

FINAL LINCOLN COUNTY MASTER GARDENERS ASSOCIATION
Executive Board Meeting
March 13, 2017
Newport Public Library Meeting Room

Board Members Present: Ann Geyer, Sharon Busby, Kristi Kind, Donna Davis, Deanna Trail and Liz Olsen

Non-Board Members Present: Jeff Olsen, Cathi Block, Pat Shaw and Jill Johnson

President Donna Davis called the meeting to order at 10:12 am and advised that she recently attended a master gardener leadership conference. She wasn't able to attend the treasurer section but did go to the secretary section and how to conduct a meeting. She will be sharing information with board members.

Minutes

Secretary Kristi Kind advised of an item that there was a request to include, read the additional text out loud, got one additional correction on a name, and then asked for a motion to approve the February minutes, as corrected. **Deanna Trail made a motion to approve the February minutes, as corrected, and Sharon Busby seconded. Motion passed.** February minutes will be emailed to Ann Geyer for inclusion on the LCMGA website and hard copies will be placed in the office notebook and secretary notebook.

OMGA Meeting

Ann Geyer presented a report after attending the quarterly OMGA meeting. Copy attached. Highlights included the need for a permit to be obtained for the plant sale as an added effort to control Japanese Beetles, annual award nominations, scholarships available, a new OMGA website and bylaw changes.

Committee Reports

• Seafood & Wine

Jeff Olsen reported a successful event with new students and veterans working well together. Net profit from this year's event came out to approximately \$2,500. (Final amount will be reflected in the treasurer's report. (\$2546.93))

• Spring Garden Sale

The Spring Sale Mission reads as follows: to offer to the community reasonably priced, healthy, well rooted plants that are suitable for growing in the coastal climate, to raise funds for LCMGA educational projects and to provide gardening advice.

• Scholarship

A change was made to accommodate and include home school students. The next meeting will be in April. We can make a public statement about the winning recipient and a photo may or may not be used, depending on the permission from the winner.

Gardens

• Yachats meeting notes are attached. Highlights include plant clinics on second Sunday from May through September, home school students hope to be working in the garden this year and the drip irrigation system is being extended to some of the in-ground community plots.

• Lincoln City provided a report (attached) and highlights include more lunch & learn meetings are being set in the Lincoln City area, some maintenance is getting done and they are looking into replacing the farmer's market booth over to an open house in the garden on market days.

Coordinator Report

*Board members who haven't done so yet, need to fill out annual Conditions of Volunteer Service form. Criminal Background History checks need to be done for anyone who will be working with students. See Liz to get that done – it's required of all volunteers.

*We will not be participating in the local volunteer fair to be held on March 25th but will provide some printed information with the 4-H representative who will be in attendance.

*Parole and Probation is looking for some help with getting some gardens started as part of their "TAPS" transition program. Liz asked their representative to fill out a Special Project Request Form and also attend the round table meetings. We will see how invested they are in getting MG help and go from there.

*The National Association offers a social media managers online support group. For LCMGA Facebook we need to record who the facebook site owner is and add administrators. Liz Olsen is OSU admin and Ann Geyer and Deanna Trail will be our LCMGA overseers.

*Gripping over the years about doing Farmer's Market booths involving difficulties getting set up, lugging things in and out, etc. There is also a smaller class of apprentices this year. So, instead of requiring students to take a Farmer's Market shift, they will instead be required to visit two demo gardens in addition to the one they are working in. An idea that could possibly be put into practice next year is partnering with Fred Meyer to run some help desk events in their garden department. This would be indoors and out of potential inclement weather.

*This year we will not be doing Master Gardener Week during the same week as the Lincoln County Fair. Fair is set for August 17th - 20th and Master Gardener Week will be the prior week: August 6th - 13th. Yachats is already doing their regular plant clinic on the 13th, so their open house/plant clinic tour will be on the 13th. Lincoln City requested the 6th and the rest will fill in during the middle of that week. Possibly Harry Olsen could do a vertical garden demonstration some time during the week, with half done in Lincoln City and half in Newport – just a thought.

*Board members are role models for the rest of the organization. It is important for them to be seen offering to mentor apprentices, working shifts at the help desk and otherwise actively participating in MG activities.

*Seed to Supper is on track for the Siletz site. Kathy Robinson is being very proactive and actively recruiting volunteers for the upcoming "train the trainers" session. Donna and Liz will do a site visit on the 20th. Judy Kloos and some other veteran MG's from Siletz are slated to assist with this Oregon Food Bank/OSU sponsored project.

