



Washington County Master Gardener Association Board Meeting  
**March 19, 2018**  
 MINUTES

**Attendees:** Susan Albright, Marilyn Berti, Marilyn Turner, Kathy Nokes, Marti Farris, Tim Lanfri, Louise Gomez-Burgess, Shirley Wolcott, Leslie Ray, Dave Winchester, Sue Ryburn, Jacki Lindquist

**Meeting called to order:** 10:00am by Susan Albright

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION
<p><b>Future of WCMGA Demo Garden at Washington County FairPlex:</b> Susan Albright, opening words</p> <p>Discussion between board members. Public input by invitation of the board.</p> <p>Paper vote by all board members</p>	<p>Opening statement by Susan Albright (see Document 1)</p> <p>Purpose of meeting is to either confirm or rescind Motion#3 from the June 20, 2017 board meeting:          “WCMGA cease funding and support for Demo Garden beyond Dec. 2018. WCMGA funds in the amount of \$2500 to be provided in 2018 to assist Demo Garden transition efforts. “          (Passed unanimously)</p> <p>Acknowledged that board had received and read documentation in support of the Demo Garden.</p> <p>Points presented during discussion:</p> <ul style="list-style-type: none"> <li>• The community of people working at the Demo Garden have been in place for a long time and splitting them up is hard.</li> <li>• The long-range plan of the Fair Grounds is still to close the Demo Garden. Besides expansion plans, the Demo Garden is not a revenue producer for the Fair Grounds. Do we close the garden now or when the Fair Grounds closes it?</li> <li>• An anonymous donor agreed to fund the Demo Garden for two years; 2019 and 2020. The Chapter voted previously not to accept designated funds as they</li> </ul>	



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	<p>compete for people and resources. We need to collaborate on approaching vendors – solicitation of donations would need to be done so that vendors/sources are not approached by multiple chapter projects.</p> <ul style="list-style-type: none"><li>● The access issue remains- The Demo Garden is only open for 3 hours each week, plus during the Washington County Fair.</li><li>● There are several requests from the community that we are currently unable to support; we need to focus on our long-term goals. It is hard to support a 3<sup>rd</sup> garden when the community is asking for other projects. We are working on a list of current projects so we can determine priorities.</li><li>● THRPD and PCC both recognize the value of the MG program and want WCMGA present. We will be able to do more with less through that collaboration.</li><li>● While the budget appears okay at present, we are coming up on a potentially very challenging year:<ul style="list-style-type: none"><li>○ Plant sale will not be able to accept dig and divide plants after this year</li><li>○ there are significant up-front costs if we have to purchase plants</li><li>○ Prices will have to be higher to generate revenue</li><li>○ Moving the location and don't know how that may affect sales</li><li>○ Lots to learn about working well with PCC Rock Creek where propagation would likely be housed</li></ul></li></ul>	



