



**Oregon Landscape Contractors Association
Board of Directors Meeting
January 30, 2015
OLCA/Update Management Office * 9:00 am PT**

MINUTES

Attendees: Michael McQuiggin, Scott Picker, David West, Matt Triplett, Lisa Walter-Sedlacek, Jim Vachter, Michael Ludeman, Rod Bailey, Cody Plath, Bryan Rott, Adam Harris, Jesse Stegman , Mike Fisher (staff) and Stacey Barrett (staff)

Absent: Bob Grover, Rich Kansky and Todd Hunter

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

Secretary Report:

Approval of November 7, 2014 Board Meeting Minutes: A motion was made to accept the November 7, 2014 board minutes as corrected. The motion was seconded and unanimously approved.

Review of Action Items: The action list was reviewed with Barrett noting that all items had been completed or would be discussed later in the meeting.

Barrett noted the Anti-Trust Statement, Conflict of Interest and Whistle Blower policy that was included in board materials. She requested the Board review the policies. She indicated the Conflict of Interest form has to be signed and returned to staff.

Corporate Resolution: A motion was made to approve the corporate resolution that the following officers are authorized signers and authorized to make transactions on behalf of all the association's financial accounts: Michael McQuiggin, President; David West, President Elect; Matt Triplett, Secretary/Treasurer; and Michael Fisher, Executive Director. All authorized transactions are to be signed by two of the signers listed above. The motion was seconded and unanimously approved.

Government Affairs Committee:

Fisher reported that Bill LC 1726 will be introduced in the 2015 Legislative Session. The Bill includes:

- Authorizes licensed landscape contractors to install outdoor artificial turf.
- Allows licensed landscape contractors to subcontract part of work to general or specialty contractors licensed by the Construction Contractors Board.
- Expands activities a licensed landscape contracting business may plan, install, maintain or repair ornamental water features, drainage systems, irrigation systems, fences, decks, arbors, patios, landscape edging, driveways, walkways and retaining walls.
- Reduces the number of continuing education hours (CEH) required for license renewal to 16 hours of CEH over a two year period for licensees with less than 5 years of experience as an active licensee and 8 hours every two years of CEH for active licensees with over 5 years of experience. This replaces the current requirement of 20 hours every 2 years.
- Allows licensed landscape contractors to remove or prune trees, removal of limbs or stumps and tree or limb guying.
- Caps civil penalties against contractors not to exceed \$2,000.
- Increases the time allowed for address changes from 10 days to 30 days.
- Provides for increased bonding requirements for landscape jobs that exceed \$50,000.
- Procedural changes requested by the Landscape Contractors Board (LCB)

Board requested Barrett to email Bill LC1726 and the LCB recommended changes to the board for review.

Fisher also reported the two other bills will be introduced by the OLCA: 1) Eliminate CEH requirements for landscape licensees and 2) Eliminate the LCB and have the CCB mandate the landscape licensees. The Legislative Committee will monitor these bills and report to board if necessary.

Walter-Sedlacek inquired about the possibility of the board and legislative committee receiving notifications of bill changes using our current tracking system. Barrett will research and report at next meeting.

Walter-Sedlacek and Triplett reported that at the November 2014 LCB Board meeting a discussion ensued regarding including a listing of all licensees with open claims in the LCB board packets. Barrett reported that in the past, the LCB had been providing full board packets to individuals who have requested the packet. Barrett stated that after the LCB Board reviewed this concern, it was determined that the board is not required to provide the full board packets. The board will continue to provide agendas to those who have requested it. After January 1, 2015, interested parties can request the full board packet or portions thereof and pay the related fee (\$5.00 per packet).

A motion was made to authorize OLCA staff to purchase the LCB Board materials. The motion was seconded and unanimously approved. Staff will distribute the materials to the OLCA Legislative Committee and include the LCB Board Agenda and Minutes in the OLCA Board Packets.

A discussion ensued about the relationship between the LCB and Oregon Landscape Contractors Association. The Board agreed that the relationship between the LCB and Oregon Landscape Contractors Association needs to be better defined so industry professionals and consumers understand the difference between the two organizations.

OLCA Newsletter:

Barrett recommended the OLCA Newsletter will be electronic for the first three issues starting in 2015. The Fourth Quarter issue will remain printed and include membership and Expo promotional pieces. The board agreed with the recommendation by consensus.

Rott suggested having a link to the current newsletter on all email correspondence sent from the OLCA office.

Membership Report:

Review of New Member Applicants: McQuiggin presented 20 new member applicants, including five Associate Members, four Level 1 Regular Members, four Level 2 Regular Members and eight Student Members. The Board reviewed all applications. With no questions, a motion was made to accept the applicants. The motion was seconded and unanimously approved.

A discussion ensued regarding OLCA's Membership Initiative and how to increase membership numbers in 2015. Discussion was deferred to a Special Board Meeting scheduled for February 26, 2015 at 1:00pm at the OLCA/UMI Office.

Financial Report:

December 2014 Financial Report: Barrett reviewed the financial report ending December 31, 2014. Barrett reported that the December Financials do not include a \$11,605.22 in Expo expenses. She also stated the 2014 financials included \$4,493.50 2013 Expo expense because the billing was received in May of 2014 and too late to accrue back to 2013.. She reported that anticipated loss for 2014 will be \$10,171.22.

A motion was made to accept the December 2014 Financial Report as presented. The motion was seconded and unanimously approved.

2015 Preliminary Budget Report: Triplett reported that UMI will decrease management fees in the amount of \$3,000 for 2015. He noted that the budget included the 7% increase in dues rates budgeted for membership income.

