

**Benton County Master Gardener Association  
Board Meeting – January 7, 2019**

**In Attendance:** Diana Allen, Paula Lupcho, Debbie Wray, Steve Jacobs, David Dowrie, Nancy Tovar, Rich Taylor, Meleah Ashford, Rosalind Hutton, Marge Alig, Elizabeth Records, Carol Walsh, Linda Steppan, Bob Smythe, Brooke Edmunds, David Mandel, Jennifer Klammer

**Location:** Benton County Extension Office

President-Debbie Wray called the meeting to order at 9:02 am

**Gardening Moment:**

Hummingbirds are everywhere and so are the goldfinches! Everything in my garden is dead!

**Greenhouse Committee Report – Jennifer Klammer**

- 2018 Mission: Find a new heated greenhouse to raise vegetables for plant sale. Committee looked at several sites and narrowed down to two.
- Site at Philomath High School Horticulture was secured. MGs helped in preparing site – by removing blackberries and replacing cover.
- Plant sale requirements changed with OMGA recommendations to limit soil movement
  - Hence our main mode of dividing plants will be discontinued over next 5 years.
  - Greenhouse space will need to increase to accommodate new propagation technique.
- 2019 Mission: Find temporary space for greenhouse (Five year time frame).
  - Possibilities at OSU, Gail Langellato
  - Search for property to build new greenhouse, demo garden etc.
  - County properties
  - Greenbelt Land Trust - Bald Hill
- Current funding status: \$55,000 could build a greenhouse. Need property and funding for operation and maintenance of greenhouse.

**Adoption of December BCMGA Meeting Minutes**

- The December board meeting minutes were not available for review and adoption by the 2019 board.
  - ➔ Debbie Wray to re-send minutes for approval at the February meeting.
- Brief discussion on providing printed copies of Board minutes at meetings.
  - ➔ Board members agreed to read and review minutes prior to meetings to avoid unnecessary printing.

**OFFICER REPORTS**

**Vice President – Programs and Questions Debbie Lauer**

- Speaker yet to be scheduled for the January membership meeting. Suggestions:
  - James Cassidy to talk on soils.
  - “Bring Your Favorite Tool.”
  - Melanie Link-Perez, Herbarium Curator at OSU.
  - Kathy Clark to inform membership on Plant Sale changes.

- March meeting will focus on gardening mistake stories.
- Kaci Buhl will speak on organic herbicides in April.

**Past Treasurer – End of Year                      Paula Lupcho**

- Reimbursements ended for 2018 on Dec. 15. Revenue continued to be received until Dec. 31.
- The 2018 ending balance was \$75,142.
  - ➔ It was moved by Paula Lupcho that the \$500 printing allocation go directly to OSU Extension to offset printing costs for the annual MG Directory. It was seconded and passed unanimously.
- Paula Lupcho presented the December Financial Report. The financial summary and the expense summary were reviewed as was the December checkbook.
  - ➔ It was moved by Paula Lupcho that the December Financial Report be accepted as the end-of-year report for 2018. It was seconded and passed unanimously.
- Paula reviewed the policies and procedures for special allocations (Policy 2.8.2) with the board.
  - Paula expressed concern on the \$300 allocation to the Sustainability Coalition, for publication of the Community Garden Resource Guide.
  - BCMGA policies and procedures outline process for approving Special Allocation funding requests.
  - Paula pointed out that last year the Board agreed NOT to allocate special project funds as the greenhouse is first financial priority.
  - Steve Jacobs stated that the 2018 Board agreed to this specific funding request last year.
  - Paula clarified that she is not against the Sustainability Coalition receiving the funding, but the Board must follow policies and procedures.
  - What should we have done? Paula's response: We should have done nothing, as it was a prior Board decision made by the 2018 board.
    - ➔ Request that Judith Kenner go to the Sustainability Coalition to request an expenditure report for \$300 and proof of their 501(c)(3) status.
- **Board Parliamentarian**
  - Debbie Wray presented the idea of a Board "Parliamentarian" to guide BCMGA Board when making decisions – to ensure we follow procedures.
    - ➔ It was moved by Debbie Lauer, seconded by Marg Alig and unanimously passed to create the position of Parliamentarian, to be appointed by the President, as a nonvoting Board member.
  - Paula Lupcho has agreed to take on this role, due to her institutional knowledge and understanding of our policies and procedures.
    - ➔ Please, please take home and read your Board policies and procedures!
    - ➔ Debbie Wray will add review of Board P & P sections to our monthly agendas.

