**Attendees**: Susan Albright, Kathy Nokes, Marti Farris, Jackie Lindquist, David Winchester, Marilyn Berti, Pat Simmons, Sue Ryburn, Shirley Wolcott, Marilynn Turner, Tim Lanfri, Leslie Ray, Sandy Japely

**Meeting called to order**: 10:01 am by Susan Albright

| **TOPIC: PRESENTER(s)** | **DISCUSSION** | **ACTION/DECISION** |
| --- | --- | --- |
| **Marilyn Berti**  **Sandy Japely** | * Survey data has been reviewed, summarized and the top 5 priorities defined, and Leads chosen for each. * MGs who identified to be “champions” for the 5 key priorities of the Strategic Planning: * Sandy Japely (Educating MGs) * Deborah Dineen? (Identifying what public wants/needs from MGs. Leslie Ray is going to contact Deborah, so this is a maybe) * Shirley Wolcott (Increasing intern/veteran MG engagement with organization) * Kathy Nokes (Supporting OSU Program activities and initiatives) * Pat Simmons (Fundraising) * Budget to support these goals due by the Sept board meeting. Since plans are being developed, may need to have place holders in the budget for now. | **Action:** See attached summary (Document 1) |
| **Budget:**  Marilynn Turner | * Issues with Wells Fargo and how WCMGA bank accounts registered are still being resolved. * Financial status to be sent out when reconciled. * Marilynn Turner to keep board informed. * 2019 Budgeting process to begin. | **Action:** Budget Committee to meet on September 6th for first meeting and to have a preliminary budget for review by Board for September 17 Board Meeting. |
| **Fundraising:**  Pat Simmons | * Pat Simmons will be working with Dave Winchester on Fundraising for balance of 2018. | **Action:** Summary of Pat’s Fundraising Plans attached. (Document 2)  Set meeting to begin planning for 2019 Plant Sale |
| **MG of Note:**  Shirley Wolcott | * Sept MG of Note will highlight those receiving awards and recognition; awardees will be invited to Sept meeting. | **Action:** Shirley Wolcott created list of award and recognition recipients for 2018 and a comprehensive list of those receiving recognition from 2002 to 2018. (Documents 3 and 4) |
| **PCC Rock Creek Garden:**  Sue Ryburn | * The approved 2018 budget included grant-external donations to Chapter of $6000 for the WCMGA Education Garden at PCC Rock Creek. Actual external grants-donations awarded to Chapter targeted for the PCC garden is $12,500. Motion made to expand expenditure budget by $6500 to match grants-external gift received and allow those funds to be spent for PCC garden. * Motion to accept proposal to establish two WCMGA Sponsored Metro Master Gardener Fellowships for PCC Rock Creek Landscape Technology Students for 2019 MG training.   **PCC update:**   * Have established Monday and Wednesday 8-noon work parties to install the garden and to continue through about the middle of October, or when the rains come as we now turn to planting. * Received 40 dump trucks of topsoil * Received 10 truckloads of compost donated by Recology * Irrigation system up and running after all that work with equipment * Actively seeking plants as donations and then as wholesale purchases using a small team of MGs to reach out to vendor (Carolyn Adams, Susan Albright, Lisa Graff, Sue Ryburn) * Seeking donations for trees from Members and the public and to acknowledge at the garden site in recognition of someone the donor designates. * Gail Langellotto will visit the garden on 9/19 as a follow up to discussions Susan Albright and Sue Ryburn had with her about using the PCC garden site for her Urban Soils research. * Cognizant Technology Solutions volunteer work party to be on 9/29.  We will plan to have some opportunities for kids too. * We contacted PCC LAT faculty to express our interest in participation in class projects for the 2018-2019 Academic Year. * On 8/17 connected with the Xerces Society about our activities at PCC and they would like to meet and talk about ways to collaborate and share information with us * Kassia Rudd of the Oregon Agriculture in the Classroom Foundation seeking ways to partner and bring outreach on ag-hort topics to kids. Great opportunities here. | **Results:** Motion passed unanimously. Motion to be presented by Treasurer to the Members at the September Chapter meeting and voted upon at October Chapter meeting.  **Results:** Motion passed unanimously. ( Document 5) |
| **Learning Garden:**  Marilyn Berti, Sandy Japely & Susan Albright | * Open house 9/15. 2 Classes – Seed Saving and Putting the Garden to Bed. Both classes are for 1-hour MG Education Credit. * End of year picnic is 10/6 * Sandy sent email regarding shifting many of her tasks to other MG volunteers. | **Action:** see attached Document 6 |
| **DGCC:**  Susan Albright | * Bill Klug continues to work on closure and has created a timeline for actions and list of items for sale. Greenhouse is sold. * Tomato tasting 9/18 |  |
| **2019 Training Classes:**  Susan Albright | * Louise and Weston are still exploring other possible venues for annual MG training in Washington County. |  |
| **Publicity Director:**  Leslie Ray | * Leslie emailed job descriptions for Publicity Policy and Publicity Director position for review | **Summary:** Documents will be presented at September Board meeting |
| **Retirement:**  Susan Albright | * Jordis Yost is retiring. Proposal for WCMGA to donate $200 for gift. | **Results:** Proposal was passed unanimously |
| **Barbara Watson:**  Susan Albright | * Kathy, daughter of Barbara Watson (former Master Gardner) wants to purchase tree for PCC Education Garden in her honor. Proposal to accept donation of up to $300 for a tree. | **Results:** Proposal was passed unanimously |
| **2019 Board Nominees:**  Susan Albright | * Ten positions open for 2019 board. * Leslie Ray volunteered to be nominee to be Publicity Director for one more year of the two-year term. | **Action:** Need to get job descriptions finalized  Any current board members interested in being a nominee for 2019, please let Susan Albright know.  Forward to Susan Albright suggestions for names of WCMGA members to approach about open positions. |

