The meeting was called to order at 9:30 a.m. by President Emilia Lacy.

Board members present: Emilia Lacy, Anne Irving, Michael Noack, Sally Noack, Rick Booth, Sally Reill, David Moffit, Pam McElroy, and Jeannie Singler. Chairs and Coordinators present: Liz Olsen, Bill Biernacki, Mark Dixon, David Lavrinets, Bob Deming and Mark McConnell.

Motion: Sally Riell moved to approve the minutes of September 6, 2007 as written, seconded by Anne Irving. Minutes were approved unanimously.

Treasurer’s Report: Anne Irving distributed and reviewed the Treasurer’s Report. She also presented the draft of the Annual Report. Net assets have declined by $2000-3000, since there were some major expenditures. 2007 outgo also included two years of class deposits. She is in the process of finalizing the 2008 budget.

David Moffit requested information of reimbursement of expenses for class materials, which should not come out of the LCMGA budget, but rather the OSU or OMG budget. Let OSU know of LGMCA expenditures to support the master gardener classes. This matter will be discussed with Sam.

President’s Message:

Emilia Lacy thanked all those in attendance, and said Sam Angima could not attend since he has been appointed to serve on the OSU Faculty Senate as rep for the OSU Extension Service.

Announcements and Committee Reports:

Master Gardener Class of 2008: Bill Biernacki and Liz Olsen will serve as Class Coordinators for the 2008 class. Bill reviewed the first class, and said it was quite smooth. Liz reported that we have received good feedback from the students. The lighting in the class are needs some tweaking. She also said we still need garden advisors/coordinators. As part of the each class, we will continue to have veterans and board members introduce themselves and their interests to personalize it. We need to know our students’ areas of interest.

Awards Ceremony: Emilia reported that 63 people attended the Awards Ceremony at Stone Crest Cellars. At $13.50 for each person, we spent $1137 of the $1300 that was budgeted. Sally Riell urged a change of venue for next year’s awards luncheon. Mark Dixon suggested we might look at the Presbyterian Church location, but would need to
get permission to have alcohol on the premises. Mark suggested that further discussion be postponed until another date.

**Demo Garden Sign Status:** Sally Noack reiterated that we need garden advisors and maintenance positions filled for the 2008 demo gardens. Sally presented three different options for garden signage. The prices ranged from $120 to $1495 for different types of signage. There is an outstanding bill from Keith Cressnum of $50 for his work on the mock-up of sign on computer. Anne will pay bill when she receives it.

**Motion:** A motion to table further discussion on permanent signage for the garden site until the February Board Meeting was made by Sally Riell, seconded by David Moffit, and approved unanimously.

**Garden Committee:** Sally Noack stated that several members have dropped from the Garden Committee, and she will not be able to continue to chair the committee. Michael Noack is talking with Sam regarding Master Gardener list through OSU for mass email.

Pam McElroy will look into signage for the Farmers’ Market canopy, and Bob Deming will serve on the Garden Committee.

**2007 LCMGA Service Summary Report**

Emilia Lacy reminded all Master Gardeners to report all their hours. This year’s report shows 7797 hours of service, 667 contacts, and 24 new Master Gardeners have been trained. Discussion followed regarding RSVP and Aquarium service hours, and to the benefits they provided in way of mileage and insurance, and so forth. Emilia will look into getting more info on the RSVP program.

**OMGA Report and Meeting Schedule**

Michael Noack said Mini-College this year will be held August 23-26. The OMGA budget proposal requires amendment. There is also a logo contest for this year’s Mini-College

**LCMGA Newsletter**

Mark Dixon said the deadline for the February newsletter has been moved to January 15th. The deadline will be the 15th of the month for subsequent newsletters in a move to have it published before the first of the month. Writers were asked to contribute. The monthly schedule of recertification classes offered will continue to be included, although the full class schedule will not run again.

