

FINAL

**Lincoln County Master Gardeners Association
Executive Board Meeting Minutes – Lincoln County Extension Office
March 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)

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, Sonja Lovas, Cathi Block, Judie Rickus, Elizabeth Griffith, Robyn Hansen, Mary Cutting

President Pat Shaw called the meeting to order at 9:30 a.m.

Approval of Minutes for February 9, 2015, Board Meeting. The minutes were approved as amended (the spelling of Judie Rickus's first name).

Financial Reports for February 2015: LCMGA financial information as of 2/28/15 is as follows:

Account Balances

CD 6728	\$10,048.27
CD 8906	\$15,017.54
Checking	\$12,555.11
Savings	<u>\$ 5,054.19</u>
Total	\$42,675.11

Income/Expenditures

Income YTD:	\$ 7,132.01
Expenditures YTD:	\$ 3,628.59

President's Report

There was a drawing for a t-shirt to thank those who responded to Betty Orr's request for office help. The t-shirt was won by Stacey Maier.

Pat Shaw received a fund request to replace or repair various items for the Lincoln City MG Farmer's Market booth (i.e., replacements for the rolling cart, a chair, and a lock; and repair of the canvas canopy). Donna Davis pointed out that budget item PSP #8 (Mobile Help Desk – Farmers Market) provides funds for such requests. Pat will pass that information on.

At the February 9, 2015, board meeting, the Audit Committee presented its report for 2014, and at that time it was suggested that a task force be set up to review the list of open items identified in the report, as well as the committee recommendations to the board, to see what has been addressed and what needs to be addressed. Pat Shaw and Heather Fortner volunteered to be on the task force.

At the January and February board meetings, new budget line items totaling \$1,500 were approved by the board and added to the proposed 2015/16 budget. Board president Pat Shaw is concerned adding to line items to the budget on a regular basis will adversely affect the

LCMGA budget. Jeff Olsen and Heather Fortner pointed out that the timing of the addition of the budget line items was so they could be approved at the March general meeting, and that following approval of this year's budget, it is unlikely that any more line items will be added to it. Liz Olsen advised and the board agreed that it is always our goal to be fiscally responsible.

Continuing Business:

Publicity: Becky and Web Stiles's newspaper gardening columns have been informative and well received. Press releases are also being sent out to the local radio stations, newspapers and websites. The publicity committee would appreciate receiving photos to include in press releases as well as to post on the LCMGA Facebook page. Please send information forms to the publicity committee a month in advance for upcoming MG events so that they can be publicized.

Seafood and Wine Festival: Jeff Olsen reported that the LCMGA booth at this year's S&WF was the most successful to date, netting \$3,741.00. Over the 5 years of festival participation, our chapter has netted \$15,322.00. Many thanks to the S&WF committee and volunteers for their hard work in making this a very successful fundraiser for our chapter.

2015 Plant Sale: Cathi Block will try to reach her contact at the Armory (who is only there one day a week), to get the final cost figures for the use of the venue. She also will need an insurance rider. Since 2015 is the 15th anniversary of the LCMGA plant sale, there were several suggestions for including that occasion in the publicity for the sale. Needless to say, we all appreciate the hard work and dedication Cathi has put into her position as plant sale coordinator.

Jeff Olsen mentioned that some MG chapters have started taking credit cards at their fundraising events and have reported increased sales as a result. That possibility will be looked into.

Program Updates: The leaf-printing-on-t-shirts round table was well attended and a great success. Many thanks to Heather for her artistic expertise. There will be a general meeting on March 20 at the Newport Library Meeting Room. General meetings will also be held on August 18, and in October and November. In addition, Dawn and Heather passed around a sheet with upcoming "Fun Team Activities"* planned for the rest of the year. Information will be forthcoming as the dates for the various events draw near.

Membership Dues Update: Mary Jane Bonelitz prepared a synopsis of 2015 LCMGA Dues Payments.* In summary, there was a 9% drop-out rate, including 5% of members who did not pay their dues or respond to phone or email messages. The current LCMGA membership is 114, which includes two members who have moved from the county but pay their dues in Lincoln County, 16 apprentices and 96 veterans. At the last board meeting, Mary Jane, Heather and Dawn volunteered to contact those members who had not paid their dues, which resulted in several members paying up, and we appreciate their efforts.

Oceanview Adaptive Garden Project: Pam McElroy reported that since the last board meeting, Angell Job Corps masonry workers spent several days removing river rock, pampas grass and other overgrown plants; leveling the area; laying $\frac{3}{4}$ minus rock and tamping it down; and installing brick edging. They also located a previously unknown drain and water valve that had been buried. In addition, and a trug (see photo below) has been built for use in the adaptive garden, and there are enough materials to build at least one more.



made of
sustainable fir

2 sizes

ideal for gardens
and patios

Pam is also involved with the Oregon Coast Gardening and Landscape Expo, which will be held at the Intermediate School on June 20, 2015. Pam has been asked to present a seminar on adaptive gardening. There will also be a MG booth. Pam will send sign-up sheets for volunteers to work in the booth as the date approaches.

