



Washington County Master Gardener Association Board Meeting
February 12, 2018
 MINUTES

Attendees: Marilyn Berti, Kathy Nokes, Marti Farris, Tim Lanfri, Marilyn Turner, Louise Gomez-Burgess, Shirley Wolcott, Leslie Ray

Meeting called to order: 10:09am by Marilyn Berti

| TOPIC: PRESENTER(s) | DISCUSSION | ACTION/DECISION |
|---|--|--|
| Chapter Relations: Shirley Wolcott | <ul style="list-style-type: none"> Master Gardeners of Note display board received many positive comments at Chapter meeting. Thank You cards were appreciated by those receiving. Several members nominated for next month. Thank you cards and stamps handed out to those nominating. | <p>Action: Board members to send out assigned Thank You cards in one week and notify Shirley of completion per policy revision.</p> <p>Louise to add names to Chapter Chat.</p> |
| Budget: Marilynn Turner | Marilynn handed out 2018 budget with a list of board members responsible for each budget item and approval of its expenses. The Awards and Recognition budget will move to the Director of Chapter Relations under the policy revision. | Action: Let Marilynn know if errors. Board members signing off on reimbursement requests for a budget expense not assigned to them must inform the budget “owner” of the items and expense they are approving. |
| Awards and Recognition Policy Revision: Shirley Wolcott | Policy update, developed by Shirley Wolcott and committee was sent out before board meeting. Reviewed and discussed. Policy attached. | Outcome: Motion to accept 1/26/2018 policy as presented. Motion seconded and passed unanimously. |
| Intel Benevity Contributions: Tim Lanfri | College scholarships were given several years in the past but ended as process was very cumbersome. Item 1.5 To award scholarships for post-secondary education . . . “ was added to Article 1: Purpose in the By-laws” at that time. We could likely find an easier way to administer scholarships in collaborating with PCC’s Landscape program. | Action: Tim, Sue, Susan Pursue partnering with PCC to provide Landscape program scholarships, under PCC administration. |



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| Financial Policy Update: Kathy Nokes, Marilyn Turner | <ul style="list-style-type: none"> Continuing work on financial policy update. Challenges regarding changing ownership of PayPal and Square accounts. | Action: Marilyn to send updated policy draft before March meeting. |
| Garden Updates: Susan Albright (via email) | PCC Rock Creek: Received \$1500 grant from Hardy Plant Society and the Metropolitan Garden Club of Portland is dissolving and providing \$5k. | |
| Restricted Funds: Marilyn Turner | Oct. 2017 board passed motion that any donation of restricted funds must receive Board approval before acceptance. Clarification given that restriction must be consistent with our policies. Concern expressed that solicitation for donations be coordinated at chapter level. | As neither Dave Winchester or Susan Albright were present, discussion tabled until later meeting |
| Chapter Chat: Louise Gomez-Burgess | Date due for Chapter Chat articles changed to 19 th of month. Photos related to topic are welcome and should be sent in high resolution. | Action: Include first and last names of author and people mentioned. Include info on new due date for Chapter Chat entries so that committee leads know. |
| WCMGA Chapter Projects: Marilyn Turner and Marilyn Berti | Work on list continues. Marilyn is mapping projects to the purpose stated in By-laws and pulling in costs, volunteer hours, and #s served. | Report due date to be determined |
| Demo Garden - Porta Potty: | Board voted to fund a porta-potty until the end of 2018. Options are to buy or rent a porta-potty, (Option A or B in the Demo Garden proposal). | Action: Motion to fund was made, seconded and passed. Type of porta-potty will be decided based on results of Demo garden closure discussion. |



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| <p>Demo Garden Input Discussion: Marilyn Berti</p> | <p>What questions, if any, do we want answers to, to clarify the Demo Garden proposal for our discussion next month? Question raised: How much of the proposed budget is essential? What is the bare bones required to continue?</p> <p>There were a few questions about statements in the latest letter from Jane Miller, which all had received, e.g., what is meant by self-funding.</p> | <p>Outcome: If board members have other questions about the proposal, get them to Susan right away so that they can be collated and sent to Bill Klug.</p> |
|--|---|---|

