



2019 1st Quarter Board of Directors Meeting (Approved)

March 2, 2019

10 am – 4 pm

Hosted by Marion County Master Gardeners

Marion County Extension Office

1320 Capitol Street NE, Salem OR 97301

Attendance

Benton County: Richard Taylor

Central Gorge: Barbara Kilkenny-Snapp, Representative; Eric Bosler, President; Shari Bosler

Clackamas: Seamus Ramirez, Database Manager and Representative

Clatsop County: Linda Holmes, Representative

Coos County: Dottie Tucker, Alternate Representative

Douglas County: Patrice Sipos, Treasurer; Chris Rusch, President-Elect

Jackson County: Barbara Davidson: Historian and Representative

Josephine County: Carolyn McCord, Representative

Lane County: Victoria Harrison, Alternate Representative

Lincoln County: Alana Miklic, Alternate Representative; Julie Huynh, 2nd Vice President

Linn County: Janice Gregg, Representative

Marion County: Cyndy Shorter, Representative

Multnomah County: Marilyn Frankel, Representative; Lucy Keating

Polk County: Rachael Montesano, Alternate Representative

Tillamook: Linda Stephenson, Representative; Barbara Casteel, Karl Carlson Grant Chair; Marcille Ansorge, Secretary

Yamhill County: Sue Nesbitt, Past President

Gail Langellotto: OMGA State Coordinator

Welcome

Eric Bosler called the meeting to order at 10:00 am and welcomed members and thanked them for driving distances in spite of wintery weather to attend. He introduced Cyndy Shorter, Marion County representative, who also welcomed members. Eric noted that there had been a tour of the Marion County Garden the previous day and it was informative and encouraged those attending to take time to visit the garden today.

Additions to the Agenda – Eric Bosler, President

There were no additions to the agenda. Eric did note that Gail Langellotto, State Coordinator, would give her report later than scheduled because she was attending

another event in the morning. Janice Gregg (Linn County) noted that she was doing a presentation at the Linn County BeeVent.

Board Action Items

Approval of the OMGA Board of Directors Minutes for Nov. 3, 2018– Marcille Ansoorge, Secretary

There were no changes to the minutes. Sue Nesbitt moved and Linda Stephenson seconded that we accept them as presented. Motion passed.

OMGA Treasurer's Report – Patrice Sipos, Treasurer

Patrice Sipos reported that the treasurer's report would be different in the future because it had been moved from the Quicken software program to QuickBooks, since the latter was designed for businesses. She explained the differences and reviewed the balance sheet, which showed total liabilities and an equity of \$98,206.81. She explained the Budget Overview which now has numbers for the different categories. The Profit & Loss Budget show money spent and received. The Net Income Detail is a list of what money came in and where it has gone.

Members had several questions about the financial report related to the investments, if money was withdrawn from these, how they were performing, and why there were these reserves. Eric stated that the IRS had no guidelines on how much a non-profit hold in reserve but that the State of Oregon suggested that it hold at a minimum 40% of its operating budget in reserves. Presently, the money spent by OMGA in a financial year has been from the dues and from the Silent Auction at the annual educational event. It was noted that this will not be held this year but that the budget is based on funds presently available and from dues. Members should note that OMGA provides PNWs for the chapters and the various grants awarded to the chapters. OMGA also does all the tax reporting for the chapters for the IRS; members commented that they would like to see the forms that are submitted for their individual chapters. Patrice said that she would make the IRS 990 forms available to chapters when completed.

A question arose about an audit. According to Policies and Procedures, an annual audit is to be performed by a committee to be appointed by the President from members of OMGA. It was noted that the Treasurer's Handbook, which every treasurer of a chapter should have a copy of, tells how an audit should be performed. Patrice also explained how an audit has worked in Douglas County where she had been treasurer. Eric will appoint an audit committee and asked members willing to serve on it to let him know.

Patrice also explained that a new expense form has been designed and is available on the web and noted that category numbers should be used or a good description given of the expense.

Patrice asked that when members send her an email to be certain to identify themselves in relation to which chapter they are a member of.

Barbara Davidson (Jackson) moved and Janice Gregg (Linn) seconded that we accept the report. Motion passed.

Eric noted that Patrice had considered that an outside audit be performed at the time of transition from the previous treasurer, Katherine Johnson, to the new treasurer; however, Patrice felt that the records were well-kept and that Katherine had given enough details about financials that one was not needed.

