

Central Gorge Master Gardener Association Policies

March 2021

Budget/Finance Committee Approved 09 Feb 2016 / Rev 10 Mar 2021

Purpose: The purpose of this policy is to clarify the Association's general process for budgeting, financial planning and the usage of its funds. This policy will create a Budget & Finance Committee to assist the Executive Committee and Association in the budgeting process.

Terms: CGMGA Budget & Finance Committee referred to as the "Committee"

Goal of Association Budgeting: The goal is to fund all appropriate activities and projects to the best of the Association's ability to do so. By having one central fund, it is believed that all activities and projects that fulfill the purposes of the organization may submit for funding. It is the goal of the Committee to review all annual budget requests to insure they are consistent with the goal and mission of the Association and in alignment with the intent of which the Association's funds were acquired.

Goal of Association Financial Planning: The goal is the security and growth of those Association funds which are in excess of the Association's annual financial needs, as determined by the approved budget. The amount of the Association funds placed in "investment" shall be determined by the Association. The Budget & Finance committee shall develop a recommendation as to the amount and placement of those funds set aside for investment. This recommendation shall offer the maximum security of the funds while obtaining a return consistent with the highest degree of security and liquidity. This recommendation shall be submitted to the Executive Committee for review and, upon acceptance, submitted to the Association for approval. This recommendation shall be submitted in conjunction with the annual budget.

Committee Membership: The Budget & Finance Committee shall be appointed by the Executive Committee in August. The Committee shall consist of the Treasurer, a minimum of one Past President, and those Association members who desire and are deemed appropriate by the Executive Committee. The OSU Extension Representative shall function as an advisor to the Budget & Finance Committee. The committee may select one member to function as chair.

Budgeting: Budgeting for the Association shall be done yearly. A budget shall be presented by the Committee, reviewed and approved by the Executive Committee, and presented to the Association members for final approval.

Budgeting Process: Each officer, project leader, workshop and class coordinators, and anyone else desiring funds from the organization's budget shall be asked by the Committee to submit a budget item(s) to the Committee in a timely manner for budget preparation.

Each committee and project leader will receive a budget request form from the Budget Committee in September. The committees will not automatically have renewed budgets each year. Each committee will start the year with a zero budget balance. Items budgeted for, but not expended during the budget year, may be carried forward but will be reviewed and may or may not be approved in the new budget.

The budget will be presented to the Executive Board for review prior to the fourth quarterly meeting. The proposed budget shall be distributed to the Association membership for review at least one week prior to the 4th quarterly meeting for approval at the 4th quarterly meeting.

Budget Approval: The Committee shall review all budget requests with attention to comparison with the prior year's expenses and anticipated expenses and projects for the upcoming year. The Committee may request additional information or justification from the applicant. The Committee shall present the recommended budget to the Executive Committee which, upon approval, shall present it to the Association members for final approval. The Executive Committee may seek additional information for any budget item from the Committee or the project leader.

Income: All income from dues, classes, fund raisers, and any other sources of income shall be for general use by the Association in funding the approved budget with the following exceptions:

- **Fund Raisers:** A project leader or any Association member may request that a specific fund raiser's income be designated to a particular project or usage within the Association. Approval may be given by the Executive Committee following evaluation of the merits of the request.
- **Grants:** Monies from grants applied for by a particular project shall be designated for that project's exclusive use and be designated as such in the Treasurer's records.
- **Donations:** Donations may be received into the general fund or reserved for specific projects or activities as directed by the donor.

Budget Adjustments: The Executive Committee shall, at its discretion, or at the recommendation of the Committee, re-evaluate the budget at any time during the fiscal year if unanticipated income or expenses occur. They may make changes to the budget in a responsible fiduciary manner without approval by the Association members unless expenditure is greater than \$500.

Educational Programs Revised 13 Feb 2008; 10 Mar 2021

Purposes:

- Assist the OSU Extension Representative with educational programs that are offered to the public through all community workshops.
- Plan the educational program for each CGMGA quarterly meeting.