**Meeting Adjourned: 12:10 PM**

Next Board Meeting: Monday, September 17, 2018, 10am-12pm, OSU Extension Office

Sept Chapter Program & Meeting: Tuesday, Sept 4th, 2018, 6:30pm-8:30pm

Speaker: Rima Green, “Teaching Gardening at Detention Facilities/Schools/Neighborhoods”.

Respectfully submitted by: Marti Farris, WCMGA Recording Secretary

Approved by: Sue Ryburn, 2018

**DOCUMENT 1**

**Washington County Master Gardener Association**

**Strategic Planning Session**

**Monday, July 23, 2018**

**Attending:**

2018 Board Members: Susan Albright, Marilyn Berti, Marti Farris, Louise Gomez-Burgess, Tim Lanfri, Kathy Nokes, Leslie Ray, Sue Ryburn, Marilynn Turner, Kimberly Culbertson (past-president)

OSU Program: Marcia McIntyre, Weston Miller

WCMGA members: Robin Burnham, Joann Carruthers, Lori Davidson, Deborah Dineen, Helen Dorbolo, Nancy Howarth, Nadine Johnson, Sue Patterson, Larry Schick, Pat Simmons

**Facilitator:** Sandy Japely

**Unable to attend:**

Board Members: Jacki Lindquist, Dave Winchester, Shirley Wolcott

WCMGA Members: Thim Baker, Michael Donoghue

The strategic planning team reviewed the Chapter purpose, data related to the current allocation of financial resources and volunteer hours, WCMGA member survey results, and an analysis of the organization’s strengths, weaknesses, opportunities and threats as seen from the eyes of the board members. After reviewing the data, the team identified five key priority areas most critical to the future of the organization. The five priority items included:

