

**Washington County Master Gardener Association Board Meeting**  
**December 10, 2018**  
**MINUTES**

**Attendees:** Susan Albright, Marilyn Berti, Marti Farris, Pat Simmons, Shirley Wolcott, Marilyn Turner, Tim Lanfri, Nadine Johnson, Dave Winchester, Leslie Ray, Kathy Knokes, Sue Ryburn, Annie Raich, Janet Remillard, Lisa Gillespie, Karen Graham

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

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION
<p><b>MGs of Note:</b> Shirley Wolcott</p>	<ul style="list-style-type: none"> <li>• Rick Espenscheid – provided truck and labor to transport items from DG to LG</li> <li>• Bob Campbell – help with transport of items from DG to LG</li> <li>• Bill Klug – coordinating &amp; overseeing closing of Demo Garden</li> <li>• Fran Beebe – donation of computers from Intel and Root Pouches</li> <li>• Joann Caruthers – chairing hospitality</li> </ul> <p>Susan thanked Tim Lanfri for his years of service. Tim was not present at the Dec. Chapter meeting where he was publicly recognized for all his contributions to WCMGA.</p>	<p><b>Action: Marilyn Berti</b> to write thank you notes to Rick and Bob. <b>Susan Albright</b> to write note to Bill. <b>Pat Simmons</b> to write Fran Beebe’s thank you note. <b>Shirley Wolcott</b> to write to Joann.</p> <p><b>Notify</b> Shirley Wolcott when completed.</p>
<p><b>Logo Discussion:</b> Leslie Ray</p>	<ul style="list-style-type: none"> <li>• Original OSU MG Logo (blue and orange flower design) is no longer an option. Must use new OSU logo.</li> <li>• Discussion – Should WGMCA develop its own logo to increase visibility and for fundraising? Some of the other chapters have a unique logo.</li> <li>• <b>MOTION:</b> WCMGA to develop our own unique logo brand.</li> <li>• Are there any graphic designers in our association?</li> </ul>	<p><b>See Attachment #4</b> for summary of logo presentation</p> <p><b>Decision:</b> Board voted unanimously to develop our own unique logo brand.</p> <p><b>Action: Leslie Ray</b> to form a group of approximately 5 members to work on this.</p> <p><b>Action:</b> Announce at next Chapter meeting and see if there are any graphic designers in our group. <b>Leslie Ray or Susan Albright.</b></p>

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<p><b>Strategic Planning</b> (completed every 3 years – Currently 2019-2021): Marilyn Berti</p>	<ul style="list-style-type: none"> <li>• Presented the 5 Key Priorities and SMART Goals. Leads for each priority presented strategies for fulfilling.</li> <li>• Priorities requiring input: Priority #2 – Needs assessment currently taking place.</li> <li>• <b>MOTION</b> – To endorse the SMART goals</li> </ul>	<p><b>Action: See Attachment #3</b> for details of the SMART Goals for the 5 priorities. <b>Let Leads know</b> if you are interested in working on any of the priorities.</p> <p><b>Decision:</b> Motion passed unanimously for the Board to endorse the SMART goals.</p>
<p><b>Budget:</b> Marilynn Turner</p>	<ul style="list-style-type: none"> <li>• There has been activity since November. Have had approx. \$1300-1400 in expense. \$350 new member dues collected. Received Grant money from TSWCD. Updated financial plans from Wells Fargo - Key executive is Kathy Nokes, Business Manager. Signer – Susan Albright and Treasurer - Marilynn Turner.</li> <li>• <b>MOTIONS:</b> <ol style="list-style-type: none"> <li><b>1)</b> appoint Kathy Nokes as Backup Treasurer to carryout treasurer duties during Marilynn Turner’s absences</li> <li><b>2)</b> remove Kathy Nokes, outgoing Director and Business Manager, as Key Executive on the WCMGA checking and savings accounts at Wells Fargo Bank</li> <li><b>3)</b> appoint authorized representatives over WCMGA checking and savings accounts at Wells Fargo Bank as follows: Susan Albright, President, and Nadine Johnson, Director and Business Manager are appointed as Key Executives and authorized signers on the WCMGA accounts at Wells Fargo; Marilynn Turner, Treasurer, and Kathy Nokes, Backup Treasurer, are appointed as authorized signers on the WCMGA accounts at Wells Fargo.</li> </ol> </li> <li>• <b>VOTE</b> by EMAIL: Do you approve an increase in the Learning Garden budget from \$5,305 to \$5,805 to cover the unbudgeted expense of \$500 for the Learning Garden to cover WCMGA's obligation to THPRD for water usage?</li> </ul>	<p><b>Decision:</b> All three motions unanimously passed.</p> <p><b>Marilynn Turner</b> to facilitate changing the signers at Wells Fargo.</p> <p><b>See Attachment #1</b> for details of LG water usage.</p>

