

FINAL

**LINCOLN COUNTY MASTER GARDENER ASSOCIATION
February 8, 2016 Executive Board Meeting
Newport Public Library McEntee Meeting Room**

(* indicates documents that will be attached to the final meeting minutes filed in the Secretary's notebook in the Extension MG Office)

Board Members Present: Donna Davis, Dawn Henton, Heather Fortner, Liz Olsen, Mary-
Ellen Townsend

Board Members Absent: Karen Jones, Pat Shaw, Emilie Blume

Non-Board Members Present: Jeff Olsen, Pam McElroy, Cathi Block, Judie Rickus, Becky
Stiles

President Donna Davis called the meeting to order at 10:05 a.m. Becky Stiles agreed to act
as Secretary pro-tem due to the absence of Karen Jones.

Approval of Previous Board and Planning Meeting Minutes: Heather Fortner moved that
the minutes of the January 16, 2016, planning meeting and board meeting be approved as
published. Mary-Ellen Townsend seconded the motion, and the favorable vote of the board
was unanimous .

Financial Reports: Below is a summary of LCMGA financial information as of January 31,
2016:

Account Balances:

CD 6728:	\$10,073.82
CD 8906:	\$15,055.13
Checking:	\$10,287.28
Savings:	\$ 5,054.80
Scholarship:	<u>\$ 5,000.32</u>
Total:	\$45,471.35

Income/Expenditures:

Income YTD:	\$ 397.65 (\$16,605 budgeted)
Expenditures YTD:	\$ 190.91 (\$16,605 budgeted)

Dawn Henton noted that in the proposed budget, under General Management Expenses, a
\$98.55 expense incurred for the January Planning Meeting was posted to "Chapter
Programs - Activities and Field Trips" rather than to "Conferences and Meetings." It was
agreed that the \$98.55 expense should be moved to "Conferences and Meetings." Dawn also
questioned the \$250.00 "Consultant Fee," since a consultant was not used for the Planning
Meeting. After some discussion, it was suggested that the three sub-categories under
"Conferences and Meetings" (i.e., Supplies, Room Rental, Consultant) be eliminated, with the
Treasurer simply noting the type of expense in the treasurer's report. It was moved and
seconded that 1) the treasurer's report be approved as submitted; 2) Emily be informed of
the changes discussed above; and 3) a new Budgeted v. Actual Expense report for January
be generated reflecting the above changes.

Audit Committee Report: Judie Rickus represented the audit committee, consisting of herself, Ron Benfield and Julia Cook, and distributed and discussed the 2015 Audit Report.* Items specifically discussed were:

1. The audit committee emphasized that Emily Blume has excellent tracking and organizational skills, and that the financial records appear to be in good order.
2. In items #1 through #3 of the audit report, the committee recommended that the chapter look into increasing liability insurance and insurance for replacement of owned items, and to create a written and pictorial record of items owned by LCMGA.
3. In item #8 of the audit report, it was suggested that the Treasurer use the monthly board meeting minutes to maintain a "Financial Motions Notebook" to help clarify and track motions for financial action. The Treasurer has agreed that this will be done.

Judie raised a concern that LCMGA, a non-profit organization, has been accumulating an increasing amount of money in its treasury. She suggested giving thought to ways to donate or distribute our earnings back to the community, as the IRS requires. Donna Davis suggested looking into donating funds to the Lincoln County Extension Endowment Foundation, and Liz Olsen supported the idea. The various ways LCMGA donates to the community, such as donating produce from the demonstration gardens to Food Share and putting on Round Tables open to the public, were also discussed. It was agreed that guidelines for the role of a non-profit organization such as ours need to be followed.

Budget Report:

The Budget Committee Report (consisting of Emily Blume, Nancy Kloak, and Claudette Schroeder) for the 2016* proposed budget was presented. The committee found the budget was reasonable and workable, and had several recommendations, including:

1. Eliminating the Income Account "Savings Transfer for Budget Balance." After discussion, the board determined this was a necessary item and should be retained in order to show a paper trail for funds moved into the budget from savings as needed, including for any expenses approved by the board throughout the year.
2. The Budget Committee redefined several expense categories in order to allocate funding for in-house training, off-site training, management training, OSU and OMGA training, and member appreciation.
3. The committee noted that the exact cost of renting the fairground facilities for the Spring Plant Sale was not known as of the date of their report, and therefore that budget item may need to be changed.