1. Educating Master Gardeners to respond more effectively and more comfortably to garden inquiries from the public
2. Identifying what the public wants/needs from Master Gardeners and increasing public awareness of what MGs have to offer
3. Increasing intern/veteran MG engagement with the organization
4. Supporting OSU Program activities and initiatives
5. Exploring fundraising activities of interest to WCMGA members and the public and that raise sufficient revenue to maintain an effective organization

Several hundred ideas on how to address the key priority areas were brainstormed. Then five subgroups spent considerable time synthesizing the ideas into logical next steps for implementation action items. The results of those subgroups synthesis follows:

1. **Educating Master Gardeners to respond more effectively and more comfortably to garden inquiries from the public**

(Susan Albright, Sue Ryburn, Nancy Howarth, Nadine Johnson)

1. Create a list of 3-5 key topics that would comprise a continuing education curriculum
2. Identify the expert/curriculum developer(s) for each topic
3. Train the trainers to be effective teachers (adult learning, public speaking/Toastmasters, hands-on, webinar on train the trainers)
4. Other than phones, develop additional avenues for MGs to provide garden-related education to the public (e.g., educational content posted at our gardens)
5. Study buddy
6. Mentors (Intern with Vet)
   1. Phone clinic
   2. Specific topic (e.g., weed id, insects id, plant id)
7. As much as possible, utilize chapter speakers that present topics more directly aligned with MG curriculum and of interest to the public
8. OSU Webinars – group viewing followed by discussion
9. **Identifying what the public wants/needs from Master Gardeners and increasing public awareness of what MGs have to offer**

(Leslie Ray, Weston Miller, Deborah Dineen, Pat Simmons)

1. Cooperate with OSU MG Program and other chapters to identify wants/needs and longer-range planning
2. Identify customer groups - contact 10 “potential partner” organizations/agencies by Dec. 1, 2018, to identify their ideas re: what public needs
3. Use multiple info gathering techniques conduct needs analysis of customers to identify potential Master Gardener role and value -- by Feb 19
4. Assess findings for implication for specific WCMGA plans -- by May 19
5. Present findings and recommendations to WCMGA Board for June 19 meeting
6. By Jan 2020, develop strategies for outreach and community engagement. Include implications for other MG activities e.g. funding, communications, education, etc.

Assumptions:

* It’s bigger than WCMGA! Will team with counties and Metro program
* It’s an iterative process, will develop in short and long term (some beyond 2020)
* “customers”, “agencies”, etc., all = stakeholders

1. **Increasing intern/veteran MG engagement with the organization**

(Louise Gomez-Burgess, Lori Davidson, Marti Farris, Joann Caruthers, Larry Schick)

1. Make the organization/activities more family friendly -- offer 1/3 of all WCMGA activities as family friendly by informing, offering childcare, appropriate windows of time (that don’t conflict with school drop-off/pick-up) and have activities that engage parent/child by 2019 new intern training
2. Establish a 1-1 Mentoring Program during intern training
3. Social/community building activities during and post training
4. Help decrease anxiety for interns by answering volunteer hour questions (or other questions) earlier in training (noontime chats?)
5. Directly ask diverse populations about participating in MG program (what will make people want to stay involved
6. Online forum and Facebook page to increase engagement/foster community among MGs
7. Clearly articulate how our work connects to our core mission
8. **Supporting OSU Program activities and initiatives**

(Tim Lanfri, Marilyn Berti, Kathy Nokes, Marcia McIntyre)

1. Increase financial support of OSU MG Program - Increase by 5% per year over next 3 years. Contribution to Metro MG Program currently 30% of WCMGA budget. Proposed schedule:
   1. Year 1 – 35% Year 2 – 40% Year 3 – 45%

Necessitates strong fundraising

1. Increase WCMGA Program volunteer hours. Currently 40% with goal of 50% in 3 years. Attain through clear, supportive, communications. Educate all MGs of difference between ‘Program’ and ‘Partner’ activities
2. **Exploring fundraising activities of interest to WCMGA members and the public and that raise sufficient revenue to maintain an effective organization**

