



**OMGA Executive Committee Meeting Minutes
4th Quarter, October 4, 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, 2nd Vice-President (Lincoln)
Patrice Sipos, Treasurer (Douglas)
Marcille Ansorge, Secretary (Tillamook)
Marcia Sherry, Newsletter Editor (Yamhill)
Gail Langellotto, OMGA State Coordinator
Janice Gregg, Linn County OMGA Representative
Sharon Bordeaux, Douglas County

Eric Bosler, President, began the meeting began with a discussion led by Sue Nesbitt on developing plans for Mini College for 2020. Karen Graham, Washington County State Representative, who had indicated an interest in handling registration for the event, was included through a phone call. Janice Gregg, Linn County OMGA Representative, and Sharon Bordeaux, Douglas County, who has offered to be a candidate for Secretary for 2020, were also present for the discussion.

Sue presented the Mini-College Discussion Agenda and noted the three items to be discussed at this meeting. See [Appendix A](#).

She asked for suggestions for a theme, keeping in mind that Master Food Preservers will be a part of the event. Janice Gregg led a brainstorming session which resulted in choosing “Grow Preserve Sustain” as the theme. Noting the GPS initials, it was suggested that a map be used as a logo to find the way.

Sue presented a working budget which showed figures for revenue and expenses for the 2018 event and showed possible costs for 2020 for the

event being held at Oregon State University (OSU). See [Appendix B](#). She noted that the costs included a great discount because Gail Langellotto, State Coordinator, was part of the event. The cost for meeting facilities is \$5994.00 compared to \$4297.50 in 2018. AV support in 2018 was \$562.50 but the costs from OSU would be considerably higher; these can be avoided by having OMGA provide its own technical support using chapter equipment. It was suggested that a person be designated to oversee this and to have a contingency fund budgeted in case of breakage of any of the equipment.

The next item to be discussed was cost of registration and what was to be bundled into that fee. She noted that in 2018 there were 230 registrations on Friday and 210 on Saturday for a total of 440 and used that as a figure to project figures for revenue. The question was if lunch should be included in the registration and the consensus was that it should be, noting that the cost is unknown for 2020, but is \$9.25 for 2019. The next question was how much to charge per day for registration. Sue said that exact costs would not be known until next spring but that a decision had to be made now for the registration fee and that planners would have to live within that budget. After discussion it was decided to have the registration fee be \$49.00. One item that has to be considered is that there may be additional costs for speakers, something not done in 2018. Those responding to the survey suggested that they would like some nationally known speakers and there may be a cost to attract them.

Items that will be “a la carte” are tour and workshop costs, banquet and breakfast. Parking on campus is \$8.00 per day on Friday. Sue presented the costs for dorm rooms for 2019. See [Appendix C](#). It was decided that Bloss and West Single and Double Rooms would be offered to attendees; 2019 cost is \$35.00 per person per night for a single and \$28.00 per person per night for a double. Linens are extra. Rooms are not air-conditioned. The discounted rate for the Hilton Garden Inn for 2020 is \$152.00; parking is at no cost there and is directly across from the buildings where the event will be taking place. The discounted rate for the Marriott Courtyard is \$142.00 but it is not within walking distance of the campus.

The third item on the agenda was marketing. Marcia Sherry, Newsletter Editor, showed a save-the-date item that she will be putting in the next issue of Gardeners’ Pen; plans are to have a postcard available to pass out by January, 2020, and information will be sent to all editors of chapter newsletters.

Items to be considered in the future are whether to have an awards luncheon instead of an awards banquet and how to keep members attending through the end of the conference. Also to be considered is a location for the Board of Directors meeting and Leadership Forum, which would be held on Thursday, July 23. A location for a social on Thursday evening will also be needed.

Eric asked about holding the event biennially in the years when there is not an International Master Gardener Conference. Gail Langellotto said there would not be a problem with OSU if this were to be done. Gail will check to see if the MOA will need to be changed to do this.

This part of the meeting concluded so that those interested in only this part of the meeting could leave.

Welcome, Agenda Review

Additions to the Agenda

Eric asked if there were any changes or additions to the agenda. Marcille Ansorge, Secretary, said there should be an item related to a scholarship for distant chapters to send a representative to an OMGA Board of Directors meeting. The agenda was approved with this addition.

