

Washington County Master Gardener Association Board Meeting
January 14, 2019
MINUTES

Attendees: Susan Albright, Marilyn Berti, Pat Simmons, Shirley Wolcott, Marilyn Turner, Nadine Johnson, Leslie Ray, Sue Ryburn, Annie Raich, Janet Remillard, Lisa Gillespie, Karen Graham, Kathy Nokes

Guest: Fran Beebe

Meeting called to order: 9:33 am by Susan Albright

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION
<p>Updates from 1/8/19 MMG Liaison Meeting Susan Albright</p>	<ul style="list-style-type: none"> Janet Hohman has been hired as Administrative Program Assistant. Weston Miller is developing a website called Solve Pest Problems. He will be sending out a link to the proof of concept to all MGs to look at before it goes online to the public. ECCO Online – computerized program for logging in calls at the phone line. It is functional but not finalized. The plan is to pilot it this year. Weston Miller to send out when ready to try. The Workshops will be open to Interns first as they have been filing up with veterans and then there was no room for the interns. Sign up will be on CERVIS. Clackamas County Extension is building a new facility. They would like to present the information about the new facility at a future WCMGA Chapter meeting. Presentation to be about 15 minutes long. 	
<p>Volunteer Projects Pat Simmons</p>	<p>Many companies like Intel have programs where employees volunteer to work with non-profits. March would be the earliest date volunteers would be available. What projects do we have that these volunteers could do?</p> <ul style="list-style-type: none"> Creating fillable forms Making plant labels for the gardens 	<p>Action: Pat Simmons will collect running list of ideas. Need to collect ideas from garden and committee leads.</p>

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<p>Washington County Fair 2019 Susan Albright</p>	<p>Need for someone to take the lead on this. Leah Perkins Hagel is the contact at the fair.</p> <ul style="list-style-type: none"> • What kind of presence do we want to have? • Kid activities? 	<p>Action: Susan will contact Leah.</p>
<p>Web page updating/changes</p>	<p>If you have updates or changes for the website please email them to Sue Ryburn or Helen Dorbolo.</p>	
<p>MGs of Note: Shirley Wolcott</p>	<ul style="list-style-type: none"> • Shirley needs a contact person at the Learning Garden, PCC, etc. to find out who should be recognized each month. • Lisa Graff – publicity work for WCMGA Plant Sale 2019 • Helen Dorbolo- Portland Nursery plant pick up, care and processing • Jacque Myers - Portland Nursery plant pick up, care and processing • Shirley has a list of MGs of Note. Good starting point for thinking about nominees for MG of the Year and Behind the Scenes awards. Needs names by April. • Shirley won't be at Feb Chapter meeting – Lori Davidson will hopefully be able to cover, if not, Shirley will notify if sub needed • Requirements for MG of the Year on the OGMA website. Weston or Marcia needs to be notified of candidate choice. 	<p>Action: Sue Ryburn will identify leads at each site.</p> <p>Shirley to send Board list of MGs of Note. Board to submit names to Shirley for nominees for MG of the Year and Behind the Scenes awards. Need names by April.</p>
<p>Budget & Membership Renewal: Marilynn Turner</p>	<ul style="list-style-type: none"> • Overview of Year End presented. \$42,800 balance. • Fiduciary Requirements of Board members for non-profit • Membership Renewal - 149 members in Directory list in 2018, not counting 36 interns on the email list. Of the 149 members, 2 passed away and 36 have not yet renewed. Of the 149 members, 24 were DG volunteers. Of the 24, seven haven't renewed. 	<p>Action: See Attachment #1 for budget summary and details of Fiduciary Responsibilities.</p> <p>Action: Marilynn Turner passed out list of non-renewed members that need phone calls. Board members divided list.</p> <p>Marilynn Turner will email board members who signed up to make calls and attach a list of talking points. Please call and follow up with email.</p>

