



**Oregon Landscape Contractors Association
Board of Directors Meeting
September 30, 2016 | 9:00 am PT
OLCA/Update Management Office | Portland, OR**

MINUTES

Attendees: David West, Matt Triplett, Michael McQuiggin, Jim Vachter, Adam Harris, Jesse Brough, Dan Lockwood, Bob Grover, Mike Fisher (staff) and Stacey Barrett (staff)

Guest: Elizabeth Boxall (LCB)

Absent: Jim Larson, Lisa Walter-Sedlacek, Michael Ludeman, Peter Timmen, Rod Bailey, and Todd Hunter

President West declared a quorum present and the meeting was called to order at 9:09 am Pacific Time.

Vachter arrived at 9:10 am.

Secretary Report:

Approval of May 13, 2016 Board Meeting Minutes: A motion was made to accept the May 13, 2016 board minutes as presented. The motion was seconded and unanimously approved.

Review of Action Items: Barrett noted that the remainder of the action items would be discussed later in the meeting.

LCB Report: Boxall reported on the following:

- Claims and enforcement cases are up from last year.
- LCB is researching software upgrades.
- There are two board vacancies for one industry and one public board member.

Boxall also reported that the first LCB Practical Skills Licensure Test was a success and the LCB board has already started plans for 2017. Fisher noted that the Contract of Services between OLCA and the LCB regarding LCB Practical Skills Licensure Test is up for review for 2017. A discussion ensued regarding the contract. With no further discussion, the board requested Fisher to review the current Services contract and report to the board in November.

Legislative Committee: Grover reported on the Gross Receipts Initiative (IP28) and requested staff send out another email to OLCA members opposing IP28 around October 19th (date of when ballots will be mailed). He also suggested to the board OLCA join the Defeat the Tax Oregon Sales Coalition. A discussion ensued regarding the Gross Receipts legislation. It was the consensus of the board for staff to send an email campaign to OLCA members and to join the coalition.

Grover reported on the LCB advertising agenda item. He requested for staff to post the LCB advertising check list on the OLCA website and include in the OLCA 4th Quarter Newsletter.

Boxall left at 10:14 am.

Financial Report

August Financial Report: West reported that membership dues, Expo and advertising income are up compared to last year.

Barrett noted on the on the Financial Summary the net ordinary income as of August 2016 for 2016 is \$21,156 compared to -\$4,910 in 2015.

A motion was made to accept the August Financial Report as presented. The motion was seconded and unanimously approved.

Membership Report:

Review of New Member Applicants: West presented 12 new member applicants, including 1 Regular Level 5 Member, 1 Maintenance Member, 2 Associate Members, 7 Student Members and 1 Academic Member. The Board reviewed all applications. With no questions, a motion was made to accept the applicants. The motion was seconded and unanimously approved.

Landscape Industry Certified Technician Exterior Test Committee: Barrett reported that there were 61 candidates for the 2016 Certification test. She noted that the committee is down to 3 members. Triplett recommended the committee create a task force to help with procurement of equipment, materials and coordination of site cleanup. Barrett will report to back to the committee regarding this recommendation after she has a chance to discuss it with the chair.

Academic Committee: Grover reported the Academic Committee will be meeting in October to work on the following:

- Expo Session for students on careers in landscaping.
- Internship program through OLCA website.
- Creating marketing material for a booth at the NW Youth Careers Expo in 2017.

NW Landscape Expo Committee: Harris reported that 7,900 square feet of exhibit space has been sold compared to 5,800 square feet last year. He noted that is a 33% increase in sales. He reported that the speaker line up is almost complete and brochure will be mailed in mid-October.

Barrett reported that Portland Community College requested free admission for their horticulture students. A discussion ensued and it was the consensus of the board to offer a complimentary registration to all students in horticulture programs in Oregon. Barrett will work with Academic Committee to promote this and volunteer opportunities.

Environmental Resource Committee: Lockwood reported on the irrigation incentives through the City of Portland. He noted that if OLCA members use this program it could give significant rebates to their clients. This opportunity will be in the next newsletter.

Portland Chapter

Barrett reported on the following:

- October 5th – Presentation by Bartlett Trees and will be held at Lucky Lab.
- December 6th - Expo Kick-Off party will be held at McMenamins Kennedy School
- Only 1 award submission has been received.
- Golf Tournament – Barrett has not received notification from the committee chair regarding ALSA's portion of proceeds.

Central Oregon

West reported that the Central Oregon Chapter meetings are held on the 3rd Tuesday of every month and are listed on the OLCA website. He noted that Ludeman stated Angie Snell will be the 2017 Central Oregon Regional Director for the state board.

