

**Benton County Master Gardener Association  
Board Meeting – December 9, 2019  
OSU Extension Office**

**9:00 am – 1:00 pm**

**In attendance:** Linda Steppan, Rich Taylor, Meleah Ashford, Alan Taylor, Debbie Lauer, Nancy Tovar, Steve Jacobs, Marge Alig, Paula Lupcho, Diana Allen, Debbie Wray, Dale Collins. Guests: Jana Tindall, Deb Kern, Deborah Hobbs. Extension: Elizabeth Records, Brooke Edmunds

President Debbie Wray called the meeting to order at 9:04 am

**Welcome and Gardening Moment All**

- Thank you from 4H kids for prize donations
- Deb's chayote plant may have died

Adopt November 2019 Minutes

- ➔ It was moved, seconded, and passed unanimously to approve the minutes, as presented, from the 11/4/19 board meeting.

**Officer Reports**

**Parliamentarian** Paula Lupcho

- Communications Policy
  - Paula reviewed changes to the Communication Policy – *see attached at the end of the minutes.*
  - ➔ It was moved, seconded, and passed unanimously to approve the changes to the Communications Policy.
- Parliamentarian Job Description
  - Paula reviewed a proposed job description. This is a non-voting, advisory position providing advice to the president. *See attached at the end of minutes.*
  - ➔ It was moved, seconded, and passed unanimously to approve the job description for Parliamentarian.

**Update on Insights** Paula Lupcho

Insights into Gardening – brochure is almost ready to go out for mailing. Will go out last week in December.

**Mission Statement** Nancy Tovar

Nancy reviewed a draft mission statement:

*The mission of the Benton County Master Gardeners Association is to build community by educating the gardeners of our county about the art and science of sustainably growing and caring for plants.*

- ➔ It was moved, seconded, and passed unanimously to approve the proposed mission statement for BCMGA.

## Membership

Meleah Ashford

- Volunteer hours reporting – moving forward, all volunteer and education hours documented in a year by BCMGA members will accrue to yearly total.
  - Discussed putting spreadsheet of cumulated hours accrued by MGs on the membership section of our website.
  - Elizabeth will look into option of putting past hours on VRS for members to access their historical information.
- Directory questions
  - Kathi Tucker will format the 2020 directory!
  - Dan Dix has volunteered to assist Kathi in the project.
  - Hope to have directory out in January.
  - The electronic directory will include new MG members, but the printed directory will not.
  - Linn County will have their own membership directory this year, but the electronic directory will include both counties.
- Update on 2020 paid membership
  - There are 14 associates and 3 have paid 2020 dues.
  - There are 57 paid memberships for 2020 and 58 unpaid. Marge continues to track and send email reminders to those have not paid.

## Vice President

Debbie Lauer

- Program report
  - Greens Party – about 25 people attended. Beautiful wreaths made by participates!
  - January meeting – Linda Hardison will talk about the Flora Project
  - Alan Taylor is working on getting a speaker at the January or February meeting on interpreting soil results.

## Treasurers

Marge Alig and Paula Lupcho

- New email address for treasurers (at request of OMGA): [treasurerbcmga@gmail.com](mailto:treasurerbcmga@gmail.com). Please use for all communications (Marge and Paula's personal emails continue to function.)
- Financials
  - Error in August, Sept and Oct financial statements – balances were all correct, but one item missed in budget column. *Corrections have been made and included with budget notebook*
  - Checkbook – Marge reviewed checkbook activity for November. There is a balance of \$52,820.02 in our checkbook.
  - Expense summary reviewed – see attached financial summary for November
  - Marge is working on revising the reimbursement and disbursement forms and will send out for review.
- 2020 Budget
  - Paula Lupcho presented the proposed budget for 2020 with review of 2019 expenditures against proposed 2020 budget.

- OMGA dues had slight increase.
- General expenses – several items reassigned to educational services
- Big increase in insurance in 2019, so increasing for 2020
- Anticipate increase in printing for the 2020 directory
- Increase membership to \$500
- Treasurer increase to buy into Intuit subscription
- Increase for VP expenses
- Suggestion to buy a better projector
- Request from David Dowrie for BCMGA support of OSU Extension webinars by contributing \$200 to production of new webinars. Rich reported that OMGA has agreed to cover the full cost of the webinars for next year - \$1,500. Following discussion, the Board agreed to let OMGA cover the full costs of new webinars which covers the subscription for webinar software.
- ➔ It was moved, seconded, and passed unanimously to approve the proposed 2020 BCMGA Budget.

#### **BCMGA Website**

Rich Taylor

- Rich provided an overview of the new website for BCMGA
- The website is live now: [www.bentonmg.org](http://www.bentonmg.org)
- The new website is linked to the OSU extension website

#### **OMGA**

Rich Taylor

- OMGA had a retreat last week at the Hopkins Demonstration Forest.
- The focus of meeting was on Mini College.
  - Keynote speaker will be founder of Xerces, Bob Pyle
  - Mini College will be held at the OSU Alumni Center July 24-25, 2020.
  - Budget is based on a total of 440 registrations at \$49/day

#### **President**

Debbie Wray

- End of Year Reports
  - Review of the Demo Garden report submitted by Ann Brody. Deborah Hobbs brought up the concern that the Demo Garden description states that produce grown is donated to needy groups – this is not currently happening. Deborah will meet with her committee and discuss options on actually distributing a portion of the produce grown in the demo garden
  - Other reports reviewed: Mentoring committee, Adams school and Community Garden Education Team

#### **Extension Report**

Brooke Edmunds and Elizabeth Records

- Brooke reviewed survey results from attendees on this year's MG graduation
- 31 registrants from Benton County for 2020 MG training class – meet and greet this week
- Coffee chat with Elizabeth!

