

# Douglas County Master Gardeners Chapter Meeting Minutes

October 31, 2013

The OSU Douglas County Master Gardeners chapter meeting was called to order on October 31, 2013 by President **Michelle Harding-Olson**. Fifty-one members attended. The minutes of the September 2013 chapter meeting were approved as written.

**HORTICULTURE AGENT – Steve Renquist** was not in attendance.

**MEMBERSHIP DIRECTOR – Ruth Stafford** reported the next newsletter would include the annual request for dues form. Dues will remain \$10.00 and are due by January 1, 2014. She mentioned roster changes are printed quarterly and emailed to the distribution list.

**OMGA REPRESENTATIVE – Rosemary Brinkley** announced Douglas County will host the OMGA meeting on November 14, 2014. OMGA officers will be elected at this meeting. OMGA sent a thank you note to Douglas County Master Gardeners for supplying the beautiful mini college centerpieces. This note was read to the membership. **Rosemary** also expressed her thanks to the committee. She and **Roger Sawyer** will travel to Newburg Saturday for the OMGA Meeting.

**TREASURER – Vicki McAlister** reviewed the Treasurer's Report. The 2014 Budget was approved at the October Executive Committee meeting. The membership will be asked to vote at the November Chapter Meeting.

All 2013 Budget requests are due by December 15, 2013. **Vicki** reminded members that all reimbursement requests require the signature of the chairperson.

**VICE-PRESIDENT – Fred Alley** reported several Continuing Education events are in the works, including Landscape Design and Nutrition in the Garden. Next month's topic is yet to be determined.

**PAST-PRESIDENT – Larry Sutton** announced we received a check from OMGA for \$100.00 to offset International Search for Excellence expenses. The check was given to Treasurer **Vicki McAlister**.

**PRESIDENT – Michelle Harding-Olson** announced **John Punches** hung the Search for Excellence Award plaque on the wall outside of the Plant Clinic. **Michelle** also stated **John** offered to build a nice wooden structure to display future awards.

**COMMUNITY OUTREACH – Leo Grass** received a request from Oakland Junior High for assistance in setting up a garden. **Leo** feels we should do a presentation instead of providing direct assistance in the set-up, due to the potential of an ongoing commitment.

**WINTER TRAINING - Maureen Benice** announced that 18 students have signed up for Winter Training. **Steve Renquist** would like a class of 25, so **Maureen** asked members for their help in recruiting trainees. The first mentor class was held October 30. The second class, "The Nitty Gritty of It All" will be held December 4th, 10am in the Annex Kitchen. We are still in need of mentors. Volunteers can sign up as full time or substitute mentors or share the duty with someone else. The sign-up sheet is in the Plant Clinic.

**Maureen** encouraged everyone to greet new Trainees at W14 Orientation on November 12th at 11:00 am in the Annex. Please arrive by 11:15.

**PLANT CLINIC – Judy Mercer** reported the Plant Clinic served 50 clients in September. The Plant Clinic has been open Monday, Wednesday and Thursday during October. In November the Clinic will be open Monday and Wednesday, and in December it will be open on Mondays only. **Judy** will be printing new time

sheets soon. She also passed the Plant Clinic Volunteer Sign-up Calendar around. The Plant Clinic needs alternates in case of a scheduled member's absence.

**DISCOVERY GARDEN – Julie Stanbery** reported that the cleanup is still ongoing. All of the hoses have been collected, labeled and stored.

**Julie** thanked those volunteers who helped distribute 7 yards of mulch last month. A new picnic area is being developed adjacent to the Sustainable Garden using a recently donated table. The table is in need of some TLC.

Tree Magic Tree Service has been given permission to dump wood chips at the Garden, no other dumping is allowed.

**Julie** is currently soliciting bids for the removal of a large Douglas fir that overshadows the Butterfly Garden. **Dennis Moore** volunteered to trim lower branches if removal proves to be too expensive. It was suggested to contact **Randy Briggs**, since he has provided this service in the past. **Judy Mercer** said she would ask him. Water at the Pavilion will remain on until we receive our first freeze.