Eric commented that the members were asking good questions and noted that the Executive Committee may not communicate as well as it could; he also noted that the members from the chapters also need to make certain they listen well. Members from the attendees thanked the Executive Committee for the answers to the questions and said they felt more knowledgeable about the financials of OMGA.

Marilyn Frankel (Multnomah) commented that the Extension Educator Grant of \$500.00 was too small a sum for most projects and would like to see the amount increased.

Reports

Gardener's Pen – next edition topics and due dates – Marcia Sherry

Sue Nesbitt reported for Marcia Sherry, Newsletter Editor. The next issue will be sent out the first week of April, the topic is Gardening Solutions, and the deadline for articles is March 23.

She asked that chapters send in information about their plant sales, which will be published in this issue. This information as well as articles should be sent to gardenerspennewsletter@gmail.com. Marcia also wants articles along with photos about special projects that chapters are doing.

OMGA Board of Directors Retreat – Sue Nesbitt & Eric Bosler

Sue reported on the annual retreat held in December at the Hopkins Demonstration Forest in Clackamas County, near Oregon City. The purpose of the retreat is to review the year and consider plans for the coming year.

The retreat in December, 2018, was mostly related to a discussion of Mini College for 2019. At the November meeting, the plan was to hold it at the Riverhouse in Bend, Oregon, in October, with a different format that would include nationally known keynote speakers and workshops. The concern was that there was no one willing to serve in the position of First Vice President, whose duties were to coordinate the event. Because of this, after much discussion at the retreat, it was decided to postpone the event for 2019. One issue was that there would be a payment required by December 31, 2018 and if OMGA were not to hold the event, a considerable penalty would be involved. During the year of 2019, the plan is for OMGA officers to visit chapters to recruit a coordinator who would work with an event planner and have much of the planning done for 2020. The position of 1st Vice President has been rewritten to lessen the duties and to have more individuals involved in the planning. Sue commented that she and Marcia Sherry have worked on the educational events that were held at Linfield College, which was an

ideal setting for the event. But members want to have the event held in different parts of the State. Sue emphasized that she enjoyed the experience. There is a guideline available on how to put on the event. Members of the Executive Committee will be visiting chapters soon to recruit a coordinator.

Eric noted that from the survey that he had sent out a few weeks ago, members indicated that there is strong support for holding an annual educational event. Eric encouraged members to consider ideas for it and share them with officers.

Eric also said that the next retreat is scheduled for Monday and Tuesday, December 2 and 3, 2019, again at Hopkins Demonstration Forest, and all members of OMGA are invited, especially representatives.

Leadership Forums – Chris Rusch, President-elect

Eric introduced Chris Rusch, President-elect of OMGA, who is organizing the Leadership Forums. She reported on the one held the previous day, presented by Gilda Montenegro-Fix, a speaker on Cultural Agility who spoke on diversity, inclusion and equity, and focused on how OMGA could become a more inclusive organization.

The 2nd Quarter Leadership Forum topic is being fire-wise and will focus on what Master Gardeners can do to promote fire-wise gardening and to inform communities to do so also. The Forum will be held in southern Oregon in Jackson County.

The 3rd Quarter Leadership Forum is planned to help treasurers and will be open to all members who have questions about chapters and OMGA. The 4th Quarter topic will be related to grants with members sharing information about how they approached grant writing and how the funds from grants were used.

Seamus Ramirez asked who had attended the Leadership Forum the previous day and asked those who didn't attend to consider why they had not. He emphasized that all chapters should encourage all members to attend or at least send one member. One of the members said that when she had told her chapter members about the Leadership Forum, the question was, "Does it qualify for volunteer hours?" Gail Langellotto would be the one to make this decision and would be questioned about it when she gave her report.

OMGA Website/Database – Seamus Ramirez

Seamus reported that the website is in flux. He had sent the latest database roster of chapter personnel a few days earlier. He asked that representatives keep the database updated and send it to him at alwaysok@hotmail.com. He reported that the list serve would be down for a few days. He said that those on the list can mail from it; anyone not on it can't use it. Those on the list are the executive committee members, chapter presidents, vice-presidents, state representatives, alternate representatives, extension agents or coordinators, and staff members if they ask to be. The goal of the database and the list serve is to create an avenue of communication for the total membership.

On the OMGA website is a link to all chapters, either their own website or the county extension website. Seamus had hoped to create links to both but that was not possible with the present system. However, if a chapter has the extension website on the OMGA site and has its own website, there could be a link from the extension website to the chapter website.

