**Attendees**: Marilyn Berti, Leslie Ray, Sue Ryburn, Lisa Gillespie, Pat Simmons, Shirley Wolcott, Janet Remillard, Marilynn Turner

**Guest:** None

**Absent:** Susan Albright, Annie Raich, Karen Graham

**Meeting called to order**: 9:35 AM

| **TOPIC: PRESENTER(s)** | **DISCUSSION** | **ACTION/DECISION** |
| --- | --- | --- |
| **MGs of Note:**  Shirley Wolcott | * **Joanne Caruthers & Committee** – Hospitality * **Louise Gomez Burgess and Marti Farris** – Intern Training Coordinators * **Jan Guziec & Kathy Nokes** – Plant Pricing * **Kathy Campbell & Holly Forte** – interns jumping in to man phones without a perennial on their first shift.   **Non MG Volunteers**   * **John Raich, Wally Karstad** – Help with plant sale * **Bob Simmons** – technical support * **Jenifer Halter** – needs special recognition for helping all MG’s.   **Susan Albright** has ordered more **thank you cards**.  **MG of the Year and & Behind the Scenes**   * **Shirley Wolcott** to interview **Ron Spendal** and get photo for MG of the Year Application. * **Helen Dorbolo** for Behind the Scenes. | **Action: Shirley Wolcott** to write thank you note to Joanne & Committee.  **Action:** **Shirley Wolcott** to write thank you note to Louise and Marti.  **Action: Pat Simmons** to write thank you note to Jan and Kathy.  **Action: Leslie Ray** to write thank you note to Kathy and Holly.  **Action: Sue Ryburn** to write thank you note to John and Wally.  **Action: Marilyn Berti** to write thank you note to Bob.  **Action: Board** to sign card for Jennifer.  **See Document #1** for Qualifications of Nominees for Annual Awards. If you have any more info on Ron or Helen please let Shirley Wolcott know. |
| **May Potluck for New Interns:**  Shirley Wolcott | * **Shirley Wolcott** to create 2 invites to the new intern potluck – perennials and interns. * **Potluck** to be held at **May 7th Chapter Meeting 5:30-6:30.** * **FYI – Shirley Wolcott** to be out of town April 30 – May 8th. | **Action: Shirley** **Wolcott** to send invites to Sue Ryburn who will distribute to appropriate members.  **Action: All Perennials** – please sit next to an intern during the potluck. |
| **Budget:**  Marilynn Turner | * Major Expenses and Revenue from last month – fundraising * $4,000 expense in April * Budget in good shape. | **See Document #2** |
| **Inventory & Record Retention:**  Nadine Johnson | **Inventory**   * Inventory list is an Excel spreadsheet and will be stored in Cloud. It contains inventory from Both Gardens, Office Books, computers, Books for sale, AV equipment, etc. * Approximate current value of inventory $44,000. * Only items that were more than $75 dollars in value were included. * We have 2 microscopes that Chapter purchased. Value is approx. $2,000. Values have been given to the insurance company. * Our policy has a $250 deductible. * Question if plant sale plants should be included? * We have Certificates of Liability for PCC if damage done by a MG.   **Record Retention**   * OneNote training to be done after Gardenfest * Needs volunteer to help with shredding when she is ready. * Policy is still in rough draft form. * Awards – Shirley Wolcott – 7 year retention of MG of the Year and State awards | **Action: Pat Simmons** to put together inventory list that includes plant sale tools/banners/etc.  **Action: Nadine Johnson** to confirm location of the two microscopes on WCMGA Inventory.  **See Document #3 –** Record Retention Policy Draft #1  **Action: Volunteer needed** when ready to shred.  **Action:** Board to give Nadine other files that need to be stored and she will add description of record and how long to keep.  **Action:** Send any recommendation to Nadine by **April 30th**.  **Action:** Further discussion of record retention will be deferred until the June Meeting. |
| **Insurance Policy**:  Nadine Johnson | **Insurance**   * Looking for help and insurance expertise with annual review of policy * For example: Pruning Workshop – do we need Certificate of Insurance for this activity? * Fairgrounds activity – is covered under OSU Extension Policy * Directors and Officers Liability Insurance * Some insurance coverage from OSU, which covers MG if approved activity – looks more like program activities. * Need further clarification from Gail Langellotto’ s Office regarding coverage provided under umbrella of OSU Extension Master Gardener program since it relates to activities for all the Chapters state-wide. * Cost of an accident policy is $300, which we currently do not have. * Customers are covered at Gardenfest. * Oregon has some coverage for volunteer organizations – person liability listed in A Guide to Nonprofit Board Service in Oregon from the Office of Attorney General. Advises * **MOTION: Amend our policy and add insurance for $300 if it covers what we need for Gardenfest**. | **Action: Notify Nadine Johnson** if you have an insurance background and interested in helping.  **Action:** Board needs a summary of what existing policy covers.  **Action: Nadine Johnson** to get estimate of D & O liability insurance as a priority. Will send email information to Board regarding coverage and cost, so that the board can consider and vote electronically if Board wants to add D&O coverage.  **Action: Nadine Johnson** to invite insurance agent to future Board Meeting to answer questions from Board Members.  **Action:** Board to compile a list of questions on insurance policies and send it to Nadine by May 13th and she will forward to insurance agent.**Action: Nadine Johnson** to clarify if $300 coverage for accident policy is for the entire year and specifically what/who it covers.  **Motion:** Approved Unanimously. |