**Julie** reminded members the “Festival of Lights” will begin soon and asked members to be observant and report any damage they see.

**DISCOVERY GARDEN SIGNAGE – Karen Glatz** announced there would be a signage meeting held after the Chapter meeting but had no news to report.

**AWARDS – Betty Ison** announced three members earned their swinger bars: **Renee Coen, Mike Heidinger** and **Ronald LaRose**.

**Betty** congratulated the members who received awards at the Awards banquet in September including; **Judy Mercer**-2013 Master Gardener of the Year, **Jackie Carpenter**-2013 Behind the Scenes Master Gardener of the Year, **Karen Glatz**-Outstanding Trainee, and **Shirley Purcell**-Horticultural Agent Award. Three more trainees have completed their 60 hour commitment and received their swinger bars.

**PUBLICITY – Bonnie Courter** had nothing to report.

**HALLMARK – Linda Thames** was not in attendance.

**BAKE SALE – Barbara Robinson** announced the Bake Sale and Raffle would be on November 23<sup>rd</sup> at Sherm's Thunderbird Market. Volunteers for the sale will need to arrive at 7:45 a.m. Baked good donations will be received in the Annex Kitchen on Friday, November 22<sup>nd</sup> between 1-4pm. **Barbara** reminded members all baked goods need to be wrapped well. If donating cupcakes, wrap them on a plate in groups of 4-6 and cookies should be on a plate in groups of 6 or 12. Decorating with pretty wrapping or bows helps sales, but volunteers at the Annex and the sale will add these if you do not. An Ingredient Form must be completed for each item, **Barbara** will email this Form to members. Forms will also be available at the drop-off sites. Donations will be accepted at Sherm's on the day of the sale.

About 30 volunteers are needed and can sign-up in the Plant Clinic or you can call or email **Barbara**.

Set-up on Saturday begins at 7:00 a.m.

**Barbara** also asked for donations of berries, cranberries, apples, and pecans. Pie tins are available through **Barbara**.

Raffle tickets for the Quilt donated by **Judy Huntley** and her Quilt Guild will be sold at the Bake Sale. Tickets cost \$2.00 each or 3 for \$5.00. The winner will be announced the first week of December.

**VICTORY GARDEN – Mik Carlson** reported many successes for the year despite the insect issue. **Mik** announced 4999 pounds were donated this year; 3723 pounds from the Victory Garden and 1276 pounds from individual Master Gardeners. **Mik** brought seed packets donated by UCAN via BiMart, and invited members to take what they liked after the meeting. Packets still remain at UCAN if any members would like to sort through the 4 pallets of boxed seeds. UCAN hopes members will donate a portion of the crops grown via these seeds.

**OLD BUSINESS** – None.

**NEW BUSINESS – Julie Stanbery** brought a box of 8 Garden Journals and gave them to President **Michelle Harding-Olson** for distribution.

**SHOW & TELL – Bob Brindley** shared an unusual tomato cross with the group.

The meeting was adjourned at 11:00 AM.

Respectfully submitted,

**Janet Parkerson**

# Account Balances - As of 10/30/2013

As of 10/30/2013

10/30/2013

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| Account                           | 10/30/2013<br>Balance |
|-----------------------------------|-----------------------|
| <b>Bank Accounts</b>              |                       |
| Checking-Umpqua Bank              | 2,463.67              |
| Money Market-Reserves-Umpqua Bank | 6,659.10              |
| Money Market-Umpqua Bank          | 27,084.44             |
| <b>TOTAL Bank Accounts</b>        | <b>36,207.21</b>      |
| <b>OVERALL TOTAL</b>              | <b>36,207.21</b>      |

