Lincoln County Master Gardener Association  
Board of Directors Meeting  
8 March 2010

Board Members Present: Bill Biernacki, Pam McElroy, Jeff Olsen, Cathy Fitzhugh, Anne Schatz, Linda Cook, Janet Anderson, Ruth Deforest, Emilia Lacy.

Others Present: Peggy Biernacki, Betty Bahn, Liz Olsen, Sally Noack, Cathi Block, Sally Reill, Donna Davis, Sam Angima

CALL TO ORDER: Bill Biernacki called the meeting to order at 9:34 am.

MINUTES: Cathy moves to approve the minutes from the 8 February Board meeting. Seconded and approved.

REPORTS OF OFFICERS

TREASURER’S REPORT: (Cathy Fitzhugh)

Certificate of Deposit: $3249.53
Checking: $5204.39
Savings: $4953.02
Total $13,406.94

Liz Olsen and Judy Butts performed an audit of the books on 25 February and Liz will provide a report soon. Cathy will provide an Actual vs. Budget report once the software is mastered.

Cathy will send membership funds to OMGA by the end of March. Jeff is keeping the membership database, working with Sally Noack until the first membership list is sent to OMGA. They will confer prior to sending the dues in to ensure the data match.

The last 2009 payment of the Presbytery Grant, totaling $322, was not received although the first payment of 2010, totaling $500 has been. Emilia has been handling correspondence with this organization, so will tactfully inquire about the 2009 payment in the thank you note she will send for the 2010 payment.

FIRST VICE PRESIDENT: (Pam McElroy) The 3 March General Meeting and Plant Propagation Workshop was a success with 42 members attending. The next event is 18 March with Betty Bahn’s Plant Identification Clinic at Seal Rock Garden Club followed by a tour of Gerdemann’s Garden, where Betty and Bruce Waugh will assist.

There is an addition to the newsletter calendar. A tour of the Thyme Garden nursery is scheduled for 20 July, with lunch following for those interested. Cost of the lunch is $25 per person and a minimum of twelve diners is needed to get the tour.

SECOND VICE PRESIDENT: (Jeff Olsen) Jeff and Ruth discussed the documents to provide to Sam for inclusion on the website and have a CD ready. Documents, such as minutes, can be added as necessary.
Jeff reported that Janet had contacted the Seafood and Wine Festival coordinators and we are on a potential booth list for next year. Booth determinations will be made in August. Our next step is to coordinate with a winery, which Jeff is working.

**STATE REPRESENTATIVE:** (Janet Anderson) The first OMGA meeting occurred and a one page summary was sent out to Board members. Highlights include:

- OMGA has a new and informative website, www.oregonmastergardeners.org.
- Mini College will be 28-31 July. This year OMGA and OSU will host jointly. Next year OMGA will be the sole organizing and administering entity while OSU maintains an advisory role. This is the second of four initial options discussed and is referred to as “Option 2.” Workload and human resource restraints account for this change. For legal purposes, OMGA needs each chapter to formally agree to this. We will incur no financial obligation as a result. If the chapters do not approve of this, 2011 Mini-College will likely be cancelled.

**MOTION** Janet moved that the Board approve OMGA Option 2; for OMGA to share administrative and organizational duties for 2010 Mini-College with OSU, but in 2011 will alone perform administrative and organizational duties with OSU in an advisory capacity. Seconded and approved.

- OMG wants two door prizes, each worth $20, from each Chapter and additional silent auction items. Bill will put this on next month’s agenda
- President’s Project seeds are here. First priority is for demonstration garden food production; second priority is for the students at Yaquina Bay Lighthouse Garden.
- Forms are here for nominating Master Gardener of the Year and Behind the Scenes Master Gardener. Bill will form a small committee to develop recommendations.
- Search for Excellence nominations were discussed. Must be an ongoing project.
- Carl Carlson Memorial Fund was explained and grant money is available.
- The endowment fund was discussed and is explained thoroughly on the website.
- The new OMG roster of OMG Executive Board members and chapter board members is out and Janet can provide to those asking.
- The Extension Educators Grant is $500 and available for Extension Agents’ application.
- An update of trainees was requested. Jeff will send.
- A CD of statewide demonstration gardens is being compiled for Mini-College. Garden Coordinators, send a description of your infrastructure (permanent features such as greenhouses, raised beds, arches, etc) and pictures to Janet.
- Historian Record Retention Project; OMG is looking for new ways to store chapter histories.
- Leadership Day at Mini-College is Wednesday and will include a new workshop.
- The Gardener’s Pen is now online at the new website.
- On 10 and 17 March, there will be webinars explaining the volunteer hour recording system.
- As plant sale coordinator, Janet will send a notice to all chapters of our Plant Sale.

**PRESIDENT:** (Bill Biernacki) Susan Coast sent a thank you note for the recognition she received during her Plant Propagation class.
Janet has withdrawn LCMGA’s application to provide photography at this year’s Mini-College. Bill was concerned that we were not up to the task.

Cultural Coalition is offering non-profit grant writing workshops, both beginning and intermediate. Each course is $10, for a total of $40 for the entire workshop.

*MOTION* Jeff moves that an invitation be sent out on the List Serve for volunteers to apply for monies to represent LCMGA at these workshops in order to improve skills and aid LCMGA in future grant applications. Seconded and approved. Bill will send out message on List Serve.

Mark Dixon has asked for assistance with updating the pamphlet of Community Gardens and asks Coordinators to contact him with current information and photos.