(Marilynn Turner, Robin Burnham, Helen Dorbolo, Kimberly Culbertson)

1. Current Corporate Givers: Intel

Goal: Double contribution in 3 years from $7K to $14K

Retirees – MGs and non-MGs

Intel involvement in Saturday work parties

1. Customer Directed Corporate Giving

Kroger – increase sign-ups and renewals

Add Amazon Smile

Provide sign up assistance at chapter meetings

1. Corporate Giving Expansion - explore who, how, when
2. Plant Sale – form a committee
3. Individual Giving – explore

Sustaining donation

Bricks in the garden

Stepping stone with handprint day (paw print)

Do not explore charging for MG services or classes

**Strategic Planning Next Steps**

**What is good strategic planning?**

**It forces choices (we can’t be all things to all people), it focuses effort (keeps us from spreading ourselves too thin), it balances continuity and change (we don’t need to change everything), it integrates the organization, and most importantly it translates ideas into action.**

With the five priority areas in place, please review the following as next steps for implementation:

1. Align each of the five priority actions with current board member position descriptions.

|  |  |
| --- | --- |
| **Key Priority** | **Board Position Alignment** |
| Educating Master Gardeners to respond more effectively and more comfortably to garden inquiries from the public | Program Director |
| Identifying what the public wants/needs from Master Gardeners and increasing public awareness of what MGs have to offer | Publicity Director/President |
| Increasing intern/veteran MG engagement with the organization | Chapter Relations Director |
| Supporting OSU Program activities and initiatives | President/Vice President |
| Exploring fundraising activities of interest to WCMGA members and the public and that raise sufficient revenue to maintain an effective organization | Fundraising Director |

1. Identify a single person responsible for leading the implementation of each of the five key priorities and shepherding it through to completion. Note, this may or may not be the Board Position aligned with the priority area. Implementation work may include collaborating with and including OSU Program staff in implementation.
2. Identify which action items should be implemented by WCMGA board, which are more appropriate to be addressed by Program staff in collaboration with Chapter boards.
3. Develop action plans for completion, includes committee assignments, dates, milestones, responsible parties, and expected results. (e.g., goals are SMART =specific, measurable, attainable, results-oriented, time-specific)
4. Identify resource needs of each priority for input to 2019 budgeting process.
5. Develop communication plan for sharing Strategic Plan with all chapter members (email, live presentations, handouts)
6. Include Strategic Plan Progress Check as part of EVERY board meeting to ensure implementation plans stay on track. And create “report out” on progress to all WCMGA members at least once a quarter (email, in person presentation).

**Document 2**

**Fundraising Plans**

**Fundraising Plans**

**Objective:**

Explore/execute fundraising activities of interest to WCMGA members and the public and that raise sufficient revenue to maintain an effective organization

**Background:**

Fundraising is an ***especially critical issue*** ***for WCMGA in near term*** for several reasons:

* + Income Side -> Plant sale changes
  + Single largest source of generating annual operating funds ($11K, 35-50% in last 3 yrs.)
  + Should no longer use plants/divisions donated from members yards/gardens
  + Changing formats will require learning curve and possibly require additional working capital
  + Expense Side -> Continued start-up expenses of PCC-RC in near term

**Good News:**

***Number of good opportunities to consider:***

* ***Modified plant sale possibilities*** 
  + Ability to use PCC-RC site
  + Others generate $ 10-20K using alternate formats
    - Input shared by other MG chapters provides some road maps
    - Requires more upfront capital
    - Will require high level effort this year
  + ***Need to establish team – NOW***
* ***Expanding Corporate Giving*** 
  + Intel – create volunteer ‘work party’ opportunities to drive volunteer time &

