



**2023 3rd Quarter Executive Committee Meeting
Friday, August 4, 2023
Via Zoom, 3:00 pm**

The meeting was called to order by President Chris Rusch at 3 pm.

Attending were President, Chris Rusch; Eric Bosler, Past President; Sharon J Bordeaux, Secretary; Janet Magedanz, Treasurer; Linda Coakley, Historian; Seamus Ramirez, Database/List Serve, Brooke Edmunds, State Coordinator, and Leslie Ray, Vice President.

The agenda was amended to include a discussion of OMGA insurance. The agenda was approved as amended.

The Minutes from the 2nd Quarter Executive Committee Meeting were approved as posted.

OSU Extension Program Coordinator Report – Brooke Edmunds

Brooke stated that she is the interim program coordinator until a new coordinator is hired. She is working with Leann Locher, the statewide Master Gardener Outreach Coordinator. The first round of the search failed. Prior to posting the position for a second search, the position job description is being revised. Hopefully the position will be posted next week. The county coordinators meet monthly. The next County Coordinators meeting will focus on 2024 Master Gardener trainings.

Written report from Dr. Edmunds:

“Thank you for the nice welcome and the invitation to participate in the board meeting.

Current Master Gardener Program staff:

- Interim Statewide Master Gardener Program Coordinator, Brooke Edmunds, brooke.edmunds@oregonstate.edu Appointed by Sam Angima and serving until new statewide lead is in place. Please reach out if you have any questions or concerns.
- Statewide Master Gardener Outreach Coordinator, LeAnn Locher leann.locher@oregonstate.edu (Manages the Master Gardener social media, behind-the-scenes support, etc.)

Staffing update:

I'm so happy to see progress being made on open positions.

- The Statewide Master Gardener Program Manager opening is going through a few revisions of the position description and should be re-posted in early- to mid- August.
- The Metro Master Gardener Faculty (Professor of Practice) search is moving along and will be interviewing three candidates.
- The Linn and Benton Outreach Program Coordinator position has been posted and closes 8/28.
- Tillamook and Clatsop positions are forming a search committee (position not posted yet).
- The Douglas County Outreach Program Coordinator search is still waiting for administrative approval.

Brooke Edmunds, Ph.D. (*she/hers*) | Community Horticulture
Oregon State University | Extension Service Marion, Polk, Linn, & Benton County
503-373-3765 (office)

Learn about the Master Gardener volunteer program in [Polk](#), [Marion](#), and [Linn & Benton](#) Counties!”

Financial Report – Janet Magedanz

1. Annual Financial Review – Went over the written review provided by Marge Alig (Copy attached to meeting minutes). Janet moved that we provide a \$50 certificate for Marge Alig as a thank you for her time reviewing OMGA records. Chris seconded the motion to purchase the gift card. Discussion followed regarding whether we have a committee to review the records or can ask a qualified person to review the records. Leslie recommended we review the policy regarding annual financial audits. The motion passed unanimously.
2. Statement of Financial Position – Includes funds from the e-trade account. Line 3: Janet suggested we close the Advantis investment account (balance \$1,636) and roll the balance into the checking account. The account earns \$.07 per month and there would be no penalty to close the account. No action was taken.
Statement of Financial Activities – Not all of the expenses have been received from OSU. Line 3 – show the income received. Line 6 – all chapter dues recorded.
Income and Expense – Dorm cost more than the income due to linen charges. Janet suggested we make sure all expenses for the dorm rooms be included in the cost next year.
3. Insurance Billing – Janet reviewed the OMGA insurance policy with the agent. The current policy is geared towards a for-profit company. Janet was referred to the agent for Nonprofit Insurance Alliance. The specific coverages for a non-profit would be General Liability, directors and officers, non-owned and hired-auto coverage, volunteer/participant accident. The policy would cost \$1,600 per year. Janet moved to cancel insurance and replace with NPI insurance. Leslie Ray seconded the motion. Janet indicated we have already paid this year's premium. If we changed insurance carriers, there would be a partial reimbursement of the \$1,100 already paid. Eric noted that we should not cancel our current policy until the new one is in place. The motion passed unanimously.

Database/List Serve – Seamus Ramirez

Seamus will not be returning as the Roster Database Manager in 2024. Seamus assured the committee that he will train his replacement, in-person or via zoom, and will be available for questions. Chris expressed our appreciation for his years of dedication to the maintenance of the database.

Historian – Linda Coakley

Linda has finished with 2018 and is beginning on 2019. She would appreciate photos from the 2023 Joy of Gardening conference.

Joy of Gardening Conference – Chris Rusch

Not all of the bills have been received and paid so the final tally from the conference is not yet available. Chris is confident that we broke even.