Approval of the Minutes of August 2, 2019

Marcille asked if there were any changes or corrections. There were none and the minutes were approved as presented.

Announcements

There were none.

Reports

Gardeners Mini-College/Educational Mandate

See first item in the minutes.

Secretary Report

Marcille reported that Jim Parks, website manager, has had difficulty adding minutes and Quarterly Reports to the website. He suggested it may be due to the long list of items already there. Eric, Marcia, and Seamus Ramirez, Database Manager, will work with Jim to see what changes need to be made.

Financial Reports Year to Date

Patrice Sipos, Treasurer, reported that there has not been much activity. She moved the Square savings account into the checking account. She has closed two CDs and will do so with another one with a value of \$1618.18 when it matures. She received 7 additional paid memberships.

She has been looking for another accounting firm and would like to find one that has multiple offices in the State but is finding this difficult and may go with a local one.

Gardeners' Pen

Marcia Sherry, Newsletter Editor, was happy to report that Renee Taylor from the Central Gorge chapter will be taking over as editor in 2020. The next issue will be coming out next week. The deadline for the following issue is November 20 and the topic will be on garden biodiversity, with the title of Saving the World through Gardening.

2019 Leadership Forums

Chris Rusch, President Elect, reported that the next Leadership Forum, November 1, will be on the subject of grant writing. Chris is looking for someone to make a presentation on how to apply for grants and then have Jim Liskey present information about the Marion County chapter receiving the Search for Excellence Award for 2019. Those chapters who received Karl Carlson and Extension Educator Grants may also make presentations.

Database/Listserve

Eric reported for Seamus Ramirez, Database Manager, that he has been working on creating emails for OMGA officers and presently intends to do it through the OMGA website.

Programs and Committee Reports.

There were none.

OSU Extension Program Coordinator

Gail Langellotto reported that there are major budget concerns related to OSU Extension. As of now, there is no hiring for OSU Extension or Forestry programs and only for 4-H programs. The position for an Extension Coordinator for Tillamook and Clatsop Counties which had been of highest priority in hiring is not going to be filled at present and if any agents or coordinators from other counties resign, the positions will not be filled.

She had received a question from Columbia County asking whether it was acceptable to not follow the by-laws which state that a person can hold a position for two terms only. She said that the by-laws are to be followed; if a chapter does not want to follow them as they are at present, it should change the by-laws according to what is practiced. She reported this to make OMGA aware of the question and the response.

She reported that she has received good feedback related to the option to receive continuing education credit through reading approved materials as was reported at the 3rd Quarter Board of Directors meeting in September.

She reported on concerns raised by Master Gardener chapters that teach the Seed to Supper program. The program is administered by the Oregon Food Bank (OFB) and teaches it with the help of Master Gardeners. OFB has identified 4 population groups that are at risk for food security; these are single mothers, immigrants and refugees, transgender people and non-English speakers. OFB wants to focus on these groups for the Seed to Supper program. Some of the chapters understood that the program was to include only those populations identified but that is not the case and chapters should continue to run the programs as they have but be aware of the groups. Oregon Food Bank hopes to do some training to help those who teach the program identify and work with the populations identified as at risk.

Old Business

Special Chapter Reports

There were none.

Home Horticulture Group Update

Gail reported that the group is continuing to work on mission and vision statements. She also said that there will be a new mentor program for county coordinators.

Recruitment

Chris Rusch, President Elect, introduced Sharon Bordeaux, who has offered to be a candidate for Secretary. Chris is still searching for someone to fill the position of President-Elect and First Vice-President. As reported above, Renee Taylor will take over as Newsletter Editor in 2020.

Treasurer's Workshops

Patrice reported that the workshops have gone well and there will be another November 1 in Tillamook; 6 people have signed up to attend. She has presented information on year-end duties and the reporting that is necessary. She has enjoyed getting to know the treasurers and learning of their successes and challenges. She would like all chapters to use QuickBooks and has been helping them do so. She noted that the Washington County chapter is using QuickBooks online and it is working for them.

Chapter Membership Guidelines

There was no discussion.

4th Quarter Leadership/Board Meeting

The 4th Quarter Leadership Forum and Board of Directors meeting will be held in Tillamook on November 1 and 2. A slate of officers for 2010 will be presented and the plans for Mini-College will be presented and discussed.