## **OMGA Rep. Rich Taylor**

- The OMGA proposed moving Mini College to Bend this fall to make it easier for attendees in Central and Eastern Oregon to attend. The 1st Vice President position in OMGA has been responsible for coordinating Mini College and no one volunteered to fill this position by the holidays. The executive board decided, in a discussion with Gail Langelotto, that there was not enough time at this point to make reservations and get Mini College organized for this year.
- Rich attended the first day of the OMGA Retreat, held December 10-11, 2018. Here are some of the topics discussed during the day:
  - Mini College was the only fundraiser scheduled for OMGA this year. The board is looking at the possibility of applying for grants to make up for lost revenue.
  - The OMGA board position descriptions were handed out and discussed. All board positions are filled for 2019, except for the 1st VP. The Executive Board is trying to redefine the 1st VP responsibilities, so that it is not so daunting. Many of the tasks involved with organizing Mini College will be distributed amongst other board members, so it's more of a committee effort.
  - A discussion was held on what topics could be used for the OMGA Leadership Forums this year:
    - How to enhance the volunteer experience.
    - Recruiting and retention.
    - Why aren't young people volunteering?

## **President Debbie Wray**

- Board Goals and Roster
  - Move forward with Greenhouse as primary funding goal.
- Assign Committee Liaisons from the Board. Liaison to assist committee chair with budget needs, support annual reporting, communicate achievements and needs.
  - ➔ Debbie Wray to email out to members the updated list of Committee Liaisons.
  - ➔ Debbie Wray to email out roster of all Board members with contact info.
- Board Member Training on 2/2/19. Deadline for early sign-up fee \$135 until 1/15/19.
  - ➔ Board members attending the training: Debbie Wray (Pres.), Nancy Tovar (Pres. Elect), Carol Walsh (Member-at-Large), Marge Alig and Rosalind Hutton (Co-Treasurers). Turn in your receipt and conference badge for reimbursement.

## **Old Business – Fairground Insurance Increase (Rosalind Hutton)**

- Janet M will audit books again this year.
- County requested increase to liability insurance for plant sale: \$2/\$4 million (\$1,212/yr).
- We currently pay \$512 for current policy. OSU's policy covers educational events.
- Rosalind checking w/Liberty Mutual on one day policy – waiting to hear back.
- Plant sale insurance increase will be charged to Plant Sale.
- For educational events that may include family or other outsiders → will need to clarify “educational component” with Extension and have a sign-in sheet.

## **Committee Year-End Reports (Steve Jacobs)**

- 15 out of 22 committees submitted reports.

## **Extension Report**

## **Brooke Edmunds/Elizabeth Records**

- Directory Printing
  - Extension needs help from Board on updating Board/Committee information.
    - ➔ Meleah Ashford, Paula Lupcho, and Debbie Wray will get updates to Elizabeth Records by 1/31/19 and Elizabeth will finalize by 2/15/19.
  - Printing was \$900 last year (can we save money w/lighter weight paper?).
  - If you want to be included in the MG directory – must pay dues by 1/31/19.
  - Brooke indicated there will be an online option to access directory that will be password protected.
- MG Training runs from January 17<sup>th</sup> – March 21, 2019.
  - On the afternoon of March 21<sup>st</sup> trainees will go to their local extension office for orientation to MG committees and “recruit fair.”
  - Elizabeth Records will meet with new mentors this week.

## **Good of the Association**

## **All**

As of yesterday – 79 signups for Insights! Great turnout so far. Sign up to volunteer!

- ➔ Next BCMGA Board Meeting: February 4, 2019, from 9:00 – 11:00 am in the Conference Room - Benton County Extension Office.

Meeting Adjourned at 11:10 a.m.

Diana Allen  
Secretary