



## Washington County Master Gardener Association Board Meeting

October 15, 2018

MINUTES

**Attendees:** Susan Albright, Marti Farris, Marilyn Berti, Sue Ryburn, Shirley Wolcott, Marilynn Turner, Tim Lanfri, Louise Gomez-Burgess, Pat Simmons, Janet Remillard, Cate Antisdell

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

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION
<b>MG of Note:</b> Shirley Wolcott	<ul style="list-style-type: none"> <li>• Cecelia Klinkenburg – fantastic job cleaning out the office shed at the Learning Garden.</li> <li>• Jake Clubine – Taking on A/V responsibilities</li> </ul>	
<b>Photo Storage:</b> Cate Antisdell	<ul style="list-style-type: none"> <li>• SmugMug photo storage site is best for our needs</li> <li>• \$47.88/year for unlimited photos and videos</li> <li>• Cate created a photo submission form; a few board members to test.</li> </ul>	<b>Action: Cate</b> to go forward with setting up SmugMug for photo storage. Will connect with Marilynn Turner for reimbursement for yearly cost.
<b>Budget:</b> Marilynn Turner	<ul style="list-style-type: none"> <li>• 2019 Budget presented – several unknowns in both income and expenses</li> <li>• Projected income down 1<sup>st</sup> and 3<sup>rd</sup> quarter. Want to push purchases if possible.</li> <li>• Income from new format plant sale projected to be down for the first few years.</li> <li>• Need to keep Chapter members informed. Email will go out explaining issues along with request for donations. Chapter Chat will also have article.</li> <li>• Motion to accept 2019 budget</li> </ul>	<b>Result:</b> Motion to accept 2019 budget passed unanimously <b>Action:</b> See Documents 1 and 2
<b>Chapter Renewal Campaign</b>	<ul style="list-style-type: none"> <li>• Three pronged approach             <ul style="list-style-type: none"> <li>○ Email</li> <li>○ Notice in Nov. and Dec. Chapter Chat</li> </ul> </li> </ul>	



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Marilynn Turner	<ul style="list-style-type: none"> <li>○ Signs at Nov and Dec Chapter Meeting sign-in table</li> <li>● Last year phone calls made to those who didn't renew were worth the effort.</li> </ul>	
<b>Trainee Class and Chapter meetings location:</b> Louise Gomez-Burgess	<ul style="list-style-type: none"> <li>● Starting in January 2019, location for the Chapter Meetings will be at the Griffith Park Building, 4755 SW Griffith Drive, Room 330, Beaverton 97005</li> <li>● Trainee Classes location not finalized.</li> </ul>	
<b>Fundraising:</b> Pat Simmons	<ul style="list-style-type: none"> <li>● 2019 Plant Sale kickoff meeting to define task teams and ownership is Oct 24<sup>th</sup>, 1-3 OSU extension office. Board members are encouraged to attend.</li> <li>● Met with Intel Volunteer coordinator. Possible to bring in Intel groups for specific projects; this will bring in \$10/hr for each volunteer. Several companies have similar programs</li> </ul>	<b>Action: Pat</b> to write meeting announcement and send to <b>Susan</b> for emailing to chapter members
<b>Strategic Planning:</b> Marilyn Berti	<ul style="list-style-type: none"> <li>● Brief update (due to time constraints) presented the question 'How might we (leads and board) best work together to consistently communicate that these are our priorities and our progress on the SMART goals across all 5, to chapter members'.</li> </ul>	
<b>PCC Rock Creek Garden:</b> Sue Ryburn	<ul style="list-style-type: none"> <li>● Sue provided update on PCC Education Garden activities</li> </ul>	<b>Action: See Document 3</b>



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<b>DG Closure:</b> Susan Albright	<ul style="list-style-type: none"> <li>10/27 Garage sale will likely be cancelled. Not enough items of value to warrant spending volunteer's time to price, organize and prep for sale.</li> </ul>	<b>Action:</b> Susan will include cancellation notice in email to chapter members and contact Leslie Ray to put out word on Facebook.
<b>Speaker Reimbursement Policy:</b> Susan Albright	<ul style="list-style-type: none"> <li>What is the policy for reimbursing speakers that have to travel farther than normal?</li> </ul>	<b>Decision:</b> Reimbursements will only be made upon request. Money will come out of Speakers Budget.
<b>2019 Board Nominees:</b> Susan Albright	<ul style="list-style-type: none"> <li>Vice President position remains open. Recording Secretary not finalized. Need to finalize by 10/20 so slate of candidates can be sent to membership for vote at November 6<sup>th</sup> Chapter Meeting.</li> </ul>	<b>Action:</b> Susan, Marilyn and Marilynn will continue to work on that.

