

Approved

**Benton County Master Gardener Association  
Board Meeting  
September 10, 2018**

**In Attendance:** Meleah Ashford, Marge Alig, Brooke Edmunds, Sophie Grow, Rosalind Hutton, Steve Jacobs, Paula Lupcho, David Mandel, Elizabeth Records, Nancy Tovar, Kathi Tucker, Debbie Wray, Pat Wray

**Location:** Benton County Extension Office

**Secretary pro tem:** Due to the absence of Secretary Deb Kern, Paula Lupcho was elected to serve as secretary pro-tem.

Steve Jacobs called the meeting to order at 9:06.

**Gardening Moment:** Marge Alig found a monarch butterfly egg found in her garden and nurtured it from egg to adult butterfly. It was the highlight of her summer. Several MGs have had a problem with rabbits. It was also noted that the yellow jacket populations have been high. Steve Jacobs shared a picture of a hardy ginger plant from his garden. It is a tropical plant but seems to do well in his yard. It is considered an invasive plant in South America but Steve hasn't had any problems with spreading. It has a lovely and fragrant flower.

**Adoption of Minutes:** It was moved by Nancy Tovar, seconded, and passed unanimously to approve the amended minutes of the August 6 board meeting.

**Officer Reports:**

**Vice President:** Sophie Grow

- **September Picnic:** Approximately 30 people have responded that they will attend the picnic. For the first time, the fairgrounds presented us with a bill for facilities usage. After speaking with the fairgrounds manager, Kathi Tucker was able to negotiate a "no-charge" agreement. This expense may have to be added to future budgets.
- **Oregon Olive Mill Tour:** Ten people have indicated that they are interested in attending. Some are interested in the tasting option.

**Membership Secretary:** Meleah Ashford

- **Lifetime Membership Criteria:** A revised version of the criteria for lifetime members was reviewed. After comments and suggestions, Meleah will incorporate the suggestions and present the criteria to the board at the next meeting for approval.

**Nomination Committee:** Steve Jacobs

- Steve presented the slate of officers that are being nominated for the 2019 board. (Attached)
- There was discussion about the scope and meaning of the criterion "good standing" in relationship to a person being nominated to a board position. It was agreed that

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clarification was needed. Paula Lupcho will present a proposed revision to this wording at the next board meeting.

### **Treasurer:** Kathi Tucker

- Kathi presented a revised checkbook summary for April 2018 in order to correct an omission.
- Kathi presented the monthly financial reports for August 2018.
- The BCMGA mailbox at UPS on Philomath Blvd. is due to renew. The cost of the box for 1 year is \$108 plus 6 months at no-charge because the association is non-profit. This charge was included in the annual budget. The board believes that the box was still needed as a permanent mailing address. **It was moved by Paula Lupcho, seconded, and passed unanimously that the cost of the mailbox rental (\$108.00) be taken from board discretionary funds.**

### **President:** Steve Jacobs

- Steve reported that everything is in place to host OMGA on Friday, Sept. 14, for the Leadership Forum and on Saturday, Sept. 15, for the OMGA quarterly board meeting. Lunch will be catered. Snacks and beverages will be provided by BCMGA. Paula Lupcho and Sandy Piper are coordinating beverage and snack service. Steve invited all interested board members to attend the Leadership Forum on Friday afternoon.
- Kathy Clark, Plant Sale Chairman, has let Steve know that it is the committee's intention to use the Nelson greenhouse on Hwy. 20 for the Dig and Divides and plant storage. Dig and Divides begin in late September. There will be additional costs associated with moving operations from the Oehler farm to a new location. Therefore, the Plant Sale Committee is asking for a \$2000 increase in their budget. It was noted that liability insurance was not part of this increase. **It was moved by Sophie Grow to increase the Plant Sale Committee budget by \$2200. It was seconded and passed unanimously.**

### **Committee Reports**

#### **Greenhouse:** David Mandel

- Facilities Choices
  - **The Nelson property** (on Hwy. 20) provides a large greenhouse, additional outside space, water, and bathroom facilities. The property would need an outlay of BCMGA capital to prepare for use as a future greenhouse operation. All equipment and furniture that was provided by the association would remain the property of BCMGA. Plant Sale Committee wants to use this property for Dig and Divides and plant storage for the 2019 plant sale. A draft Memorandum of Understanding (MOU) between the Nelsons and BCMGA was discussed at length. **Paula Lupcho moved that the board support the used of the Nelson property with the understanding that a MOU is being developed and the board will approve this document in the near future. The treasurer is directed to obtain liability insurance. The Nelson property will be used after the MOU**

