

YCMGA Board Meeting Minutes

October 27th 2018

**The President called the meeting to order
at 9:02 a.m. on 10/27/18**

IN ATTENDANCE:

Donn Callaham	Pat Fritz	Gene Nesbitt
Heather Stoven	Marilyn McGregor	Rita Canales
Linda Mason	Susanne Beukema	Carol Parks
Cathy Burdett	Ruth Estrada	Terry Hart
Nancy Woodworth	Chris Shenk	Marcia Sherry
Glenda Hulett-Wenner		Alan Wenner
Gail Price	Linda Coakley	Apryl Garmon

Secretary's notes for September: Susanne motioned the notes for July be approved, Carol seconded, and no one objected.

Treasurer's Report: Carol has sent all the financial documents by email. At present YCMGA has \$46,000, though some of it is reserved. (More on the budget in notes for Planning Meeting).

Heather Report: Flyers advertising the 2019 Master Gardener classes are available for distribution. People are needed to distribute these in the "outlier" towns. There are about 10 new students signed up as of now. Heather reminded us of the award being given YCMGA by the Soil and Water Conservation Service, which will be performed on November 7th, and she will build a Powerpoint[©] presentation extolling YCMGA virtues. Also, Jade will be out of the office November 8th through 13th, so anyone who wants something done had better hustle. Heather also mentioned the new intake form, which will be in use immediately. Unfortunately, MG's have been doing a haphazard job of following up on emails sent to the office, and client phone calls. Both are important and must be addressed rapidly.

Education/Outreach committee: On November 7th, Heather will give a talk at 10:00 am in the Public Works Auditorium. Graduation is 11/14, and an RSVP is required by 11/07. The Plant Gall Webinar will be on 11/19 at 11:00 am. Rita made a point of ardently thanking Susanne for committing herself to be President-elect this year, and of course President next year. With all the fervent praise being strewn about, someone suggested that perhaps we should appreciate and thank Rita too!

McMinnville Community Garden: The garden had a very

successful year with amazing turnout for help with harvesting. The Garden has given YCAP 16,557 pounds of produce so far this year, which translates to about 12,000 meals! Winter produce is growing, with lettuce and spinach in the large greenhouse. In March there will be an orientation for the 2019 gardening season. Idle beds are now covered in plastic to outsmart weeds; some Seed-to-Supper participants are growing winter vegetables.

OMGA Representatives: Because of the large amount of information brought back to McMinnville from the last OMGA meeting and the erratic scheduling of our board meetings, Nancy has already emailed a full report to all Master Gardeners. On 11/02 OMGA will host their Leadership Forum, at which Tom will give a presentation re: setting up a website, and Donn will give one on creating a monthly newsletter. The OMGA board meeting will take place 11/3, with Nancy and Tonia attending.

Web & Publicity: We found out that OSU will no longer support chapter websites: OSU is totally revamping their website, causing some functions to not function.

Perennial Propagation: (See notes under "2018 Annual Planning Meeting.")

Plant Sale Committee: Linfield has been asked to provide some students to help during the sale, but we have received no reply. It used to be that students helped as part of their public service requirement, but the person in charge of that program is no longer there. So now the request will just be a posting at the college, and YCMGA will have to keep following up. First committee meeting will be on 12/05 at 9 am in the same old auditorium, and the group is already looking to train someone to replace Susanne in 2 years. The plant sale will be the first weekend in May (and hopefully stay on that weekend for the rest of the foreseeable future). Also, it has been decided that there will be a sale on Sunday in the Wiser pavilion. Gail would like to have a small regular group of students help; perhaps the horticultural program in the chemistry department of Linfield might get involved.

Annual Propagation: no comment.

Mentoring Committee: The first day of 2019 classes will be only half a day at the Extension Office so food will be called a "brunch." All mentor slots have been filled, but

there is a need for alternates. At the first class board members will introduce themselves, and someone will list the community services performed by YCMGA. There will also be a form of job fair with YCMGA job descriptions, held during different classes. Gail made a very organized chart showing all volunteer jobs, the person in charge of each committee, and contact information for the person. This was installed later in the YCMGA manual.

Resource Manual Committee: The manual is now completed on line and is on autopilot. This is the time to give suggestions for the manual, before it is finalized for 2019.

Demonstration Garden (Fairgrounds): The garden has been put to bed and Gail is resting.

Nominating Committee: (This committee is charged with supervising nominations for board members). Susanne, Carol, Rita, Donn, Nancy, and Tonia all can stay in their positions, Becky will be at-large, and one more at-large person (nothing personal here) is needed. Everyone is willing to keep their jobs. The committee's job was rather simple since nobody has expressed any interest in any position, and no one has nominated anyone.