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	<ul style="list-style-type: none"> <li>Marilynn talked to the person who responded negatively to the fundraising email. Most issues were based on what was heard rather than experienced firsthand. As others may have some of the same perceptions, some issues will be addressed in either Chapter Chat or Chapter Meetings.</li> <li>Member contributions to date total just over \$2700</li> <li>December budget presented and will be posted on the website.</li> </ul>	<p><b>Decision:</b> Board voted unanimously to approve LG budget increase.</p>
<p><b>Education Garden at PCC RC:</b> Sue Ryburn</p>	<ul style="list-style-type: none"> <li>See attached Document #12/8/18 Ed Garden report</li> <li>Education Garden at PCC RC received \$5,000 from TSWCD in 2018. Kelly Dawes is primary contact for this “TWIG” grant. There is a new grant program – “TREE” – that offers grants from \$5,000 - \$100,000. Will submit grant for Education Pergola but we have to have 25% of matching funds.</li> <li><b>MOTION:</b> Approve application for TSWCD TREE grant for Education Pergola at Ed Garden at PCC RC.</li> </ul>	<p><b>See Attachment #2</b> for Education Garden Update</p> <p><b>Decision:</b> Board unanimously approved Sue Ryburn’s request to submit TREE grant.</p> <p><b>Action: Sue Ryburn</b> to submit TREE grant by Feb 1, 2019.</p>
<p><b>Fundraising/Plant Sale Update:</b> Pat Simmons</p>	<ul style="list-style-type: none"> <li>Working with Intel Community Coordinator – Intel will donate 10 slightly used Dell Notebooks (approximately valued at \$1500 each) next week. Can’t sell for 3 years after receiving. Will need to inventory with serial numbers and develop a check out system. Does not work with square. Need to think about where the notebooks can best be used. Thanks to Fran Beebe for procuring the computers.</li> </ul>	<p><b>Action: Business Manager</b> will get serial numbers from notebooks.</p> <p><b>Action: Fran Beebe</b> will coordinate check out of notebooks and prepare notebooks for use.</p>
<p><b>Incoming/Outgoing Board Member Exchange</b> Susan Albright Marilyn Berti</p>	<ul style="list-style-type: none"> <li>Board members unanimously approved to keep Board Meetings on the 2<sup>nd</sup> Monday of the Month but move time up to 9:30 and end at 12:00 at the OSU Extension Office with the exception of November, TBD.</li> <li>2019 Challenges and Opportunities</li> </ul>	<p><b>Action: Susan Albright</b> to set dates with Jenifer Halter and send list to Sue Ryburn &amp; Helen Dorbolo for posting on website.</p>