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Budget & Membership Renewal (cont'd)	<ul style="list-style-type: none"> CD – Traditionally, reserve has been kept in 6-month CD, but is not in one now. Reserve being held in savings. No increase in interest for holding money in CD over savings. 	Phone calls to be completed by Monday, January 21, 2019.
Strategic Planning: Marilyn Berti	<p>#1 - Educate Master Gardeners to respond more effectively and more comfortably to garden inquiries from the public.</p> <p>#2 - Identify what Washington County residents want/need from Master Gardeners and increase public awareness of what MGs have to offer (in collaboration with the Metro MG Office)</p> <ul style="list-style-type: none"> Needs assessment in process. Multiple areas being pursued, including collaborative organizations, community gardens, local food and nutrition programs, etc. Examining trend analysis/emerging issues of other organizations that address home gardening/horticulture <p>#3 - Increase intern/veteran MG Engagement with WCMGA.</p> <ul style="list-style-type: none"> Can't address during training per Marcia McIntyre. Will be brought up at chapter meeting. Hope to have list by April for mentors to pair with interns. MG to sign up for noon-time mixers at intern training. Shirley will put information about the Communication System WCMGA Bulletin Board Moderator in Chapter Chat. Include events for families/children at the gardens (both gardens are pursuing same – need to work through whether we should offer such under In the Garden umbrella or create a new offering. Suggestion for compost/worm bins. 	<p>Lead: Sandy Japely No action to report but on target.</p> <p>Lead: Leslie Ray In Process – meeting time frame given.</p> <p>Completion date: June 2019</p> <p>Lead: Shirley Wolcott</p> <p>Action: Shirley to put info in Chapter Chat about Bulletin Board and will discuss website presence with Sue Ryburn.</p>

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<p>Strategic Planning (cont'd)</p>	<p>#4 - Increase chapter support for Metro MG Program activities:</p> <ul style="list-style-type: none"> • Increase spending on MG Program activities by 5% each year for the next three years. (Done for 2019 WCMGA budget.) <p>#5 - Explore/implement fundraising activities of interest to WCMGA members and the public and that raise sufficient revenue to maintain an effective organization.</p> <ul style="list-style-type: none"> • Plant Sale planning progressing well. Working on some contingency issues such as ways to sell any plants remaining after sale, storage of 3000+ plants for sale, etc. • Corporate Giving/Volunteer Grants – <ul style="list-style-type: none"> ○ Intel’s Volunteer Grant program is likely to provide over \$6500 grant to WCMGA for last year. ○ Many local companies offer volunteer grants similar to Intel and we are working to get engaged with them. ○ Need to create “inventor of projects” where non-MG volunteers could help. “1 & Done” projects are ideal ○ Plan to advertise these to companies that offer volunteer grants and encourage employees to volunteer ○ Upcoming Day of Volunteering and Earth Day are times when employees seek volunteer projects they can do together. • Terri Wagner taking over leadership of “Books and Garden Merchandise” for sale. Will have ready for training and plant sale. • Pursuing Grants – <ul style="list-style-type: none"> ○ Home Depot cancelled their Grant ○ Renee’s Gardens – have received. Spread coupon broadly! ○ Exploring Am. Assn. of Dermatologists grant for Shade Structures to help fund Education Garden Outdoor Classroom pergola. Submission in 4Q19. 	<p>Lead: Kathy Nokes</p> <p>Lead: Pat Simmons</p>

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<p>Strategic Planning (cont'd)</p>	<ul style="list-style-type: none"> • Sponsorships – <ul style="list-style-type: none"> ○ Putting together materials and plans for implementing Sponsorship Program for plant sale and more. ○ Root Pouch has already donated ~\$4500 worth of fiber pots for plant sale. ○ Eshraghi Nursery donated 30 shrubs and qualified WCMGA to make wholesale purchases without having to meet min. order volume. ○ Portland Nursery donated end of season stock resulting in over 800 plants to offer at plant sale. ○ Next round will focus on financial donations/sponsorships 	
<p>Education Garden at PCC Rock Creek: Sue Ryburn</p> <p>Education Garden at PCC Rock Creek (cont'd)</p>	<ul style="list-style-type: none"> • Collaborations Meeting in December (see Attachment #2) • TSWCD – will present mini-session on Invasives at Plant Sale and will have table with samples and information • Education Garden Update (see Attachment #3) • Met with Chris Villa (PCC RC President) and Cheryl Scott (Dean of Instruction PCC RC). Cheryl said PCC RC will pay for sign for WCMGA Education Garden at PCC Rock Creek • Tree Grant – up to \$100,000 Grant • Twig Grant – up to \$5,000 Grant • Received a \$500 personal donation for the Education Garden from Bruce Wakefield (Office Director, Hardy Plant Society of Oregon). 	<p>Action: Sue Ryburn will continue to look into grant funding sites and write grants. Will submit new TWIG proposal to TSWCD as previously approved by board.</p>
<p>Logo: Leslie Ray</p>	<ul style="list-style-type: none"> • Want branding across all media <ul style="list-style-type: none"> • Webpage Banner • Letterhead • Public Documents • Facebook • Leslie will mock up letterhead to present to the board. • Banner from OSU will stay the same. 	<p>Action: Leslie Ray will present board mockup of new logo</p>

