



**Oregon Landscape Contractors Association
Board of Directors Meeting
May 13, 2016 | 9:00 am PT
OLCA/Update Management Office | Portland, OR**

MINUTES

Attendees: David West, Matt Triplett, Lisa Walter-Sedlacek, Michael McQuiggin, Jim Vachter, Michael Ludeman, Jim Larson, Dan Lockwood, Bob Grover, Mike Fisher (staff) and Stacey Barrett (staff)

Guest: Niki Terzieff (OLCA Lobbyist) and Elizabeth Boxall (LCB)

Absent: Jesse Brough, Rod Bailey, and Todd Hunter

President West declared a quorum present and the meeting was called to order at 9:07 am Pacific Time.

West requested that during introductions, board members suggest who they believe should receive an OLCA Lifetime Achievement Awards. After introductions were completed, West noted that the discussion for the Lifetime Achievement Awards would continue later in the meeting as noted on the agenda.

Vachter arrived at 9:11 am.

McQuiggin arrived at 9:15 am.

Secretary Report:

Walter-Sedlacek requested to add the Lane County Chapter Scholarship Fund as an additional item under the Financial Report on the agenda. It was the consensus of the board to include the additional item to the agenda.

Approval of April 1, 2016 Board Meeting Minutes: A motion was made to accept the April 1, 2016 board minutes as presented. The motion was seconded and unanimously approved.

Triplett arrived at 9:16 am.

Review of Action Items: A discussion ensued regarding LCB's current rules and parameters of the advertising enforcement rule. It was the consensus of the board for the Legislative Committee to continue to work with the LCB regarding the current rules and parameters of the enforcement and report back at the September Board meeting.

Barrett noted that the remainder of the action items would be discussed later in the meeting.

Legislative Committee: Barrett reported that Action Items 2, 3 and 4 have been completed.

Terzieff reported that there has been some discussion regarding modifications to the minimum wage bill that passed during the February short session. The intent of these modifications is to help accommodate the affect on small businesses.

Grover reported on the Gross Receipts Initiative (IP28) and noted that an article was published in the OLCA Quarter 2 newsletter stating the OLCA Board's decision to oppose IP28. A discussion ensued regarding the Gross Receipts legislation. It was the consensuses of the board to have the Legislative Committee coordinate a grass roots campaign to encourage OLCA members to contact their representative opposing IP28.

Terzieff reported that the Governor's Appointment Advisor is still reviewing the applicants for the Emergency Drought Task Force. If Lockwood is not selected, Terzieff recommends that he be listed as an Interested Party which will allow him to receive all notifications for the Task Force meetings.

LCB Report: Boxall reported the LCB Board will be meeting on May 20, 2016. During this board meeting they will be discussing budget modifications, letters of concern and board vacancies.

Boxall reported that there are two board vacancies for one industry and one public board member.

Fisher reported on the Contract of Services between OLCA and the LCB regarding LCB Practical Skills Licensure Test. He noted that Triplett, Timmen, Harris, Boxall and the LCB legal counsel has reviewed this agreement. He noted that this agreement is for the 2016 testing only. It is the consensus of both parties to review the contact in 2017 once the initial test has been completed. It is Fisher's recommendation the board to approve the contract.

A discussion ensued regarding the contract. With no further discussion, a motion was made to approve the Contract of Services between OLCA and the LCB regarding LCB Practical Skills Licensure Test. The motion was seconded and unanimously approved.

Terzieff left at 10:04 am.

Financial Report

April Financial Report: Walter-Sedlacek reported that membership dues, Expo and advertising income are up compared to last year.

Boxall left at 10:09 am.

Walter-Sedlacek noted on the on the Financial Summary the net ordinary income for 2016 is \$25,387 compared to \$5,180 in 2015.

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

Walter-Sedlacek reported on the Lane County Chapter Scholarship Fund. She noted through her research that the Scholarship Fund should have a balance of \$3,302.00. Walter-Sedlacek suggested contacting the OLCA Lane County Members and surveying how they would like to allocate the scholarship fund. Fisher recommended drafting an email to the chapter members notifying them of

the scholarship funds. After a discussion ensued, it was the consensus of the board to allocate the scholarship monies as indicated by the majority chapter members' responses.

Membership Report:

Review of New Member Applicants: West presented 3 new member applicants, including 2 Regular Level 1 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.

Review of Expired Members List: Barrett reported that there are 6 companies from January 1 to April 30, 2016 that have not renewed their membership dues. Larsen reported that he has contacted those listed and will follow up again the week of May 16th.