Scholarship Committee Report: Members of the scholarship committee (Judie Rickus, Heather Fortner, Dawn Henton, Mary Cutting, and Donna Davis) provided the board with a status report on the LCMGA scholarship. The committee has established a rubric and eligibility requirements for the scholarship, and had hoped to award the \$1,000.00 scholarship at the end of the 2015 school year through the auspices of the Lincoln County Foundation (LCF). However, LCF must approve a “letter of agreement” between LCMGA and LCF at one of its two annual meetings before the scholarship can be awarded. LCF’s next annual meeting is in May, and the committee hopes to have a letter of agreement ready for approval by that time. It is anticipated that the scholarship will be awarded in 2016. Several board members requested the scholarship committee provide monthly reports on the status of the scholarship, and the members of the committee agreed to do so.

Demonstration Garden Updates. Liz Olsen reported that there are coordinators for each garden. With regard to the proposed donation of a shed to the Lincoln County garden, Mary Jane has seen the shed and taken photos of it. She said it is beautiful and huge, and will take quite a bit of effort to move it to the Lincoln City garden.

OMGA: Jeff Olsen reported that all but three counties had representatives at the March 7, 2015, OMGA board meeting in St. Helens, Oregon. The OMGA board has \$102,000.00 in assets. The IRS requires that one year’s operating expenses be held in reserve, with the rest going to the various OMGA programs. OMGA is putting a great deal of effort into membership retention. The next OMGA meeting will be June 6, 2015. Jeff also reported that OMGA is planning to change its yearly schedule so that new officers are installed at such a time so that they can direct the budget for the upcoming year. Chapters can also make that change if they wish, and that might be something our chapter might consider.

New Business:

Project Planning. Cathi Block suggested that a procedure be developed for proposed projects, including obtaining bids and cost information up front, providing a timeline and budget amount, and identifying those who would be working on the project. Pat Shaw and Cathi, and hopefully a couple other members, will work on putting together such a procedure. Donna indicated she had a project request form that might be a useful example. Cathi will report on this item at April’s board meeting.

Engaging New Members: Our chapter needs to involve new members in LCMGA. Several good ideas were suggested for consideration. This will be an ongoing effort for our chapter.

Report of the Program Coordinator:

Office Move: Liz Olsen reported that the move into the new Extension Office will occur during the week of either May 11 or May 18. The Master Gardener office will be located on the south side of the second floor, overlooking the bay, and will be the largest office in the new building.

There is an elevator in the building, a break room on the second floor, and a kitchen on the first floor. The May LCMGA board meeting will be at the current Extension Office location; the June meeting will be at the new location.

Liz has ordered a dumpster, recycle bin, and shredder to be delivered to the current Extension Office from March 25 to April 8. A committee needs to be put in place to oversee the retention or destruction of LCMGA records, starting with the boxes in the attic. The LCMGA Record Retention Policy* must be followed. Cathi, Jill, Mary Jane, and Dawn will begin going through the boxes in the attic. More volunteers would be appreciated.

Updated Logo: Liz passed around a handout* with information about the new OSU Extension Master Gardener logos, along with information on how to obtain the logos online.

Todd Williver, Lincoln County 4-H Agent, is spearheading a “training the trainers” Junior Master Garden Program workshop to be held at the current Extension Office on April 25, 2015, from 9-2. This program was developed by Texas A&M and is not an OSU program. Anyone who is interested in the training should contact Todd.

Liz reported that LCMGA members have been requested to participate in several events, including the following. Liz will provide more information as it becomes available.

- Earth Day celebration to be held on April 18, 2015, at the Lincoln City Cultural Center.
- Beverly Beach Science Camp, which will be held the weeks of May 4th to 8th and May 26th to 29th.
- The annual Newport Loyalty Days parade, which will be held on 5/2/15.
- The Lincoln County Fair to be held from August 14-18, 2015.

Liz provided information about the OSU Travel Per Diem Rates* and OUS Summary of Travel Reimbursement Rates,* both of which became effective on January 1, 2015. These rules will be followed by LCMGA. She also indicated a volunteer is needed to coordinate the Newport MG Farmer’s Market booth for the upcoming year, as Sharon Fuller will no longer be the coordinator.

2015 will mark the 20th year of the affiliation between Newport elementary schools (first Yaquina View, then Sam Case) and State Parks for the Yaquina Bay Lighthouse garden. Master Gardeners have been coordinating this project for at least ten years. There may be changes in that affiliation during the 2015-16 school year due to new school configurations. Liz has been coordinator of the garden for ten years, and is looking for a successor.

Graduation for the current class of apprentices will be March 17, complete with a potluck lunch.

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, April 13, 2015, at 9:30 a.m., at the Lincoln County Extension Office.