Silent Auction 4th Quarter Board Meeting

Sue Nesbitt reported that chapters have sent her photographs of the items that will be available for bidding on at the 4th Quarter Board of Directors meeting in Tillamook in November. She will be putting together a booklet of the photos of the items and sending it out to chapters so that any member may bid on them. Patrice noted that for a slightly higher percentage fee Square can be used to take credit cards online so that those not present at the meeting may pay directly instead of making arrangements for payment through the representative.

New Business

Budget Review

Patrice presented a proposed 2020 OMGA Budget based on figures from the 2019 budget. The items were reviewed by members of the Executive Committee, changes were made and items added. Patrice will send out an updated version of the budget to present to the Board of Directors at the 4th Quarter meeting.

OMGA/Chapter structural changes. Legal/banking. OSU liability/MOA Need for legal work and budget to do that.

Because of issues related to liability and banking regulations, changes may be necessary in the relationship between OSU and OMGA. It will be necessary to contact a lawyer for this which will incur costs; these costs need to be included in the budget. This information and the costs which could be \$6000.00 minimum will be presented at the 4th Quarterly meeting.

Sue and Eric attended recently a workshop for non-profits and spoke with an assistant to the State Attorney General about the issue with banks not recognizing some individual chapters related to the “know your customer” rule. The response was that the office is aware of the problem and that organizations other than OMGA have the same problem. The advice is that individual chapters should not incorporate but rather find a bank that will work with them. Sue and Eric will write up the information received and send it to the chapters.

There was a question of whether it is possible to make donations to individual chapters. The answer is yes, using the EIN of the chapter.

Seed to Supper changes

This was addressed in Gail's report.

Extension Fund OSU

This was addressed in Gail's report.

Jackson County Retreat Highlights

Eric attended the Jackson County Retreat held September 20. He noted that it is the largest chapter in the State and that they have many projects and like most chapters work to keep the Master Gardeners they train and to have the volunteers needed for the projects. The members mentioned that they did not like that OMGA would not let them use the term "veteran" for their trained Master Gardeners. Eric explained that it was not OMGA who had asked that the term not be used but OSU Extension and explained the rationale for making the request.

Election/Key Committee assignments

Chris, as President Elect, will be contacting chairs of the various committees to determine their interest in continuing as chairs.

Scholarship for distant chapters

At a previous Board of Directors meeting, Eric had noted that chapters that are distant and have limited funds find it difficult to attend OMGA Board meetings; he had suggested creating a scholarship to help these chapters. Eric led the discussion today by noting that it is difficult to come up with a plan without excluding chapters that felt they were also eligible to receive the scholarships. After further discussion, it was decided to present a plan to the Board of Directors in which three scholarships of \$100.00 each would be offered; the intent is to help those chapters who are distant from the meeting place and have treasuries with limited funds.

Review OMGA Objectives for 2019 Status

A leadership retreat will be held December 2 and 3 at Hopkins Demonstration Forest in Clackamas County to review objectives for 2019 and to plan for 2020, including continuing plans for Mini-College. All members of all chapters are invited.

Eric presented a document of his To-Do List as President of OMGA for 2019. See [Appendix D](#). He has been successful in accomplishing his goals for the year.

Marcille Ansonge
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

Appendix A Mini-College Discussion Agenda October 4, 2019

2020 Mini-College, Friday, July 24 and Saturday, July 25, 2020

1. Theme and Conference Name
 - a. Logo
2. Budget
 - a. Daily registration fee
 - b. What items to bundle and what items should be "A la Carte"
3. Marketing
 - a. Save the Date Card

Questions

1. Can Master Gardeners provide cookies for the breaks?

Notes

1. 2018 Registration fee covered the following expenses
 - a. Lunch
 - b. Beverage service for breaks: coffee, tea, water
 - i. Master Gardeners provided the cookies
 - c. Flower arrangement for registration desk and displays
 - d. Dorm social hour
 - e. Meeting facilities
 - i. Facility rental
 - ii. AV Support
 - iii. Tech Staff
 - f. Printing program book
 - g. Publicity
 - i. Advertising

