Lincoln County Master Gardener Association  
Board of Directors Meeting  
8 February 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, Alice Mitchell, Betty Bahn, Rick Anderson, Anne Irving, Liz Olsen, Sally Noack, Cathi Block, Sam Angima

CALL TO ORDER: Bill Biernacki called the meeting to order at 9:00 am.

MINUTES: Pam McElroy moved to approve the minutes of the 11 January 2010 Board meeting. Minutes approved.

TREASURER’S REPORT: (Cathy Fitzhugh)  
Certificate of Deposit $3,249.53  
Checking $9,113.92  
Savings $4,953.02  
Total $17,316.47

FIRST VICE PRESIDENT: (Pam McElroy) The General Meeting and Plant Propagation Workshop on 3 March is finalized and the membership will vote on the budget. Plant cutting donations will be provided by students and veterans; request surplus plants and soil from the Yamhill purchase.

On 18 March, there will be a Plant Identification program by Betty Bahn from 10-1200 at the Seal Rock Garden Club with a brown bag lunch, followed by a field trip to Gerdemann’s Garden.

On 22 April, there will be a General Meeting Potluck/BBQ at the Biernacki residence, followed by a drip irrigation demonstration by Mark Dixon and Becky Groves.

Other calendar events are: 16 February, 9:00 am-Plant Propagation with Susan Coast (MG Class); 18 February, 9:00 am-Newport Demonstration Garden work party; 23 February, 10:00 am-Pruning Workshop (MG Class) to start at OCCC and proceed to Toledo; 5 March- Yachats Demonstration Garden meeting; 8 March, 9:30 am-LCMGA Board meeting; 9 March, 9:00 am-Final MG Class and Graduation; 12 or 13 March-Yachats Demonstration Garden work party; 30 March-Extension Office closed.

SECOND VICE PRESIDENT: (Jeff Olsen) Jeff has assembled official documents in hard copy and electronic format and provided a list of the assembled documents to those present to provide an example of the document types he’s looking for with the intent of culminating this project as soon as possible. Discussion ensued regarding availability and dissemination of these documents. Sam will talk to OSU about getting a password protected portion on the website so these and other internal documents could be made easily available to the entire membership. Sam will report the outcome of this discussion next month, but in the mean time could place on the website anything provided to him.
Bill tasked Ruth, in conference with Jeff, to provide the board next month with a list of those items that she recommends be provided to the membership for inclusion online.

STATE REPRESENTATIVE: (Janet Anderson) The first OMGA meeting is 6 March in Central Point; Janet and Rick will attend. Tam Martin, the OMGA President, has established goals to include: providing help to chapters in the form of workshops (topics such as How a Board Should Run, Starting New Projects and various forms of training that chapters might request), and a project that involves a monetary donation from chapters in exchange for specially selected and packaged seeds, which the chapters can then use or sell.

The seed packets, developed with and donated by Rosemary Nichols, recognize seeds developed by Oregon State University and are suitable for most Oregon climates. The funds generated will go to “Working With Youth and Animals in the Garden,” and to individual chapters who are establishing initial demonstration gardens. Janet will get details at the meeting about how this could impact our demonstration gardens. The donation amount is $72.50 for 50 seed packets, with an estimated worth of $1.45 each. Janet recommends participating in light of the potential benefit to our demonstration gardens.

*MOTION* Emilia moves to approve the donation of $72.50 to OMGA in support of the seed packet program. Seconded and approved.

Janet will administer seeds.

Mini-college will be the last weekend in July. Lincoln County will be in charge of photography. Janet will attend and take pictures with assistance from Bill, and asks that any other LCMGA attendees also help where they can.

REPORTS OF COMMITTEES

FOOD SHARE: (Emilia Lacy) Emilia met with Nancy Smith, Food Share Director, and explained LCMGA’s current commitment to establishing three new demonstration gardens and the resulting reduced labor force available for outside projects. LCMGA would continue to provide technical assistance and education, as necessary, but could no longer staff the garden. Emilia recommends that Food Share remain a sponsored garden but that our role be reduced to an advisory and educational capacity. The board accepted Emilia’s recommendation.

EXTENSION AGENT: (Sam Angima) Sam was contacted by the Yachats Community Garden asking the board to recognize the garden as an associated garden because it meets the published guidelines (as appeared in the recent newsletter). Sam recommends approval because it meets the guidelines with no impact on funding. Discussion raised the issue that the garden name was often confused with the Yachats Demonstration and Community Garden so the board with refer to the Yachats Community Garden with the caveat: (2nd Street) following the name.

