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 **Washington County Master Gardener™ Association**

**Minutes of March 14, 2025 WCMGA Board Meeting at 9 am Extension Office**

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Present: Lisa Barnhart, Stephanie Engle, Deb Hansen, Mary Hewitt, Connie Kirby, Steve Kister, Harriet Ottaviano, Hope Preston, Tera Ramsey, Terry Wagner

Guest: Dan McDonald

 Hope Preston, President called the meeting to order at 9 am.

BOARD REPORTS

**Chapter Relations/** *Terry Wagner*

Community volunteers are honored in April : Wayne Rifer, Learning Garden; Marti Farris, Learning Garden : Bob Simmons, Education Garden. Written nominations to recognize these community volunteers are due to Steve Kister by March 24th for publication in April, 2025 *Chapter Chat*.

Discussion led to nominations for State and County level annual Master Gardener awards. The Board solicited nominations from the membership but received none.

Robin Burnham- nominated for Master Gardener of the Year at State and County levels, by Larina Hoffman.

Karen Anderson, nominated Master Gardener Behind the Scenes; County Level

Dan McDonald, nominated Master Gardener Behind the Scenes; State Level. Terri Wagoner will provide written nominations for Karen and Dan.

**Treasurer***/ Connie Kirby*

 Connie reported that a new payment reimbursement form is available on the website. Includes requests for check and credit card reimbursement.

**Programs/***Larina Hoffbeck*

Larina reported that Marilyn Berti has organized the Intern Welcome Fair on March 16th .

Larina will collect the interns’ signup forms, which will include all of the volunteer activities chosen, on one form per each intern.

**Communications/** *Steve Kister*

Mail chimp reports are available each month**,** which tell the number of sent e-mails that are opened, bounced, clicked, and unsubscribed. Steve will share these reports in future if asked. Steve will review the reports each month and advise the Board of significant changes in response to Chapter Chat e mails.

**Fundraising/***Lisa Barnhart*

Square increased the transaction fee. This will have a small impact on Gardenfest profits.

Bottle Drop- will increase their donation during Earth Week, April 15-26th.

Lisa suggests the Master Gardeners may create a post to advertise. Participating groups will receive a match donation of 20% from Bottle Drop. Suggestion to write up this opportunity on Chapter Chat and also to share this at WCMGA events and activities.

**Publicity/***Harriet Ottaviano*

* Fliers available to distribute for GardenFest
* Learning Garden brochure in process.
* Updated Chapter brochures will be designed after the Learning Garden brochures are finished.
* April press releases are out.
* Will ask Members to post jpeg of fliers on their personal pages for Facebook and NextDoor platforms.

WCMGA has a member’s- only Facebook page, not a public facing page.

* If someone clicks on the Facebook icon on our website, they will be taken to the Metro FB page, which lists all of our events.
* Harriet will forward reports from Google to Larina, on the number of hits on WCMGA website.

**Business Manager**/ *Stephanie Engle*: Microsoft Office for Business 365 subscription is renewed.

**Vice President/** *Tera Ramsey*

 There was discussion regarding the desire or need to update WCMGA’s Strategic Plan. The current Plan is dated 2023-25. Tera will discuss the process used for revising the Strategic Plan for 2023-25 with Sue Ryburn and Lisa Graf. Board will consider whether to update.

**OMGA/***Deb Hansen*

 The following were discussed at a recent OMGA meeting:

* Seed to Supper update
* 50th Anniversary of Master Gardeners in Oregon.
* Advocacy for MG- at the Oregon State Legislature
* July 11 and 12 Joy of Gardening- at the OSU Corvallis campus
* Dr. Madeson- discussed the process of discharging Master Gardeners for code of conduct, or liability concerns.
* Leslie Ray OMGA VP rewriting bylaws, for code of conduct issues and actions to take.

OLD BUSINESS

*Record Retention*- Dan McDonald reported on the committee’s work. Members include Dan McDonald, Connie Kirby, Marilyn Turner and Stephanie Engle.

* Studied Microsoft One Drive Accounts. Required documentation, structure for records, develop a naming convention for required reportimg.
* Developed and presented a spreadsheet listing the accounts and files, noting which files are required to maintain.
* Discussion included password sharing, structure of accounts and files, and access to accounts.

**Connie moved to adopt a policy of record retention, in electronic form only, using the spreadsheet presentation of the accounts and files to maintain. Harriet seconded. Motion approved by the Board**

*YOU Tube And Facebook*- a WCMGA member volunteered to upload WCMGA webinars to You Tube, where they can be accessed by members and the public.

*Annual Calendar* of Board Required Duties. Published and distributed to Board members.

 Member Directory Update for 2025 : Will include 2025 interns. Hope will send this to board members.

 Steve will publish this in Chapter Chat.

Community Helpers

Discussion of liability and personal criminal records of community volunteers. Stephanie and Tera will research this topic and report to the Board.

Meeting adjourned at 11 am.

Next WCMGA Board Meeting- April 11,2025 at 9 am.

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

**Approved by:** Hope Preston, WCMGA Chapter President,