- ii. G2 Logo
 - h. Speaker gifts
 - i. Handouts
 - j. Registration expenses
- 2. These items were “A la carte”
 - a. Banquet
 - i. Beverages
 - ii. Bar
 - iii. Decorations
 - iv. Entertainment
 - v. Programs and Certificates
 - b. Workshops
 - c. Tours
 - d. Breakfast

Appendix B

	A	B	C	D	E
1					
2					
3	2020 Mini-College Working Budget				
4					
5	2018 Mini-College Revenue			2020 Mini-College Revenue	Price
6					
7	Registrations with lunch	\$ 18,494.30		2018, Registrations	
8				Fri. 230 + Sat. 210 = 440	
9	Awards Banquet	\$ 3,195.00			
10	Beverages at Banquet	\$ 619.00		Possible Daily Fees	
11	Cafeteria Meals			\$45 per day	\$ 19,800.00
12	Breakfast	\$ 294.15		\$48.00 per day	\$ 21,120.00
13	Lunch	\$ 38.00		\$50.00 per day	\$ 22,000.00
14	Thursday Lunch	\$ 25.00			
15					
16	Mug Sales	\$ 100.00			
17					
18	Tours				
19	Oregon Gardens	\$ 580.00			
20					
21	Workshops				
22	Art of Nature	\$ 85.00			
23	Birdhouses	\$ 180.00			
24	Succulent Frame	\$ 380.00			
25	Table Centerpieces	\$ 240.00			
26					
27	2018 Expenses				
28					
29	Meeting Facilities	\$ 4,297.50		Meeting Facilities	\$ 5,994.00
30	AV Support	\$ 562.50		AV Support	
31	Tech Staff	\$ 50.00		Ballroom - \$300 per day	
32				All other spaces per space - \$200 per day	
33				Additional Microphones - \$10 per microphone	
34				Tech Support - \$35 per hour	
35					
36	Beverage Service - breaks	\$ 1,620.00			
37	Lunch	\$ 4,687.50		Lunch OSU, 2019, \$9.25 per lunch	
38	Decorations	\$ 81.91			
39	Dormitory Social	\$ 31.17			
40	Printing	\$ 6.50			

	A	B	C	D	E
41	Printing Directions	\$ 12.25			
42	Advertising	\$ 30.68			
43	G2 Logo	\$ 200.00			
44	Registration Expenses	\$ 1,912.00			
45	Badges, Ribbons, Favors	\$ 184.88			
46	Booklets	\$ 134.99			
47	Square Expense	\$ 731.82			
48	Speakers Gifts	\$ 1,183.50			
49	Speaker Handouts	\$ 120.86			
50	Volunteer Appreciation Social	\$ 24.97			
51	Snacks	\$ 98.27			
52					
53	Sub-total	\$ 15,971.30			
54					
55					
56	Workshop Expenses				
57	Succulent Frames	\$ 340.00			
58					
59	Banquet				
60	Banquet Expenses	\$ 4,042.00			
61	Bar	\$ 91.00			
62	Beverages	\$ 644.98			
63	Decorations	\$ 86.10			
64	Entertainment	\$ 200.00			
65	Programs and Certificates	\$ 150.56			
66	Sub-total	\$ 5,214.64			
67					
68	Oct. 4, 2019				

Appendix C

2020 Mini-College

Housing Options

1. Hilton Garden Inn: discounted rate, \$152 per night
2. Courtyard: discounted rate, \$142 per night
3. Oregon State University Dorm Rooms (2019 rate) (see attached sheet)

Oregon State University University Housing & Dining Services 2019 Residential Conferences Rates

Nightly Room Rates	
Room Type	Price per person
Standard Single	\$27.25
Standard Double	\$19.25
Bloss and West Single	\$35
Bloss and West Double	\$28
Tebeau Single	\$37
Tebeau Double	\$30

Multi-night Stay Discount*	
Number of nights	Discount
3-5 nights	2%
6-9 nights	5%
10-13 nights	8%
14+ nights	10%
*discount only applies to room rate	

Complimentary chaperone/staff rooms for youth groups	
One chaperone/staff room provided free of charge for every eight (8) youth.	

Linen Rates	
Set and packages*	Fee per person
Basic linen set	\$9
Upgraded linen package	\$23
*Sets and packages described below.	

Basic linen set - Guests make their own bed

- Includes a pillow, pillowcase, two flat sheets, wool blanket, and two towels.
- All linens are in a bag on the bed upon arrival.
- Upon departure, guests must place linen in the bag and take it and their pillow to the designated linen drop off location.
- Towel service available for an additional fee.