Landscape Guidelines: Triplett reported that he received most of the changes from the task force. He reported to the board that the updated content he received has given the guidelines a different voice from the original. He suggested that the task force meet in late summer to discuss all the changes and have the document ready for board review in September. Discussion ensued. It was the consensus of the board to review the guidelines at the September board meeting.

Academic Committee: Grover reported that the Academic Committee is coordinating a session at the 2016 Northwest Landscape Expo for students and careers in landscaping. The board suggested the following topics:

1. A session guiding the students coming into the industry.
2. A session for employers.
3. A session on different aspects of the industry.
4. Introducing the OLCA Landscape Guidelines to students.

Grover left at 11:04 am.

Landscape Industry Certified Technician Exterior Test Committee: Timmen reported that the new signs will be installed in early July. He reported that Clackamas Community College is planning to hold Certification review classes in mid-June.

NW Landscape Expo Committee: Harris reported that 4,500 square feet of exhibit space has been sold compared to 1,800 square feet last year. He reported that the committee will be finalizing the presentation schedule at the next meeting on May 20, 2016.

Environmental Resource Committee: Lockwood reported that Cross sent a letter of recommendation for Lockwood to participate on the Drought Emergency Responses Task Force. Lockwood noted that if he is not selected, he will request to be listed as an Interested Party which will receive all notifications for the Task Force meetings.

Portland Chapter

Larson reported on the following events:

1. April 5th – meeting was held at Stark Street Pizza in SE Portland. Registration numbers: 51, 20 of those were students.
2. May 4th - Presentation by Eamon Hughes will be held at Lucky Lab. Registration numbers: 35

3. June 3rd - 2016 Portland Chapter Golf Tournament will be held at Langdon Farms.
4. July 1st – 2016 Portland Chapter Landscape Award entries are due.
5. September 7th – Will be held on at a location in SE Portland. Portland Rock will be the sponsor.
6. October 5th – Presentation by Bartlett Trees and will be held at Lucky Lab.
7. December 6th - Expo Kick-Off party will be held at McMenamins Kennedy School

Central Oregon

Ludeman 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 they have been averaging 12-20 attendees per meeting. The next meeting will be held on May 17th at Ludeman's nursery.

Mid-Willamette Valley Chapter

A discussion ensued regarding the future of the Mid-Willamette Valley Chapter. Fisher suggested that they find a supplier member to chair the chapter. The board discussed the possibility of the Portland Chapter coordinating an event in Salem to help support the chapter. Larson will follow up with the membership in that chapter to inquire if they would like the additional support.

Membership Initiative: Larson reported that a membership survey has been emailed to the primary contacts of OLCA members. He will continue to work with the Task Force on membership initiatives discussed at the March board meeting.

Triplett left at 11:54 am.

Lifetime Achievement Awards: West reported that he is currently working on a location to hold the award banquet and a list of possible recipients. Fisher recommended that the awards should be announced at the Expo Kick-off Party and included in the award presentation at Expo. Discussion ensued. It was the consensus of the board to discuss the award criteria and how to announce selections at the September board meeting.

Nominating Committee: West reported the Chair of the Nominating is the Immediate Past President. A motion was made to appoint Michael McQuiggin as the Nominating Chair. The motion was seconded and unanimously approved.

The next scheduled board meeting is scheduled for Friday, September 30, 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 11:56 am.

Respectfully submitted,



Stacey Barrett
Recording Secretary

ACTION ITEMS

1. OLCA Legislative Committee will continue work with the LCB regarding the current rules and parameters of the enforcement for advertising enforcement and report at the next Board meeting.
2. Fisher/ Walter-Sedlacek to draft an email to the Lane County chapter members notifying them of the scholarship funds and requesting feedback on how to allocate the funds.
3. McQuiggin/Triplett will work with Landscape Guidelines Task Force to complete first draft for board review at September Board meeting.
4. Larson to will follow up with the membership in the Mid-Willamette Valley Chapter to inquire if they would like the additional support for their meetings.
5. West to work on Lifetime Achievement Award Program criteria and report at next board meeting.

OLCA New Member Report

3/30/2016 - 05/11/2016

<u>Primary Representative</u>	<u>Company</u>	<u>City</u>	<u>State</u>	<u>Board Mbr</u>
Regular Member Application - Level 1				
Marcela Alcantar	Alcantar & Associates	Portland	OR	Vachter
Jim Lewis	Lewis Landscape Services	Beaverton	OR	West

Academic Member Application				
April Chastain	Clackamas Community College	Oregon City	OR	No Call

Total Applicants: 3