Financials

Donna reported that 80% of the Seafood & Wine booth proceeds are to go to the scholarship account. \$4,000 will be transferred to the Lincoln County Foundation to facilitate the LCMGA scholarship. The scholarship account will have about \$12,000 total between LCMGA and LCF. The demonstration gardens each have their own account listing and the **treasurer will email monthly reports to each demo garden coordinator** with the goal being that they use rolled over funds from previous years first. Through February 2016, total income is \$6456.96 and total expense is \$3396.93. Account Balances sheet shows an overall total of \$48,226.30. The Year 2016 Audit Report advises of a \$248.84 overage on year end assets but overall the accounts are in conformance with generally accepted accounting principles. To date, there are 86 paid members – this includes 5 life members who do not pay dues to LCMGA or OMGA. There are 19 unpaid members at this point. The current students have not been added to the list, yet.

New Business

Donna explained the process of nominations for Lincoln County Master Gardener of the Year & Behind the Scenes awards, as well as the State level awards. The winners from the previous year are charged with selecting at least one other MG veteran and/or possibly a new member to form a search committee. An announcement will be made at the March/April meeting asking for any nomination to be submitted to the committee. The committee will then rate the nominees based on set guidelines and complete LCMGA part of the application package along with submitting a photo of the nominees. The completed application package should be forwarded to Liz Olsen, who completes the OSU Program Coordinator recommendation write-up, does an additional write-up and passes the information along to OMGA. If there is a person who has qualities involved with activities in our county that are consistent with State levels (perhaps a past Lincoln County winner), then the form for the State nominee can be filled out and passed on to Liz for additional write ups and passing on to the OMGA.

A list containing upcoming MG activities was submitted for inclusion with the minutes. (attached) There is a general meeting scheduled for March 30th at the OCCC Community Room, 2 – 4 pm. The general meeting will include offering seed packets, nursery discount cards, badge stickers for veterans who have re-certified and an easter egg dying activity. Tentative plans are in place to hold general meeting number two during a summer picnic, meeting number three during the apple squeeze and the fourth as a planning event for the next year.

Ann Geyer requested that issues with the website be added to next months meeting agenda to go over what to put on the public calendar and the possible use of a drop box with access to board members. There are three year's worth of minutes on the OSU website. Discussion needs to be held about how much we want to store on the LCMGA website and the cost involved.

Deanna Trail requested two items for the April meeting agenda:

- Discussion of the audit findings
- Discussion hopefully led by Cathi Block with information about a hoop house

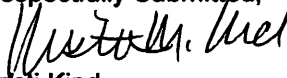
Liz presented a brief power point overview of the Seeds to Supper program to conclude the meeting.

Meeting adjourned at 12:24 pm

Attachments

OMGA State Representative Report
Yachats Community Demo Garden Report with map
Lincoln City Demo Garden Report
YTD Income/Expense Report
Account Balances
Year 2016 Audit Report
Calendar of upcoming events

Respectfully Submitted,


Kristi Kind
LCMGA Secretary

To: LCMGA Board

From: Ann Geyer, OMGA State Rep.

Re: March 4, 2017 OMGA Quarterly Meeting Report

1. **All MG Plant sales require a state temporary nursery license.**
Gail Langellotto reported that due to the efforts of Dept. of Agriculture to address Japanese Beetle infestation, it has recognized a need to have better oversight of how plants are transported into and within the state. Therefore DOA has contact OSU extension and other non-profit organizations that hold plant sales to remind us of the state requirement to get a permit. I posted the 2017 permit application form that Gail provided to our website, under the plant sale section.
2. **Japanese Beetle Update**
OMGA published Gail Langellotto's article in the Sep 2016 newsletter. Gail is planning to distribute a more formal Fact sheet shortly.
3. **International MG Conference**
Early registration is now closed. Over 1200 individuals are registered which is near to the cut off level. Gail will be calling for volunteers to help at the conference, mainly for onsite registration desk, introduce speaker, and place centerpieces. The registration will include a transit pass.
4. **Annual Award Nominations due May 15—No grace period this year.**
Use form on the OMGA website.
5. **Scholarship Applications also due May 15**
There were no 2016 applications for the Ray McNeilan Scholarship that funds a new college student. Perhaps we can reach out to local high schools to make them aware.
6. **Chapter Dues are due April 1**
7. **OMGA website has been redesigned.**
Much easier to use. OMGA will no longer provide paper copies of documents and forms that are posted to the site. Includes the Treasurer's Handbook.
8. **OMGA Audit completed**
No problems found.
9. **OMGA Bylaw Changes**
OMGA had a non-profit attorney review Articles and Bylaws and recommend changes. Major modification was to remove the Termination clause from Bylaws since this term is required by state to be in the Article. Note LCMGA also has a termination clause in its Bylaws which should be removed. Other changes were to bring bylaws into confirmation with current practices.