A motion was made to approve the 2015 budget. The motion was seconded and it was unanimously approved.

Fisher will draft an addendum stating the reduction of management fees.

Awards Program:

West reported that he will have a proposal for the board to review at the February 26th meeting.

Student/Education Task Force:

No Report was available.

Golf Tournament:

Picker reported that he discussed the Board's recommendation of the state assuming responsibility of the production of the Portland Chapter Golf Tournament with the Golf Committee Chair. He noted the chair was not supporting doing it in 2015. Board requested Picker discuss the recommendation with the Portland Chapter Board and report at the next board meeting.

Certification Committee Report:

Stegman reported the CLT test date has been set for Friday, July 24, 2015. He noted the committee has met and started planning for 2015.

Owner/CEO Industry Event:

Tabled until next board meeting.

Environmental Resource Committee Report:

Rott reported that the committee has met and will be reviewing the mission behind the committee and what resources they can provide to OLCA membership on the website.

Chapter Reports:

Portland: Plath reported the Portland Chapter Board has three new board members. He stated the Chapter board is currently working on the 2015 chapter meeting schedule. Barrett requested that Plath and Rott send staff a listing of current Portland Chapter Board members and the schedule for upcoming Chapter meetings.

Central Oregon: Ludeman reported the chapter will have an OLCA booth at the High Desert Green Industry Conference on February 2015. He requested an additional OLCA Board member to attend the event to help staff the OLCA Booth.

He also reported the chapter has had success with their breakfast meetings and they are pushing OLCA membership in their chapter. Barrett requested Ludeman send staff the schedule for upcoming Chapter meetings.

Mid-Willamette Valley: Bailey reported that officers have been appointed to the chapter's board. He stated they are currently meeting on the 2nd Tuesday of every month, with attendance of 10-15 members.

New Business: McQuiggin reported that OLCA was invited to present at the Garden Writers Association Region VI: 2015 Regional Meeting on Friday, February 27, 2015. McQuiggin reported that John Stone will represent OLCA to address the media and garden communicators on how consumers will benefit from working with OLCA members.

Board Calendar:

The following upcoming board meeting dates were identified:

February 26, 2015

April 3, 2015

May 29, 2015

September 25, 2015

November 6, 2015

There being no further business to come before the board, the meeting was adjourned at 12:04pm. The next board meeting is scheduled for Thursday, February 26, 2015

Respectfully Submitted,



Stacey Barrett,
Recording Secretary

ACTION ITEMS

1. Barrett to email Bill LC1726 and the LCB suggested changes to the board for review.
2. Staff to coordinate the purchase of LCB Board meeting materials.
3. Staff to provide the board a listing of all lapsed members from the past two years for the February Board meeting.
4. New Member Phone Calls:
 - All About Stone, LLC - Harris
 - Castohn - Harris
 - Fleetmatics - Harris
 - Twin Oaks Nursery – Walter-Sedlacek
 - Wyckam - Harris
 - D & J Landscape Contractors - Picker
 - MRB Enterprises - Bailey
 - Home Grown Gardens - Walter-Sedlacek
 - Vasquez Landscaping - Picker
 - Earthly Creations, Inc. - Picker
 - In Vision Landscaping Inc. - Bailey
 - McKinley Landscape Maintenance LLC - Bailey
 - Willamette Valley Landscape Management - Walter-Sedlacek
 - Marrisa Barnhart – West
 - Justin Davis – West
 - Emily Gonzalez – West
 - Fernando Marin – West
 - Kathleen Minor – West
 - Phillipa Peach – West
 - Cynthia Robinson – West
 - Ross Wilkins – West
5. Picker to discuss with the Portland Chapter Board moving the OLCA Golf Tournament to a state event.
6. Plath and Rott to send staff a listing of current Portland Chapter Board members and the schedule for upcoming Chapter meetings.
7. Barrett requested for Ludeman to send staff the schedule for upcoming Chapter meetings.

OLCA New Member Applicants (Approved)

11/07/2014 - 01//28/2015

Associate Membership

<u>Primary Representative</u>	<u>Company</u>	<u>City</u>	<u>State</u>
Sheila Van Zant	All About Stone, LLC	Portland	OR
Marc Holmes	Castohn	Tacoma	WA
Chris Daywalt	Fleetmatics	Scottsdale	AZ
Linda Rowe	Twin Oaks Nursery	Hillsboro	OR
Christian Thomson	Wyckam	Portland	OR

Regular Member

Level 1

Donna Burdick	D & J Landscape Contractors	Vancouver	WA
Michael Barnes	MRB Enterprises	Salem	OR
Jeff Cope	Home Grown Gardens	Corvallis	OR
Scott Andrew	Vasquez Landscaping	Beaverton	OR

LEVEL 2

William Gwyn	Earthly Creations, Inc.	Portland	OR
Tom Payseno	In Vision Landscaping Inc.	Salem	OR
Gerald Nichols	McKinley Landscape Maintenance LLC	Keizer	OR
Chris Campagna	Willamette Valley Landscape Management	Eugene	OR

Student Member

Marrisa Barnhart	Tongue Point Job Corps Center	Astoria	OR
Justin Davis	Tongue Point Job Corps Center	Astoria	OR
Emily Gonzalez	Tongue Point Job Corps Center	Astoria	OR
Fernando Marin	Tongue Point Job Corps Center	Astoria	OR
Kathleen Minor	Tongue Point Job Corps Center	Astoria	OR
Phillipa Peach	Portland Community College	Tualatin	OR
Cynthia Robinson	Oregon State University	Rancho Cucamonga	CA
Ross Wilkins	Portland Community College	Portland	OR

Total Applicants: 20