

**Benton County Master Gardener Association
Board Meeting – November 4, 2019
OSU Extension Office**

In attendance: David Dowrie, Debbie Lauer, Deb Wray, Paula Lupcho, Steve Jacobs, Meleah Ashford, Dale Collins, Nancy Tovar, Brooke Edmunds, Elizabeth Records, Linda Steppan, Bob Smythe, Diana Allen, Rich Taylor, Alan Taylor, David Dowrie, Deb Kern, Deborah Hobbs

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

Welcome and Gardening Moment All

- Debbie Lauer brought Spartan apples to share!
- Nancy Tovar tried raising Mason Bees this year and now has 272 Mason Bee cocoons!
- Deb Wray brought in a fruit from a friend for us to identify – grows on a vine: Chayote – you can slice and marinate

Adopt 2019 Minutes

- ➔ It was moved, seconded, and passed unanimously to approve the minutes from the 10/7/19 board meeting.

Welcome to new Board members: Deb Kern, Deborah Hobbs and Alan Taylor

Parliamentarian Governance Paula Lupcho

- Paula Lupcho reviewed language changes for the Governance section of the BCMGA Board Policies and Procedures (1.2 Board of Directors):
 - 1.2.1 Composition – addition of language for an ex officio position
 - 1.2.3.11 Ex officio
 - 1.2.5 Removal of Board Member
 - A board member may be removed, with or without cause, by a vote of 2/3 of all members of the Board of Directors. The board member shall be given at least 15 days written notice by first class or certified mail of the termination and the reason for the termination, and an opportunity for the member to be heard by the Board. The board member shall be heard and all deliberations of the board regarding the termination shall be conducted in executive session. The decision of the Board of Directors is final.
 - 1.2.6 Conflict of Interest
 - In conducting the business of the association, the purposes and interests of the association shall supersede any personal or financial benefits that may accrue to an individual board member by action taken by the board.
 - Whenever a board member has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of unaffected directors determine that it is in the best interest of the association to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.
- ➔ It was moved, seconded, and passed unanimously to approve the changes to the governance section of the policies and procedures

- **Job Description Updates**

Paula Lupcho

- Paula Lupcho reviewed changes to the following Board Job descriptions:
 - Past President
 - Vice President
 - Member-at-Large
 - Paula is developing a job description for “Parliamentarian” for review at the December Board meeting.
- ➔ It was moved, seconded, and passed unanimously to approve the changes to the three BCMGA Board job descriptions.

Committee Report Insights into Gardening

Paula Lupcho

- The program is finalized for 2020, but the actual time slots are yet to be determined.
- We continue to have a high interest in exhibitors for this event. Since we only have space for a limited number of tables, we may decide not to have the silent auction and give that space to another exhibitor.
- The committee is in the process of evaluating a cost increase for participants due to rising fees for the facility and food. The event actually costs out at \$40/person.

Officer Reports

Treasurer

Paula Lupcho

- Monthly Reports
 - Paula Lupcho provided an update on BCMGA Financial Summary.
- By unanimous consent, the board recognizes that at the annual association membership meeting held on October 21, 2019 the following members were elected as officers to the Benton County Master Gardener Association Board of Directors. Terms of office begin on January 1, 2020 and end on December 31, 2020.

President Elect	Deb Kern
President	Nancy Tovar
Past President	Debbie Wray
Vice President	Alan Taylor
Secretary	Diana Allen
Treasurer	Marge Alig
Co-Treasurer	Paula Lupcho
Membership Secretary	Deborah Hobbs
OMGA Representative	Rich Taylor
Alternate OMGA Representative	David Mandel
Outreach	Bob Smythe
Members at Large	Dale Collins
	David Dowrie
	Linda Steppan
- Motion to acknowledge 2020 signers:

In accordance with BCMGA Policy and banking regulations required by First Tech Federal Credit Union, Paula Lupcho moved that the following board officers be

confirmed by the Board to be the designated signers on the BCMGA checking account beginning on January 1, 2020 and ending on December 31, 2020.

- Treasurer Marge Alig
- Co-Treasurer Paula Lupcho
- President Nancy Tovar
- President Elect Deb Kern
- Past President Debbie Wray

➔ The motion to add signers was seconded and unanimously passed.

- Paula Lupcho moved that the following board officer for the year 2019 be removed as a signer on the BCMGA checking account: Steve Jacobs, as outgoing Past President, will be removed as a signer on the BCMGA Checking Account beginning January 2020.

➔ The motion was seconded and unanimously passed.

- In accordance with BCMGA Policy and banking regulations required by First Internet Bank of Indiana, Paula Lupcho moved that the following board officers be confirmed by the Board to be the designated signers on the BCMGA checking account beginning on January 1, 2020 and ending on December 31, 2020.
 - Treasurer Marge Alig
 - Co-Treasurer Paula Lupcho
 - President Nancy Tovar

➔ The motion was seconded and unanimously passed.

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➔ The motion was seconded and unanimously passed.

- Paula Lupcho moved that the following board officer for the year 2019 be removed as a signer on the BCMGA checking account: Debbie Wray, as outgoing President, will be removed as a signer on the BCMGA Checking Account beginning January 2020.