YDCG Meeting Notes
February 17, 2017

Participants: Melinda Robinson, Pat Shaw, Loyd & Verna Collett, Diana Pinto, Betty Bahn, Joanne Kittel, Beth Nicholson, Liz Olsen, Donna Hadden, Hoyt Husing, Lisa Sanders, Paul Clinton, Carita Edson and EldaLee Carnes.

Meeting opened by Melinda Robinson at 9:33am. Current YDCG account balance is \$1361.57 and includes \$150 from the Yachats Ladies Club and \$500 from LCMGA (attached). LCMGA total of all bank accounts is \$42,189.23. Mark has provided a new Drip System map (attached).

Joanne Kittel spoke about the Ya-XAIK Trail that starts between the Overleaf and Fire-side forming a 1.15 mile loop. March 18 at 1PM, Loyd Collett will be speaking at the Cape Perpetua Visitor Center about the trail systems.

Zucchini will not be grown in used tires which could be seen as unsightly.

Open Houses will be the 2nd Sunday of each month, May through September. Same topics as last year.

Gratitude to Paul Clinton for repairing the beds.

Plant Sale is May 20th and 21st. Veggie growers are needed. Discussion of MG individual plans of plants to be grown for the Plant Sale. Cathy Block has bags of growing medium and 4" pots. One bag per 25 pots. Contact Cathy Block.

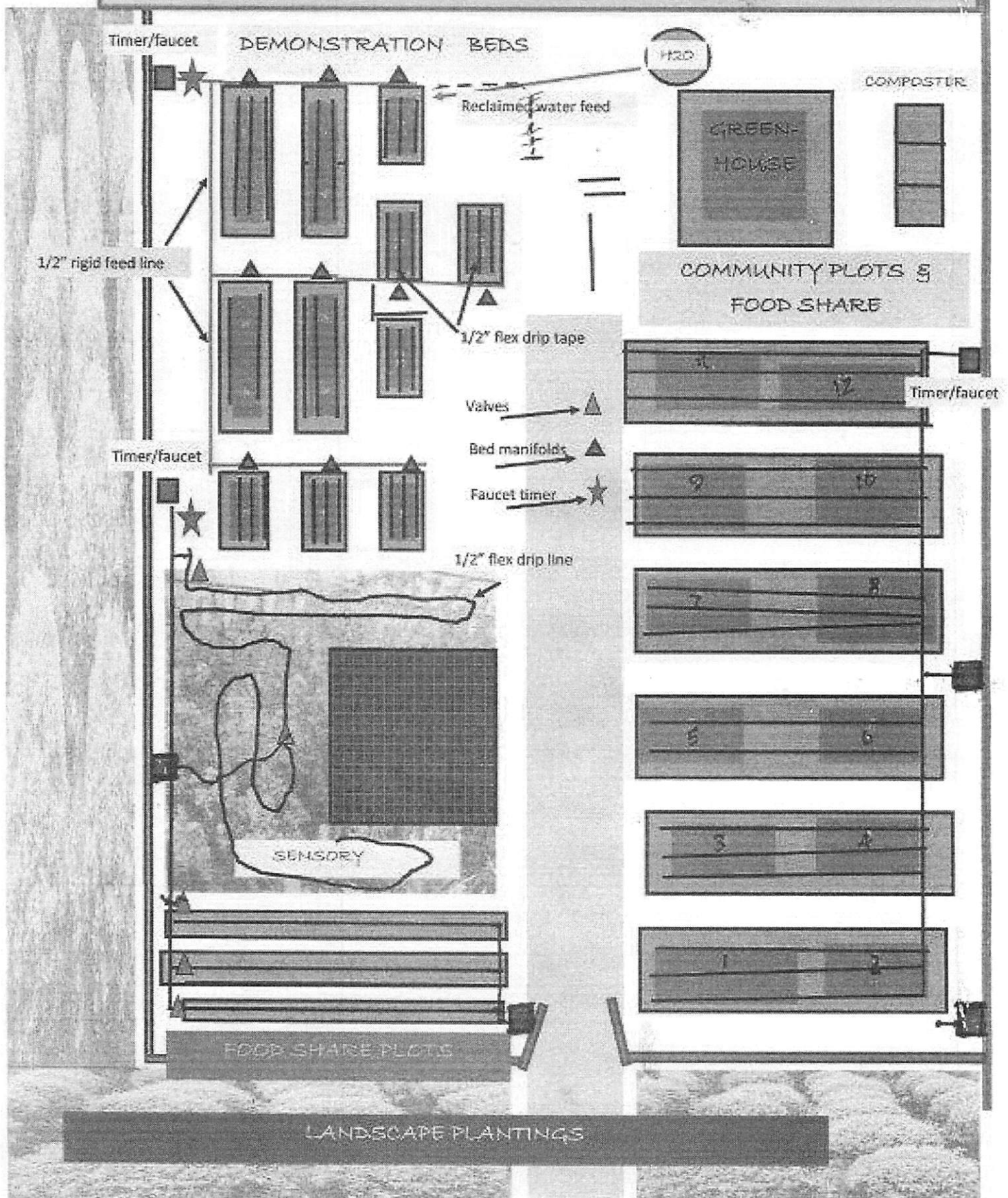
Yachats Home schooled Group has requested to work in the garden.

