

**Benton County Master Gardener Association
Board Meeting – February 3, 2020
OSU Extension Office**

9:00 am – 11:00 am

In attendance: ✓ Bob Smythe □ Rich Taylor ✓ Deborah Hobbs ✓ Linda Steppan
✓ David Dowrie ✓ Nancy Tovar □ David Mandel ✓ Deb Kern ✓ Paula Lupcho
✓ Diana Allen ✓ Debbie Wray ✓ Dale Collins □ Jana Tindall ✓ Marge Alig
✓ Alan Taylor ✓ Brooke Edmunds ✓ Elizabeth Records

President Nancy Tovar called the meeting to order at 9:00 am

Welcome and Gardening Moment All

- Nancy showed slides of wildlife (Townsend Warbler) and plants in her garden.
- Elizabeth saw a Tricolored blackbird at the Philomath sludge pond.

Adopt Minutes from previous meeting

- ➔ It was moved, seconded, and passed unanimously to approve the minutes, as presented, from the January 6, 2020 board meeting.

Extension Report

Brooke Edmunds and Elizabeth Records

- MG Mentors are all paired with the new MG trainees.
- March 5th potluck in Tangent to meet new MG trainees – bring a potluck item.

Treasurers' Report

Paula Lupcho and Marge Alig

1. Monthly Financials

- Review of monthly financials
- Have switched to Quickbooks – financial reports will soon have a new look.
- Line item for membership retention/awards has exceeded the budgeted amount of \$500. OSU Extension payed the bill and needs reimbursement. It was recommended that we cover the balance with Board Discretionary funds.

- ➔ It was moved, seconded, and passed unanimously to approve the \$351.50 reimbursement to OSU Extension with Board discretionary dollars

2. Annual Financial Report to OMGA

- The OMGA Annual Financial report has been completed and sent to OMGA. It proved challenging due to new document requirements.

Officer Reports

President

Nancy Tovar

1. Review Committee Liaisons – revised and updated – *Nancy will send out the final document.*
2. There's been a lack of follow through by Gail Langellotto in establishing the statewide study group for addressing "Best Management Practices for Master Gardener Plant Sales to Avoid the Spread of Pests."

- Nancy has requested that the March OMGA agenda address how other counties are managing the required transition away from dig-and-divides for plant sales.
3. Review Scholarship Committee nomination policy
 - To ensure stability year-to-year, Nancy is requesting a change to the membership cycle for the Scholarship Committee.
 - ➔ It was moved, seconded, and passed unanimously to approve changes to the cycle for the Scholarship Committee: one new member per year to maintain stability.
 4. Share updated Annual Calendar (Yearly Activities)
 - *Please review the calendar and let Nancy know of any updates/changes.*

Vice President

Alan Taylor

1. Review of the upcoming programs at the monthly BCMGA membership meetings.
2. Requesting a donation to the Flora Project as a thank you to Linda Hardison for her talk. *The donation will be addressed at a future meeting.*
3. Progress by the Mentor Committee
 - All trainees are now matched with a MG Mentor – contact information was shared with each pair to encourage early communication.
4. Publicizing Membership Meetings – is this something we can do?
 - In the past meetings were publicized in the FYI section of the Gazette Times.
 - Elizabeth offered to publish meeting dates in the Valley Gardener. *Alan will send meeting notices to Elizabeth ahead of time.*

Membership Secretary

Deborah Hobbs

- The Membership Directory is finished!

OMGA

Rich Taylor

1. BCMGA Website suggestions/feedback – looks great!
2. OMGA Mini College 2020 Planning – Rich was ill and will provide an update next month
3. BCMGA projector research update – updates next month

Parliamentarian

Paula Lupcho

1. Bylaws changes on voting – Paula researched Oregon Statute and Robert's Rules on requirements for electronic voting. All members must vote, and voting must be unanimous. *See attached policy at the end of the minutes.*
 - ➔ It was moved, seconded, and passed unanimously to approve the changes to Article 6 of the BCMGA Bylaws.

Upcoming events

1. IIG – registration is closed, and no walk-ins allowed – at capacity for the event!
2. Next BCMGA Board Meeting: March 2, 2020

Meeting adjourned at 10:17 am

Good of the Association – All

Attachments:

- Electronic voting
- January 2020 Financial Summary (to be attached when minutes approved)

Electronic Bylaws Addition

Action taken at BCMGA Board meeting 2/3/20

Article IV – The Board

Section 7. Action without a Meeting (Electronic Voting)

- a. In accordance with Oregon State Statutes governing charitable organizations, an electronic vote may be taken by the board of directors.
- b. Such action shall only be taken when prompt action on an issue is in the best interest of the association.
- c. A written description of the action to be taken shall be sent to all voting board members. All voting members must respond and consent to the action. Without unanimous consent, the action may not be taken. A written description of the action and all responses from board members shall be retained and included in the minutes. This has the effect of a meeting vote and may be described as such in any document.

BCMGA Monthly Financial Summary for January - FY 2020

Cumulative revenues and expenses January 1, 2020 through end of month

	12/31/2019	2020 Budget	Budgeted Funds Remaining	Prior Month 12/31/2018
Beginning Checkbook Balance at start of FY	53,674.71			75,162.40
Revenue (Year to date)				
Dues	238.00			2,073.28
Insights (2018)	14,094.94			16,547.93
Plant Sale	411.00			45,564.80
Cash Box Change	50.00			1,900.00
Sales / Refunds / Grants / Donations / Awards	1,000.00			1,005.99
Checking Account Dividend	4.96			59.82
Total Revenue to date	15,798.90			67,151.82
Expenses (Year to date)				
Insights	223.45	8,995.00	8,771.55	6,769.30
Plant Sale	103.82	11,535.00	11,431.18	8,097.54
Cash Box Change: Fundraisers	0.00	2,000.00	2,000.00	1,950.00
OMGA dues	0.00	1,270.00	1,270.00	1,253.00
BOD / General / Committee	938.54	9,270.00	8,331.46	5,836.41
Education & Other Services	245.97	8,265.00	8,019.03	3,105.68
Gardens	0.00	2,625.00	2,625.00	1,645.49
Youth Services	0.00	985.00	985.00	524.37
Restricted Funds (w/o Capital Funds)	0.00	0.00	0.00	6,407.72
Cap Funds	0.00	2,280.94	2,280.94	50,000.00
Allocations/Donations	0.00	3,050.00	3,050.00	3,050.00
Total Expenses to date	1,511.78	50,275.94	48,764.16	88,639.51
Net Income: Total Revenue minus Total Expenses	14,287.12			-21,487.69
Checkbook Balance - end of month	67,961.83			53,674.71
Minus Capital Funds remaining	2,280.94			4,688.41
Cash in checking acct. available to BCMGA	65,680.89			48,986.30
Other Accounts Balances				
First Tech Credit Union Savings Account	5.00			5.00
Greenhouse Capital Funds--First Internet Bank Certificates of Deposit				
CD #1 (GH Cap Fund) 12mo, matures 11/19/20	35,921.76			35,865.41
CD #2 (GH Cap Fund) 12 mo, matures 05/01/20	20,412.08			20,364.52
CD #3 (GH Cap Fund) 12 mo, matures 07/08/20	30,456.56			30,383.18
Total GH Cap Fund in CDs	86,790.40			86,613.11