

FINAL

LINCOLN COUNTY MASTER GARDENER ASSOCIATION
September 12, 2016, Executive Board Meeting
Newport Public Library

(* 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, Heather Fortner, Dawn Henton, Karen Jones, Emily Blume, Mary-Ellen Townsend, Liz Olsen

Non-Board Members Present: Cathi Block, Jill Johnson, Nancy Kloak, Ann Geyer, Pam McElroy, Holly Brandwen

President Donna Davis called the meeting to order at 10:05 a.m., and made the following announcements:

- a) Pat Shaw has volunteered to be on the bylaws review committee, and Judie Rickus's name was suggested as a possible Budget Committee Chairperson. Judie is currently out of the country, and Donna will contact her upon her return.
- b) Cathi Block has been putting together a slate of officers for the 2017 LCMGA year.
- c) A Nonprofit Organization Training workshop will be held in Florence on November 12, 2016, from 8:30 to 3:00. The keynote presentation, "7 Things You Should Know to Protect Your Tax Exempt Status," will be given by Joe Kroll, Audit Manager for the IRS. There will be three Breakout Sessions focusing on specific topics of interest to members of non-profit groups, including a session dedicated to answering the following "4 Common Questions"*:
 - i) Can a nonprofit organization have too much profit?
 - ii) Can nonprofits engage in political activities?
 - iii) Can nonprofits lobby?
 - iv) Can nonprofits make a profit?LCMGA will pay for the registration costs for current LCMGA board members or members who are interested in being on the board.

Approval of Previous Board Meeting Minutes: The following corrections were made to the July 18, 2016, executive board meeting minutes:

- a) On page one, under "Approval of Previous Board Meeting Minutes for June," the minutes were further corrected to clarify that "OMGA will let local chapters know by July what their budget will be for the *2017 International MG Convention*."
- b) On page 3, Item a) of the MG Program Coordinator Report, the final sentence ("If a new contract is not in place by the time the old one expires, the existing contract will likely be extended") was replaced by "The existing OCCC demo garden agreements are in the process of being extended through September, giving all parties time to meet to discuss renewal terms."
- c) On page 3, Item e), the paragraph now reads: "The deadline for 2017 International Search for Excellence submissions is August 1. Gail Langellotto requested that the Yaquina Bay Lighthouse Garden be submitted as an Oregon entry. Michael Christy and Liz Olsen are working on the application package."

- d) On page 4, Item g), Ann Geyer has agreed to assist Liz with (rather than “take over”) the administration of the Lincoln County MG website.

With those changes, Heather Fortner moved and Dawn Henton seconded that the minutes be approved as corrected, and the vote was unanimous to do so.

Financial Reports*: LCMGA financial information as of August 31, 2016, is summarized below.

Account Balances:		
CD 6728:	\$10,091.47	
CD 8906:	\$15,073.91	
Checking:	\$ 9,667.14	
Savings:	\$ 4,055.06	
Scholarship:	<u>\$ 5,000.63</u>	
Sub-Total:		\$43,888.21
Demonstration Garden Balances:		
Lincoln City OCCC Garden:	\$ 99.79	
Newport OCCC Garden:	\$ 142.76	
Oceanview Garden:	\$ 279.60	
Yachats Garden:	\$ 1,199.99	
Yaquina Bay LH Garden:	<u>\$ 2,353.57</u>	
Sub-Total:		\$ 4,075.71
Overall Total		\$47,963.92
Income/Expenditures:		
Income YTD:	\$16,205.00/\$21,774.15	
Expenditures YTD:	\$16,205.00/\$19,082.92	

LCMGA Treasurer Emily Blume, along with President Donna Davis, recently participated in a Quicken training session with Katherine Johnson, OMGA Treasurer. Emily said that using Quicken would provide more clarity for the budget, in addition to simplifying the treasurer’s job.

Liz pointed out that \$500.00 per year is allocated for use in all demonstration gardens, and any balance left in individual demo garden accounts will be carried forward. It is important that all garden coordinators are made aware of the funds available for use in their gardens.

Demonstration Garden Reports:*

All of the demonstration garden coordinators reported good turnouts at their respective open houses during Master Gardener Week. Specific comments included:

- a) Yachats Garden: In spite of a bit of wind, the open house was a great success. In addition to having refreshments available, Loyd Collett gave an excellent grafting demonstration, and Betty Bahn and Verna Collett gave tool and bird attracting demonstrations. Potatoes were harvested, and the garden looked amazing.

- b) Yaquina Bay Lighthouse Garden: The weather on the day of the open house was “truly awesome.” Highlights of the day were the Drum Circle experience, the construction of an obelisk in the garden, and a visit from a reporter from the Newport News Times. Various vegetables were harvested throughout the day, bringing the total produce donated from YBLG to the Newport Food Pantry to 183 pounds to date and 47 pounds from the day’s harvest, with more to come.
- c) Lincoln City OCCC Garden: The majority of north end Master Gardeners, along with Liz Olsen, Cathi Block and Donna Davis, attended the open house on a windy but sunny day. Refreshments were served, and there was plenty of good conversation! One of the visitors even signed up for the 2017 MG class! The best news: the flea beetle problem seems to be resolved, thanks to the control efforts of the apprentices!
- d) South Beach OCCC Garden: Special guests at the open house were OCCC President Birgette Rysliger, David Price, Director of Small Business Development and Community Education at OCCC, and Eric Dunker, OSU Cost Regional Administrator. The garden looked great, thanks to the hard work of the apprentices and coordinators.
- e) Oceanview Adaptive Garden: The AG Team was proud to present the newest demonstration garden in its full summer glory. The theme was “Tea and Tunes,” with herb teas served with fresh herbs from the garden, and cookies provided by Oceanview. Background tunes from the 30’s, 40’s and 50’s wafted through the garden. The most often asked question from visitors was “what’s next?” We can’t wait to find out the answer to that question.