- 1) Could be the gardening project for a MG apprentice.
- 2) Raised Bed is preferable to a plot.
- 3) OSU requires every MG volunteer working with children to complete the Criminal History Check (CHC) and if you have been an Oregon resident less than 7 years you will also need to be fingerprinted. Fingerprinting can be done in Newport at the Courthouse for a fee of \$25. Fingerprinting can be done in Corvallis at the OSU Security Department free of charge.
- 4) Liz will check to see if OSU Liability coverage will apply. LCMGA also has a Liability Policy that may provide coverage. Liz will delve further into the liability issue.

More news from Liz, March 7 from 9 - 11 are the Demo Garden Demonstrations for the current class. The Fair will be August 17th - 20th. Master Gardener Week could be August 7 - 13.

10:40 adjourned

YACHATS DEMONSTRATION & COMMUNITY GARDEN



Lincoln City Demonstration Garden

Summary of Coordinator's Meeting

2/24/2017

Present: Nancy Hatley, Mary Jane Bonelitz, Ron Woodard II

1. Ron declined being the third co-coordinator for the garden
2. Presentation March 7th to the students will be prepared and presented by Mary Jane. Nancy will be late to class so Mary Jane will request to go last, hoping that Nancy will make it for introductions.
3. Signup sheets will be posted by Liz for the apprentices to select 1st and 2nd choice for gardens to work in. There is a possibility that we may get one student for 2017.
4. Planning meeting is tentatively scheduled for April 10th at 10:00 at the OCCC Conference Room in Lincoln City. Mary Jane will make arrangements for the room and to notify all North County MGs regarding the meeting. The date will be confirmed once we know if we have a student and if that person is able to meet on April 10th.

5. Necessary Maintenance:

- Replace Cloche Plastic
- Replace Informational Signage board that were created last year
- Replace Battery for irrigation system
- Identify native grasses and create signage for the grasses

6. Points for discussion at planning meeting:

- Student project-Mentor?
- Need to replace vs amend the soil in the beds (Beds currently have red clover cover crop)
- Plan out Garden. Flea beetles were less last year. Need to discuss if and where vegetables will be planted
- Anne Schatz may be available to create a pollinator bed.
- How long will Jennifer be using the greenhouse and for what purpose? Mary Jane will call her
- Open House – Never been successful. Suggested possibility of doing "10 Minute University" at the Farmer's Market for Master Gardener week
- Future of the ineffective irrigation system. Is it functional if repaired or is it too ineffective to be utilized?
- Obtaining cloche plastic and recovering the cloche
- Replacing informational signage
- Where will we get plants for the garden?
- Date of work party to prepare the garden and to plant the garden

7. Assignments:

Mary Jane –

1. Create and make presentation to students on March 7th
2. Arrange for room at OCCC for April 10th
3. Notify North County Gardeners of planning meeting
4. Contact Liz regarding summary reports from previous year's students. In particular looking for the student who planted native grasses as we are not able to identify them
5. Create watering list and contact MGs to sign up to be responsible for a week or two during the summer.

