

**Benton County Master Gardener Association
Board Meeting – March 4, 2019
OSU Extension Office**

In Attendance: Paula Lupcho, Rich Taylor, Meleah Ashford, Dale Collins, Bob Smythe, Deb Wray, Deb Lauer, Steve Jacobs, Nancy Tovar, Rosalind Hutton, Marge Alig, Lynn Trimpe

Location: Benton County Extension Office

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

Welcome and Gardening Moment All

- What garden? Paula accidentally put her clippers and loppers in with the yard waste clippings – perhaps a new buying opportunity!
- Pat's been pruning and Debbie's forsythia is blooming
- Thank you for wonderful Gearing Up – to Janet Magedanz

Findings of Financial Review Janet Magedanz

- Janet reviewed the difference between designating actions as “deposits” or “disbursements” when conducting bank reconciliations.
 - Disbursements from the checking account are credits not debits
 - When dealing with an asset, which is what a bank account is, disbursements are considered credits
- Janet strongly recommended that treasurers change how bank reconciliation is conducted:
 - a. Begin with previous month's ending checking account balance
 - b. Add deposits
 - c. Subtract disbursements (listed as a credit)
 - d. Ending bank balance
 - e. Add back outstanding checks to agree with ending bank statement balance
 - f. The next month, begin with the previous month's ending checking account balance as outlined b, c, d and e.
- To complete the 2018 records, a copy of the December 2018 bank statement and reconciliation should be included.
- When making corrections to bank reconciliations, make sure you get rid of the incorrect version!
- As Past President, Steve's role is to complete the bank reconciliation on a monthly basis

Parliamentarian Review - P & P Conduct & Discipline Paula Lupcho

- Review of Disciplinary Action section of Board policies and procedures
- Suggestion: that we take the process wording detail in Policies 7 and 8 and state the Board follows Roberts Rules of Order (this change already made in By-Laws)

Adopt February minutes

- Review of February 2019 meeting minutes with several minor edits.

➔ It was moved and seconded to approve the minutes from the February 2019 board meeting.

Committee Report - Insights Into Gardening Lynn Trimpe

- Lynn expressed her appreciation for all of the volunteers who worked to make this event successful.
- And the event was successful despite the weather! There were 367 people registered, but due to weather concerns, there were 55 no shows.
- Mary Mellard developed an ad for Insights that ran in Willamette Living and Rich developed a Facebook page for the event.
- Online registration was successful. Too soon for final report on financials, but gross receipts: \$13,778.96
- There were fewer exhibitors this year and fewer raffle tickets sold
- Good return on evaluations – positive statements and long list of suggested topics and speakers. Added question on whether or not participants were master gardeners. Of the responders, 88 indicated they are currently master gardeners and 17 people said they were interested in becoming master gardeners.
- Rumor has it that LaSalls Stewart is planning a major renovation and Insights might have to find a new venue for 2020.

Officer Reports

Vice President – Association Program Report Debbie Lauer

- Debbie reviewed the program content for the next two BCMA membership meetings. Please encourage trainees to attend!
 - Elizabeth will send out a separate reminder for the meeting
 - March: Worse Gardening Mistakes. Will have gift certificates for best three minute stories (\$50, \$30 and \$20 plus door prizes)
 - April: Kaci Buhl
 - May: Plant ID as a hands-on activity. Will send out name of App beforehand for people to download for use during the meeting
- Funding for Brooke's Webinars ended! The College of Agriculture is supporting development of new webinars thru May 2019.
 - Developing new webinars costs approximately \$200 - \$250
 - OMGA discussed funding possibilities at their last meeting and are discussing options for supporting future webinars
 - Suggest was made for other MG chapters to support the development of new webinars

President Elect. – Mt. View Garden, SFE Nancy Tovar

- Volunteer opportunity: Mt. View garden has to move! Clean up planned for one day and one day for spreading soil (Glen Canning).
- Search for Excellence – applications on OMGA website, deadline is May 15th.
- Do we have interest for submitting an application from one of our committees?