build relationship

* + Kroger -> focused effort to increase sign-ups and renewals
  + Amazon Smiles – establish relationship and promote sign-ups and use
  + Explore other Corporate Giving opportunities (who/how/when)
* **Cultivate Donors**
  + Define portfolio of opportunities for donors to support WCMGA
    - *Sustaining (multiple levels)*
    - *To help fund specific needs*
    - *Corporate sponsorships*
    - *In-kind donations*
* Engage full spectrum of WCMGA stakeholders with opportunities that align with their specific interests/objectives (WCMGA members, Public, local Corporations, etc.)
  + Create/publicize Donor Recognition
* **Augment Merchandise Sales**
  + Support current programs (Books, Magnifying Lens, etc.)
  + Expand offering where it makes sense (things that might appeal to public)
  + Expand sales channels where it makes sense
    - Sales on website
    - In conjunction with program activities (synergistic products that fit with programs)

**Initial Action Plans:**

***Conduct modified plant sale at PCC-RC in 2Q19 with target of generating $10k net income.***

* Appoint team leads (2-3) for Plant Sale team (this week)
  + Establish full project team (by mid-September)
* Assess options for modified format and focus (including critical issues, costs and potential income) and present recommendations to WCMGA Board - **by 10/1/18**
* Establish project plan (critical issues, actions plan, resource requirements, responsibilities, timelines) – **by 10/15/18**
* Develop financial plan to manage upfront costs associated selected approach – **by 11/15/18**
* Establish relationships, preliminary plans and deliverables with key stakeholders **– by 12/31/18**
* (more actions based on project plan)
* Communicate regularly to WCMGA members and key stakeholders to help gain buy-in and keep plans on target **(ongoing)**
* Work with Communications team to develop needed materials and integrate with overall Stakeholder Outreach/Relationship **(ongoing)**
* ***Note: This project needs to be closely coordinated with PCC-RC team to make sure we positively impact developing relationship with PCC-RC. (ongoing)***

**Expand Corporate Giving Program to increase income to $10K/yr. by FY 2021.**

* Initially focusing on **Intel**,
  + and working across WCMGA activities/teams, identify and outline list of ‘work party’ projects that may be of interest for Intel employee/retiree volunteer engagement. For each target project/opportunity, develop business case, ‘project plan’, volunteer or donation targets, outreach materials and engagement plan to request Intel participation. – **by 1Q/19**
  + Implement outreach and engagement plans, coordinating with other WCMGA activities to implement work party – **by 2Q19**
  + Develop contact list for ongoing engagement and communications **(ongoing)**
  + Implement ongoing communications with WCMGA and with volunteers and Corporate/Community Organization Contacts to provide updates on activities, accomplishments, etc. **(ongoing)**
* For **Kroger,**
  + Implement plan to increase sign-ups and renewals - **2Q19**
  + Track and communicate results to WCMGA on quarterly basis – (ongoing)
* Explore and develop plans for WCMGA participation in **Amazon Smiles** program **- 2Q19**
* Identify other local Corporations and Community Organizations that offer community giving support and/or grants to horticultural and gardening organizations. Evaluate and prioritize potential opportunities worth pursuit. For highest priority targets, develop appropriate plan to pursue

**Cultivate Donors to increase annual funding and/or material/service donations to $5K/yr. by 2020**

* Develop ‘Business Case’ which can be used for donation outreach, including:
  + understanding of needs/interests of each segment of target stakeholders, and how supporting WCMGA can bring value.
  + Outreach plan for each segment
* Working across WCMGA activities, develop portfolio of specific ‘giving opportunities’ specifying what’s needed, value/impact of donation and outreach targets.
* For highest priority opportunities, develop and implement outreach project plan. (donations of plants and materials for PCC-RC installation may provide pilot program.)
* Develop and implement Donor Recognition Program
* Coordinate closely with Communications Team (publicize, build contact list, communicate results, etc.)

