

**Benton County Master Gardener Association
Board Meeting
August 6, 2018**

In Attendance: Meleah Ashford, Marge Alig Sophie Grow, Rosalind Hutton, Steve Jacobs, Judith Kenner, Deborah Kern, Paula Lupcho, David Mandel, Bob Smythe, Rich Taylor, Nancy Tovar, Kathi Tucker, Carol Walsh, Debbie Wray, Pat Wray: Extension Rep: Liz McGovern (A quorum was present.)

Location: Benton County Extension Office

Steve Jacobs called the meeting to order at 9:00 am.

Nominating committee: Steve announced that he will be forming a nominating committee for the 2019 board. Discussion followed about how to advertise open board positions, how to reach members and how to improved transparency in the nomination process. Suggestions included sending individual Evite and e-mails.

Gardening Moment:

- Rosalind shared pictures of gardens in Japan that her daughter took.
- Steve shared pictures of his bumper crop of weeds (Purslane and crab grass) and lamented about how hard they are to rid. It was noted that purslane is edible with possible medicinal purposes. A variety of purslane is being grown commercially.

- **Adoption of Minutes: It was moved by Kathi Tucker, seconded and unanimously passed to approved the August 6 minutes as amended.**

Officer Reports:

Vice President: Sophie Grow

- Review of July Tours: Twenty three members enjoyed the tour of Nancy Tovar's garden.
- Bloom River proved to be an interesting tour with good weather; Nine members attended.
- Update on Oregon Olive Mill tasting tour: There are two different tours, one costing \$25, the other \$45. Consensus to book the \$25 tour. Need to pick a date choosing between a Wed or Fri during the last two weeks of Sept.
- Plans underway for membership meeting and potluck at BC fairground on Monday 17 Sept 4pm to 6:30pm Announcement will be included in weekly newsletter plus Evite.

Membership Secretary: Meleah Ashford

- Chapter awards nomination form revision- Meleah presented an updated version of the Master Gardener of the Year nomination form and a new behind the scenes nomination form. (Previously there was no behind the scenes nomination form.)

- **Sophie Grow moved that we accept the revised Master Gardener of the year and the new behind the scenic nomination forms for inclusion in the Policy and Procedures document: The motion was seconded and unanimously passed.**

- Lifetime Member Awards: Several deserving people were considered for appointment as Lifetime Members. After discussion, two members were selected.
- **Nancy Tovar moved to select Christina Clark and Rosalind Hutton to receive the Lifetime Members award. The motion was seconded and unanimously passed.**
- Meleah will write guidelines for selecting lifetime members.

Treasurer: Kathi Tucker reviewed the July financials (attached)

OMGA Representative: Rich Taylor discussed the plans for hosting the next quarterly OMGA meeting:

- The meeting is scheduled for 14-15 Sept. with an estimated 30-40 Participants. It will be held at the Extension Office. We need to provide lunch for Sept 15 meeting plus coffee and small snacks for 14 & 15 Sept. Estimates for catering range from \$670 to \$786. OMGA has agreed to contribute \$750 for expenses.
- Paula volunteered to do coffee & tea on Friday and Saturday morning.
- Rich will select a caterer and will coordinate with Paula and Sandi.

Committee Liaison Updates:

Demo Garden: Rosalind Hudson discussed the role of the demo garden committee in support of public outreach and educational events. She noted that many of the committee members are interested in maintaining the demo garden and are uncomfortable with giving presentations or staffing clinic tables during fairground events. Given the current make up of the demo garden personnel the committee can't support more educational events. She suggested that someone other than the demo garden committee oversee educational events at the fairgrounds.

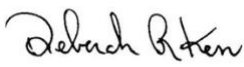
Publication: Carol Walsh has completed her review of our paper copy documents that are filed in the extension office. She has identified the status of each document and notated where it can be found. Kathi Tucker and Elisabeth Records will review.

Greenhouse: David Mandel:

- Short term looking at two options. 1.Greenhouse at Philomath High is similar size as current one. School is willing to do 3-5 year contract. 2."Veronica" property on Highway 20 has lots of space, but will involve more investment. Would need heater, lights, pay utilities. It has a restroom.
- Pat Wray is investigating list of foreclosed properties for potential purchasing options.