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	<ul style="list-style-type: none"> <li>○ Even if we do cuttings and seed our own starts, the initial outlay for soil, seeds and pots will be much more than it has been, and we don't know how well it would work as we have little experience</li> </ul> <p>Discussion following the vote:</p> <ul style="list-style-type: none"> <li>● What does this mean going forward?</li> <li>● What will happen to the assets? Susan has a list of showing approximately \$24,000 of assets at Demo Garden. How will they be divided.</li> <li>● Tualatin Valley Garden Club will remain at the Demo Garden for the foreseeable future.</li> <li>● We need a group to determine the next steps</li> <li>● Need to write a statement to send to chapter members about the decision.</li> </ul>	<p><b>Motion:</b> Affirm or Rescind the June 20, 2017 WCMGA Board Motion #3: "WCMGA to cease funding and support for Demo Garden beyond Dec. 2018. WCMGA funds in the amount of \$2500 to be provided in 2018 to assist Demo Garden transition efforts."</p> <p><b>Decision:</b> Motion was seconded. Paper vote was taken. The vote was 7 to affirm and 5 to rescind the June 20, 2017 motion.</p> <p><b>Action:</b> Susan will send message to members about the decision, cc Weston Miller, Patrick Proden, Jordis Yost &amp; Marcia McIntyre and also contact Jane Miller. She will work on forming a Demo Garden Closure Committee and send a copy of the DG assets to all board members.</p>
<p><b>Nominations for Annual Awards and MGs of Note</b> Shirley Wolcott</p>	<p>Shirley sent an email to board about voting to narrow down the list of nominees for MG of the year to three. Voting by board members for final awardees will take place in April.</p> <p>MGs of Note were listed and assigned.</p>	<p><b>Action:</b> Shirley will request bios about the nominees from those who submitted names.</p> <p><b>Board members</b> to send out assigned Thank You cards within one week and notify Shirley of completion per policy revision.</p> <p><b>Louise</b> to add names to Chapter Chat.</p>
<p><b>Other business</b></p>	<p>The following reports were submitted in writing (see attached Documents 2-6):</p> <ul style="list-style-type: none"> <li>● Feb Budget &amp; Net Worth reports (Marilynn Turner)</li> <li>● Learning Garden at Jenkins (Marilyn Berti)</li> <li>● PCC-RC Education Garden (Sue Ryburn)</li> <li>● March Garden Report Summaries (Kathy Nokes)</li> </ul>	



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<b>Other business (cont'd)</b>	<p>Shirley announced New Intern potluck to be held at the May Chapter meeting from 5:30-6:30. She has prepared notices for interns.</p> <p>Leslie indicated the need to work on publicity for the groundbreaking ceremony for the PCC Rock Creek Education Garden. Not yet scheduled.</p> <p>Susan will be traveling April 8-28. Sue Ryburn will run the April board meeting.</p>	<p><b>Action: Louise</b> will hand out potluck notices to interns at training on 3/20.</p> <p><b>Sue and Leslie</b> will meet to discuss plans for groundbreaking ceremony.</p> <p><b>Susan and Sue</b> will meet to draft agenda for April. Susan will send to board for additions.</p>

**Meeting Adjourned: 12:05pm**

Next Board Meeting: Monday, April 16, 2018, 10am-12pm, OSU Extension Office

April Chapter Program & Meeting: Tuesday, April 3, 2018, 6:30pm-8:30pm

Speaker: Dan Heims      Topic: Heuchera and Its Kissing Cousins

Respectfully submitted by: Marti Farris, WCMGA Recording Secretary & Susan Albright, Chapter President

Approved by: Susan Albright, WCMGA Chapter President, 2018



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**DOCUMENT 1 - Opening Statement for March 19, 2018 board meeting:**

Our Chapter provides a multitude of volunteer opportunities. Each of us has chosen one or more areas within the Chapter where we volunteer our time and talents. Be it the phone clinic, the Plant Sale, working in our gardens, serving on the Board, helping with hospitality, participating in speaker's guild – we have each found a niche where we are learning new skills, establishing relationships and developing a sense of place within the Master Gardener organization. However, when the time comes to making decisions, we are required to set aside our personal interests and passions and focus on our fiduciary responsibilities as WCMGA Board members.

In her treasurer report for our January meeting, Marilyn Turner spoke to the Board about our fiduciary responsibilities, stating the following:

*“The principle role of the board is stewardship – careful management of the chapter’s assets – financial assets, physical assets, volunteers – to assure that the chapter’s resources are used to fulfill our mission.”*

As we discuss the DG Proposal, and eventually move to a decision about the future of the DG, I would ask that each of us keep in mind our principle role of stewardship and make a decision based on what is in the best interest of the chapter as a whole.



