



Washington County Master Gardener™ Association

Board Meeting Minutes 1/12/24

Attendees: Hope Preston, Lisa Barnhart, Marilyn Berti, Deb Hansen, Connie Kirby, Steve Kister, Dan McDonald, Sue Ryburn, Terry Wagner, Harriet Ottaviano, Marilyn Turner

Absent: Mary Hewitt

Guest(s):

Meeting called to order: By Hope Preston, President at 9:00 AM

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION
Welcome		
Chapter Relations	<ul style="list-style-type: none">Terry Wagner: Distributed revised draft policy “WCMGA Response to Death of a Member”Marilynn Turner and Karen Graham to be the MGs of Note	<p>Actions:</p> <ul style="list-style-type: none">-Policy approved by Board.-Terry to insert approved on date and send policy to Helen Dorbolo to post to WCMGA website.-Steve to input verbiage into February Chapter Chat
Treasurer Report	<ul style="list-style-type: none">Marilynn Turner shared December 2023 financial reports noting that the Chapter continues to be in solid financial position. Year end with net income vs. expenses +\$7731 and budget projected to be -\$2011.Connie Kirby noted we received in December \$548 from Intel and \$243 from Winter Houseplant Sale.Suggested that for future budgets to create a larger contingency fund to allow for funding of unbudgeted expenses vs. requiring a line item vote by board for any expected budget overage. This may preclude Dan McDonald from needing to develop recommendations for parameters on not to exceed values by line item.	<ul style="list-style-type: none">-Connie Kirby, Marilyn Turner and Lisa Barnhart to draft guidelines for budget adjustments.

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Programs	<ul style="list-style-type: none"> • Marilyn Berti noted that 2024 Public Events calendar handouts and 11x17 signage prepared by Susan Albright. Copies made for distribution/use at our activities. • Meeting to discuss process and tool for gathering information about WCMGA reach in our educational outreach to include Marilyn Berti, Hope Preston, Sue Ryburn, Susan Albright and Robin Burnham. • Update on proposal from Multnomah County to partner in some way on monthly speakers. Meeting to be in January. • Question ? Can we set up evaluations from attendees at Chapter Speaker Series. Response from Hope that needs assistance from Marcia. On hold until she can address. • Harriet Ottaviano noted that if we can give her cancellation notices a week in advance, she is able to get word out to some of our contacts, especially garden clubs. 	<p>-To place 2024 WCMGA Public Events e-file on website.</p> <p>-Meeting scheduled for 1/24/24.</p> <p>-Update to board in February.</p>
Communications	<ul style="list-style-type: none"> • At this point 82 renewals = to about this time last year. Karen Graham is reaching out to members who have not yet renewed to get back to ~ 150 annual members. • Steve and Harriet discussed which of our publicity contacts to add to our Chapter Chat recipient list. 	<p>-Steve Kister to update the email list for Chapter Chat via MailChimp using current members list.</p>
Fundraising	<ul style="list-style-type: none"> • Lisa Barnhart reports that the Steering Committee is next meeting on 1/18/24 for Gardenfest and planning moving along. • Lisa is now WCMGA contact for Blue Bag bottle recycling program. • Suggestion-bring our blue bags to our events and invite attendees to use them to benefit WCMGA. Will need to affix our QR code label. 	

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Business Operations	<ul style="list-style-type: none"> • Dan McDonald noted that work done to assess current inventory and revalue at current replacement costs which, along with new supplies, buildings is resulting in increased insurance costs. • Dan contacted Gini Price to get additional information on various increase scenarios. (See attached) 	-Dan to share various scenario cost information that will be forthcoming so decisions can be made about level of insurance we will seek.
Vice-President	<ul style="list-style-type: none"> • Sue Ryburn shared Strategic Plan goals developed in 2022. (see attached). Reviewed goals asking the Program Director-Education, Fundraising Director-Fundraising and Publicity Director-increased Awareness to assess if there are goals, we have not accomplished/are working on. 	-To review at February Board meeting. -Harriet to check on status of standard verbiage to use for MG program description.
OMGA	<ul style="list-style-type: none"> • Deb Hansen reported that the 1st OMGA Orientation meeting is taking place next week. 	
President's End of Year Report	<ul style="list-style-type: none"> • Hope Preston thanked the Board for their input with plans to send to the Membership along with the February Chapter Meeting agenda. 	-Hope to send Board members current report. - Send any final input to Hope by 1/19/24.
Historian	<ul style="list-style-type: none"> • Shirely Wolcott agreed to be Historian and Photo Archivist. • 	
Photo Archivist	<ul style="list-style-type: none"> • Susan Albright and Sue Ryburn identified selection of photos from EG to share. • Shirley tagging photos with plant names. • Shirley confirmed that she digitalized hard copy photos including, where possible, permanently adhered to pages—not removable and in poor condition. 	-Terry to share photos. -Hope to dispose of hard copy photos since we now have digital copies of those that are usable.

Meeting adjourned: 11 am

Next Board Meeting

Next Chapter Program & Meeting

Respectfully submitted by: Sue Ryburn and Mary Hewitt

Approved by: WCMGA Chapter President Hope Preston



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Board Meeting
Date
Minutes

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