Extension Report: (attached)

Meeting Adjourned at 11:10 am

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Deborah Kern/ Secretary

OSU Extension Report for MGA Board Meetings

August 2018

Brooke and Elizabeth are at the National Master Gardeners Coordinators meeting in Madison, WI this week. <https://fyi.uwex.edu/emg2018/> We look forward to sharing new ideas to improve our programming!

1. Statewide MG Plant Sale Guidelines Task Force meeting set for 8/14

This group is led by Gail Langellotto (statewide MG Program coordinator) and includes Horticulture Faculty and Master Gardeners volunteers with guidance from the Oregon Department of Agriculture. To follow along on the progress: <http://blogs.oregonstate.edu/mgcoordinators/?tag=plant-sales> (All updates will also be included in the weekly email and shared at Association Board meetings.) Recommendations will be phased in over time as Master Gardeners work to incorporate updated best practices. Brooke is the contact for questions on this task force.

2. Getting ready for an outreach event that is co-sponsored by Extension?

It's the season for outreach tables, events and fairs! Let's make a splash for Master Gardeners by making our presence known with recognizable, consistent and professional outreach materials.

Help Extension staff to help you by using this checklist:

- Easy PowerPoint templates for publications are available from Elizabeth or other MG support staff. Use these to lay out any new handouts or publications to be shared at events sponsored by Extension. Example: flyers for an event.
 - Please double-check spelling, grammar and web links.
- **4+ weeks beforehand:**
 - Need a volunteer sign up? Send event info to Elizabeth.
 - Need events posted to Extension's website and/or Facebook? Send the who, what, when and where to Elizabeth.
 - If using the mobile plant clinic kit, please contact Farmers Market leads to arrange for pick up.

- **2 + weeks beforehand:**

- Share drafts of any new materials used for educating the public with Elizabeth for review and edits.
- Request any outreach materials needed from Extension. Example: Growing back issues, business cards, sandwich boards.

3. Extension Website update

We're still working on recreating and organizing our county Master Gardener webpages. If you can't find something, please contact Elizabeth for assistance.

Extension County MG pages

- <https://extension.oregonstate.edu/mg/benton>
- <https://extension.oregonstate.edu/mg/linn>
- [Board meeting notes and Association forms](#)
- <http://blogs.oregonstate.edu/bcmga/>
- <http://blogs.oregonstate.edu/linnmga/>

4. VRS Housekeeping

Thanks for your volunteer service and for keeping track of your participation! This helps us let our community know and appreciate all that you do and helps Master Gardener programs qualify for funding.

As certified MGs and trainees are reporting hours, I'm seeing a fair number of both MGs and trainees who are miscategorizing service hours and/or reporting activities that do not qualify for continuing ed.

It would be timely for all volunteers to review the cheat sheet of what activities count for what type of service hours and what opportunities qualify as continuing education. The final page of the New Categories document found on the right side of the VRS home page will be posted at desks and a friendly reminder included in future eNewsletters:

https://mgvrs.extension.oregonstate.edu/pdf/New_Categories_2016.pdf

Specific service hours requirements for Linn/Benton programs (2018):

- **First time certification:** To attain Master Gardener certification for the first time, trainees need to volunteer 66 hours -- including 44 hours of education, by 10/31/2018.

- **Recertification:** To stay certified as MG you need to log 20 hours of volunteer service and 10 hours of continuing education by 10/31 each year. Continuing education opportunities are those listed under the continuing ed heading in the eNewsletter or approved in writing by program staff.

Checkbook 2018 July 1-31, 2018
month ending July 31, 2018

BCMGA Account-First Tech

Date	Check #	PAYEE or account	DEBIT	DEPOSIT	BALANCE
		Balance Forward			81958.10
7/9/2018	1834 x	Kevin Kern: DG drip irrigation	75.34		81882.76
7/10/2018	1835 x	Peoria Gardens: Central Park annuals	21.48		81861.28
7/25/2018		Deposit: Associate dues, plant sale, badge orders		63.00	
7/25/2018	1836	Sally Elliott: DG soakers hoses west bed	16.46		81844.82
7/25/2018	1837	Nellie Oehler: Adams Garden trellis, watering can, hose	45.90		81798.92
7/25/2018	1838	Rosalind Hutton: DG hose, tposts, mulch	67.94		81730.98
7/25/2018	1839	Richard Taylor: Fairgrounds entrance compost	15.00		81715.98
		Janet Magedanz: PS plants from Peoria			
7/25/2018	1840 x	Gardens	402.75		81313.23
7/25/2018	1841	Judith Kenner: Board G2 attendance	48.00		81265.23
7/26/2018	1842	Kathy Clark: PS: \$20 plants, FG: \$25 plants	45.00		81220.23
7/27/2018	1843 x	Janet Magedanz: PS potting soil	58.00		81162.23
		dividend		3.48	81165.71

