

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

**In Attendance:** Marge Alig, Rosalind Hutton, Steve Jacobs, Judith Kenner, Deborah Kern, Paula Lupcho, David Mandel, Bob Smythe, Nancy Tovar, Carol Walsh, Debbie Wray, Pat Wray; Extension rep: Pami Monnette, Others: Janet Magedanz. (A quorum was present.)

**Location:** Benton County Extension Office

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

**Gardening Moment:** Pat Wray heard buzzing at the top of his maple trees, but was unable to see the insects. Nancy noted that her honey bees were out or it could have been mason bees.

■ **Adoption of Minutes:** It was moved by Paula Lupcho, seconded and unanimously passed to approve the January 18, 2018 minutes as amended.

**Findings of Financial Review:** Janet Magedanz reported her findings after conducting a review of 2017 finances. During her review, she checked minutes for documentation of financial decisions and conducted spot checks on the checkbook entries. No major discrepancies were noted. She found a minor error in the financial reports for Nov and Dec and made a suggestion regarding documentation of payments when an invoice is received. The report will be kept with the treasurer's records.

**Officer Reports:**

**Vice President - Programs:** Steve for Sophie

**Upcoming events:**

- Feb association meeting: Rosalind Hutton: demo garden successes and failures.
- March association meeting: "show and tell". Best gardening story contest.

**Treasurer:** Paula Lupcho:

- **Financial reports:** Reviewed financial reports.
- **Update on insurance:**
  - Need a certificate of liability to cover Seed to Supper classes held at City of Corvallis buildings.
  - Our insurance underwriter is scrutinizing our policy because of recent claim.
  - Our policy rate was increased based on Seed to Supper classes at 5 locations and square footage of classrooms. We are covered through July. Currently researching if Seed to Supper might be covered under OSU policy because it can be classified as purely educational.
- **Membership:** Paula presented update on membership renewal numbers.

- Comparing 2017 to 2018. 10 more members this year, 2018: 166 renewed (91%) 2017: 151 renewed.
- 21 lifetime members. 3 dual membership, Only 4 of 10 associate members renewed.
- Lifetime: Unable to verify induction date of one lifetime member. Deb will research.

**President:** Steve Jacobs:

- **2017 Financial Review:** There was consensus that we should purchase a gift card for Janet Magedanz as a thank-you for conducting the 2017 financial review. Steve will purchase a \$50.00 gift card from a local nursery using the president's discretionary fund.
- **Board member training:** Rosalind gave an overview of non-profit board member training. She attended three sessions: intergenerational communications, grant writing, and board responsibility. While there was good information, much of the material was not relevant to BCMGA.
- **Hosting OMGA Leadership Forum and Board of Directors Meeting:** There was consensus that BCMGA would agree to host the quarterly OMGA Leadership Forum and Board of Directors Meeting. The event is scheduled to be held Sept 14 & 15, 2018. OMGA budgets \$750 to help defray the cost of hosting the Leadership Forum and Board of Directors meetings, so BCMGA will be reimbursed.

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

- **Greenhouse Committee**
  - **Current Greenhouse status:** Steve Jacobs reported that the Philomath greenhouse will not be available for our use in 2019. We can only use 50% of the greenhouse space this year: This will limit the amount of plants we can ready for the plant sale.
  - **Committee progress report:** David Mandel: In light of the impending loss of the current greenhouse, the committee will accelerate its timeline. They are currently visiting greenhouses and are preparing a list of discussion items for dealing with planning & zoning officials in city and county.
    - Need to have a proposed site before we can consider design or zoning issues: Looking at parks, churches, and fairgrounds. Leaning toward land ownership, but long-term lease acceptable. Next committee meeting is Feb 15.
    - An idea for outreach committee: Use BCMG 35th anniversary as a fundraiser, announcing greenhouse project and soliciting funds.
- **Insights into Gardening:** Paula Lupcho: Currently 290 people have signed up. Including day-of registrations, anticipate over 300 attendees.
- **Plant Problem Scenario:** Deb Kern: Plant Problem Scenario sessions with the new MG class have begun. We have 22 Master Gardeners signed up to participate. So far, the training has been well received.