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Logo (cont'd)	<ul style="list-style-type: none"> • MOTION: <ul style="list-style-type: none"> • Leslie and small committee to be in charge of redesigning webpage banner, letterhead, etc., according to OSU logo guidelines. 	Decision: Motion passed unanimously.
<p>Donated Intel Computers: Fran Beebe</p> <p>Donated Intel Computers (cont'd)</p>	<ul style="list-style-type: none"> • Have received 10 computers donated by Intel. Working on setting up asset records/tracking with Nadine Johnson (Business Manager) • Pat Simmons recommended Fran Beebe be appointed Systems Admin. Fran will work on installing software, user permissions, security, etc. • Will set permissions which will differ depending on user • Recommended purchase 1 yr Office 365 licenses to cover first year (and explore possibility of access to OSU Enterprise license for future.) • Discussions on setting up generic WCMGA emails for Board positions, that will allow passing email and files to new members as Board Members change in the future. Fran to obtain emails for use in computer registrations. • Discussions on establishing cloud storage platform/practices for saving and sharing documents. Fran will explore and review options with Board. <p>MOTION: Does the board approve funding of \$200 for one-year subscription for 2 licenses good for 12 computers?</p> <p>Fran Beebe</p> <ul style="list-style-type: none"> • to set up email for generic users • appointed as official Systems Administrator <p>Question: Does our insurance company cover the computers?</p>	<p>See Attachment #4</p> <p>Action: Fran Beebe to investigate one platform and can we use OSU license.</p> <p>Fran Beebe to set up email on laptops.</p> <p>Decision: Motion passed unanimously.</p> <p>Action: Nadine Johnson, Business Manager to check on insurance.</p>

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Greeters: Susan Albright	<ul style="list-style-type: none"> Board greeters for Chapter Program and Training needed 	Action: Susan will send sign-up sheets to Board.
Corresponding Secretary – Janet Remillard	<p>Flowers and Cards</p> <ul style="list-style-type: none"> Discussion about Bill Greer’s passing and appropriate acknowledgement from WCMGA. Our policy states there is a contingency fund – up to \$50 - for cards and flowers. Suggested we send card and contribute \$50 to a charitable fund. Following through with acknowledgement of passing members was not done in 2018. Need to be consistent. <p>Chapter Chat</p> <ul style="list-style-type: none"> Please send all info to Janet by the 20th of every month. In the subject line, please put in whether it is for publicity or chapter chat. When sending, make sure all info is in a publishable format. 	Action: Susan Albright – will send card on behalf of WCMGA and get information on where to contribute.
Miscellaneous: Susan Albright	<ul style="list-style-type: none"> Please send Susan travel dates if gone more than 5 days or if you know you will miss a meeting. 	Action: Board Members to send Susan Albright travel dates.

Meeting Adjourned: 12:16 pm.

Next Board Meeting: Monday, February 12, 2019, 9:30am – 12:00pm, OSU Extension Office

February Chapter Program & Meeting: Tuesday, Feb 5, 2019, 6:30pm-8:30pm
 Speaker: "Jane Hartline, Founder--Sauvie Island Habitat Partnership "
 Topic: How Gardeners Can Help Save The World
 Meeting Agenda Focus Topic: WCMGA Plant Sale 2019 (Pat Simmons)

Respectfully submitted by: Lisa Gillespie, WCMGA Recording Secretary, January 20, 2019

Approved by: Susan Albright, WCMGA Chapter President, January 29, 2019

ATTACHMENT #1

Treasurer's Report, January 14, 2019

- I'm going to give you a brief overview of the chapter's financial position as of the end of the year.
- Then for the benefit of new board members, and a refresher for continuing board members, I'll talk a little about our fiduciary duties as board members.
- Last I'll give you an update on membership renewal.

Financial Position.