**EXTENSION AGENT:** (Sam Angima) Demonstration garden progress is amazing and thanks are due. OCCC has offered stain for the greenhouse at the Newport garden so it will match the college buildings. Please attend the 13 March work party in Yachats, if possible.

OSU background checks are mandatory for anyone working with children, such as at the Lighthouse Garden. Once completed, update are unnecessary. Any checks performed by agencies other than OSU are not recognized. Forms can be found online or with Kathy Buisman. There is a two week turn-around on checks so plan accordingly.

Class is ending tomorrow. Sam asked for input on the revised class schedule. Comments included that it was more difficult for speakers and students to prepare with such a short period between classes, but that it was also nice to complete classes so quickly. No change noted in class cohesion.

**REPORTS BY COMMITTEES**

**LINCOLN CITY DEMONSTRATION GARDEN:** (Janet Anderson) Progressing quickly. Janet talked with Lincoln City Food Share last week and is working with them to address their needs. The sign has been returned, although they know nothing of the appearance and disappearance of the garden gnome.

**NEWPORT DEMONSTRATION GARDEN:** (Cathi Block and Liz Olsen) The greenhouse was delivered patiently and professionally for $200, half the usual fee. The next step soil delivery, but are unsure about whether to have five yards delivered initially or the full ten yards. There is no difference in delivery charges. After much discussion, the suggestion was to get the full ten yards. They also plan to get three yards of mint compost to do a bed contrasting that with standard soil.

**YAQUINA LIGHTHOUSE SPONSORED GARDEN:** (Liz Olsen) The green house has been moved from Yaquina View Elementary to Sam Case Middle School. Facility personnel at Sam Case have promised to add electrical and water hook-ups and to provide a picnic table. Debbie Gwynn has stepped down as project coordinator and is replaced by Diane Cook. Diana Barnes will do an in-classroom vermicomposting demonstration and four second-graders will do vermicomposting as their Science Fair project. Seed planting is planned for the first week in April. Liz will send an email to those who have assisted her in the past explaining the background check requirement.
MASTER GARDENER LIBRARY: (Sally Reill) Sally and Diana Pinto have reorganized the library and office to make it easier for help desk workers. Clutter has been reduced, outdated and duplicated publications purged, stored client sheets and volunteer sign-in sheets reduced to prior three years, paperwork for helpdesk operation consolidated on two shelves, and research materials arranged so most appropriate sources are used first. Due to space considerations, hard copies of publications available online were removed. Excess publications are available for master gardeners to take and are in a marked box above the desk on the right. The area under the printer will contain locally specific information.

Sally and Diana will consider suggestions for new books or pamphlets. A decision is necessary regarding the disposition of books removed from shelves. Bill suggested a silent auction at the 22 April General Meeting.

At Sally’s inquiry the process of acquiring new books was clarified. Librarians will submit lists to the board for authorization prior to purchase.

Librarians request two reserved Tuesdays a month for library maintenance. Sam said that Kathy can include the MG office on the internal office scheduling calendar and anyone wishing to use outside of help desk hours can reserve the space through her.

UNFINISHED BUSINESS

Presbytery Cascades Grant Funds: Emilia and Ruth contacted Demonstration and Sponsored Garden Coordinators to notify of $1100 in grant funds available and composed a document to establish parameters of use, which will be retained with grant documents. Each garden responded with a request for funds; Lincoln City Demonstration Garden - $300, Yachats Demonstration and Community Garden - $275, Yaquina Bay Lighthouse Garden - $125, and Newport Demonstration Garden – originally $350 amended to $200, because of the $200 fee to move the greenhouse paid from grant funds. The Board reviewed and processed each request.

*MOTION* Janet moves that the request from Yaquina Bay Lighthouse Garden of $125 to be used within the stated parameters of the grant be approved. Seconded and approved.

*MOTION* Pam moves that the request from Yachats Demonstration and Community Garden of $275 to be used within the stated parameters of the grant be approved. Seconded and approved.

*MOTION* Emilia moves that the request from Lincoln City Demonstration Garden of $300 to be used within the stated parameters of the grant be approved. Seconded and approved.

*MOTION* Emilia moves that the amended request from Newport Demonstration Garden of $200 to be used within the stated parameters of the grant be approved. Seconded and approved.

After discussion, the Board decided that funds not expended in the specific manner stated in the requests could be retained by the Garden Coordinators, provided the funds are ultimately spent within the parameters of the grant. The Garden Coordinators will provide receipts for all expenditures to Cathy and specify which fund source to apply them against. Cathy will inform Mark Dixon.
Gift Certificates: (Sally Noack) Oregon Coast Garden Center agreed with the new use for the certificates, said the expiration date is not an issue, and confirmed that the certificates are good toward anything they sell. Janet received the $50 certificate and Cathi and Mark with go together to spend the $100 certificate. Cathi will notify Mark. Certificates must be spent at one time and receipts retained.

NEW BUSINESS

Seal Rock Garden Club Grant Requests: Bill explained that grant requests could be made via a letter, rather than through a formal application process, and suggested that Garden Coordinators look into this.

Vermicomposting Bins (Fundraiser): Pam tasked to explore worm bins sales, estimating the number, pricing, worm collection, and materials acquisition. By consensus, the 14 gallon bins are better because they are lighter, but the 18 gallon bins are frequently on sale. Pam will report next month.

MISCELLANEOUS: Sally Noack asked Bill to include discussion on purchasing a brick at OCCC to next month’s agenda. Sally will provide information.

ADJOURNMENT: Pam moved to adjourn at 12:10 pm. Seconded and approved.

Anne Schatz, Secretary
Lincoln County Master Gardener Association