

**Benton County Master Gardener Association
Board Meeting
January 6, 2014**

In Attendance: Kathy Clark, Barb Fick, Bill Glassmire, Susan Hoffman, Janet Magedanz, Steve Naberhuis, Pami Opfer, Sandy Piper, Judy Shaw (arrived late), Ellen Tappon, Jana Tindall, Lynn Trimpe, Debbie Wray, Pat Wray (guest)

Location: Benton County Extension Office Conference Room

The meeting was called to order at 1:00 p.m. by President Janet Magedanz.

Board Self-introductions: At President Janet's invitation, each person presented his/her name, years as a Master Gardener, and other brief comments.

Mission Moment: Thanks were expressed to Bill Glassmire for his wonderful work on labels; to Kathy Clark and Susan Hoffman for their facilitation of the greens party, noting the wide variety of greens brought in; and to Debbie Wray for making nametags for the board meetings. Judy Shaw reminded the board members that Gearing Up for Gardening begins at the Corvallis Benton County Library the next day, January 7th.

Gardening Moment: Each meeting will begin with a member of the board briefly sharing something of his/her choice relating to our love of gardening. Janet started by bringing two of her favorite books, Bulb by Anna Pavord and Back in the Garden with Dulcy by Dulcy Mahar and Ted Mahar, plus she brought a Rex begonia for a board member to take home. Several people were enthusiastic for it, so it was chosen by lottery number at the end of the meeting. Jana Tindall volunteered for the Gardening Moment for the February meeting.

Adoption of Minutes: Steve noted that the 2014 expense budget included two significant line items: contingency, intended primarily for committee spending overruns, and a capital improvement fund intended for Benton County Master Gardener Association multi-year accumulation of money for major projects. Amendment was moved and passed. Minutes were adopted as amended. Steve provided a copy of the budget to be recorded with the minutes.

Committee Reports: Pat Wray reported on the plant problem scenarios. It has been very successful and includes these highlights:

- Initially started when master gardeners realized that Master Gardener Training included no opportunity for trainees to actually experience dealing with clients.
- Pat Wray headed the Plant Problem Scenarios Committee that assembled in notebooks 15 possible contact scenarios that included guidance and photos for the trainees. These training notebooks have now been expanded to include 50 scenarios.
- Pat accepted on behalf of the committee the OMGA Search for Excellence Award in the category of Innovation for their work in developing this program.

- They started with no budget but have needed to cover copying costs which have been over \$200. They currently have \$200 in the budget plus \$300 that accompanied the Search for Excellence Award.
- The presentation time for trainees has also increased and been well received. Several of the 2013 class volunteered to participate as scenario presenters for this year's class. Jana Tindall, as a recent graduate, underlined how much trainees appreciate this program.
- Pami Opfer reported that the Extension Office has received good feedback from other counties, some of whom are requesting copies for their own use.

Officer Reports:

Financial Review: Janet Magedanz brought to the board's attention that the budget review should begin soon. Steve Naberhuis pointed out that the final bank statement doesn't come until late February; thus the report can be submitted in March.

Board Retreat and Lunch: Janet Magedanz in is communication with Tasha Harmon regarding the possibility of a board retreat following the regular board meeting in February. The two activities will constitute a full day for board members. The suggested focus is on marketing and on dealing with the Benton County changes in the Department of Horticulture staff. Janet will stay in communication with board members regarding refining the questions for the focus of the retreat. She also suggested, given dietary restrictions and taste preferences, that board members bring their own lunch for the day. Her idea was accepted, thus there will be no catered lunch for the retreat.

Newsletter Editor and Speakers Bureau: Jennifer Klammer has indicated that she does not want to continue as Newsletter Editor. Pami Opfer suggested that perhaps the Newsletter Editor and responsibilities to the Speakers Bureau could be combined. Paula Lupcho, Debbie and/or Don Lauer, and Lisa Gonzales were suggested as possibilities. Janet Magedanz will contact these people to determine if they are interested.

Munchies for Board Meeting: Janet Magedanz asked the board members if they want to continue having "munchies" at board meetings. The overwhelming consensus was "no" with the request that we do have beverages. Sandy Piper agreed to set up before each board meeting the beverages that the Master Gardener Association maintains.

Nonprofit Board Training: Bill Glassmire, Jana Tindall, Ellen Tappon, Becki Goslow, and Janet Magedanz will attend this all-day conference at Oregon State University on January 18th. Bill Glassmire suggested that board members email the president with questions they might have for the attendees to take to the conference, perhaps emphasizing marketing. This group will report to the board in either February or March.

Policy Review Process: Janet Magedanz will ask Valery Hervey, Vi Campbell, and Kathi Tucker to review the reference collection, and Paula Lupcho to review the board job descriptions (Appendix A of Policies and Procedures). The board recognized that the review process is new and needs to include such questions as: Should it be comprehensive? What obvious responsibilities are not included? What's included that we don't do?

Treasurer: Steve Naberhuis reported that he sent for tax purposes a list of donations to donors before the end of December. He included both plant and non-plant donations but did not include a financial value. He also has detailed letters from four groups to which the Benton County Master Gardeners donate. He then presented in detail the 2014 budget. Janet Magedanz requested that he investigate the cost of insurance for Insights into Gardening, e.g., what would our liabilities to OSU/LaSells Stewart Center be if the program is cancelled because of weather.

Extension Report: Barb Fick noted that with the cancelation of Corvallis' annual DaVinci Days, Master Gardeners no longer have as many clinic tables to cover. They are now being asked to be responsible for increased desk coverage in the Extension Office. Another change is on-line desk sign-up; however, more volunteers need to use it. To date only one person has done so. With both Barb Fick and Pami Opfer being gone from the office, the new Regional Director has requested that Master Gardeners also assume increased responsibility at the Master Gardener desk. Board members expressed concern that without staff members on hand, volunteers will not have the resources to answer questions that come in from the public. Barb suggested that the Master Gardeners establish a more definite schedule with predictable hours at the desk with a goal of responding to clients within two days.

Last week Barb turned in to OSU her annual Master Gardener report. It included her responses to pre-determined questions (she will send to the board a copy of their survey so board members can see the questions), data regarding committee contact hours (e.g., Insights into Gardening and vendors, the plant sale). She also submitted a Report of Accomplishments.

Pami Opfer said there are 32 new Master Gardener trainees this year. Although the number is a little less than expected, the trainees are very enthusiastic. Janet Magedanz encouraged the board members to contact the trainees because it develops relationships and generates long-term interest in the organization. Trainees attend a Committee Fair to become familiar with Master Gardener Association committees and to identify one or more that interest them. Board members offered several suggestions to improve the effect of the CommitteeFair:

- The various Master Gardener committees take turns coming to training sessions.
- Kathy Clark: Some of the trainees' pay-back hours, e.g., three, could be structured to include signing up for committee work.
- Barb Fick: Introduce the Spring Garden Festival the first day of training and follow-up later with the list of committees.
- Ellen Tappan: Perhaps connect Spring Garden Festival projects with related committees.

Pami Opfer told the board members that the interview schedule for the new horticulture position will be distributed.

Other Announcements

Pami Opfer told the board members that the interview schedule for the new horticulture position will be announced.

Ellen Tappon: She will be meeting with Eric Beasley regarding the Linus Pauling Middle School garden/green house to evaluate the possible role the Linus Pauling Institute can play with that garden.

Judy Shaw: One of Barb Fick's outreach activities is to present a program on pruning at the Evening Garden Club's January meeting.

The meeting was adjourned at 2:55 p.m.