We ended 2018 with a cash balance of \$42,800, about \$1,300 less than we started the year, and considerably ahead of the plan. Total income for the year was \$45,300. Total expenditures were \$46,600. The expenses were only about \$1,500 less than the original plan (before the Education Garden budget was increased by \$6,500.) It was the income side of the ledger that made for our strong position going into 2019. Fundraising was 50% ahead of plan, largely due to the Targeted Fundraising effort for the Education Garden. The grant from Intel was substantially greater than plan, as were donations by individual members. I've calculated the reserve amount for 2019 at \$16,100, based on the prior 3 years of actual expenses.

Fiduciary Responsibilities

I want to take the few minutes remaining of my time to touch on our fiduciary responsibilities as WCMGA Board Members. 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. Fiduciary responsibility is usually described in the law as three duties of trust:

1. Duty of care
2. Duty of loyalty
3. Duty of obedience

Duty of care – this will come as no surprise.

- Active Participation
 - Attend meetings, read the minutes, evaluate reports
 - Participate in organizational planning and decision-making
 - Oversight of the chapter's financial affairs

- Evaluate financial policies
- Approve annual budgets
- Review financial reports – particular attention to the activities (line items on the statements) each of us oversees.
 - Oversight of those activities that support the mission
 - Duty to seek information and investigate problems
 - Investigate warnings of theft of mismanagement
- What is the standard of care we are being held to? The care an ordinary prudent person would exercise in like circumstances.

Duty of loyalty

- When acting as a member of the board, we have a duty to put the interests of the organization first, before personal interests, professional interests.
 - Conflicts of interest- huge topic for nonprofits. I'll just make a couple of points
 - Classic case. Say I'm the board member in charge of publicity and I happen to have a daughter who owns a printing company. The chapter needs signs printed. So, I engage my daughter's company to do the work. Anything wrong with that? Maybe. Maybe not. It depends. As board members, we need to be alert to any transactions or arrangements that provide a material benefit to a board member. As fiduciaries, we have a duty to ask questions.
 - No loans to board members/volunteers. We don't make loans, do we? Say I conduct a fundraising activity on behalf of the chapter and collect \$1,000 in cash. But I'm too busy to get the cash to the bank or to the treasurer and hold it in my bureau drawer for a couple of months. Has the chapter made me a \$1,000 loan? What if I take a plant sale plant today and pay for it next week or next time I see the treasurer? Trivial. Yes. But did the chapter just extend me credit? We need to think about these things as fiduciaries.

- Board members of small nonprofits wear many hats.
 - All of us are engaged in day-to day activities of the chapter, as well as serving on the board.
 - Our particular work on a MG project, whether it's one of the gardens, or speaker's guild, or teaching classes, becomes our focus for what it means to be a Master Gardener.
 - When we gather as a board, however, we need to step back from day-to-day activities and put our personal interests in the background. We are fiduciaries of WCMGA as a whole. We have to make decisions on the basis of what is best for the chapter as a whole.

Duty of obedience

- Board members have a duty to follow WCMGA governing documents – By-laws, Standing Rules, Financial Policies. The board members create the documents; we have a duty to know what's in them; and we have a duty follow them.
- Decisions of board members must support the chapter's mission.
- Board members must ensure compliance with federal and state law/regulations, including tax regulations.
 - Payment of \$600 or more in a calendar year to an individual or unincorporated business for services or as prizes or awards requires IRS reporting. (Other transactions requiring reporting would be less common for us)
 - Board members can be held personally liable for failure to report.
 - All of us need to be aware and alert to any payment for services.

Membership Renewal

We had 149 members on our Directory list in 2018, not counting 36 interns on the email list. Of the 149 members, 2 passed away and 36 have not yet renewed.

Of the 149 members, 24 were DG volunteers. Of the 24, seven haven't renewed.

Of the 36 interns, 17 renewed and 19 have not yet renewed.

Last year at this time, Susan and others contacted members who had not yet renewed. She made a call and then, if she didn't connect, sent a follow up email. Many of them renewed as a result of the contact.

I'm going to pass around a list of the members who have not yet renewed. If you are willing to contact one or more of those on the list, will you write your name next to those you will contact. I'll make a final contact list and email it so we can all see who is covered and so you can copy and paste the email addresses.