Meeting Adjourned: 12:00pm

Next Board Meeting: Monday, March 19, 2018, 10am-12pm, OSU Extension Office

March Chapter Program & Meeting: Tuesday, March 6th, 2018, 6:30pm-8:30pm

Speaker: Harry Olson Topic: Better Vertical Gardening

Respectfully submitted by: Marti Farris, WCMGA Recording Secretary

Approved by: Marilyn Berti, WCMGA Chapter Vice President, February 22, 2018



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Document 1 - Awards and Recognition Policy

WCMGA AWARDS AND RECOGNITION PROGRAM (DRAFT)

1/26/2018

The Awards and Recognition Program is under the leadership of the Director of Chapter Relations (WCMGA Standing Rule #9, revised Sept 2, 2014)

Annual **WCMGA Chapter Level Awards** include the Master Gardener of the Year and Behind the Scenes Awards. Award recipients are determined by the board at the April board meeting. These recipients are also nominated for the OMGA MG of the Year and Behind the Scenes Awards at the state level.

WCMGA Recognition acknowledges the exceptional work of current chapter members other volunteers in the following ways: MGs of Note, Board Member recognition, and Volunteers of Note. While recognition is not a strong motivator for members, it is appreciated, and can inspire others to greater contributions.

The Special Act/Making a Difference Award and the Honorary Life Membership Award, described below, are awarded on an as needed/warranted basis.

AWARDS CRITERIA

WCMGA Master Gardener of the Year Award: Recognizes an individual for outstanding dedication, service and contributions to WCMGA's work. Service of this individual should benefit our county as a whole. Suggested award is a framed certificate (OMGA provides the certificate) and a suitable \$50 gift card. Nomination forms are due to the OMGA awards committee by May 15 of each year.

WCMGA Behind the Scenes Award: Recognizes an individual for outstanding dedication, service and contributions to WCMGA's work. Service of this individual should benefit our county as a whole. Suggested award is a framed WCMGA certificate and suitable \$50 gift card.

OMGA State Master Gardener of the Year: The WCMGA MG of the Year recipient is usually the WCMGA nominee for this award. Presented cooperatively by the OMGA and OSU, this is the highest award for an Oregon Master Gardener. Only one recipient is selected from all the counties. The nominee's contributions to the organizations will be above and beyond those associated with various leadership positions. Nominees are scored based upon criteria outlined on the nomination form, with 50 points possible. Nomination applications are due to the OMGA awards committee by May 15 of each year.



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OMGA Behind the Scenes Awards: There is just one award statewide. The WCMGA Behind the Scenes recipient is usually the nominee. Nomination applications are due to the OMGA awards committee by May 15 of each year.

Special Act/Making a Difference Award: Recipient has performed MG work in an exceptional manner with significant impact on/benefit to the community served.
Suggested award is a suitable \$25 gift card.

Honorary Life Membership: Recipient is a long standing WCMGA member who has contributed significantly to MG programs over an extended period of time.

RECOGNITION CRITERIA

MGs of Note: Acknowledgement of current WCMGA members who have been recognized as having performed MG work “above and beyond” in one or more of the following ways:

- Exceptional service in support of MG activities (behind the scene or high-profile projects, new or ongoing volunteer work at the phone clinic, WCMGA gardens, training, etc.)
- Leadership
- Commitment to follow through with implementation
- New, creative ideas – forward thinking
- Promotion of Master Gardener programs
- Community Involvement
- Education impact

Names, along with a brief description of the member’s contribution(s), are sent to the current Director of Chapter Relations and may be submitted by any chapter member. Names will be shared at the monthly board meetings. Each MG of Note will receive a hand-written, personalized “Note” of appreciation sent from one board member, on behalf of the Board. The names will be mentioned in the Chapter Chat and at Chapter meetings.

Outgoing Board Member Recognition: Recipient is an active, current WCMGA Board member who is either leaving the Board or taking another immediate term on the board in the same, or a different, board position. An acknowledgement of their service is given at the December chapter meeting and published in the December Chapter Chat. No monetary gift.



