The meeting was called to order at 9:00 a.m. by President Emilia Lacy.

Board members present: Emilia Lacy, Anne Irving, Rick Booth, Mark Dixon, Pam McElroy, and Jeannie Singler (by proxy). Chairs and Coordinators present: Bill Biernacki, Bob Deming, and Sam Angima, OSU Extension Agent

Approval of Minutes

There were several corrections to the minutes of January 10, 2008. Sally Reill, David Moffitt, and Jeanie Singler’s names had been misspelled. Mini-College will be held from July 23-26 this year. Regarding the 2008 Budget discussion in minutes, Sally Noack had sent a correction stating that procedurally, the 2008 budget should go to the General Meeting for discussion and a vote.

A motion to approve the Demonstration Garden Class Project Coordinator Job Description and the Demonstration Garden Maintenance Coordinator Job Description as amended was made by Rick Booth, seconded by Mark Dixon, and approved. Emilia Lacy also asked that all job descriptions as approved by electronic vote be attached to minutes.

Treasurer’s Report

Anne Irving reviewed the Treasurer’s Report (copy attached). The CD expired 2/13 and she needs to notify the bank of what we want to do with it now. She recommended an approximately seven month renewal.

A motion to roll over the CD and anchor the best possible rate was made by Mark Dixon, seconded by Rick Booth. Emilia Lacy offered an amendment that the term of the renewal not exceed ten months. Motion approved as amended.

2008 Master Gardener Class

Bill Biernacki reported that the class is going well. Sam noted that he would like to see more veterans attending the classes. He also said that he is changing the IPM/Pesticide recertification requirement to every two years, rather than annually. Veterans can use the DVD; attend the class, or the evening presentation on June 4th for recertification.

Emilia said that Liz Olsen had requested clarification on copier codes and passwords.
David Moffitt had requested information on small expense reimbursement process. Receipts should be submitted to Anne for payment, and she will file for reimbursement from Sam.

**Lincoln County Fair**

Sam Angima reported that there are some difficulties coming up regarding the Fair. There are no carryover credits from last year in the Fair Board’s budget. This could be a problem for 4-H, but should not affect Master Gardeners. Bob Deming reminded Board that a percentage of the new approved room tax dollars will provide a little revenue to the Fair, but not much. OSU representatives are meeting with the County Commissioners to discuss the 4-H issues. Emilia Lacy will also follow up with the Fair Board re MG’s using the Exhibition Hall for the 2008 plant sale, and clarify any question areas.

**ACCESS Training**

Rick Booth discussed ACCESS training with Tom Keubbing on 2/5. It seems most appropriate for Rick to work directly with Tom rather than attending a five-week class. Anne will provide financial info to Rick once he is trained on ACCESS.

**Newsletter**

Mark Dixon reported that the newsletter is coming along well. He said it would be good to have a backlog of articles for upcoming newsletters. He asked if newsletter subscriptions cover our costs? Anne Irving said neither the subscription price increase nor the dues increase cover our expenses for the newsletter (approximately $1500 per year). Bob Deming suggested that we consider email transfer of the newsletter and charge extra for hard copies. Anne said she would like to have the Newsletter Committee do a complete review, and Sam suggested that this issue be discussed at a future Board meeting.

**Home and Garden Show**

Pam McElroy reported on status of Home and Garden Show preparations, and also requested clarification from Sam on whether Home and Garden Show hours would be counted as office hours or community house. Mark Dixon added that we need to clarify the time put in by all MG veterans and student, and the information needs to be clearer. He would like to see an article in newsletter to clarify and simplify how payback and service hours are counted. Bill Biernacki suggested that we might change method of assignment, having students sign up for a certain number of shifts in the office specifically. Sam Angima, Mark Dixon and Bill Biernacki will meet to put together a clarification on payback hours.

**Web Site**
Emilia Lacy reported that we are putting together a Web site based on the Lane County model. This will be an excellent informational tool for us. Web site address: http://extension.OregonState.edu/Lane or http://extension.OregonState.edu/Lincoln. The new website for Lincoln County should be available in June. Sam Angima said Tillamook MGA puts their newsletter online. It would be financially better for us to do this as well. Mark Dixon said they will review time requirements from an editorial standpoint.

OLD BUSINESS

Futures Meeting Subcommittee Reports

Mark Dixon will present Futures subcommittee reports in March.

2008 General Meetings and Programs

Mark Dixon asked that ideas for general meetings be presented to him. If we have an activity (such as pruning workshop), we can associate it with a general meeting. Sam suggested that several people get together to come up with specific program items.

Coastal Demonstration Garden Sign

Michael and Sally Noack will present information next month.

NEW BUSINESS

2008 Budget/Audit Review

Anne Irving reviewed most current budget documents. She suggested that the 4-H horticultural awards be zeroed out. If we wish to continue these awards, we can put $100 back into the budget. Consensus.

Pam McElroy reviewed proposed Fall Bulb Sale (special event #2) as a revenue generator. Anne added to budget as $2500 in revenue, $1500 expenses, for net of $1000. Pam also reported on information from Sally Noack regarding MG aprons/shirts as revenue producers.

Anne requested clarification for community gardens and the Presbytery grant. The $250 Carlson Grant from OMGA was allotted specifically to Yaquina Bay Lighthouse Garden. There was a suggestion in the Presbytery grant of $50 for each demonstration garden for student expenses. Last year no students requested reimbursement for their demo bed expenses. We have $1000 to allocate among the demo gardens and community gardens. Emilia Lacy suggested $100 for all demo bed expenses, and $900 to community gardens. Waldport Community Garden has requested $450, and Lincoln City Community Garden has requested $870. We need to check into acquiring lumber from a retaining wall.
demolition that is planned soon in Newport, and which could be excellent for us in building raised beds at community gardens. Bob Deming said Food Share Garden needs about $50.

Anne also suggested that we leave the line item for Volunteer Appreciation Lunch blank, and revisit the issue in the future. The budget will be presented at the general meeting for approval.

Anne Irving review the Audit Report completed January 31, 2008. The audit was conducted by Liz Olsen and Judy Butts, who presented recommendations for changes to budget process and record-keeping, Anne reviewed specific recommendations from audit report (which is attached to these minutes). Recommendations for the plant sale included having cash monitored very closely, three people do cash counting out at the same table, and that it should all be a gross accounting. No expenses should be paid out of cash received at Plant Sale, but should be submitted to Anne for reimbursement by check.

Mark Dixon reported that he is working on a mentorship plan for Board positions.

Bill Biernacki said Rick Anderson has offered to build an arbor at the Fairgrounds. We will have further discussion on this in the future.

Emilia Lacy will present RSVP information next month. Rick Booth will present information on LCMGA property inventory next month. Emilia also wants to present information on two proposed new projects to the class (Depoe Bay Kids’ Zone Project and Yaquina Head Historical Garden.

Adjournment

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

Pam McElroy
Secretary

Attachments: Treasurer’s Report
Job Descriptions as approved by LCMGA Board
2008 Budget
Audit Review