**Document 3**

**2018 Awards and Recognitions**

Nominated for OMGA MG of the Year

Sue Ryburn

Nominated for OMGA Behind The Scenes

Elizabeth Price

Awarded Washington County Master Gardener of the Year

Sue Ryburn

Awarded Washington County Behind the Scenes

Elizabeth Price

Special Act/Making a Difference

Larry Schick – Technical Support at Chapter Meetings and Trainings

Bill Greer – Dedicated Phone Clinic Volunteer

Trina Studebaker – Master Gardener Training Coordinator, now resigned

Bill Klug – Demonstration Garden presentation and closing coordination

Ruth Robinson - Dedicated 2-year service as WCMGA Treasurer and continual support.

MGs of Note

**February**

Ardis Schroeder

Judy Froemke

Diane Allen

Sarah Gramm Wolf

Jacque Myers

Elizabeth Price

Ruth Robinson

**March**

Cindy Muir

Marge Brickey

Larry Schick

Mike Driscoll

**April 2018** Gardeners Speakers Guild

Judy Froemke

Sal Bianco Beth Rose

Bob Falconer Dawn Hummel

Sandy Japely Deb Jones

Harriet Ottaviano Tim Lanfri

Cheryle Douglas Sue Ryburn

Jeannine Rychlik Jerry Anderson

Bridget Shaw Ron Spendal

**May** MGs of Note

Joann Caruthers ,Kathi Stoffel, Kathy Nokes, Nancy Howarth, Cindy Muir, Ruth Robinson, Jane Miller, Cindy Owens, Deborah Dineen, Jackie Hauser, Marty Anderson, and Judy Froemke.

**2018 Volunteer of Note April**

James Galbreath

Dorothy Erdling

 Julia Chen:   
  