- There was positive feedback on the key note speakers.
- For the second year in a row, the only negative comments were on the food – there was not enough for everyone.
- Everyone felt having the lunch at the venue allowed for more socialization among the chapters.
- Brooke suggested we use OSU as a resource: speakers who can provide lightening rounds of information from different projects in progress and new extension publications and handouts to take back to the counties.
- The Round Table had positive feedback; however, maybe it could be at a different time.
- It was suggested that the conference move to the LaSells Stewart Center next year.
- Potential dates for 2024: June 28/29 or July 12/13
- Chris thanked the planning committee, Richard Taylor, Colet Allen, Karen Harte, Janet Magedanz, Eric Bosler and Paula Lupcho, for their efforts and hard work to bring the Joy of Gardening conference to us this year.

Policies and Procedures Committee – Leslie Ray

Revisions to the Policies and Procedures is nearly complete. The plan is to have them ready for approval at the November 2023 Board of Directors meeting.

Grants and Awards Report – Chris Rusch

Oregon Master Gardener Extension Educator Grant 2023:

- Klamath County. Amount \$400. Drip irrigation teaching kit.
- Clatsop County. Amount \$150. Support for Saturday Market outreach booth improvements.
- Douglas County. Amount \$400. Spring into Gardening event.

Karl Carlson Grant 2023:

- Central Gorge. Amount \$250. Educational signage for a new composting site at their demonstration garden.

Search for Excellence Award 2023:

- Clackamas County. Amount \$1000. Let's grow together! 10-minute university webinar series.

Master Gardener Award winners were:

- STATE MASTER GARDENERS OF THE YEAR:
 - Lynn Kunstman - Jackson County
 - Marilyn Berti – Washington County
- STATE BEHIND THE SCENES AWARDS
 - Deb Schmidt – Lane County
 - Linda Coakley-Yamhill County
- STATE GROWING AND BELONGING AWARD
 - Dennis Brown - Multnomah County

To read about these very deserving recipients, go to <https://extension.oregonstate.edu/news/five-oregon-gardeners-recognized-statewide-awards>.

Advocacy – Chris Rusch

Thanks for everyone who helped with advocacy. Sherry will continue as the chairman next year. We need to remind the new coordinator to do a needs assessment for the Master Gardener program.

NEW BUSINESS

- Contact Chris with any items to put on the 3rd quarter board meeting agenda. The meeting is scheduled for Friday, September 8, 2023.
- The December planning retreat is scheduled for the first weekend in December. At the board meeting we will need to decide if the meeting will be in person or via zoom and plan accordingly.
- Chris appointed a nominating committee
- Elections will be held at the November

OMGA Board of Directors third quarter meeting will be Friday, September 8, 2023.

The meeting was adjourned at 4:30 pm.

Respectfully Submitted,
Sharon J Bordeaux
OMGA Secretary

Executive Committee	Board of Directors
Friday, February 3	Friday, March 3
Friday, May 5	Friday, June 2
Friday, August 4	Friday, September 8
Friday, October 6	Friday, November 3
Annual OMGA Retreat December 1, 2023	

OMGA Mission

We are committed to sustainable gardening through:

- Partnering with the OSU Master Gardener Program to promote sustainable gardening practices.
- Advocating for funding to deliver the Master Gardener Program across Oregon;
- Fostering quality continuing education of all Master Gardeners.

OREGON MASTER GARDENER ASSOCIATION
Statement of Financial Position
July 31, 2023

	ASSETS			
		Current Assets		
		Checking/Savings		
		BANK		
1		OMGA Checking 7761 Chase	\$111,034	
2		Business M/M Fund 3652 Chase	21,729	
3		CD #644850-16 Advantis	1,636	
4		Total BANK	134,399	
5		Restricted Accounts		
6		TCD - Send-A-Friend (3810)	2,332	
7		TCD-Equipment Replacemt (3809)	2,156	
8		OMGA Send-A-Friend Sav. 4448	1,126	
9		Total Restricted Accounts	5,614	
10		Total Checking/Savings	140,013	
11		Total Current Assets	140,013	
12		TOTAL ASSETS	\$140,013	
13		LIABILITIES & EQUITY		
14		Equity		
15		Opening Balance Equity	\$62,946	
16		Retained Earnings	47,703	
17		Net Income	29,364	
18		Total Equity	140,013	
19		TOTAL LIABILITIES & EQUITY	\$140,013	

OREGON MASTER GARDENER ASSOCIATION
Statement of Financial Activities
For the Seven Months Ended July 31, 2023

45	Total Expense	8,474
46	Net Ordinary Income	10,599
47	Other Income/Expense	
48	Other Income	
49	JOY OF GARDENING REVENUE	
50	Send A Friend	536
51	Registration income	12,798
52	Silent auction	5,800
53	Purchased meals	2,970
54	Dorm rooms	922
55	Total JOY OF GARDENING REVENUE	23,026
56	Total Other Income	23,026
57	Other Expense	
58	JOY OF GARDENING EXPENSES	
59	Room Rental	
60	President's hotel	400
61	Dorm rooms cost	1,188
62	Total Room Rental	1,588
63	Silent auction expenses	98
64	Square and credit card fees	871
65	Printing	
66	Mini-college printing	138
67	Award certificates	49
68	Total Printing	187
69	Awards and Recognition	
70	Award and grant certificates	269
71	Total Awards and Recognition	269
72	Send-a-Friend Scholarships	400
73	Speaker Expense	
74	Gifts	576
75	Total Speaker Expense	576
76	Supplies expense	271
77	Total JOY OF GARDENING EXPENSES	4,260
78	Total Other Expense	4,260
79	Net Other Income	18,766
80	Net Income	\$29,365

