



## Washington County Master Gardener™ Association

### WCMGA Board Meeting Minutes May 10, 2024 at 9 am

Attendees: Lisa Barnhart, Marilyn Berti , Deb Hansen, Mary Hewitt, Connie Kirby, Steve Kister, Dan McDonald, Harriet Ottaviano, Sue Ryburn, Terry Wagner.

Absent: Hope Preston

Meeting called to order: by Sue Ryburn , Vice President, at 9 am, at Extension Office.

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION
BOARD REPORTS		
Chapter Relations Terri Wagner	<p>Sue Ryburn suggested Jack Schorr as a Nominee for MG of the month for June. Jack serves WCMGA through his connections with Five Oaks Museum at PCC and connects WGMCA with a several local organizations.</p> <p>Terry requested \$1000 for supplies for <i>Gifts For Gardeners</i> for the balance of 2024 including sales at “Joy of Gardening”.</p> <p>Terry has contacted Dennis Peck from The Oregonian to explore the possibility of a feature article about the Learning and Education Gardens' Dark Sky Monitors.</p>	<p>Sue Ryburn will write up the Nomination to support Jack Schorr as June Master Gardener of Note.</p> <p>Terri will write a short thank you to all chapter member volunteers for work in Plant sale.</p> <p>Terry requested \$1000 for supplies for <i>Gifts For Gardeners</i> for the balance of 2024. Sue moved to increase the budget, which was seconded by Connie Kirby. Board approved.</p>
Treasurer Connie Kirby	<p>Connie reported on the transition of chapter banking business to <i>On Point</i>. The checking account is in transition of moving to <i>On Point</i> while the current checks are clearing. Hope Preston, Marilynn Turner, Dan McDonald and Connie Kirby are signers on the <i>On Point</i> accounts. Dan and Connie</p>	<p>Connie and Hope will assemble a page of financial info on member website.</p>

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	have credit cards. Connie reported a donation of \$4400 received. Insurance bills are mostly paid.	
Programs <i>Marilyn Berti</i>	Marilyn's <i>Program Directors Report</i> is attached under Document 1 She suggested that as we receive requests from outside groups for program support, to involve Amy Espinoza when responding and developing activities. 2024 Farmer's Markets are in place.	
Communications <i>Steve Kister</i>	Planning for June chapter chat. During <i>The Volunteer Opportunity Fair</i> , thirty-eight 2024 MG interns provided their contact information to WCMGA.	
Fundraising <i>Lisa Barnhart</i>	Pre-sale for members and day of Gardenfest sale for the public, resulted \$31,092 sales. This includes income from <i>Gifts For Gardeners</i> . The current net income is \$18,300 and the clearance sale will yield more. Steering committee will meet soon to clarify final details. Attendance increased by 33% compared to 2023.	
Publicity <i>Harriet Ottaviano</i>	Harriet asked Board members to add posts for Clearance Sale on social media. Publicity is out for June's events. Fliers are out for the Garden Fair events at the Education Garden and the Learning Garden.	
Business Manager Dan McDonald	Dan reported on the business audit of chapter inventory and financial assets. Audit report included in minutes: Document 3.	Need to re-draft Standing rules to adjust for vote at member's ChapterChat.
Vice President Sue Ryburn	Sue will begin to recruit nominees for open 2025-2026 board positions.	
OMGA Deb Hansen	No report until the next scheduled meeting of OMGA.	
OLD BUSINESS	Volunteer Opportunities Fair: A success in communicating with 2024 interns. Terri suggests planning for a larger space for the next fair. Suggestion to stay in coordination with OSU Extension regarding schedule of the interns' webinars and trainings.	

TOPIC: PRESENTER(s)	DISCUSSION	ACTION/DECISION

Meeting adjourned: 10:40 am

Next Board Meeting

Next Chapter Program & Meeting June 4, 2024.

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

**Approved by:** Hope Preston, WCMGA Chapter President and Sue Ryburn ,WCMGA Vice-President and presider of May 10<sup>th</sup> meeting.



## Washington County Master Gardener™ Association

### DOCUMENT 1

## WCMGA Program Director Update, May 8, 2024

### 1 Monthly Speaker Committee:

The May Chapter Meeting webinar attendance was 52 adults for Leann Locher's presentation: **Gardening Education with Food Hero**. Thirty-nine stayed on for the chapter meeting.

**2 Chapter Gardens:** Both are working on spring garden maintenance: checking and adjusting irrigation systems, spreading mulch/arbor chips, pruning, weeding and updating plant labels and delivering well attended In the Garden Series classes as well as Intern workshops (more data later). In addition:

- The Dark Sky monitors are up, awaiting signage which is nearly ready.
- The Education Garden also has new entrance ramps to their sheds, thanks to Ron Spendal.

- The Learning Garden is replacing the Natives Garden log path border, adding a sensory table bed, and two wheelchair accessible table beds. The
- Several additional pathway improvements are planned to make more paths more accessible to all, thanks to Shirley Wolcott who toured the L garden and offered observations and very useful suggestions.
- The L Garden team is installing long stakes along the garden fence where bunnies have made their way inside.
- LG produce is now going to the Oregon Food Bank Partner on a weekly basis thanks to Suzanne Bennett.
- And a group of MGs from the Central Gorge MGA attending the Perennials IGS class at PCC RC on 6/15 plan to tour both gardens that day as well.

