

**FINAL**

**Lincoln County Master Gardeners Association  
Executive Board Meeting Minutes – Lincoln County Extension Office  
February 9, 2015**

**(Documents marked with a \* will be attached to the final meeting minutes  
filed in the Secretary’s notebook in the Master Gardener Office, for members’  
review)**

**Board Members Present:** Pat Shaw, Karen Jones, Liz Olsen, Jeff Olsen, Mary Jane Bonelitz, Carol Schriener, Dawn Henton, Heather Fortner, Emily Blume

**Others Present:** Jill Johnson, Donna Davis, Pam McElroy, Becky Stiles, Sally Reill, Sonja Lovas, Cathi Block, Judie Rickus

**President Pat Shaw, who welcomed all the attendees, called the meeting to order at 9:30 a.m..**

**Approval of Minutes for Board Meeting held on January 12, 2015.** No corrections were identified, and thus the minutes were approved as documented.

**Financial Reports for December 2015:** LCMGA bank account totals as of 1/31/15 are as follow:

CD 6728	\$10,046.13
CD 8906	\$15,017.54
Checking	\$ 8,625.23
Savings	<u>\$ 5,054.07</u>
Total	\$38,742.97

**Report of the Audit Committee:**

The Audit Committee Report\* for 2014, prepared by committee members Donna Davis (Ch.), Dawn Henton, and Lisa Saunders, indicates that the committee found the financial records of LCMGA to be in conformity with generally accepted accounting principals. Donna summarized the report and answered questions or provided additional information as needed. Donna also provided a graph of chapter assets over an approximate ten year period\*, which showed the improvement in the chapter’s financial situation over the past few years. President Pat Shaw thanked the committee for its diligence and hard work.

**Continuing Business:**

PR and Newsletter: Becky Stiles passed out the Publicity Committee Report.\* The committee, consisting of Elizabeth Griffith, Web Stiles, and Becky Stiles, will divide publicity responsibilities as follows: Elizabeth will handle Facebook entries, and

Web and Becky will prepare a monthly gardening column for the newspaper (the first such column has already been published). In addition, Mary Jane Bonelitz indicated that she is working on the chapter website and newsletter. Becky requested that the committee be informed well ahead of time (a month in advance, if possible) of any event needing assistance from the publicity committee, using the LCMGA Event Publicity Planning Form\* to be filled out and submitted to the committee. Pat thanked the committee for getting off to such a great start.

Seafood and Wine Festival: Jeff Olsen reported that he has obtained a copy of the Certificate of Insurance for LCMGA's participation in the Festival, and that there is a full roster of volunteers for the event, including several apprentices. He also indicated he would be requesting approximately \$800.00 in working capital for the event. Jeff reiterated that new members are needed on the Seafood and Wine Festival Committee.

2015 Plant Sale: Cathi Block reported that the plant sale would be held on Saturday, May 16, 2015, which is a week earlier than last year's sale. Set-up will begin the Wednesday prior to the sale (May 13<sup>th</sup>). She has volunteers for most of the event slots, with the possible exception of Native Plants. Cathi picked up 100 native plants at the Yamhill County plant sale, and at the appropriate time Sally Reill will send out information about starting plants from seed. Cathi let us know that for every 25 plants a member provides to the sale, they will receive a free bag of planting compost. Liz Olsen will be interviewed on the "Extension Spotlight" radio show on May 4, 2015, and will be promoting the plant sale during that interview.

Program Updates: Dawn Henton has emailed chapter activities for the month of February, and will send out such emails monthly. She thanked Cathi Block for the amazing job she has done arranging upcoming Round Table discussions.