**Meeting Adjourned: 12:15 PM**

Next Board Meeting: Monday, Nov 19, 2018, 1:30 to 3:30, OSU Extension Office – Note the different time due to room conflict  
 November Chapter Program & Meeting: Tuesday, November 6, 2018, 6:30pm-8:30pm

Speaker: Seth Menser - Fascinating Plants Across the Globe

Respectfully submitted by: Marti Farris, WCMGA Recording Secretary

Approved by: Susan Albright, October 23, 2018



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## Document 1 – 2019 Budget Worksheet (4 pages)

WCMGA General Funds	2018 Budget	YTD 10/12/2018	Estimate to EOY	2018 EOY Projection	2019 Budget
<b>Business Expense</b>					
<b>Board of Directors</b>					
Bonding & Ins.	(800.00)	(507.00)	(193.00)	(700.00)	(700.00)
Contingency Fund	(300.00)	(526.00)		(526.00)	(300.00)
Supplies	(200.00)	(29.78)		(29.78)	(200.00)
Travel	(300.00)	-		-	(300.00)
<b>Total Board of Directors</b>	<b>(1,600.00)</b>	<b>(1,062.78)</b>	<b>(193.00)</b>	<b>(1,255.78)</b>	<b>(1,500.00)</b>
<b>Education/Outreach</b>					
<b>Chapter outreach</b>					
Study Group					(75.00)
Speakers (chapter meeting)	(1,000.00)	(600.00)	(200.00)	(800.00)	(1,000.00)
Wash. Co. Fair program	(200.00)	(89.63)		(89.63)	(500.00)
2 LAT MG Training Scholarships					(840.00)
<b>Total Chapter outreach</b>	<b>(1,200.00)</b>	<b>(689.63)</b>	<b>(200.00)</b>	<b>(889.63)</b>	<b>(2,415.00)</b>
<b>Demo Gardens</b>					
Fair Complex	(2,500.00)	(1,190.49)	(240.00)	(1,430.49)	
DG Returns / Sales	-	1,827.36	1,700.00	3,527.36	
Jenkins Estate	(5,305.00)	(3,767.06)	(1,537.94)	(5,305.00)	(4,960.00)
PCC-RC Exp from General Fund	(14,960.00)	(12,064.80)	(2,895.20)	(14,960.00)	(8,400.00)
<b>Total Demo Gardens</b>	<b>(22,765.00)</b>	<b>(15,194.99)</b>	<b>(2,973.14)</b>	<b>(18,168.13)</b>	<b>(13,360.00)</b>
<b>Metro MG Support</b>					
Gardening Speakers Guild	(200.00)	-	-	-	(200.00)
MG Recertification Training	(500.00)	-	(500.00)	(500.00)	-
MG Training Class Rent/supplies	(1,640.00)	(1,400.00)		(1,400.00)	(1,640.00)
Oregon IPM Website	(1,250.00)	(1,250.00)		(1,250.00)	(1,250.00)
PNW Handbooks & Clinic Supplies	(320.00)	(320.00)		(320.00)	(500.00)
MG Training Class Fellowships	(660.00)	(370.00)		(370.00)	(740.00)
MG Training Class Scholarships	(1,000.00)	(750.00)		(750.00)	(1,000.00)
<b>Total Metro MG Support</b>	<b>(3,910.00)</b>	<b>(2,970.00)</b>	<b>(500.00)</b>	<b>(3,470.00)</b>	<b>(5,330.00)</b>
<b>Technology &amp; Hardware</b>	<b>(900.00)</b>	<b>(199.98)</b>	<b>(700.02)</b>	<b>(900.00)</b>	<b>(900.00)</b>
<b>Total Education/Outreach Expense</b>	<b>(28,775.00)</b>	<b>(19,054.60)</b>	<b>(4,373.16)</b>	<b>(23,427.76)</b>	<b>(22,005.00)</b>