### 3 Community Collaboration, Education and Outreach:

- The **Home Plate** team sessions continue with youth at Home Plate.
- **Grow 1 Give 1:** The schedule is set, plants come to PCC RC this next week and distribution begins May 22<sup>nd</sup>, through early June. Interns will be able to help
- **Hortlandia 2024:** 103 contacts at the *Let's Talk Plants* table. Total attendance: 2200.
- **OSU Extension's Grow This:** Seeds were sorted and distributed to the LG, Grow1 give 1 Project and remaining seeds will go into other community tabling events and Farmers Market tables.
- Several additional presentation and tabling requests have come in and been taken on by the Program Ofc, eliminating the need for a chapter activity application. (NAMI tabling event on 4/22, Tigard tabling event, and perhaps others in WA County.)

### 4 Chapter Program Operations:

- **The MG 2024 Volunteer Opportunities** list has been updated on the chapter's members portal of the website.
- **Chapter public facing presentations:** Susan Albright has sent out a master template for presentations including a couple of opening slides on OSU Ext and the MG program that we'll also need printed up for outdoor presentations.
- **OSU Extension Metro MG 2024 Volunteer Activity Proposal** is now available for chapter activity leads to use for proposed new activities.  
[2024 OSU Extension Master Gardener™ Volunteer Activity Proposal](#). The 2024 report form has also been requested. Shrijana Shrestha is now reviewing 2024 chapter activity applications and letting the submitter know

when the application has been approved and any additional requirements e.g., use of materials in the clinic boxes and what may count as program hours.

**5 New opportunities:**

- **National Alliance on Mental Illness of Washington County (NAMI)** - Three MGs staffed a *Let's Talk Plants* table and provided answers and some real-time demonstrations in response to gardening questions at the on-site garden at the Earth Day Garden Party from 11-1 on April 22. Forty-eight attended. Free seeds were a great ice-breaker.
- **Soil pH testing** is being explored as an additional outreach tool and public service. Minoo Sweet, a chemist before she became a MG, is looking into recommended methods and testing the meter purchased pre COVID. No update for May.
- **Table display laminated copies of Food Hero Gardening Tips and a half sheet flyer/tent card with QR code that takes you to the website** are now ready for use at tabling events. All are in English and Spanish and address growing common vegetables. G1G1 will use them first. There are three sets and they will be stored in the Horticulture/Clinic Room at the Extension Office.
- The Metro Program office will list the June 1<sup>st</sup> **Hillsboro Pride Party** MG Booth in Cervis for MG sign up as the activity has been approved.
- **Washington County 2024 Farmers Markets** are now in CERVIS. Markets scheduled so far include Aloha - every other week, Beaverton – every week, and Cedar Mill – every other week and later once a month. Hillsboro has not yet responded .

**DOCUMENT 2**

**Preliminary GardenFest 2024  
(Not including Clearance Sale)**

INCOME	2024 BUDGET	2024 Est. Actual
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	Income	Income
Total Plant Sales Income (est)	\$25,000.00	\$31,092.00
Total Gifts for Gardeners Income	\$ 1,500.00	\$ 867.00
<b>TOTAL 2024 INCOME</b>	<b>\$26,500.00</b>	<b>\$31,959.00</b>

EXPENSES	2024	2024
	BUDGET	Est. Actual
	Expense	Expense
Total Plants Expenses	\$ 9,975.00	\$ 10,000.00
Total Gifts for Gardeners Expenses	\$ 1,000.00	\$ 953.07
Total Publicity/Marketing Expenses	\$ 855.00	\$ 854.65
Total Logistics Expenses	\$ 1,380.00	\$ 1,011.27
Square Fees @ 3%	\$ 625.00	\$ 816.55
<b>TOTAL 2024 EXPENSES</b>	<b>\$ 13,835.00</b>	<b>\$ 13,635.54</b>
<b>NET INCOME AND EXPENSES -- Profit</b>	<b>\$12,665.00</b>	<b>\$18,323.46</b>

May 7, 2024  
WCMGA Board Meeting  
Lisa Barnhart

DOCUMENT 3

**Audit Report for 2023  
Washington County Chapter of Oregon  
Master Gardener Association  
March 27, 2024**

A financial records audit was conducted on March 27, 2024, and performed by Lisa Barnhart, Connie Kirby, and Dan McDonald, current WCMGA Business Manager. Connie Kirby is the current Treasurer for the association, but she was not for 2023 and she furnished all records of 2023 reimbursement requests and deposits to the chapter's checking account. In addition, monthly

reconciliation reports of all expenditures and deposits in the chapter's checking and savings accounts were available for review. All monthly reconciliation reports were reviewed and verified by Dan McDonald, the current Business Manager throughout the year. We want to thank Marilyn Turner, 2023 Treasurer, for her hard work for the past year.