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	<ul style="list-style-type: none"> <li>○ Deadlines for Janet Remillard – Chapter Chat – submit in copy ready form.</li> <li>○ Develop a common process of relating grant opportunities, what are the steps and develop common language to use about our associations.</li> <li>○ Improve Public Face, update website, advertise plant sale, logo branding.</li> <li>○ <u>Should we revisit bylaws regarding term length? Updates needed for policies, bylaws and Board position descriptions. Update list of committees and leads.</u></li> <li>○ Electronic voting by email. What is the current policy?</li> <li>○ Increase input from all members for MG of Note. Shirley would like input from non-board members.</li> <li>○ Future Agenda – Outreach/who are we serving?</li> </ul>	<p><b>Action: Susan Albright, Leslie Ray, Karen Graham, Susan Albright, Sue Ryburn</b> will work on reviewing and updating bylaws, policies, board position descriptions &amp; terms, and committees lists &amp; leads. <b>Susan</b> will contact to schedule date/time.</p>

**Meeting Adjourned: 12:30 PM**

**Next Board Meeting:** Monday, January 14, 2018, 9:30 – 12:00, OSU Extension Office

**January Chapter Program & Meeting:** Tuesday, Jan 8, 2019, 6:30pm-8:30pm  
Speaker: Weston Miller  
Topic: Drought and Climate Change

**Respectfully submitted by:** Lisa Gillespie, WCMGA Recording Secretary

**Approved:** Susan Albright, WCMGA President

## **Attachment #1 – Email Vote to cover unexpected Learning Garden watering expense**

(What follows is the Dec. 14, 2018 email message to 2019 WCMGA Executive Board by Marilyn Turner, WCMGA 2019 Treasurer)

I am requesting approval by email vote of an increase in the 2018 Budget for the Learning Garden to cover an unbudgeted expense in the amount of \$500.

This week we received an invoice from THPRD for water use by the Learning Garden at Jenkins Estate for the second and third quarters of 2018 for \$1,064.20, which puts the expenditure for water use at the garden over budget by \$500. THPRD was far behind in their billing, so the Learning Garden Leads were not aware of the amount of water use for the year until this week.

I reviewed the water use for the months of April through September and found an increase in CCF of water used of 63% over 2017 (see the attached worksheet). The measurements are based on meter readings and it didn't look to me as if there were any spikes. THPRD also experienced an increase in usage, but not a great an increase. Contributing the increased cost is the fact that the rate charged increases as the amount of water use increases. Our average rate increased by about 16%.

WCMGA standing rules provide that the board can approve unbudgeted expenses within limits (see Rule 5 Below) and the chapter members are to be informed at the next (January) chapter meeting.

### **Here is Standing Rule 5:**

The board can approve all budget authorizations up to the line-item limit. Any overages are considered unbudgeted expenses. The board can approve unbudgeted expenses up to and including \$2,000. For unbudgeted expenses over \$2,000 an affirmative vote of a majority of the members attending the next Chapter meeting is required. **Chapter members will be informed of unbudgeted expenses approved by the board at the next chapter meeting.**

I paid THPRD \$1,064.20 and the Learning Garden budget line-item is, as of today, over by \$141.70. That overage will increase if there are any outstanding reimbursement requests that have not yet reached me, but likely won't be higher than the \$500 excess water amount.

### **Learning Garden Water Bill Comparison April – September 2017 vs. 2018**

**MINUTES**

Learning Garden	2017			Learning Garden	2018			Usage Incr	Rate Incr
	CCF	Rate	Total		CCF	Rate	Total		
April	0	4.06	-	April	0.26	4.61	1.20		
May	6	4.06	24.36	May	18.38	4.61	84.73		
June	17	4.67	79.39	June	34.13	5.23	178.50		
July	35	4.94	172.90	July	52.66	5.52	290.68		
August	38	4.93	187.34	August	46.46	5.83	270.86		
September	25	4.06	101.50	September	45.29	5.26	238.23		
	<b>121</b>	<b>4.45</b>	<b>565.49</b>		<b>197.18</b>	<b>5.18</b>	<b>1,064.20</b>	<b>63%</b>	<b>16%</b>

**Sent to the Executive Board by email 12/14/2018**

Question: Do you approve an increase in the Learning Garden budget from \$5,305 to \$5,805 to cover the unbudgeted expense of \$500 for the Learning Garden to cover WCMGA's obligation to THPRD for water usage?

