

Washington County Master Gardener Association Board Meeting
February 11, 2019
MINUTES

Attendees: Susan Albright, Marilyn Berti, Marilyn Turner, Nadine Johnson, Leslie Ray, Sue Ryburn, Annie Raich, Lisa Gillespie

Guest: None

Absent: Pat Simmons, Shirley Wolcott, Janet Remillard, Karen Graham

Meeting called to order: 9:38

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION
<p>MGs of Note: Susan Albright for Shirley Wolcott</p>	<ul style="list-style-type: none"> • <u>Pat Simmons</u> – Gardenfest Coordinator, Leadership, Initiative, Knowledge & Fundraising Skills, Juan Young Trust Grant). • <u>Bob Campbell</u> - Learning Garden Maintenance & safety, repairs, office shed front steps, Intel. • <u>Annie Raich</u> – Brochure and Plant Labels • <u>Susan Albright</u> – “Long List”, soil class; lead for organizing education piece of Gardenfest. • <u>Sue Patterson</u> – organizing crop records and Learning Garden slides. • <u>Leslie Ray</u> – Fortitude in resolution of THE LOGO. 	<p>Action: Sue Ryburn to write thank you note for Pat.</p> <p>Action: Marilyn Berti to write thank you note to Bob and send summary to Janet Remillard for Chapter Chat; cc Shirley Wilcott and Lisa Gillespie.</p> <p>Action: Sue Ryburn to write thank you note for Annie Raich and Susan Albright.</p> <p>Action: Marilyn Turner to write thank you note for Sue Patterson.</p> <p>Action: Susan Albright to write thank you note for Leslie Ray.</p>
<p>Budget: Marilynn Turner</p>	<ul style="list-style-type: none"> • \$9,000 from the Juan Young Trust Grant for the PCC Education Garden has been deposited. • \$47,800 rounded balance in account. • \$11,000 of that is specified as restricted funds by donors. • \$36,800 in general fund. • \$5,700 in expenditures since Jan 1, 2019. 	<p>Action: See Attachment #1 for budget summary and details.</p>

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	<ul style="list-style-type: none"> \$2,000 spend on fundraising inventory. 	
<p>Audit and Inventory: Nadine Johnson</p>	<ul style="list-style-type: none"> Plan to have inventory done by next board meeting Meeting, February 22nd at 2 pm with insurance company to ask questions and what is covered under current policy. MOTION: Does the board approve the Audit Report for 2018 that was emailed to the board on 2/10/19? 	<p>Action: Nadine Johnson will complete the inventory by next board meeting.</p> <p>See Attachment #2 – Audit Report 2018</p> <p>Decision: Board voted unanimously to approve the report emailed to board members on 2/10/19.</p> <p>Action: Nadine Johnson will present the Audit report at the March 5th Chapter Meeting. Susan Albright will send the Audit report to Chapter members prior to the meeting.</p>
<p>Marketing/Visibility: Leslie Ray</p>	<ul style="list-style-type: none"> Planned brochure: MG in Community that will be going to the general public in Washington County. Leslie Ray passed out list of 10 possible activities to highlight in brochure. Asked Board members to use 1-5 ranking for their priorities for activities. 	<p>See Attachment #3 – Planned Brochure</p> <p>Action: Leslie Ray to send brochure example to Marilyn Berti and Annie Raich.</p> <p>Action: Individual Board Members ranked the activities from 1-5 that they want included. Leslie Ray to tally the rankings.</p> <p>Action: Leslie Ray to have finalized by GardenFest.</p>
<p>GardenFest Updates: Pat Simmons</p>	<p>Pat not at meeting. No new updates.</p>	<p>Refer to last Chapter Chat for latest updates.</p>
<p>Garden Updates: Marilyn Berti Sue Ryburn</p> <p>Garden Updates (cont'd)</p>	<p>Learning Garden</p> <ul style="list-style-type: none"> Greenhouse full with Portland Nursery donations. Energy spent in repotting plants. Vegetables planned at sale. Looking at old compost area to be developed. Taking care of Bioswale 	<p>Action: Contact Marilyn Berti if interested. Need Lead for compost area and Bioswale care.</p>