Library Committee: Here's a new one: the library committee wants suggestions for things they can do next year! They want project suggestions to focus on Oregon (such as the Flora and Bee projects). They have finished their White Binder project, wherein White Binders on the library shelves contain all the hand-outs in the main office, plus other resources. They have put together an index for each binder, and compiled a binder catalog. Each index has been researched to indicate whether or not it is online. They will be updated constantly. More space is badly needed, but demolition and construction are illicit in a rented building. Creation of a small plaque to honor Bob and Barbara Grossmann was suggested, to be placed on the door to the library. Susanne motioned to do this, Carol seconded, we all approved, and by now Efficient Nancy is all but finished with the job. There are 2 boxes of books in the library to be given as door prizes at Spring-into-Gardening.

Audit: A date will be set for a January audit. Present will be the President-from-the-Past, upcoming President, Carol, Donn, and (best of all) Carol's dog.

DATE FOR THE DECEMBER BOARD MEETING IS 12/12.

Rita motioned at 10:18 to end this board meeting, the Secretary seconded it, and we all rapidly migrated towards the table of snacks.

YCMGA FALL PLANNING MEETING

began at 10:28 am

Community Garden plans: Alan reported that as of this year the Community Garden expects to be self-supporting. Income is now derived from: 20 beds dedicated to flowers sold to a flower shop; row fees; donations (many of which are in kind) and any fundraisers. Currently the Garden is \$2000 under budget. He proposes that the Garden raise 600 one-gallon tomato plants, selling them at the Plant Sale for \$5.00 each (which is \$1.00 higher than last year). They also plan to raise 500 basil plants, plant them (3) plants per a 4" pot, and sell those for \$3.00 per pot. Of the anticipated \$4500 in income, \$3,000 would go to the garden and \$1500 to YCMGA. People voiced concern that the "tomato vendor" sells her gallon plants for \$4.00, but Alan is quite sure that the better quality of the Community Garden plants will still make them more attractive to buyers. Pat stated that she preferred that YCMGA receive a set amount (such as 50-50) of the proceeds. However, this would bring up the issue of having to make the Garden a vendor, to keep sales separate. Linda suggested going back to the established method of simply budgeting \$3000 for the Garden each year to avoid excessive bookkeeping, which was informally decided upon. Another issue for the Garden is to get a more desirable location at the plant sale. The suggestion was that the Garden booth and "Tomato Woman" booth change places, but most people seemed to feel (and strongly) that doing that to the vendor would be a breach of faith on our part. Pat did promise that the MG holding area this year will be outdoors, allowing better locations indoors. Current budget for the Garden consists of approximately \$1000 for Greenhouse, \$4000 for compost purchased from Greenlands, and \$3,000 in operating expenses. (Free mushroom compost is no longer used because of the danger of contaminants). It was decided the

issue of funding would be discussed and decided at the next plant sale meeting.

***GAIL PRICE VOLUNTEERED TO FILL THE
LAST MEMBER-AT-LARGE VACANCY.***

Seed-to-Supper Program: PCC is sponsoring a community garden for Newberg on property adjacent to the golf course. Marcia has been working on this for 3 years, and hopes to host a tour of it next year.

Current Seed-to-Super Program: In 2018 10 classes were held, with 13 people beginning the classes, and 95 (or 84%) graduating. 13 MG veterans and 6 MG trainees ran the program, operating 3 classes in the fall and 3 more in the spring. One of the community partners (The Linfield Center for the Northwest Home Garden Project) has been dissolved, and that program used to provide the labor for building raised beds at the homes of participants. This lack of labor will have to be addressed in the future.

About 40 new raised beds or 100 25-gallon containers (at \$18. each) will be needed. Containers are used by people with very limited space (e.g., apartments or no yards). However, Linfield College will donate \$3000 this year to the program, but no labor. The cost of materials for raised beds and containers is \$4700, or about \$65. each for building materials and soil. Other needs for 2019 are: (5) raised beds provided by Community Garden at no charge; several flats of vegetables left over from the plant sale; fall plant starts for 4 classes. At this time all of these needs are already provided. Also, Jade has prepared all the class flyers, and Jade and Heather produced a short video featuring some of the participants. 5 community outreach events are done annually, and all are planned and paid for 2019. Gene requested \$3200 for 2019.

Community Garden Willamina: Chris Shenk would like assistance in establishing a community garden in Willamina. There is available space at a facility called "West Valley Community Campus" where there already are random gardens. Chris would like to construct 10 raised beds and eventually plant some fruit trees. The soil is excellent bottom land next to the Yamhill River. Chris is not asking for any funding: he would like to get some volunteers on a regular basis. A promotional booth is planned for Harvest Fest on September 27th.

Perennial Propagation:

Seed Propagation

Inventory from 2016, 2017 and now 2018 show seed production is not working very well at the fairgrounds. Due to a combination of water temperatures, sun/shade, and variable misting capability, I (Ruth) am discontinuing producing plants by seed at the fairgrounds. Patti & I have spoken about continuing seed production where they can get more attention. This would be at members' homes. Patti has agreed to buy seed for us to use, though she would like/need input from all members.