Nancy –

1. Create "Cliff Notes" for the garden identifying items such as locations of the key to the battery, lock combination, use of irrigation system . . .

Ron –

1. Pick up sandwich board at the Extension Office and put it in the LC Greenhouse

LCMGA - 2017:19

1/1/2017 through 12/31/2017 Using LCMGA 2017

3/2/2017

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Category Description	1/1/2017 Actual	- Budget	12/31/2017 Difference
INCOME			
Contributions	117.00	100.00	17.00
Dues	1,088.00	1,258.00	-170.00
Grants	200.00	200.00	0.00
Interest Earned	0.16	40.00	-39.84
PSP #5 YachatsDemo-Comm.Garden	150.00	400.00	-250.00
Savings to Transfer	0.00	2,624.00	-2,624.00
SE #1 SpringGardenSale Inc	70.00	13,000.00	-12,930.00
SE #3 FundRaisers Inc			
Other SE #3 FundRaisers Inc	0.00	50.00	-50.00
TOTAL SE #3 FundRaisers Inc	0.00	50.00	-50.00
SE #4 Seafood&Wine	4,831.80	7,200.00	-2,368.20
TOTAL INCOME	6,456.96	24,872.00	-18,415.04
EXPENSES			
Awards			
Other Awards	45.00	750.00	705.00
TOTAL Awards	45.00	750.00	705.00
Chapter Programs (Activ & Fd Trips)	60.00	1,300.00	1,240.00
Community Events & MG week	0.00	100.00	100.00
Conferences & Meetings			
Other Conferences & Meetings	104.41	460.00	355.59
TOTAL Conferences & Meetings	104.41	460.00	355.59
Contributions-Given	0.00	100.00	100.00
Dues OMGA	0.00	600.00	600.00
Education & Training	0.00	700.00	700.00
Grants & Scholarships			
2017 IMGC	0.00	600.00	600.00
Advanced MG Training	0.00	780.00	780.00
MG Class	110.00	220.00	110.00
TOTAL Grants & Scholarships	110.00	1,600.00	1,490.00
Historian	0.00	100.00	100.00
LCMGA			
Equipment			
Other LCMGA:Equipment	0.00	500.00	500.00
TOTAL Equipment	0.00	500.00	500.00
Storage Rental	0.00	767.00	767.00
Supplies	118.41	200.00	81.59
Tablet Att Mobile	34.40	200.00	165.60
TOTAL LCMGA	152.81	1,667.00	1,514.19
Library			
Books	0.00	100.00	100.00
TOTAL Library	0.00	100.00	100.00
Newsletter & Website	0.00	750.00	750.00
Postage-general	48.88	100.00	51.12
Printing-general	79.15	495.00	415.85
PSP #1 MG Class Exp	0.00	500.00	500.00

LCMGA - 2017:19

1/1/2017 through 12/31/2017 Using LCMGA 2017

3/2/2017

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Category Description	1/1/2017 Actual	- Budget	12/31/2017 Difference
PSP #10 Scholarship	0.00	4,000.00	4,000.00
PSP #11 Seed to Supper	0.00	400.00	400.00
PSP #4 Yaquina Bay	0.00	500.00	500.00
PSP #5 Yachats Garden Exp	0.00	500.00	500.00
PSP #6 Newport Demo Garden	0.00	500.00	500.00
PSP #7 Lincoln City Demo Garden	0.00	500.00	500.00
PSP #8 Mobile Help Desks	0.00	200.00	200.00
PSP #9 Oceanview	0.00	500.00	500.00
Roundtables	0.00	200.00	200.00
SE #1-SpringGardenSale	432.26	4,000.00	3,567.74
SE #4- SeaFood & Wine Festival	2,284.87	3,000.00	715.13
Travel	0.00	450.00	450.00
Volunteer Appreciation	79.55	500.00	420.45
TOTAL EXPENSES	3,396.93	24,572.00	21,175.07
OVERALL TOTAL	3,060.03	300.00	2,760.03

Account Balances - As of 2/28/2017

As of 2/28/2017

3/10/2017

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Account	2/28/2017 Balance
Bank Accounts	
Cert. of Dep 6728	10,096.98
Cert. of Dep 8906	15,073.91
Checking	10,440.00
Lincoln City Demo	524.14
Newport Demo	469.37
Oceanview Demo	356.90
Savings	3,168.20
Scholarship	5,000.89
Yachats Demo	861.57
YBLG Demo	2,234.34
TOTAL Bank Accounts	48,226.30
OVERALL TOTAL	48,226.30

**Lincoln County Master Gardeners Association
Year 2016 Audit Report**

To: Donna Davis, LCMGA President and the LCMGA Board

The undersigned have audited the financial records of the Lincoln County Master Gardeners Association (LCMGA) for the period for January 1, 2016 through December 31, 2016. We met on February 9, 2017 with the past treasurer, Emily Blume, and the incoming treasurer, Sharon Busby, to review records and to express an opinion on these financial records based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosure in the financial records. An audit also includes assessing the accounting principles used. We believe that this audit provides a reasonable basis for our opinion.