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**DOCUMENT 2** (3 pages)



**WCMGA 2018 Budget**

<b>February Report - Income/Expense</b>	<b>2018 Budget</b>	<b>February</b>	<b>2018 YTD</b>	<b>Budget Variance</b>
<b>Business Expense</b>				
<b>Board of Directors</b>				
Bonding & Ins.	(800.00)	-	(507.00)	(293.00)
Contingency Fund	(300.00)	-	-	(300.00)
Supplies	(200.00)	-	-	(200.00)
Travel	(300.00)	-	-	(300.00)
<b>Total Board of Directors</b>	<b>(1,600.00)</b>	<b>-</b>	<b>(507.00)</b>	<b>(1,093.00)</b>
<b>Education/Outreach</b>				
<b>Chapter outreach</b>				
Speakers (chapter meeting)	(1,000.00)	(100.00)	(300.00)	(700.00)
Wash. Co. Fair program	(200.00)	-	-	(200.00)
<b>Total Chapter outreach</b>	<b>(1,200.00)</b>	<b>(100.00)</b>	<b>(300.00)</b>	<b>(900.00)</b>
<b>Demo Gardens</b>				
Fair Complex	(2,500.00)	-	-	(2,500.00)
Jenkins Estate	(5,305.00)	(85.63)	(149.63)	(5,155.37)
RCC-RC Exp from HPSO		-	-	-
RCC-RC Exp from MGCP		-	-	-
RCC-RC Exp from TSWCD		-	-	-
RCC-RC Exp from General Fund		(2,033.97)	(2,033.97)	2,033.97
PCC Rock Creek Budget	(20,960.00)			
<b>Total Demo Gardens</b>	<b>(28,765.00)</b>	<b>(2,119.60)</b>	<b>(2,183.60)</b>	<b>(26,581.40)</b>
<b>Metro MG Support</b>				
Gardening Speakers Guild	(200.00)	-	-	(200.00)
MG Recertification Training	(500.00)	-	-	(500.00)
MG Training Class Rent	(1,600.00)	(1,400.00)	(1,400.00)	(200.00)
Oregon IPM Website	(1,250.00)	-	-	(1,250.00)
PNW Handbooks	(320.00)	-	-	(320.00)
Supplies (training class)	(40.00)	-	-	(40.00)
<b>Total Metro MG Support</b>	<b>(3,910.00)</b>	<b>(1,400.00)</b>	<b>(1,400.00)</b>	<b>(2,510.00)</b>



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**WCMGA 2018 Budget**

<b>February Report - Income/Expense</b>	<b>2018 Budget</b>	<b>February</b>	<b>2018 YTD</b>	<b>Budget Variance</b>
<b>Scholarships &amp; Grants</b>				
MG Training Class Fellowships	(660.00)	-	-	(660.00)
MG Training Class Scholarships	(1,000.00)	-	-	(1,000.00)
<b>Total Scholarship &amp; Grants</b>	<b>(1,660.00)</b>	<b>-</b>	<b>-</b>	<b>(1,660.00)</b>
<b>Technology &amp; Hardware</b>	<b>(900.00)</b>	<b>(129.99)</b>	<b>(129.99)</b>	<b>(770.01)</b>
<b>Total Education/Outreach Expense</b>	<b>(36,435.00)</b>	<b>(3,749.59)</b>	<b>(4,013.59)</b>	<b>(32,421.41)</b>
<b>Fundraiser Expense</b>				
Book Sales Exp	(2,800.00)	(1,264.91)	(1,264.91)	(1,535.09)
Merchandise Sales Exp.	(200.00)	-	-	(200.00)
Plant Sale (current year)	(1,350.00)	(1,390.00)	(1,414.89)	64.89
Plant Sale (future year)	(250.00)	-	-	(250.00)
<b>Total Fundraiser Expense</b>	<b>(4,600.00)</b>	<b>(2,654.91)</b>	<b>(2,679.80)</b>	<b>(1,920.20)</b>
<b>Membership Expense</b>				
Awards & recognition	(800.00)	(70.39)	(70.39)	(729.61)
Field Trips	(100.00)	-	-	(100.00)
Hospitality Exp	(300.00)	(97.46)	(97.46)	(202.54)
Chapter Meeting Rental	(1,500.00)	(600.00)	(600.00)	(900.00)
OMGA Dues	(952.00)	-	-	(952.00)
<b>Total Membership</b>	<b>(3,652.00)</b>	<b>(767.85)</b>	<b>(767.85)</b>	<b>(2,884.15)</b>
<b>Publicity</b>				
Website	(600.00)	-	-	(600.00)
Publicity - all other	(1,200.00)	-	-	(1,200.00)
<b>Total Publicity</b>	<b>(1,800.00)</b>	<b>-</b>	<b>-</b>	<b>(1,800.00)</b>
<b>Total Business Expense</b>	<b>(48,087.00)</b>	<b>(7,172.35)</b>	<b>(7,968.24)</b>	<b>(40,118.76)</b>



