinator

**Welcome**

Eric Bosler called the meeting to order at 10:15 and thanked members for coming.

**Additions to the Agenda and Approval**

Sue Nesbitt asked that an item be placed under Old Reports related to Policies and Procedures. She asked for an item related to Archives to be placed under New Business. In addition, an item related to a listing of grants was placed under New Business. The agenda was approved with the additional items.

**Approval of Minutes of October 4, 2018**

Marcille Ansorge, Secretary, noted that on Page 3 in the fourth paragraph, it should read Central Oregon and not Central Gorge. The same error was made on page 4 in the third paragraph. Sue Nesbitt moved and Seamus Ramirez seconded that we accept the minutes with the changes made. Motion passed.

**Announcements**

There were none.

## **Reports**

### **Secretary Report**

Marcille Ansoorge asked that members read the conflict of interest document and sign the statement indicating that there was none. This was done by all members.

She had sent out an inventory list previously and members had updated the location of items owned by OMGA with a few exceptions. Additional updates will be sent to her and she will send out an updated inventory once this is done.

### **Financial Reports, end of year and year to date**

Patrice Sipos, recently elected treasurer, first noted that Katherine Johnson, past treasurer, had done a meticulous job of keeping records and all was in excellent order, which made it easy for her to understand the position. She said that there was no reason to spend money to do an outside audit.

She reported that the balance as of 12/31/2018 is \$101,758.97, including bank accounts, a \$2500.00 Mini College deposit and E\*TRADE investments of \$52,462.43. She has transferred the records from Quicken to Quick Books and explained how reports will be different in the future. She reviewed the 2018 budget and actual expenses and noted a balance of \$7,739.72 at the end of the year.

She presented an overview of the 2019 budget and showed how it will be presented in the future. She had paid an unbudgeted item of \$225.00 for bulk mail which she was informed needed to be renewed. After discussion, it was decided it is an item OMGA does not need and will not be renewed in the future. Patrice also explained the new expense report sheet which will include numbered items as they appear on budget lines; members should use these when reporting expenses. She explained that with a new reporting system, it will be a learning process for members.

### **OMGA Retreat Report**

Eric Bosler, President, reported that it was an excellent and a valuable experience. The retreat was held at the Hopkins Demonstration Forest near Oregon City. Fourteen OMGA members attended, including some who were not members of the Executive Board. The location is a lovely one and has been reserved for a retreat for December 2 and 3, 2019.

### **Gardeners Mini College – Coordinator Search**

Sue Nesbitt reported that she, Chris Rusch, Julie Huynh, and Barbara Davidson, will be visiting chapters to explain the need for a coordinator for the event, explain the duties of this person, and recruit someone to lead it in 2020. They hope to have these visits completed by April 1. They will use documents prepared by Marcia Sherry, which use both an outside event planner and a coordinator from the OMGA membership. Members commented that there was generally disappointment when it was learned that that there would be no Mini College and

some members from Yamhill County had volunteered to head it with the location being at Linfield College. The general consensus was from discussion that Linfield College is an excellent location for the event but that many members also would like to consider a different location in the State.

The other question she brought up was how to present the awards and grants this year. Marcille commented that the Tillamook Chapter appreciated having OMGA officers visit in 2016 at the time of the IMGIC in Portland. Julie said that it was good to have contacts between OMGA officers and members. It was decided to plan these visits sometime after September 1<sup>st</sup>. All officers will be a part of teams and these will be decided at the next meeting. It was noted that not all chapters wish to have their awards presented by OMGA. Gail Langellotto said that she would be having a meeting soon of the awards committee and will ask if the chapters want to have a visit from the officers.

### **Review of Revised Position Descriptions**

Sue Nesbitt reported that at the December retreat the members reviewed the positions descriptions. Three positions of committee chair did not have descriptions and the one for the secretary needed to be revised. Sue had prepared the descriptions for the chairs and presented a revised secretary description. Added to the secretary's position was an item to forward electronic copies of minutes and Quarterly Reports to the Webmaster for website updates. In addition, under Other Duties, items a. and j. will be combined since both refer to the Conflict of Interest. Also to be added is an item to send out minutes shortly after a meeting so that members will have a good record of what occurred. Sue moved and Patrice seconded that we accept these positions descriptions. Motion was passed. Sue said she will now look through the policies and procedures and sections from those that are repeated in job descriptions will be removed.

### **Gardener's Pen**

Marcia Sherry reported that the latest issue was sent out in January. The next issue will come out in April; the topic is Gardening Solutions and the deadline is March 23. The following issue is scheduled to be sent out in July with a June 23 deadline and a topic of Propagations. The third issue has a topic of Oregon invasives and a deadline of September 23. An issue is planned for the end of the year with the topic of Garden Safety and a deadline of December 15.

### **Leadership Forums**

Chris Rusch, President Elect, reported that the topic for the Leadership Forum for the March meeting is Equity, Diversity and Inclusion. She has contacted a speaker and is awaiting confirmation. This topic is a possible theme for all Forums for the year. She asked for suggestions for other Leadership Forums. Marcille suggested grant writing; how to do plant research projects; how to put on an event such as a seminar with speakers, a plant sale, or a garden tour; and how OMGA representatives can be leaders in their chapters.

### **Database/List Serve Status**

Seamus Ramirez, Database manager, reported that he has received updates from all chapters except Klamath, Wasco and Umatilla. The database is currently in the Dropbox. The list is updated as he receives the information from the chapters.