Ball Horticulture

I have gotten a client number from Ball Horticulture so that we can order plugs or liners from their growers. Gully GH (brokered thru Ball Hort) was recommended by Patti as they have supplied Newberg High School in the present & past. This will allow us to bring in plants that we would normally have thru division from member gardens but can no longer distribute. Gail Langellotto has sent out a 2nd edition of guidelines for Best Management Practices for review, so we are very close to having the guidelines finalized. Along with finished plants from Peoria we should be able to introduce new plants and colors into our sale from various sources that are that are inspected and certified thru appropriate agencies.

Current Sale Plants

We have planted over 3300 4" plants this fall. As usual some will be kept for transplanting into gallons next fall (primarily shrubs). We have been planting gallons for the past two weeks; there are approximately 1500 more to plant. All our gallon containers have been used and thanks to Patti, Alan, Lynette & John Williams, we will probably have enough to get through this planting. However, to restock, we will probably be asking for donations again.

Purchases

We will be purchasing a storage unit, in the very near future, comparable in size to the one currently in the little alley behind the greenhouse.

Budget Increase Request

At this time, I am requesting \$1500 increase in the plant budget. This is due to sourcing plants from outside sources. We have not lost money on any plants we have purchased: in fact this could be considered only "borrowing" money, as we have been able to recoup all costs, plus substantial profits, from purchased plants.

Demo. Garden @ Fairgrounds: YCMGA is obligated by contract with the fairgrounds to have a demonstration garden at the fairgrounds. Gail still works there but is no longer in charge, and Mary is no longer maintaining the herb garden. Ideas suggested to run the garden: have various people "own" sections, and be responsible for planting and maintaining them; have "theme" gardens

such as native plants, pollinator-attractants, vegetables; have MG students take on the operation of the garden, prepping them at this time of year. We need to have the plans and people in place in January. Clackamas and Douglas Counties have excellent examples we could emulate.

Hospitality: An annual budget of \$500 was approved. Also, \$500 will be allotted for general meeting materials, formerly "member events."

Liability insurance: Many organizations are now carrying a \$1,000,000 liability policy to cover personnel decisions or any other MG-related actions by board members. Proposed cost is \$800. per year, but Pat will learn more about it and compare companies and policies.

Rose Garden: A proposal has been made to completely remove all the (unlabeled) roses in the fairgrounds rose garden, and replace them with labelled varieties. This was met with an expression of horror, and will be discussed after the demo. gardens are organized.

Scholarships: Scholarships to cover the cost of participating in Seed-to-Supper are not included in the S-S budget. However, "Spring-into-Gardening" scholarship funding also covers Seed-to-Supper.

Education/Outreach Committee: The following requests for funding were made by the EOC. In order to encourage more almost-famous speakers (who would attract larger audiences) the committee needs \$1,000. \$300 is needed for hospitality, \$200 for publicity, and \$1500 for supplies (such as display boards and other permanent items). The clinic boxes all need to be reviewed and have their contents renewed on an annual basis. The total requested is \$2000 per annum.

2019 Budget A copy of the 2019 budget is available online. Here is a list of the significant changes made in the budget.

Database website	minus \$160
Demo. Garden	minus 100
Newberg Market	minus \$100 (no funds)
Grapevine mailing	plus \$125

Greenhouse	minus \$750
Grow Alley	minus \$500
Nonexistent Historian	minus \$200 (no funds)
Hospitality	plus \$500 (from zero)
Insurance (liability)	plus \$1200 (maybe)
Member events	down \$100
MG Aprons	down \$25
"Paypal" fees	plus \$25
Card authorization	plus \$100
Misc. sale expense	plus \$300
Office supplies	minus \$100
Plastic containers	plus \$300
Pot stakes	minus \$725
Seeds & plugs	plus \$1500
Community Garden	minus \$5000
Ed. Outreach	plus \$1700
Herbarium	minus \$50
Mentoring	plus \$100
Reference library	minus \$100
Seed-to-Supper	plus \$3250
College scholarships	plus \$2000
K-8th programs	minus \$250
SIG scholarships	plus \$150
"Square" fees	plus \$2.79!
Attendee handouts	plus \$100
Facility rental	plus \$100
Publicity	minus \$300

All other expenditures stayed the same as they were budgeted for 2018. One bright spot was increased income from investment interest totaling an additional \$2.00! Total income was budgeted at \$36,354, and budgeted expenditures at \$44,990. All of these figures may be readjusted 6 months from now, as they were last year. Donn motioned for the budget changes to be accepted, Tonia seconded the motion, and...

THE PLANNING SESSION OFFICIALLY ENDED AT 1:57 PM.