**is approved and signed by both parties. The motion was seconded and passed unanimously.**

- President Steve Jacobs called an extraordinary board meeting for Monday, September 17 at the Extension Office for the express purpose of discussing and finalizing the MOU (refer to above bullet).
- **Philomath Horticulture Greenhouse: It was moved by Meleah Ashford, seconded and passed unanimously to** direct the Plant Sale Committee to continue pursuing the use of this greenhouse.

**Extension Report:** Elizabeth Records

- The Master Gardener year ends on October 31. Mentors are asked to remind their trainees about this timeline.
- Elizabeth asked all MGs to review the hours category summary so that they may put their hours in the correct activity.
- A new-project format is available for projects not currently approved for hours. Please submit this application to Elizabeth for approval so that hours spent on these projects may be counted.
- From the office of Gail Langelotto: Master Gardeners may NOT recommend homemade pesticides.
- Registration is now open for the 2019 Master Gardener training class. A buddy discount is being offered when 2 people from the same county sign up together. Elizabeth also asked that if a MG event has a sign-up sheet for MG training, that a photo be taken with phone and emailed to her so that she can follow-up. She asked everyone to spread the word.
- Awards/Graduation will take place on November 9, from 6:30 to 8:30, at the Albany Senior Center. It will be a Snack-Dessert potluck buffet.

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Paula Lupcho  
Secretary pro tem

Approved

**Attachment 1**

**Slate of Candidate  
BCMGA Board 2019**

President	Debbie Wray
President Elect	Nancy Tovar
Past President	Steve Jacobs
Treasurer	Marg Alig
Co-Treasurer	Rosalind Hutton
Vice President—Programs	Debbie Lauer
Secretary	Diana Allen
Membership Secretary	Meleah Ashford
OMGA Representative	Rich Taylor
OMGA Representative Alternate	David Mandel
Communications	Bob Smythe
Co-Communications	
At Large	Dale Collins
	David Dowrie
	Linda Steppan
	Carol Walsh

<b>BCMGA EXPENSE BUDGETS 2018</b>	Budget	Expenses	Remaining
<b>Budget Approved: Dec. 11, 2017</b>	2018	Year to date	funds
<b>Budget Summary ending 31-Aug-18</b>			
<b>INCOME: <i>Fund Raisers / Dues</i></b>			
Insights	8,550.00	7,433.25	1,116.75
Plant Sale	5,000.00	3,009.44	1,990.56
OMGA Dues	1,200.00	1,260.00	-60.00
Cash Box Change	1,900.00	2,035.00	-135.00
Badges			14.00
<b>Total</b>	<b>16,650.00</b>	<b>13,737.69</b>	<b>2,926.31</b>
<b>EXPENSES</b>			
<b>General / BOD / Committee</b>			
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	500.00	25.00
Membership Retention / Awards	400.00	33.98	366.02
Growing Gardeners: OMGA Conference	1,200.00	240.00	960.00
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
<b>Total</b>	<b>10,693.00</b>	<b>2,534.84</b>	<b>8,158.16</b>
<b>Educational Services</b>			
Clinic Table (FM, DD, SC, FF)	365.00	103.68	261.32
Community Garden Action Team	1,000.00	226.76	773.24
Desk Committee	600.00	19.71	580.29
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
<b>Total</b>	<b>2,740.00</b>	<b>451.37</b>	<b>2,288.63</b>
<b>Gardens</b>			
Central Park	400.00	148.32	251.68
Demo Garden	1,038.00	745.29	292.71
Fairgrounds Perennial Beds	650.00	202.99	447.01

