

Douglas County Master Gardeners Chapter Meeting Minutes

April 24, 2014

The OSU Douglas County Master Gardeners Chapter meeting was called to order at 10:10 on April 24, 2014 by President **Michelle Harding-Olson**. The Minutes of the March 2014 Chapter meeting were approved as written.

MEMBERSHIP DIRECTOR – Ruth Stafford reported dues are still trickling in. The new roster is published and is available in the Plant Clinic. A new column has been added to the roster. The “Photo Release” column will have a YES if the member has signed the form giving permission to use their picture in any Master Gardener publication. The release form is available on a clipboard in the Plant Clinic. New rosters are also in the clinic with changes and additions highlighted in yellow.

OMGA REPRESENTATIVE – Rosemary Brinkley announced enrollment for **OMGA** Mini-College begins April 30th. The website is quite comprehensive and user friendly. Enrollment cost is \$37.50 per day, this includes lunch. There will be additional charges for tours, the awards banquet, lodging, etc. The awards banquet is scheduled for Friday night.

Rosemary is in charge of the Raffle for the Plant Sale. They still need items to raffle. Please contact Rosemary if you have any items to donate. Donations need to be in by Friday, May 2nd.

HORTICULTURE AGENT – Steve Renquist asks we remember to take care of our backs during the upcoming Plant Sale, take your time, lift properly, and get help for heavy items. His final advice: “Be safe out there, people!”

TREASURER – Vicki McAlister presented the Treasurer’s Report.

VICE-PRESIDENT – Fred Alley thanked Joe Yetter for his informative presentation on Composting. He mentioned the Photography Team had their first meeting and need a Chairperson. The team is now looking for a photo depository program. The next meeting of the group will be May 7th and he will send out an email announcement. He has submitted 2 photo collages that will be printed in the upcoming Newsletter. **Fred** said the Discovery Garden is beautiful right now and photogenic and encourages members to take pictures of it. The May CE Program is still pending and he will send an email out when finalized.

SECRETARY – Janet Parkerson was not in attendance, **Michelle** thanked **Valerie Call** for assuming secretarial duties.

COMMUNITY OUTREACH – Leo Grass commented he has been teaching children quite a bit lately. He suspects there will be a huge increase in the number of Master Gardeners in about 30 years, due to the exposure to gardening the children are getting now. He really enjoys the children. This past month, he took a group of Head Start children to the YMCA Healthy Kids Day.

There will be a new Community Garden called New Leaf Farm. They are looking for Master Gardener volunteers to assist them establish this garden. They have 300 fruit trees already. This would be a good opportunity for some of the trainees to get their hours completed.

KRUSE FARMS – Ann Bacon (Wickersham) is the new Kruse Farms Coordinator. The new season begins May 17th. They need at least one Veteran Master Gardener and one Trainee each Saturday from 8:45 to about 12:30. The Sign-up Calendar has been combined with the Plant Clinic’s calendar and can be found in the Plant Clinic. **Ann** will have an introductory meeting at **Maureen Benice’s** house on May 8th at 10:30 am for those who have signed up. There are plenty of openings left.

PLANT CLINIC - Chris Rusch stated the Plant Clinic has serviced 232 clients so far this year, with 68 clients this month. This is just about the same amount as last year. Next year, there will be two openings in the Plant Clinic training team. If anyone is interested in joining the team, please contact **Chris or Steve**.

DISCOVERY GARDEN – Julie Stanbery reported that a nice group of volunteers continued the cleanup work at the Discovery Garden. She thanked **Denise Fennell** and **Gale Robinson** for spreading chips in the Discovery Garden, including the entire orchard. **Julie** also announced that she has had a great response for her request for people interested in joining the Irrigation team at the Discovery Garden this year. She knows this will especially please **Janet Parkerson**.

AWARDS – Betty Ison had nothing to report

PUBLICITY – Bonnie Courter said Plant Sale lawn signs will be available after the meeting or for pick up in the Plant Clinic during the week. She encouraged everyone to check out signs. A sign-up sheet will also be left in the Plant Clinic. Do not display signs until Sunday, April 27th. She reminded members not to place signs in landscaped grass areas, as they tend to get damaged when grass is mowed. Please remove them Sunday after the Plant Sale. Return all signs to the Plant Clinic.

HALLMARK – Linda Thames reported we have lost two members, **Keith Christopherson** and **Jim Heath**. She also said **Joni Leet** still needs help at her place while she recovers from her broken femur. She is still in a rehab facility. Some volunteers have weeded, but there is still more work to be done. **Debbie Hesseltine** had surgery and was sent a card.

