

**Benton County Master Gardener Association  
Board Meeting – September 3, 2019  
OSU Extension Office**

**In Attendance:** Meleah Ashford, Dale Collins, Brooke Edmunds, Debbie Lauer, Paula Lupcho, David Mandel, Elizabeth Records, Bob Smythe, Linda Steppan, Rich Taylor, Debbie Wray.

**Location:** Benton County Extension Office

Paula Lupcho was selected as Secretary *pro tem* for the Sept. 3, 2019 board meeting.

President Debbie Wray called the meeting to order at 9:06 am.

**Welcome and Gardening Moment**

As Rich Taylor arrived for the board meeting, he saw and took a picture of an interesting slug. He identified it as a Leopard, which is a beneficial species because it preys on other slugs. Elizabeth will process 20 gallons of tomatoes from her garden in the evening. Linda Steppan recommended the recent webinar about the Asian Jumping Worm, a new invasive to Oregon. The Wray's shared 26 vases of their dahlias with neighbors.

**Adoption of August 2019 Minutes**

**The minutes were unanimously approved as amended.**

**Parliamentarian-Paula Lupcho**

- The board reviewed Section 1: Governance policies 1.1-1.3, and Section 12: Computer Use and Internet Policy. It was recommended that the ex officio board position be added to sub-section 1.2, Board of Directors (1.2.1 & 1.2.3).
- The following policies will be reviewed in future meetings
  - October: Section 4—Hours Reporting and Certification, Section 13—Reference Collection Development Policy
  - November: Section 3—Communications, Appendix A—Board Job Descriptions
  - December: Section 2—Finance, Section 11—Reports of Wrongdoing
  - Paula Lupcho will work with Elizabeth Records to update Appendix B—Mandatory OSU Volunteer Policies

**Vice President-Debbie Lauer**

- Tours
  - The July tour of the OSU Entomology Lab was very successful with 29 people in attendance. The tour was in two parts. The tour hosts were Chris Marshall and Andy Moldenke. One group talked about the importance of the Citizen Science project and its impact on scientific progress. Data collected from projects have been invaluable for research, making new discoveries possible. One host offered to do workshops to teach MGs about labeling and mounting insect collections.

- September: The annual membership picnic will be on Monday, Sept. 16.
- October: The program is not yet set.
- December: Greens Party will be on Thursday, Dec. 5 in Guerber Hall (Fairgrounds). Bring your own equipment; greens will be provided.
- Debbie Lauer requested an addition \$135 for the vice president's budget in order to complete the year. **It was moved, seconded and passed unanimously to allocate \$135 to the vice president budget.**

#### **Treasurer-Paula Lupcho**

- The bank balance at the end of August was \$62,500.08. Funds available for BCMGA use were \$57,417.60.
- The Corvallis Flower Basket Program solicited a donation from the association. It was the consensus of the board to not participate.
- BCMGA annually funds the Barb Fick Training Grant that provides scholarship assistance to incoming MG trainees to defray the cost of the course. Traditionally, the budgeted amount is the same as 1 training fee. In 2020, the cost will be \$150. The board was asked to support this amount as the budgeted line item for the 2020 budget so that extension staff can proceed with advertising MG training. It was the consensus of the board to support \$150 for the grant.

#### **President Elect-Nancy Tovar**

Debbie Wray reported for Nancy Tovar regarding the work of the nominating committee. Deb Kern has accepted the nomination for president elect. Alan Taylor has accepted for vice president.

#### **OMGA-Rich Taylor**

- OMGA Leadership Forum will be held in Linn County Extension on Friday, Sept. 6. The speaker will discuss global warming and its place in MG education outreach.
- On Saturday, Sept. 7, at 11:30, County MGs of the Year and County Behind the Scenes recipients will be honored at the OMGA board meeting at the Linn County Extension Office.
- Website domain names have been purchased on behalf of BCMGA. These names will be transferred to BCMGA when the website is operational. The website committee has met to discuss content. Rich Taylor has been investigating web developers and what services they can provide to assist the association in starting the new website. Rich is now thinking about building the website himself. He will miss the October board meeting, but Nancy Tovar may have a demonstration to share.

### **President-Debbie Wray**

There has been some discussion about changing the Treasurer position to a 2-year term. Debbie would like to look at this further because the job has become more complex. All of the governing documents will need to be evaluated.

### **Extension-Brooke Edmunds & Elizabeth Records**

- New promotional information and handouts have been developed to advertise the MG Program. These were shared with the board.
- A venue is still being sought for the Graduation and Awards Celebration in November. Several suggestions were offered.
- The Oregon State Master Gardener Program will drop the use of *veteran* MG and now use *certified* MG or *continuing* MG for those who do not re-certify.
- Elizabeth plans to meet informally with individual committee chairs in order to get to know them and to learn more about the activities that each committee accomplishes.

### **Good of the Association**

- Meleah Ashford reported that the directory committee has met once.
- The *Volunteer Resource Guide* needs to be ready for distribution by October. The section on OMGA-BCMGA needs revision. Paula Lupcho will work on that.
- Elizabeth will hold a help session on Wednesday, Sept. 18 from 3-4 p.m. explaining how to use the Volunteer Reporting System (VRS). It will be held in the Extension Office Conference Room. MGs may also drop in to talk with Elizabeth about using the VRS, but please check first to make sure she will be in the office.

Meeting was adjourned at 10:30.

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Paula Lupcho, Secretary *pro tem*

### **Attachment**

- August 2019 Financial Summary

**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
<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>