



Washington County Master Gardener Association Board Meeting
May 21, 2018
 MINUTES

Attendees: Susan Albright, Kathy Nokes, Marti Farris, Jackie Lindquist, Sandy Japely, Marilyn Berti, Louise Gomez-Burgess, Sue Ryburn, Shirley Wolcott

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

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION
Budget: Kathy Nokes	<ul style="list-style-type: none"> Because of plant sale, assets are at \$55K. Kathy and Marilynn Turner continue work on financial responsibilities and policies. 	
Plant Sale: Marilyn Berti	<ul style="list-style-type: none"> The plant sale was very successful; \$11,041 was raised Future Fundraising Team has met to discuss what will be done in the future since we can no longer do a dig and divide plant sale due to invasives. 	Action: Marilyn B's full report is attached (Document 1)
Strategic Planning: Sandy Japley Marilyn Berti	<ul style="list-style-type: none"> There will be a Strategic Planning meeting June 23rd. Board members filled out a SWOT survey (Strategic, Weakness, Opportunity and Threats) regarding the Chapter 	
Learning Garden: Sandy Japely	Sandy provided a brief history of the Learning Garden at Jenkins Estate and Tualatin Hill's strategic planning surveys.	
Awards and Recognition Shirley Wolcott	<ul style="list-style-type: none"> This month's recognition is the plant sale volunteers. The Special Acts Awards will be awarded at the September Chapter Meeting 	
PCC Rock Creek Garden: Sue Ryburn	The WCMGA Education Garden at PCC-Rock Creek Official Ground-Breaking will be on Wednesday June 6th from 1:30-2:30 at the garden site.	Action: Attached is Sue Ryburn's report on the status and progress of the Education Garden (Document 2)



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DGCC: Susan Albright	The Demo Garden Closure Committee toured the Demo Garden to discuss disposition of assets.	See attached minutes (Document 3)
OMGA Mini College (G2): Susan Albright Jackie Lundquist	Mini college is asking each chapter to provide \$250 worth of donations or goods. Golden Valley Brewery in McMinnville/Beaverton is donating two baskets worth \$75 each. Susan Albright will put together a tote bag with goodies. She will also contact Timber Press for some book donations.	Action: Susan – ask members at Chapter Meeting for donated goods. Make tote bag and contact Timber Press for book donations.

Meeting Adjourned: 11:55 AM

Next Board Meeting: Monday, June 18, 2018, 10am-12pm, OSU Extension Office

June Chapter Program & Meeting: Tuesday, June 5th, 2018, 6:30pm-8:30pm

Speaker: Eamonn Hughes Topic: Building the Chinese Garden Pond

Respectfully submitted by: Marti Farris, WCMGA Recording Secretary

Approved by: Susan Albright, WCMGA Chapter President, 2018 May 29, 2018



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DOCUMENT 1

WCMGA 2018 Plant Sale Report 5/19/2018

2018 Plant Sale Goals developed by the team at the Oct 2017 kick off meeting:

- ✓ \$11,000 in gross receipts, per 2018 WCMGA budget
 - Gross receipts as of 5/14/2018 (less Square fees): \$12,247
 - Expenses as of 5/14/2018: \$ 1,206
 - Net Income: \$11,041
- ✓ Have fun but no accidents.
- ✓ Develop customer contact list to increase retention, attendance of 600 or more.
 - Attendance of 345 was only recorded at the front entrance this year.
 - 55 customers left e-mail addresses to receive notice of next year's sale
- ✓ Inform customers of projected change in location for 2019.
- ✓ 10% of plants offered (excluding vegetables and annuals) are newer, or less common (sexy) plants.
- ✓ Add "What else did you want to find?" to customer feedback questions this year.
- ✓ Honor diversity.

The 2018 plant sale was held indoors from 8:30 to 2:30 on Saturday, April 28th, at the Hillsboro Armory adjacent to the Demonstration Garden. The team began planning and work in October 2017. Plant gathering began in September and plants were housed at both gardens and PCC Rock Creek, using greenhouses and hoop houses at each location. Several large donations were gathered from county residents' yards, including many Master Gardeners. Several MGs also started cuttings, perennials, and annuals from seed. Over 2,250 plants plus donated annuals were offered in the sale.