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	<ul style="list-style-type: none"> • Ray Robertson has returned – working with Bob Campbell on Grape Pruning. <p>Education Garden</p> <ul style="list-style-type: none"> • 241 Plant Labels prepared and affixed to signs. • Trying to get garden ready by April 13th – Soil School. • Jan/Feb working on indoor projects. March will be back out working in the garden. • Juan Young Trust Grant – needs to be used for hardscapes – info kiosk, canopies, etc. • Need to get drawing/bid for outdoor classroom (Education Pergola). • If we get TWIG Grant – part of line item request is for kid friendly seating. 	<p>Action: Susan Albright to announce in Chapter Chat need for Architect.</p>
<p>WCMGA Activities & Projects: Susan Albright</p>	<ul style="list-style-type: none"> • Presented updates to WCMGA Activities & Projects/Leads/Board Liaison chart. Nadine noted that Audio Visual Equipment was not on the chart. Added Larry Schick for AV Equipment with Business Manager as Board Liaison. • Revised Board position descriptions need to be done by May/June to be ready in time for soliciting nominations for 2020 WCMGA Board. The committee will meet in first part of May to resume work. • Need someone to assist with Audio Visual Equipment with Larry Schick. 	<p>See Attachment #4 - WCMGA Activities & Projects/Leads/Board Liaison chart</p> <p>Action: Susan Albright to update chart.</p> <p>Action: Susan to set date in May for Leslie, Sue and Karen to resume work on position descriptions and review of policies and procedures.</p> <p>Action: Susan A will send out notice of need for AV helpers</p>

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WCMGA Activities & Projects (cont'd)	<ul style="list-style-type: none"> • Directory sent out in Feb Briefs email but some not aware Directory was there. 	Action: Susan Albright to resend Directory to chapter members.
Event Cancellations: Susan Albright	<ul style="list-style-type: none"> • Sue Ryburn will draft procedure for notifying public when a WCMGA event is cancelled. • President will email members of event cancellations 	<p>Action: Sue Ryburn will develop procedure for this.</p> <p>Action: Susan Albright will send out an email on where members should look to see if an event was cancelled for any reason.</p>
Dell Computer/365/gmail: Sue Ryburn	<ul style="list-style-type: none"> • Fran Beebe sent out passcodes for any Board Member getting a computer. • Need clarification of Gmail usage or non-usage. • Office 365 will be on the Dell computers. Gives access to OneDrive – great for sharing/archiving files and documents • Need to identify what WCMGA records/documents are essential to archive • Board needs lessons on using OneDrive and organizational structure of files. • Need record retention policy. Nadine Johnson found an OMGA policy. Possible starting point for creating a WCMGA policy. • Need to save Digital Information logically. • Searching web and current paper files at OSU Extension office. Need archive structure and method. What to archive what to delete. 	<p>Action: Nadine Johnson to contact OMGA President, Eric Bosler for the OMGA policy for record retention.</p> <p>Action: Nadine Johnson will develop Archival and Retention structure by early summer</p>

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<p>WCMGA Insurance Policy: Nadine Johnson</p>	<p>Nadine Johnson:</p> <ul style="list-style-type: none"> Meeting with insurance agent, needs copy of every contract prior to meeting. 	<p>Action: Board to send all contracts to Nadine. Nadine to contact Louise Gomez Burgess or Marcia McIntyre about contract for Hillsboro Methodist Church (the location for intern training) and City of Beaverton contract for Griffith Park Building, Room 330 (the location for Chapter meetings).</p>
<p>Intel request for Pruning Class: Annie Raich</p>	<ul style="list-style-type: none"> What is the process for requests like this? There is no set process for requests that fall outside of the Gardening Speakers' Guild (GSG) list of presentation topics. 2019 Activity Renewal Application Form needs to be completed and sent to Marcia McIntyre for approval as MG activity Presenter(s) must be current certified MG if activity is designated as MG activity. Usually don't go to private homes – exception Pruning Class offered by Tualatin Valley Garden Club in conjunction with WCMGA. Suggested that requestors could use the GSG request form if an "Other" option was added to list of topics to choose from. 	<p>Action: Annie Raich will talk to Fran Beebe before form goes to Marcia McIntyre. If Program approves then will talk to Bob Campbell who has agreed to lead the pruning class. Annie to check with Marcia McIntyre regarding current certification status of all MGs who will be presenting the class.</p> <p>Action: Annie Raich to write out procedure for Special Requests that fall outside the GSG list of topics.</p>
<p>Noontime Chats on Gardens & Resource Fair: Susan Albright</p>	<ul style="list-style-type: none"> Noontime Chat on Gardens will be March 12 at new MG Training. Garden leads are already coordinating with garden workparty MGs to present at the Noontime Chat. 	