VPs Dawn Henton and Heather Fortner have planned various chapter events for 2015, including visits to gardens in the immediate area and beyond. Dawn noted that our chapter has budgeted \$700.00 for "Member Appreciation," and suggested that part of the \$700.00 be used to help defray some of the cost of chapter programs, transportation, entry fees, etc., as a form of member appreciation. Becky Stiles asked if there was a separate line item in the budget for "Activities." Jeff Olsen indicated there was not, but that if the board agreed, one could be added prior to the general meeting in March, when the 2015 budget will receive final approval. **There was general agreement that a line item for "Chapter Programs" in the amount of \$1,000.00 should be included in the budget with an income item to transfer a like amount from savings. The president asked for a motion. Carol Schriener moved that a "Chapter Programs" line item be included in the 2015 budget in the amount of \$1,000.00. Jeff Olsen seconded the motion, and it passed unanimously.**

Membership Meetings: Heather Fortner suggested that a fifth general chapter meeting, probably to be held at the end of May, be added to the four already

scheduled. The meeting could be combined with a “make & take” event, or be a learning experience. The board generally agreed that a fifth general meeting would be a valuable addition.

Membership Dues Update: Mary Jane Bonelitz reported that 28 LCMGA members have not yet paid their dues. Mary Jane, Heather and Dawn will divide up the names and place personal telephone calls to non-paying members to encourage them to pay their dues. Mary Jane indicated that this would be the last year she will assume responsibility for collecting chapter dues.

Oceanview Adaptive Garden Project: Pam McElroy reported that she has arranged for workers from Angell Job Corps to assist in readying the garden for use by the residents of Oceanview Assisted Living Center, at no cost to the chapter. She also provided an Oceanview Adaptive Gardening Status Update\* for our review. The Adaptive Garden Project started in 2013, and approximately \$1,400.00 has been spent on the project since that time. The money has come from grants and chapter funds. Pam requested that a line item in the sum of \$500.00 be added to the 2015 budget for the Oceanview Adaptive Garden to continue construction of the garden, and to purchase plants and planting medium. After discussion of the request, **Heather Fortner moved that the budget be amended to include a \$500.00 line item with a corresponding income item from savings for the Oceanview Adaptive Garden. Carol Schriener seconded the motion, and the motion was approved.**

OMGA: Jeff Olsen reported that the next OMGA meeting would be on March 7, 2015, in St. Helens, Oregon. Our quarterly chapter report to OMGA will include 2014 Accomplishments by Goals, 2015 Goals developed in the annual Planning Session, and the list of Round Tables scheduled, all to be submitted electronically by the February 28<sup>th</sup> deadline.

### **New Business:**

Fairgrounds/Fair Planning: Todd Williver, Lincoln County 4-H Agent, gave us an overview of the upcoming changes to the 2015 Lincoln County Fair. Town & Country Fair Association will no longer be putting on the fair, and as a result the Lincoln County Extension Service has agreed to do so. Todd is enthusiastic about the project, and believes it is time for a “new vision” for the fair to celebrate all of the things that Lincoln County does right. He hopes that the LCMGA will continue to participate in the fair activities, and perhaps take on a bigger role. Todd is also hopeful that a Junior Master Gardener program can be instituted in Lincoln County. In the meantime, he wants to revitalize the various school gardens that have been allowed to languish. He encouraged us to participate in this effort.

Office Equipment: Mary Jane indicated that eventually the chapter would have to discuss a new printer/computer.

### **Report of the Program Coordinator:**

Office Move: Liz Olsen reported that the actual move into the new Extension Office will probably take place in May, and that the Master Gardener office will be a larger space than we currently have. It is hoped that we can purchase a small refrigerator/freezer to keep plant and insect specimens.

One of the apprentices, who lives in Lincoln City, has a shed on her property that she is willing to donate to LCMGA. The Lincoln City garden coordinators Kent Norris and Diane Gettis will be contacted to see if they are interested in the garden shed.

Mileage Rate Change: Liz indicated the mileage rate would now be 57.5 cents per mile, per OSU travel policy.

Updated Logo: The OSU Master Gardener logo has been updated, and county names can now be added. Liz passed around a sample of the new logo.

Other: Sam Angima has been promoted to Assistant Dean of Outreach and Engagement for OSU and as of March 2, 2015, he will no longer be our Regional Administrator. Kaety Jacobson will be our County Leader. A search is underway for an interim and permanent Regional Administrator.

There will be an OMGA Leadership training workshop in Tillamook on March 7, 2015.

There being no other business to come before the board, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Karen Jones, Secretary  
LCMGA

**The next board meeting of the Lincoln County Master Gardener Association will be held on Monday, March 9, 2015, at 9:30 a.m., at the Lincoln County Extension Office.**