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<b>Fundraiser Expense</b>					
Book Sales Exp	(2,800.00)	(2,205.68)	(594.32)	(2,800.00)	(2,800.00)
Loupe Sales Exp.	(200.00)	(262.00)		(262.00)	-
Plant Sale	(1,600.00)	(1,259.51)		(1,259.51)	
New Fundraising Initiatives					(16,750.00)
<b>Total Fundraiser Expense</b>	<b>(4,600.00)</b>	<b>(3,727.19)</b>	<b>(594.32)</b>	<b>(4,321.51)</b>	<b>(19,550.00)</b>
<b>Membership Expense</b>					
Awards & recognition	(800.00)	(588.75)	(211.25)	(800.00)	(700.00)
Field Trips	(100.00)	-		-	(100.00)
Hospitality Exp	(300.00)	(191.82)	(108.18)	(300.00)	(300.00)
Chapter Meeting Rental	(1,500.00)	(1,000.00)		(1,000.00)	(1,000.00)
OMGA Dues	(952.00)	(1,008.00)		(1,008.00)	(1,008.00)
<b>Total Membership</b>	<b>(3,652.00)</b>	<b>(2,788.57)</b>	<b>(319.43)</b>	<b>(3,108.00)</b>	<b>(3,108.00)</b>
<b>Publicity</b>					
Website	(600.00)	(206.88)	(393.12)	(600.00)	(600.00)
Photo Library					(50.00)
New Fundraising Initiatives					(2,000.00)
Publicity - all other	(1,200.00)	(351.00)	(849.00)	(1,200.00)	(1,200.00)
<b>Total Publicity</b>	<b>(1,800.00)</b>	<b>(557.88)</b>	<b>(1,242.12)</b>	<b>(1,800.00)</b>	<b>(3,850.00)</b>
		-			
<b>Total Business Expense</b>	<b>(40,427.00)</b>	<b>(27,191.02)</b>	<b>(6,722.03)</b>	<b>(33,913.05)</b>	<b>(50,013.00)</b>



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<b>Business Income</b>					
<b>Donations</b>					
Hospitality	300.00	193.32		193.32	300.00
Member donations	3,450.00	1,004.86		1,004.86	1,000.00
<b>Total Donations</b>	<b>3,750.00</b>	<b>1,198.18</b>	-	<b>1,198.18</b>	<b>1,300.00</b>
<b>Fundraiser Income</b>					
Book Sales	3,500.00	3,229.16	270.84	3,500.00	3,500.00
Loupe Sales	600.00	631.00		631.00	630.00
Plant Sale	11,000.00	12,763.70		12,763.70	
New Fundraising Initiatives					24,500.00
<b>Total Fundraiser Income</b>	<b>15,100.00</b>	<b>16,623.86</b>	<b>270.84</b>	<b>16,894.70</b>	<b>28,630.00</b>
<b>Grants &amp; Corporate Donations</b>					
Intel Volunteer Donation	2,000.00	6,686.30		6,686.30	6,700.00
Kroger/ Fred Meyer	350.00	143.14		143.14	350.00
Other Corporate Donations					500.00
<b>Total Grants Income</b>	<b>2,350.00</b>	<b>6,829.44</b>	-	<b>6,829.44</b>	<b>7,550.00</b>
<b>Interest</b>	<b>10.00</b>	<b>5.46</b>	<b>4.54</b>	<b>10.00</b>	<b>10.00</b>
<b>WCMGA Dues</b>	<b>3,360.00</b>	<b>222.45</b>	<b>3,137.55</b>	<b>3,360.00</b>	<b>3,600.00</b>
<b>Total Business Income</b>	<b>24,570.00</b>	<b>24,879.39</b>	<b>3,412.93</b>	<b>28,292.32</b>	<b>41,090.00</b>
<b>NET INCOME (Loss)</b>	<b>(15,857.00)</b>	<b>(2,311.63)</b>	<b>(3,309.10)</b>	<b>(5,620.73)</b>	<b>(8,923.00)</b>
<b>WCMGA Restricted Funds</b>					
<b>Restricted Expense</b>					
R Multnomah Co. MG Expenditures	(256.51)	(142.24)		(142.24)	(114.27)
R PCC-RC Exp from all Grants	(12,500.00)	(5,679.96)	(6,820.04)	(12,500.00)	(5,000.00)
<b>Restricted Income</b>					
R PCC-Rock Creek Grants & Donations	12,500.00	9,800.00	2,700.00	12,500.00	5,000.00
R Community Grants					1,500.00



