

**Benton County Master Gardener Association
Board Meeting
Nov 5, 2018**

In Attendance: Meleah Ashford, Marge Alig, Sophie Grow, Steve Jacobs, Judith Kenner, Deborah Kern, Paula Lupcho, Bob Smythe, Richard Taylor, Nancy Tovar, Kathi Tucker, Debbie Wray, Pat Wray: Extension Rep: Brooke Edmunds, Elizabeth Records (A quorum was present.)

Location: Benton County Extension Office

President-Steve Jacobs called the meeting to order at 9:10 am.

Gardening Moment: Several gardens are being put to bed, although some of us are still harvesting tomatoes.

■ **Adoption of Minutes: It was moved by Paula Lupcho, seconded and unanimously passed to approve the Oct 1, 2018 minutes as amended.**

Officer Reports:

Vice President: (Sophie Grow)

- **Greens party:** Dec 7 (9am-3 pm) at Gerber Hall, Benton County fairgrounds. Notification will be in weekly e-mails.

Secretary: (Deb Kern)

- **Plant Problem Scenario update:** We will be conducting six plant problem scenario sessions for the 2019 Master Gardeners class. Mentors are encouraged to participate in these sessions.
- **Demo Garden Educational Structure:** Deb shared the demo garden committee's proposal to build an educational gazebo like structure at the demo garden located at the Benton County fairgrounds. Brooke and Elizabeth suggested the committee apply to OMGA Extension Educator grant, and OSU Folk Club grant. Sophie suggested any grant request include a statement that it will be ADA compliant.

OMGA Representative: (Rich Taylor) Report on 4th Quarterly OMGA Meeting:

- **Leadership forum** highlighted websites controlled by the association and not maintained by extension office. Currently nine counties are maintaining their own websites. Yamhill and Jackson County websites were presented. Other counties shared their Facebook pages.
- **Board of directors meeting:** Upcoming Newsletters will focus on gardening technology and highlight county projects. Newsletter editor will post notices of upcoming educational events.
 - The OMGA educational conference will officially be called Mini College, (replacing last years title of Growing Gardeners) The 2019 Mini College will be held in Bend, OR.
 - New OMGA board was voted into office:

Past President (Judith Kenner)

- **Follow up on 2019 Committee Assignments:** There have been several changes and some uncertainty in committee assignments. It was agreed to discuss further at the December Board meeting.

Treasurer: (Kathi Tucker /Paula Lupcho)

- **October Financials:** Paula presented October checkbook
- **Corrected Past Financials:** Kathi explained an issue with the formula she used in checkbook management which resulted in some discrepancies. Process improvements have been implemented to prevent this from happening in the future. No money was lost or misappropriated.
- **Budget Committee:** The budget committee was formed and first meeting date set.
- **Status of Membership Renewal:** Renewals are lagging compared to this time last year. Renewal reminders will be included in weekly e-mail. Dues are \$15.00 if submitted before Jan 1; \$18.00 after the first of the year.
- **Job Description Language Revision Motion**
- **It was moved by Paula Lupcho that we include the following at the end of each job description in the Policies and Procedures document, with the exception of the Community Horticulture Agent job description.:**
“Qualification for Office:“*The candidate must be an active member and retain certified status during his/her term of office.*” The motion was seconded and unanimously approved.
- **Checkbook signatories:**
 - **In accordance with BCMGA Policy and banking regulations required by First Tech Federal Credit Union, Paula Lupcho moved that the following board officers be confirmed by the Board to be the designated signatories on the BCMGA checking account for the year 2019.**
 - **Treasurer Marge Alig**
 - **Co-Treasurer Rosalind Hutton**
 - **President Debbie Wray**
 - **President Elect: Nancy Tovar**
 - **Past President Steve Jacobs****The motion was seconded by Judith Kenner and unanimously Passed.**
 - **Paula Lupcho moved that the following board officers for the year 2018 be removed as signators on the BCMGA checking account: Judith Kenner, as outgoing Past President, Kathi Tucker, as Treasurer, and Paula Lupcho, as Co-Treasurer, will be removed as a signator on the BCMGA Checking Account beginning January 1, 2019.**
The motion was seconded by Meleah Ashford and unanimously Passed.

President: (Steve Jacobs)

- **Result of 2019 Board Elections:** Steve introduced candidates at Oct association meeting. There were no nominations from the floor; Voting was by show of hands. The candidates were unanimously approved. (BCMGA 2019 Board attached)
 - **Committee End of Year Reports** Due Nov 15. Steve requested liaisons remind committee chairs to submit end of year reports.
 - **Benton County Fairgrounds Planning Process-** Steve reported on stakeholder meeting he attended for the fairground upgrades. A master plan should be coming January 2019.
 - **CD Management:** Kathi discussed options available for CD that is maturing Nov 20th with First Internet Bank of Indiana.
- **Paula Lupcho moved that we flip the CD. Following a discussion, the motion was passed with 11 for and 1 opposed.**

Extension Report: (Elizabeth Records/Brooke Edmunds)

- **Plant Sale Best Practices guidance** has been finalized and will be included in upcoming newsletter. It is posted on the extension website http://blogs.oregonstate.edu/mgcoordinators/files/2018/11/Plant-Sale-BMPs-V6-10_31_2018-FINAL.pdf
- **Master Gardener Course 2019:** Recruitment efforts are continuing. Posters are being distributed at local nurseries. Elizabeth noted that scholarships are still available.
- **Mentor training** will be scheduled in December. Elizabeth is requesting help pairing mentor with trainee.