Old Business:

Donna distributed a list of the 2016 LCMGA Goals, compiled at the January planning session, and also reviewed Article II of the LCMGA Bylaws, to-wit:

Article II – Purpose

The Lincoln County Master Gardener™ Association is a service organization supporting the Oregon State University (OSU) Extension Service Master Gardener™ Program and dedicated to:

1. Educating and supporting Lincoln County residents by providing leadership in the use of effective and environmentally responsible horticultural techniques.
2. Promoting and providing education and fellowship opportunities for LCMGA members.

Report of Liz Olsen, Program Coordinator:

1. Liz will provide demonstration garden contracts and agreements (#8 in the Audit Report).
2. The 2016 Lincoln County Fair will take place August 19 – 21. A committee needs to be formed to plan LCMGA's support and activities. Liz will notify us of scheduled events and publicity deadlines for the Fair in a timely manner.
3. Liz reminded members that the OSU Non-Discrimination/ADA "boilerplate" statement must be used on all publicity items. She has already emailed versions, but will see if there is an even more condensed statement that can be used.
4. LCMGA members must sign up with Heather in the front office to reserve meeting or office space in the Extension building.
5. There is an "in box" for LCMGA information in the file cabinet on the right in the Extension lobby.
6. OSU Master Food Preserver training will be held at the Linn-Benton Extension Office. There are six eight-hour sessions.

Seafood and Wine Festival

Jeff Olsen reported that plans are proceeding on schedule.

Spring Plant/Garden Sale

1. Cathi Block reported that planning for Plant Sale supplies, space, table rental and educational booths is proceeding. A Plant Sale committee meeting will be held in March.
2. Cathi reported that 2016 will be her final year as Plant Sale Chairperson. The Board needs to find a new chairperson as soon as possible so he/she can begin learning the plant sale procedures. We all appreciate Cathi's leadership for the past five years as the Plant Sale chairperson. She has done a wonderful job.

Quest

Cathi, Jill Johnson and Michael Christy have been investigating "Quest," a Hatfield/Sea Grant coastal activity. Cathi has talked with Cait Goodwin, Quest coordinator, about developing Quest events in our demonstration gardens and perhaps expanding to other gardens throughout Lincoln County. There was a positive response to having Cathi, Jill and Michael continue with their efforts.

Plant Expo

1. Pam McElroy distributed a written report of expenses, history and publicity for the upcoming Plant Expo. She estimates that seven people would be needed for an organizing committee.

2. After discussion, it was agreed that the “fit” is good for LCMGA to participate and perhaps lead the Plant Expo in the future, and that we should establish a toe hold in the organization. However, at the present time members felt that LCMGA already has a heavy workload during the next several months, with the Plant Sale, Lincoln County Fair and Master Gardener Week, and that more time is needed to assess the Plant Expo needs and commitment level.

3. Dawn Henton moved that we limit our involvement in Plant Expo this year so we can learn more about what will be needed to organize and run the event. Mary-Ellen Townsend seconded the motion.

4. Following more discussion, Dawn made an amended motion that LCMGA offer to be in charge of the Information/Help Desk and manage the holding area for the 2016 Plant Expo. Mary-Ellen Townsend seconded the motion, and the motion was passed unanimously.

Budget Modification

1. Heather Fortner provided financial information about the cost to add member photos and brief biographical information to the annual LCMGA directory. She estimates printing and postal expenses will be \$375.00.

2. Discussion followed about how to obtain photos and biographical information, while agreeing that this was a worthwhile effort to pursue. Nancy Kloak will head the project. It is possible that this year only the 2016 student photos will be put in the directory.

3. **Mary-Ellen Townsend moved that we allocate \$400.00 for the development, printing and mailing of the new directory. Dawn Henton seconded the motion, and it passed unanimously.**

4. It was suggested that LCMGA donate funds to provide supplies for instructor Susan Coast’s “Seeding and Propagation Class, to be held Tuesday, March 1, 2016. **Dawn Henton moved that \$200 be allocated to Susan Coast for class supplies. Mary-Ellen Townsend seconded the motion, and it passed unanimously.**

There being no other business to come before the board, the meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Becky Stiles, Secretary pro-tem