The invasive Japanese Beetle in the county led to conversations with the Oregon Department of Agriculture on how to have a safe sale. We accepted no plants from the entire high risk area north of Hwy 26. This would be our last "dig and divide" sale.

The sale of a late winter donation of mixed daffodil bulbs and Jumbo Cherry tulip bulbs brought in \$506 as part of the presale sales (training and chapter meeting sales) total of \$1737. Set up day sales came to another \$789. While the bulbs went into the ground quite late, we heard lots of positive feedback about the lovely blooms as they came on in April. A raffle drawing (\$2 per ticket) generated \$663. MGs purchased many of the tickets and so took home many prizes, including Susan's beautiful handmade cloth bag filled with goodies for a gardener. MGs also donated handmade glass artwork and garden aprons which were offered for sale. Income was lumped with the event day sales total of \$8,796. included in the event were sold but lumped with the event day sale p continue. These amounts are all included in the sales total listed above.



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DOCUMENT 1 (5 pages)

Sixteen firms donated plants, gift cards and garden supplies in support of the sale.

Fifty-nine MGs and 4 other volunteers staffed the sale, including ten 2018 interns. Many worked set up day as well, in addition to ten MGs who could only work set up day.

After some very warm days which made the plants flourish, we had a cool day for set up and then the sun came out on the day of the sale and it just seemed like a great day for a very good and accident and trouble free sale.

Summary of Customer Survey Questions:

1. Most customers came from these zip codes: 97214, 97213, & 97229 (Hillsboro and outer NW Portland including PCC Rock Creek

2. Number of adult customers based on the front entrance tally:

Hour:	8:30-9	84 adult customers
	9-10	60
	10-11	44
	11-12	61
	12-1	61
	1-2	29
	2-2:30	<u>6</u>
Total:		345 (plus another 60 or so through the back entrance)

3. How did you hear about the sale?

28% I've attended before.
24% Facebook or website
20% Friend/neighbor/word of mouth
7% Next door
7% Oregonian
10% Other – including street signage – Some came because they had seen the Tualatin Valley Garden Club sale advertised on the Fairplex readerboard.



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DOCUMENT 1 (continued)

4. Did you find the plants you wanted? 100 said Yes and 28 “No” responses were also looking for:

air purifier plants for indoors	ground cover for shade
aloe vera medicinal	larkspur, snap dragon and delphinium
asters of different colors	lavender
azalea and rhododendron	more vegetables (2)
baby fruit trees	peony
beauty berry	red twig dogwood
blueberries and shade plants	river birch, snowball bush
cherry tree	roses
dogwood	tall day lilies
dwarf pine and buddleia	traditional lilies and trillium
evergreen huckleberry	trailing geranium, more zinnias
flowering baskets	trillium
gooseberry	wild hyacinths, short Oregon grape

2018 Plant Sale Wrap Up Meeting Notes of May 18, 2018

Present: Deborah Dineen, Helen Dorbolo, Karen Kirby, Cindy Muir, Jacque Myers, Sue Patterson, Kathi Stoffel and Marilyn Berti. At our request, the MGs on clinic duty during the meeting, joined us briefly and gave valuable input as well. They are Chris Schlitt, Barb Renker, and Thim Baker.

What worked well for this sale?

1. Plenty of great volunteers.
2. Set up went so smoothly – everyone pitched in.
3. The process checking presale left us ready for the real sale.
4. An end of set up day site check helped ID the need to lengthen the Trees/Shrubs area sign, which Kathi’s husband, Tom, took care of that evening.



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DOCUMENT 1 (continued)

5. Starting at 8:30 instead of 9 AM worked fine.
6. The Brown Apron MG roving “clinic” folks were always busy and gracious.
7. Calling the clinic table “Gardening Questions for MGs” worked well.
8. The clinic table was also quite busy.
9. Effective layout and everything was well organized.
10. Plants were accurately labeled, and the colored info sheets really helped customers as did the large and visible alphabet signs.
11. Holding and carry out streamlining was smooth.
12. Cash and charge flow and layout changes worked well.
13. Marilyn’s Squares user class before the sale was very helpful.
14. Pricing info was so good that people rarely asked plant prices.
15. End of day cleanup was rapid and thorough and we got our cleaning deposit back.
16. We got lots of useful info from questions we had for the customers.

