

RECEIVED MAR 05 2018

Memorandum of Understanding

January 1, 2018 – December 31, 2019
Two Year Contract

This agreement has been entered into as of 3/2/18 between the Grand Traverse Conservation District (GTCD), and the Master Gardener Association of Northwest Michigan (Master Gardeners), heretofore called "partner organization." The agreement outlines the terms of our facility use and programming partnership for the 2018 & 2019 calendar year.

Rationale

The mission of the Grand Traverse Conservation District (GTCD) is to inspire exploration, appreciation, and conservation of the natural world. The creation of facility use and programming partnerships with organizations with similar missions can help the GTCD work toward its mission while simultaneously providing benefit to the partner organizations.

A. Responsibilities of the Grand Traverse Conservation District

1. GTCD will provide use of the Boardman River Nature Center's Community Room for the partner organizations' monthly meetings at no charge.
2. GTCD functions will be scheduled around the pre-reserved meeting dates whenever possible; however, GTCD functions have precedence over partner organization activities. For example, the 2018 & 2019 Seedling Sale Packing (April 2018 & 2019) and 2018 & 2019 Native Plant Sale (May 2018 & 2019) has precedence over partner organization's activities. **It is the partner organization's responsibility to contact GTCD for final dates of the 2018 & 2019 Seedling Sale Packing and 2018 & 2019 Native Plant Sale.**
3. GTCD will provide use of the Boardman River Nature Center's Community Room for other activities of the partner organization if the activity is in alignment with the mission of the GTCD, if the event is approved by GTCD's Executive Director, and if scheduling allows.
4. GTCD will help to promote the activities of the partner organization, and will provide a place for brochures in the Nature Center gallery.
5. Identify a GTCD representative who will function as overall project leader and work to identify needs and delegate responsibilities to the Master Gardener's project representative and Master Gardener Volunteers.



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6. GTCD will provide a key code to allow access to the Boardman River Nature Center to the President of the Partner Organization for the President's use ONLY. If the key code must be distributed, the President must notify the GTCD Executive Director. The GTCD Executive Director should also be notified if there is a change or newly elected President of the Partner Organization. Partner organization members will set up the facilities, including the placement of tables and chairs. Partner organization members are responsible for returning the tables and chairs back to the room's original state. Audiovisual equipment will be provided at no cost.
7. GTCD will work with Master Gardeners in the oversight, planning, planting, and maintenance of the Native Plant Demonstration Garden, the Butterfly Garden, and the five rain gardens at the Boardman River Nature Center.
8. Maintain the remainder of the grounds not included in the preceding paragraph. Maintenance includes, but is not limited to: mowing, watering, fertilizing, weed control, hazard tree removal, and landscaping not associated with the gardens listed above.
9. Provide, within its budget, grounds, plant materials, irrigation, and other inputs necessary to develop and maintain attractive and informative demonstration gardens compatible with GTCD's conservation values.
10. Collaborate with Master Gardeners to use the gardens as educational tools to further both organizations' goals.
11. Recognize, at GTCD expense, Master Gardener's contribution to this joint venture through signage at the garden sites and on GTCD's website.
12. GTCD will provide a point of contact for the partner organization to correspond with, to provide information, and to facilitate meeting preparation/set-up:
 - a. Samantha Gawel, Office Manager: 231-941-0960 ext. 31, sgawel@gtcd.org.

B. Responsibilities of the Partner Organization

1. Assist GTCD in the oversight, planning, planting, and maintenance of the Native Plant Demonstration Garden, the Butterfly Garden, and the five rain gardens at the Boardman River Nature Center. Plans and plant species will be approved by the GTCD prior to planting.
2. Master Gardeners will promote volunteer opportunities at the Nature Center, as well as recognize efforts of volunteers contributing to this project.
3. The partner organization will provide a minimum of 80 volunteer hours per year. Volunteer hours can be provided by documenting volunteer service hours through the attached Volunteer Time Sheet. Service hours can be completed in the following ways; by acting as a docent at the welcome desk, leading hikes, tending gardens, doing maintenance or monitoring of NER trails, or connecting trails, volunteering at an event (e.g. plant sale), or



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any time that volunteer service is provided as long as it is approved in advance by the Executive Director. **Please provide GTCD with a list of each partner organization's member.**

4. The partner organization will encourage public participation in monthly meetings to be held at the Boardman River Nature Center's Community Room. Monthly meetings may include a guest speaker and activities of interest to Nature Center visitors.
5. The partner organization will advertise upcoming guest speakers in the Nature Center Gallery to encourage public participation. All advertised public partner organization events held at the Nature Center must be approved by GTCD staff at least 90 days in advance of the event.
6. The partner organization will provide a contact and an alternate contact phone number and e-mail and a schedule of meeting dates at least 90 days in advance of the meeting.
7. The partner organization will encourage its members to attend events at the Boardman River Nature Center and to become involved with GTCD as volunteers and donors.
8. The partner organization will be responsible for securing the building following any scheduled activity and leaving the Nature Center facilities in the condition in which they were rented. If the Nature Center kitchen is used as part of an event, the partner organization will provide all food, and beverages. The partner organization will be responsible for washing all dishes, wiping down the counters and stove top, ensuring that leftover food is disposed of properly or taken home, and disposing of trash properly. One warning will be issued by GTCD if partner organization does not abide by the rules listed above. If a second warning is issued, GTCD can annul the partner organization's MOU.
9. By signing this MOU, the partner organization agrees that it will abide by the Facilities Use Policy for the use of the Boardman River Nature Center, Community Room, or Oleson Pavillion. Please initial here to verify that the Facilities Use Policy has been read: mu
10. Partner organization will provide to GTCD a point of contact and alternate to correspond with, to provide information, and to facilitate meeting preparation/set-up.
11. Where GTCD facilities (Boardman River Nature Center, Community Room, or Oleson Pavillion) are needed for Master Gardeners special events or board meetings, the charge for the facilities will be at the non-profit rate.

C. The parties to this MOU agree that:

1. Both organizations provide the community with up-to-date horticulture and natural resource management information through a variety of educational programs and activities. Both organizations share an interest in encouraging the use of native plants in landscaping



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and are interested in working together to provide demonstrations of native plant landscaping.

2. GTCD and Master Gardeners intend to work cooperatively, and with others, to develop, maintain, and showcase demonstration gardens and hold educational workshops at the Boardman River Nature Center.

Modification and Termination

The parties may modify this MOU as may be reasonable and necessary, in keeping with policies, procedures, and practices of the parties' individual organizations. Any party may terminate this MOU at any time upon 30 days written notice of termination from the terminating party to the other parties.

Disclaimer: GTCD reserves the right to modify the Memorandum of Understanding with the Partner Organization if circumstances change.

Signed by:

Michele Worden

Michele Worden, President
Master Gardener Association of Northwest Michigan

3/2/18

Date

Marsha Barber Clark

Marsha Barber Clark, Executive Director
Grand Traverse Conservation District

3/7/18

Date