BCMGA Monthly Financial Summary**Month ending July 31, 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	435.00		415.00
Insights (2016)	15,980.47		15,980.47
Plant Sale	35,471.81		35,466.81
Cash Box Change	2,035.00		2,035.00
Sales / Refunds / Grants / Donations / Awards	127.50		127.50
Badge orders	38.00		
Checking Account Interest	19.21		15.73
Total	54,106.99		54,040.51
Expenses (Year to date)			
Insights	7,433.25	8,550.00	7,433.25
Plant Sale	2,807.64	5,000.00	2,326.89
Cash Box Change: Fundraisers	2,035.00	1,900.00	2,035.00
OMGA dues	1,260.00	1,200.00	1,260.00
BOD / General / Committee	1,808.86	10,693.00	1,760.86
Education & Other Services	398.81	2,740.00	398.81
Gardens	970.01	2,438.00	748.79
Youth Services	137.54	1,050.00	91.64
Badge orders			
MMH Scholarship	0.00	1,621.90	0.00
Restricted Funds, Pledges (w/o Capital Funds)	1,234.31	2,210.94	1,234.31
Allocations	0	0.00	0
Total	18,085.42	37,403.84	17,289.55
Income (Revenue less Expenses)	36,021.57		36,750.96
Bank Balance - end of current month	81,313.37		82,042.76
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	781.50	1,000.00	781.50
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	452.81	1,000.00	452.81
Allocations	0.00	0.00	0.00
Total (Funds & Pledges)	1,234.31	4,932.41	1,234.31
Cash in checking acct. available to BCMGA	80,079.06		80,808.45
Separate Accounts Balances			
Savings Account	5.00	0.00	5.00

FIB CD Capital Fund

CD interest

34250.00

116.58

34250.00

67.03

BCMGA EXPENSE BUDGETS 2018	Budget	Expenses	Remaining
Budget Approved: Dec. 11, 2017	2018	Year to date	funds
Budget Summary ending 31-July-18			
INCOME: Fund Raisers / Dues			
Insights	8,550.00	7,433.25	1,116.75
Plant Sale	5,000.00	2,807.64	2,192.36
OMGA Dues	1,200.00	1,260.00	-60.00
Cash Box Change	1,900.00	2,035.00	-135.00
Total	16,650.00	13,535.89	3,114.11
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	48.00	1,152.00
OMGA Meetings	600.00	0.00	600.00
Outreach Committee	2,750.00	849.98	1,900.02
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	181.90	268.10
Total	10,693.00	1,808.86	8,884.14
Educational Services			
Clinic Table (FM, DD, SC, FF)	365.00	103.68	261.32
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	398.81	2,341.19
Gardens			
Central Park	400.00	31.48	368.52
Demo Garden	1,038.00	717.54	320.46
Fairgrounds Perennial Beds	650.00	202.99	447.01
Grace Center	350.00	18.00	332.00
Total	2,438.00	970.01	1,467.99
Youth Services			

4H Horticulture Awards--BC Fair	400.00	0.00	400.00
Adams' School Garden	300.00	137.54	162.46
One-Day Youth Events	200.00	0.00	200.00
Windowsill Gardening	150.00	0.00	150.00
Total	1,050.00	137.54	912.46
Total Budget w/o funds	33,571.00		16,719.89
BOD & Committee Expenses (Year to date)		16,851.11	
2018 Restricted Funds expenses		1,234.31	
Total Expenses		18,085.42	
Restricted Funds			
Marie Madison Scholarship	1,621.47	0.00	1,621.47
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	781.50	218.50
Scott Grant: Seed to Supper	100.00	0.00	100.00
Donation: Comm for BC Extension: Plant Sale	210.94	0.00	210.94
Tool Lending Library	1,000.00	452.81	547.19
Total	4,932.41	1,234.31	3,150.91