



Washington County Master Gardener™ Association

Board Meeting Minutes

April 8, 2022

Attendees: Lisa Graf, Karen Graham, Mary Hewitt, Nadine Johnson, Harriet Ottaviano, Hope Preston, Leslie Ray, Sue Ryburn, Terry Wagner

Guest(s):

Absent: Susan Albright

Meeting called to order: By Karen Graham at 9 am, virtual meeting.

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION
<p>Lisa Graf <i>Strategic Plan</i></p>	<p>Lisa reported on the elements of the WCMGA Strategic Plan which were discussed and formulated by teams earlier this spring. Each team studied and developed one of three parts, derived from five original goals. The board discussed the meaning of the proposed wording, how the plan might be implemented and how the Strategic Plan fits the goals of WCMGA and OSU Extension.</p> <p>The content and intent of the five original talking points have been integrated to create the following elements: 1) Educate Master Gardeners and the diverse public on sustainable gardening topics that are needed wanted, and well-attended ; 2) Increase public awareness of how the public benefits from Master Gardener services ; 3) Explore/implement fundraising activities that are of interest to WCMGA members and the public, that raise sufficient revenue to maintain an effective organization.</p>	<p>Lisa updated the <u>WCMGA Strategic Plan Recommendation for 2022-2024</u>, with edits made at the board meeting.</p> <p>Nadine Johnson moved that the Board accept the amended Strategic Plan; Hope Preston seconded the motion and the Board voted to accept.</p> <p>The plan will be presented to WCMGA members including the 2020 and 2022 interns, at the May 3rd Chapter meeting for approval.</p>
<p>Harriet Ottaviano <i>Google Business Listing/ Communications Report</i></p>	<p>Lisa Graf began this discussion, reporting that she had created a business listing for WCMGA on Google, which included listing the WCMGA physical address and a link to the website. Because Google requires that an e-mail address is provided that designates the “owner” of the business, the question was raised as to which board position e-mail should be listed. Harriet suggested that the communications group will discuss this. <u>Communications Report</u> ; Harriet shared the plan to provide fliers to the public libraries in Washington County. Harriet is covering many of the libraries, including those in Hillsboro. Other board members volunteered to</p>	

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	deliver fliers to other libraries in the county, so that all libraries receive the fliers.	
Terry Wagner	The Hortlandia Sale team was nominated to be recognized as Master Gardeners of Note. Sue Ryburn will identify the volunteers who provided a substantial number of hours to the event. Terry requested volunteers needed to staff, and help transport <i>Gifts For Gardeners</i> merchandise to the Incredible Edibles Events.	Members of the Hortlandia Sale event nominated as MG of Note.
<i>MG of Note; State Recognitions</i>	State Recognitions: Terry reminded members that written documentation supporting the nominees are to be sent to Marcia McIntyre.	
Hope Preston <i>Treasurer's Report</i>	Hope shared the most recent report with the Board members.	
Sue Ryburn <i>Hortlandia Sale Updates</i>	Net sales are reported to be \$2,191.00, including plant and <i>Gifts For Gardeners</i> sales. The number of shoppers was estimated at 2100. Many shoppers were seeking specific plants. The Wingspan Commons venue was very effective for this event. Hortlandia was sponsored by the Hardy Plant Society of Oregon.	Pat will recruit volunteers through the Members Facebook page. Karen will send an e-mail to all WCMGA members.
<i>Spring Garden Fair</i>	The site of this sale is the Clackamas County Fairgrounds in Canby. Set up will take place on April 29th, with loading to take place from 10am to noon. Sale dates are April 30th and May 1stnd. Many volunteers are needed. Terry suggested that a staff member at the sale might be designated to talk to the public, answering questions and encouraging sales. Pat reminded the group that the sale is subject to weather, also noting that the fairgrounds is secured overnight.	
<i>Grants updates</i>	Sue reported that some grant monies that are available through the Tualatin Soil and Water Conservation District may be used in a variety of ways. Some funds were used to support the Gardening Project Translation Pages. Monies may also be used to support family and children events such as Spidermania, Pollinator Palooza and Geek Out Science Fest.	
Sue Ryburn <i>Education Garden Update</i>	Garden talks of about 15 minutes are given each week by Master Gardeners at the start of the weekly work party. Some interns from the PCC Landscape Technology Program are working at the Ed Garden.	
Mary Hewitt <i>Learning Garden Update</i>	New MG interns are volunteering at the LG. MG and community volunteers replaced the tool shed wall, which now can house brochures. The vegetable beds have been filled with new soil and are being planted.	

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Nadine Johnson <i>Updated Record Retention Policy</i>	Nadine added the provision to include records reporting financial scholarship awards and those given to PCC Landscape Technology Department interns, under the section “Other Records”. Nadine reviewed the progress of the financial records audit at the Extension Office. Hope provided the records to be audited. Delores Harned and Dan McDonald assisted in reviewing sample transactions.	Terry moved that the Board approve of the records retention policy and Pat seconded the motion. Approval was granted.
Leslie Ray/ Karen Graham <i>Grow 1 Give 1</i>	The program will give 130 plants to clients of St. Vincent De Paul of Hillsboro in a drive-through event. Soil and containers will be supplied along with the plants. Tomatoes, jalapenos, bush cucumber and bush zucchini will be delivered. Pick-up day is May 16th. The clients will be given a flier that includes a QR code containing a survey to evaluate the effectiveness of the event.	
Karen Graham <i>WCMGA Zoom account Board Meetings</i>	WCMGA has a unique Zoom account granted by OSU. Karen reported that two managers must be designated and discussion followed.	Pat Simmons, representing the communications team will be one manager; the President or Vice-President will be the second, named manager.
WCMGA Zoom account/Board meetings	OSU allows up to 12 persons in the Extension Office, which allows the board meetings to be held in person, there. The May board meeting will be held at the Extension Office and also on Zoom.	

Meeting adjourned: 11 am

Next Board Meeting May 13th at 9 am, virtual and at the Washington County Extension Office.

Next Chapter Program & Meeting: May 3rd at 7pm. “*Gardening for Healthier Watersheds*” presented by Robert Emanuel PhD, Water Resources Project Manager, Clean Water Services.

Respectfully submitted by: Mary Hewitt, Recording Secretary

Approved by: Karen Graham WCMGA Chapter President (date)