What would we do differently another time?

Overall:

1. Rethink how to prepare/orient volunteers, especially new ones, accommodating different learning styles, wherever they are involved in the preparation or the sale.
e.g. how to pot up plant; how deep; how to water; how to place plants during set up.
2. Have someone be an expediter/guide to facilitate/direct those potting plants and those delivering plants into the sale area during set up.
3. Establish and communicate a process for getting additional help if needed – from gathering plants and potting up to sale completion.
4. Consider using crushed granite on the surface of potting soil to reduce drain fly propagation.
5. Have plenty of common, highly desirable plants as well as exotic ones.

And: If we aren’t doing a dig and divide sale based on donations, we can choose what we want to sell. People want natives, drought tolerant plants and edibles.



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DOCUMENT 1 (continued)

For the actual sale event:

1. Make sure we have a visible clock on site (for holding time limits).
2. Fill empty spaces on the tables right away with stock under the table.
3. Have stronger table covers for the cashier tables (old shower curtains?).
4. Have each cashier prepared to do cash, checks and Square changes to simplify checkout.
5. Make the individual holding spaces larger.
6. Put a line under the number 6 when used in isolation so that we know it isn't a 9.
7. Consider doing short enthusiastic talks about any exotic plants to increase appeal.
8. Have the informational photo sheets on all exotics.
9. Could also do short presentations on topics related to general care of plant groupings offered in the sale. e.g. 10 minute university presentations

Publicity/marketing:

1. Add a task and Lead for "Signage Ground Crew" to the overall sale team, to coordinate with the Publicity lead.
2. Consider requesting TV and radio public service announcements.
3. Recruit local vendors near the sale site to be sponsors, raffle contributors, display sale signage the week before the sale, and they could get free advertising as supporters at the sale.
4. Use more social media for promoting the sale.



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DOCUMENT 2 (2 pages)

PCC- Rock Creek Update to WCMGA Board

5/19/18

Ground Breaking- The WCMGA Education Garden at PCC-Rock Creek Official Ground-Breaking will be on Wednesday June 6th from 1:30-2:30 at the garden site, followed by a tour of the LAT facilities and nearby grounds. Please plan to attend and please stay for a tour if you have not yet seen all the resources available to us at PCC Rock Creek.

Representatives from organizations that have donated money/services or have awarded grants to date are invited and most have RSVP'd. This includes PCC-Rock-Creek (ongoing services, support and gravel removal, topsoil and compost donation), Tualatin Soil and Water Conservation District (\$5000 grant), Multnomah Garden Club of Portland (\$5000 donation), Northwest Garden Designs (donation of landscape design services), Hardy Plant Society of Oregon (\$1500 grant), Aloha Garden Club (\$1000 grant). Sandra Fowler, President of PCC Rock Creek, Weston Miller, Susan Albright and Sue Ryburn will make some brief comments. We will have a poster size image of the garden layout and some temporary signage to later post at the site. Some small thank you gifts will be given to donors. Light refreshments also will be served. More detailed layouts of our "Garden Classrooms" and some tree information and images will be placed throughout the garden site.

Irrigation lines, heads and valves were installed on 4/21! The controller will be installed now that we have electrical set up. David Winchester and Sue Ryburn walked the site with our Irrigation Contractor (Patrick Koebel) prior to the start of the install. As planned, most of the garden will be overhead irrigation with the Waterwise Garden on drip. Also, trees/shrubs behind the Education Pergola will be on drip. Sue also sought input from Weston, Soil School OSU input and from Patrick Koebel. Given our site, bed sizes and our part-time presence, overhead was the method of choice for most of our site. Patrick will be back to provide some training on irrigation system use. He will also come back to adjust the sprinkler heads once the soil/compost is added. Patrick has 1000 ft. of drip irrigation lines for us to place when we have plantings in place.

The garden now has 4 hose spigots located for easy access, including year-round water supply at the Garden Shed and near the Education Pergola. It is helpful to have water for cleanup and for watering plants by hand, if needed, before the irrigation system starts each year. Ron Spendal installed wooden posts to support and protect the water spigots.