ATTACHMENT #2

Collaboration Meeting: PCC Rock Creek Landscape Technology Program, Washington County Master Gardener Association, Tualatin Soil and Water Conservation District, Oregon Agriculture in the Classroom, Regional Water Providers Consortium

Meeting Date: December 17, 2018

Purpose: The purpose of the meeting is to explore ways that we can collaborate where we have similar objectives. Each of our organizations has a focus on sustainability, education and outreach to the public. We are exploring ways to share information, resources and perhaps participate in each other's outreach efforts.

Name/Organization/Contact Info	Activities	Actions
Briita Pajunas Urban Conservation Specialist Tualatin Soil and Water Conservation District briita.pajunas@tualatinswcd.org www.tualatinswcd.org OFFICE 503-334-2288 ext. 105 CELL 971-295-9602 7175 NE Evergreen Pkwy #400, Hillsboro OR 97124	<ul style="list-style-type: none"> • Big expansion of urban program starting this year. • Working with the Audubon Society, Columbia Land Trust to expand Backyard Habitat Certification Program (BHCP) in Washington County in 2019, ETA in spring! Those on waitlist will be notified. • Through BHCP working to expand list of landscape designers who homeowners can work with to develop waterwise landscapes in Washington County. • Major focus on Glencoe Creek corridor to restore degraded habitat. • Part of TREE and TWIG grant administration programs. 	<ul style="list-style-type: none"> • Explore using the WCMGA Education Garden as future site for some workshops offered by TSWCD and as a reference site for residents planning nature scaping and gardening projects • Keep MGs informed of BYH expansion---this is a volunteer activity for MGs and several WA Co. MGs would likely seek certification. ✚ Sign up TSWCD contact page https://www.swcd.net/about-us/contact-us/
Charlotte Trowbridge Conservation Educator Tualatin Soil and Water Conservation District charlotte.trowbridge@tualatinswcd.org www.tualatinswcd.org	<ul style="list-style-type: none"> • Contact for Grant Programs—TREE and TWIG • Focus on outreach and Adult Education. • Coordinates workshops, nature scaping workshops, more advanced nature scaping focusing on site design (like the East Multnomah Soil District model), rain harvesting workshop. 	<ul style="list-style-type: none"> • Send WCMGA IGS schedule for 2019 request post to TSWCD calendar • Send LAT notices for non-credit workshops for those in the field. ✚ Sign up TSWCD contact page https://www.swcd.net/about-us/contact-us/

Name/Organization/Contact Info	Activities	Actions
<p>OFFICE 503-334-2288 ext. 114 CELL 503-277-3709 7175 NE Evergreen Pkwy #400, Hillsboro OR 97124</p>	<ul style="list-style-type: none"> Working on Pollinator Workshops Plans to develop a BYH on a shoe-string budget workshop. Have developed a Pollinator Habitat toolkit Advertises workshops on TSWCD web and social media 	
<p>Penny Milton Residential Water Efficiency Coordinator Portland Water Bureau 1120 SW 5th Ave., Rm 600 Portland, OR 97204 Phone: (503) 823-7003 Email: penny.milton@portlandoregon.gov www.portlandoregon.gov/water Outdoor focused resources online: https://www.portlandoregon.gov/water/51032</p>	<p>Portland Water Bureau</p> <ul style="list-style-type: none"> ~ 1 million people serviced. State requirement to have a water conservation program. Water Bureau has done irrigation consultation for home owners. <p>Attends several events throughout the year:</p> <ul style="list-style-type: none"> Sunday parkways Garden Tours Etc. <ul style="list-style-type: none"> Outreach –talk about conservation: blogs, social media, workshops, speaking engagements Has a demo garden (Hazelwood in NE PDX), but assessing future Doing a large mulch event open to all, with Portland Bureau of Transportation PBOT, Spring 2019 (Tentative) Outdoor rebates on Smart Controllers/water efficient irrigation equipment WaterSense Contractor List: https://www.portlandoregon.gov/water/article/444980 learn about the WaterSense Program at: https://www.epa.gov/watersense/professional-certification-0 Member of the Regional Water Providers Consortium <p>Regional Water Providers Consortium</p> <ul style="list-style-type: none"> Portland is part of regional water providers made up of a total of 22 in metro area. Focuses on Conservation, Regional Water Management, Emergency Preparedness (water related) 	<ul style="list-style-type: none"> Penny provided WCMGA with samples of materials available for kids from water consortium provider. We to follow up with respective consortium members to get materials to be distributed. If mulch event is confirmed, Penny will send out the date <p> Sign-up for Consortium’s newsletter link</p> <p>Portland Water Bureau links</p> <p>http://facebook.com/portlandwaterbureau http://twitter.com/portlandwater https://www.instagram.com/portlandwaterbureau/</p>