State Program Coordinator – Gail Langellotto

Gail reported that the most challenging issue for her has been staffing issues, having had 13 turnovers during the last year. She explained that when someone leaves a position she needs to lobby to continue the position. She addressed the issue in Clatsop County, which has had 8 coordinators in 10 years; she is presently looking at creating a model that would work better for the County. Jeff Choate, agent in Lane County, has resigned and a position similar to Jeff's will be available to that County.

She is still working on the 2018 annual report and hopes to have it finished soon.

Gail said that the Best Practices for Plant Sales document has been received better than she expected; most chapters and members understand that soil is the way invasive species are spread and are working to use only clean soils in plant sales. A few counties have had difficulties with the change but she has asked that they create a plan for transition.

She thanked Gilda Montenegro-Fix for the excellent presentation yesterday on cultural diversity, a goal of OMGA. She cited cost and time as the two biggest impediments to attracting additional Master Gardeners to the program. She noted that the payback hours vary in the State from 40 (Clatsop) to 70 (Jackson). To make the program more inclusive, it will need to focus on less time and more fun for the members.

In relation to a question about how staffing procedures work, she responded that there is a lag between a person leaving a position and filling it. No steps may be taken until the person leaving the position completes the necessary paperwork. Gail then has to make a request for the position and write an argument why the position needs to be filled. All decisions are made by administration personnel at OSU.

In response to the question whether Leadership Forum attendance qualifies for educational hours, she said it does and that if county extension personnel has a question about it, they should contact her.

Extension Educator Grant 2018 Recap – Eric Bosler

As Extension Educator Grant chair in 2018, Eric had asked each chapter to prepare a paragraph on how the funds were used along with photos showing the project. He created a presentation showing these. In 2018, \$4000.00 was available for these grants and \$2900.00 was distributed to 7 chapters. He noted that this is the largest line item on the OMGA budget and is in direct support of our member chapters. The grant is requested by the Extension personnel in the county in close cooperation with the chapter.

The following chapters received grants: Columbia for signs for its garden, Curry County for new soil testing equipment for water quality, Gail Langellotto for a bee identification project, Klamath County for a laptop computer, Lane County for soil testing equipment, Multnomah County to help build a garden pavilion, and Tillamook County for textbooks for students in the Oregon Youth Authority horticultural training program. Eric noted that two applications were not funded, one because it qualified better as a Karl Carlson grant and one because it was for education of Extension staff and not in support of a chapter activity.

Jeanine Johnson (Central Oregon) is the Extension Educator Grant chair for 2019.

Eric encouraged other grants chairs to include the “reporting” requirement as part of their application process so as to show how the grants are used.

OMGA Committee Chairs

Barb Casteel (Tillamook), chair for Karl Carlson grants, said that these are grants up to \$250.00 and are for new projects. The contact information is on the application form.

Jeanine Johnson (Central Oregon), chair of Extension Educator grants, was not able to attend today because of weather. Chris Rusch (Douglas) is chair of Search for Excellence awards.

Applications forms for all grants are on the OMGA website and May 15 is the deadline for all applications.

A question was raised how the awards would be presented this year since there is no Mini College. Members of the Executive Committee will visit chapters to present these awards. Also included will be longevity awards and chapter award winners.

Gail Langellotto asked that all chapters have their award winners for Master Gardener of the Year and Behind the Scenes to her by May 15.

Old Business

OMGA Job Descriptions – Sue Nesbitt

Sue had sent out rewritten Job Descriptions earlier in the week. Because the document is long, she asked members to read through them and let her know of any comments or suggested changes within one week. The two positions that should be of most interest are the 1st Vice President and 2nd Vice President since these two coordinate the annual educational event and have been rewritten to lessen some of the duties required in the past.

New Business

OMGA Chapter Survey 2019 Update – Group discussion

Eric Bosler reported on the response to the survey that he had sent out earlier in the year. This was sent out to all members; to date, 23 per cent of members have

responded. The largest response was from Clackamas County. Some of the responses are listed:

Have you participated in a leadership role in your chapter? Yes 43%, no, 46%.
My chapter has participated in Search for Excellence. Yes 26%, no 2%, don't know 73%.

My chapter has participated in the Karl Carlson Fund Award. Yes 12 %, no 3%, don't know 85%.

My chapter has participated in the Jan McNeilan Quarterly Meeting Grant. Yes 11%, no 1%, don't know 88%.