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Volunteers of Note: We have some non-member volunteers that contribute many hours in the different gardens for the benefit of the WCMGA. During National Volunteer Recognition Week, we would like to recognize any of these Volunteers of Note with a personalized card of appreciation (like the MGs of Note). They would be suggested by members that notice them in the different gardens/or other MG chapter level activities in which they volunteer.

AWARDS AND RECOGNITION PROCESS

Awards and Recognition is under the direction of the Director of Chapter Relations who is responsible for the following:

1. Publicize the approved policy to the membership annually and post it on the chapter website.
2. Beginning in February, request award nominations for WCMGA MG of the Year and Behind the Scenes awards. Solicit nominations from members, leads, chairpersons, and the Board, via Chapter meeting announcements, Chapter Chat and email. Nominations should be emailed/sent to Director of Chapter Relations by April 1.
3. Prepare a summary of nominations. A week before the April Board meeting, the nominations summary for WCMGA MG of the Year and Behind the Scenes awards will be sent to all Board members. Board members will discuss and select the recipients at the April Board meeting. (Nominees who currently serve on the board may be excused for this agenda item).
4. WCMGA MG of the Year and Behind the Scene recipients will be submitted to OMGA for State MG of the Year and Behind the Scene awards, respectively. Note that all OMGA award applications are due by 5/15. A special committee may be formed to help with the writing of the applications.
5. Monthly, gather any MGs of Note submissions and present them to the board. Names are divided up among board members to write notes of appreciation. Note cards and postage provided by WCMGA.
6. Members may submit nominations for Special Act/Making a Difference and Honorary Life Membership. The Board will be notified of any such nominations at the following Board meeting. If approved by the board, nominees will be recognized at the following chapter meeting and in Chapter Chat with a picture. Note that these are awarded on a "as submitted" basis and are not part of the regular annual awards and recognitions. There may be years where there are no submissions.
7. Purchase/prepare award items as needed and bring them to the appropriate chapter meetings.
8. Invite award and recognition recipients (not the MGs of Note) to an upcoming chapter meeting, or have nominator do so, for the presentation of their gift/certificate/award.
9. Make presentations of the WCMGA MG of the Year and Behind the Scenes awards or have this done by a board member or nominator. Presentation will be at the first chapter meeting after the awardees are announced – usually the September meeting.
10. Mail award to recipients unable to attend chapter meetings.
11. Maintain an annual log of Award recipients for publishing on the Chapter website.



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12. Regularly submit expense receipts to the Chapter treasurer for reimbursement.
13. Work with recipients and publicity committee to photograph awardees for newsletter or otherwise publicize the award.

Board is responsible to:

- Keep "Awards" on the board and chapter meeting agendas
- Consider nominations at each board meeting and refer approved rewards back to the Director of Chapter Relations for preparation and delivery.
- Send notes to MGs of Note within a week of board meeting and notify Director of Chapter Relations on completion.
- Identify the Chapter MG of the Year to be nominated for the State MG of the year
- Identify the Chapter Behind the Scenes recipient to be nominated for the State Behind the Scenes Award

Publicity Director is responsible to:

- Get photos taken at award announcements and publish same in the Chapter Chat
- Submit articles on special act awards for local newspapers.



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Document 2 Budget Ownership proposal

| WCMGA 2018 Budget | | Board Position | Incumbent | Committee |
|---|-----------------|-----------------------|------------------|------------------|
| Business Expense | | | | |
| Board of Directors | | | | |
| Bonding & Ins. | (800) | Business Manager | Kathy Nokes | |
| Contingency Fund | (300) | Executive Board | | |
| Supplies | (200) | Business Manager | Kathy Nokes | |
| Travel | (300) | OMG Rep | Jacki Lindquist | |
| Total Board of Directors | (1,600) | | | |
| Education/Outreach | | | | |
| Chapter outreach | | | | |
| Speakers (chapter meeting) | (1,000) | Program Director | Tim Lanfri | |
| Wash. Co. Fair program | (200) | Program Director | Tim Lanfri | |
| Total Chapter outreach | (1,200) | | | |
| Demo Gardens | | | | |
| Fair Complex | (2,500) | Business Manager | Kathy Nokes | |
| Jenkins Estate | (5,305) | Business Manager | Kathy Nokes | |
| PCC Rock Creek | (20,960) | Business Manager | Kathy Nokes | |
| Total Demo Gardens | (28,765) | | | |
| Metro MG Support | | | | |
| Gardening Speakers Guild | (200) | President | Susan Albright | |
| MG Recertification Training | (500) | President | Susan Albright | |
| MG Training Class rent | (1,600) | President | Susan Albright | |
| Oregon IMP Website | (1,250) | President | Susan Albright | |
| PNW Handbooks | (320) | President | Susan Albright | |
| Supplies (training class) | (40) | President | Susan Albright | |
| Total Metro MG Support | (3,910) | | | |
| Scholarships & Grants | | | | |
| MG Training Class Fellowships | (660) | Chapter VP | Marilyn Beri | |
| MG Training Class Scholarships | (1,000) | Chapter VP | Marilyn Beri | |
| Total Scholarship & Grants | (1,660) | | | |
| Technology & Hardware | (900) | Executive Board | | |
| Total Education/Outreach Expense | (36,435) | | | |