Electrical-A 4-plex electrical outlet has been installed near the electrical panel that currently exists for the PCC-RC Learning Garden. That is also where our Irrigation Controller will be located. We will have an electricity source which is especially helpful for on-site construction, installation or repairs requiring power tools. The controller will have conventional knobs and buttons, but also wi-fi capabilities. Currently, the wi-fi signal is not strong enough to reach to the garden, but that may change in the future.

First formal work party! Susan Albright, Helen Dorbolo, Erika Orchard, Ron Spendal and Sue Ryburn formed our first official work party on 5/15/18 adding flags to id our irrigation lines before they are covered with topsoil and compost, removing some rip rap from the gravel paths and installing stakes to mark the location of berms in preparation for soil and compost to be dumped in the beds. And importantly, Susan marked a nearby Killdeer ground nest to help avoid being disturbed by humans.



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Soil and Compost- You may recall that PCC-RC has made the soil and composted manure stockpiled behind the Pole Barn available for use in our garden beds. Sue took samples and ordered soil test and compost tests with advice from Weston. The test results were good, so we are planning to use those resources to start filling our beds. Before adding the soil and compost, the subsoil was roughed up using a small back hoe and rototillers in late April. This is a technique recommended by Weston and, for those of you at Soil School, the OSU soil grad students. This helps the subsoil and topsoil/compost to integrate. After roughing up the soil, PCC will start to move the soil and compost to the beds. That is planned to start in May, if the weather continues to be drier and those materials dry out more.

More topsoil is needed to fill all the beds and will come from Noyes construction, as originally planned. Kimberly Culbertson has reconfirmed availability and is coordinating with Noyes to schedule the start of after June 6th.

MGs will be responsible for rototilling the topsoil and compost together using borrowed rototillers from PCC-RC LAT.

Parking

Ten green colored tire stops are now located along the north fence line in the parking area adjacent to our garden site. Our plans are to have the parking located at the south side of the garden. For the time being, the college wishes to have us locate parking there. Fortis will be bringing a much smaller building to the far corner of the gravel lot for another temp office. At least through the summer, the entire lot will be only available to us and Fortis and allow us to use that site for parking more than the 10 spaces. We have the combination to the lock on the gate to the garden lot and will be responsible for opening and locking it.

Fundraising/Donations

- A grant award from the Aloha Garden Club \$1000 was received on 4/20/18.
- David Winchester secured a donation of the roof for the Education Pergola in March. We will need to find resources/donations for the floor.
- David Winchester requested a 180 sf Garden Shed donation from PARR Lumber on 4/18/18.

Plant Layout

Plant layout plans are progressing along, and we will be setting up a meeting to go over plans for all the garden sections. Weather permitting, hopefully to be able to do on site. This is an important step for us to now be able to seek donations and discounted purchases of our plant materials.

Supplies/Materials

Bill Klug, Sandy Japely, Sue Ryburn and Thim Baker did an initial walk through of the Demo Garden on 4/16/18 to determine materials that later can be used at the Chapter's PCC-RC and Jenkins Estate gardens. The group, including Susan Albright, met again on 5/15/18 to fine tune other wind-down plans.



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DOCUMENT 3 (3 pages)

Minutes from Demo Garden Closure Committee - May 15, 2018 at Demo Garden

Attendees: Susan Albright, Sandy Japely, Bill Klug, Sue Ryburn, Thim Baker

Meeting called to order: 12:05pm by Susan Albright

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION
<p>Sale of Greenhouse and Parr Shed: All</p>	<ul style="list-style-type: none"> • Bill suggested we have the greenhouse company disassemble the greenhouse. He knows someone (Rick?) who can haul the greenhouse to the buyer at no charge, assuming it's within a reasonable distance. Will take two trips. • Greenhouse will be offered as a "kit" to include the structure, grow lights and fixtures, heating mats, heaters and solar panels. • Bill said that there may be additional costs to decommissioning the greenhouse electrical system • Advertising the sale of greenhouse and shed to take place as soon as all information is ready. • Advertise for sale in this order: <ul style="list-style-type: none"> ○ WCMGA members (Chapter Chat & June mtg) ○ MMG & OMGA ○ Landscapers, Nurseries, HPSO and general public 	<p>Action: By May 21 or so, Bill will get estimate from greenhouse company re value and teardown costs. Bill will ask Anna Stubbs to take photos of the greenhouse and the shed for use when we are ready to advertise for sale. Susan will make write up notice for June Chapter Chat and make announcement at June Chapter meeting if information on pricing is set in time. If the green house and shed do not sell within WCMGA membership: Sue will contact OMGA Bill will contact Weston and, later, Westside Wellness Thim will contact local nurseries/landscapers Susan will contact HPSO</p>
<p>Other Assets of value: All</p>	<ul style="list-style-type: none"> • Sue and Sandy had a first pass look at items at the April meeting and identified some for Jenkins & PCC gardens. 	<p>Action: Sue and Sandy will continue to look at usable items for Jenkins and PCC.</p>



