

Approved 9/3/19

**Benton County Master Gardener Association  
Board Meeting – August 5, 2019  
OSU Extension Office**

**In Attendance:** Marge Alig, Meleah Ashford, David Dowrie, Brooke Edmunds, Debbie Lauer, Paula Lupcho, David Mandel, Elizabeth Records, Linda Steppan, Rich Taylor, Nancy Tovar, Debbie Wray. Guests: Jennifer Klammer, Alan Taylor

**Location:** Benton County Extension Office

It was moved, seconded and passed unanimously to elect Paula Lupcho as Secretary *pro tem* for the Aug. 5, 2019 board meeting.

President Debbie Wray called the meeting to order at 9:07 am.

**Welcome and Gardening Moment**

Nancy Tovar reported that flea beetle activity has increased and is doing damage to her garden. Debbie Lauer has seen alligator lizards (a native species) in her yard, which benefits pest management.

**Greenhouse Committee Report**

Jennifer Klammer, committee chair, reported on the committee's work and plans to increase the useable space at the Philomath High School (PHS) Greenhouse facility. She reported on the general requirements for greenhouse space, the short and long term goals for the committee, changes to the MOU with Philomath High School, and the plans and estimated costs to expand the area around the PHS greenhouse currently be used by the plant sale for vegetable/herb propagation. (See attachment #1 for full report)

**It was moved, seconded, and approved unanimously to approve the amended Memorandum of Understanding (MOU) with Philomath School District.** The MOU will be presented to the district for their approval. This updates the MOU that is currently in effect that only deals with the greenhouse. The new MOU includes use of surrounding areas adjacent to the greenhouse. (See attachment #2)

**It was moved, seconded, and approved unanimously to allocate up to \$5000 for improvements to the surrounding areas of the PHS Greenhouse.**

**Adoption of May 2019 Minutes**

It was moved, seconded, and passed unanimously to adopt as presented the July 2019 Minutes.

**Parliamentarian**

Approved 9/3/19

**Policy Review-Governance 1.4 & 1.5:** Paula Lupcho presented a revised list of committee descriptions. **It was moved, seconded and passed unanimously to approve as amended the revisions to policies 1.4 and 1.5.**

### **Vice President (Debbie Lauer)**

- On August 27, the tour will be at the OSU Entomology. There will be an emphasis on bees.
- The annual September Picnic will be held on Monday, Sept. 16. This is an evening event (5:30-9:00) and it takes the place of the association's regular membership meeting. There will be an ugly veggie contest.
- The Greens Party is usually held in the first week of December.

### **Treasurer's Report**

- The new \$30,000 12-month CD was purchased on July 9 at 2.65% interest rate.
- The increase in insurance coverage has caused a rise in the annual cost.
- The tent ordered for Demonstration Garden failed to arrive. Ann Brodie has been pursuing this issue, but it has been difficult to make contact with the company. The bill has been paid. Ann will continue to follow up on this. Marge Alig will investigate the feasibility of an association credit card to avoid this problem in the future.

### **President Elect**

The nominating committee met in July and is seeking nominees for the open positions in 2020.

### **Outreach Committee**

Nancy Tovar reported for Bob Smythe. The committee has been working with Brooke Edmunds and Elizabeth Records and reviewing OSU publication requirements for all educational materials given out to the public. The committee and extension have been working to compile guidelines that will be used by the Outreach Committee and other BCMGA committees. All documents intended to be distributed to the public need to be submitted to Elizabeth Records 2 weeks before the date of distribution.

### **Website Committee**

Rich Taylor reported that the committee met in July and is recommending that Wix should be the software platform used for the new BCMGA website. They also recommend that an outside resource be hired to develop the framework for the site and provide training on maintaining the website. The framework would include choices for the design of the pages as well as functional features such as menu tabs.

Approved 9/3/19

Two domain names would be purchased. To begin work on this project, the committee asked for \$1750. This amount was based on the cost of the domain names, the subscription cost for Wix, and a quote from an outside resource company.

**The motion to allocate \$1750 to begin work on website development was seconded and passed unanimously.**

### **Extension Report**

**Survey Results:** Brooke Edmunds reported on the volunteer survey about the graduation and awards event. There were 92 responses. A majority (75%) preferred a dual event in November. Monday through Thursday is best, and most would like a mid-day time (11-4). Forty-one percent prefer a potluck over catered with 30% having no preference.