➔ The motion was seconded and unanimously passed.

- Membership dues update
 - Ongoing collection of dues up to December 31st.
- Finance Committee meeting: Nov. 18, 10:00 AM

Vice President

Debbie Lauer

- Graduation on November 14th
 - We have a really nice venue this year – please encourage mentees to attend the graduation.

- Elizabeth Records will post in this week's E-news that volunteers are needed at 12:30 to set up for the event. Linda Steppan, Steve Jacobs, Rich Taylor, Diana Allen, Dale Collins
- Greens Party
 - Debbie Lauer is looking for more greens for the party!
 - Several people volunteered to bring Bluetooth speakers for music during the party.

President Elect

Nancy Tovar

- Committee members lists
 - Nancy Tovar will email committee chairs to get updated membership lists for 2020
- Mission Statement
 - The mission statement in our policies and procedures is not specific to the BCMGA, but is the OMGA's mission statement
 - The Board drafted a mission statement for BCMGA for review at the December Board meeting: *The mission of the Benton County Master Gardener Association is to educate gardeners of our county about the art and science of growing plants.*
- Asset List
 - Nancy Tovar will request updated asset lists from each committee chair.
- BCMGA meeting schedule for 2020:
 - 1/6; 2/3; 3/2; 4/6; 5/5; 6/1; 7/6; 8/3; 9/8; 10/5; 11/2; 12/7

OMGA Update

Rich Taylor

- *See summary at the end of these minutes.*

President

Debbie Wray

- Notebooks
 - Bring to December meeting.
- Dec. meeting
 - The December meeting date was changed to Dec. 9th at 9:00 AM.
- MG Clothing
 - Debbie Wray is working with Lisa Borgenson on developing MG logo items for sale.
- Committee updates – as liaison, each board member should contact the chair of their committee for an end of year report. No specific format is required, but it's suggested to include information about: Accomplishments for the year, number of volunteers, hours spent, money spent. Due at December meeting.

Extension Report

Brooke Edmunds and Elizabeth Records

- Changes to MG and training programs
 - Brooke shared documents related to the revised training format for Master Gardener trainees:

- 2019-20 Volunteer Guide
- MG Find Your Path
- 2020 Training Schedule –
 - Hours reduced to 45 hrs. to align with national standards
 - Five weeks in-class meetings, starting in March 2020.
- Program Updates for Mentors and Board 2020
- Master Gardener Journey 2020 Info Graphic
- Plant Clinic Database – beta testing statewide, web-based system
- New options for documenting continuing education – reading research-based publications
- Elizabeth Records is continuing to offer coffee chats w/committee chairs. She will send out an invitation to Board members to meet with her at Imagine Coffee.

Goo of the Association

All

- Kathy Clark, Kathi Tucker and Paula Lupcho have met this year with OSU Extension staff to look at MG program operations. The group accomplished its goals and is disbanding.
- Plant Sale update: 6,000 plants have already been potted up!

Adjournment – The meeting was adjourned at 11:05 AM



Board Secretary

Next BCMGA Board Meeting – Monday Dec. 9th at 9:00 AM, then potluck lunch

Past President

Job Description

The Past President's Duties

- **Executive**
 - Attend board meetings and is a voting member of the board.
 - Lead and facilitate board meetings in the absence of the president and president elect.
 - Be responsible for the oversight of policy review.
 - Report periodically to the board on the progress of policy review.
 - Review the governing documents annually in conjunction with the secretary.
 - Support the decisions of the board and the president.
 - Work with the board and president to complete the association's goals for the year.
 - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.

- **Fiduciary**
 - Reconcile the monthly bank statement with the monthly treasurer's report.
 - Serve on the Finance Committee to construct the following year's budget.
 - Actively participate in association fund raising activities.
 - Is a signatory on the BCMGA bank account.

- **Mentoring**
 - Advise the president.
 - 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.

Vice President: Programs

Job Description

Note: A resource notebook provides samples of communications with speakers, media resources, newspaper notices, contract information, resources, and other guidance program activities. In addition, include other Master Gardeners to assist with preparations, including At Large Board Members.

The Vice President's Duties

- **Executive**
 - Attends board meetings and is a voting member of the board.
 - Support the decisions of the board and the president.
 - Work with the board and president to complete the association's goals for the year.
 - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
- **Membership Meetings**
 - Responsible for providing the program at the association meetings for: February, March, April, May, October, January of the following year.
 - Arrange for meeting space, usually the Sunset Room of the Extension building. Contact the Extension support staff to reserve the space and projector/laptop or other required media.
 - Arrange for a speaker or plan an activity for each meeting.
 - Confirm with speaker about title and media needs.
 - Work with the president to incorporate any Association business that must be included in the meeting agenda.
 - Coordinate with the Outreach Committee and program assistant to publicize association meetings.
 - Purchase or solicit donated door prizes and speaker's gift or arrange for mileage reimbursement.
 - Open the facility for each meeting or coordinate with hospitality
 - Write thank you notes to speakers, tour hosts, and any organization or business donating goods or products for meetings.
- **Fiduciary**
 - Prepare and submit a budget for expenses for meetings and events.
 - Prepare and submit reimbursement forms with receipts to the treasurer.
- **Summer Activities**