Grace Center	350.00	18.00	332.00
<b>Total</b>	<b>2,438.00</b>	<b>1,114.60</b>	<b>1,323.40</b>
<b>Youth Services</b>			
4H Horticulture Awards--BC Fair	400.00	288.94	111.06
Adams' School Garden	300.00	137.54	162.46
One-Day Youth Events	200.00	50.03	149.97
Windowsill Gardening	150.00	0.00	150.00
<b>Total</b>	<b>1,050.00</b>	<b>476.51</b>	<b>573.49</b>
<b>Total Budget w/o funds</b>	<b>33,571.00</b>		15,269.99
<b>BOD &amp; Committee Expenses (Year to date)</b>		<b>18,315.01</b>	
2018 Restricted Funds expenses		1,234.31	
<b>Total Expenses</b>		<b>19,549.32</b>	
<b>Restricted Funds</b>			
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 Ext.: Plant S	210.94	0.00	210.94
Tool Lending Library	1,000.00	452.81	547.19
<b>Total</b>	<b>4,932.41</b>	<b>1,234.31</b>	<b>3,150.91</b>

Checkbook 2018     August 1-31, 2018  
month ending Aug 31, 2018

BCMGA Account-First Tech

Date	Check #	PAYEE or account	DEBIT	DEPOSIT	BALANCE
		Balance Forward			81165.71
8/2/2018	1844 x	Liberty Mutual Ins.: Liability Ins 1 yr.	500.00		80665.71
8/6/2018	1845 x	Paula Lupcho: Board G2 attendance	96.00		80569.71
8/6/2018	1846 x	Rosalind Hutton: Youth 288.94, DG 27.75	316.69		80253.02
8/6/2018	1847 x	Kathi Tucker: Desk 19.71, GO 50.03, CP 116.84	186.58		80066.44
8/6/2018	1848 x	Carol Walsh: Board G2 attendance	96.00		79970.44
8/8/2018	1849	Meleah Ashford: Membership condolence	33.98		79936.46
8/27/2018	1850	Carol Walsh: CGAT Canning workshop	32.85		79903.61
8/31/2018		Deposit: Badge Diane Hyde		14.00	79917.61
8/31/2018		dividend		3.41	79921.02

**BCMGA Monthly Financial Summary****Month ending Aug 31, 2018**

	<b>2018</b>	<b>2018 Budget</b>	<b>Previous Month</b>
	<b>Year to Date</b>		
<b>Category</b>	<b>12/31/2017</b>		<b>12/31/2017</b>
<b>Beginning Cash Balance</b>	45,291.80		45,291.80
<b>Revenue (Year to date)</b>			
Dues	435.00		435.00
Insights (2016)	15,980.47		15,980.47
Plant Sale	35,471.81		35,471.81
Cash Box Change	2,035.00		2,035.00
Sales / Refunds / Grants / Donations / Awards	127.50		127.50
Badge orders	52.00		38.00
Checking Account Interest	22.62		19.21
<b>Total</b>	<b>54,124.40</b>		<b>54,106.99</b>
<b>Expenses (Year to date)</b>			
Insights	7,433.25	8,550.00	7,433.25
Plant Sale	3,009.44	5,000.00	2,807.64
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	2,534.84	10,693.00	1,808.86
Education & Other Services	451.37	2,740.00	398.81
Gardens	1,114.60	2,438.00	970.01
Youth Services	476.51	1,050.00	137.54
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
<b>Total</b>	<b>19,549.32</b>	<b>37,403.84</b>	<b>18,085.42</b>
<b>Income (Revenue less Expenses)</b>	<b>34,575.08</b>		<b>36,021.57</b>
<b>Bank Balance - end of current month</b>	<b>79,866.88</b>		<b>81,313.37</b>
<b>Less Cash in special funds</b>			
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
<b>Allocations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total (Funds &amp; Pledges)</b>	<b>1,234.31</b>	<b>4,932.41</b>	<b>1,234.31</b>
<b>Cash in checking acct. available to BCMGA</b>	<b>78,632.57</b>		<b>80,079.06</b>
<b>Separate Accounts Balances</b>			
Savings Account	5.00	0.00	5.00



**FIB CD Capital Fund**

CD interest

34250.00

161.40

34250.00

116.58

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**Benton County Master Gardener Association  
Extraordinary Board Meeting  
September 17, 2018**

**Agenda:**

- Dues 2019
- Memorandum of Understanding (MOU) for use of Nelson's Greenhouse and property

**In Attendance:** Meleah Ashford, Rosalind Hutton, Steve Jacobs, Paula Lupcho, David Mandel, Elizabeth Records, Nancy Tovar, Rich Taylor, Kathi Tucker, Carol Walsh, Debbie Wray