**MG Training 2020:** There will be a few changes to training next year. Training will be slightly later in the year (March-April) and there will be fewer classroom based session. Trainees will be required to attend hands-on garden labs during the growing season. The cost next year is \$150 with the volunteer option or \$490 for the certificate option.

**Changes to Trainee Hours Requirements:** Beginning next year, trainees will be required to volunteer 45 hours--25 hours at a Plant Clinic and 20 hours on approved volunteer projects. The state is adopting the national standard for trainee hours, which is 40-50 hours. The Benton and Linn programs have chosen 45 hours.

**Required OSU Volunteer Paperwork:** Elizabeth Records asked board members to help with getting the last few MGs to complete the annual paperwork that is required by OSU for all Master Gardener volunteers.

THE NEXT BOARD MEETING WILL BE ON **TUESDAY, SEPTEMBER 3** DUE TO THE LABOR DAY HOLIDAY.

The meeting was adjourned at 11:07.

---

Paula Lupcho, Secretary *pro tem*

### **Attachments**

- #1—Greenhouse Committee Report
- #2—Proposed MOU between BCMGA and the Philomath School District
- #3---Treasurer's Report

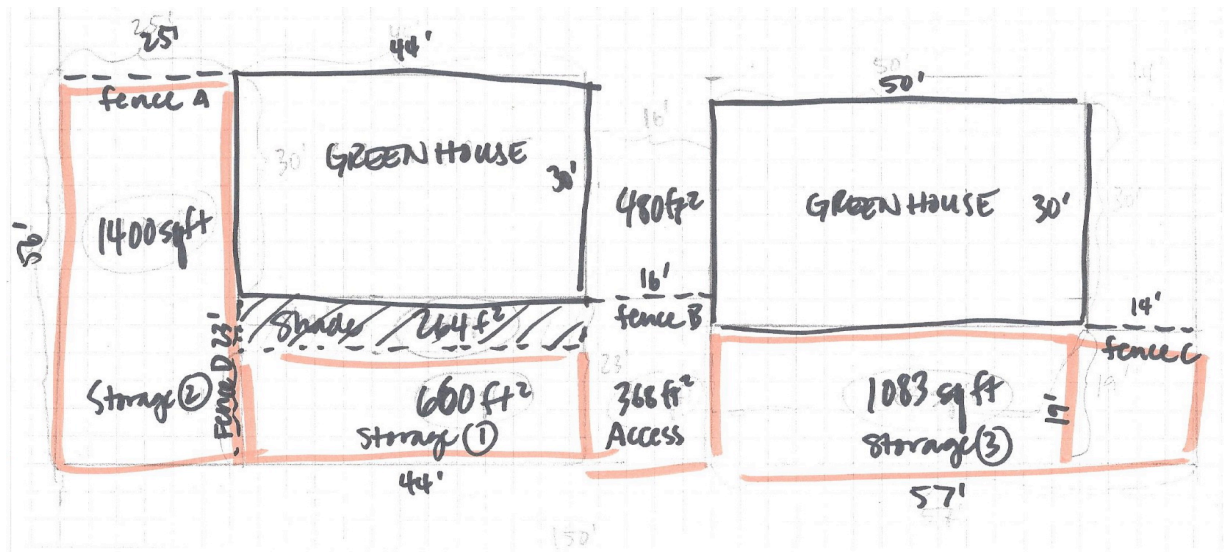
Approved 9/3/19

## Attachment #1

### Greenhouse Site Committee Update August 5, 2019 BCMGA Board Meeting

- 1) Assessing space requirements
  - a) Current Dig and Divide storage
    - i) At Nellie Oehler's farm 2,000 square feet around 1/3 in shade
    - ii) Various sites – around 1,000 square feet
    - iii) Current Heated Greenhouse space at Philomath High School
      - (1) 30' wide by 45' long, double layer plastic hoop house
  - b) Yamhill County MG Fairground Propagation – field visit
    - i) Unheated greenhouse                      30'x40'                      1,200 sq. ft.
    - ii) Shade house with misters                      10'x40'                      400 sq. ft.
    - iii) Growing on space with irrigation                      10'x35'                      350 sq. ft.
    - iv) Covered work area with tables                      33'x20'                      660 sq. ft.
  - c) Greenhouse Specifications – Industry standards
    - i) 30' widths most efficient design, 48' length with 12' additions possible
- 2) Short term goals – Site to implement best practices
  - a) GOAL: Site where best practices (no soil movement) can be achieved
  - b) Protected, unheated structure for overwintering cuttings and seeded plant material
  - c) Growing on outdoor site with underlayment and gravel 6"
  - d) Minimize weed and seed contamination
  - e) Storage space – minimum 2,000 square feet, 1/3 shade
- 3) Proposed Short Term Site - Philomath High School, 2054 Applegate Street, Philomath





