

**Benton County Master Gardener Association
Board Meeting
May 7, 2018**

In Attendance: Meleah Ashford, Marge Alig, Rosalind Hutton, Steve Jacobs, Judith Kenner, Deborah Kern, David Mandel, Bob Smythe, Kathi Tucker, Carol Walsh, Debbie Wray; Extension rep: Brooke Edmunds (A quorum was present.)

Location: Benton County Extension Office

Steve Jacobs called the meeting to order at 9:02 am

Gardening Moment: Deb Kern shared a picture of a pear scion that she successfully grafted onto her pear tree. Steve shared a picture of a yellow faced bumble bee, and black tailed bumble bee currently active in his garden.

- **Adoption of Minutes:** It was moved by Kathi Tucker, seconded and unanimously passed to approved the April 2 minutes as amended.

Officer Reports:

President: Steve Jacobs:

- Policy Revisions
 - Benton County Policies and Procedures section 5.2. Awards and Recognition: It was noted the behind the scenes award is not mentioned in our Policies and Procedures document. Meleah will work on a revision.
- G2 (aka mini college) Raffle and Silent auction: OMGA is requesting that each regional association contribute 10 or more items with a minimum value of \$25. Debbie Wray has the lead: (Due end of June.)
- Paper copy publications storage in extension office: A discussion was held regarding the paper copy circulars kept in the extension office and whether they should be retained. While most documents are on line, some of the circulars have been archived without being updated. In those cases, we have relied on the paper copies to provide clients with information. (An example is the publication on managing moss in lawns). Volunteers offered to inventory the paper publications and scan those we want to keep. Brooke Edmunds requested we work through her to resolve issues with any publication that we feel we need that have been discontinued.
- pH testing at help desk. Discussion questioned the need for pH testing through the help desk. Also concerns about current pH meter's accuracy. Suggestion to restrict use of pH reader to people specially trained. Kathi Tucker will research and replace the current pH meter.
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- Date change for July board meeting. July board meeting will be conducted July 9 (9:00am-11:00am).

Vice President - Programs: Sophie Grow: (unable to attend).
Association Meeting Programs:

21 May: Mykl Nelson: Gardens are not farms: an examination of urban garden soils in two Willamette Valley cities. Rosalind will fill in for Sophie at the membership meeting.

Membership Secretary: Meleah Ashford:

- MG Awards Nominations: The board reviewed a list of nominations and selected: Janet
 - MG of the Year: Janet Magedanz
 - Behind the scenes: Sally Elliott

Treasurer: Kathi Tucker:

- **Financial reports:** Reviewed financial reports for April.
- **Plant Sale preliminary report:** \$35,000 Gross (last year \$29,000) This year we had fewer unsold plants.
- **Proposed change to Policy 2,7,1:** Reimbursement/Payment of Claims. The proposed policy addresses a concern noted at the 2017 financial review regarding documentation of payments when an invoice is received.
 - **Judith Kenner moved that we approve the changes to policy 2,7,1 as amended. The motion was seconded and unanimously approved.**(attached)

Committee Liaison Updates:

- **Scholarship:** Judith Kenner: Applications are due June 15. The committee will review the following week.
- **Outreach:** Bob Smythe/Nancy Tovar: How do the new OSU policies requiring an approved logo on brochures and flyers apply to BCMGA? This issue was tabled until the June board meeting.
- **Greenhouse:** David Mandel: They will be meeting with the owner of the green house on highway 20 to discuss memorandum of agreement.

Get out doors day, June 2: Kathi Tucker Two Master Gardeners have agreed to lead on the day of the event. New trainees will be recruited to staff the table.

Extension Report: Brooke Edmunds:

- The program assistant position has been offered and accepted. The name will be announced the end of the month.
- We should have an update on guidelines for preventing invasive species (in plants and soil) in early summer.
- Weekly e-mails: There will now be two e-mail categories, a public e-mail and an internal email. Master Gardeners will automatically be included on both e-mails.
- Statewide extension new website will be launched May 29.

Good of the Association: (no comments)

Meeting Adjourned at 11:07 am



Deborah Kern, Secretary

BCMGA EXPENSE BUDGETS 2018	Budget	Expenses	Remaining
Budget Approved: Dec. 11, 2017	2018	Year to date	funds
Budget Summary ending 28-Feb-18			
INCOME: Fund Raisers / Dues			
Insights	8,550.00	7,433.25	1,116.75
Plant Sale	5,000.00	1,517.28	3,482.72
OMGA Dues	1,200.00	1,260.00	-60.00
Cash Box Change	1,900.00	400.00	1,500.00
Total	16,650.00	10,610.53	6,039.47
EXPENSES			
General / BOD / Committee			
Barb Fick Training Grant	130.00	0.00	130.00
BOD Training	700.00	130.00	570.00
Discretionary: Board	1,800.00	448.98	1,351.02
Discretionary: Extension	400.00	0.00	400.00
Discretionary: President	500.00	150.00	350.00
Hospitality	100.00	0.00	100.00
Insurance: Liability & Renters	525.00	0.00	525.00
Membership Retention / Awards	400.00	0.00	400.00
Growing Gardeners: OMGA Conference	1,200.00	0.00	1,200.00
OMGA Meetings	600.00	0.00	600.00
Outreach Committee	2,750.00	750.98	1,999.02
Printing	500.00	0.00	500.00
Scholarship Committee	388.00	0.00	388.00
Secretary Expenses	100.00	0.00	100.00
Treasurer's Supplies	150.00	0.00	150.00
Vice President: Meetings/Programs	450.00	131.90	318.10
Total	10,693.00	1,611.86	9,081.14
Educational Services			
Clinic Table (FM, DD, SC, FF)	365.00	39.99	325.01
Community Garden Action Team	1,000.00	193.91	806.09
Desk Committee	600.00	0.00	600.00
Gearing up for Gardening	400.00	7.50	392.50
Plant Problem Scenarios	175.00	93.72	81.28
Spring Garden Festival	150.00	0.00	150.00
Sustainability Coalition Liaison	50.00	0.00	50.00
Total	2,740.00	335.12	2,404.88
Gardens			
Central Park	400.00	0.00	400.00
Demo Garden	1,038.00	192.00	846.00
Fairgrounds Perennial Beds	650.00	40.00	610.00

