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 **Washington County Master Gardener™ Association**

**Board Meeting**

**March 11, 2022**

**Attendees**: Karen Graham, Lisa Graff, Mary Hewitt, Harriet Ottaviano, Leslie Ray, Pat Simmons, Susan Albright, Nadine Johnson, Sue Ryburn, Terry Wagner

**JEDI Representatives, Land Acknowledgement Committee:** Shari Franey, Larina Hoffbeck, Jack Schorr

Metro Master Gardener Program Representative: Marcia McIntyre

**Absent:** Lisa Graf, Hope Preston

**Meeting called to order**: by Karen Graham, March 11, 2022 at 9am. Virtual Meeting

| **TOPIC: PRESENTER(s)** | **DISCUSSION** | **ACTION/DECISION** |
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| Shari Franey,Larina Hoffbeck,Jack Shorr*Land Acknowledgement Statement* | Larina led the discussion of the Land Acknowledgement Statement developed by the JEDI committee which included creating minor edits.The Statement applies to the land occupied by WCMGA gardens and the Extension Office. It may be posted at these locations. DOCUMENT 2 contains the adopted Statement. More discussion followed about furthering connections with indigenous groups regarding education in Cammasia bulb management, and other activities, which might lead to formation of a standing committee. |  As amended, the Statement was adopted by the Board. It will be presented to WCMGA members in April. |
| Sue Ryburn*Sales Update* | Hortlandia April 1st and 2nd. The group is selecting plants for the sale; 374, 3-4 inch pots and 288, 1 gal pots will be for sale. The sale is staffed and there will be training in using Square for completing sales. *Gifts For Gardeners*, will be included in the sale. |  |
| Terry Wagner*Awards* |  *Master Gardeners of Note* named for March,2022: The Plant Propagation team members are: Karen Anderson, Fran Beebe, Helen Dorbolo, Bill Klug, Cindy Muir, Pat Simmons and Shirley Wolcott. The members are recognized for their service as Master Gardeners of Note. | Leslie will provide background details and criteria for the *Marje Luce: A Search For Excellence Award*Terry will review the chapter directory to determine which Master Gardeners are eligible for the various levels of the *Longevity Award* |
|  |  *MG of the Year, MG Behind the Scenes Award* – These awards are given at the county and state level. Terry led discussion of the nominating process including potential nominees and their sponsors. The sponsor (who suggests the nominee) provides documentation to support the award, writing up the support for the nominee receiving the award. This documentation is due to Oregon MGA by May 15th. Terry will submit this. Those board members who are nominating award recipients will provide the needed written documentation to Terry, during the week of April 30th- May 7th. DOCUMENT1 contains a brief synopsis of each award. *Additional awards:* Leslie Ray described the *Marje Luce: A Search for Excellence Award for* *Master Gardeners*, which is given in the US and Canada. *Longevity*, at 10 and 20 years of service (multiples of 10) our directory to *Outgoing Board Members* are recognized.During *Volunteer Appreciation Week* community volunteers are recognized. |

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| *Awards and Nominations:**Pat Simmons* was designated by the Board as the OMGA nominee, Master Gardener of the Year, and named the WCMGA Master Gardener of the Year.*Shirley Wolcott* is the nominee for OMGA, Behind the Scenes Award and is named by the Board for the Behind the Scenes Award, WCMGA.*Hope Preston* is recognized for her contributions, by the Board, with The Special Acts/Making a Difference Award, WCMGA. |

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| Nadine Johnson*Records Retention Policy* | Nadine reviewed the recently reformatted *Washington County Master Gardener Association Record Retention Policy*. These are legally required records. Nadine recommends that these are stored in the WCMGA Business Manager OneDrive Chapter Archives and the website. In addition, a paper copy is to be maintained in the Washington County Extension Office.  To update this policy, Nadine researched the requirements of the IRS and the State of Oregon regarding retention of business records for nonprofit organizations. Refer to DOCUMENT 3 to read the *Policy* submitted by Nadine. | The Board will approve the policy statement at the April board meeting.Nadine will rewrite the reference to records of Fellowship and ScholarshipApplications, to include LAT Fellowships and funds donated to provide Metro Master Gardener Training.  |
| Leslie Ray*Grow1Give1* | The Grow1Give1 committee members are Stephanie Clift, Lori Davidson, Karen Graham, Nancy Howath, Dan McDonald and Leslie Ray. 200 tomato and jalapenos plants will be distributed on May 23rd at St. Matthew Church, Hillsboro. An overnight storage space is needed. Translation sheet: “Pollinators” will be completed soon. Chapters may have sales tables at the OSU mini college. |  |
| Susan Albright*Programs* | Susan has provided the *Meet the Mason Bees* activity flyer, and *the 2022 Calendar of Public Events* |  |
| Karen Graham*Standing Rules* | Karen presented revisions to Standing Rule #8, concerning November elections. | The Board approved the revised standing rule. |
| Harriet Ottaviano*Communications* | Harriet led a discussion regarding ownership of Zoom licenses. The board considered use of hybrid meetings in the future (in person and virtual) and discussed need for more information on technical details and support. |  |