It is WCMGA policy to perform an annual inventory of WCMGA physical assets along with the annual audit. This inventory includes certain items of value owned by the Chapter as of early 2024 and must be completed no later than June 30, 2023. The chapter completed the inventory in January of 2024, and it informed the chapter's insurance coverage value for our primary asset insurance.

The recent audit was conducted in accordance with generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurances whether the financial statements are free of material misstatements. The audit included an examination, on a sample basis, of the evidence supporting the disbursement amounts recorded and disclosed in the Chapter's financial records. It also included a review of the revenues for 2023 by tracing them from the financial records to the bank statements.

We have three reasons for conducting this audit/inventory:

1. To verify procedures are in place for handling of income and expenses.
2. To ensure the procedures are being followed.
3. To verify chapter financial assets.

The WCMGA procedure for paying bills is as follows:

1. Treasurer receives a payment request form with a receipt attached from a member who has made a purchase for the Chapter. The form stipulates the amount and the line-item account from which the funds are to be drawn. The form must be approved by the person in charge of the project or a board member. The person requesting reimbursement cannot be the same person who authorizes the reimbursement.
2. Treasurer verifies the expense has been approved and is covered by the project's budget and has been assigned the correct category within the chapter budget for tracking purposes.
3. There are a few ways by which money is dispersed from WCMGA accounts: via check (paper or phone), electronic funds transfer, or credit card. If by check, the Treasurer writes a check, recording in the check registry the date, check number and to whom it was written. If by phone, the routing and account numbers are given to the payee along with the authorized payment amount and a receipt is requested. Recurring bills may be paid by credit card or electronic funds transfer. Remote charges may be paid by credit card.
4. All transactions are recorded to the appropriate budget line-item accounts in the WCMGA QuickBooks program as they occur, along with a digital copy of the request form and the receipt.

5. Paper and digital copies of request forms and receipts are kept on file.

All check request forms from 2023 were considered for audit by the Audit Committee. One hundred fourth-six (146) checks were written during the calendar year 2023, an increase of thirty-four (34) from one hundred twelve (112) written in 2022. One check was voided because it was lost by the vendor and resent. A random sample of twenty-nine (29) of the Check Request forms, or about 20% of the total forms submitted in 2023, were examined for accuracy according to our Chapter bill-paying procedures. There were two small exceptions noted. A check to Harland Clarke (purchase of new checks).

did not have a paper copy of the check request. A print-out of the email confirmation could have been created to include in the hard copy records. In addition, one check did not have a vendor listed in QuickBooks, even though the check request had the payee included. The current treasurer added the payee to Quickbooks. Care will be taken in the future to be certain this does not happen again.

There were one hundred fourteen (114) deposits made to the checking and/or savings accounts either as cash, check, or electronic payment in 2023, compared to ninety-four (94) in 2022. This was an increase of twenty (20) from 2022. Twenty-three (23) of the deposits were traced from the financial records to the Bank Statements as proof the deposits were actually made. This was twenty percent (20%) of the deposits. We were able to trace all the audited deposits, therefore, no exceptions were noted.

During the 2023 calendar year the Chapter had assets in Wells Fargo Bank in both a checking and a savings account. WCMGA procedures require the treasurer to reconcile each account monthly. In addition, each month the business manager reviews the treasurer's reconciliation to verify that the balances in the bank accounts agree with the check register.

At the end of the year the checking account was balanced and reconciled by the Treasurer and the Business Manager so that the Chapter's register, bank account statements, and the OMGA annual financial report for 2023 balanced at \$44,618.56. This was more than the \$35,550.09 at the end of 2022.

The savings account was balanced and reconciled monthly by the Treasurer and the Business Manager so that the deposit register, and monthly statements and the OMGA annual financial report for 2023 all agree. Our savings account finished the year with a balance of \$32,025.97 compared to \$31,977.97 at year end 2022.

The 50% reserve -- based on the average of the past three years of general fund expenses, dividing that result by 12 for a one-month average, and multiplying that result by 6 for the "six -month cash reserve -- called for in the WCMGA financial policy guidelines is now included in the savings balance. The six-month target reserve for 2024 would be \$10,049, based on a three-year average of unrestricted expenditures of \$20,098. WCMGA's reserve fund is fully funded and is currently divided between two savings accounts.



WCMGA is in the process of moving to another banking institution and will have reserves deposited into Certificates of Deposit when those account transfers are completed. The current 2024 budget has a -\$1526 net operating revenue which will not effect the required reserve fund balance.

The Chapter's total cash assets, according to the yearly report submitted to the OMGA were as follows:

December 31, 2019	\$48,625.74
December 31, 2020	\$58,426.94
December 31, 2021	\$59,771.93
December 31, 2022	\$67,528.06
December 31, 2023	\$76,644.58

The 2023 Audit shows that our Chapter's financial position is sound. We have a healthy end of year cash balance.

Congratulations and thanks should be extended to previous Board officers who made good financial decisions to put the Chapter in this sound financial position.

*Daniel McDonald*

Daniel McDonald  
Audit committee chair

5/7/2024

Date

*Connie Kirby*

Connie Kirby  
Audit committee member

5/7/24

Date