**Cash Flow**  
9/26/2013 through 10/30/2013

| Category                        | 9/26/2013-<br>10/30/2013 |
|---------------------------------|--------------------------|
| <b>INFLOWS</b>                  |                          |
| Interest Income - Bank          | 1.58                     |
| PSP Income                      |                          |
| Clinic & Office                 |                          |
| Soil Testing                    | 95.00                    |
| TOTAL Clinic & Office           | 95.00                    |
| TOTAL PSP Income                | 95.00                    |
| <b>TOTAL INFLOWS</b>            | <b>96.58</b>             |
| <b>OUTFLOWS</b>                 |                          |
| Management & General            |                          |
| Awards & Banquet                |                          |
| Banquet                         | 612.35                   |
| TOTAL Awards & Banquet          | 612.35                   |
| Grants&Gifts&Scholarships       |                          |
| Scholarships                    | -720.48                  |
| TOTAL Grants&Gifts&Scholarships | -720.48                  |
| TOTAL Management & General      | -108.13                  |
| PSP Expense                     |                          |
| Capital Expenditures            |                          |
| Greenhouse - 5 included         | 46.00                    |
| TOTAL Capital Expenditures      | 46.00                    |
| Clinic & Office                 |                          |
| Farmers Markets                 | 21.98                    |
| TOTAL Clinic & Office           | 21.98                    |
| Discovery Garden                |                          |
| Butterfly                       | 31.98                    |
| Childrens                       | 29.95                    |
| Entry                           | 90.00                    |
| Irrigation                      | 39.94                    |
| Maintenance                     | 25.00                    |
| Mulch                           | 45.00                    |
| Rock Garden - 2012 GRANT        | 391.28                   |
| Water - River Forks meter       | 20.71                    |
| Xeriscape                       | 6.00                     |
| TOTAL Discovery Garden          | 679.86                   |
| TOTAL PSP Expense               | 747.84                   |
| Special Events Expense          |                          |
| Plant Sale Expense              |                          |
| Propane                         | 1,183.54                 |
| Water - Pitchford meter         | 89.44                    |
| TOTAL Plant Sale Expense        | 1,272.98                 |
| TOTAL Special Events Expense    | 1,272.98                 |
| <b>TOTAL OUTFLOWS</b>           | <b>1,912.69</b>          |
| <b>OVERALL TOTAL</b>            | <b>-1,816.11</b>         |

