

**Benton County Master Gardener Association**  
**Board Meeting**  
**March 3, 2014**

**In Attendance:** Kathy Clark, Gill Glassmire, Paula Lupcho, Janet Magedanz, Steve Naberhuis, Pami Opfer, Sandy Piper, Sheila Schweizer, Jim Searcy (guest), Judy Shaw, Ellen Tappon, Jana Tindall, Lynn Trimpe, Barbara Vollmer (guest), Debbie Wray

**Location:** Benton County Offices—Sunset Meeting Room

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

It was moved, seconded, and passed to have an executive meeting for board members only immediately following the regular board meeting.

**Mission Moment:** Judy Shaw praised Gearing Up for Gardening on March 22<sup>nd</sup> for its success. The “Slug Lady” had the “best session ever,” presented with both humor and information.

**Gardening Moment:** Kathy Clark showed board members her “butterfly puddle” which she had made to attract butterflies into her yard. Although moist, it is not literally a puddle. It consists of a shallow ceramic container, sand, and mineral salts, and she keeps it in a relatively sunny location in her yard. Board members were intrigued, asking details regarding how she takes care of it and where they could obtain mineral salts to make one. Judy Shaw will bring something for the April Gardening Moment.

**Adoption of Minutes:** Steve Naberhuis clarified that bank statements come half-way through the each month which is after each month’s board meeting and thus impacts the timing of the data in the Treasure’s Reports. February minutes were adopted as amended.

**Financial Review:** Jim Searcy and Barb Vollmer, retired Certified Public Accountants, brought to the board the results of their Financial Review. They commended the degree of detail and accuracy reflected in Steve Naberhuis’ meticulous financial record-keeping. Barb had examined every page in the voluminous notebook of annual financial records. She found only three reimbursements that exceeded 90 days past the date of purchase which she considered minor. It is not their intention to penalize Master Gardener volunteers who have various reasons for submitting requests. They suggested that the board should develop a protocol for an annual review of the financial records and that a non-accountant should be involved in developing the protocol.

**Search for Excellence Award:**

- Kathy Clark raised the possibility of submitting the Plant Problem Scenarios in an international competition. The board consensus was an enthusiastic “yes.” Kathy will investigate the details of the application and move forward with it. Several board members suggested that the application should show that this successful program is continuous: new trainees have volunteered to participate in presenting the scenarios, and other counties have inquired about using it in their training Master Gardener programs.
- After discussing several possible programs to nominate for the Search for Excellence Award this year, the board decided the nominations would better meet qualifications and thus be stronger in future years.

**Newsletter Editor:** Paula Lupcho announced that April 14 is the deadline for the next edition of the Extension Express, the printed and mailed newsletter. She will email the various committee chairmen so they can submit information to her in time for the May/June edition which will also include Barb Fick's final article.

**Officer Reports:**

- Sheila Schweizer reminded the board members about the three awards to be voted on in April and asked for suggestions to consider (details of suggestions intentionally omitted from the minutes):
  - Oregon State Master Gardener of the Year
  - Benton County Master Gardener of the Year
  - Benton County Behind-the-Scenes Recognition
- Pami Opfer said that Master Gardener membership cards will be distributed via the Extension Office where members can pick them up.
- Sheila Schweizer and Debbie Wray will call previous members who have not yet paid for the current year.

**Oregon Master Gardener Report:** Janet Magedanz commended Ellen Tappan on the timeliness and details of her minutes from the March 1<sup>st</sup> OMGA meeting (see attached). Ellen highlighted:

- That this year there will be a leadership forum before each state board meeting. The theme before the June meeting will be "Conflict Resolution and Building Listening and Communication Skills."
- That Mini College is making changes this summer in the hopes of drawing a larger registration: it will be held on a weekend; it will include more classes, and it will include hands-on workshops.
- Mini College will eliminate door prizes and instead emphasize great items for the silent auction. A chair for the silent auction needs to be identified for next year.
- That the Master Gardener Program has recently adopted national standards under Gail Langelotto's leadership. Master Gardener chapters are encouraged to review and adopt the new standards: 40 hours of service during the first year and 10 hours of continuing education and 20 hours of service during subsequent years.
- That state-wide Master Gardener membership is down which concerns many counties.

