

**Benton County Master Gardener Association  
Board Meeting – October 7, 2019  
OSU Extension Office**

**In attendance:** Steve Jacobs, Meleah Ashford, David Dowrie, Brooke Edmunds, Elizabeth Records, Linda Steppan, Dale Collins, Marge Alig, Paula Lupcho, Deb Wray, Debbie Lauer, David Mandel, Diana Allen

President Debbie Wray called the meeting to order at 9:00 am

Welcome and Gardening Moment                      All

- Marge is famous! She made the GT on the story about migrating swifts.
- Elizabeth presented Dale Collins with an orchid as a “thank you” for finding the MG trainee graduation venue.
- Steve’s apple tree fell over from the wet soil. On the bright side, Steve said the apples are easy to pick!
- Elizabeth’s parents are visiting and they picked apples and made cider.

**Adoption of September 3, 2019 Minutes**

- ➔ It was moved, seconded, and passed unanimously to approve the minutes from the 9/3/19 board meeting.

**Officer Reports**

**Parliamentarian**   Policy Review                      Paula Lupcho

- Policy 1.2 Board of Directors – Review of proposal to add an ex officio position to the Board of Directors (1.2.3.11)
  - ➔ The BCMGA Board moved and seconded to accept the proposed addition of an ex officio member to the Board of Directors.
- Policy 1.4 Program Committees – The Central Park Committee voted to no longer maintain the Monroe entrance garden for the library (1.4.1), due to frustration with watering issues and lack of volunteers. Question by Steve Jacobs: should we formally notify the library that Master Gardeners will no longer care for that section of the library’s garden?
  - ➔ It was moved, seconded, and passed unanimously to accept the proposal for removing maintenance of the library’s Monroe entrance garden from the Central Park Committee’s job description.
- Policy 13.4 Master Gardener Library Committee
  - ➔ It was moved, seconded, and passed unanimously to accept the proposed changes concerning the removal or replacement of resources rest with the Library Committee and the OSU ~~Horticulturist~~ **Community Horticulture Faculty**.
- Policy 4.3.2.3 Continuing Education for Master Gardeners

- Complete the required volunteer forms by Oct. 31 for recertification in the next Master Gardener year.
- OSU's Conditions of Volunteer Service (both sides)
- Master Gardener Position Description (signed every five years unless form updated)
- Master Gardener Code of Conduct (signed every five years unless form updated)
- 4.2.2 Hours must be reported annually by **October 31**.
- 4.3.2 Criteria for Recertification
  - Contribute a minimum of twenty (20) hours of public contact activities. **Fifty percent (50%) of these hours should be direct contact hours.**
  - ~~Any time you answer questions because you are a Master Gardener~~
    - ➔ It was moved, seconded, and passed unanimously to accept the proposed changes to the bylaws regarding **Hours Reporting and Certification/Recertification.**

**Vice President – Program Report**      Debbie Lauer

- Oregon Bee Project presentation at next membership meeting
- The annual association meeting is in October and the MG membership must vote on the proposed slate of officers for 2020. Additionally, membership renewal starts in October.
- November – MG trainee graduation
- December – Greens Party
- January – Flora Project presentation

**Treasurer** Marge Alig

- Financials
  - Marge Alig reviewed financial summaries through September 2019. (See attached Financial Summary)
  - One of the CD's is maturing in November: The CD's current balance is \$35,657.20. Question from Marge Alig: Should we rollover some or all of this CD's balance for another year?
    - ➔ It was moved, seconded, and passed unanimously to rollover the entire CD amount for another year.
- Marge Alig led a discussion on possibly converting BCMGA's finances to Quickbooks, as encouraged by OMGA. A major consideration for making this change is the cost of the software. Paula and Marge will review the feasibility of converting to Quickbooks and plan to bring a proposal to the MG Board at a future meeting.
- Demo Garden Chipper
  - Demo Garden Committee has decided to get rid of the chipper! This chipper works best as a "light duty" chipper and does not meet our current need. David Mandell will pick up the chipper and deliver to Habitat for Humanity.

➔ It was moved, seconded, and passed unanimously to donate the chipper to Habitat for Humanity.

- BCMGA Dues Discussion
  - Using Square to accept credit cards for membership dues. The cost to use Square has gone up. Proposed increasing dues to \$15.50 for those wishing to use a credit card to pay for dues.
    - ➔ It was moved, seconded, and passed unanimously to keep the annual membership dues at \$15 for 2020.
    - ➔ It was moved, seconded, and passed unanimously to charge an additional .50 for those paying MG membership by credit card

#### **Membership – Lifetime Members                      Meleah Ashford**

- Lifetime Membership Discussion – based on at least 1000 hours and demonstrated leadership as a MG.
  - ➔ It was moved, seconded, and passed unanimously to award Ellen Tappon with the Lifetime Membership Award for 2019.
- MG Membership Directory
  - Need to have a cut-off date for the directory's printing
  - There will be a hard copy and electronic copy of the membership directory.
  - Since OSU Extension will no longer be formatting and updating the membership directory, a volunteer is needed with experience using Publisher.
  - Dale Collins brought up the option of using a private publishing company, such as Franklin Press.
- Associate Membership
  - Meleah led a discussion on the role and benefits of Associate Membership. Associate members are not covered by OSU's insurance policy. However, Paula believes Associate members are covered by the MG insurance policy.
  - Reviewed a proposed list of activities that Associate members "can" and "can't" participate in as Associate members. Meleah indicated this is an ongoing discussion and she will bring additional information back to a future board meeting.
  - The following **draft** list of activities require MG Certification (Associate's cannot participate in the following activities):
    - Help Desk
    - Clinic Tables
    - Continuing Education Activities
    - MG Training
    - School Gardens
    - Plant Problems Scenarios
    - Mentoring