## Budget - Current Year

1/1/2013 through 12/31/2013 Using 2013 Budget

10/30/2013

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| Category                   | 1/1/2013<br>Actual | -<br>Budget      | 12/31/2013<br>Difference |
|----------------------------|--------------------|------------------|--------------------------|
| <b>INCOME</b>              |                    |                  |                          |
| Donations                  | 0.00               | 0.00             | 0.00                     |
| Contributions              | 30.00              | 0.00             | 30.00                    |
| Grants                     | 750.00             | 0.00             | 750.00                   |
| Pavilion                   | 150.00             | 0.00             | 150.00                   |
| TOTAL Donations            | 930.00             | 0.00             | 930.00                   |
| Dues-hardcopy newsletter   | 220.00             | 200.00           | 20.00                    |
| Dues-membership            | 2,440.00           | 2,400.00         | 40.00                    |
| Interest Income - Bank     | 11.35              | 10.00            | 1.35                     |
| PSP Income                 | 0.00               | 0.00             | 0.00                     |
| Clinic & Office            | 0.00               | 0.00             | 0.00                     |
| Soil Testing               | 770.00             | 800.00           | -30.00                   |
| TOTAL Clinic & Office      | 770.00             | 800.00           | -30.00                   |
| TOTAL PSP Income           | 770.00             | 800.00           | -30.00                   |
| Special Events             | 0.00               | 0.00             | 0.00                     |
| Plant Sale Income          | 0.00               | 0.00             | 0.00                     |
| Drawings                   | 864.25             | 750.00           | 114.25                   |
| Entrance Fees              | 2,366.06           | 3,100.00         | -733.94                  |
| Plant Sales                | 0.00               | 0.00             | 0.00                     |
| Sales-event                | 19,719.63          | 19,600.00        | 119.63                   |
| Sales-post                 | 1,270.00           | 1,000.00         | 270.00                   |
| Sales-pre                  | 2,386.25           | 2,550.00         | -163.75                  |
| TOTAL Plant Sales          | 23,375.88          | 23,150.00        | 225.88                   |
| Vendor Booth               | 2,641.00           | 2,500.00         | 141.00                   |
| TOTAL Plant Sale Income    | 29,247.19          | 29,500.00        | -252.81                  |
| Special Events-other       | 0.00               | 0.00             | 0.00                     |
| Bake Sale                  | 0.00               | 1,000.00         | -1,000.00                |
| Compost Tea                | 697.00             | 900.00           | -203.00                  |
| Misc Events                | 213.00             | 0.00             | 213.00                   |
| Quilt Raffle               | 105.00             | 0.00             | 105.00                   |
| Trash-To-Treasure Sale     | 3,360.75           | 2,000.00         | 1,360.75                 |
| TOTAL Special Events-other | 4,375.75           | 3,900.00         | 475.75                   |
| TOTAL Special Events       | 33,622.94          | 33,400.00        | 222.94                   |
| <b>TOTAL INCOME</b>        | <b>37,994.29</b>   | <b>36,810.00</b> | <b>1,184.29</b>          |
| <b>EXPENSES</b>            |                    |                  |                          |
| Management & General       | 0.00               | 0.00             | 0.00                     |
| Awards & Banquet           | 0.00               | 0.00             | 0.00                     |
| Awards                     | 0.00               | 350.00           | 350.00                   |
| Banquet                    | 612.35             | 750.00           | 137.65                   |
| TOTAL Awards & Banquet     | 612.35             | 1,100.00         | 487.65                   |
| Conferences                | 0.00               | 0.00             | 0.00                     |
| Chapter Meetings           | 0.00               | 50.00            | 50.00                    |
| OMGA Travel                | 0.00               | 460.00           | 460.00                   |
| TOTAL Conferences          | 0.00               | 510.00           | 510.00                   |
| Dues-OMGA                  | 1,708.00           | 1,680.00         | -28.00                   |
| Grants&Gifts&Scholarships  | 0.00               | 0.00             | 0.00                     |
| 4-H Donation               | 60.00              | 80.00            | 20.00                    |
| Endowment                  | 1,000.00           | 1,000.00         | 0.00                     |
| Gifts - Hallmark           | 0.00               | 50.00            | 50.00                    |