**Ad-Hoc Committee To Review Standing Committees/Projects:** Janet Magedanz noted that the number of standing committees and/or projects is an issue that emerged at the board retreat. There are currently 27. Questions to consider include: Are there too many? Should any be merged? Are they functional? How can they be made more workable? Judy Shaw suggested that roving ambassadors could serve on several committees and function as liaisons between the committees and the board. Janet asked for volunteers to serve on an ad-hoc committee to examine this concern. Judy Shaw and Paula Lupcho volunteered. Board members also suggested Kathi Tucker and Pat Wray. Janet will contact them.

**Trainee Scholarship To Honor Barb Fick:** The board considered various actions to honor Barb Fick:

- Paula Lupcho will ask her if she would like an open house in her honor.
- The board moved, seconded, and passed a motion to establish a Master Gardener annual scholarship to be named after Barb and granted to a trainee. This scholarship will last for five years after which it can be reviewed and perhaps extended. The criteria, publicity, application, and selection process will be developed at a later date.
- Judy Shaw suggested that Master Gardeners plant a tree on Arbor Day. Janet Magedanz will talk to Kathi Tucker about planting one in the Central Park garden after which she will report to the board.

**Ad-Hoc Committee to Recommend How To Institute a Public Relations Program:** Bill Glassmire will follow up with work done at the retreat on this concern.

**Treasure's Report:** It was moved, seconded, and passed to accept the Treasure's Report as presented.

**Policy Review Process:** Prior to the board meeting, the Ad-Hoc Appendix Review Committee of Paula Lupcho, Mary Mellard, and Jana Tindall had emailed board members its report with suggested job description changes. Each description was printed with color-coded fonts:

- Black font—unchanged from the previous job description
- Red font—changes that the committee recommends adopting
- Blue font—changes suggested by board members who have served in the specified position and which should be deliberated before adoption
- Green font—changes suggested by people who have not served in the specified position and which should be deliberated before adoption

The board discussed each job description separately. The following list details the board's motions for each color in each job description. Paula Lupcho, who has the descriptions on her computer, took notes regarding the board's amended changes and will incorporate them into the final versions. A copy of the report with its color-coded suggestions will be included with these minutes for the record. At the end of the process, Sandy Piper will proofread the total set of job descriptions for grammatical consistency and parallelism. At that time, another copy of the finished job descriptions will be included with the appropriate minutes.

- President:
  - Red: Approved as presented
  - Blue: Approved as presented
  - Green: Approved as amended
- President Elect
  - Black: Approved as amended
  - Red: Approved as presented
  - Blue: Approved as amended
  - (No green)
- Past President
  - Black: Approved as presented
  - Red: Approved as presented
  - Blue: Approved as amended
  - (No green)
- Vice President
  - Black: Approved as amended
  - Red: Approved as presented
  - (No blue or green)
- Treasurer
  - Red: Approved as presented
  - (No blue or green)
- Secretary
  - Red: Approved as presented
  - (No blue or green)
- Membership Secretary
  - Black: Approved as amended
  - Red: Approved as presented
  - Blue: Approved as amended

- (No green)
- BCMGA Representative (and Alternate) to the Oregon Master Gardener Association
  - Red: Approved as presented
  - Blue: Approved as presented
  - Green: Approved as amended
- Member at Large
  - Red: Approved as amended
  - (No blue or green)
- Newsletter Editor
  - Red: Approved as amended
  - Green: Approved as amended
  - (No blue)
- Home Horticulture Agent: Refinement and adoption of this new job description was postponed.

The regular board meeting was adjourned at 3:15 p.m.

Janet Magedanz convened an executive board meeting for board members only. No motions were passed at this meeting.