Meeting Adjourned at 11:08 am



**Deborah Kern
Secretary**

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

BCMGA Monthly Financial Summary**Month ending Oct 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	753.00		438.00
Insights (2016)	15,980.47		15,980.47
Plant Sale	35,528.23		35,528.23
Cash Box Change	2,035.00		2,035.00
Sales / Refunds / Grants / Donations / Awards	1,056.46		627.50
Badge orders	52.00		52.00
Checking Account Interest	29.27		25.90
Total	55,434.43		54,687.10
Expenses (Year to date)			
Insights	7,457.24	8,550.00	7,433.25
Plant Sale	3,999.41	5,000.00	3,646.24
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	3,508.22	10,693.00	3,260.24
Education & Other Services	531.37	2,740.00	451.37
Gardens	1,274.68	2,438.00	1,189.10
Youth Services	614.72	1,050.00	476.51
Badge orders			
MMH Scholarship	0.00	1,621.90	0.00
Restricted Funds, Pledges (w/o Capital Funds)	1,307.86	2,210.94	1,276.76
Allocations	0	0.00	0
Total	21,988.50	37,403.84	21,028.47
Income (Revenue less Expenses)	33,445.93		33,658.63
Bank Balance - end of current month	78,737.73		78,950.43
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	855.05	1,000.00	823.95
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
Allocations	0.00	0.00	0.00
Total (Funds & Pledges)	1,307.86	5,432.41	1,276.76

Cash in checking acct. available to BCMGA	77,429.87		77,673.67
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Separate Accounts Balances

Savings Account	5.00	0.00	5.00
FIB CD Capital Fund	34250.00		34250.00
CD interest	259.23		210.95

BCMGA EXPENSE BUDGETS 2018	Budget	Expenses
Budget Approved: Dec. 11, 2017	2018	Year to date
Budget Summary ending 31-Oct-18 revised		
INCOME: <i>Fund Raisers / Dues</i>		
Insights	8,550.00	7,457.24
Plant Sale	5,000.00	3,999.41
OMGA Dues	1,200.00	1,260.00
Cash Box Change	1,900.00	2,035.00
Badges		
Total	16,650.00	14,751.65
EXPENSES		
General / BOD / Committee		
Barb Fick Training Grant	130.00	0.00
BOD Training	700.00	130.00
Discretionary: Board	1,800.00	985.94
Discretionary: Extension	400.00	0.00
Discretionary: President	500.00	150.00
Hospitality	100.00	0.00
Insurance: Liability & Renters	525.00	500.00
Membership Retention / Awards	400.00	233.98
Growing Gardeners: OMGA Conference	1,200.00	336.00
OMGA Meetings	600.00	0.00
Outreach Committee	2,750.00	850.97
Printing	500.00	0.00
Scholarship Committee	388.00	0.00
Secretary Expenses	100.00	0.00
Treasurer's Supplies	150.00	0.00
Vice President: Meetings/Programs	450.00	321.33
Total	10,693.00	3,508.22
Educational Services		
Clinic Table (FM, DD, SC, FF)	365.00	183.68
Community Garden Action Team	1,000.00	226.76
Desk Committee	600.00	19.71
Gearing up for Gardening	400.00	7.50
Plant Problem Scenarios	175.00	93.72
Spring Garden Festival	150.00	0.00
Sustainability Coalition Liaison	50.00	0.00
Total	2,740.00	531.37
Gardens		

Central Park	400.00	163.32
Demo Garden	1,038.00	890.37
Fairgrounds Perennial Beds	650.00	202.99
Grace Center	350.00	18.00
Total	2,438.00	1,274.68
Youth Services		
4H Horticulture Awards--BC Fair	400.00	288.94
Adams' School Garden	300.00	275.75
One-Day Youth Events	200.00	50.03
Windowsill Gardening	150.00	0.00
Total	1,050.00	614.72
Total Budget w/o funds	33,571.00	
BOD & Committee Expenses (Year to date)		20,680.64
2018 Restricted Funds expenses		1,307.86
Total Expenses		21,988.50
Restricted Funds		
Marie Madison Scholarship	1,621.47	0.00
Capital (Greenhouse)	0.00	0.00
Capital (Tech Replacement)	1,000.00	0.00
CGAT: Rotary Grant	1,000.00	855.05
Scott Grant: Seed to Supper	100.00	0.00
Scott Grant #2: Seed to Supper	500.00	0.00
Donation: Comm for BC Ext.: Plant Sale	210.94	0.00
Tool Lending Library	1,000.00	452.81
Total	5,432.41	1,307.86

Checkbook 2018 October1-31, 2018
month ending Oct. 31, 2018 revised

BCMGA Account-First Tech Federal

Date	Check #	PAYEE or account	DEBIT	DEPOSIT	BALANCE
		Balance Forward			78,950.43
10/1/2018	1862	Kathi Tucker: IIG & Central Park	38.99		78,911.44
10/10/2018	1863	Meleah Ashford: Membership Awards	200.00		78,711.44
10/12/2018		Deposit: OMGA (Quarterly BOD meeting) & Dues		668.96	79,380.40
10/15/2018	1864 x	Sophie Grow: raffle prized/movie rental	47.98		79,332.42
10/17/2018	1865 x	Nellie Oehler: Adams School Garden	138.21		79,194.21
10/20/2018	1866	Jennifer Klammer: Plant Sale & CGAT	305.27		78,888.94
10/21/2018	1867 x	ODA: Temporary Nursery License (2019)	5.00		78,883.94
10/23/2018	1868 x	Deb Kern: Demo Garden-irrigation supplies	70.58		78,813.36
10/25/2018	1869	Christina Clark: Plant Sale-compost	74.00		78,739.36
10/29/2018	1870	Steve Naberhuis: Clinic Table 4-month hot spot	80.00		78,659.36
10/30/2018		Deposit: Dues		75.00	78,734.36
10/31/2018		Credit Dividend		3.37	78,737.73
			<u>960.03</u>	<u>747.33</u>	