

# MGABC MINUTES

## FULL COUNCIL MEETING



**Thursday, 21<sup>st</sup> January, 2010**  
**Oakridge Community Centre**  
**(Oak St and 59<sup>th</sup> Ave)**  
**11:00 a.m. – 4:00p.m.**

Present: Rebecca Black, John Bruce, Ron Fawcett, Pam Harrison, Jan Hemming, Hope Hilliard, Susan Lazar, Wendy MacIntyre, Sheila Malbeuf, Heather Nielsen, Joy Posyniak, Barry Roberts, Linda Sears, Nini Taylor, Leslie Welch  
 Regrets: Linda Derkach,

Note: the letters m/s/c used below stand for Moved, Seconded, and Carried

**1. a) Call to Order** – Barry called the meeting to order at 11:00a.m.  
 Council Members introduced themselves. Barry reviewed the document: Chapter Overview- MGABC. Discussion on membership numbers of each chapter. Correction to Okanagan Classroom hours: The program commences in the fall; the Victoria Chapter Fee is \$770.00 and includes 1<sup>st</sup> year garden membership; in addition, ongoing garden membership is encouraged.

b) Adoption of Agenda

m/s/c Hope/ Wendy

c) Approval of amended AGM Minutes from November 27/09

m/s/c Leslie / Susan

**2. Membership Committee report** – Pat Taylor

- Discussion by all of accuracy of membership list, member count and of addition of students to this list.
- Pat reported that if the information is in the data base those members, once they have written the BT Exam, will be added to MG Admin.
- Each Chapter is responsible for submissions to Pat using her formatted Excel spread sheet. Chapter Heads are responsible for updating the Membership Chair on whether members are Associate or resigned. Associates / members who have not fulfilled their yearly hours, and Students, are not permitted to Vote ( if we were to have a Provincial Election) Life members are not required to do hours. it was recognized that Chapters use different titles and categories
- Pat will draft up a document for Vancouver chapter with a possible revision for older members who want to perform ADMIN duties but not clinics. This document will be shared with all

Action: Pat requested that all membership updates be submitted by February

**3. Spring Seminar 2010 Report-** Lynne Christmas

Lynne reported a Silent Auction team has volunteered from within the Vancouver Chapter

A billet is required for speaker Jennifer Trehane: overnight stay March 7<sup>th</sup> & a drive to the airport the following day

Vendors- Lynne is optimistic for a book vendor discount

3 speakers will allow some leniency on the day's agenda

Registration form is on the website

Brian Campbell says we are having a soil sale

Council discussion on a member's offer to MGABC to sell products for profit ourselves during Seminar. It was agreed this is against policy and that the offer will be made to the member to set up her own table to sell her own products, making the profit herself.

Action: Lynne will send out Speaker information through MG Admin

**4. Treasurer's Report** – Ron Fawcett

**November /09** Ron reported additional revenue of \$981 from recent MGABC AGM. Pam noted the significant costs of printing and postage for the newsletter. Ron reported that the MG Liabilities Expense for Insurance is paid from Spring Seminar funds.

m/s/c to accept November 30 2009 Financial Statements as presented

Ron/ Linda S

m/s/c to accept November 2009 Cheques issued

Ron/John

**December /09-** Assets have been increased by adding a printer. Vancouver advance loan is now at \$500 from \$200. Pam noted that Council should have been consulted on the advance of \$300 in loans to the Vancouver Chapter. Jan and Susan noted that transparency is needed in future process.

m/s/c to accept December 31 2009 Financial Statements as presented

Ron/ Linda S

m/s/c to accept December 31, 2009 Cheques issued

Pam/ Leslie W.

**ACTIONS:**

increase Travel Budget for 2011

recommend that BT pay their own credit card expenses

**5. Revised Travel Policy- Linda Sears**

Linda reported: the amended document should be dated January 2010. Page 2 Tax receipt information: **Tax Receipt in Lieu of Cash Repayment** is new; as is Council Travel mileage. There is no longer a cap of 100KMs.

**MOTION** to accept Policy re: Travel Expenses for those attending Council Meetings  
m/s/c Susan/John

**6. Revised Budget- Ron Fawcett**

Ron reported that the revised 2010 Budget items: Grants and Donation Revenues have been removed. Discussion followed of the comparative analysis document.

m/s/c to Accept the revised 2010 MGABC Budget as presented.

**7. Chapter Reports**

Barry requested that we accept these reports as presented:

Vancouver Island, Victoria, Prince George, Okanagan

Thompson Shuswap: Leslie thanked the Council for continuing support for her Chapter Set-up  
Vancouver: John Bruce (who has just taken over as Chapter Rep) reported on several upcoming workshops for the Vancouver Chapter. Barry noted that Vancouver Chapter is experiencing increased demands from Horticulture groups at the same time as they have increased MG enrollment. Vancouver needs a plan to keep balance

**8. Project Proposals**

**a) MG Fact Sheets Series Two:** Barry reported we will soon be in the stage of spending the budgeted Fact Sheet funds. This is a stand alone project which must raise its own funds.

Discussion followed on whether fact sheets would be available on the website: Design/format change would be needed and color front page would not be possible

Discussion on possibility of a book or a CD for a fee. Jan noted grant funding may be a possibility

**MOTION to proceed with the Fact Sheet Project in principle**

**CARRIED**

**b) History of MGABC:** Barry reported production of this history would be inexpensive. Concern was voiced that this information is not relevant to all members. Concern was raised that this project is not a priority for Chapters at present. Pam voiced concern about such a tight timeline in which to produce a quality document Discussion followed on using 2012 , MGABC 30<sup>th</sup> Anniversary, as a target date for publishing.