PLANT SALE – Barbara Robinson and Sharon Hopkins announced black t-shirts and caps are available for pick-up after the meeting or in the Plant Clinic. Names will be on whatever you ordered. Do not take the order if you have not paid yet. **Barbara** also requested members wear their Master Gardener apparel to the Plant Sale. Also, volunteers MUST wear their badges in order to work. Don't forget the Hat Contest too, members will vote on their two favorite hats. A ballot box will be placed near the eating area. Please park across the street and not adjacent to the building. We will once again collect for UCAN and a box will be placed near the entrance, there is no discount for bringing a donation. There are two ATMs one in Douglas Hall and one in the building adjacent to the entry. The Gem/Mineral show next door will have a food vendor and does not charge admission, you can direct the public there if asked.

Pre-Sale is today, April 24th and Sunday, April 26th from 1:00 pm to 4:00 pm. **Sharon & Barb** reminded members to take advantage of the pre-sale because they cannot make any purchases until after 3:00 pm on the day of the Sale. These details will be printed in the April Newsletter.

Richard Johnstone requested help after the meeting with materials that need to be retrieved from upstairs and brought to his car. The transportation committee needs a few more covered vehicles to transport plants on Friday, be at the Greenhouse between 9:30-10:00am. Setup at the Plant Sale will begin about 7:00am. Vendor booths are sold out, they will be setting up on Friday and he asked we not interfere with their efforts as they are an integral part of Plant Sale success. He also requested help out at the greenhouse after the sale. The first loads will arrive about 4:30.

Linda Thames will be running the kitchen for us this year. Members are reminded to bring a dish for the breakfast or lunch potluck. Utensils will be provided. Ingredient cards were emailed to members and can also be picked up at the Plant Clinic. These are used to identify common allergens.

Barbara mentioned all volunteers should have been contacted by their committee leader with details and instructions.

These details will be printed in the April Newsletter.

NEWSLETTER – Jen Bailey reminded everyone the deadline for submission is Friday.

PRESIDENT - Michelle Harding-Olson said the Policy and Procedures Manual will be ready next month. The program received two new PNW manuals from OMGA. The master one is in the Plant Clinic and the other at Kruse Farms. She sent a thank you to OMGA from the Chapter. The Chapter gave the 4H Program \$80.00 in scholarship funds. We were asked to provide an action item to the 4H Fundraiser and donated one Garden Journal. Four Garden Journals have been donated to Mini-College for the auction. These along with fifty brochures have been given to Rosemary. The entrance sign is now installed in the Discovery Garden. It is spectacular! We will be landscaping the area around it. A Pruning sign is next along with signs for the Hummingbird and Butterfly Gardens.

Colored T-shirts will be available at the Plant Sale and if received before, in the Plant Clinic.

OLD BUSINESS – None.

SHOW-AND-TELL – None.

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Janet Parkerson

Account Balances - As of 4/23/2014

As of 4/23/2014

4/23/2014

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| Account | 4/23/2014 Balance |
|-----------------------------------|----------------------|
| Bank Accounts | |
| Checking-Umpqua Bank | 5,102.15 |
| Money Market-Reserves-Umpqua Bank | 7,659.10 |
| Money Market-Umpqua Bank | 14,091.63 |
| TOTAL Bank Accounts | 26,852.88 |
| OVERALL TOTAL | 26,852.88 |