| **Gardenfest:**  Pat Simmons | * Pricing for tools – testing how well they will sell. Our cost is $6-$18. Pat’s husband will bring a bucket of dirt to Gardenfest so that customers can try the tools out. * Value of proposition of plant pricing – easy scheme for cashier’s and stockers, profit availability at box stores/nurseries. Priced above box store but we are selling ourselves as experts and then will migrate prices up. This is a reestablishing year. * NO markdowns toward end of sale. * Will have pop up sales if a lot of inventory left. * **Presale Friday for MG’s at end of set up**. * **Major set** –up will be **Friday, April 26th at 1pm**. | **Action: Pat Simmons** to check to see what Multnomah County charged for their tools.  **Action:** Let Marilyn Berti know if you can loan folding tables and/or sawhorses. |
| **OSU Webinars:**  Sue Ryburn | * $50/webinar * Does WCMGA want to allocate money from the Chapter to OSU? | **Action:** Will revisit in May after profits from Gardenfest and expenses of any additional insurance known. |
| **Web Page Addition:**  Shirley Wolcott | * A link is needed for the display information at the Chapter Meeting, how to access the photo library and bulletin board. | **Action:** **Shirley Wolcott** to send Sue Ryburn a live link and verbiage to add to inform viewer about the application and URL to embed into the webpage. |
| **Perennial Title:**  Leslie Ray | * Fair amount of discontent about the “veteran” title change based on some conversations. * The “veteran” title name change has been in discussion for several years at a higher level than the Chapters. * Part of the name change has to do with the Veterans getting a grant for MG training and additional training as well. * Clackamas County is upset about the change and will be writing a letter. * Leslie has a call into Cindy Mansell (President of Clackamas Chapter). * Sue Ryburn suggested that instead of being called perennials perhaps certified MG’s would be a better term. | **Action:** **Leslie Ray** to get more information on why the name was changed and why Perennial was chosen.  **Action:** Leslie Ray will draft a letter about the name change and present to the board to review if/what next steps.  **Action:** Suggestion that Susan Albright bring up the discussion in the Liaison Group.  **Action:** Marilyn Berti will check with the Multnomah Chapter to see what their feelings are towards the name change. |
| **Garden Updates:**  Sue Ryburn and Marilyn Berti | **Education Garden at PCC-Rock Creek**  On April 13th as part of 2019 Soil School to be held at PCC-Rock Creek Building 9, WCMGA will participate in the break-out sessions and give Garden Tours with an overview of how we prepared the site and managed the soil. Ron Spendal will also be presenting on Mason Bees at 2019 Soil School ---see the latest model of nesting bee stations with sliding doors for viewing by people (photo above). Soil School draws ~200 attendees. Learn more at <https://wmswcd.org/soil-school-2019/>   * To track attendance and interest level. Fingers crossed for good weather. * First Annual Open House for the WCMGA Education Garden at PCC Rock Creek to be 1-2:30 PM on Friday, May 17th. Save the date notices and invitations being sent to members, supporters, partners and the public. * Susan Albright and Sue Ryburn met with Janae Easlon, Features Editor at Forest Grove News-Times & Hillsboro Tribune (Pamplin Group). Interviewed about WCMGA presence at PCC Rock Creek, the Education Garden and Gardenfest. Story to publish before Gardenfest. Invited to Open House. * TSWCD to hold Bee Safari at PCC Rock Creek July 13, 2019 in the PM. To use our garden as home base. Also work with PCC-RC Anne LeSenne (lead for Beekeeping Program at PCC) and Jenn Peters (LAT Department Chair) . More details to follow. * Grant Purchases being made- Canopies (4x), children’s chairs funded from TSWCD 2019 grant received. Garden Carts on order. All will also help with Gardenfest and other WCMGA Events. * Ron Spendal to install information/flyer boxes on 4x4 inside garden, also funded from grant. * Entry signs funded by PCC Rock Creek scheduled to be installed 4/23/19. To be at Main entry (north gate) and West entry. * HPSO Grant (2019) for $1500 request submitted 3/30/19. To learn if awarded in June 2019. * Education Garden Brochure completed and copies to be printed from Extension Office color printer for use at Soil School. * To hold half-day Drip Irrigation training and installation with Education Garden Irrigation Team with Patrick Koebel, owner NW Irrigation Contractors LLC on April 30th to install drip lines and emitters at WCMGA Education Garden and train Irrigation Team for that garden. * Offering 2-hour May 25th Drip Irrigation hands on session led by Patrick Koebel at our Education Garden. Invitations sent to interested attendees from the March 16 IGS Drip Irrigation class held at PCC-RC and limited to 20 attendees. * Bee Safari sponsored by TSWCD newest activity. Continue to see opportunities for partnering.   **Learning Garden at Jenkins Estate**   * HPSO grant submission made for Education Garden. Learning Garden will fund keyhole-composting bed from current year’s budget. * Will apply for a grant next year-consider needs that to target in a grant submission. * In the Garden Series – attendance has doubled since advertising. See Document #5 for details. | **See Document #4** |
| **Children’s Events:**  Sue Ryburn-report from Annie Raich | * GeekOut at Beaverton Library – Shirley Wolcott and Harriet Ottaviano will be participating. * Gardenfest – Children’s table to be staffed by Teresa Monroe and Sue Karstad. | **Action:** Will decide on Fair Activities for children after seeing response from GeekOut and Gardenfest. |
| **WC Fair:**  Sue Ryburn | * Susan called Sia Lindstrom who suggested contacting Leah re: WCMGA request to be in OSU Extension tent with 4H. Assure Leah that we plan to have hands-on activities and the Annie Raich and Darsy Schaal have been in communication about the WC Fair. * Leah is fine with WCMGA being in the OSU tent. Annie will continue planning with Darsy Schaal. (Annie Raich) | **Action: Susan** sending email to Leah noting that Annie Raich is the contact for WCMGA and the WC Fair activities. CC Annie, Darsy and Sia on the email. |