**Good of the Association**

All

- Dale Collins reported that the president of the Boy Scout Lodge in Philomath has offered up space at their facility for the BCMGA green house.
- Thank you to current Board members from Debbie Wray on great work done this year!

**Adjournment** – The meeting was adjourned at 11:43 AM

A handwritten signature in brown ink that reads "Diana L. Allen".

Board Secretary

**Next meeting Monday, January 6, 2020 9:00-11:00**

**Attachments:**

- Communication policy
- Parliamentary Job Description
- November 2019 Financial Summary
- 2020 Budget

***Potluck lunch and Board Transition meeting***

## Communications Policy—Proposed Revision

12/9/19

### 3. Communications

3.1 Purpose Statement: Communication is essential to accomplish the mission and objectives of the association. Regular and reliable information helps promote association activities to the public and encourages volunteer involvement, ongoing education, and a sense of community for our members.

#### 3.2 Directory Policy

3.2.1 Information contained in the directory is to be used ONLY for Master Gardener activities and business. It may not be used as a mailing list for other purposes.

##### 3.2.1 Description of Directory

- The annual directory is printed and distributed to members as early as possible in the new year.
- The directory includes the names, addresses, phone number, email address, membership status, and trainee year unless a member requests that certain information not be included.
- Other association and extension information is included.

#### 3.3 BCMGA Website

3.3.1 BCMGA provides an association website that contains information pertinent to both the public and its membership.

- Public Information: The website provides information with links about the association, what we do, along with upcoming activities and fundraisers. It also provides links to information about the Master Gardener Program and opportunities to become a Master Gardener.
- Member Information: This part of the website is for the exclusive use of association members and contains information intended for members only. This part of the website is password protected and members may not use this information for any reason other than to conduct the activities and business of the association.

3.3.2 The website is maintained by the BCMGA webmaster and designated contributors.

#### 3.4 Weekly E-mail Policy

3.4.1 Distribution: A weekly e-mail (eNews) will be sent from the Extension Office to association members. For those members without Internet access, eNews can be read online on the MG computer at the Extension Office.

3.4.2 Purpose: This e-mail provides information, updates, volunteer opportunities, continuing education opportunities, and reminders regarding upcoming events

related to BCMGA activities, the OSU Extension Master Gardener Program, and other relevant gardening announcements.

#### 3.4.3 Submissions for BCMGA Event/Activities

- Send submissions to the MG program assistant or if available, use online submission form.
- Submissions must be received by Friday of the previous week.
- Submissions will be printed as written and attributed to the contributor.
- Submissions should include a brief description, contact information, location, date(s) and time. News items should be proofread. The person submitting the item is responsible for the accuracy of the information provided.

#### 3.4.4 Guidelines for non-BCMGA submissions

3.4.4.1 Requests from OMGA and other County MG organizations to publicize events or training seminars may be published.

3.4.4.2 Gardening-related events that are not eligible for Master Gardener volunteer hours or continuing education credit may be listed as a courtesy to partner organizations.

3.4.4.3 Postings from local garden centers about seminars on gardening topics may be published at the discretion of the Community Horticulture Faculty.

3.4.4.4 Garden Festival/Plant Sale events that may be of interest to BCMGA members may be posted.

3.4.4.5 Information posted must be non-political and non-religious.

3.4.4.6 Sales advertisements will not be accepted.

3.4.4.7 Items not specifically addressed above will be referred to the Community Horticulture Faculty who will consider them based on the spirit of the above guidelines and relevant OSU Extension policies.

**Proposed for adoption 12/9/19**

**BCMGA Parliamentarian**

**Job Description**

**The Parliamentarian's Duties**

▪ **Executive**

- Attend board meetings.
- Advise the president, other officers, committees, and members on parliamentary procedure.
- Consult with the president about upcoming meetings regarding parliamentary matters.
- Assist the past president in conducting reviews of governing documents.
- Assist the secretary in maintaining governing documents.
- Maintain an advisory role only, as the responsibility of ruling on parliamentary procedures remains with the president.

▪ **Impartiality**

- It is the duty of the parliamentarian to maintain impartiality when giving advice on parliamentary matters.
- Should a parliamentarian also serve as an elected and voting member of the board, the position of parliamentarian shall not restrict that member from fully participating in board deliberations and in casting a vote.

▪ **Appointment**

- The parliamentarian is appointed by the president and serves in a non-voting capacity.
- The appointment of a parliamentarian is at the discretion of the president.

▪ **Mentoring**

- Provide mentoring to an incoming parliamentarian about the duties and responsibilities of the position.
- Assist new board members, as requested by the president.
- Provide historical perspective on past board actions, if needed.
- Maintain the procedure book for this position.