**Approved unanimously**

		Response Date	Response
Albright	Susan	12/18/18	yes
Beti	Marilyn	12/17/18	yes
Gillespie	Lisa	12/17/18	yes
Graham	Karen	12/17/18	yes
Johnson	Nadine	12/18/18	yes
Raich	Annie	12/17/18	yes
Ray	Leslie	12/17/18	yes
Remillard	Janet	12/17/18	yes
Ryburn	Sue	12/17/18	yes
Simmons	Pat	12/17/18	yes
Turner	Marilynn	12/14/18	yes
Wolcott	Shirley	12/17/18	yes

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**Attachment #2 - WCMGA Education Garden at PCC Rock Creek Board Update\_(12/8/18)**



**Updates:**

- The Tuff Shed garden shed was installed on November 17<sup>th</sup>—thank you Susan for coordinating this!
- Cecelia Klinkenberg and Ron Spental are taking the lead on planning the layout and coordinating the move of things into shed.
- November 28<sup>th</sup>, good planning meeting with PCC Rock Creek regarding logistics for 2019 Plant Sale to be at PCC-RC.
- Following completion of planting and applying mulch, we are turning to other activities including creating the plant id signs, creating educational content for display, meeting with groups such as Tualatin Soil and Water Conservation District, Springville K-8, The Oregon Agriculture in the Classroom Foundation. A Winter Task list was discussed at the 12/3/18 team meeting and sent to everyone on the garden email contact list.
- PCC generously donated boulders, stepping stones, flagstone, gravel from their stockpiles and those have been placed throughout the garden. A few placements to be tweaked.
- We have finished purchasing plants for 2018, with a few remaining when available starting spring 2019.
- As of the week of 12/10/18 we are moving to a one day a week, Wednesday 9-noon standard work party.
- On 12/5/18 a 6' Spaan Pine donated by Oregon Small Trees was wrestled into a 9' van bed by David Leckey, Susan Albright and Sue Ryburn. Last tree of the year ready for planting!
- On 12/20/18 Sue and Susan will meet with Chris Villa, President of the PCC RC Campus at his request. We plan to use as an opportunity to share accomplishments, upcoming plans and our ongoing goals to collaborate and expand outreach to the public. Jenn Peters, LAT Department Chair and Andrew Roessler, Dean Business, Applied Technology, College Prep, and World Languages also to attend.
- Elizabeth Brewster would like to use our garden site and information about our planning, preparation and installation decisions as part of the curriculum for the Winter Term LAT Soils class. Susan and Sue will meet with her in January to discuss how we prepare and participate.
- On 12/17/18 Sue and Susan to meet with representatives from LAT Department, Tualatin Soil and Water Conservation District, Water District Consortium, Hillsboro Water District, Oregon Agriculture in the Classroom Foundation, to discuss ways we can collaborate, share informational resources, participate with each other's outreach and educational events, where we have common interests in sustainability.
- The 2019 In the Garden Series schedule for PCC RC is finalized and includes 11 sessions, several that will use our new garden as an outdoor classroom.
- Seeking grant funding for the Education Pergola. To discuss potential TSWCD as source.