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	<ul style="list-style-type: none"> • Discussion of what plant material would be available and if there is any that could be moved to Jenkins or PCC. • Plants as well as some other items need to remain in place until after the Fair (July 26-29) and the Tomato Tasting (Sept 18 or 25). • Some items for Jenkins and PCC gardens can be moved before Fair and will be placed in the covered open storage bay. • Any items of value that are not designated for Jenkins or PCC will be priced for sale. • Sale will occur at the first available date after the Tomato Tasting. • Bill has a list of DG volunteers who would like to purchase some of the items (e.g., rain barrels, rain chains, plant material, etc.). DG volunteers will be given first choice of items, then sale will be open to WCMGA members, followed by MMG and the public. • Any items not sold can be donated. Suggestions were TVGC, Habitat for Humanity, School-gardens. • Thim said that TVGC would be interested in the hoop house if it is donated. 	<p>Bill will mark two areas in open storage bay – one for Jenkins and one for PCC – and start to place items there that can be moved to the gardens between now and the Fair.</p> <p>Bill will maintain a list of items requested by DG volunteers.</p>
<p>DG & TVGC areas in garden: Thim</p>	<p>Clarified that all of the garden area north of the sheds belongs to TVGC, including all of the raised beds. Several beds adjacent to the WCMGA garden area were loaned to, and planted by, WCMGA members. Discussion of perennial plants in those beds and what was to be done with them. No need to decide now, but general feeling was that most</p>	<p>Decision: Discussion of plant material in the loaned beds to be discussed at a future meeting, if needed.</p>



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	of the plants should remain with TVGC. One exception is the WCMGA mini-garden plantings that were requested by a DG volunteer who created that garden.	
Tomato Tasting & Farewell-to-DG Event: Bill	Bill met with four of the DG Garden Leads. They plan to hold the Tomato Tasting as a final farewell event to the DG. Date will be September 18 th or 25 th . Details to follow.	
WC Fair: Bill	<ul style="list-style-type: none"> • 2018 Fair Committee (Margie Brunello, Jeannine Rychlik and Jane Miller) is concerned about recruiting volunteers for the Fair and a feeling that there is a lack of interest from (the board??/chapter??). Susan had contacted Margie last week about sending out a notice to WCMGA volunteers. Issue with getting sign up posted on CERVIS so things were on hold. • Do we want some sort of sign during the fair regarding this being the last year for the DG at the fair and encouraging folks to visit the other two gardens? There would be a cost involved for the sign, maybe \$100. Concern that we be careful with the wording and be respectful to all those who have volunteered at the DG over the years. This had only been discussed with the four Garden Leads at DG, not all volunteers. • Agreed that WCMGA should maintain a presence at the WC Fair in future years. Ideas for what that may look like need to be explored and developed. 	<p>Action: Susan will contact Marcia to see if she can expedite the problem with CERVIS and will follow-up with Margie, Jeannette and Jane regarding the announcement for volunteers for the fair.</p> <p>Bill will talk to all the DG volunteers to get their input as to what might be appropriate on a sign for the fair re the closure of the DG.</p> <p>Susan will bring up topic of possible sign at Fair re DG closure at May 21 Board meeting. She will also share need to have a group willing to look at ways for WCMGA to have a presence at the Fair in the future.</p>

Meeting Adjourned: 1:25pm

Next DGCC Meeting (if needed): Friday, June 15, 2018, 9am-11am, OSU Extension Office, Multnomah Falls Room

Respectfully submitted by: Susan Albright, WCMGA Chapter President 5/20/18