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	<ul style="list-style-type: none"> • Shared samples of various water conservation materials which can be gotten from local water providers. • Several how to videos on the Consortium web site. • Co-sponsors garden tours. • Various blog posts and social media. • Children’s Clean Water Festival is on 4/30/19 at PCC-Sylvania, focuses on drinking water. • Amy Meaut (Hillsboro), Shelley Searle (Beaverton), Steve Carper (Tualatin Valley Water District) would be contacts for respective utilities in Washington County. • Weekly Watering Number -weekly (April-Sept) watering recommendations, by zip code. • Resource library: https://www.conserveh2o.org/Consortium-resources 	
<p> Chantel Huff Conservation Educator chantel.huff@tualatinswcd.org www.tualatinswcd.org OFFICE 503-334-2288 ext. 104 CELL 503-858-8537 7175 NE Evergreen Pkwy #400, Hillsboro OR 97124 </p>	<ul style="list-style-type: none"> • Similar duties to Charlotte • Coordinates big events and tabling events. • TSWCD has Farmers Market Grants • Does design work on educational materials, works with web person. 	<ul style="list-style-type: none"> • WCMGA to touch base with Chantel for some suggestions on Plant Sale and Garden Event layout • WCMGA to offer Education Garden tours at Soil School on April 13, 2019. Is co-sponsored by TSWCD And West Multnomah Soil and Water Conservation District ✚ Sign up TSWCD contact page https://www.swcd.net/about-us/contact-us/ .
<p> Kassia Rudd, Washington County Programs Coordinator Oregon Agriculture in the Classroom Foundation kassia.rudd@oregonstate.edu https://oregonaitc.org/ 503-713-5365 (mobile) </p>	<ul style="list-style-type: none"> • OAITC program promotes using agriculture to teach science, math, history and nutrition across existing curriculum. • Focus in on K-12 education • Does workshops for teachers and other educators (including community-based organizations) • OAIC has lending library, ready made curriculum, materials for loan e.g. magnifying glass, incubators for chickens, some resource are bi-lingual. 	<ul style="list-style-type: none"> • Explore ways to introduce Kassia to other organizations lots of good resources. • Work to expand connection to Springville Elementary including using WCMGA Education Garden as outdoor classroom. ✚ Sign up for OAITC newsletter and updates: https://oregonaitc.org/signup/

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	<ul style="list-style-type: none"> • Does school garden consultation, more a focus on curriculum development vs. garden design. • Has more Oregon specific resources, but also has access to broader range of topics not necessarily focused on Oregon. • Looking to attend more local events. • Wants more volunteers for Literacy Project—any amount of time helps. • Has been presenter for WCMGA IGS in 2018 and will be for two IGS in 2019 at WCMGA Jenkins Estate Garden 	
<p>Jennifer Peters Landscape Technology Department - Department Chair Portland Community College Rock Creek Jenn Peters jennifer.peters@pcc.edu 971-722-7014 https://www.pcc.edu/programs/landscape-tech/</p>	<ul style="list-style-type: none"> • Has ~120 enrolled students in LAT Program, including some duplicated numbers. • Awards 3 degrees: Landscape Design, Landscape Tech and Environmental Landscape Management. • Environmental Landscape Management formed in partnership with Clean Water Services who saw upcoming need for individuals to do the hands-on work to restore watershed habitat. • PCC-RC is a certified Bee Campus and certified Tree Campus. • Bee program (Anne LeSenne) works with grounds crew to support pollinator habitat. David Sandrock works with grounds for tree certification. • Jenn implemented offering non-credit workshops to industry focusing on topics that are of interest to partners in industry to keep work force abreast of information. 1st series is offered on irrigation topics. • Asked if PCC-RC Offers tours-not formally but could be done informally. 	<ul style="list-style-type: none"> • Identify someone who can give a lecture to LAT students on irrigation water management. • Jenn to send flyer for current and future non-credit Industry focused workshops. • Jenn Asks to receive links to job offerings to share with LAT students. <p>✚ Link to PCC RC LAT Department: https://www.pcc.edu/programs/landscape-tech/</p>
<p>Susan Albright Washington County Master Gardener Association Chapter President Co-Lead for WCMGA Education Garden at PCC-RC (503) 758-7197</p>	<ul style="list-style-type: none"> • WCMGA Education Garden participating in research of Gail Langellotto, OSU Professor and Statewide Coordinator of Master Gardener Program. WCMGA education garden part of soils and garden bees research. 	<ul style="list-style-type: none"> • To send others more detailed description and plans for Spring Plant Sale and Garden Event. • TSWCD and Regional Water District consortium to table WCMGA Plant Sale event on April 27, 2019. Set up on April 26. • Explore possible guest speakers for WCMGA monthly Guest Speakers series in 2020.