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<p>Noontime Chats on Gardens & Resource Fair (cont'd)</p>	<p>Display board/poster for each garden would be helpful, time permitting.</p> <ul style="list-style-type: none"> • Resource Fair follows Garden talks from 1-3pm on March 12. • Resource Fair Handout needs updating. Handout is geared towards WCMGA chapter activities/events and related volunteer opportunities for interns. • Discussion about listing both WCMGA (Partner Activities) & Program Activities on the handout. Suggested to detail the Partner Activities and just list the Program Activities. • Discussion about limited Program Hours for interns. Most are offered during the work day, very few on weekends. No longer hours at the Rose Garden for the Clinic Table and have lost several Farmer's Market sites which further limits opportunities for interns to get hours. 	<p>Action: Susan Albright will update Resource Fair Handout and forward draft to Leslie Ray for logo approval. After that, it will be forwarded to the board for input. Needs to be ready to print by March 6 (Susan traveling March 7-11).</p> <p>Action: Nadine Johnson will follow up on the Hillsboro Farmer's Market with Marcia McIntyre and see how the Beaverton Farmer's Market is set up. Is it possible to have MG presence at Hillsboro FM?</p>
<p>Washington County Fair & WCMGA presence: Susan Albright</p>	<ul style="list-style-type: none"> • OSU Extension Booth at Fair. Fair dates are July 25-28. Suggesting having MG presence only on Friday and Saturday – July 26 and 27. Hours TBD, fair opens at 10 AM. Would probably need to be there by 9 AM to set up for the kids. • Need to come up with possible activities and check space, sales and activities. Can trial children's activities at Gardenfest. 	<p>Action: Annie Raich to talk to Darsy Schall, 4-H Administrative Program Specialist, about WCMGA presence in the OSU Extension tent. Discuss kid's activities, space for 'Ask the Expert' plant clinic, and possibility for book/merchandise sales. Annie to request two tables for WCMGA at the fair.</p>

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March Chapter meeting Agenda Items: Susan Albright	Agenda Items so far: <ul style="list-style-type: none"> • Recognize guests and interns during Welcome • MGs of Note (Shirley Wolcott) • Budget (Marilynn Turner) • Audit Report (Nadine Johnson) • Plant sale update/volunteers (Pat Simmons) • Logo/Brochures (Leslie Ray) 	Action: Susan Albright will add items to Agenda for March's chapter meeting and include in March email to members. Will also include a copy of Audit Report. Action: Leslie Ray to present Logo/brochure information at March Chapter Meeting. Action: Susan Albright to add recognition announcement at the beginning of the meeting.
Survey: Annie Raich	<ul style="list-style-type: none"> • Survey to members will hopefully be sent out in April. Will have both a paper version and a URL link for Survey Monkey, which is free if there are 10 questions or less. Can't use our logo on this. 	Action: Annie Raich to meet with Sandy Japley on March 8 th to develop survey.

Meeting Adjourned: 11:52 am

Next Board Meeting: Monday, March 11, 2019 - 9:30am – 12:00pm, (Marilyn Berti will chair this meeting),
OSU Extension Office, Mt. Hood Room

March Chapter Program & Meeting: Tuesday, March 5, 2019, 6:30 (doors open at 6pm)
Program Speaker: John Bailey, PhD, OSU Department of Forestry
Topic: Environmental Impact of Wildfires: the Eagle Creek Story
Meeting Agenda Focus: OSU Extension MG Logo (Leslie Ray)

Respectfully submitted by: Lisa Gillespie, WCMGA Recording Secretary, February 13, 2019

Approved by: Susan Albright, WCMGA Chapter President, February 19, 2018

ATTACHMENT #1 – Budget report for Executive Board Meeting

February 11, 2019

As you know, the big news for February is the grant from the Juan Young Trust to WCMGA of \$9,000 for the Education Garden. Thanks go to Pat and to Sue. As of yesterday, the chapter had a balance of \$47,800 in the bank. Almost \$11,000 of that is donor-restricted. \$36,800 is in the general fund.

Almost all of the expenditures since the beginning of the year have been made from the general fund – a total of \$5,700. Education and Outreach expenditures were just short of \$3,000, \$2,000 of that was to the PCC Foundation for the Education Garden, as part of our use agreement. Another \$2,000 was spent for fundraising inventory.