**June**

Judy Macmillan

Ray Robertson

David Butt

Nancy Wilson, Kathy Nokes and Marilynn Turner

**July** MGs of Note

Kathi Stoffel

Bill Klug

Helen Dorbolo

**Document 4**

**AWARD AND RECOGNITION COMPREHENSIVE HISTORY**

2002-2018

2002 Michal Rieckmann Nominee State Master Gardener of the Year

Jane Miller WCMGA Master Gardener of the Year

Barbara Watson WCMGA Master Gardener of the Year

Loretta Richardson Nominee State Behind the Scenes Award

Susan Hay WCMGA Behind the Scenes Award

2003 Jerry Anderson Nominee State Master Gardener of the Year

Ron Spendal Nominee State Behind the Scenes Award

Bob Luck WCMGA Master Gardener of the Year

Jean Natter WCMGA Behind the Scenes Award

2004 Jerry Anderson Nominee State Master Gardener of the Year

Ron Spendal WCMGA Master Gardener of the Year

Anna Stubbs WCMGA Master Gardener of the Year

2005 Jean Natter Nominee State Master Gardener of the Year

Jerry Anderson Nominee State Behind the Scenes Award

David Rullman WCMGA Master Gardener of the Year

Donna Jean Patterson WCMGA Master Gardener of the Year

William Greer WCMGA Behind the Scenes Award

2006 Wendy Kroger Nominee State Master Gardener of the Year

Jerry Anderson OMGA Behind the Scenes Award

Tam Martin WCMGA Master Gardener of the Year

Larry Schick WCMGA Master Gardener of the Year

David Rullman WCMGA Behind the Scenes Award

Anna Stubbs WCMGA Behind the Scenes Award

2007 Jean Natter OMGA Master Gardener of the Year

Tam Martin Nominee State Behind the Scenes Award

Jane Miller WCMGA Master Gardener of the Year

Anna Stubbs WCMGA Master Gardener of the Year

Joanne DeHaan WCMGA Behind the Scenes Award

Barbara Bergen WCMGA Behind the Scenes Award

2008 Jane Miller Nominee State Master Gardener of the Year

David Rullman Nominee State Behind the Scenes Award

Joanne DeHaan WCMGA Master Gardener of the Year

Ken Keudell WCMGA Master Gardener of the Year

Fred Dorr WCMGA Behind the Scenes Award

2009 Anna Stubbs Nominee State Master Gardener of the Year

Margaret Bayne Nominee State Behind the Scenes Award

Anna Stubbs WCMGA Master Gardener of the Year

Carol Ross WCMGA Master Gardener of the Year

Margaret Bayne WCMGA Behind the Scenes Award

2010 Tam Martin Nominee State Master Gardener of the Year

Jean Natter Nominee State Behind the Scenes Award

Lynn Cox WCMGA Master Gardener of the Year

Bill Klug WCMGA Behind the Scenes Award

2011 Tam Martin OMGA Master Gardener of the Year

Jean Natter OMGA Behind the Scenes Award

Barbara Knopp WCMGA Master Gardener of the Year

Lynn Wagner WCMGA Behind the Scenes Award

2012 Tim Lanfri Nominee State Master Gardener of the Year

Joanne DeHaan Nominee State Behind the Scenes Award

Tim Lanfri WCMGA Master Gardener of the Year

Joanne DeHaan WCMGA Behind the Scenes Award

2013 Lynn Cox Nominee State Master Gardener

Jacki Dougan Nominee State Behind the Scenes Award

Marilyn Berti WCMGA Master Gardener of the Year

Jacki Dougan WCMGA Behind the Scenes Award

2014 Tim Lanfri Nominee State Master Gardener of the Year

Cindy Muir Nominee State Behind the Scenes Award

Sandy Japely WCMGA Master Gardener of the Year

Cindy Muir WCMGA Behind the Scenes Award

Lynn Cox OMGA Search for Excellence Awardee

2015 Lynn Cox Nominee State Master Gardener of the Year

Bill Klug Nominee State Behind the Scenes Award

Bob Falconer WCMGA Master Gardener of the Year

Daisy Parquet WCMGA Behind the Scenes Award

2016 Sandy Japely WCMGA Master Gardener of the Year

Carol Ross WCMGA Behind the Scenes Award

2017 No Awards Submitted

2018 Sue Ryburn Nominee State Master Gardener of the Year

Elizabeth Price Nominee State Behind the Scenes Award

Sue Ryburn WCMGA Master Gardener of the Year

Elizabeth Price WCMGA Behind the Scenes Award

**Document 5**

**Proposal for WCMGA Sponsored Metro Master Gardener Fellowships for PCC Rock Creek Landscape Technology Students**

**DRAFT 8/14/18**

With the WCMGA partnership and presence at PCC Rock Creek, we have a unique opportunity to reach out to the Landscape Technology (LAT) program students and encourage interest in becoming Master Gardeners.

Already, during the 2017-2018 Academic Year, our garden site was used as part of the curriculum for a design class, a site analysis class and was visited by the irrigation class. In addition, during 2018 we will have used the campus grounds, LAT classroom and workroom and the PCC Rock Creek Learning Garden for 8 In the Garden Series sessions. We continue to seek ways to complement the educational activities at PCC Rock Creek as well as nearby schools, such as Springville K-8. There is already tremendous good will from PCC Rock Creek towards WCMGA and the overall Master Gardener Program. As WCMGA becomes more established and our activities expand at PCC-RC, our profile will continue to grow.

One way to help expand our reach is to incorporate more LAT student involvement in our activities. Establishing WCMGA sponsored Master Gardener Fellowship slots that targets LAT students would help to attract individuals who are either currently working in horticulture or seek to work in horticulture positions.

This is separate from, and not intended to replace the WCMGA Fellowship positions for which Chapter funding is requested by Weston and that are awarded based upon an income requirement, among other criteria.

**Criteria for assigning Fellowships**

* To be a Landscape Technology Student at PCC Rock Creek who has formally declared their plan to obtain an Associate of Applied Science in Landscape Technology degree or, an Associate of Applied Science in Landscape Design degree <https://www.pcc.edu/programs/landscape-tech/overview.html>
* To have completed 27 units of LAT classes. This is approximately equivalent to having completed one year of the LAT curriculum.