Upgraded linen package - Bed made prior to arrival

- Includes pillow, pillowcase, flat sheet, fitted sheet, micro-fiber blanket, towel, and washcloth.
- One towel service included.

Additional linen needs

For an additional fee, we will happily provide extra blankets or comforters for your group.

Room Type Information

- **Furniture:** All rooms are equipped with extra-long twin beds, desks and chairs, and closets or wardrobes.
- **Suite-style rooms:** Bloss and West Hall rooms have sinks, and two rooms are adjoined by a bathroom with a toilet and shower. Tebeau has three-room suites that share a small common space and bathroom.
- **Traditional/standard rooms (all other buildings):** Bathrooms are located on the floor, with individually-stalled showers. For guest comfort, we recommend bringing flip flops and robes for those staying in traditional rooms.

Hall Availability for Summer 2019

- Finley and Halsell halls will be unavailable. Bloss, Callahan, and West halls will have very limited availability.
- For groups wanting to stay in the International Living Learning Center, please contact us directly at uhsresconf@oregonstate.edu to discuss your options.

Conference Meal Rates		Additional meal information	
Meal	Price per person*	<ul style="list-style-type: none"> Groups that eat <u>all</u> of their meals with UHDS (at the dining center or through University Catering) will receive a discount. Prices to the left reflect our all-you-care-to-eat option, which may not be available in all dining centers. Additionally, we have increasing and decreasing conference meal cards available (similar to a credit or debit card), which may be used at any UHDS dining location, including our coffee shops. 	
Breakfast	\$7.25/\$7		
Lunch	\$9.25/\$8.75		
Dinner	\$10.25/\$10		
*Discounts available for groups that eat <u>all</u> of their meals through UHDS, either the dining centers or University Catering. This discount applies to the conference meal rate only.			

Appendix D

To-Do List OMGA

TASK	Lead	PRIORITY	STATUS	START DATE	DUE DATE	% COMPLETE
Review OMGA Job Desc	Sue	High	Deferred	10/3/2019	TBD	0%
OMGA Database	Seamus	High	Complete	1/1/2019	TBD	100%
OMGA Calendar	Julie	High	Not Started	ASAP	TBD	0%
OMGA Treasurer Orientation	All	High	In Progress	11/1/2018	12/7/2018	75%
OMGA Meeting Locations	Eric	High	Complete	1/1/2019	TBD	100%
OMGA Positions Desc.	Eric	Normal	In Progress	1/1/2019	TBD	75%
OMGA List Serve	Seamus	High	In Progress	1/1/2019	TBD	75%
Comprehensive Training List	Eric	High	In Progress	5/27/2019	TBD	0%
Officer Recruitment	Chris	High	In Progress	4/1/2019	11/2/2019	75%
OMGA Poll	Eric & Chris	High	Complete	9/28/2019	TBD	100%
Restart Mini-College	All	High	In Progress	1/1/2019	1/1/2020	25%
OMGA 1st Qtr ExCom	Eric	High	Complete	9/28/2019	1/31/2019	100%
OMGA 1st Qtr Board	Eric	High	Complete	1/1/2019	3/1/2019	100%
EEG presentation for 1st Qtr Board	Eric	High	Complete	1/1/2019	3/1/2019	100%
OMGA 2nd Qtr Ex Com	Eric	High	Complete	4/1/2019	5/1/2019	100%
OMGA 2nd Qtr Board	Eric	High	Complete	4/1/2019	6/1/2019	100%
OMGA 3rd Qtr Ex Com	Eric	High	Complete	4/1/2019	8/2/2109	100%
OMGA 3rd Qtr Board	Eric	Normal	Complete	1/1/2019	9/6/2019	100%
OMGA 4th Qtr Ex Com	Eric	High	In Progress	1/1/2019	10/4/2019	50%
OMGA 4th Qtr Board	Eric	High	In Progress	1/1/2019	11/2/2019	25%
OMGA Retreat	Eric	High	In Progress	1/1/2019	12/10/2019	0%
Item	Eric	High	In Progress		TBD	0%
Item	Eric	High	In Progress		TBD	0%
Item	Eric	high	In Progress		TBD	0%