**Meeting Adjourned: 12:03 pm**

**Next Board Meeting**: **Monday, May 13th, 2019, 9:30 am – 12pm**

OSU Extension Office, Mt. Hood Room

**May Chapter Program & Meeting:** **Tuesday, May 7th, 2019 5:30pm-8:30 pm**

|  |  |
| --- | --- |
| **Speaker:** Ross Penhallegon, Associate Emeritus, OSU Dept. of Horticulture Professor |  |
| **Topic:** The Scoop on Poop and More |  |

Respectfully submitted by: Lisa Gillespie, WCMGA Recording Secretary

Approved by: Sue Ryburn

**DOCUMENT 1** - **Qualifications of Nominees for Annual Awards 2019**

**County and State MG of the Year Ron Spendal**

Passionate about Mason Bees well known throughout the state

-Shared this across State by being involved in Citizen Science Projects

-Teaches in elementary schools, Universities and other education venues

-Installs many Mason Bee Stations around the state.

-Has 4 public venue Mason Bee Stations at Jackson Bottom Wetlands

-Does research at lab at Jackson Bottom

-Nesting stations at Education Garden: Adult, Kid friendly-lower in height for them to see easier.

-Trying different sizes of trays to attract different pollinators

-Featured in Oregon Field Guide

Work at Gardens

Demo Garden?

Education Garden

-Helping develop spending many hours often first to come and last to leave

-Mastered the compact utility vehicle and saved the Master Gardeners many hours moving soil, compost, rocks and gravel

Teaching:

-In the Garden Series: Mason Bees 101

-Taught at Master Gardeners Training

-Teaches 3 Hillsboro elementary 2nd grade class about pollination and mason bees.

-Speaker at Soil School 2019

Leadership

Board?

Committee Chair or Lead?

Approximate hours last 5 years

Phones?

Farmer’s Markets?

Sharing around the state? Classes? Mason Bees?

**Behind the Scenes Helen Dorbolo**

Describe the nominee’s contribution(s) to the OSU Master Gardener™ Program. Please give specific examples of dedication, enthusiasm, inspiration, service, etc.

Plant Propagation Workshop: Organized and led volunteer MGs from Washington and Clackamas counties to put on plant propagation workshop.

Leader of Volunteers at PCC RC Greenhouse/Hoop house with scheduling and training. Dividing, transplanting, repotting plants donated from retail nurseries.

Plant sale: lined up plants to be purchased from local wholesale nurseries.

Gardens: PCC RC Education Garden, Any others?

Phone clinic? Farmer’s Market?

Board Member?