Mid-Willamette Valley Chapter

Fisher suggested that due to the low attendance and support for the chapter, the State board considered disbanding the chapter. A discussion ensued regarding the future of the Mid-Willamette Valley Chapter. It was the consensus of the board to add this to the November board retreat agenda for discussion and resolution.

Landscape Guidelines: Triplett reported that the task force is in the final stages of review and will have the draft to the board for review at the November board retreat.

Membership Initiative: Vachter reported the SiteOne/OLCA membership event in Lane County was not a success. He noted that 20 had pre-registered but only 4 were in attendance at the event. Fisher noted that like the Mid-Willamette Valley chapter, since there is little support from the chapter, the State board should consider disbanding the chapter. He recommended that the board consider establishing a state scholarship fund from the chapter's assets in the chapter's fund. A discussion ensued and it was the consensus of the board to add this to the November board retreat agenda for discussion and resolution.

Lifetime Achievement Awards: West reported that he is still currently working on the logistics of this program.

Nominating Committee: McQuiggin reported that he has been in contact with volunteers regarding open board positions. He has the following nominees:

President Elect: Jesse Brough (confirmed)

Secretary/Treasurer: Jim Vachter (confirmed)

Director at Large:

Director at Large (Board appointed position): Lisa Walter-Sedlacek (to be confirmed)

Associate Director: Ron Putz (confirmed)

Central Oregon Regional Director: Angie Snell (confirmed)

Portland Regional Director: Jim Larson (confirmed)

ERC Committee Director: Dan Lockwood (confirmed)

Expo Committee Director: Adam Harris (confirmed)

Legislative Committee Director: Bob Grover (confirmed)

Certification Committee Director: Peter Timmen (confirmed)

New Business:

Barrett reported WALP would like to extend membership pricing for their conference in January 2017 to OLCA members. A discussion ensued and it was the consensus of the board to promote this event to OLCA members in exchange for WALP promoting Expo to their members.

Barrett reported that the OLCA Bylaws Task Force has completed the first draft of changes. She noted that final review and vote will be included on the November board retreat agenda and then sent out to members for a vote.

The next scheduled board meeting is scheduled for Friday, November 4, 2016 at 9:00 am at the OLCA/Update office. There being no further business to come before the board, the meeting was adjourned at 11:46 am.

Respectfully submitted,

A handwritten signature in cursive script that reads "S Barrett".

Stacey Barrett
Recording Secretary

ACTION ITEMS

1. Fisher to review the current Services contract and report to the board in November.
2. Barrett to send Gross Receipts Initiative (IP28) email to OLCA Members by October 19th.
3. Staff to register OLCA with the Defeat the Tax on Oregon Sales Coalition.
4. Barrett will work with Academic Committee to promote this and volunteer opportunities.
5. McQuiggin/Triplett will work with Landscape Guidelines Task Force to complete first draft for board review at November Board meeting.

New Member Call Assignments

Kelly Crouch	Crowley Landscape Management	Grover
Joe Chavarria	Simplot Professional Products	West
Joy Hoenke	Plumlee Nursery Products	West
Jody LaChance	Professor Emeritus	Ludeman
Joseph H. Harder	Root to Flower Farms LLC	Lockwood

AGENDA ITEMS TO BE ADDED TO NOVEMBER 4, 2016 BOARD RETREAT

1. Mid-Willamette Valley Chapter
2. Lane County Chapter and funds.
3. Consumer outreach and marketing program.
4. OLCA Bylaws review

OLCA New Member Report

5/12/2016 - 9/27/2016

<u>Primary Representative</u>	<u>Company</u>	<u>City</u>	<u>State</u>	<u>BOD Mbr</u>
Regular Member Application - Level 5				
Kelly Crouch	Crowley Landscape Management	Wilsonville	OR	Grover
Associate Member Application				
Joe Chavarria	Simplot Professional Products	Vancouver	WA	West
Joy Hoenke	Plumlee Nursery Products	Gaston	OR	West
Academic Member Application				
Jody LaChance	Professor Emeritus	Grants Pass	OR	Ludeman
Student Member Application				
Dukwuan Armstrong	Tongue Point Job Corps	Astoria	OR	
Nathan Barber	Tongue Point Job Corps	Astoria	OR	
Shawn Boulton	Tongue Point Job Corps	Astoria	OR	
Augustine Castellano	Tongue Point Job Corps	Astoria	OR	
Emily Dencer	Tongue Point Job Corps	Astoria	OR	
Richard Kehoe	Tongue Point Job Corps	Astoria	OR	
Ryan Wagner	Tongue Point Job Corps	Astoria	OR	
Maintenance Member Application				
Joseph H. Harder	Root to Flower Farms LLC	Wolf Creek	OR	Lockwood

Total Applicants: 13