In our opinion, the financial records referred to above present fairly, in all respects, the financial position of the Lincoln County Master Gardeners Association for the given fiscal year, and are in conformity with generally accepted accounting principles. However, it should be noted that neither the outgoing nor the incoming treasurer were able to reconcile the year end assets, which remain with an overage of \$248.84 at the time of this audit.

Additionally, the audit committee met on January 26, 2017, before the audit, to prepare for the audit.

Items from the 2015 audit:

- 1. The audit committee noted that issues with inventory and insurance had been carried over for several years. The 2016 committee agrees with the 2015 audit committee that if the Board does indeed want to change their insurance situation, a committee to study this should be formed.**

However, Donna Davis, LCMGA President, indicates that the Board believes that the current liability insurance coverage of one million dollars for the demonstration gardens is sufficient at this point. LCMGA will continue to self-insure items owned by LCMGA and located at these gardens. The contents of the LCMGA office are covered by OSU insurance, per Liz Olsen. Thus, there is not a need to form a committee to study this issue at this time.

- 2. The 2015 audit committee also discussed the difficulty of tracing financial motions made in board meetings, together with their subsequent enactments. While motions are not easily traceable, they can currently be followed to their appropriate conclusion**

with some effort. It was suggested that the Financial Motions notebook be updated monthly, and that dates and actions be included until the motion is complete.

Per Emily Blume, the outgoing treasurer, this change in practice has been made. She further emphasizes the importance of keeping these records up to date in the future.

In conclusion, we would like to commend both Emily Blume and Sharon Busby for their excellent record keeping, and the ease with which they are making this transition.

Respectfully signed and submitted,
LCMGA Audit Committee

Lisa Sanders, Co-chair

Julia Cook, Co-chair

Calendar 2017

March -

3rd - 4th OMGA 1st Quarter – Leadership & Board meeting Salem Extension office

7th A.M. Presentation, Demo garden, Help Desk, Farmers Market & Clinics P.M. “Plant propagation”

Susan Coast seed starting (honorarium)

9th Round table – Ornamental, Landscape Plants for Coast” Heather F – MG Npt OCCC -10:00-12:00

13th LCMGA Board Mtg - Audit response - All Members invited – see Agenda on Website

14th A.M. “Berries & Small Fruits” Bernadine Strik P.M. “Exam” Potluck & Graduation

16th Round Table – “All About Roses” Zack Npt OCCC – 10:00 – 12:00

16th & 17th Veteran Office Orientation 1:00-2:00 – Bill H. MG office RSVP 541-574-6534 X57411

20th Lunch Talks – “Plants for Pacific NW Coast” Lincoln City 11:00 – 1:00

21st Master Gardener class office Orientation & sign ups A.M. & P.M. (students only)

23rd Round Table – “Native plants for your Yard” - Anne Geyer & ?? -MG Npt OCCC - 10:00-12:00

28th Composting Class - James Cassidy Advanced MG Class - Npt OCCC -9:00 – 1:00

29th Seeds to Supper Training class – Siletz Community Cultural Center

30th General Mtg - Seed & Plant exchange/Budget Vote - Npt OCCC 2:00-4:00

April -

1st - Dues sent to OMGA

4th Sedum Gardens workshop – South Beach Community Center 10:00-1:00 (RSVP)

7th - Scholarship committee receives applications from Lincoln County Foundation(first week)

10th - LCMGA Board Mtg LCMGA of Year & Behind the scenes Nomination

All Members invited – Agenda on Website -Possible Events: Loyalty days, Beverly Beach event

13th Round Table - “All about Micro Greens” Sonja Lovas MG – Npt OCCC - 10:00-12:00

20th Round Table - “Native Bees; Honey Bees” Anne S. & ?? MG - Npt OCCC - 10:00-12:00

30th – Scholarship selection completed & Name of recipient forwarded to LCF.