

**Benton County Master Gardener Association  
Board Meeting  
Oct 1, 2018**

**In Attendance:** Meleah Ashford, Steve Jacobs, Judith Kenner, Deborah Kern, Paula Lupcho, David Mandel, Bob Smythe, Nancy Tovar, Kathi Tucker, Carol Walsh, Debbie Wray, Pat Wray: Extension Rep: Elizabeth Records ( A quorum was present.)

**Location:** Benton County Extension Office

President-Elect Debbie Wray called the meeting to order at 9:00 am.

**Gardening Moment:** Paula shared a picture of her Sansevieria, which had surprised her by blooming. After researching, she learned the plant has to be pot bound and under stress to bloom. So her neglect of the plant paid off!

■ **Adoption of Minutes: It was moved by Kathi Tucker seconded and unanimously passed to approve the Sept 10, 2018 minutes as presented.**

■ **Adoption of Minutes: It was moved by Carol Walsh, seconded and unanimously passed to approve the Sept 17, 2018 minutes as presented.**

**Officer Reports:**

**Vice President:** (Carol Walsh for Sophie Grow)

- The annual membership potluck had a good turnout. It was a beautiful day with good weather and lots of food. The slate of officers was presented. There were no nominations from the floor.

**Membership Secretary:** Meleah Ashford

- Revision to criteria for Lifetime Member Award: Meleah presented a proposed revision to criteria for the Lifetime Member Award. A discussion followed and wording was adjusted

● **Paula Lupcho moved that the revision to Lifetime Member Award be approved as amended. It was seconded and unanimously approved.**  
(See attached)

- Annual Awards: The board approved gift certificates valued at \$50.00 for the 2018 award recipients.

**OMGA Representative:** (Steve Jacobs) OMGA 3rd Quarterly meeting: Highlights:

- Gail Langelotto: discussed study which showed Master Gardeners tend to over fertilize gardens.
- Brooke Edmunds talked about webinar series: All webinars are archived on YouTube at [youtube.com/user/drbrooke77](https://youtube.com/user/drbrooke77)
- National Master Gardeners coordinator conference: Focus was on inclusive wording in presentations, and community engagement.

- Account for OMGA set up on Smile Amazon. (A portion of purchase price processed through Smile.Amazon is donated to a designated non-profit. OMGA is now on the list of non-profits to select.)
- Barbara Davidson, OMGA historian, has requested historical documents regarding the OMGA and Mini College from 2011 and later.
- Mini college 2018 had 238 attendees. Attendance was lower than past years.

**Treasurer:** Kathi Tucker reviewed the September financials (attached)

**President:** Steve Jacobs and Debbie Wray

- Revision of qualification criteria: Paula proposed that the criteria for office and committee chairs described in Policies and Procedures include the following: *“The candidate must be an active member and retain certified status during his/her term of office.”*

■ **Kathi Tucker moved that the proposed amendment to qualifications be accepted as presented; It was seconded and unanimously passed.** *The BCMGA Policies and Procedures manual will be updated to reflect this revision)*

- Steve discussed the process and timeline for establishing the 2019 budget.

#### **Committee Liaison Updates:**

- 2019 Committee Chairs: Liaisons are requested to identify committees that will need a new chairperson in 2019.
- Elizabeth Records is interested in discussions regarding youth gardens with anyone interested.
- **Greenhouse Plans:**
  - Status of Nelson MOU: Due to substantial changes in the Nelson MOU, we will need to continue to use Nellie’s property. Debbie Lauer will have the lead while Kathi Tucker is gone. Paula Lupcho will be point person on insurance.


■ **MOU with Philomath HS: Paula moved that we adopt the MOU as presented, it was seconded. Following discussion, the motion was unanimously approved.** (attached)

#### **Extension Report:** Elizabeth Records

- Reminder: Use Project Proposal forms when community (business, school, etc) request collaboration with Master Gardeners on a project.
- A fact sheet on Glyphosate will soon be available for MG.
- Plant Sale Task Force: Draft has been created of initial best practices.
- Looking for replacement for Lane County Extension agent.
- Reminder: Log in reporting hours.
- Graduation/achievement celebration will be on Nov 9th.

- There is a revised statewide MG Code of Conduct agreement which includes verbiage against workplace violence. All Master Gardeners will be asked to sign.
- Plant clinic refresher: Oct 23; 1-4pm. Qualifies for 3 education hours.

**Meeting Adjourned at 11 am**

A handwritten signature in cursive script that reads "Deborah Kern".

