

**Benton County Master Gardener Association
Board Meeting – February 4, 2019**

In Attendance: Diana Allen, Rosalind Hutton, Carol Walsh, Meleah Ashford, Linda Steppan, Elizabeth Records, Brooke Edmunds, Paula Lupcho, Debbie Wray, Steve Jacobs, Lisa Borgerson, Nancy Tovar, Rich Taylor, Bob Smythe, David Mandel, Debbie Lauer

Location: Benton County Extension Office

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

Welcome and Gardening Moment All

- It snowed, it's cold and daffodils are up!
- Lost 90' row of raspberries – used thyme oil in the soil at the roots - Meleah

Adopt minutes from Dec. 2018 and Jan. 2019 Diana Allen

- Technically, only board actions need to be recorded in the minutes. How much detail should be included in the minutes?
- Review of the "Special Board Allocation Fund" discussion from the January meeting.
Take away point: We must avoid the appearance of providing preferential treatment to individuals/groups when granting BCMG funds.

➔ It was moved and seconded to approve the December 2018 and January 2019 meeting minutes

Plant Sale Transition Report – Lisa Borgerson, Chair

- Issue with emerging pests in the PNW. We are no longer able to move soil from home gardens. Transition plan away from dig and divide events.
- Kathy Clark – Five-year plan w/goal to only propagate plants from cuttings or use plugs from nurseries – support received from Brooke Edmunds.
- Propagation committee for BCMGA to meet as part of the transition plan.
- Development of a statewide propagation-working group (Plant Sale User Group) made up of two representatives from each county MG program. Goal is to share ideas on future direction of plant sales, especially for counties dealing with the loss of D&D events.
- Bulbs and dahlias – are they acceptable?
- Storing propagated plants off the ground: Must be on a six-inch gravel pad, concrete, or on a bench.
- What about ground barrier materials like the ones used by Yamhill and most nurseries? Will that be good enough?
- Lisa Borgerson and Christina Clark have volunteered to be our representatives.

➔ **Two of the questions to be answered:** Can we use bulbs that are dug up from local gardens? What are the acceptable options for protecting plants from the ground while they are growing?

OFFICER REPORTS:

Parliamentarian – Policies and Procedures

Paula Lupcho

- Review of Health and Safety P & P's
- Includes best practices for instructing volunteers in the use of tools.
- Accident reporting: If any Master Gardener is injured during a sponsored activity, an Accident Report must be completed. The form is available from OSU Extension.
- Issue of a MG owned Chipper: The ability to use the chipper depends on our insurer: (instruction manual, use of goggles, training on use).

➔ Rosalind Hutton is waiting to hear from insurance company on use of the chipper.

Pres. Elect – Search for Excellence (SFE), MTV School Garden

Nancy Tovar

- Liaison for school gardens (Glen Canning-Mt View) – verify budget amount? \$230.00
- Adams School – \$300 (Nellie)
- OMGA SFE Award – reviewed the nominating process for the award (in P&P).

➔ Rich will find out if OMGA is awarding the SFE this year (Usually happens at Mini College)

Vice President – Upcoming BCMGA programs

Debbie Lauer

- February – Plant propagation
- March – Worst gardening mistakes
- April – Organic pesticides Kaci Buhl (OSU extension)
- May – Plant ID Melanie Link-Perez – (Herbarium Curator at OSU)
- June – Come as you are ➔ gardening tours
- July – Need suggestions for garden visits
- Looking for October speaker

Membership – Awards over the year

Meleah Ashford

- 2019 BCMG of the Year – nominee is then considered for State MG of the Year Award
- 2019 BC Behind the Scenes MG – in May
- Longevity Awards (OMGA) (20-30-40, etc.)
- Lifetime Member – one member in the fall
- Should BCMG add our “own” longevity awards? Discussed adding awards for five and ten years of active membership. This might help from a retention standpoint.
- Associate membership discussion

➔ Five and ten year award discussion for March meeting agenda.

➔ Brooke will add a link to nomination forms in the E-News newsletter

Treasurer – Financials

Rosalind Hutton

- Insurance Policy updated with the revised budget proposal – the BC Fairgrounds is requiring higher level of insurance for plant sale (4 million/2 million). The cost for a one-day event policy ranges from \$740 – \$910.

- ➔ It was moved and seconded to amend the annual budget to include an umbrella policy to cover all activities at the fairgrounds (an additional \$807/year).
 - CD status - \$34,837.
 - Fraud happens more easily in small non-profits → stressed the importance for board members to carefully review monthly budget documents.
 - Technical difficulties w/First Internet to open a short term CD (must first close acct. at First Tech and reopen as a business acct.)
- ➔ Cash accounting policies – Paula to review at March meeting
- ➔ Adopted budget changes will be reviewed and approved at the March meeting.
 - Revision of the 2019 budget approved at the Dec. 2018 meeting:
 - Unfunded committees were removed from the budget.
 - General/BOD items were moved to education w/funding. These budget amendments do not impact the bottom line.
 - Review of January monthly financial statements
 - Checkbook – (we operate out of one account): Dues and registration for Insights
 - Expense summary – Committee for BC Extension – line item funding that was supposed to buy Plant Sale computer. Suggestion made to move these funds and delete line item.
- ➔ It was moved and seconded to roll Committee for BC Extension funds to Capital Fund for Tech Replacement (\$210.94).
 - Financial summary – the document does not include a column for the adopted budget.

President – May Board meeting date change? Debbie Wray

- Sustainability Faire on March 7th (Judith needs photos) – BCMG will have a table, Elizabeth will get pictures to Judith.
- Financial review by Janet Magedanz occurring during February, report at March 4th meeting
- Passed out red Fiduciary booklet
- ➔ Move May Board meeting to May 13, 2019 to allow treasurers the needed time to finalize Plant Sale revenue and expenditures. **Meeting to be held in Sunset Room at 10:00 am.**

Update on Non-Profit Conference Marge, Rosalind H, Carol W, Nancy T, Deb W.

- Review mission statement at every board meeting for reflection. Our Articles of Association include BCMGA's eight goals.
- Importance of P&P – we are in good shape!
- Capitol Campaigns – feasible study by BCMG (thinking of greenhouse).
- Generational issues with membership.
- Ford Family Foundation – free books available if you write a review.

Outreach Committee

Bob Smythe

- Distributed printed flyers and accessed social media for advertising Insights into Gardening event.
- Flyers at Insights and raffle.

Extension Report

Brooke Edmunds, Elizabeth Records

- E-News – needs and roles for Extension and MGA.
 - Formatting changes last year to make E-News easier to read. Please give any comments or suggestions to Elizabeth or Brooke.
- Update about web collections for Insights and Gearing Up
- Directory update – Elizabeth is still gathering information and reviewing formats for the 2019 MG Directory.

Good of the Association

All

- BCMGA T-Shirts? There hasn't been an order for a long time!
- ➔ Lisa Borgerson offered to look into ordering T-Shirts and Aprons for interested MG members. Jana Tindall's name was mentioned as someone that would be a great helper with this fundraising idea.
- ➔ Next BCMGA Board Meeting: March 4, 2019, from 9:00 – 11:00 am in the Conference Room at the Benton County Extension Office.

Meeting Adjourned at 11:10 a.m.

Diana Allen
Secretary