**OMGA**

David Mandel

- David Mandel reviewed the minutes from the September OMGA Board meeting
- A committee has formed to plan for a 2020 Mini College
  - Gail Langelotto reserved the OSU Alumni Center for July 24-25, 2020 (to be held in conjunction with the Master Food Preserver's Conference).
- The OMGA is looking to fill 2020 positions for President Elect and Newsletter Editor.

**President – Graduation Committees**      Debbie Wray

- Graduation will be held at the Scout Lodge in Philomath on Nov. 14<sup>th</sup>.
- Committees needing volunteers:
  - Decorating – Deb W, Nancy, Diana
  - Set-up – Debbie L
  - Take down – Debbie L
  - Signage to show turn-off for Scout Lodge
  - Award Presenters -
- The BCMG Association meeting in October includes election of officers for 2020 – Deb Wray to get information for Elizabeth so that she can post in the next e-newsletter.

**Extension Report**

Brooke Edmunds and Elizabeth Records

- The 2020 MG training application period is open!
- There is a new class format for the 2020 MG trainees
- Plant clinic database – there is now a beta testing period for a statewide web-based database system.
- Every Monday in October Linn County is hosting educational webinars for those needing additional hours for recertification – see newsletter for details.

**Good of the Association**

All

**Reminders:**

- All Board members need to review their budget lines!
- Use blue ink when signing original documents
- Next meeting is November 4, 2019, Monday, 9:00-11:00

**Adjournment** – The meeting was adjourned at 11:05 AM



Board Secretary

## BCMGA Monthly Financial Summary for September - FY 2019

*Cumulative revenues and expenses January 1, 2019 through end of month*

12/31/18

**Beginning Checkbook Balance at start of FY 75,162.40**

		<b>2019 Budget</b>	<b>Budgeted Funds Remaining</b>	<b>Prior Month 12/31/2018</b>
<b>Revenue</b> (Year to date)				
Dues	308.00			
Insights (2018)	16,187 .93			
Plant Sale	45,557.80			
Cash Box Change	1,900.00			
Sales / Refunds / Grants / Donations / Awards	896.90			
Checking Account Dividend	45.16			
<b>Total Revenue to date</b>	<b>64,895.79</b>			

**BCMGA Monthly Financial Summary for September - FY 2019**

*Cumulative revenues and expenses January 1, 2019 through end of month*

		2019 Budget	Budgeted Funds Remaining	Prior Month
	12/31/2018			12/31/2018
<b>Beginning Checkbook Balance at start of FY</b>	<b>75,162.40</b>			<b>75,162.40</b>
<b>Revenue</b> (Year to date)				
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	45.16			40.05
<b>Total Revenue to date</b>	<b>64,895.79</b>			<b>64,890.68</b>
<b>Expenses</b> (Year to date)				
Insights	6,769.30	<b>8,422.00</b>	1,652.70	6,769.30
Plant Sale	7,404.67	<b>9,135.00</b>	1,730.33	6,869.43
Cash Box Change: Fundraisers	1,900.00	<b>1,900.00</b>	0.00	1,900.00
OMGA dues	1,253.00	<b>1,250.00</b>	-3.00	1,253.00
BOD / General / Committee	4,983.56	<b>10,680.00</b>	5,696.44	4,895.88
Education & Other Services	1,135.85	<b>6,823.00</b>	5,687.15	1,090.00
Gardens	1,430.88	<b>2,837.00</b>	1,406.12	1,356.04
Youth Services	405.70	<b>990.00</b>	584.30	405.70
Badge orders	0.00	<b>0.00</b>	0.00	0.00
Restricted Funds (w/o Capital Funds)	3,013.65	<b>4,324.28</b>	1,310.63	3,013.65
Cap Funds	50,000.00	<b>51,771.85</b>	1,771.85	50,000.00
Allocations/Donations	0.00	<b>3,050.00</b>	3,050.00	0.00
<b>Total Expenses to date</b>	<b>78,296.61</b>	<b>101,183.13</b>	<b>22,886.52</b>	<b>77,553.00</b>
<b>Net Income: Total Revenue minus Total Expenses</b>	<b>-13,400.82</b>			<b>-12,662.32</b>
<b>Checkbook Balance - end of month</b>	<b>61,761.58</b>			<b>62,500.08</b>
Minus Restricted and Capital Funds remaining	3,082.48			3,082.48
<b>Cash in checking acct. available to BCMGA</b>	<b>58,679.10</b>			<b>59,417.60</b>
<b>Other 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	35,657.20			35,496.85
First IB--CD #2 (GH Cap Fund) 12 mo, matures 05/01/20	20,224.01			20,000.00
First IB--CD #3 (GH Cap Fund) 12 mo, matures 07/08/20	30,181.14			30,000.00
<b>Total GH Cap Fund in CDs</b>	<b>86,062.35</b>			<b>85,496.85</b>