**MOTION**

**That a target date of 2012 for publishing of the History of MGABC be set**  
m/s/c Leslie/Susan

**MOTION**

**That an *interim* edition of the History of MGABC be published with preorders being taken for the Spring Seminar  
m/s/c Barry/ Susan , one on record as against : Pam**

**9. Creating Committees- All**

**a. Nominating committee-** 5 non-council members plus President and President-Elect Chapters will nominate their own members

Concern was raised that the chair of the Nominations Committee should not be the president. Transparency is needed.

**Action: Jan and Barry to collaborate and report at the April Council Meeting**

**b. Affiliations Committee-** Linda Sears has agreed to chair

Barry noted that all Chapters have signed the Affiliation Agreement except VIMGA who will get back to MGABC at next meeting after VIMGA Exec has had a chance to go over it.

**Action: Linda S. will rework the Terms of Reference and circulate the draft. Linda is seeking members from chapters**

**c. Bylaws Committee-** This committee is comprised of Doug C. Karen S., Barry, and Lynne Christmas. A Chair will be decided at the end of February. Susan recommended that a new member(s) is needed to train. Barry noted this committee will be meeting monthly for the next 4-5 months.

**Action: Sheila noted she could be involved if meetings could be done on Skype on evenings or weekends. Barry will ask Linda D. if she would be involved.**

**d. Education Committee-** Linda D.

Pam reported council could expect some changes to appendices before the Education Standards Document is ready for wider distribution. Linda D will get to it ASAP.

**e. Communications Committee- VP Needed**

This position should not be under the Secretary domain. This Committee would oversee Website Committee and oversee Newsletter.

**Action: Jan has done the background work and will send out draft document to council**

**Re E- Mail protocol:** comments added were: check subject line , check reply all

**MOTION to accept the draft E mail Protocol for Council and Executive Committee**

m/s/c Jan/ Leslie

**f. VP of Special Events-** Susan Lazar

Susan noted we have not had a focus on special events besides the recent AGM and the Spring Seminar (which Lynne Christmas heads up). **Hope has agreed to sit on this committee with Susan**

Susan polled the council on a possible field trip in May to visit Bill Terry's Meconopsis Garden on the Sunshine Coast. It was agreed this would be a provincial activity.

Discussion of November AGM: Ron explained the reason we have our AGM in November:

Fiscal year-end

Acclamation of new council for the following year

**Action: AGM Date needed** (Council Meeting is set for November 18<sup>th</sup>)

**g. Finance Committee-** Ron Fawcett has a team in place

**h. Invasive Plant Council-** Nini Taylor has agreed to be the MGABC Council Representative

**i. BC Council of Garden Clubs-** Susan Lazar has agreed to be the MGABC Representative

**j. Membership & Policy-** to monitor changes to P & P manual- Linda Sears

**k. Committees needed: Fundraising**

**Long Term Planning-** Linda Sears will look at long term planning

**10) Council to-do Calendar**

Barry circulated copies of the month by month council to do Calendar

Discussion followed on:

Outstanding Service Award nominations- chapter level ( no input from Provincial Council needed)

Award of Merit- Provincial Award given at Spring Seminar.

Various ways to nominate members, if there are too many Award of Merit nominations Council will be needed to review

All forms are available on the website <http://www.bcmastergardeners.org/members.html>

Action: Barry returns from China on February 9<sup>th</sup>: Nominations for AWARD of Merit needed by then so we can present at the Spring Seminar

**11) MGABC Banner Sign-out Form**

It was agreed the Secretary should receive the 'request for banner' e-mail, who will then forward it to Lynne.

Action: Linda Sears wants a photo of the banner available on the website.

There being no further business, the meeting adjourned at 3:05 p.m.

Respectfully Submitted,

Heather Nielsen  
MBABC Secretary

Attachments:

MGABC COUNCIL FINAL AGENDA 2010 JAN.

MGABC Council Minutes 2009 11 27

Email Protocol, Master Gardener Association of BC

ChapterOverview\_2010\_01\_21.xls

Provincial Council Travel Expense Form Proposal

Travel Policy Update Proposal

Travel Cost Calculation 2010

Proposal\_Fact Sheets\_Series Two 2010 Jan

Proposal\_History of the MGABC 2010 Jan

**Financial Statements:**

MGABC - Provincial Cheques Issued November 2009

Income Statement as @ Nov 30, 2009.xls

Balance Sheet as @ Nov 30, 2009.xls

MGABC - Provincial Cheques Issued Dec 2009

Series One Expenditure\_2009\_Dec\_28(1) (1) (2).xls

**Income Statement as @ Dec 31, 2009.xls**

**Balance Sheet as @ Dec 31, 2009.xls**

**Comparative Analysis Years 2002 - 2009.xls**

**Series One Expenditure\_2009\_Dec\_28**

**Revenue - Expense Statement 2009.xls**

Income Statement 2010

**Chapter Reports:**

VMGA 2010 restructure DRAFT

VMGA Chapter report, January 2010  
OMG Report Jan 2010  
VIMGA Chapter Report to MGABC 210110  
VIMGA OMG comment update 210110