We had \$865 in revenue to the general fund. Two-thirds of that came from dues. I need to highlight that \$187.47 was generated by the Fundraising new initiatives. Sales of Plants, Books, Loupes and Tool Sharpeners. The fun is just beginning.

ATTACHMENT #2 - Audit Report for 2018

Washington County Chapter of Oregon Master Gardener Association January 15, 2019

A financial records audit was conducted on January 15, 2019, and performed by Kathy Nokes, the Outgoing WCMGA business manager; Ruth Robinsons, Treasurer for 2016 and 2017 and Nadine Johnson the Incoming WCMGA business manager. Current Treasurer Marilynn Turner furnished all records of 2018 reimbursement requests and deposits to the chapter's checking account. In addition, she submitted monthly reconciliation reports of all expenditures and deposits in the chapter's checking and savings accounts. All monthly reconciliation reports were reviewed and verified by the business manager throughout the course of the year. We want to thank Marilynn for her hard work for the past year.

During the 2010 audit it was recommended that the Chapter do an annual inventory of WCMGA physical assets along with the annual audit. This inventory will include certain items of value owned by the Chapter as of January 2019 and will be completed in February. When completed, the asset/inventory lists will be available in the files kept at the Extension Service office.

The recent audit was conducted in accordance with generally accepted auditing standards. These standards required that we plan and perform the audit to obtain reasonable assurances whether the financial statements are free of material misstatements. The audit included an examination, on a sample basis, of the evidence supporting the amounts and disclosures in the Chapter's financial records.

We have three reasons for conducting this audit/inventory:

1. To verify procedures are in place for handling of income and expenses.
2. To ensure the procedures are being followed.
3. To verify chapter financial assets.

The WCMGA procedure for paying bills is:

1. Treasurer receives a check request form with a receipt attached from a member who has made a purchase for the Chapter. The form must be approved by a person in charge of the project or a board member. The person requesting reimbursement cannot be the same person who authorizes the reimbursement.
2. Treasurer verifies the expense has been approved and is covered by the project's

budget and has been assigned the correct category within the chapter budget for tracking purposes.

3. Treasurer writes a check, recording in the check registry the date, check number and to whom it was written.

All check request forms from 2018 were reviewed by the business manager. One hundred and thirty-nine checks (139) were written during the calendar year 2018, compared to one hundred and thirty-seven (137) in 2017. Eight other checks were voided. Twenty-eight (28) of the Check Request forms, about 20% of the total forms submitted in 2018, were examined for accuracy according to our Chapter bill-paying procedures. The sample included every seventh check written plus the eight largest checks. The committee identified only one possible exception which was cleared the next day when the Treasurer produced the missing adding machine tape to make sense of it.

For the benefit of the membership the committee offers the following information:

1. The person writing the check should not be the same one who approves the request.
2. Check request forms may be confusing when the supporting receipts either are disorganized or include items not related to chapter business. The pertinent expenses should be clearly isolated from other items on the receipt.
3. One form may suffice for multiple items submitted by the same person as long as supporting receipts are included and expenses are broken out appropriately as to the project to which they are related.
4. The current year, i.e. 2019, check request form should be used for all 2019 expenditure reimbursement.

The audit review showed that every check written among those sampled was for the appropriate amount and there were no material issues or irregularities in the checking and savings accounts. The treasurer and the members requesting reimbursement are to be complimented for following the chapter's financial procedures so closely.

There were one hundred seventeen (117) deposits made to the checking and/or savings accounts either as cash, check or electronic payment. This was a decrease of 24% from 2017. The audit committee reviewed 20% of the transactions or 23 in total. Every fifth deposit entered was reviewed and traced into the records which have been reconciled to the bank. As an additional verification of deposits a sample of the cash deposit emails sent from the Treasurer to the Business Manager were traced into the records. No exceptions in deposits were noted.

Deposits followed Chapter procedures.

The WCMGA procedure for making cash deposits is:

1. Cash is hand delivered to the treasurer. The responsible member and the treasurer hand count the money together to verify the amount.
2. Treasurer deposits the money to the WCMGA account within three calendar days.
3. Treasurer sends a joint email confirming the deposit to the member who delivered the cash and to the business manager.