Cash Flow
3/20/2014 through 4/23/2014

| Category | 3/20/2014- 4/23/2014 |
|---------------------------------|-------------------------|
| INFLOWS | |
| Donations | |
| Contributions | 353.00 |
| TOTAL Donations | 353.00 |
| Dues-hardcopy newsletter | 21.75 |
| Dues-membership | 90.00 |
| Interest Income - Bank | 0.97 |
| PSP Income | |
| Clinic & Office | |
| Soil Testing | 120.00 |
| TOTAL Clinic & Office | 120.00 |
| TOTAL PSP Income | 120.00 |
| Special Events | |
| Plant Sale Income | |
| Plant Sales | |
| Sales-pre | -76.00 |
| TOTAL Plant Sales | -76.00 |
| Vendor Booth | 765.80 |
| TOTAL Plant Sale Income | 689.80 |
| Special Events-other | |
| Misc Events | 977.00 |
| Trash-To-Treasure Sale | 2,957.60 |
| TOTAL Special Events-other | 3,934.60 |
| TOTAL Special Events | 4,624.40 |
| TOTAL INFLOWS | 5,210.12 |
| OUTFLOWS | |
| Bank Charge | -10.00 |
| Management & General | |
| Dues-OMGA | 1,575.00 |
| Grants&Gifts&Scholarships | |
| 4-H Donation | 80.00 |
| TOTAL Grants&Gifts&Scholarships | 80.00 |
| Hospitality | 59.85 |
| TOTAL Management & General | 1,714.85 |
| PSP Expense | |
| Advanced Training | |
| Newsletter | |
| Postage | 17.15 |
| TOTAL Newsletter | 17.15 |
| TOTAL Advanced Training | 17.15 |
| Discovery Garden | |
| Entry | 32.99 |
| Mulch | 135.00 |
| Signage | 484.00 |
| Water - River Forks meter | 0.05 |
| Xeriscape | 22.44 |
| TOTAL Discovery Garden | 674.48 |
| HLC | |
| Greenhouse Supplies | -68.50 |

Cash Flow

3/20/2014 through 4/23/2014

4/23/2014

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| Category | 3/20/2014- 4/23/2014 |
|-------------------------------------|-------------------------|
| Maintenance | 48.94 |
| TOTAL HLC | -19.56 |
| TOTAL PSP Expense | 672.07 |
| Special Events Expense | |
| Plant Sale Expense | |
| Advertising | 602.00 |
| Water - Pitchford meter | 16.87 |
| TOTAL Plant Sale Expense | 618.87 |
| Special Events-other | |
| Trash-To-Treasure Sale | 34.97 |
| TOTAL Special Events-other | 34.97 |
| TOTAL Special Events Expense | 653.84 |
| TOTAL OUTFLOWS | 3,030.76 |
| OVERALL TOTAL | 2,179.36 |

Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

4/23/2014

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| Category | 1/1/2014 Actual | - Budget | 12/31/2014 Difference |
|----------------------------|--------------------|------------------|--------------------------|
| INCOME | | | |
| Donations | 0.00 | 0.00 | 0.00 |
| Contributions | 354.00 | 0.00 | 354.00 |
| Grants | 0.00 | 0.00 | 0.00 |
| Pavilion | 0.00 | 0.00 | 0.00 |
| TOTAL Donations | 354.00 | 0.00 | 354.00 |
| Dues-hardcopy newsletter | 261.00 | 319.00 | -58.00 |
| Dues-membership | 2,270.00 | 2,400.00 | -130.00 |
| Interest Income - Bank | 3.05 | 12.00 | -8.95 |
| PSP Income | 0.00 | 0.00 | 0.00 |
| Clinic & Office | 0.00 | 0.00 | 0.00 |
| Soil Testing | 340.00 | 600.00 | -260.00 |
| TOTAL Clinic & Office | 340.00 | 600.00 | -260.00 |
| Disc Garden | 294.50 | 0.00 | 294.50 |
| TOTAL PSP Income | 634.50 | 600.00 | 34.50 |
| Special Events | 0.00 | 0.00 | 0.00 |
| Plant Sale Income | 0.00 | 0.00 | 0.00 |
| Drawings | 0.00 | 800.00 | -800.00 |
| Entrance Fees | 0.00 | 2,800.00 | -2,800.00 |
| Plant Sales | 0.00 | 0.00 | 0.00 |
| Sales-event | 0.00 | 19,600.00 | -19,600.00 |
| Sales-post | 0.00 | 1,000.00 | -1,000.00 |
| Sales-pre | -76.00 | 2,400.00 | -2,476.00 |
| TOTAL Plant Sales | -76.00 | 23,000.00 | -23,076.00 |
| Vendor Booth | 2,164.24 | 2,500.00 | -335.76 |
| TOTAL Plant Sale Income | 2,088.24 | 29,100.00 | -27,011.76 |
| Special Events-other | 0.00 | 0.00 | 0.00 |
| Bake Sale | 0.00 | 1,000.00 | -1,000.00 |
| Compost Tea | 0.00 | 700.00 | -700.00 |
| Misc Events | 977.00 | 0.00 | 977.00 |
| Quilt Raffle | 0.00 | 0.00 | 0.00 |
| Trash-To-Treasure Sale | 2,757.60 | 3,000.00 | -242.40 |
| TOTAL Special Events-other | 3,734.60 | 4,700.00 | -965.40 |
| TOTAL Special Events | 5,822.84 | 33,800.00 | -27,977.16 |
| TOTAL INCOME | 9,345.39 | 37,131.00 | -27,785.61 |
| EXPENSES | | | |
| Management & General | 0.00 | 0.00 | 0.00 |
| Awards & Banquet | 0.00 | 0.00 | 0.00 |
| Awards | 0.00 | 350.00 | 350.00 |
| Banquet | 0.00 | 750.00 | 750.00 |
| TOTAL Awards & Banquet | 0.00 | 1,100.00 | 1,100.00 |
| Conferences | 0.00 | 0.00 | 0.00 |
| Chapter Meetings | 0.00 | 50.00 | 50.00 |
| OMGA Quarterly Meeting | 0.00 | 262.00 | 262.00 |
| OMGA Travel | 0.00 | 460.00 | 460.00 |
| TOTAL Conferences | 0.00 | 772.00 | 772.00 |
| Dues-OMGA | 1,575.00 | 1,680.00 | 105.00 |
| Grants&Gifts&Scholarships | 0.00 | 0.00 | 0.00 |
| 4-H Donation | 80.00 | 80.00 | 0.00 |

Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

4/23/2014

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| Category | 1/1/2014 Actual | - Budget | 12/31/2014 Difference |
|--|--------------------|-----------------|--------------------------|
| Endowment | 0.00 | 0.00 | 0.00 |
| Gifts - Hallmark | 0.00 | 50.00 | 50.00 |
| Memorial | 0.00 | 100.00 | 100.00 |
| Officer Gifts | 0.00 | 80.00 | 80.00 |
| Scholarships | 0.00 | 1,500.00 | 1,500.00 |
| TOTAL Grants&Gifts&Scholarships | 80.00 | 1,810.00 | 1,730.00 |
| Historian | 0.00 | 25.00 | 25.00 |
| Hospitality | 128.65 | 150.00 | 21.35 |
| Liability Insurance | 0.00 | 670.00 | 670.00 |
| OMGA Chapter Display | 0.00 | 200.00 | 200.00 |
| OMGA Search for Excellence | 0.00 | 0.00 | 0.00 |
| Postage for Executive Board | 18.40 | 30.00 | 11.60 |
| Print Check Charges | 0.00 | 25.00 | 25.00 |
| Supplies for Executive Board | 0.00 | 30.00 | 30.00 |
| TOTAL Management & General | 1,802.05 | 6,492.00 | 4,689.95 |
| PSP Expense | 0.00 | 0.00 | 0.00 |
| Advanced Training | 0.00 | 0.00 | 0.00 |
| Continuing Education | 0.00 | 0.00 | 0.00 |
| Newsletter | 0.00 | 0.00 | 0.00 |
| Postage | 55.35 | 320.00 | 264.65 |
| TOTAL Newsletter | 55.35 | 320.00 | 264.65 |
| TOTAL Advanced Training | 55.35 | 320.00 | 264.65 |
| Capital Expenditures | 0.00 | 0.00 | 0.00 |
| Greenhouse - 5 included | 0.00 | 1,045.00 | 1,045.00 |
| Greenhouse Plumbing & Irrigation | 0.00 | 0.00 | 0.00 |
| TOTAL Capital Expenditures | 0.00 | 1,045.00 | 1,045.00 |
| Clinic & Office | 0.00 | 0.00 | 0.00 |
| Farmers Markets | 0.00 | 0.00 | 0.00 |
| Insects | 0.00 | 80.00 | 80.00 |
| Library | 0.00 | 100.00 | 100.00 |
| Plant Clinic & Office Supplies | 0.00 | 0.00 | 0.00 |
| Soil Testing | 86.27 | 150.00 | 63.73 |
| Website Development | 0.00 | 200.00 | 200.00 |
| TOTAL Clinic & Office | 86.27 | 530.00 | 443.73 |
| 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 | 50.00 | 50.00 |
| TOTAL Community Outreach | 0.00 | 50.00 | 50.00 |
| Discovery Garden | 0.00 | 0.00 | 0.00 |
| Brochures | 0.00 | 0.00 | 0.00 |
| Butterfly | 0.00 | 290.00 | 290.00 |
| Childrens | 0.00 | 265.00 | 265.00 |
| Compost | 0.00 | 0.00 | 0.00 |
| Easy Access (Container Garden) | 0.00 | 75.00 | 75.00 |
| Electric - meter 23609842 | 0.00 | 400.00 | 400.00 |
| Entry | 32.99 | 60.00 | 27.01 |
| Hedgerow | 0.00 | 0.00 | 0.00 |
| Herb | 0.00 | 150.00 | 150.00 |
| Iris | 0.00 | 50.00 | 50.00 |
| Irrigation | 0.00 | 600.00 | 600.00 |

Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

4/23/2014

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| Category | 1/1/2014 Actual | - Budget | 12/31/2014 Difference |
|---|--------------------|-------------|--------------------------|
| Japanese | 0.00 | 50.00 | 50.00 |
| Kiosk - donor board | 0.00 | 50.00 | 50.00 |
| Maintenance | 0.00 | 500.00 | 500.00 |
| Mulch | 135.00 | 300.00 | 165.00 |
| Orchard | 0.00 | 5.00 | 5.00 |
| Ornamental | 0.00 | 0.00 | 0.00 |
| Pavilion | 0.00 | 0.00 | 0.00 |
| Perennial Border | 0.00 | 200.00 | 200.00 |
| Raised Beds (dalia-daylily-lily) | 0.00 | 50.00 | 50.00 |
| Rock Garden | 0.00 | 500.00 | 500.00 |
| Rock Garden - 2012 GRANT | 0.00 | 0.00 | 0.00 |
| Shade Garden | 0.00 | 0.00 | 0.00 |
| Signage | 484.00 | 1,000.00 | 516.00 |
| Signage - 2013 GRANTS | 0.00 | 0.00 | 0.00 |
| Straw Bale Garden | 0.00 | 150.00 | 150.00 |
| Sun Garden | 0.00 | 100.00 | 100.00 |
| Water - River Forks meter | 0.05 | 250.00 | 249.95 |
| Xeriscape | 234.16 | 555.00 | 320.84 |
| TOTAL Discovery Garden | 886.20 | 5,600.00 | 4,713.80 |
| HLC | 0.00 | 0.00 | 0.00 |
| Annual Pumping Expense - diver in river | 0.00 | 500.00 | 500.00 |
| Greenhouse Maint., Repair and Renovatio | 0.00 | 1,000.00 | 1,000.00 |
| Greenhouse Supplies | -15.60 | 400.00 | 415.60 |
| Maintenance | 115.40 | 0.00 | -115.40 |
| Toilet Repairs & Supplies | 0.00 | 0.00 | 0.00 |
| Victory Garden | 150.85 | 477.00 | 326.15 |
| TOTAL HLC | 250.65 | 2,377.00 | 2,126.35 |
| 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 | 450.00 | 350.00 | -100.00 |
| TOTAL Winter Program | 450.00 | 420.00 | -30.00 |
| TOTAL PSP Expense | 1,728.47 | 10,342.00 | 8,613.53 |
| 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 | 2,539.60 | 2,630.00 | 90.40 |
| Contributions - Plant Sale Volunteers | 0.00 | 350.00 | 350.00 |
| Electrical - meter 23609558 | 0.00 | 4,100.00 | 4,100.00 |
| Exhibit Fees | 2,172.00 | 2,177.00 | 5.00 |
| Next Year Seed | -7.50 | 750.00 | 757.50 |
| Next Year Supplies - McConkey | 0.00 | 2,000.00 | 2,000.00 |
| Plants | 0.00 | 1,000.00 | 1,000.00 |
| Propane | 1,960.99 | 3,400.00 | 1,439.01 |
| Supplies | -86.00 | 2,450.00 | 2,536.00 |
| Vendor Costs | 449.06 | 400.00 | -49.06 |
| Water - Pitchford meter | 36.16 | 600.00 | 563.84 |
| TOTAL Plant Sale Expense | 7,064.31 | 19,857.00 | 12,792.69 |
| Special Events-other | 0.00 | 0.00 | 0.00 |
| Bake Sale | 0.00 | 75.00 | 75.00 |
| Compost Tea | 0.00 | 100.00 | 100.00 |

Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

4/23/2014

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| Category | 1/1/2014 Actual | - Budget | 12/31/2014 Difference |
|------------------------------|--------------------|------------------|--------------------------|
| Taste-Off | 0.00 | 15.00 | 15.00 |
| Trash-To-Treasure Sale | 34.97 | 250.00 | 215.03 |
| TOTAL Special Events-other | 34.97 | 440.00 | 405.03 |
| TOTAL Special Events Expense | 7,099.28 | 20,297.00 | 13,197.72 |
| TOTAL EXPENSES | 10,629.80 | 37,131.00 | 26,501.20 |
| OVERALL TOTAL | -1,284.41 | 0.00 | -1,284.41 |