**Meeting adjourned: 11:30 am**

Next Board Meeting: Friday, April 8, 2022. Virtual meeting: 9 am to 11:30 am.

Next Chapter Program & Meeting: Tuesday, April 5, 2022, at 7 pm.

**Respectfully submitted by: Mary Hewitt,**

**Approved by:** WCMGA Chapter President, **Karen Graham**

**DOCUMENT 1**

Brief Synopsis of Awards

Oregon State Master Gardener of the Year Award – Each of the counties in the State with an MG organization, nominates an individual for this award which is presented cooperatively by Oregon State University and the Oregon Master Gardener Association. The nominees are selected for contributions above and beyond those associated with various leadership positions. This is the highest award for an Oregon Master Gardener and is given to only one recipient.

Oregon Master Gardener Association Behind the Scenes Award – This award is also given to just one Master Gardener in the State. The nominees’ contributions to the organizations will be above and beyond those associated with various supporting roles.

WCMGA Master Gardener of the Year Award – Recognizes an individual for outstanding dedication, externally focused service, and contributions to WCMGA’s work. Service of the selected individual will have benefited our county as a whole.

WCMGA Behind the Scenes Award – This award recognizes an individual for outstanding dedication, internally focused service and contributions to WCMGA’s work.

Special Act/Making a Difference Award – the recipient of this award has performed MG volunteer work in an exceptional manner with significant impact and benefit to the community served.

The WCMGA Board asks the membership for nominations for these awards knowing that members are the best source of knowledge for the work done by its members.

Additionally, there is a Longevity Award for members from OMGA. I will complete this information from our directory and submit it to OMGA.

Submitted by Terry Wagner

**DOCUMENT 2**

**Land Acknowledgement Statement**

The Washington County Master Gardener Association acknowledges that the land occupied by our gardens rests on the ancestral lands of the Tualatin band of Kalapuyans, who once lived along the Tualatin River before the forced removal from their land prescribed by the Willamette Valley Treaty of 1855.

Members of The Confederated Tribes of the Grand Ronde and The Confederated Tribes of Siletz, the Kalapuya people continue to be purposeful stewards of their land by design.  They managed a seasonal fire and harvest regimen until the 1840’s and are currently involved in efforts to restore native habitat in the Willamette Valley.  We seek to educate ourselves about their lifeways and collaborate with them using both traditional and scientific gardening methods.

We further express our gratitude to their descendants for carrying on the traditions and culture of their ancestors.  We will invite everyone to appreciate and reflect on the resilience and healing power of the land and community of their ancestors.

**DOCUMENT 3** Washington County Master Gardener Association Record Retention Policy

Reformatted March 11, 2022

All records included in this policy should include a digital and a paper copy.  The digital copy shall reside on the Chapter’s One Drive in the Business Manager’s account. The paper copy shall reside in the file cabinet in the Washington County Extension Office assigned to the Chapter.

Permanent Records must be kept until such time as the Chapter is dissolved.  They include the following:

1. Articles of Incorporation, Bylaws, Articles of Association and related Policies.
2. Tax exempt documents, applications for tax exemption, IRS Determination and related Documents.
3. Yearend Treasurer’s financial report/statement
4. Meeting/Board documents including agendas, minutes and related documents

Records required to be kept for three years include the following:

1. Periodic (monthly) Treasurer Reports that are not yearend reports
2. Audit Reports
3. Inventory Reports

Records required to be kept for seven years include the following:

1. Bank Statements and related documents
2. Annual information return furnished to OMGA
3. Insurance policies including certificates of insurance

Other records

1. Contracts and Memorandums of Understanding as follow:
	1. Contracts for equipment rental and loans should be kept for two years after the return of the equipment or the loan pay off
	2. Contracts for food ordering and deliver should be kept for four years
	3. Contracts for space rental should be kept for 6 years after the space is vacated
2. Scholarship/Fellowship Applications ??????????For discussion