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**WCMGA 2018 Budget**

<b>February Report - Income/Expense</b>	<b>2018 Budget</b>	<b>February</b>	<b>2018 YTD</b>	<b>Budget Variance</b>
<b>Business Income</b>				
<b>Donations</b>				
Hospitality	300.00	106.56	106.56	193.44
Other donations	3,450.00	1,000.00	1,004.86	2,445.14
<b>Total Donations</b>	<b>3,750.00</b>	<b>1,106.56</b>	<b>1,111.42</b>	<b>2,638.58</b>
<b>Fundraiser Income</b>				
Book Sales	3,500.00	4.00	4.00	3,496.00
Merchandise Sales	600.00	571.00	571.00	29.00
Plant Sale	11,000.00	715.95	750.95	10,249.05
R RCC-RC Inc from HPSO		1,500.00	1,500.00	
R RCC-RC Inc from MGCP		-	-	
R RCC-RC Inc from TSWCD		-	-	
Target fundraising, PCC-RC	6,000.00		-	6,000.00
<b>Total Fundraiser Income</b>	<b>21,100.00</b>	<b>2,790.95</b>	<b>2,825.95</b>	<b>18,274.05</b>
<b>Grants Income</b>				
Intel	2,000.00	-	291.30	1,708.70
Kroger/ Fred Meyer	350.00	50.92	50.92	299.08
<b>Total Grants Income</b>	<b>2,350.00</b>	<b>50.92</b>	<b>342.22</b>	<b>2,007.78</b>
<b>Interest</b>	<b>10.00</b>	<b>0.50</b>	<b>1.03</b>	<b>8.97</b>
<b>WCMGA Dues</b>				
WCMGA Dues	3,360.00	74.15	148.30	3,211.70
<b>Total Business Income</b>	<b>30,570.00</b>	<b>4,023.08</b>	<b>4,428.92</b>	<b>26,141.08</b>
<b>NET INCOME (Loss)</b>	<b>(17,517.00)</b>	<b>(3,149.27)</b>	<b>(3,539.32)</b>	<b>(13,977.68)</b>





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**DOCUMENT 3**



**WCMGA 2018 Budget  
 February Report - Net Worth**

	<b>2/28/2018</b>
Beginning Net Worth	43,780
Income - Unrestricted	2,523
Income - Restricted	1,500
Expenses - Unrestricted	(7,172)
Expenses - Restricted	-
Net income (Loss)	<u>(3,149)</u>
Ending Net Worth	<u><u>40,631</u></u> note
Checking Account	8,686
Savings Account	15,474
Certificate of Deposit	<u>16,471</u>
	<u><u>40,631</u></u>

**note:** Balances included \$1,837 in restricted funds as of February 28, 2018



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### DOCUMENT 4

**Learning Garden at Jenkins Estate  
Report for WCMGA Board Meeting  
March 19, 2018**

**Submitted by: Marilyn Berti**

Look at what we have going on already this year:

