**Benton County Master Gardener Association**

**Board Meeting**

**August 31, 2015 for the September meeting which falls on Labor Day**

**In Attendance:**  Hank Beutell, Kathy Clark, Brooke Edmunds, Susan Hoffman, Jennifer Klammer, Paula Lupcho, Janet Magedanz, Sandy Piper, Jana Tindall, Connie Treloar, and Debbie Wray

**Location:** Benton County Extension Offices

President Kathy Clark called the meeting to order at 1:00 p.m.

**Mission Moment:** Jana Tindall and Susan Hoffman spent time representing Master Gardeners at the Oregon State Fair. Each said it was a positive experience and talked to several people who were interested in becoming Master Gardeners.

**Gardening Moment:** Pat and Debbie Wray are opening their garden for people to view and photograph their dahlias on September 18th. They have a large collection and would love to share the beauty. They will announce details in the weekly newsletter.

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

**Nomination Committee:** Jennifer Klammer reported that the committee is working on nominations for board members for 2016 with the goal of having a complete slate to announce at the October board meeting.

**Fall Picnic Update:** Jana Tindall reported that final plans for the September 21st fall picnic are being made. The floral courtyard at the Benton County Fairgrounds has been reserved. Activities will begin at 4:30 p.m., food served at 5:30. Guests and children are welcome. Attendees bring their own table service. Details will be published in the weekly newsletter.

**Special Allocations Application:**

* Paula Lupcho distributed suggested changes to the “Policy and Procedures for Determining Special Allocations (SA)” from March 2011. **It was moved, seconded, and passed to approve the changes to the “Policy and Procedures for Determining Special Allocations (SA)”** which more clearly specify the criteria for submitting an application, the priorities for consideration, and committee responsibilities. Kathy Clark will record the changes on the document and email the revised document to board members. (Copy attached)
* Paula also suggested several corrections to the “BCMGA Special Allocations Request Form, Internal Project (BCMGA activity).” **It was moved, seconded, and passed to accept the amendments to the “BCMGA Special Allocations Request Form, Internal Project (BCMGA activity).”** Kathy will email this revised document to board members. (Copy attached)
* The board discussed changes to the “BCMGA Special Allocations Request Form, External Project or Contribution (non-BCMGA activity) and voted to accept the revised form as amended. The revised form requires verification of 501(c)(3) status, indicates whether the request is for a contribution or project, and is more specific in requiring budget details. Kathy will also email this revised document to board members. (Copy attached)

**Associate Member Standards:** Sheila Schweizer, Debbie Wray, and Paula Lupcho met to review the Associate Member Application. They distributed copies of their suggestions which simplify the signature requirement on the application and require a signature on a Code of Conduct Form.

* **It was moved, seconded, and passed to accept the Benton County Master Gardener Association Associate Membership Application and the Benton County Master Gardener Associate Member Code of Conduct forms as amended.** (Copies attached)
* The forms will be available in the Appendices to the BCMGA Policies and Procedures Handbook.
* The Membership Secretary will keep completed ones.
* Additional comments from the board included:
	+ It’s important that all committee members know about the possibility of becoming an Associate Member and the process to do so.
	+ It would be good to have information about Associate Member possibilities available at the Saturday Market.
	+ Other places to promote it include the Extension Express, Gearing Up for Gardening, and Insights into Gardening.
	+ Do we want to have some kind of badge for Associate Members that would indicate their involvement with Master Gardeners but not be like the Master Gardener orange ones?

**Hypertufa Workshop:** There were eight attendees at Janet Magedanz’s workshop. Janet reported that all went well, attendees had a good time, and everyone completed a hypertufa to take home.

**Proposed Service District Update:** Brooke Edmunds reported that some Oregon counties have already adopted a service district model for Extension funding and that there is a movement to include it in the May ballot for Benton County, although it is not a certainty yet. There is a need for public awareness of the total impact of such a move. Janet Magedanz suggested that Good Word letters to the Gazette-Times could help.

**Mini-College**

* **Reimbursement Policy:** Paula Lupcho distributed copies of the Benton County Master Gardener Association’s Mini-College reimbursement policy and suggested changes that would:
* Clearly detail reimbursable items,
* Reflect the cost of attending the banquet where awards are now distributed,
* Allow reimbursement for either one or two days of attendance.

The purpose of the reimbursement is to encourage participation by covering most but not all of the cost of attending Mini-College. **It was moved, seconded, and passed to accept the amended Mini-College reimbursement policy.** Kathy Clark will record the changes in the policy and email it to board members. (Copy attached)

* Jennifer Klammer shared that this was her first experience in attending Mini-College, and, for her, the best part was to hear about the activities in other counties which, in turn, stimulated her ideas for Benton County.
* Debbie Wray reported that the presentation about plant problem scenarios was well received.

**Treasurer’s Report:** Paula Lupcho distributed the treasurer’s monthly summaries, commenting that there was little activity. Mini-College reimbursements are still coming in.

**Oregon Master Gardener Report:** Ellen Tappon attended the OMGA meeting and submitted a report (Copy attached). Jana Tindall highlighted that there is no president-elect and most by-law changes were voted down.

**Extension Report:**

* Brooke Edmunds reported that the Farmer’s Market would like to promote master gardening and to see a greater Master Gardener presence, e.g., develop themes or provide gardening tips. She welcomes ideas towards this request. Kathy Clark suggested information boards such as those used at the Spring Festival, drawing on plant problem scenarios, or perhaps presenting information about pests with the title “Anything Bugging You?” Jennifer Klammer suggested that if topics are utilized they should be named before a volunteer sign-up schedule is distributed and publicized for attendees at the market.
* Brooke also asked for ideas for the Demonstration Garden to improve interaction with the public. The goal is to increase visitors to the garden to about three times what it has been, even if that is for only one month. Suggestions were:
	+ Guided tours
	+ More publicity—social media was suggested. Rosiland Hutton needs help with publicity.
	+ Mini-classes conducted at the Demo Garden

**Good of the Association:** Jana Tindall is filling in for Drea Zigler who is dealing with a medical issue.

The meeting was adjourned at 2:45 p.m.

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Sandy Piper

Secretary