**Location:** Benton County Extension Office

**Secretary pro tem:** Due to the absence of Secretary Deb Kern, Paula Lupcho served as secretary pro-tem.

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

**Dues 2019: It was moved by Paula Lupcho, seconded, and passed unanimously to maintain dues at the current level for 2019 (\$15 for active members, \$10 for associates).**

**MOU:** Kathi Tucker presented a revised copy of the proposed Memorandum of Understanding between BCMGA and the Nelsons for the use of the Nelson's greenhouse and adjoining property. **Nancy Tovar moved to accept the MOU with amendments. The motion was seconded and passed unanimously.** (Attachment, pp. 2-3)

The meeting was adjourned at 9:35 a.m.

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Paula Lupcho, Secretary pro tem

Approved

**Memorandum of Understanding**

Between

Benton County Master Gardener Association  
5060 SW Philomath Blvd. #197  
Corvallis, Oregon 97333

and

Veronica and Eric Nelson  
Cherries and More Farms  
2195 NE Hwy 20, Corvallis Oregon 97330

This Memorandum of Understanding (MOU) sets the terms and understanding between the Benton County Master Gardener Association, BCMGA, and Veronica and Eric Nelson, owners of Cherries and More Farms, to utilize the greenhouse, restroom and uncovered hoop house located at 2195 NE Hwy 20, Corvallis Oregon.

**Background**

BCMGA requires a greenhouse space to facilitate the procurement and growth of plants which populate the annual Plant Sale fund raiser. Cherries and More Farms have a previously unused greenhouse available and have been kind enough to offer its use to BCMGA.

**Purpose**

This MOU will define the use agreement enabling the BCMGA to divide, start and grow plants which will be sold at BCMGA's annual fundraiser and provide other uses.

The above goals will be accomplished by undertaking the following activities:

Eric and Veronica Nelson as owners of the Cherries and More Farm property will;

- be responsible for providing and maintaining infrastructure including a separate gas meter from NW Natural Gas, greenhouse, heater and water,
- have property insurance covering the greenhouse, restroom and hoop house structures,
- donate the use of the greenhouse space, restroom and adjacent hoop house at no cost to BCMGA (with the exception of items outlined below) for the years 2018 and 2019. A new agreement may be developed for 2020 and beyond.

BCMGA will;

- provide underlayment and approved coverings for soil, plant and container storage,
- pay for the utilities solely associated with the greenhouse operation including natural gas and electricity (water will be supplied by an onsite well),
- be responsible for the supplies and cleaning of the restroom located in a separate outbuilding on the property,
- retain ownership of any equipment supplied by BCMGA to facilitate plant production such as tables, carts, shelving, lights, circulation fans, etc.,
- provide general liability insurance covering both bodily injury and property damage for its members which will cover their use of the greenhouse, restroom, hoop house and

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surrounding ground as well as renters' insurance/property insurance that will cover BCMGA owned property stored at Cherries and More Farm

- install Cherries and More Farms supplied fans to inflate the airspace between greenhouse layers,
- have a representative on site to supervise any incoming/outgoing transports associated with their greenhouse operations such as soil deliveries and plant transfer,
- store any chemicals within sealed pet resistant containers.

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from BCMGA or Cherries and More Farms. This MOU shall become effective upon signature by the authorized officials from BCMGA and Cherries and More Farm and will remain in effect until modified or terminated by any one of the partners or by mutual consent. In the absence of mutual agreement by the authorized officials from BCMGA and Cherries and More Farm, this MOU shall end on Jan. 1, 2020.

**Contact Information**

Benton County Master Gardener Association  
5060 SW Philomath Blvd. #197  
Corvallis, Oregon 97333

Partner representative \_\_\_\_\_

Name: Steve Jacobs                      541-760-2052  
Position: President of  
Benton County Master Gardener Association

Name: \_\_\_\_\_  
Debbie Wray                      541-745-7640  
2019 President of  
Benton County Master Gardener Association

Cherries and More Farms  
2195 NE Hwy 20, Corvallis Oregon

Partner representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Veronica Nelson  
Position: owner

Partner representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Eric Nelson  
Position: owner