- Work with the Master Gardener program assistant to organize activities such as tours, hikes, or other gatherings for members.
- **September Picnic**
 - Organize the BCMGA potluck picnic (resources in notebook).
 - Reserve a location to hold the event. Coordinate with hospitality to provide beverages.
- **November Awards & Graduation**
 - Assist the Master Gardener program assistant as needed with this event.
- **December Greens Party**
 - Organize the December Greens Party (resources in notebook).
 - Reserve a facility for this event.
 - Organize the collection and delivery of greens to the event site.
 - Buy specialty items (holiday ribbons and other craft materials) for color and interest
- **Communication**
 - Notify the membership through the weekly email about all events listed above.
- **Mentoring**
 - Provide any necessary mentoring to the incoming vice president to ensure that the successor is knowledgeable about the duties and responsibilities of the position.
 - Maintain the procedure book for this position.

Member at Large

Job Description

This position may be held by an individual for up to two consecutive terms, if so nominated and elected by the membership.

The Member at Large Duties

- **Executive**
 - Attend board meetings and is a voting member of the board.
 - Be responsible for the completion of policy reviews as determined by the Policy Review Schedule or when called upon to do so.
 - Be familiar with how the board works
 - Participate fully in the business of the board
 - Know the responsibilities of a non-profit board member.
 - Be flexible and available to take on assignments from the board.
 - Work with president elect to complete the asset inventory.
 - Support the decisions of the board and the president.
 - Work with the board and president to complete the association's goals for the year.
 - Serve as board liaison to BCMGA committee(s) and report to the board as necessary.
- **Representation**
 - Be aware of and represent the varied interests of the BCMGA membership.
- **Mini College**
 - Assist the president elect with the purchase or collection of donations towards Mini College.
 - Assist the president elect with chapter-related Mini College activities.
- **Mentoring**
 - Provide any necessary mentoring to the incoming member at large to ensure that the successor is knowledgeable about the duties and responsibilities of the position.
 - Maintain the procedure book for this position.

OMGA Board Meeting Summary
November 2019

Friday, November 1 – Leadership Forum

- The Leadership Forum is renamed the Education Forum, since it is open to all master gardeners.
- The first half of the meeting was a presentation by Tillamook MG, Dodie Collier whose career was in grant writing. Dodie gave a great talk on grant funding and provided some good resources on how to prepare a grant application and where government and private grants are available.
- Next, two presentations were made by OMGA grant winners for 2019.
 - Marion County was awarded the Search for Excellence Award for their work on the Junior Master Gardener program. The program was started in 2017. This year they reached over 4000 school children across Marion County with the program. They provided in class, after school, and summer camp programs. The Junior MG program has expanded to 5 other counties.

Marion County was also awarded an Extension Educator Grant for their efforts to develop Adaptive Gardening features in their demonstration garden. Features such as lean bars for reaching into raised beds, a wheelchair ramp to their gazebo, a trellis on a pulley system for easier fruit harvesting, and pulleys on their hanging baskets were highlighted.

Saturday, November 2 – OMGA Board Meeting

- I participated in the audit of the Treasurer's records. The audit committee found no issues.
- As of Jan. 1, 2020, the state of Oregon will allow board member voting by email.
- For the treasurers, if no changes have been made to the by-laws since September 1, a copy does not need to be sent with the year-end financials to the OMGA Treasurer.
- Gardeners Pen –
 - Next issue to be published in late December, Early January.
 - Deadline for article submission is Nov. 25.
 - Theme is Saving the World Through Gardening
 - Marcia Sherry is looking for articles with photos of County MG projects.
 - **Does everyone get or see a copy of the Gardeners Pen?**
- State Program Coordinator Report – Gail Langelotto (not present)
 - Big concerns about Extension Agent positions not being filled in counties such as Tillamook and Hood River.
- OMGA Mini College to be held Fri-Sat, July 24-25 at CH2MHill Alumni Center
 - \$49/day registration including lunch

- Master Food Preservers will no longer participate, it's their busiest time of the season.
 - I volunteered to find a location for the Thursday evening social after the Board Meeting.
- Discussion on the development of ECCO – Electronic Client Contact Program
 - Being developed by Amy Jo Detweiler in Central Oregon
 - Will be a common database of client intake across all counties who participate.
 - Will be voluntary, not mandatory for counties to participate.
 - Expected to roll out in 2020.
- Board approved 4 \$100 scholarships to help chapter representatives attend OMGA Board meeting. Intended to assist chapters who may not have many funds.
- OMGA Board 2020 nominations
 - Chris Rusch – Douglas County – President
 - President elect – vacant
 - Treasurer – Patrice Sipos
 - Secretary – new, didn't catch her name.
 - 1st VP – vacant (primary responsibility is mini College) currently being planned by committee.
- Silent Auction –
 - Raised \$1423. - 4 items purchased by Benton County MG