

Final

**LINCOLN COUNTY MASTER GARDENER ASSOCIATION
Executive Board Meeting Minutes – Newport Public Library
June 8, 2015**

**(Documents marked with a * will be attached to the final meeting minutes
filed in the Secretary’s notebook in the MG Office)**

Board Members Present: Pat Shaw, Karen Jones, Emily Blume, Liz Olsen, Jeff Olsen, Carol Schriner

Board Members Absent: Dawn Henton, Heather Fortner, Mary Jane Bonelitz

Non-Board Members Present: Donna Davis, Becky Stiles, Pam McElroy, Cathi Block

The meeting was called to order by president Pat Shaw at 9:30 a.m.

The minutes of the April 13, 2015, LCMGA meeting were approved.

Financial Reports dated May 7, 2015 and June 3, 2015: There were no changes or corrections to the financial statements. The LCMGA financial information as of May 31, 2015, is summarized below:

Account Balances:

CD 6728	\$10,054.40
CD 8906	\$15,017.54
Checking	\$21,059.32
Savings:	\$ 5,054.48

Income/Expenditures:

Income year to date:	\$19,197.09
Expenditures year to date:	\$ 7,183.04

A certificate of deposit is maturing in July. **Jeff Olsen made a motion to allow the treasurer to renew the CD when it comes due. Carol Schriner seconded the motion, and it passed unanimously.**

President’s Report:

July Meeting: The next scheduled LCMGA meeting will be July 13, 2015. However, the board retains the option of canceling either that meeting or the August meeting in the event there is little or no business to discuss. Members will be notified of any cancellation.

Auction Items for State Master Gardeners Conference. Pat indicated that Betty Orr is collecting auction items for the State MG Conference, which will be held August 7 and 8, 2015. The auction items should have a value of at least \$25.00, and

all proceeds will be used for scholarships. Please get the auction items to Betty before the end of July. Jeff Olsen will deliver the items to the August OMGA meeting.

Continuing Business:

Plant Sale Report: Cathi Block reported that the plant sale brought in \$11,533.16 (gross), which was significantly more than was raised in 2014. Tomato sales alone raised \$2,500.00. Several factors helped make the sale so successful, including:

- More growers and therefore more inventory;
- Providing potting soil to growers;
- The sale was earlier in the season;
- There were several other events the weekend of the sale that brought people into town;
- Great publicity thanks to the publicity committee;
- For the first time, credit cards were accepted;
- Veterans and apprentices were willing and enthusiastic about helping out.

Cathi will talk to Todd Williver about the possibility of using the Lincoln County Fairgrounds for future plant sales should the Armory become unavailable.

Program Updates:

- The trip to the Thyme Garden will be on June 18.
- There will be a general meeting and plant swap on Tuesday, July 21, at the Port of Toledo Waterfront Park from 10:00 to 11:00 a.m. Heather is arranging for food to be provided.

Audit Procedures: In a report presented at the February 2015 LCMGA board meeting and attached to the minutes for that meeting, the Audit Committee made several recommendations to the board. Based on that report, Pat Shaw presented audit policy and procedure recommendations* put together by she and Heather Fortner, which resulted in the following actions being taken:

1. **With regard to establishing dollar amounts for LCMGA assets for inventory purposes, the following policy was proposed: LCMGA will inventory those items at our various physical locations with a value over \$200.00 and a projected life span of over five years.**

Jeff Olsen moved that the policy be adopted. Carol Shriner seconded the motion, and the motion was passed unanimously.

2. **With regard to who should authorize check requests, the following policy was proposed: Check requests exceeding \$100.00 shall be authorized by one of the following board officers – president, vice president, or secretary**

- or the related event or garden coordinator. If a signature cannot be obtained at the time of the request, the email authorization is to be attached until a physical signature can be obtained.

Jeff Olsen moved that the proposed policy be adopted. Carol Schriener seconded, and the policy was unanimously approved.

3. The following procedures were proposed and will be implemented:

a. The treasurer shall adjust the budget to reflect board motions to amend, and use a Memo column to explain any variance more than 10% over or under the budgeted amount.

b. The annual audit shall not be conducted until after all the prior year's board minutes are approved in order to have the complete set of minutes available.

4. Still to be addressed is the following: Do we have liability insurance and do if so, do we need additional coverage?

OMGA and Mini College:

1. Jeff Olsen reported that he has completed the OMGA 2nd quarter report.

2. Jeff indicated that links should be provided on the website soon for housing at Mini College. Flyers will also be available soon.

3. Jeff will be attending the OMG Membership and Leadership Forum, which will be focused on member retention.

4. Pat Shaw has requested funds from OMG for a scholarship to allow our chapter's "Master Gardener of the Year" to attend Mini College.

5. Liz Olsen indicated that LCMGA has applied for a \$500.00 Extension Educator Grant in support of a sustainable irrigation system for the Yachats Demonstration Garden, and the grants will be awarded at the Mini College. **Jeff Olsen moved that up to \$200.00 be allocated from our budget for the purpose of sending a member of the Yachats Demonstration Garden to Mini College. Carol Shriener seconded the motion, and it was approved unanimously.**

Garden Expo: The expo will be held June 20 at the Newport Intermediate School. LCMGA volunteers will be performing soil tests, selling tomatoes and native plants, and answering gardening questions. Pam McElroy will be presenting an adaptive gardening seminar. The event is a fundraiser for the food pantry and the Snack Pack program.

New Business:

Office Move: Liz reported that "we are still working our way into the building." There will be an open house in July or August. There is very little parking available

and that is an issue that is being worked on. Anyone visiting the Extension Office should not park in any of the spots dedicated to the business to the east, lest their car get towed away.

Lincoln County Fair: Todd Williver has asked that our MG chapter participate in fair events by having speakers, demonstrations, or other events during the fair weekend (August 14, 15, and 16). Liz will get an e-mail sent out to members asking for ideas or suggestions. A couple of thoughts were discussed, including having a tomato tasting at the fair and doing a worm bin demonstration. Master Gardener week will be coordinated with the fair. Liz will work with Heather and Dawn.

Nominating Committee: Pat Shaw has started putting together a nominating committee. Please contact her if you want to be on the committee or have a suggestion for members.

Equipment: Suggestions for the purchase of new equipment and/or furniture are welcome and should be submitted to Liz. There is definitely a need for a new computer. Jeff will do some research and report at the next meeting.

Search for Excellence: At the request of the Mini College coordinators, Liz will prepare a list of those in our chapter who have been members for 20 years or more, so that they can be recognized at Mini College.

Finally, Liz indicated that two apprentices from the Lincoln City area have dropped out of the program.

The meeting was adjourned at 11:35 a.m.

Respectfully submitted,

Karen Jones, LCMGA Secretary