OMGA Representative Report: Heather Fortner and several other LCMGA members attended the recent Mini-College, held on the campus of Linfield College in McMinnville. Heather read notes from Sue Nesbitt and Marcia Sherry, thanking LCMGA for our donations to the silent auction and for providing beautiful table decorations, compliments of Cathi Block and Jill Johnson. A list of “OMGA Board of Directors Takeaways”* was provided and is summarized below:

- a) A simplified version of the OMGA financial reports was presented and accepted.
- b) All chapters are encouraged to participate in the “Bicycles and Roses” theme for displays for the convention center for the International Master Gardener Conference in 2017. LCMGA members are VERY enthusiastic about decorating a bicycle for this event.
- c) The 2017 OMGA budget was approved, taking into account that there will be no mini-college in 2017, but all grants to the chapters will be available.
- d) Liability issues and progress: The OMGA president and treasurer met with an attorney who advised them on the paperwork OMGA can file with the IRS to make all chapters’ liability policies more effect, after which OMGA will provide all chapters with the necessary documentation. In the meantime, all chapters are encouraged to keep their liability policies in force. Once OMGA has proof of completion of the IRS filings, all chapters will be notified and provided information for their own liability policies.

Lincoln City Health Fair

Cathi Block has submitted a project request form for our chapter’s participation in the upcoming health fair for all Lincoln City employees, to be held October 13, 2016, from 7:00 a.m. to 11:30 a.m. Cathi and Claudette are willing to staff a booth at the event, and possibly provide round table type discussions on a monthly basis if there is any interest. No funding is necessary at this time.

MG Program Coordinator Report: Liz Olsen reported as follows:

- a) Several requests have been received from north county area organizations for Master Gardeners to speak at events. Liz recommended that multiple community collaborations on MG events, such as round tables, would likely be a more effective use of MG resources. She has sent emails to that effect to the requesting groups. A few requests have been declined, either because they do not meet our MG mission (i.e. Rain Garden) or we do not have the resources available.
- b) The Lincoln City newspaper, The News-Guard, has a new editor, and Liz hopes that with the change, more news about Master Gardener events and programs will be featured in the paper.
- c) The last session of the Seed to Supper program was held on August 30, 2016. Liz believes it was a viable program that was well received, although the program is geared to participants with a higher level of gardening knowledge than this year's group had. All participants, instructors and students learned a great deal -- including the need to be adaptable. She hopes that the current partner agencies will take over next year's program at their location, so that we may possibly introduce the S2S program in Toledo or Newport.
- d) The garden contracts with OCCC for the Lincoln City and South Beach gardens are still a work in progress.
- e) Master Gardener Week was very successful.
- f) LCMGA's participation in the Lincoln County Fair went well. The tomato tasting and vegetable displays were very successful, and the children's activities worked well. The Adaptive Gardening booth had over 100 visitors. The LCMGA static displays were not easily visible to the public, and next year we will request that they be re-sited.
- g) The paperwork has been submitted for Oregon's entry for the 2017 International Search for Excellence -- none other than our own Yaquina Bay Lighthouse Garden.

New Business: Ann Geyer presented a prototype of an online website for Lincoln County Master Gardeners, and provided an information sheet* outlining the website's purpose, organization, features and costs. While there is still plenty of work to be done, the prototype was truly amazing and exciting. Donna suggested appointing a budget committee prior to entering into any contracts for a vendor or a server. Ann is willing to help with training as needed. **Attached as an addendum to these minutes is a sheet prepared by Ann Geyer containing information about the purpose, organization, key features and costs of the website.**

We all appreciate Ann's hard work and expertise in sharing the prototype with us, and we are all enthusiastically looking forward the establishment of the website.

The next board meeting will be on Monday, October 10, at 10:00 a.m. at the Newport Public Library McEntee Meeting Room.

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

Respectfully submitted,

Karen Jones, LCMGA Secretary

Addendum
LCMG Assn Website
9/12/2016

Purpose:

1. Facilitate the educational mission of Master Gardeners.
2. Communicate with the public about MG program and available resources.
3. Support MGs acquire and maintain certification.
4. Provide central location for Lincoln County resources.

Website Organization

1. Home Page
2. About LCMG Association; provide a personal face to the organization.
3. MG Program – provide a personal invitation to be a Lincoln County MG; link to the OSU site for more information and application form.
4. Demo Gardens – describe each garden, list goals and projects, provide an easy reference for location, promote garden-centered activities and events.
5. Resources – our archive of information organized in a number of different ways.
6. News and Events – build awareness about our organization; publish MG events; recognize efforts of our local volunteers.
7. Member info – facilitate member access to frequently needed information; provide a means to efficient communication with members; reduce dependence on email as primary communication method.
8. Report Hours – fast access to OSU site for reporting hours.
9. Blog – mechanism for MGs to add an individual touch to information.

Key Features

1. Easy to use application for creating content and managing site.
2. Large storage archive for all of our information.
3. Photo gallery to digitize activities and events – support for the historian role.
4. Document library – archive of LCMGA developed materials; point rather than duplicate OSU or other research information.
5. Automated contact list of interested parties.
6. Event registration/RSVP.
7. Calendaring.
8. Marketing emails to support plant sale and other events.
9. Lots of modern applications available to support the business side of MG – online store, event management, etc.

Costs

1. Annual hosting \$300 (includes custom URL)
2. Photo purchase \$100 (for stock photos)