**Attachment #3 – Strategic Planning and SMART Goals**

**WCMGA STRATEGIC PLANNING 2019-2021**

*update of 11/23/2018*

Washington County

<b>Key Priorities with SMART Goals</b>	<b>Board Position Alignment /Lead</b>
<p>1. <b>Educate Master Gardeners to respond more effectively and more comfortably to garden inquiries from the public</b></p> <p><b>GOALS:</b></p> <p>A. Use webinars for group learning. Notify MGs of group viewing at the Extension Office. Ongoing</p> <p>B. Identify MGs specific knowledge and skill gaps. Develop list of topics MGs want to know more about: Prepare materials on how to respond effectively to a client question/inquiry (from “Ask an Expert”)</p> <ul style="list-style-type: none"> <li>• Survey MGs regarding perceived knowledge/skill gaps, Q 1, 2019</li> <li>• Distribute “Ask an Expert” recipe to all MGs Q1, 2019</li> <li>• Develop system for ongoing reminders about the recipe</li> </ul> <p>C. Align Chapter programs with needs</p> <ul style="list-style-type: none"> <li>• Provide Chapter mtg Program Committee with list of topics MGs are most interested in to develop following year’s program Q 4 2019,</li> </ul> <p>D. Encourage use of the study group concept –</p> <ul style="list-style-type: none"> <li>• Use monthly reminders/Chapter Chat and Chapter meetings to more widely distribute information about the twice-a-month “Study Group” that meets on Mondays from 1 to 3 p.m.</li> <li>• Pilot test a series of self-organizing, local study groups, with veteran MGs serving as facilitators, standardized learning materials, for a two-year learning cycle of training. Study guides to include: topical material broken out by “seasonal” issues that gardeners experience related to the topic, vocabulary, questions to reinforce key concepts, bibliography of OSU educational materials available.</li> <li>• ID facilitators in Q2; Pilot test three standardized learning topics in Sept, Oct and Nov, 2019</li> </ul> <p>E. Develop and implement a metro-wide train the trainer session to include: techniques for helping trainers be more comfortable presenting in front of a live audience; preparing course objectives/ outlines/handouts/resource lists; effectively utilizing visual aids/props; matching presentation to audience/venue; handling logistical details (A/V, etiquette, sign-in sheets/evaluation form Workshop”; videotapes of MGs in action.); resources available for course development including 10-Minute University training method, Weston’s “Making Gardening Presentations Workshop”; videotapes of MGs in action.</p>	<p>Program Director</p> <p>Lead:</p> <p><b>Sandy Japely</b></p>



<ul style="list-style-type: none"> <li>• Develop course by April and deliver on a Saturday in May, 2019</li> </ul>	
<p><b>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)</b></p> <p><b>2A: Needs assessment Goal:</b> Identify wants/needs by June 2019 (On-going approach: cooperate with OSU MG Program and other chapters to identify wants/needs and longer-range planning.)</p> <p><u>Objective:</u> Determine relevant (target) community groups, organizations, agencies as information sources - Initial list revised November 14th based on NICH-identified trends and assumptions to assure that we covered groups likely to be impacted by trends. Seven trends pulled from NICH list as important in Washington County. (See <a href="https://consumerhort.org/external-conditions-trends-assumptions/">https://consumerhort.org/external-conditions-trends-assumptions/</a>)</p> <ul style="list-style-type: none"> <li>• Groups: Schools, Community Gardens, Hospitals, Property Management companies, HOAs, current clients of MGs.</li> <li>• Trends: Growing food, small space gardening, encourage children outdoors, drought, protecting soil and water quality, easy care plants, invasives. Initial interview with Community Garden for fundraising at Intel also identified needs and challenges that corresponded to many of the NICH trends.</li> </ul> <p><b>A.</b> Obtain information from identified individuals with target organizations/agencies re: needs/wants from MGs by January 9th</p> <p><b>B.</b> Obtain information from community members re needs/wants from MGs by TBD (may be revised based upon findings from above)</p> <p><b>C.</b> Analyze information obtained and apply to WCGMA missions by mid-February through mid-May, 2019</p> <p><b>D.</b> Present findings/recommendations at the WCMGA June 19 Board Mtg.</p> <p><b>2B: Increase public awareness of what MGs have to offer by TBD based on 2A outcomes. (2020)</b></p>	<p>Publicity Director/ President</p> <p>Lead: <b>Leslie Ray</b></p>
<p><b>3. Increase intern/veteran MG Engagement with WCMGA.</b></p> <p><b>Goals–</b></p> <p><b>A.</b> Offer 2019 trainees 6 WCMGA mentors (from whom they can choose) for an up to a one-year commitment, using noon-time chats during the training sessions to develop relationships. Goal: Have 6 mentors and half of the interns involved.</p> <p><b>B.</b> Offer noontime mixers for all but the first training session (first would be dedicated to the mentor program). As Interns get to know each other, their commonalities and interests, friendships will be made, and people go where they have friends.</p> <p><b>C.</b> Increase member to member connection through a communication system where members can share ideas, arrange carpools to events, ask gardening questions, etc. Find a moderator who will establish a separate email account and regulate</p>	<p>Chapter Relations Director</p> <p>Lead: <b>Shirley Wolcott</b></p>