Organization: The Educational Programs process will be chaired by the OSU Extension Representative and an Educational Program Chair selected from the CGMGA membership.

The Educational Program may form a committee consisting of as many members as needed to oversee the following areas for each workshop:

- **Publicity:** Public Service Announcements (PSAs) distributed to local newspapers and radio stations, promotion in the community through posters and announcements at garden clubs and appropriate businesses, and promotion on social media and at CGMGA events.
- **Facilities:** Locating and reserving the workshop meeting space, arranging needed equipment such as laptop, projector, etc.
- **Hospitality:** set-up day of workshop, clean-up after workshop arranging for refreshments and other needs, distributing workshop handouts, materials, and evaluation forms; developing a roster of attendees that includes contact information.

Publicity Committee Approved 10 Mar 2021

Purpose: To assist the Central Gorge Master Gardener Association and the OSU Extension Representative with advertisement and promotion of educational programs and Master Gardener fund raising events that are offered to Master Gardeners and the public.

Organization: The Publicity Committee shall be chaired by an active member of CGMGA and appointed by the President.

The Publicity Committee Chair may form a committee consisting of as many members as needed to oversee the following areas:

- Public Service Announcements (PSAs) distributed to local newspapers and radio stations
- Newspaper and social media articles
- Promotion in the community via social media
- Promotion via posters and announcements at garden clubs and appropriate businesses
- Promotion at CGMGA events.

Historian Approved 10 Mar 2021

Purpose: To maintain historical records of CGMGA, its projects, community involvement, special events, accomplishments, etc.

Organization: The historian shall be an active CGMGA member. Records of events may be kept as the historian sees fit including digital and printed information from organizational records, the newspaper, social media, magazine articles, photos, etc.

Travel Reimbursement Policy Approved 12 May 2020

Purpose: The purpose of this policy is to clarify the Association's procedure for reimbursement for travel expenses incurred while conducting CGMGA business as authorized by the Executive Committee.

Goal: CGMGA recognizes that volunteer time and contributions are vital to its success and achievement.

Reimbursement: The following guidelines shall be followed for reimbursement to volunteers attending meetings on behalf of CGMGA:

- Mileage may be reimbursed for round trip travel for one personal auto based on OMGA reimbursement rates. (2020 rate is 30c per mile)
- Up to \$150 per day for food and lodging
- Per diem reimbursement may be granted to facilitate meeting attendance which requires overnight stay(s) when the meeting times do not, on the day of the meeting, allow for reasonable travel time to or from the meeting dependent on distance and weather conditions.

Process: The following process shall be followed:

- Receipts are required for all expenses.
- Receipts are to be submitted to the CGMGA Treasurer.

Master Gardener of the Year Selection **Aproved 02 May 2007 / Rev 10 Mar 2021**

Purpose: The purpose of this policy is to clarify the Association's procedure for the nomination and selection of the Hood River County – Central Gorge Chapter Master Gardener of the Year award.

Goal of Selection: This award recognizes outstanding dedication and service of an OSU Master Gardener at the county level. The goal is to honor one (or possibly more) Central Gorge Master Gardener(s) of the Year as a premier contributor to the success of the Central Gorge Master Gardener Association and OSU Extension Service Master Gardener Program. The recipient(s) could be a person who has been a previous recipient of the Master Gardener of the year honor or the honor could be given to more than one person.

Qualifications of Recipient: The following criteria are either required or recommended:

- Required:
 - Attends required training for recertification
 - Exceeds the minimum number of volunteer payback hours
 - Works required hours in plant clinics at the Extension office, Saturday markets, or other approved locations
 - Participates in CGMGA activities
- Recommended:
 - Participates in CGMGA activities as a Board member, project leader, etc.
 - Participates as a mentor for incoming MG trainees
 - Participates as a speaker for garden related educational talks in MG classes or the community
 - Demonstrates a spirit of cooperation with other MGs

Process: The following process shall be followed:

- Nominations from the general membership shall be solicited via the Association's April newsletter and/or via e-mail to all members (in addition to a telephone call to those with no e-mail if an e-mail is sent).
- A submission date for nominations shall be set as May 1st.
- A selection shall be made by May 10th.
- The MG selected shall be notified in a timely manner by the President as soon as the selection is made to allow time for registering for Mini-College.
- The MG of the Year shall be announced to the membership in June via the organization's newsletter and at the summer picnic.