Does OMGA do a sufficient job of promoting its Awards and Programs? Yes 29%, no 48%.

Eric posed the questions:

Is it important that Master Gardener general membership understand the programs of OMGA?

Should Master Gardeners know what their OMGA dues support?

How can OMGA do a better job of delivering its message?

A discussion followed. Barb Casteel suggested that officers visit chapters and get to know the membership. Carolyn McCord (Josephine) said it was important that the information go to the publicity committee and newsletter editors of the chapters; often the representative doesn't share the information sent. It was noted that different chapters have different ways of communication and therefore it is difficult to find the best way to send out information. Janice Gregg said that Linn County was also concerned about getting information to its members. The representative is the gatekeeper to communication with its chapter members. Victoria Harrison (Lane) said that new members don't always understand the information sent out and that OMGA officers may take for granted that they do. Barbara Davidson (Jackson) said that her chapter has no time for oral reports and all are written; she said that training classes need to be told about the role of OMGA. Eric finished the discussion with asking members to continue giving him suggestions for improved communication.

Master Gardener Educational Mandate – Group discussion

Eric said that one of the mandates for OMGA is to foster quality continuing education for all its members. One means of doing this is Mini College. On the survey he had sent out, he asked the following questions related to this mandate.

Mini-College is the primary educational program produced by OMGA. Please give us more information about your experience regarding Mini-College.

Have you ever attended a Mini-College? 37% of respondents said yes, 63 % no.

How important is OMGA Mini-College to you? He asked respondents to respond with a rating of 1 to 4 with 1 being "not important" and 5 "extremely important".

Most respondents chose three although there were 1s, 2s, 4s and 5s.

Eric asked the following questions:

Should OMGA continue Mini College?

Should it continue with the traditional format?
How should it obtain the workforce needed?
Is there another program that would fulfill the OMGA educational mandate?

A general discussion followed. Marilyn Frankel (Multnomah) said that many of the members of her chapter have educational opportunities in the area and do not need to attend Mini College for educational reasons; she added that having national speakers would make it more appealing to her chapter. Carolyn McCord (Josephine) said that her chapter puts on a seminar that includes many of the OSU extension personnel and that the members don't feel a need to spend money to attend Mini College. Barbara Kilkenny-Snapp (Central Gorge) said she thoroughly enjoyed the event and felt inspired by it. In relation to the costs cited by some as a reason not to attend, Barb Casteel (Tillamook) noted that her chapter makes scholarships available to its award winners. Also, chapters are eligible for Send-A-Friend scholarships. Eric noted that at the 2018 event most members chose to stay in motels rather than the cheaper option of dorm rooms, which suggests cost is not always the issue. It was noted that the expenses of Mini College equal the costs and that OMGA does not make money on the event.

Eric addressed the next question on the survey: What method(s) of communication do you prefer for OMGA news and information? Check all that apply.

- Newsletters
- Website
- Email
- Facebook
- Twitter
- Meeting Announcements

The response was 1. email; 2. newsletters; 3. websites; 4. meeting announcements; and 5. Facebook.

Janice Gregg (Linn) noted that because the survey was sent out by email, those responding may rely more heavily on email than other members. She also said that her chapter felt it important to make an effort to contact members that did not use email because they were valued volunteers.

OMGA Support of OSU Extension Webinar Series – Group discussion

A question on the survey was:

OSU Extension has produced a series of Educational Webinars. Have you taken one? 50 % of respondents said yes, 50% no.

Eric explained that these were produced by OSU Extension under the leadership of Brooke Edmunds and the national extension program over the last two years. There is no longer funding for the Webinars production costs and in order to continue making them available, financial support needs to be found. The OMGA Executive Committee voted to grant \$500.00 to the program. Several members said that their chapters have presented them in meeting or class settings and have discussions related to the topics.

Announcements

2019 OMGA Meeting Dates – Host Chapters

The next meeting will be held in Jackson County; Barbara Davidson, Jackson County representative, on behalf of the Jackson County Master Gardeners Association, welcomed everyone to the Leadership Forum on June 7 and the Board of Directors meeting on Saturday, June 8. She will send out information for directions for the locations and information about motels and other places to stay in the Medford and Jacksonville area. She encouraged members to come early and visit the 23 gardens maintained by Jackson County Master Gardeners.

For the good of the cause

No comments.

Adjournment

The meeting was adjourned at 3:10 and Eric wished all good travels to their homes.

Submitted by Marcille Ansorge
OMGA Secretary

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