<p>emails for appropriateness. Provide the optional participation to members. ETA date January 2019 no later than March 2019 by end of Intern Training. (see Addendum 1)</p> <p>D. Increase member engagement and retention through specific inclusion of family members in MG activities. Recommend special attention to providing family friendly opportunities/events at Earth Day and PCC Rock Creek Harvest Festival. Look for ways to collect input from MGs about what their families would enjoy.</p> <p>Additional goals considered which overlap with other priorities:</p> <ul style="list-style-type: none"> <li>• Enhance diversity awareness and feelings of inclusion for trainees, interns and veteran MGs through communications and training. Offer diversity training to increase understanding across the chapter – Referred to Metro MG Program office and Priority 1 Lead (See Addendum 2)</li> <li>• Reach out to businesses and organizations for opportunities to share our mission with the goal of increasing their knowledge of WCMGA and the opportunities we can offer their employees/members both of donating volunteer hours and financial contributions (like what Intel does). Referred to Priority 2 and 4 Leads (See Addendum 3)</li> </ul> <p>Working list of additional potential initiatives:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Offer veteran mentors to interns and noontime chats during training to build relationships (overlaps with Priority 1)</li> <li>• Spotlight individual members more</li> <li>• Find out what barriers members experience and what would help them stay involved.</li> </ul>	
<p><b>4. Increase chapter support for Metro MG Program activities:</b></p> <p>Goals:</p> <p>A. Increase spending on MG Program activities by 5% each year for the next three years. (Done for 2019 WCMGA budget.)</p> <p>B. Increase volunteer hours devoted to program activities by 10% over the next three years. Will require strong outreach to chapter members.</p>	<p>President/Vice President</p> <p>Lead:</p> <p><b>Kathy Nokes</b></p>
<p><b>5. Explore/implement fundraising activities of interest to WCMGA members and the public and that raise sufficient revenue to maintain an effective organization</b></p> <p>A. Goal for 2019: Plan and execute a plant sale event at PCC RC by April 30<sup>th</sup>, generating at least \$5000 in plant sale income, and for which both PCC RC and WCMGA rate the sale as a success based on their collective feedback (They want to do it again!)</p>	<p>Fundraising Director</p> <p>Lead:</p> <p><b>Pat Simmons</b></p>

Document #4 – Logo PowerPoint Summary

## LOGOS

### **Should WCGMA as an *Association* have its own unique logo?**

#### Logo Use

- Documents (minutes, handouts, reports, directory, letters)
- Web page, Facebook, official emails
- Signage (meetings, events, gardens)
- Promotional materials (bags, t-shirts, etc)

#### Need to increase WCMGA visibility

- increasing public awareness of what MGs have to offer (key priority 2)
- raise sufficient revenue to maintain an effective organization (key priority 5)

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## OLD MG LOGO, NOW RETIRED



## NEW OSU LOGO

### Vertical Format



### Horizontal Format



## **OSU Marketing approved MG images that can be used in conjunction with new OSU Logo**



## **Sample letterhead layout used by Gail Langellotto for MG correspondence**



**Oregon State University**  
Extension Service  
Master Gardener