**DOCUMENT #2 – BUDGET**

|  |  |  |
| --- | --- | --- |
| **WCMGA 2019 Budget**  **March Report - Net Worth** |  |  |
|  | **3/31/2019** |
| **Beginning Net Worth Income - Restricted Income - Unrestricted Expenses - Restricted Expenses - Unrestricted** | 49,270.47  -  2,525.07  - (2,518.07) |
| **Net income (Loss)** | 7.00 |
| **Ending Net Worth** | 49,277.47 | **Note 1** |
| **Checking Account** | 17,323.00 |  |
| **Savings** | 15,854.47 |  |
| **Reserve** | 16,100.00 |  |
|  | 49,277.47 |  |
| **Note 1:** This month's balance includes the following restricted funds: | 10,944.66 |  |

**DOCUMENT #3 - Record Retention Policy Draft #1**

|  |  |  |  |
| --- | --- | --- | --- |
| OREGON MASTER GARDENER ASSOCIATION |  |  |  |
|  |  |  |  |
| Based upon OMGA's Policy that takes into account legal requirements with minor changes that made sense |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **DESCRIPTION OF RECORD** | **MANNER OF RECORD KEEPING** | **TYPE OF STORAGE** | **DISPOSITION** |
| Articles of Incorporation, Bylaws, Articles of Association and related Policies | Store in organization record book | Paper | PERMANENT |
| Tax-exempt documents, application of tax exemption, IRS Determination and any related documents | Store in organization record book | Paper | Permanent - per law must be kept at Headquarters & available for public inspection |
| Meeting/Board documents, including agendas, minutes and related documents | Compile and file records on yearly basis.  Store in organization records | paper & cloud | Permanent - per law must be kept at Headquarters & available for public inspection |
| Year end Treasurer's financial report/statement | Store in organization record book | paper & cloud | PERMANENT |
| Treasurer's reports, periodic | Compile and file records on yearly basis.  Store in organization records | paper & cloud | 7 YEARS Store with financial records.  Destroy after 7 years |
| Bank statements, cancelled checks, investment statements and related documents | Compile and file on a yearly basis | paper & cloud | 7 YEARS Store with financial records.  Destroy after 7 years |
| Scholarship application | Compile and file records on yearly basis | Paper | 3 YEARS  Store with scholarship records & destroy after 3 years |
| Scholarship recipient information including names addresses and school attending | Compile and file applications on yearly basis.  Add names to list of past recipients.  List should include names, addresses, school attending when scholarship received and yard in which scholarship received | Paper | Permanent.  List of past recipients should be kept in organization record book.  Additional recipient information including completed application should be filed in a permanent information file. |
| Selection committee records, including selection criteria used and other documentation regarding the selection process. | Compile and file records on yearly basis | Paper | 3 YEARS  Store with scholarship records & destroy after 3 years |
| Contracts | Store in organization record book | paper & cloud | Equipment rental and loan; 2 years after return of equipment then destroy.  Food ordering and delivery records:  4 years then destroy.  Other contracts, i.e. space rental 6 years after expiration then destroy |
| Insurance Policy including Certificates of Insurance | Store in organization record book | paper & cloud | 7 YEARS.  Destroy 7 years after expiration date |
| Audit Report | Store in organization record book | paper & cloud | 3 YEARS  after the report is issued to the membership |
| Inventory Records | Store in organization record book | paper & cloud | 3 YEARS  after the report is issued to the Board |

**DOCUMENT #4 – Jenkins Learning Estate**

Recent Activities:

The Board approved HPSO grant application for reworking the compost area including development of a keyhole composting bed was not submitted once it was established that the keyhole bed could be developed this year within the current budget. This will give the garden team and the board time to determine what is most needed, to better serve the county’s residents that might be funded through a HPSO grant, resulting in a more strategic application in 2020.

In the Garden Series, classes this year have been held primarily in the Gate House due to the weather. Attendance has been about double over last year. On 3/28 (Spring Break) Kassia Rudd’s session, Gardening for Kids, for 4-7 year olds, the sun came out and we had 13 families/adults and 23 children actually in the garden, hearing a story about what plants need to grow, exploring the garden for sensory experiences identifying opposite characteristics of things one finds in a garden, (e.g., rough vs smooth surfaces) and planting flower seeds in a garden bed. Each family also took home a simple planting project. And, we learned that it is probably not reasonable to expect parents to do an evaluation sheet at the end of a class with multiple young children about, including several toddlers. Sessions will resume in May after Gardenfest.

Interns have begun participating in several areas in the garden after a thorough introduction orientation and tour led by Sandy Japely.

Work has also begun to clear unused materials and weeds in the compost area and tool shed.

The annual inventory was also completed with the help of Nadine Johnson on 3/28.