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**Washington County Master Gardener™ Association**

**Board Meeting**

**November 14, 9 am,**

**Minutes**

**Attendees**: Susan Albright, Lisa Graff, Karen Graham, Mary Hewitt, Harriet Ottaviano, Hope Preston, Leslie Ray, Pat Simmons Terry Wagner

**Absent:** Nadine Johnson, Sue Ryburn

**Guest(s):** Marilyn Berti

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

| **TOPIC: PRESENTER(s)** | **DISCUSSION** | **ACTION/DECISION** |
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| Terry Wagner  *Chapter Relations* | Master Gardener of Note: Nominees are Pat Simmons, and Leslie Ray. | Nominated unanimously by the Board. |
|  | **Welcome Letter to Interns**: This was reviewed in detail as Terry had updated the text and the links in the letter. The links provide a way for new interns to contact the leaders of different areas of interest for volunteering and becoming involved in WCMGA. The discussion centered around using the wcmga e mail links which use the positions titles in the e mail links, and in parentheses, adding the personal names of the leaders. The question was about making the personal e mail addresses of the leaders directly available in the text of the Welcome Letter. The alternative is finding the personal links under the leader’s names in the WCMGA directory. | The method of providing access to the interns of the contact information for activity /event MG leaders will be discussed further. |
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|  | It was suggested that the Learning Garden and Education Garden are listed under a heading: Our Gardens. | This is also referred for future discussion. |
|  | Agenda Addendum #1 contains the body of the updated *Welcome Letter* |  |
|  | Discussion followed regarding where to post the Welcome Letter to make it easily accessible.  **Reporting program hours:** Currently, approved program hours for the purpose of renewing Master Gardener membership are earned through 1) phone lines- Ask A Master Gardener 2) Farmer’s Market Extension table events and 3) through events and activities which are pre-approved as program hours, by Marcia McIntyre, Extension Program Coordinator. More certainty about identifying which volunteer hours may be approved as program hours is desired. | Marilyn Berti and Susan Albright will look into which types of events may qualify for awarding program volunteer hours. |
| Hope Preston  *Treasurer* | SQUARE account: This account is set up by designating one individual as owner of the account. At this time, it is under Pat Simmons name who is retiring from the board. Several other members have access to this account and the WCMGA will be able to continue to use SQUARE at sales events. | Continue using SQUARE with Pat Simmons as the account owner, for now. |
|  | Other accounts include the Wells Fargo credit card, attached to Hope’s personal account with access also available to Karen Graham for WCMGA business. |  |
| Pat Simmons  *Communications* | Pat reported about the extensive research regarding the update and restructure of the WCMGA website, conducted by Pat and the communications team. This is detailed in Addendum #2 in the Agenda for this month’s meeting. |  |
|  | Hope Preston will continue to lead this project.  Laurel Briggs, Owner of Creative Marketing and Design, in Jacksonville, OR will be contracted to assist the communications with assessing the desired design of the website, implementing the design, and training the communications team members to use the website. | Susan Albright moved to approve plans to go ahead with the project with CMD.  Seconded by Pat Simmons and approved by the Board. |
| Leslie Ray  *OMGA Representative* | Leslie reports from a recent OMGA meeting on by-laws revisions.   1. OMGA no longer specifies specific membership categories, leaving this to the individual county chapters. 2. Discussion of clarified language for electronic meetings 3. Created a statement of intent: Chapters shall follow IRS and OSU policies, looking to OMGA for guidance. | Karen is seeking a replacement to fill Leslie’s position as she is resigning from the board. |
| Susan Albright  *Programs Manager* | Susan created and provided a comprehensive, Draft 2023 Calendar of WCMGA Public Events. | The public events calendar is  In draft form.  A separate calendar will be developed for events designated specifically for Interns and Master Gardeners |
|  | Program Director: Marilyn Berti will be filling this position in 2023. Susan and Marilyn met to discuss, revise, and update the job description. | “Authorizations/Privileges” This section was removed from the Program Director Position Description. |
|  | Susan gave a report on the Learning Garden and Education Gardens activities and other news. This is available in a separate attachment to the minutes. |  |
| Karen Graham  *President* | **Director #4 Fundraising**, and **Vice President** positions are open.  As part of the process of recruiting leadership, the board discussed providing social meetings for the members, potentially several times during the year. Chapter meetings, for the near future will continue to be in virtual format. | Marilyn Berti will check with members she knows, who may have the needed skills and be available, to fill some of the open board positions. Findings will go to the current president and the incoming president. |
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**Meeting adjourned: 11 am**

Next Board Meeting: December 9th at 9 am at Extension Office. Followed by luncheon to thank retiring board members and welcome the new ones.

Next Chapter Program & Meeting: December 6th at 7 pm Virtual meeting. *Take a Walk on the Wild Side: Native Bees of Oregon*

**Respectfully submitted by: Mary Hewitt, Recording Secretary**

**Approved by:** WCMGA Chapter President (date)

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**DOCUMENT 1**