1. A super early crops and warm crops plan addressing crop rotation needs, etc., for all of the beds thanks to Robin Burnham
2. Renumbering of the beds, starting with the trug as # 1 thanks to Robin and Marilyn and Sue
3. A firm plan under way to update the bed description signs and numbering, using corex and the spider stands - thanks to Sue Patterson
4. Enhanced crop record forms and a plan to really capture the data this year, thanks to Marilyn and Sue who plan to gather the data from the rest of us as we work in the beds.
5. Updated chart of initial fertilizer requirements per crop and bed - (Complete Organic Fertilizer (COF) minus phosphorus as we have more than enough in the soil already thanks to Sue and Marilyn
6. Some new crops coming - Mashua thanks to Jacque Myers and Collards thanks to Cecelia Kliinckenberg
7. Tomato starts coming from Lori Davidson and Ken Keudell
8. One new large portable fabric pot coming to replace the sedum filled salad table by the cherry tree. Jacque will move the sedum to the waterwise garden.
9. A very nice 8 ft long picnic table between the north fence bed and the asparagus bed, thanks to THPRD, Jenkins Estate
10. Plans for more vertical growing of several crops, using some additional designs and materials, thanks to our March Chapter meeting speaker and Ken Keudell who has the interest and skill set to make the trellising happen.
11. Decision to build a small pad outside the north gate, to house some of the plant waste material containers so that we don't have to always retrieve them from the south end pad.
12. Peas and garlic are already up thanks to Robin Burnham
13. Starts coming along for other crops thanks to Lori Davidson and Marilyn B
14. Two ollas (clay watering pots which get buried into the soil except for the opening for use in one of the beds, thanks to the end of the 2017 garden budget

And I'm sure there are things I've forgotten to share here.

Some of the next steps, besides planting the rest of the early cool weather crops, include:

1. Turning in or composting the cover crop on remaining beds
2. Applying the COF to beds scheduled for planting yet this spring, and compost to all beds to be used this year.
3. Mixing more COF
4. Scrounging a few pavers and building that pad for plant waste bins
5. Weeding anywhere and everywhere
6. Set out slug traps where needed
7. Turn over the compost in bins
8. Use floating row cover on just about everything planted

The schedule of beds and lead/assistant description are attached. You all get first pick at taking on a bed. Do let me know what interests you this year. It will be pretty much first come first served, and we'll shortly be checking with interested interns as well. The rest will be a joint/shared project.

Do let me know if you have any questions too.



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I think this is going to be a pretty exciting year in the vegetable beds and hope that you can join in. We're at the garden on Thursdays from 10-1 but it is open every day of the week.

#### **DOCUMENT 5** (2 pages)

#### **WCMGA Education Garden at PCC Rock Creek – Board Update as of 3/4/18 Submitted by Sue Ryburn**

In the March Chapter Chat I provided a detailed update on our activities at PCC-Rock Creek so far <http://washingtoncountymastergardeners.org/chapter-chat-newsletter>. Below are more details for funding and some new information on planning and implementation. It is exciting to realize the support and see the level of enthusiasm that the Chapter's new project at PCC Rock Creek is generating. Almost weekly, we are also the beneficiary of new ways that PCC Rock Creek is working with us. They continue to be a wonderful partner on this initiative.

#### **Resources**

- At the February Board meeting it was reported that we had been awarded a \$1500 grant from the Hardy Plant Society of Oregon (HPSO) and a \$5000 donation from the Metropolitan Garden Club of Portland (MGCP) for the WCMGA Education Garden at PCC Rock Creek.  
You may remember from our prior meetings, that MGCP is the non-profit that is dissolving and is reallocating its assets to other non-profits. Our project was recommended to the MGCP by Tom Barreto, who is also a member of the HPSO and knew of our larger request made to HPSO, a request that was funded, but at the lower level of \$1500 as noted above.
- We received notice of the \$5000 grant award from the Tualatin Soil and Water Conservation District as part of their new Small Grants program in support of sustainability initiatives. As you may recall the criteria for use of these funds can fall into different categories. In the case of our initiative at PCC-RC we checked all the boxes: Conservation-related events and education  Habitat for pollinators or other beneficial insects  Native and/or water-wise landscaping   
School and community gardens  Stormwater management
- As planned, we submitted a grant request of \$1500 to the Aloha Garden Club and should hear back in April. Aloha Garden Club grants do not provide support for operating expenses, so this is an opportune time for us to seek support while we are in a start-up phase.
- We are still pursuing the Oregon Landscape Contractors Association for possible assistance.
- Metro grants are resource we also have on our list of groups to approach. You may recall, Weston pointed out that they are very competitive grants. We have an interesting and unique project which may be appealing. We still plan to explore Metro grant options.