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| WCMGA 2018 Budget | | Board Position | Incumbent | Committee |
|----------------------------------|-----------------|----------------------|------------------|---------------------------|
| Fundraiser Expense | | | | |
| Book Sales | (2,800) | Fundraising Director | David Winchester | |
| Merchandise Sales | (200) | Fundraising Director | David Winchester | |
| Plant Sale (current year) | (1,350) | Fundraising Director | David Winchester | Marilyn Berti |
| Plant Sale (future year) | (250) | Fundraising Director | David Winchester | Marilyn Berti |
| Total Fundraiser Expense | (4,600) | | | |
| Membership Expense | | | | |
| Awards & recognition | (800) | Chapter VP | Marilyn Berti | |
| Field Trips | (100) | Chapter Relations | Shirley Wolcott | |
| Hospitality | (300) | Chapter Relations | Shirley Wolcott | |
| Chapter Meeting Rental | (1,500) | President | Susan Albright | |
| OMGA Dues | (952) | Treasurer | Marilynn Turner | |
| Total Membership | (3,652) | | | |
| Publicity | | | | |
| Website | (600) | Publicity Director | Leslie Ray | Sue Ryburn, Helen Dorbolo |
| Publicity - all other | (1,200) | Publicity Director | Leslie Ray | |
| Total Publicity | (1,800) | | | |
| Total Business Expense | (48,087) | | | |
| Business Income | | | | |
| Donations | | | | |
| Hospitality | 300 | Treasurer | Marilynn Turner | |
| Other donations | 3,450 | Treasurer | Marilynn Turner | |
| Total Donations | 3,750 | | | |
| Fundraiser Income | | | | |
| Book Sales | 3,500 | Fundraising Director | David Winchester | |
| Merchandise Sales | 600 | Fundraising Director | David Winchester | |
| Plant Sale | 11,000 | Fundraising Director | David Winchester | |
| Target fundraising, RCCC Startup | 6,000 | Fundraising Director | David Winchester | |
| Total Fundraiser Income | 21,100 | | | |
| Grants Income | | | | |
| Intel | 2,000 | Business Manager | Kathy Nokes | |
| Kroger/ Fred Meyer | 350 | Business Manager | Kathy Nokes | |
| Total Grants Income | 2,350 | | | |



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| Chapter Meeting Rental | (1,500) | President | Susan Albright | |
| OMGA Dues | (952) | Treasurer | Marilynn Turner | |
| Total Membership | (3,652) | | | |
| Publicity | | | | |
| Website | (600) | Publicity Director | Leslie Ray | Sue Ryburn, Helen Dorbolo |
| Interest | 10 | Treasurer | Marilynn Turner | |
| WCMGA Dues (net of credit card fees) | | Treasurer | Marilynn Turner | |
| WCMGA Dues | 3,360 | | | |
| Total Business Income | 30,570 | | | |
| NET INCOME (Loss) | (17,517) | | | |
| | Beginning Balance | | | |
| Restricted Funds | | | | |
| North Plains Garden Club | 80 | Program Director | Tim Lanfri | |
| Multnomah County Master Gardeners | 257 | Program Director | Tim Lanfri | |
| Total Restricted Funds | 337 | | | |