OREGON MASTER GARDENER ASSOCIATION
Statement of Financial Activities
For the Seven Months Ended July 31, 2023

	Ordinary Income/Expense		
	Income		
	INTEREST INCOME		
1	Interest income		\$63
2	E-Trade dividends		401
3	E-Trade fair mkt value adjust		7,561
4	Total INTEREST INCOME		8,025
5	Miscellaneous income		47
6	ANNUAL CHAPTER DUES		10,931
7	DONATIONS		
8	Send-A-Friend Scholarship		50
9	DONATIONS - Other		20
10	Total DONATIONS		70
11	Total Income		19,073
12	Expense		
13	ADMINISTRATIVE EXPENSES		
14	Management & General Expenses		
15	Bank Service Fee		10
16	Corporate fees expense		
17	Annual assumed name filing		150
18	Oregon forms CT-12		950
19	Total Corporate fees expense		1,100
20	Liability insurance expense		1,100
21	Postage and printing		
22	Printing		140
23	Postage		100
24	Membership cards		61
25	Total Postage and printing		301
26	Professional Fees		
27	IRS Form 990-EZ preparation		387
28	Total Professional Fees		387
29	Website Operations		
30	Hosting and domain renewal		288
31	Operations and design		1,200
32	Canvas Hosting & Listserve		256
33	Total Website Operations		1,744
34	Additional Overhead Expenses		
35	Pak Mail		132
36	Total Additional Overhead Expenses		132
37	Total Management & General Expenses		4,774
38	Total ADMINISTRATIVE EXPENSES		4,774
39	GRANTS		
40	Beaver Day of Giving		1,000
41	Extension Educator grant		1,450
42	Karl Carlson grant		250
43	Search for Excellence award		1,000
44	Total GRANTS		3,700

July 5, 2023

Review of OMGA financial records for 2022

To: Oregon Master Gardener Association Board of Directors, c/o President Chris Rusch

From: Marge Alig (mvictoralig@gmail.com), Benton County Master Gardener, Corvallis, OR

OMGA Treasurer Janet Magedanz asked me on behalf of the board to review OMGA's 2022 receipts and disbursements for accuracy and completeness of documentation. I'm a member of the BCMGA Board and served as its Treasurer from 2019-2021.

Janet provided me with a printed General Ledger for the period January 1-December 31 of 2022, and with paper documentation of expenditures and deposits in chronological order. I also had access to electronic files of OMGA's 2022 bank account statements.

My main task was to compare the transactions in the General Ledger to written documentation and to search for any inconsistencies or missing information.

Records were in excellent order, well-organized and easy to locate. Except for a few items described below, check stubs and disbursement vouchers included the required invoices, receipts, and/or written explanations. Deposit forms included detailed descriptions of deposited checks and cash.

Missing documentation and/or transaction questions:

Items are in date order as shown on the ledger. These are all in the Chase 7761 checking account.

01/03/22 Deposit of \$250. Did not find written documentation of this deposit. I verified that the transaction appears on the January bank statement. Perhaps it is from the December 2021 fiscal year but the deposit did not go through until January 3, 2022.

1/20/22 Expenditure of \$55.26. Did not find a written description. The transaction appears on the January bank statement as an OMGA Chase card (*8385) charge at BJ's Restaurant, Eugene.

01/25/22 Expenditure of \$37.98. Did not find a written description, but the transaction appears on the January bank statement as an OMGA Chase card (*8385) charge at Fred Meyer Roseburg. The check number **#4133** is also recorded on this transaction line in the ledger. I wonder if it is an error, since the item appears to have been purchased with the OMGA debit card. See following two possibly related items.

02/13/22 Check #4132: \$216.96. Reimbursement to Janet Magedanz based on OMGA expense report for five purchases made in January and February using her own funds. All documentation was complete. One of the five items is for the same amount as the above credit charge of \$37.98 for storage containers. I am wondering if this \$37.98 is a second identical purchase made with Janet's personal credit card, or an error.

03/02/22 Check **#4133**: \$256.80 reimbursement to Janet Magedanz. Documentation shows expenditure was solely for OMGA 2022 membership cards print job.

05/27/22 Deposit of \$5.80. Did not find paper documentation, but the May bank statement and the ledger description show this deposit was Amazon Smile miscellaneous income.

08/03/2022 Check #4143: \$1,836 reimbursement to J. Magedanz for renewal of liability insurance. Print documentation was "Proof of Insurance" form from insurer but that does not show proof of dollar amount