## Budget - Current Year

1/1/2013 through 12/31/2013 Using 2013 Budget

10/30/2013

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| Category                                       | 1/1/2013<br>Actual | -<br>Budget     | 12/31/2013<br>Difference |
|--|--------------------|-----------------|--------------------------|
| Memorial                                       | 0.00               | 100.00          | 100.00                   |
| Officer Gifts                                  | 68.00              | 60.00           | -8.00                    |
| Scholarships                                   | 1,538.06           | 1,500.00        | -38.06                   |
| <b>TOTAL Grants&amp;Gifts&amp;Scholarships</b> | <b>2,666.06</b>    | <b>2,790.00</b> | <b>123.94</b>            |
| Historian                                      | 0.00               | 25.00           | 25.00                    |
| Hospitality                                    | 142.00             | 150.00          | 8.00                     |
| Liability Insurance                            | 636.00             | 670.00          | 34.00                    |
| OMGA Chapter Display                           | 102.50             | 200.00          | 97.50                    |
| OMGA Search for Excellence                     | 0.00               | 0.00            | 0.00                     |
| Postage for Executive Board                    | 18.40              | 30.00           | 11.60                    |
| Print Check Charges                            | 20.42              | 25.00           | 4.58                     |
| Supplies for Executive Board                   | 3.49               | 50.00           | 46.51                    |
| <b>TOTAL Management &amp; General</b>          | <b>5,909.22</b>    | <b>7,230.00</b> | <b>1,320.78</b>          |
| PSP Expense                                    | 0.00               | 0.00            | 0.00                     |
| Advanced Training                              | 0.00               | 0.00            | 0.00                     |
| Continuing Education                           | 0.00               | 100.00          | 100.00                   |
| Newsletter                                     | 0.00               | 0.00            | 0.00                     |
| Postage  | 215.45             | 291.00          | 75.55                    |
| <b>TOTAL Newsletter</b>                        | <b>215.45</b>      | <b>291.00</b>   | <b>75.55</b>             |
| <b>TOTAL Advanced Training</b>                 | <b>215.45</b>      | <b>391.00</b>   | <b>175.55</b>            |
| Capital Expenditures                           | 0.00               | 0.00            | 0.00                     |
| Greenhouse - 5 included                        | 950.65             | 1,000.00        | 49.35                    |
| Greenhouse Plumbing & Irrigation               | 30.98              | 500.00          | 469.02                   |
| <b>TOTAL Capital Expenditures</b>              | <b>981.63</b>      | <b>1,500.00</b> | <b>518.37</b>            |
| Clinic & Office                                | 0.00               | 0.00            | 0.00                     |
| Farmers Markets                                | 21.98              | 35.00           | 13.02                    |
| Insects  | 0.00               | 65.00           | 65.00                    |
| Library  | 0.00               | 100.00          | 100.00                   |
| Plant Clinic & Office Supplies                 | 0.00               | 0.00            | 0.00                     |
| Soil Testing                                   | 161.83             | 120.00          | -41.83                   |
| Website Development                            | 43.00              | 50.00           | 7.00                     |
| <b>TOTAL Clinic &amp; Office</b>               | <b>226.81</b>      | <b>370.00</b>   | <b>143.19</b>            |
| Community Outreach                             | 0.00               | 0.00            | 0.00                     |
| Fair Booth                                     | 0.00               | 0.00            | 0.00                     |
| Home Show                                      | 0.00               | 0.00            | 0.00                     |
| Speakers Bureau                                | 0.00               | 97.00           | 97.00                    |
| <b>TOTAL Community Outreach</b>                | <b>0.00</b>        | <b>97.00</b>    | <b>97.00</b>             |
| Discovery Garden                               | 0.00               | 0.00            | 0.00                     |
| Brochures                                      | 0.00               | 0.00            | 0.00                     |
| Butterfly                                      | 237.11             | 250.00          | 12.89                    |
| Childrens                                      | 173.55             | 420.00          | 246.45                   |
| Compost  | 0.00               | 100.00          | 100.00                   |
| Easy Access (Container Garden)                 | 57.45              | 550.00          | 492.55                   |
| Electric - meter 23609842                      | 123.73             | 400.00          | 276.27                   |
| Entry  | 90.00              | 90.00           | 0.00                     |
| Hedgerow                                       | 0.00               | 0.00            | 0.00                     |
| Herb   | 0.00               | 150.00          | 150.00                   |
| Iris   | 0.00               | 50.00           | 50.00                    |
| Irrigation                                     | 166.12             | 600.00          | 433.88                   |
| Japanese                                       | 0.00               | 220.00          | 220.00                   |
| Kiosk - donor board                            | 8.79               | 50.00           | 41.21                    |