- **Window Sill Gardening:** Unable to get a chair for Window Sill Gardening. We will remove from the 2018 committee list.

**Extension Report:** Pami Monnette:

- New Master Gardener Training: Benton County has 25 trainees. All trainees have been assigned a mentor. The potluck with mentors went well.
- Committee representatives can come to training to recruit. Sign up with Pami to schedule a time. She will put announcement in weekly e-mail.
- Seed to supper: OSU class has begun. The rest of the classes start next week.
- Pruning grapes workshop: Feb 13, MG only: at Lewis Brown Farm.
- 2018 Master Gardener Directory in progress.

**Good of the Association:** no input.

Meeting Adjourned at 11:00 am.



Deborah Kern, Secretary

<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 28-Feb-18</b>			
<b>INCOME: Fund Raisers / Dues</b>			
Insights	8,550.00	2,886.78	5,663.22
Plant Sale	5,000.00	0.00	5,000.00
OMGA Dues	1,200.00	0.00	1,200.00
Cash Box Change	1,900.00	400.00	1,500.00
<b>Total</b>	<b>16,650.00</b>	<b>3,286.78</b>	<b>13,363.22</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	581.96	1,218.04
Discretionary: Extension	400.00	0.00	400.00
Discretionary: President	500.00	50.00	450.00
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	225.00	2,525.00
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	0.00	450.00
<b>Total</b>	<b>10,693.00</b>	<b>986.96</b>	<b>9,706.04</b>
<b>Educational Services</b>			
Clinic Table (FM, DD, SC, FF)	365.00	0.00	365.00
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	42.92	132.08
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>244.33</b>	<b>2,495.67</b>
<b>Gardens</b>			
Central Park	400.00	0.00	400.00
Demo Garden	1,038.00	0.00	1,038.00

Fairgrounds Perennial Beds	650.00	0.00	650.00
Grace Center	350.00		350.00
<b>Total</b>	<b>2,438.00</b>	<b>0.00</b>	<b>2,438.00</b>
<b>Youth Services</b>			
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
<b>Total</b>	<b>1,050.00</b>	<b>0.00</b>	<b>1,050.00</b>
<b>Total Budget w/o funds</b>	<b>33,571.00</b>		29,052.93
<b>BOD &amp; Committee Expenses (Year to date)</b>		<b>0.00</b>	
2017 Restricted Funds expenses		0.00	
<b>Total Expenses</b>		<b>0.00</b>	
<b>Restricted Funds</b>			
Marie Madison Scholarship	1,621.90	0.00	1,621.90
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	135.40	864.60
Donation: Comm for BC Extension	210.94	0.00	210.94
<b>Total</b>	<b>3,832.84</b>	135.40	3,697.44