### **Old Business**

#### **Housekeeping project--OMGA Policies and Procedures**

Sue said that Policies and Procedures need to be rewritten. She plans to reorganize them and presented the plan for doing so. She will do this, keeping a history of the original, and will present the revisions to be reviewed at future meetings. The plan is to have this presented to the Executive Committee at the October meeting.

#### **Ratify Proposed Reimbursement Policy**

The present reimbursement policy states that members of the Executive Committee are to receive 30 cents per mile for travel to meetings; for locations over 200 miles a per diem allowance of not more than \$100.00 is allowed for lodging and food when an overnight stay is required.

Eric presented a proposed reimbursement policy in which members would receive 30 cents per mile for all travel for OMGA meetings and up to \$150.00 per diem for any distance when staying overnight for meetings. Chris Rusch moved and Julie Huynh seconded that we accept this proposal. Motion passed.

#### **Communications Tool Box Update**

Sue Nesbitt reported that she has not worked on this but plans to soon.

#### **Grants, Sponsorships and other Fund Raising**

Eric reported that no additional information has come from chairs related to this. The forms on the website have been updated for the year 2019. Sue will write an article for the next Gardener's Pen about the grants available to chapters.

#### **Networking and Communication**

##### **Need a special theme—how do we effect more direct and immediate communications with general members**

Eric commented that there is no easy way to send out information to the general membership. Some chapters are open to the idea for access to their membership list. Marcia Sherry indicated that in the past there was pushback from some chapters. Eric would like to have ways to send information and may have to contact the persons in each chapter having access to the list and have them send it out.

## **Special Chapter Reports**

There were none.

## **Extension Educator Grant—description of use of grant funds**

As chair of this committee in 2018, Eric asked that chapters provide a one paragraph report of how the grant was used along with photos if possible. He would like to have the chairs of the other grants awarded also ask that recipients show how these were used, so that other chapters can learn how they were used.

## **Status of Mini College**

None will be held this year. See Gardeners Mini College—Search for Coordinator above for discussion.

## **New Business**

### **OMGA Presentation at OSU Extension Program Coordinator**

Gail Langellotto reviewed how the new plant sale guidelines are being accepted. Several chapters have made necessary changes and are doing well and a few are finding it difficult but working at making the changes.

Gail will be meeting with the awards committee to review present guidelines and to look at revising the criteria. They are looking at having online submissions.

She is finalizing the 2018 report. Some facts she shared are that there are 59 community gardens and 37 school gardens. Thirty-three tons of food were donated to food distribution centers. Members have completed 200,011 volunteer hours and 29,000 education hours. More information will be in the report which should be available soon.

### **Retreat May 2019—Road Show**

The Extension coordinators will be holding a retreat in May 2019 and OMGA would like to do a presentation about the Master Gardener program. Part of the program will be related to the Master Gardener training with trying to make it more accessible, more inclusive and more fun. The aim of the OMGA presentation is to make coordinators more aware of the work Master Gardeners do. Gail noted that there were 13 staff changes in 2018 and that in some cases a staff member was not replaced.

OMGA would like to do a one-hour presentation and Eric, Sue and Chris will form general guidelines for the presentation.

### **Alternative Education Program Support—Webinar**

Mini College is the primary source for educational outreach and since there will be none this year, members may consider the Webinars available through OSU extension developed by Brooke Edmunds as an easy way for members to have access to education. However, these are

in jeopardy due to lack of funding. They are funded through May 2019. The cost is \$250.00 per month per webinar. OMGA is looking for ways to support the program. It may be that participants will have to pay upfront to access the webinars. An article was in the latest Gardener's Pen issue explaining the situation and asking members to donate. Eric proposed that the Executive Committee ask the Board of Directors to donate \$500.00 to the program. All members agreed to do so. It was suggested that Brooke be contacted to make a presentation at the meeting in March about the program.

**Archives**

Marcille noted that the minutes for both the Executive Committee and the Board of Directors as well as the Quarterly Reports for all years going back to 2015 are listed on the website, which creates a long list to browse when wanting to access a document. She asked if these could be archived and Seamus said that they could be moved to the Dropbox and the listings removed. Marcille also asked if they could be reorganized so the latest appear at the top of the list and this can be done.

**List of Grants Awarded**

It was noted that there is not a list kept of which chapters receive grants, the amount of the grant and what the grant was used for. Members of the Executive Committee and chairs of the grant committees will work to compile this information from past years.

The meeting ended at 2:45 and Eric thanked members for attending and looked forward to seeing them at the March Leadership Forum and 1<sup>st</sup> Quarterly Meeting.

Submitted by Marcille Ansoorge, OMGA Secretary

<b>Executive Committee</b>	<b>Leadership Forum</b>	<b>Board of Directors</b>
<b>Friday, February 1, 2019</b> Linn County Extension Office Tangent, OR	<b>Friday, March 1, 2019</b> Marion County Salem, OR	<b>Saturday, March 2, 2019</b> Marion County Salem, OR Cyndy Shorter, Contact
<b>Friday, May 3, 2019</b> Linn County Extension Office Tangent, OR	<b>Friday, June 7, 2019</b> Jackson County	<b>Saturday, June 8, 2019</b> Jackson County Susan Koenig, Contact
<b>Friday, August 2, 2019</b> Linn County Extension Office Tangent, OR	<b>Friday, September 6, 2019</b> Linn County, Tangent, OR	<b>Saturday, September 7, 2019</b> Linn County Tangent, OR Janice Gregg, Contact
<b>Friday, October 4, 2019</b> Linn County Extension Office Tangent, OR	<b>Friday, November 1, 2019</b> Tillamook County Tillamook, OR	<b>Saturday, November 2, 2019</b> Tillamook County Tillamook, OR Linda Stephenson, Contact