Selection Committee: The committee shall consist of the OSU Extension Representative (non voting), the last three (3) MG of the Year recipients currently participating in the Master Gardener program, and four (4) MGs from the general membership. The 4 general membership representatives shall be recommended by the OSU Extension Representative and agreed upon by the three prior MG of the Year recipient members. The MG of the Year recipient with the most seniority on this committee shall serve as its Chair.

Membership Categories Approved 14 Apr 2015 / Rev 12 Apr 2016; 11 Feb 2020; 10 Mar 2021

The following are the categories of Master Gardener membership:

New Master Gardener Trainee

Qualifications: The following criteria are required with the minimum number of hours to be determined on a yearly basis:

- Attend a minimum number of hours of OSU Extension Master Gardener training (40 in 2020)
- Pass a written recertification exam
- Complete a minimum number of volunteer service hours (12 must be plant clinics) (40 in 2020)

Process: The following process shall be followed:

- Must apply for the program before a deadline set by the OSU Extension Representative
- Must sign the Code of Conduct, Conditions of Volunteer Service, Volunteer Assumption of Risk, and Position Description.
- Additional forms may be required.

Fees: There is an instructional classroom fee and a CGMGA membership fee.

Recognition: Master Gardeners who meet the above criteria will receive a Certificate of Completion in the fall at the recognition celebration.

Recertifying Master Gardener

Qualifications: The following criteria are required with the minimum number of hours to be determined on a yearly basis:

- Complete a minimum number of hours of approved training (10 in 2020; 10 in 2021)
- Pass a written recertification exam
- Complete a minimum number of volunteer service hours (12 must be plant clinics) (24 in 2020; 20 in 2021)

Process: The following process shall be followed:

- Must fill out and return the returning Master Gardener application so he/she remains current on the membership list.
- Must apply for recertification prior to the start of MG classes in January
- Must sign the Volunteer Assumption of Risk and Conditions of Volunteer Service.
- May sign the optional form Race/Ethnicity Information for Civil Rights Compliance.
- Additional forms may be required.

Fees: There are instructional classroom, CGMGA, and OMGA membership fees.

Recognition: Master Gardeners who meet the above criteria will receive a Certificate of Recertification in the fall at the recognition celebration.

Associate Master Gardener

Goal of Associate Member Status: The goal of this membership status is to allow prior Master Gardeners to continue membership in the organization during a time when he/she may not be able to participate fully in clinics and other activities. It can also apply to MGs who have been certified as a MG in other chapters or states and have moved into the CGMGA area.

Qualifications: One of the following criteria must be met:

- Has previously been a certified Master Gardener in good standing within CGMGA or another MG chapter in Oregon
- Has previously been a certified Master Gardener in good standing in another state

Process: The Master Gardener:

- May become an Associate member at any time of the year by filling out the application form.
- Must sign the Volunteer Assumption of Risk and Conditions of Volunteer Service.
- May sign the optional form Race/Ethnicity Information for Civil Rights Compliance.
- Additional forms may be required
- May participate in all CGMGA events such as projects, fund raisers, socials, work parties, etc.
- May vote within the association
- Will not be required to take recertification classes
- Will not be required to participate in volunteer hours

Fees: There are instructional classroom, CGMGA, and OMGA membership fees.