**BCMGA Monthly Financial Summary****Month ending February 28, 2018**

	<b>2018</b>	<b>2018 Budget</b>	<b>Previous Month</b>
	<b>Year to Date</b>		
<b>Category</b>	<b>12/31/17</b>		<b>12/31/17</b>
<b>Beginning Cash Balance</b>	45,291.80		45,291.80
<b>Revenue</b> (Year to date)			
Dues	370.00		298.00
Insights (2016)	15,980.47		10,698.68
Plant Sale	8.00		0.00
Cash Box Change	400.00		0.00
Sales / Refunds / Grants / Donations / Awards	6.00		6.00
Checking Account Interest	4.35		2.10
<b>Total</b>	<b>16,768.82</b>		<b>11,004.78</b>
<b>Expenses</b> (Year to date)			
Insights	2,886.78	8,550.00	0.00
Plant Sale	0.00	5,000.00	0.00
Cash Box Change: Fundraisers	400.00	1,900.00	0.00
OMGA dues	0.00	1,200.00	0.00
BOD / General / Committee	986.96	10,693.00	806.96
Education & Other Services	244.33	2,740.00	78.35
Gardens	0.00	2,438.00	0.00
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)	135.40	2,210.94	10.95
Allocations	0	0.00	
<b>Total</b>	<b>4,653.47</b>	<b>37,403.84</b>	<b>896.26</b>
<b>Income</b> (Revenue less Expenses)	<b>12,115.35</b>		<b>10,108.52</b>
<b>Bank Balance - end of current month</b>	<b>57,407.15</b>		<b>55,400.32</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	135.40	1,000.00	10.95
Plant Sale: Citizens for BC Ext	0.00	210.94	0.00
Tool Lending Library	0.00	1,000.00	0.00
<b>Allocations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total (Funds &amp; Pledges)</b>	<b>135.40</b>	<b>4,832.41</b>	<b>10.95</b>
<b>Cash in checking acct. available to BCMGA</b>	<b>57,271.75</b>		<b>55,389.37</b>
<b>Separate Accounts Balances</b>			
Savings Account	5.00	0.00	5.00
<b>FIB CD Capital Fund</b>	<b>34250.00</b>		<b>34250.00</b>
CD interest	0.00		0.00

Checkbook 2017      Februrary 1-28, 2018  
month ending February 28, 2018

BCMGA Account-First Tech Federal Credit Union

Date	Check #	PAYEE or account	DEBIT	DEPOSIT	BALANCE
		Balance Forward			55,400.32
3-Feb-18	1764	Paula Lupcho: IIG Green Thumbs	20.64		55,379.68
3-Feb-18	1765	Liberty Mutural Insurance: S2S lib. Ins.	140.00		55,239.68
5-Feb-18	1766	Deb Kern: PPSC materials	18.48		55,221.20
5-Feb-18		Dues & IIG Registrations		162.00	55,383.20
6-Feb-18		IIG Registrations: WePay auto deposit		1690.38	57,073.58
6-Feb-18	1767	MidValley Newspapers: IIG ads	253.00		56,820.58
		Withdrawal: Change for IIG Cash Boxes	400.00		56,420.58
11-Feb-18	1768	Steve Naberhuis: IIG coffee service	135.71		56,284.87
11-Feb-18	1769	Steve Jacobs: Gift certificate honorarium	50.00		56,234.87
11-Feb-18	1770	Darkside Cinema: IIG advertising	80.00		56,154.87
12-Feb-18	1771	Void	0.00		56,154.87
12-Feb-18		IIG Credit Transactions: Square		58.35	56,213.22
12-Feb-18		IIG Credit Transactions: Square		880.06	57,093.28
12-Feb-18		IIG: Cash Boxes, Cash & Check Deposit		2971.00	60,064.28
12-Feb-18	1772 o	OSU Catering: IIG lunch service	1,757.72		58,306.56
15-Feb-18	1773	Mary Mellard: IIG banner & Sil. Auction	72.25		58,234.31
18-Feb-18	1774	Lynn Trimpe: Speaker hospitality, tape	37.63		58,196.68
18-Feb-18	1775	Janet Magedanz: event insurance, reg.	276.13		57,920.55
21-Feb-18	1776	Janet Magedanz: GUFG parking permits	7.50		57,913.05
20-Feb-18	1777 o	Chelsea Chykta: IIG reg. refund	35.00		57,878.05
20-Feb-18	1778 o	Rosalind Hutton: board training	130.00		57,748.05
20-Feb-18	1779	Lynn Trimpe: S2S seeds (Rotary Grant)	124.45		57,623.60
23-Feb-18	1780 o	Ellen Tappon: IIG Speakers Gifts	218.70		57,404.90
		Dividend-January		2.25	57,407.15
			<u>3,249.06</u>	<u>5761.79</u>	