Deborah Kern,

Secretary

**AMENDMENT TO LIFE TIME MEMBER AWARD**

Current Language:

Lifetime Members – are members selected by the Board of Directors who have significantly contributed to BCMGA programs and activities, have accumulated and recorded a minimum of 1,000 volunteer hours by the time of the nomination, or otherwise meet criteria established by the Board...

Approved revised language:

Lifetime Members – *The Board of Directors may select members who have significantly contributed to BCMGA programs and activities for the Lifetime Member award. Nominees should be certified at the time of nomination and have accumulated, and recorded, a minimum of 1,000 volunteer hours by the time of the nomination, have served in a leadership capacity (Board service or committee Chair) and have consistently contributed significant volunteer hours (over 100 hours annually). The Board may also establish additional criteria. Lifetime Member awards should be limited to one per year except where there are extraneous considerations, as determined by the Board of Directors....*

# REVISED/CORRECTED

BCMGA Account-First Tech  
Federal Credit Union

Checkbook 2018      September 1-30, 2018  
month ending Sept. 30, 2018

Date	Check #	PAYEE or account	DEBIT	DEPOSIT	BALANCE
		Balance Forward			79930.52
9/10/2018	1851 x	Rosalind Hutton DG	40.00		79890.52
9/10/2018	1852 x	The UPS Store: 18 mo. Mailbox rental	108.00		79782.52
9/16/2018	1853 x	Diana Allen: G2 scholarship	96.00		79686.52
9/17/2018	1854 x	Sophie Grow: VP prizes for potluck	91.45		79595.07
9/25/2018	1855 x	Rexius: Plant sale potting soil	652.00		78943.07
9/25/2018	1856	Rosalind Hutton DG signs	24.51		78918.56
9/26/2018	1857 x	Paula Lupcho: Board discr. OMGA bd mtg	20.96		78897.60
	1858	void			78897.60
9/26/2018	1859	Valley Catering: Board discr. OMGA bd mtg	408.00		78489.60
9/28/2018		OSU return of Scott donation		500.00	78989.60
9/29/2018	1860	Sue Domingues: CGAT S2S compost workshop	19.46		78970.14
9/30/2018	1861	Sue Domingues: CGAT S2S compost workshop	22.99		78947.15
9/30/2018		dividend		3.28	78950.43
					78950.43

**BCMGA Monthly Financial Summary****Month ending Sep 30, 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		52.00
<b>Checking Account Interest</b>	<b>25.90</b>		<b>22.62</b>
<b>Total</b>	<b>54,127.68</b>		<b>54,124.40</b>
<b>Expenses (Year to date)</b>			
Insights	7,433.25	8,550.00	7,433.25
Plant Sale	3,661.44	5,000.00	3,009.44
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	3,259.25	10,693.00	2,534.84
Education & Other Services	451.37	2,740.00	451.37
Gardens	1,179.11	2,438.00	1,114.60
Youth Services	476.51	1,050.00	476.51
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>20,990.24</b>	<b>37,403.84</b>	<b>19,549.32</b>
<b>Income (Revenue less Expenses)</b>	<b>33,137.44</b>		<b>34,575.08</b>
<b>Bank Balance - end of current month</b>	<b>78,429.24</b>		<b>79,866.88</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	823.95	1,000.00	781.50
Scott Grant: Seed to Supper	0.00	100.00	0.00
Scott Grant #2: Seed to Supper		500.00	
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>1,276.76</b>	<b>5,432.41</b>	<b>1,234.31</b>
<b>Cash in checking acct. available to BCMGA</b>	<b>77,152.48</b>		<b>78,632.57</b>
<b>Separate Accounts Balances</b>			

Savings Account	5.00	0.00	5.00
FIB CD Capital Fund	34250.00		34250.00
CD interest	210.95		161.40

<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 30-Sep-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	3,661.44	1,338.56
OMGA Dues	1,200.00	1,260.00	-60.00
Cash Box Change	1,900.00	2,035.00	-135.00
Badges			52.00
<b>Total</b>	<b>16,650.00</b>	<b>14,389.69</b>	<b>2,312.31</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	985.94	814.06
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	336.00	864.00
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	273.35	176.65
<b>Total</b>	<b>10,693.00</b>	<b>3,259.25</b>	<b>7,433.75</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	809.80	228.20
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>1,179.11</b>	<b>1,258.89</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>		13,867.07
<b>BOD &amp; Committee Expenses (Year to date)</b>		<b>19,755.93</b>	
2018 Restricted Funds expenses		1,276.76	
<b>Total Expenses</b>		<b>21,032.69</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	823.95	176.05
Scott Grant: Seed to Supper	100.00	0.00	100.00
Scott Grant #2: Seed to Supper	500.00	0.00	500.00
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>5,432.41</b>	1,276.76	3,608.46