**Old Business:**

**LCMGA Futures Meeting:** Mark Dixon said he would be contacting volunteers for reports on various subcommittees assigned at the Futures meeting.
ACCESS Training: Rick Booth reported that OCCC has five week courses offered for ACCESS training. They will be offering classes that will run M-W-F for five weeks, at tuition of $76.00. Tom Kuebbing, Class of 2008, knows access and is willing to assist. I

Grant for Community Gardens: Emilia reviewed grant we have received through the Presbytery of the Cascades, called the Community Mission Grants 2008... The grant is for $1000 would be to support five community gardens and the demonstration garden. We will receive the funds in monthly allocations of $83.00 per month. Mark McConnell that 12th Street Garden would use their portion of the grant monies to provide scholarships of the water fee, for plants and seeds, and for tools. Emilia will ask various garden coordinators for their needs. Waldport is going to require some additional funding this year, Lincoln City has received a large donation, and Yaquina Bay has a $250 grant, so will probably not require any additional funding. She also said that we will be using the application process to request funds for specific needs rather than allocating equal shares to each garden.

Motion: Sally Noack made a motion to add a line item to the budget for the $1000 community grants which would show the allocation on a monthly basis. Seconded by Sally Riell, passed unanimously.

Job Descriptions: Proposed job descriptions for all Board Members, Demo Garden and Class Project Coordinator positions were emailed to board members in preparation for discussion at this meeting. Extensive discussion ensued. One issue raised was to change “Other duties as assigned” to “Other duties as needed” at the end of the descriptions. Sally Noack said that job descriptions currently exist for both demo bed class project coordinator and maintenance coordinator job descriptions (positions) and were written by the Garden Committee.

Motion: Sally Noack made a motion to table job descriptions for demo garden coordinator and class project coordinator for comparison with job descriptions from Garden Committee, seconded by Sally Riell. Following extensive discussion, it was agreed that Job Descriptions for class project demo garden coordinator and maintenance coordinator will be sent by Emilia to board members for their evaluation via email. After discussion, amendment, etc a motion can be made to accept or reject these two job descriptions by board vote.

Motion: David Moffit made a motion to accept the job descriptions for Board Members, Coordinators (with the exception of Demo Garden Coordinator and Maintenance Coordinator as noted above) and Committee Chairs, second by Sally Riell and passed unanimously.

New Business:

2008 Budget: Anne Irving is putting together a budget now, and is requesting budget info from all committees regarding their needs. She also said she would like a policy
statement regarding forming and following a balanced budget concept. We should be able to construct our budget as balanced one. She would like to have a draft for the 2/15/08 meeting. Sally Reill said the budget has historically been done based on the previous year’s budget, since it is hard to predict what our revenues will be. Sally Noack said that procedurally this should go to the General Meeting for discussion. Anne will forward budget to Board. She also commented that we should consider an audit this year, and received suggested names of possible audit committee members.

2008 General Meetings and Programs: Mark Dixon reviewed programs and annual events. Michael Noack noted that a pruning workshop should be scheduled in March to follow Neil Bell’s class presentation on pruning. General Meetings offer an opportunity for educational programs, as well as having fun.

Home and Garden Show: Pam McElroy is putting together information for a class presentation in February and an article for the newsletter. Emilia Lacy has completed the required application for the Home & Garden Show booth.

Other announcements: Sally Noack said there is a Beginning PowerPoint class offered at the library on 1/25/08, and it is free. Michael Noack will be joining the State Extension Advisory Committee.

Next Board Meeting: Thursday, February 14, 2008.

Adjournment

The meeting was adjourned at 12:20

Respectfully submitted,

Pam McElroy
Secretary

Motion: Following online discussion: Rick Booth made a motion that the Board accept the descriptions written for the Demonstration Bed Class Project Coordinator and Demonstration Bed Maintenance Coordinator. The motion was amended by Sally R. to reflect changes made to proposed job descriptions, seconded by Pam McElroy, and approved by Board voting electronically.