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<p> albright.becker@gmail.com OSU Extension Service Education Center 1815 NW 169th Place, Suite 1000 Beaverton, OR 97006 http://washingtoncountymastergardeners.org/ </p>	<ul style="list-style-type: none"> • WCMGA major fundraiser plant sale to be held in new venue at PCC-Rock Creek and to emphasize educational components. • Focus of plants and education to mirror activities at our two WCMGA gardens—Waterwise, Pollinators and Insect Habitat, Gardening for Small spaces. To give tours of WCMGA Education Garden to demonstrate to home gardener plants in the garden, how to care, soil management. • Soil School held at PCC-Rock Creek April 13, 2019. Last year, garden soils used for some of the hands-on work done at Soils School 	<ul style="list-style-type: none"> • Use WCMGA Education Garden for outreach and education to the public. ✚ Link to WCMGA Educational Events listing: http://washingtoncountymastergardeners.org/upcoming-events/
<p> Sue Ryburn Washington County Master Gardener Association Board member Co-Lead for WCMGA Education Garden at PCC-RC (503) 591-5247 sueryburn@comcast.net OSU Extension Service Education Center 1815 NW 169th Place, Suite 1000 Beaverton, OR 97006 http://washingtoncountymastergardeners.org/ </p>	<ul style="list-style-type: none"> • Provided listing of WCMGA activities at PCC-Rock Creek since partnership as well as activities for WCMGA that may be of interest to other organizations (see attached) 	<ul style="list-style-type: none"> • To send link to 2019 In the Garden Series topics listing. • To send meeting minutes and requests for each group to id how to get on each other's email/newsletter/social media distribution lists so we can see what each organization is offering. • Get dates for PCC-RC Earth Day and Harvest Festival activities and see if there is way for other organizations to participate. ✚ Link to WCMGA Educational Events listing: http://washingtoncountymastergardeners.org/upcoming-events/

WCMGA Education Garden at PCC Rock Creek - Update January 2019



Mason Bee Cocoon Cleaning 12/2/18

In the Garden Series (IGS) To offer 11 WCMGA In the Garden Series at PCC-RC starting on:
Saturday, February 9, 2019 (10:00 AM -noon)
Topic: Drip Irrigation-How, What, When, Where, Why and YOU! (Includes a hands-on activity!)
Presenters: Jenn Peters, Chair LAT Department and Susan Albright, Master Gardener
See more details and map at <http://washingtontcountymastergardeners.org/upcoming-events/>

During the winter months, WCMGA activities at PCC Rock Creek include:

- Focusing on garden related projects, many that can be done indoors.
- Establishing collaborative relationships with other organizations with common goals.
- Planning for 2019 activities
- Planning and logistics for our reinvented WCMGA Plant Sale Event to be held at PCC-RC for the first time in 2019. More from Pat Simmons on this.
- Want to be added to the WCMGA Education Garden at PCC-Rock Creek email list? Contact Sue Ryburn at sueryburn@comcast.net .

Collaborations:

- WCMGA invited to hold Garden Tours at 4/13/19 Soil School
- Ron Spental to deliver a session on Mason Bees at 4/13/19 Soil School
- Tualatin Soil and Water Conservation District (TSWCD) to hold 2 Naturescaping Classes at PCC Rock Creek in 2019 with tours of WCMGA Garden.

