**Benton County Master Gardener Association**

**Board Meeting**

**April 4, 2016**

**In Attendance:**  Christina Clark, Kathy Clark, Sally Elliott, Steve Jacobs, Judith Kenner, Deb Kern, Jennifer Klammer, Paula Lupcho, Pami Opfer, Sandy Piper, Sheila Schweizer, Rich Taylor, Dee Wallace, and Peggy Worthington.

**Location:** Benton County Extension Offices

President Jennifer Klammer called the meeting to order at 9:01 a.m.

**Mission Moment:** Christina Clark shared the progress with the Neighborhood Planters’ Kiosk Project. Two prototypes are ready to be installed. The committee is looking for volunteers to help finish constructing and to paint additional kiosks. There is now an email for interested gardeners to use (npkposts@gmail.com) and a blog at NPKpost.blogspot.com. Participating organizations are Oregon State University Master Gardeners, Civic Beautification and Urban Forestry, Evening Garden Club of Corvallis, and Corvallis Sustainability Coalition Food Action Team.

**Gardening Moment:** There were no gardening moments shared this month.

**Adoption of Minutes: It was moved, seconded, and passed to adopt the March 7, 2016 minutes as amended.**

**2016 Board Visibility Goals Updates**

* **Demo Garden Workshops.** Steve Jacobs attended the February 24th Demo Garden meeting and reported to the board that the Demo Garden Committee is enthusiastic and has several new volunteers. Regarding workshops, members are concerned about the additional workload and whether or not enough people will attend to make the workshops worth the effort. The first workshop will be in about a month. As the workshops progress, the committee will evaluate, hoping to learn as they go forward. Jana Tindall is organizing publicity. Paula Lupcho suggested that announcements in the Gazette-Times FYI column could also encourage visitors.
* **Signage.** Judith Kenner will confirm with Douglas County that they are willing to share their designs and details regarding signs they have made and that they will be in a format that we can use.
* **Policy Review Schedule.** Jennifer Klammer reminded that board that policy reviews are coming. They will be assigned this coming summer. See attachment regarding who is responsible for which documents and/or policy.

**Treasurer’s Report**

* Paula Lupcho summarized the monthly financial reports (see attachments) that she had distributed electronically before the meeting. First quarter expenses were heavy for some committees, but they are not expected to continue spending at the same level.
* Paula shared a comparison of multi-year revenue history for both Gearing Up for Gardening and the annual plant sale. See attachment.
* Paula also pointed out that there has been no BCMGA policy regarding fundraising. She proposed changing the Financial Policy and Procedures to include a guideline for fundraising (See attachment). **It was moved, seconded, and passed to approve the additions to the Financial Policy and Procedures as presented by Paula. After 120 days, expenditures will be considered donations to the association. The treasurer has no discretion in this matter.**
* The Financial Policy and Procedures states that reimbursements should be made within 90 days of the expenditure. There have been several cases where reimbursement requests have exceeded 90 days, and Paula has exercised her discretion in allowing them. Jim Searcy’s audit report mentioned this break from official policy. After considering several options and emphasizing the importance of following the policy, **it was moved, seconded, and passed to extend the deadline for reimbursement to 120 days.** Paula will email the chairs of all committees about this change so that they can inform their members about the extended deadline and communicate its importance. Pami Opfer will also periodically include a reminder in the weekly newsletter.

**Upcoming BCMGA Meetings.** Peggy Worthington announced the following programs for the BCMGA meetings:

* April 18—Andrew Millison, Permaculture and Related Topics
* May 16—Lyle Wallace, Green Beans and Tomatoes with an emphasis on tomatoes with flavor

**Membership**

* Paula Lupcho distributed a summary of current membership. (See attachment)
* Sheila Schweizer asked board members if they would like to nominate Master Gardeners for the annual awards.
	+ **It was moved, seconded, and passed to nominate Lynne Trimpe as the Oregon State Master Gardener of the Year.** Sheila will ask Mary Mellard to write the nomination, and Jennifer Klammer will notify Lynne.
	+ **It was moved, seconded, and passed to award both Christina Clark and Sophie Grow the Benton County Behind the Scenes Award.** Jennifer will notify Sophie.
	+ **It was moved, seconded, and passed to award Kathy Clark the Benton County Master Gardener of the Year.**

**Oregon Master Gardener Association Report.** Rich Taylor represented the BCMGA at the Oregon Master Gardener Association meeting and reported that the OMGA is requesting input from the county associations regarding the 2017 budget shortfall. Recommendations are to be made by May 15th. An ad hoc committee of Jennifer Klammer, Lynne Trimpe, Paula Lupcho, Judith Kenner, Rich Taylor, and anyone else interested will meet to formalize recommendations. See attachment for the details of Rich’s report.

**Committee Updates**

* **Gearing Up for Gardening.** Dee Wallace relayed that, even though the 2016 series was outstanding both in content and attendance, Janet Magedanz, chair of the GUFG Committee, is open to ways to improve the 2017 series. The theme will be fruits.
* **Scholarship.** Sandy Piper reported that brochure and application papers for the Marie Madison Horticulture Scholarship have been updated and distributed. She has emailed and talked on the phone to the advisors at Oregon State University and Linn-Benton Community College, detailing the changes in the hopes of attracting applicants. Paula Lupcho announced that there are enough funds to award two $1,000 scholarships this year.
* **Plant Sale.** Kathy Clark reminded board members that the last scheduled Dig and Divide is Tuesday, April 5th. There will be about 7,000 plants plus about 3,000 vegetables in the greenhouse for a total of about 10,000 plants this year. Susan Hoffman is organizing the volunteers.

**Extension Report,** Pami Opfer

* Brooke Edmunds is working on the Citizen Science Project.
* Seed to Supper is nearing an end for this year.
* The Benton County Commissioners relayed how much they appreciate the Extension classes offered to the public. In the wake of the cancelled county Extension funding initiative, the commissioners will continue to look for ways to support the general Extension budget.
* Brooke and Pami are working on ways to resolve the problem of trainees who don’t finish their volunteer hours.

The meeting was adjourned at 10:52 a.m.

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Sandy Piper

Secretary