Grace Center	350.00		350.00
Total	2,438.00	232.00	2,206.00
Youth Services			
4H Horticulture Awards--BC Fair	400.00	0.00	400.00
Adams' School Garden	300.00	0.00	300.00
One-Day Youth Events	200.00	0.00	200.00
Windowsill Gardening	150.00	0.00	150.00
Total	1,050.00	0.00	1,050.00
Total Budget w/o funds	33,571.00		20,781.49
BOD & Committee Expenses (Year to date)		12,789.51	
2018 Restricted Funds expenses		884.54	
Total Expenses		13,674.05	
Restricted Funds			
Marie Madison Scholarship	1,661.90	0.00	1,661.90
Capital (Greenhouse)	0.00	0.00	0.00
Capital (Tech Replacement)	1,000.00	0.00	1,000.00
CGAT: Rotary Grant	1,000.00	545.32	454.68
Scott Grant: Seed to Supper	100.00	0.00	100.00
Donation: Comm for BC Extension: Plant S	210.94	0.00	210.94
Tool Lending Library	1,000.00	339.22	660.78
Total	4,972.84	884.54	3,427.52

Checkbook 2018 April 1-30, 2018
month ending April 30, 2018

BCMGA Account-First Tech Federal Credit Union

Date	Check #	PAYEE or account	DEBIT	DEPOSIT	BALANCE
		Balance Forward			50,218.76
4/2/2018	1800 x	Deb Kern: PPS	50.80		50,167.96
		Bob Smythe: Outreach - PS Yard			
4/11/2018	1801 x	Signage	360.00		49,807.96
		Jennifer Klammer: PS - GH seeds, lights,			
4/12/2018	1802 x	trays	101.98		49,705.98
4/16/2018	1803 x	Ann Brodie:DG mulch	192.00		49,513.98
		Steve Jacobs: Pres. Discr. Pami			
4/16/2018	1804 x	Appreciation gift	100.00		49,413.98
4/16/2018	1805 x	U & D Nursery: PS GH soil	218.00		49,195.98
4/19/2018	1806 x	Benton County Fairgrounds: PS rental	580.00		48,615.98
4/20/2018	1807	Jennifer Klammer: Tool lending Lib.	124.85		48,491.13
4/24/2018		Deposit: Plant Sale purchases		376.00	48,867.13
4/27/2018	1808	Steve Jacobs: VP Programs speaker	54.95		48,812.18
4/27/2018	1809	OMGA: dues Becky Howell	7.00		48,805.18
4/30/2018		Deposit: Plant Sale purchases		16.00	48,821.18
4/30/2018		Dividend		2.25	48,823.43
			<u>1,789.58</u>	<u>394.25</u>	<u>48,823.43</u>

BCMGA Monthly Financial Summary
Month ending April 30, 2018

	2018	2018 Budget	Previous Month
	Year to Date		
Category	12/31/2017		12/31/2017
Beginning Cash Balance	45,291.80		45,291.80
Revenue (Year to date)			
Dues	398.00		398.00
Insights (2016)	15,980.47		15,980.47
Plant Sale	507.00		115.00
Cash Box Change	400.00		400.00
Sales / Refunds / Grants / Donations / Awards	127.50		127.50
Checking Account Interest	9.01		6.76
Total	17,421.98		17,027.73
Expenses (Year to date)			
Insights	7,433.25	8,550.00	7,300.27
Plant Sale	1,517.28	5,000.00	617.10
Cash Box Change: Fundraisers	400.00	1,900.00	400.00
OMGA dues	1,260.00	1,200.00	1,253.00
BOD / General / Committee	1,611.86	10,693.00	1,229.89
Education & Other Services	335.12	2,740.00	284.32
Gardens	232.00	2,438.00	25.00
Youth Services	0.00	1,050.00	0.00
MMH Scholarship	0.00	1,621.90	0.00
Restricted Funds, Pledges (w/o Capital Funds)	884.54	2,210.94	759.69
Allocations	0	0.00	0
Total	13,674.05	37,403.84	11,869.27
Income (Revenue less Expenses)	3,747.93		5,158.46
Bank Balance - end of current month	49,039.73		50,450.26
Less Cash in special funds			
Capital Fund	0.00	0.00	0.00
Capital Fund: Tech. Equip. Replacement	0.00	1,000.00	0.00
Marie Madison Scholarship Fund	0.00	1,621.47	0.00
Seed to Supper: Rotary Grant	545.32	1,000.00	545.32
Scott Grant: Seed to Supper	0.00	100.00	0.00
Plant Sale: Citizens for BC Ext Plant Sale	0.00	210.94	0.00
Tool Lending Library	339.22	1,000.00	214.37
Allocations	0.00	0.00	0.00
Total (Funds & Pledges)	884.54	4,932.41	759.69
Cash in checking acct. available to BCMGA	48,155.19		49,690.57
Separate Accounts Balances			
Savings Account	5.00	0.00	5.00
FIB CD Capital Fund	34250.00		34250.00
CD interest	0.00		0.00