- Greenhouse 30'x44' 1320 sq. ft.
- Shade area for propagation/storage 264 sq.ft.
- Storage 1 – South of greenhouse 660 sq.ft.
- Storage 2 – West of greenhouse 1,400 sq.ft.
- Storage 3 – East of greenhouse 1,083 sq.ft.
- TOTAL Storage = 3,407

#### 4) Cost Analysis – PHS Site

PHS IMPROVEMENTS		
Weed control	0	
Tree removal	0	
Grading	1000	
Underlayment - Polypropylene	350	
Gravel, 50 yards 1.25	1900	

Approved 9/3/19

open		
Compactor rental	50	
Fences	90	
Gates	100	
		3490
BCMGA EQUIPMENT		
Irrigation - propagation	250	
Irrigation - containers	250	
Shade cloth	200	
Hose/wand/nozzle	100	
Carts	300	
		1100
		4590

5) Memorandum of Understanding with Philomath School District

- a) Changes & Additions to Sept. 2018 MOU
- b) The September 2018 MOU has two years remaining for use of greenhouse (Through 2021)
- c) Allow BCMGA to use the west greenhouse and south plant storage area for 2019-2023. A new agreement will be developed for 2024 and beyond
- d) consult with PHS horticulture faculty and remove unwanted plant material in and around greenhouse and the outdoor area to the south and west of the greenhouses to the fence lines (South plant storage area)
- e) grade south plant storage area
- f) repair shade house structural elements
- g) provide and install road-grade underlayment to cover south plant storage area
- h) provide and spread gravel to cover south plant storage area
- i) provide and install irrigation system for south plant storage area

Approved 9/3/19

- j) retain ownership of any equipment supplied by BCMGA to facilitate plant production such as irrigation system, shade cloth, storage unit, tables, shelving, lights, circulation fans, etc.
- 6) Long term goals – Build at Benton County Fairgrounds
  - a) Benton County Fairgrounds (tour with Lynn McKee June 11)
  - b) Follow up visit
- 7) BCMGA Action Items – Approve MOU, Approve Funding
  - a) Approve and sign updated Memorandum of Understanding with Philomath School District
  - b) Approve funding of up to \$5,000 for improvements and equipment at Philomath High School site

Approved 9/3/19

## **Attachment #2**

### **Memorandum of Understanding**

Between

Benton County Master Gardener Association  
4077 SW Research Way  
Corvallis, Oregon

and

Philomath School District  
Philomath, Oregon

This Memorandum of Understanding (MOU) sets the terms and understanding between the Benton County Master Gardener Association, BCMGA and Philomath School District to utilize the horticulture greenhouse and outdoor space to the south and west of both greenhouses up to the fence lines (referred to as “south plant storage area”) located at 2054 Applegate Street, Philomath, Oregon. The site is on the south west corner of the Philomath High School property. A space outside on the northwest corner of the greenhouse is provided for installation of a storage shed. See the attached map.

This MOU supersedes the agreement from September 2018.

#### **Background**

BCMGA requires a greenhouse space to facilitate the procurement and growth of plants which populate the annual Plant Sale fund raiser. The Philomath High School Horticulture department has a greenhouse and outdoor space available and have been kind enough to offer its use to BCMGA.

#### **Purpose**

This MOU will define the use agreement enabling the BCMGA to start and grow plants for the purpose of producing plants which will be sold at our annual fundraiser and other uses.

The above goals will be accomplished by undertaking the following activities:

Philomath School District:

- will maintain infrastructure including gas heater, electric source and water
- may install a natural gas meter to monitor greenhouse use and will bill Benton County Master Gardener Association
- provide property insurance covering the greenhouse, infrastructure, potting tables
- apply for herbicide application permits
- allow BCMGA to use the west greenhouse and south plant storage area for 2019-2023. A new agreement will be developed for 2024 and beyond.