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- Great News! This week PCC Rock Creek made arrangements to excavate the planting beds using resources available to PCC, thereby saving the Chapter the cost of renting excavation equipment. In keeping with our sustainability mission, the removed gravel will be repurposed around PCC. Excavation is tentatively scheduled to start the week of 3/12.
- In addition, PCC-Rock Creek is using some resources to create temporary signage to mark the garden site. We'll post a sign with the WCMGA logo and garden name noting the garden is under construction and inviting participation.

The above resources helped us meet and exceed our 2018 budgeted \$6,000 income from donations/grants. As you may recall from our 2018 budget preparation, the 2018 PCC-RC garden budget did not include all the funds needed for tools, equipment, plant signs, way-finding signs, possibly hardscape and small structures. We planned to assess which of those resources could be reassigned to our PCC-RC or Jenkins gardens since the decision had been made to close the Demo Garden when the budget was prepared. These funds would help us to pay for some of these expenses, if needed.

#### **Planning and Implementation (information in addition to March Chapter Chat)**

- Fortis construction ended up needing the shipping container, so we will need to fund a Storage Shed.
- On 2/26 the design team met to ask for any final changes to the layout. Plant lists are being finalized by March 12<sup>th</sup>.
- Final garden path and bed layout with some minor revisions to be completed 3/5.
- Plant list should be ready 3/12 to solicit plant donations from vendors or to solicit discounted costs from vendors. Need coordination on this.
- Meeting with Patrick Koebel week of 3/5 to discuss coordination of irrigation installation.
- Compost from the PCC compost pile will be available for us for backfilling in excavated areas. Chapter may need to obtain more from Recology if PCC supply is not sufficient.
- Contacted Noyes Construction to firm up schedule for any needed topsoil delivery. Confirmed that the source is well outside the Japanese beetle target zone. Soil will also be inspected for suitability prior to delivery.
- Seeking cost estimates from Mutual Materials for raised bed (Community Circle) structure.
- Gathering info on pre-fab garden shed or shed kits.
- Began Exploring ways to partner to provide gardening education to Springville K-8 school on at our site.
- WCMGA Team for Education Garden at PCC Rock Creek to meet in March to set work dates, take on various tasks.



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**DOCUMENT 6**

**WCMGA March Garden Report Summaries**

Submitted by Kathy Nokes

**Demo Garden**

Growing Tomatoes in the Home Garden: 10 a.m. Tuesday, April 24

**Jenkins Garden**

Pruning Ornamentals: 10 a.m. Thursday, March 29

Attracting Bees, Butterflies, Birds: 10 a.m. Thursday, April 12

Vegetable Rotation Gardening: 10 a.m. Saturday, April 21

**PCC Rock Creek**

Native Plant Identification "A Walk in the Woods": 10 a.m. Wednesday, April 25

This from Bill:

Kathy, I'd like to depart from the regular reporting schedule and give Sue, Sandy and perhaps the Board two things to consider.

On Wednesday, February 21 there was a rose pruning seminar at the demo garden scheduled, I was the presenter. It was a snow day and the Hillsboro schools were closed. I felt obligated to go to the demo garden to see if anyone showed up for this seminar. I got there in a timely manner, did a walk around the garden to make sure everything was in operating order, then sat in my car, with the heat on, while waiting for no one to come to the seminar. I left about 10:20am when no one came to the 10:00am seminar.

I don't think any of our gardens have a closure policy, that follows the school district announcements about their closures. I would have preferred to stay home and be dry and SAFE but felt that some attendee might show up and be disappointed.

I wonder if we included a closure statement with our "In the garden" series print out and on our webpage might be a good idea. I'm also sure that there are other good ideas that might help our organization be safe and consistent on these types of days.

My second point of consideration, is would Sue and Sandy be willing to share their garden report to the Board with me. I'm certainly willing to hit "Reply All" and share the demo garden report with them. We are all



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running gardens and could use the wisdom, problems, and goings-on of each other.