*MOTION* Pam moves that we add the Yachats Community Garden (2nd Street) to the list of associated gardens. No second, motion fails due to the determination that further exploration of the concept of sponsored and associated gardens and our intent in their regard, is necessary.
**MOTION**  Janet moves to table discussion until next month to allow board member review of the extensive documentation developed by last year’s board regarding sponsored and associated gardens. Motion withdrawn.

Bill tasked Jeff to send the document to board members and tasked board members to review and be prepared to discuss at the next board meeting.

LINCOLN CITY DEMONSTRATION GARDEN: (Rick and Janet Anderson)

Students working on the garden were able to provide wood, soil and other supplies, requiring the expenditure of only $50 of the allocated $350 for the initial construction of beds. Three 4’ x 8’ raised beds were constructed of Port Orford cedar and filled. Of the 5 yards of donated soil, the portion not used to fill the beds was employed in further landscaping. Lumber and glass were donated for a greenhouse and funds will be needed to purchase a fan and the greenhouse roofing material. Rain barrels were purchased for $90 to demonstration rainwater collection and a future rain garden. A three bin composting station is also planned, as well as a mason bee demonstration. These projects will consume the remainder of the allocated $350 and additional funds will be necessary for the greenhouse roofing material. Rick will provide pictures at the next meeting.

Sam will add a section to the webpage for the demonstration gardens and will post pictures provided by the demonstration garden coordinators.

When Rick inquired about the funding for the greenhouse roof, the board determined, because of the cost, that he should get an estimate before pursuing a funding request.

NEWPORT DEMONSTRATION GARDEN: (Cathi Block and Liz Olsen) Cathi outlined the plan to build 6 4’ x 8’ raised beds, 1 or 2 cloches, 3 narrower trellis beds, and half barrels for container planting. Material estimates are in and a vendor selected who will deliver the supplies. The plan called for pressure treated lumber and Sam asked if she would use half pressure treated and half cedar for the sake of demonstration and Cathi agreed. OSU recommends pressure treated lumber or cedar for beds and a demonstration contrasting these materials will be useful.

RECORDS OF DONATIONS IN KIND: Ruth began a discussion of donations of products and services and how those are dealt with from a tax perspective. Currently, Cathy, as Treasurer, provides donors with a donation receipt, on which the donor records the estimated worth and retains. Because of the variety and dispersal of LCMGA projects in the past, records of donations in kind were not kept. But now, with established demonstration garden coordinators and changes in grant documentation requirements, the board determined that donor receipt forms would be provided to demonstration garden coordinators and that coordinators would keep track of donations in kind and provide that information to Kathy. Emilia explained that grants require budget information including the amounts spent and that by including the donation in kind information, we can more accurately portray our situation for future requests.

UNFINISHED BUSINESS

**Logo:** (Pam McElroy) Pam suggests that, in light of the changes in the focus and orientation of the current association, that logo development be tabled until we can more
clearly define the direction a graphic representation should take and then revisit at that time.

*MOTION* Jeff moves that we table the logo issue until we achieve greater clarity for the outlook we are attempting to communicate. Seconded and approved.

Bill tasked Anne, as secretary, to send thank you correspondence to those who submitted artwork for the logo and to the committee members that worked on the project.

**Gift Certificates:** LCMGA purchased a $100 gift certificate from Oregon Coast Nursery, who then donated an additional $50 gift certificate for use in the logo contest. These gift certificates expire 9 April. Bill suggests that they be divided into thirds and given to the demonstration gardens for student expenses.

*MOTION* Emilia moves that the $150 worth of gift certificates from Oregon Coast Nursery be divided between the three demonstration gardens at Yachats, Newport and Lincoln City solely for the purpose of assisting students in their demonstration projects. Seconded and approved.

Sally Noack will try to meet with the Oregon Coast Nursery point of contact to inform her of the new use of the certificates benefiting county wide education efforts and to clarify what can be purchased with them (plants and/or amendments).

**NEW BUSINESS**

**Publicity Coordinator:** Bill again raises the issue of soliciting a volunteer to act as publicity coordinator to work with local media and facilitate coverage of Master Gardener activities, news and Master Gardener penned articles. Bill asks for continued vigilance in searching for a qualified and willing individual. The position calls for a veteran with enough time and expertise to ensure accuracy of information. Bill will send a message to the membership via the List Serve and will include in his newsletter notes.

**Presbytery Cascades Grant:** Emilia reports that there will be $500 of grant money arriving in March and that there are still unexpended funds from last year. At Bill’s inquiry, Emilia explains that the original grant focused on providing food for the hungry and included the Yaquina View, Food Share, Lincoln City, and 12th Street Gardens. There is a new requirement to add photographic records in addition to the existing requirement to record amounts of donated food.

Emilia recommends that priority funding go to demonstration gardens to reflect our current priorities, followed by sponsored gardens and then associated gardens. Anne Irving suggested limiting disbursement because that is what the grant justification outlined and it will ensure we can meet the enhanced documentation requirements, for which LCMGA retains responsibility regardless of to whom the funds go.