## Budget - Current Year

1/1/2013 through 12/31/2013 Using 2013 Budget

10/30/2013

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| Category                                | 1/1/2013<br>Actual | -<br>Budget | 12/31/2013<br>Difference |
|---|--------------------|-------------|--------------------------|
| Maintenance                             | 286.70             | 500.00      | 213.30                   |
| Mulch                                   | 45.00              | 300.00      | 255.00                   |
| Orchard                                 | 71.87              | 125.00      | 53.13                    |
| Ornamental                              | 0.00               | 125.00      | 125.00                   |
| Pavilion                                | 0.00               | 0.00        | 0.00                     |
| Raised Beds (dalia-daylily-lily)        | 0.00               | 100.00      | 100.00                   |
| Rock Garden                             | 0.00               | 500.00      | 500.00                   |
| Rock Garden - 2012 GRANT                | 1,665.58           | 2,000.00    | 334.42                   |
| Shade Garden                            | 0.00               | 0.00        | 0.00                     |
| Signage                                 | 0.00               | 250.00      | 250.00                   |
| Signage - 2013 GRANTS                   | 0.00               | 750.00      | 750.00                   |
| Straw Bale Garden                       | 0.00               | 65.00       | 65.00                    |
| Sun Garden                              | 46.77              | 100.00      | 53.23                    |
| Water - River Forks meter               | 263.31             | 125.00      | -138.31                  |
| Xeriscape                               | 186.12             | 280.00      | 93.88                    |
| TOTAL Discovery Garden                  | 3,422.10           | 8,100.00    | 4,677.90                 |
| HLC                                     | 0.00               | 0.00        | 0.00                     |
| Annual Pumping Expense - diver in river | 0.00               | 500.00      | 500.00                   |
| Greenhouse Supplies                     | 191.21             | 400.00      | 208.79                   |
| Maintenance                             | 520.84             | 600.00      | 79.16                    |
| Toilet Repairs & Supplies               | 14.99              | 150.00      | 135.01                   |
| Victory Garden                          | 558.13             | 560.00      | 1.87                     |
| TOTAL HLC                               | 1,285.17           | 2,210.00    | 924.83                   |
| Winter Program                          | 0.00               | 0.00        | 0.00                     |
| Cleaning the carpet after class         | 0.00               | 50.00       | 50.00                    |
| New Class - Supplies                    | 0.00               | 20.00       | 20.00                    |
| Speakers                                | 350.00             | 350.00      | 0.00                     |
| TOTAL Winter Program                    | 350.00             | 420.00      | 70.00                    |
| TOTAL PSP Expense                       | 6,481.16           | 13,088.00   | 6,606.84                 |
| RESERVES for unexpected expenses        | 0.00               | 0.00        | 0.00                     |
| Special Events Expense                  | 0.00               | 0.00        | 0.00                     |
| Plant Sale Expense                      | 0.00               | 0.00        | 0.00                     |
| Advertising                             | 2,348.81           | 2,350.00    | 1.19                     |
| Contributions - Plant Sale Volunteers   | 199.55             | 350.00      | 150.45                   |
| Electrical - meter 23609558             | 1,996.37           | 4,200.00    | 2,203.63                 |
| Exhibit Fees                            | 2,172.00           | 2,272.00    | 100.00                   |
| Next Year Seed                          | 140.46             | 750.00      | 609.54                   |
| Next Year Supplies - McConkey           | 0.00               | 1,900.00    | 1,900.00                 |
| Plants                                  | 690.39             | 1,000.00    | 309.61                   |
| Propane                                 | 1,866.26           | 4,000.00    | 2,133.74                 |
| Supplies                                | 1,002.91           | 2,200.00    | 1,197.09                 |
| Vendor Costs                            | 351.36             | 400.00      | 48.64                    |
| Water - Pitchford meter                 | 638.86             | 500.00      | -138.86                  |
| TOTAL Plant Sale Expense                | 11,406.97          | 19,922.00   | 8,515.03                 |
| Special Events-other                    | 0.00               | 0.00        | 0.00                     |
| Bake Sale                               | 52.77              | 100.00      | 47.23                    |
| Compost Tea                             | 31.50              | 120.00      | 88.50                    |
| Taste-Off                               | 0.00               | 0.00        | 0.00                     |
| Trash-To-Treasure Sale                  | 194.66             | 250.00      | 55.34                    |
| TOTAL Special Events-other              | 278.93             | 470.00      | 191.07                   |
| TOTAL Special Events Expense            | 11,685.90          | 20,392.00   | 8,706.10                 |



# Budget - Current Year

1/1/2013 through 12/31/2013 Using 2013 Budget

10/30/2013

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| Category              | 1/1/2013<br>Actual | -<br>Budget      | 12/31/2013<br>Difference |
|-----------------------|--------------------|------------------|--------------------------|
| <b>TOTAL EXPENSES</b> | <b>24,076.28</b>   | <b>40,710.00</b> | <b>16,633.72</b>         |
| <b>OVERALL TOTAL</b>  | <b>13,918.01</b>   | <b>-3,900.00</b> | <b>17,818.01</b>         |