Washington County

- TSWCD to use our garden as a resource for homeowners to see examples of design and plantings for pollinator and insect habitat, waterwise, fragrance and use of conifers
- TSWCD to post WCMGA educational offerings in their monthly e-newsletter
- TSWCD to table information at 2019 WCMGA Plant Sale
- Regional Water Providers Consortium-Gave a sample set of printed resources we can request from our water provider—includes kid related info too!
- MGs to participate (lecture and garden visit) for 2 sessions of LAT winter term Soils classes providing information about process to install garden as it relates to soils. To use site for class to take soil tests.
- Want to sign up for TSWCD e-newsletter? Go to <https://www.swcd.net/about-us/contact-us/>

Meeting with PCC-RC Administration on 12/20/18:

Good meeting and opportunity for us to share our activities in 2018 and our plans for 2019.

Actions resulting from meeting include PCC Rock Creek to:

- Create permanent signage for 8 dedicated spaces at the WCMGA Education Garden
- Install Wayfinding sign for “Gardens” on main road sign near Bldg. 5
- Provide signs for garden Front Entry and West Entry

ATTACHMENT #4

Information on Dell Computers donated by Intel (Fran Beebe)

1) These are Window based tablet. They will be set up with three logins: System Admin, Member, Visitor. Each login has different levels of privilege as described below. All computers will have highest level of parental control and virus defense as is possible under Windows

2) System Admin:

- Function is responsible for system, security and standard software updates for all the computers, and be our key point of contact for system maintenance if needed.
- To begin, the SA will set up the computers and help users get started.
- SA will document how the computers are set up and what passwords, etc. are in use.
- Important: SA is not your support for using Office 365 products and other apps. With Office 365 Home you will have 24x7 MS expert support via chat or phone.

3) The Business Manager is responsible for tracking the inventory annual asset tracking, audits and reporting. Also responsible for signing out computers to users, i.e. knowing who has them so SA can maintain them as needed.

3) Each computer will initially be set up with three user logins each with different privileges.

- SA - explained above
- Member: WCMGA member with unique login. Member is able to save files to hard drive but encouraged to use OneDrive for large files and for collaboration purposes.
- Guest: Generic account for the public. Not able to save to hard drive. Strict parental controls to limit access to inappropriate sites on Internet.

4) Computer assignments:

WCMGA received the donation of 10 computers, for use in fundraising activities financial management and sales processing, plus other WGMGA activities. Fundraising will only need two of the computers, leaving eight for assignment for broader WCMGA activities.

We recommend the following as initial assignments:

1. Fundraising activities, including fundraising management and recordkeeping, including grants application and administration, sponsorship and donations, Garden Event and Plant Sale Management, etc. (Designated Member: Pat Simmons)
2. Electronic sales processing and inventory management of products for sale (plants, books, tools, gardening supplies, etc.), (Designated Member: Terry Wagner)
3. WCMGA Treasurer for financial records management and treasurer activities. (Designated Responsible Member: Marilyn Turner)
4. Chapter President for recordkeeping, presentations and lots more. (Responsible Member: Susan Albright)
5. Vice President for Strategic Plan tracking and recordkeeping. (Responsible Member: Marilyn Berti)
6. Program Leader for Learning Garden at Jenkins Estate for recordkeeping, education programs, and more. (Responsible Member: Sandy Japely)
7. Program Leader for Education Garden at PCC-RC for recordkeeping, education programs, and more. (Responsible Member: Sue Ryburn)

(#8-10) **Three computers available for other uses** (possibilities include Business Manager and Secretary recordkeeping, speaker presentations, educational programs, and more.)

Help needed:

1. Asset management: Work with Nadine to name, tag computers into inventory and to set up tracking system to monitor usage and track update and maintenance.
2. Need to set up generic email accounts for each director position so that I can get a login for you on the computer. I will give generic password. You can change if you like.
3. Need approval to buy two licenses for Office 365 Home. Total cost \$200.00. See information below (on next page) for what this buys.

Office 365 Home

Microsoft Corporation

- Share with your entire family – for up to 6 people • For use on multiple PCs/Macs, tablets, and phones (including Windows, iOS, and Android*)
- Premium versions of Word, Excel, PowerPoint and Outlook, plus Publisher and Access for PC only
- 1TB OneDrive cloud storage with advanced security per person
- Collaborate on documents with others online
- Tech support via chat or phone with Microsoft experts
- Annual or monthly subscription. Your subscription will automatically continue. Cancel anytime. *iO and Android require separate app installation

\$99.99/year

Save 17% with annual subscription