Approved 9/3/19

BCMGA will:

- consult with PHS horticulture faculty and remove unwanted plant material in and around greenhouse and the outdoor area to the south and west of the greenhouses to the fence lines (South plant storage area)
- grade south plant storage area
- repair or replace shade house structural elements
- provide and install road-grade underlayment to cover south plant storage area
- provide and spread gravel to cover south plant storage area
- provide and install irrigation system for south plant storage area
- retain ownership of any equipment supplied by BCMGA to facilitate plant production such as irrigation system, shade cloth, storage unit, tables, shelving, lights, circulation fans, etc.
- provide liability insurance for its members which will cover their use of the greenhouse and surrounding ground as well as business personal property insurance that will cover BCMGA owned property stored at the PHS horticulture greenhouse, south plant storage area and storage unit
- have a representative on site to supervise any incoming/outgoing transports associated with their greenhouse operations such as soil deliveries and plant pick up
- pay natural gas bill in a timely manner
- select a point person to communicate with horticulture teacher, India Sloat at Philomath High School
- wear name badges
- use restrooms accessible through the high school main office. Restroom access is only during school hours.

### **Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from BCMGA or Philomath School District. This MOU shall become effective upon signature by the authorized officials from BCMGA and Philomath School District and will remain in effect until modified or terminated by any one of the partners or by mutual consent. In the absence of mutual agreement by the authorized officials from BCMGA and Philomath School District, this MOU shall end on December 31, 2023.

### **Contact Information**

Benton County Master Gardener Association  
5060 SW Philomath Blvd. #197, Corvallis, Oregon 97333

Partner representative signature \_\_\_\_\_

Name: Debbie Wray

Position: President, Benton County Master Gardener Assn.

Philomath School District Office  
1620 Applegate Street, Philomath, OR 97370

Partner representative signature \_\_\_\_\_

Name:

Position:

Approved 9/3/19

BCMGA Monthly Financial Summary for August FY 2019

*Cumulative revenues and expenses through Aug. 31, 2019*

		2019 Budget	Budgeted Funds Remaining	Prior Month 12/31/18
	12/31/18			12/31/18
<b>Beginning Checkbook Balance at start of FY</b>	<b>75,162.40</b>			<b>75,162.40</b>
<b>Revenue (Year to date)</b>				
Dues	308.00			308.00
Insights (2018)	16,187.93			16,187.93
Plant Sale	45,557.80			45,557.80
Cash Box Change	1,900.00			1,900.00
Sales / Refunds / Grants / Donations / Awards	896.90			896.90
Checking Account Dividend	40.05			34.54
<b>Total Revenue to date</b>	<b>64,890.68</b>			<b>64,885.17</b>
<b>Expenses (Year to date)</b>				
Insights	6,769.30	8,422.00	1,652.70	6,769.30
Plant Sale	6,869.43	9,135.00	2,265.57	5,998.53
Cash Box Change: Fundraisers	1,900.00	1,900.00	0.00	1,900.00
OMGA dues	1,253.00	1,250.00	-3.00	1,253.00
BOD / General / Committee	4,895.88	8,795.00	3,899.12	4,875.33
Education & Other Services	1,090.00	6,823.00	5,733.00	711.47
Gardens	1,356.04	2,837.00	1,480.96	1,185.73
Youth Services	405.70	990.00	584.30	405.70
Badge orders	0.00	0.00	0.00	0.00
Restricted Funds (w/o Capital Funds)	3,013.65	4,324.28	1,310.63	1,392.18
Cap Funds	50,000.00	51,771.85	1,771.85	50,000.00
Allocations/Donations	0.00	3,050.00	3,050.00	0.00
<b>Total Expenses to date</b>	<b>77,553.00</b>	<b>99,298.13</b>	<b>21,745.13</b>	<b>74,491.24</b>
<b>Net Income: Total Revenue minus Total Expenses</b>	<b>-12,662.32</b>			<b>-9,606.07</b>
<b>Checkbook Balance - end of month</b>	<b>62,500.08</b>			<b>65,556.33</b>
Minus Restricted and Capital Funds remaining	3,082.48			4,703.95
<b>Cash in checking acct. available to BCMGA</b>	<b>59,417.60</b>			<b>60,852.38</b>
<b>Separate Accounts Balances</b>				
First Tech Credit Union Savings Account	5.00			5.00
First IB--CD #1 (GH Cap Fund) 12mo, matures 11/20/19	35,496.85			35,496.85
First IB--CD #2 (GH Cap Fund) 12 mo, matures 05/01/20	20,000.00			20,000.00
First IB--CD #3 (GH Cap Fund) 12 mo, matures 07/08/20	30,000.00			30,000.00
<b>Total GH Cap Fund in CDs</b>	<b>85,496.85</b>			<b>85,496.85</b>