Bill recommends that we take funding requests case by case with focus on the demonstration gardens while taking requests from the other gardens. Ruth is tasked with informing the gardens of the monies available, who is eligible to apply and the requirements associated with the funds. Emilia will assist.
**Fund Raiser Ideas and Discussion:**  Rick mentioned that Mo’s does fundraisers with the high school where the students work the restaurant and perhaps we could do something similar.

Pam suggested doing a vermicompost seminar at the Garden Expo and then sell worm bins at our booth. Bill said that he would assist with construction and to plan for this when meeting with Expo coordinators. Bill suggested that we also sell them at the plant sale.

Sam followed up last month’s proposal of a workshop program by saying that he plans to assemble a committee of five in July to work on the concept. If a vermicompost seminar is included, then bins could be sold following the class.

Bill reported that he talked to the organizers of the 3 July Nye Beach Clambake and they would love to have us run a booth. He told them that our initial thought was to sell baked potatoes with toppings, but mentioned that the organizers’ response was so positive, perhaps we should consider other items, as well. We have food handlers ready and others can get their permit by paying $10 and taking the online course. The organizers were not far along in their planning to discuss anything more specific but asked Bill to contact them again in the future.

Cathi Block mentioned that there are students interested in growing, drying and packaging herbs for the plant sale and asked if this sounded feasible. Bill agreed.

Jeff discussed what he knew about participating in the Seafood and Wine Festival and outlined two steps; finding a winery and getting a booth. Bill asked Jeff to further explore and Sam will talk to Gail, the Master Gardener Program Manager at OSU to ensure she sees no problem with our participation.

Sam outlined the new OSU Endowment Program, which solicits funds from the public throughout Lincoln County via a form included in PUD mailings. On the form, donors may specify several of the specific programs, Master Gardeners included, or contribute to the Extension Office in general. So far, Master Gardeners have received $200.

**Green House Move to Newport:**  Liz Olsen and Cathi Block are coordinating the greenhouse move from Waldport to Newport. Liz has spoken with the person transporting the greenhouse, negotiated a price of $200 and set a tentative date of 24 February. She’ll confirm the date with OCCC personnel and asks that a couple people be present in Waldport with tools in case there are last minutes requirements. Emilia will talk with the van driver to see if she can get an even lower price.

*MOTION* Jeff moves to allocate up to $200 to move the greenhouse from Waldport to the OCCC-Newport campus. The motion was seconded but further discussion raised the question of whether this could be a legitimate use of grant money and it was determined that it was because of the greenhouse’s use in starting vegetable seeds.

*AMENDED MOTION* Jeff amended his motion to designate that funds come from the Presbytery Grant. Seconded and approved.

**Charles Dallas Meeting Absences:**  Bill related Charles request to be excused from the February and March meetings because he will be vacationing out of state. There were no objections and the board approved.

**ELECTRONIC BUSINESS**
29 January – From Bill to Board members. Cathi Block and Liz Olsen submitted an outline of proposed expenditures to support a request for $613 for materials for the Newport Demonstration Garden.
*MOTION* Pam moved that the Board approve the purchase of materials for raised beds and six half barrels for the amount of $613, and no more than $650 for the Newport Demonstration Garden. Seconded and approved.

1 February – From Bill to Board members. Rick and Janet Anderson have submitted bid and estimate documents to support a request for $350 for the first phase of the Lincoln City Demonstration Garden construction.
*MOTION* Pam moves that the Board approve the request of $350 for the initial materials to construct raised beds at the Lincoln City Demonstration Garden. Seconded and approved.

**Miscellaneous:** Sam asked if there is anyone that is good with making signs because he needs signs for the composting bins at OCCC. Janet said that Laura Clark was already working on a similar project and might be able to lend assistance.

Liz asked if, once the budget was approved, if the demo gardens would still have to formally request funds or if they would be allowed to spend up to the amount allocated in the budget. Bill explained that the budget didn’t approve expenditures and that specific requests would still be necessary, but that gardens didn’t have to wait for board meetings. Requests could be made and decided upon electronically, although he asked that coordinators group their requests to keep things manageable.

Bill informed the Board that on the 16th, he and Sam would present Susan Coast with a certificate of appreciation, a card, and a check for $100 (out of Sam’s class budget) to thank her for again conducting the Plant Propagation class.

Bill also informed the Board that he had the soil and pots and would be prepared to pass those out with the Yamhill plants during breaks during the Plant Propagation class.

**ADJOURNMENT:** Emilia moved to adjourn at noon. Seconded and approved.

Anne Schatz, Secretary
Lincoln County Master Gardener Association