**Expectations of WCMGA-LAT Fellowship Awardees:**

1. To meet all the requirements established through the OSU Extension and Metro Master Gardener program including in class trainings, workshops and volunteer hours.
2. For the Intern year, at least half of the partner sponsored volunteer hours to take place in one or both the WCMGA gardens—the Education Garden at PCC Rock Creek and/or the Learning Garden at Jenkins Estate.
3. Fellows will be expected to pay $75 materials fees of the current $445 for Master Gardener Educator training fees. The balance of the fee would be paid by WCMGA.

**Process**

1. Publicize availability of two WCMGA sponsored LAT Master Gardener Educator trainee positions that are available for the 2019 training.
2. This would be done with the assistance of the LAT faculty at PCC Rock Creek.
3. Post flyers in Building 4 (LAT Building) announcing availability of the positions. Direct interested students to read the requirements and training curriculum information at the Metro MG website.
4. Identify 3-4 WCMGA certified Master Gardeners that could be contacted if a student has questions about the Master Gardener Program. Invite them to attend our PCC Rock Creek garden team meetings and to participate in volunteering at the garden.
5. Interested students to submit a brief application (form to be developed) during October for the WCMGA-LAT Fellowship positions, providing evidence of having completed the 27 units of LAT classes (no grade information included).
6. A small committee of WCMGA members to review the applicants, conduct brief interviews to ensure that the applicant knows about volunteer requirements, focus on education and outreach, answer questions from applicants. Determine who to award the two slots by mid-November. Input from the LAT Department Chair or other faculty who know the students could be sought.
7. WCMGA-LAT Fellowship awardees would then apply to the Metro MG Program using the Metro MG application.
8. At end of the Intern year and certification, ask WCMGA-LAT Fellows to help inform other LAT students of the MG program.
9. WCMGA will seek to continue to participate in the annual LAT Open House in ~ January each year. We can use that as an opportunity to highlight the availability of the WCMGA-LAT Fellowship positions for the subsequent year.

**Document 6**

**Learning Garden at Jenkins Estate**

**Meeting Notes – July meetings**

Discussion related to responsibilities for coordination tasks. The following agreements were reached:

1. Irrigation maintenance = Michael Donoghue, Sue Ryburn

2. Gravel/soil management – purchase/refresh = Jacque Myers

3. Building/Shed management, “Commons” area development/maintenance = Cecelia K, Robin

Burnham, James

4. Intern recruitment = Tamara, Kathi Stoffel(?)

5. Class list development/coordination with WCMGA activities = Sue Patterson, Marilyn Berti

6. Monthly meetings of leadership team = Marti Farris, Marilyn Berti, Sue Ryburn

7. Budget development/monitoring = Sandy Japely

8. THPRD communication = Marti Farris

9. Coordination/communication with WCMGA board/MG Program staff = Sandy Japely

10. Brochure development/maintenance = Sandy Japely

11. Coordinate/lead tours = Sandy Japely

12. Overall vision for garden future = Team

Next steps – develop schedule of time to meet with Sandy and learn particulars of each task. Transition

now through the end of 2018. Specific notes will be made available for more complex activities.

Discussion of fundraising possibilities = trellises, herb patio pots

Updates regarding current activities/needs:

 Companion perennials = Marcia is developing graphs of what’s planted/timing; mulch great help

to deter weeds

 Veggies – Sue Patterson has created list of veggie garden learnings, photos on Google drive

 Grape arbor – Sue Ryburn will purchase bench for seating in grape arbor area

 Mole deterrent – Marilyn Berti purchased additional Mole Max; Sandy Japely will purchase a

number of fritillaria bulbs for the herb area to try as a mole deterrent

 Weed issue – nutsedge likes damp soil; will make best effort at digging all nutsedge up

 Pioneer Herb garden – blue kerneled corn; all-red potatoes