4. Business manager prints off the email and verifies the deposit through the monthly account verification process.

During the 2018 calendar year the Chapter had assets in Wells Fargo Bank in three accounts; checking, savings and a Certificate of Deposit (CD). The CD was closed in June 2018 and the balance added to the Savings account. Due to the low amount of interest it was earning the CD has not been reinstated. The Treasurer and Business Manager will investigate the benefit of a new CD in early 2019. WCMGA procedures require the treasurer to reconcile each account on a monthly basis. In addition, each month the business manager reviews the treasurer's reconciliation to verify that the balances in the bank accounts agree with the check registry.

At the end of the year the checking account was balanced and reconciled by the Treasurer and the Business Manager so that the Chapter's registry, bank account statements, and the OMGA annual financial report for 2018 all balanced at \$ 10,891.77. This was less, but not substantially less than the 12,226.04 at the end of 2017.

The savings account was balanced and reconciled on a monthly basis by the Treasurer and the Business Manager so that the deposit registry, and monthly statements and the OMGA annual financial report for 2018 all agree. Our savings account finished the year with a balance of \$31,952.11 compared to \$15,473.50 at year end 2018 due to the addition of the CD balance.

As already mentioned the CD has been closed. The 50% reserve -- based on the average of the past three years of expenditures - - called for in the WCMGA financial policy guidelines is now included in the savings balance. The target reserve would be \$16,100.00. If and/or when a new CD is opened the balance will include at least that amount.

The Chapter's total cash assets, according to the yearly report submitted to the OMGA were as follows:

December 31, 2014	\$42,259.89
December 31, 2015	\$40,931.80
December 31, 2016	\$39,872.56
December 31, 2017	\$44,170.27
December 31, 2018	\$42,843.88

The 2018 Audit shows that our Chapter's financial position is sound. We have a healthy end of year cash balance, partly because of generous donations from members and grants from Intel and Kroeger. With the changed nature of our main fundraiser (the plant sale) we should proceed with caution when incurring expenses in 2019, as the fundraising budget includes a degree of uncertainty.

Congratulations and thanks should be extended to previous Board officers who made good financial decisions to put the Chapter in this sound financial position.

Nadine Johnson, Audit committee chair
Kathy Nokes, Audit committee member
Ruth Robinson, Audit committee member

ATTACHMENT #3 - Planned Brochure: MGs in the Community

Purpose: to increase WCGMA visibility with the general public

Approach: small batch (500) available at Gardenfest, demonstration gardens, farmers markets, GSG presentations

Specifics: trifold, full color, 60lb paper

Estimated cost: \$115

Content: Mission, vision, OSU linkage, *activities*, website, link for becoming MG

Activities: which are 5-6 most important to include, given space limitations?

- Chapter meetings
- Speakers Guild Series
- Plant Sale
- School and Community Gardens
- In the Garden Series
- Phone Clinic
- Education Garden at PCC
- Learning Garden at JE
- Farmers' Markets
- Pittock Mansion, Rose Garden, Oregon Zoo, etc

ATTACHMENT #4 – WCMGA Activities & Projects/Leads/Board Liaison

Washington County Master Gardener Association (WCMGA) 2019

WCMGA Activities & Projects	2019 Lead/Chair	Board Liaison
Awards and Recognition	Shirley Wolcott	Chapter Relations
Book Sales/Product Sales	Terry Wagner	Fundraising Director
Chapter Chat Newsletter	Janet Remillard	Corresponding Secretary
Chapter Meeting Program Speakers	Judy Froemke, Ardis Schroeder, Diane Allen, Jackie Houser	Program Director
Chapter Picnic	TBD	Chapter Relations
Database Administrator	Mike Driscoll	President
Directory of Members Changes/Updates	Marilynn Turner	Treasurer
Digital Photo Librarian	Cate Antisdell	Publicity
Field Trips	Joann Caruthers	Chapter Relations
Gardens -Education Garden at PCC Rock Creek	Co-Leads: Sue Ryburn, Susan Albright	Program Director
- Learning Garden at Jenkins Estate	Marilyn Berti	
Gardenfest Plant Sale	Pat Simmons	Fundraising Director
Hospitality	Joann Caruthers	Chapter Relations
Scholarships	Susan Albright / Marilyn Berti	President /Vice President
School Gardens Liaison	Annie Raich	Program Director
Systems Administrator	Fran Beebe	Business Manager



Oregon State University
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Washington County Fair	TBD	Program Director
Web Management-WCMGA site	Helen Dorbolo, Sue Ryburn	Publicity