Treasurer – Financials Rosalind Hutton and Marge Alig

- Plant Sale cashier recruitment! Reliable people are needed for handling cash

- For those willing to use Square, there will be training ahead of time to see if phones work with Square.
- Marge explained an error in the December 2019 approved budget (item reassigned, but formula not updated)
 - Revisit revised budget \$388 move (scholarship moved to education committee), but amount not showing up in final education budget
 - Barb Fick training grant and Mini College \$1,200 both moved to education area w/updated formulas
 - Gen BOD committee budget – liability and insurers \$1,320 increase
 - We approved moving (reassigning \$210.94) to Capitol Fund Tech Equip

➔ **It was moved and seconded to approve the revised 2019 budget.**

Membership Meleah Ashford

- Associate members – Clarification needed on the limits of Associate memberships.
 - Some Associate members are trying to attend training courses. How to clarify what Associates can attend with their limited membership? (By-Laws are general on this issue).
 - The current Associate Application does not include language about attendance at MG courses. Elizabeth and Brooke have discussed excluding Associate Members from receiving the eNewsletter to avoid confusion about listed training events.
 - One option is to only send Associate members the notice of upcoming Chapter meetings. Associates are not covered by OSU Extension insurance because they are not “volunteers.”
 - Meleah already sends out a welcome letter to new Associate members. She will send an annual letter to Associates that clarifies what their membership includes and the positive benefits of becoming a Master Gardner
- ➔ Meleah will revise current Associate Member application/Code of Conduct to clarify what training is available to Associates. Draft changes to be reviewed at April meeting.
- Membership Longevity Awards (5, 10 yr)
 - Does the BCMGA chapter want to add five and ten year membership recognition awards?
 - It seems that newer members tend to drop off after two years in MG
 - Reminder from Elizabeth: Make sure to run design ideas by Extension before committing to a design/product
- ➔ Meleah and Debbie W will develop recognition idea and present at April Board meeting

OMGA Report Rich Taylor

- See attachment to the minutes for notes from the March 1-2, 2019 Leadership Forum and OMGA Board Meeting

President Debbie Wray

- Proposal from Ellen Tappan to submit a grant application to the Benton Community Foundation to support a Spanish “Seed to Supper Program” in 2020.
 - Ellen is working with **CGAT**, Tina Dodge Vera (SNAP, Hood Heroes) and Benton County Health Department to develop the proposal.
 - Ellen is requesting assistance from the BCMGA treasurer and submission of the grant under the auspices of the BCMGA’s EIN. The application is due April 9, 2019.
- ➔ It was moved and approved for BCMGA’s support of a Spanish Seed to Supper (2020) application to the Benton County Foundation under the auspices of the BCMGA EIN.

Outreach Committee Bob Smythe

- Committee Fair – March 21st
 - The Fair to recruit the new class of trainees for MG committees will follow their final exam and potluck.
 - The potluck is held at the Tangent Training Center and is open to all; especially Mentors and other certified master gardeners.
 - The Recruitment Fair will be held at the Benton County Extension Office - Elizabeth will soon send out an RVSP for the potluck.

Extension Report Brooke Edmunds and Elizabeth Records

- Elizabeth provided links to BCMGA Board Operational documents on the Extension website. The link can be found at the start of the “Master Gardener Association section. Elizabeth will make the link more clear in future eNewsletters and will also put the link in the new membership directory: <http://blogs.oregonstate.edu/bcmga/>
- Elizabeth passed around the draft membership directory for review
- Elizabeth reported that a new section on the website will feature handouts from this year’s Insights in Gardening as well as handouts from past events.
- Lisa Borgerson and Christina Clark are BCMGA’s representatives for the Plant Sale Study Group

Good of the Association All

- ➔ Next BCMGA Board Meeting: April 1, 2019, from 9:00 – 11:00 am in the Conference Room at the Benton County Extension Office.

Meeting adjourned 11:07 am