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WCMGA General Funds	2018 Budget	YTD 10/12/2018		2018 EOY Projection	2019 Budget
Beginning General Funds	44,170.27	44,170.27		44,170.27	38,549.54
Income	24,570.00	24,879.39		28,292.32	41,090.00
Expenses	(40,427.00)	(27,191.02)		(33,913.05)	(50,013.00)
Net Income	<u>(15,857.00)</u>	<u>(2,311.63)</u>		<u>(5,620.73)</u>	<u>(8,923.00)</u>
Ending General Funds	<u>28,313.27</u>	<u>41,858.64</u>		<u>38,549.54</u>	<u>29,626.54</u>
				(16,300.00)	Reserve Available for 2019
				<b>22,249.54</b>	



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## Document 2 – 2019 Cash Flow Projections

### General Fund

Expenditures from General Fund	Budget	Q1	Q2	Q3	Q4	Year
New Fundraising Initiatives	(16,750)	(10,750)	-	(6,000)	-	(16,750)
Publicity for New Fundraising	(2,000)	(2,000)	-	-	-	(2,000)
PCC-RC Exp from General Fund	(8,400)	(2,835)	(4,110)	(1,017)	(438)	(8,400)
Bonding and Insurance	(700)	(507)	-	-	(193)	(700)
Metro MG & Training Rental	(5,330)	(1,640)	-	(3,690)	-	(5,330)
Jenkins Estate	(4,960)	(1,463)	(1,308)	(1,793)	(397)	(4,960)
Book Sales Expense	(2,800)	(1,308)	(804)	-	(687)	(2,800)
OMGA Dues	(1,008)	(1,008)	-	-	-	(1,008)
2 LAT MG Training Scholarships	(840)	(840)	-	-	-	(840)
Wash. Co. Fair program	(500)	-	(500)	-	-	(500)
All other planned GF Expenditures	<u>(6,725)</u>	<u>(1,681)</u>	<u>(1,681)</u>	<u>(1,681)</u>	<u>(1,681)</u>	<u>(6,725)</u>
Expenditures from General Fund	<u><u>(50,013)</u></u>	<u><u>(24,032)</u></u>	<u><u>(8,403)</u></u>	<u><u>(14,181)</u></u>	<u><u>(3,396)</u></u>	<u><u>(50,013)</u></u>

Revenue to General Fund	Budget	Q1	Q2	Q3	Q4	Year
New Fundraising Initiatives	24,500	200	15,300	-	9,000	24,500
Book & Loupe Sales	4,130	2,478	620		1,033	4,130
Intel (Timing Unknown)	6,700			6,700		6,700
All other income to General Fund	<u>5,760</u>	<u>2,074</u>	<u>1,210</u>	<u>173</u>	<u>2,304</u>	<u>5,760</u>
Income to General Fund	<u><u>41,090</u></u>	<u><u>4,752</u></u>	<u><u>17,129</u></u>	<u><u>6,873</u></u>	<u><u>12,337</u></u>	<u><u>41,090</u></u>

Percentages applied to "all other income"

36%	21%	3%	40%
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### Unrestricted Balances

	Q1	Q2	Q3	Q4	Year
General Fund Beginning Balance (After Reserve)	22,250	2,969	11,695	4,387	22,250
Revenue	4,752	17,129	6,873	12,337	41,090
Expenditures	<u>(24,032)</u>	<u>(8,403)</u>	<u>(14,181)</u>	<u>(3,396)</u>	<u>(50,013)</u>
Net Income	<u>(19,280)</u>	<u>8,726</u>	<u>(7,308)</u>	<u>8,940</u>	<u>(8,923)</u>
General Fund Ending Balance	<u><u>2,969</u></u>	<u><u>11,695</u></u>	<u><u>4,387</u></u>	<u><u>13,327</u></u>	<u><u>13,327</u></u>





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### **Document 3 - PCC Education Garden Update**

Education Garden at PCC Rock Creek Update to Board 10/15/18

- With purchases made on 10/12/18 we have completed about 90% of the plant purchases and are now focusing on getting everything planted, then wood mulch applied.
- The Garden Shed will be installed the 2<sup>nd</sup> or 3<sup>rd</sup> week of November
- Ron Spental is installing mason beehive nesting stations.
- The LAT Tree Care class was fun, educational and helpful. Students used our garden to plant 6 trees following proper tree planting instructions taught by David Sandrock.
- After we finish planting and applying mulch, we can turn to some other activities such as creating the plant id signs, creating educational content, meeting with groups such as Tualatin Soil and Water Conservation District, Springville K-8, Kassia Rudd in order to plan for family focused activities.
- The team is working on finalizing our 2019 IGS schedule
- We are seeking grant funding for the Education Pergola construction. Help in design and cost estimate was sought from Dennis Dees.