MG Program: An Associate member may not give gardening advice or recommendations as a Master Gardener

Lifetime Master Gardener

Qualifications: The following criteria are required:

- Completion of ten years of active participation (years do not need to be consecutive)
- Active participation is defined as the completion of a minimum of hours of approved training (10 in 2020; 10 in 2021) and a minimum number of hours of volunteer time in approved projects (24 in 2020; 20 in 2021) (12 must be in plant clinics).

Process: The following process shall be followed:

- Lifetime Master Gardeners will be requested to fill out and return the returning Master Gardener application so he/she remains current on the membership list.
- If the above is not completed, the CGMGA Treasurer or other designated person will contact the MG to ask if he/she desires to maintain membership.
- Lifetime Master Gardeners shall be on the mailing list for the newsletters and invitations to participate in CGMGA activities.
- If a Lifetime Master Gardener wishes to remain active and volunteer for plant clinics, he/she must complete the same required hours of training and volunteer hours (12 must be in plant clinics) as a recertifying Master Gardener. (See above)
- Must sign the Conditions of Volunteer Service and Volunteer Assumption of Risk forms if wanting to be recertified

- May sign the optional form Race/Ethnicity Information for Civil Rights Compliance.
- Additional forms may be required.

Fees:

- There is no class fee for training and no dues for membership in CGMGA and OMGA.
- Central Gorge Master Gardener Association will pay the dues.
- The OSU Master Gardener program in Hood River will waive the training fee.

Recognition:

- Lifetime Master Gardeners that recertify and remain active will receive a Certificate of Completion or Certificate of Recertification in the fall at the recognition celebration.

Honorary Master Gardener

- Honorary members automatically include the Oregon State University Extension Staff engaged in the Master Gardener program.
- Honorary members are exempt from payment of dues and may not vote or hold office.
- Extension Staff eligible for honorary membership who have completed the Master Gardener training and who otherwise qualify for active membership, may elect to pay dues and participate as an active member.

Mini College Scholarship Policy **Approved 14 Jan 2009 / Revised 12 Mar 2019; 10 Mar 2021**

Purpose: The purpose of this policy is to clarify the Association's procedure for scholarship application and nominations for attendance at OSU's Master Gardener Mini College.

Goal of Selection: The goal of this policy is to encourage as many CGMGA members as possible to attend Mini College activities by financially assisting those who have an interest in attending.

Qualifications of Recipient: The following criteria are required:

- Attends required training for certification/recertification
- Exceeds the minimum number of volunteer payback hours*
- Works required hours in plant clinics at the Extension office, Saturday markets, or other approved locations*
- Participates in CGMGA activities

**If application is made during the first year of a Master Gardener's training, his/her volunteer hours at the time of application will be considered.*

The following process shall be followed:

- Applications/nominations from the general membership shall be solicited via the Association's monthly newsletter sent to all members during the three months prior to the conference. An applicant may apply himself/herself.
- The submission date for the application/nomination shall be set at one week prior to the regularly scheduled executive committee meeting occurring at least one month prior to the conference.

- A review of applications shall be completed at least two weeks prior to the conference.
- All MG's provided financial assistance shall be notified in a timely manner by the Scholarship Committee Chair as soon as applications are reviewed, in order to allow time for registration and planning.

Financial Support: The Association shall set a budgeted amount yearly that may be used for scholarships. Either total payment of fees shall be covered and/or partial payment divided between the applicants.

Selection Committee: The committee shall consist of the OSU Extension Representative (non-voting), the OMGA Representative and/or Alternate and one other MG from the general membership. It shall be chaired by the OMGA Representative or OMGA Alternate.

Central Gorge Master Gardener Association Application for Mini College Scholarship

Name: _____

Address: _____

Telephone: (h) _____ (c) _____

E-mail: _____

Date of Application: _____

Member of CGMGA since: _____

If a first year Master Gardener, number of volunteer hours at this time: _____

Amount of Funds Requested:

Full Funding: ___ Partial Funding: ___ Specific Amount: _____

Note: Funding amounts shall be determined by the selection committee and remain confidential.

Briefly explain why you would like to attend Mini College: