

# Douglas County Master Gardeners Executive Board Minutes

## November 14, 2012

### ATTENDANCE

Fred Alley, Jen Bailey, Maureen Benice, Rosemary Brinkley, Mik Carlson, Bonnie Couter, Leo Grass, Michelle Harding-Olson, Judy Huntley, Betty Ison, Vicki McAlister, Judy Mercer, Steve Renquist, Cindy Rich, Barbara Robinson, Toni Rudolph, Roger Sawyer, Elva Sellens, Larry Sutton

### MINUTES

The September 2012 Executive Board minutes were approved as submitted.

### HORTICULTURE AGENT – Steve Renquist

Twenty three (23) people have signed up thus far for the 2013 Winter Training program. Given the relatively small size of this group, **Steve** suggested we consider holding a single session of the classes conducted at the Discovery Garden, rather than splitting the group into two sessions. Our consensus was that we should continue to hold two parallel sessions, to focus more closely on the individual students. **Maureen** reported that she was pleased how the November 13<sup>th</sup> orientation session went, and that all the mentors who said they would attend were present.

A seminar on “Climate Change and Our Food Supply” is being held tonight (November 14<sup>th</sup>) at 6:30 PM at the Umpqua Business Center. **Steve** is one of the presenters.

The “Spring into Gardening” program has been scheduled for Saturday, February 23<sup>rd</sup>, 2013, at UCC. The sign-up sheet is in the front office.

**Steve** will be scheduling pruning classes on certain Fridays in January and February at the Discovery Garden. He encouraged Master Gardeners to teach community pruning classes, and offered to hold a review session on pruning sometime in December.

### TREASURER – Toni Rudolph

**Toni** reviewed the current Treasurer’s Report, as attached. Note that there is \$2,000 available in grant funds for the Rock Garden, which is not necessarily reflected throughout the budget.

**All receipts for 2012 MUST be submitted by December 14<sup>th</sup>.**

**Bill Decker** submitted receipts for more than \$100 expected for the new lattice work in the Easy Access Garden. This is the second instance of Bill going over budget. **Toni** reported that **Julie Stanberry** has discussed this with Bill, and he does not expect compensation for the budget overage. **Betty Ison** shared that she met with Bill and the work is underway. She suggested that perhaps the additional expense could be rolled over to the 2013 budget. Toni will pursue this with Julie and Bill.

The Discovery Garden water bill remains a significant issue. Contrary to what was reported at our last meeting, the Discover Garden water meter is separate from both the HLC and the restrooms, so problems at those locations cannot account for our increased water bill. **Toni, Julie** and **Steve** are working with the County to create a better administrative process for handling the water bill.

Julie is working with our irrigation folks (Noel Groshong and group) to track down the source of the water leak by installing an additional turn-off valve and digging around existing values to check for leaks.

### MEMBERSHIP DIRECTOR – Vicki McAlister

Six (6) percent of the 2013 membership dues have been paid to date. Membership dues forms are now available at the Plant Clinic. **Vicki** will have membership dues forms available at the November chapter meeting. Dues must be paid before the end of 2012.

## **OMGA REPRESENTATIVE – Rosemary Brinkey, Michelle Harding-Olson (Alternate)**

**Rosemary** and **Michelle** expressed their disappointment with the quality of the “leadership training” session held in conjunction with the last quarterly OMGA meeting. OMGA is proposing to continue these training sessions for subsequent quarterly meetings, which would entail additional expenses not included in the current OMGA budget. This led us into a far-ranging discussion about OMGA’s charter and its ability to execute its charter. Key points included:

- OMGA has been unable to fill the open Secretary position on its Board. If this does not happen by the end of the year, OMGA will be automatically disbanded. Our own status as a chapter of OMGA will have to be completely reworked, to stand as an independent non-profit 501(c)(3) corporation.
- OMGA approved a budget that demonstrates a deficit. The OMGA Treasurer has not explained how the financials will be reconciled. The OMGA budget information was not conveyed to all chapters for review. There has not been an independent external audit process for the OMGA budget, and it’s unclear if proposed reforms to the auditing process have been implemented.
- Mini-College presentations have not been published on the Internet, as promised.
- OMGA has filled the open position of newsletter editor. OMGA is expecting our chapter to cover the cost of mailing the OMGA newsletter to our ~40 members who do not have Internet access. This is another new expense that our chapter does not have budgeted. We will have copies of the OMGA newsletter available at the Plant Clinic, for all interested members.
- OMGA is proposing a “communications toolkit” to standardize media relations across all chapters.

**Larry Sutton** and **Steve Renquist** are working with **Gail Langellotto** to address these issues.

OMGA Mini-College is scheduled for August 7 – 9<sup>th</sup> at OSU in Corvallis. OMGA is soliciting topics, and seeking volunteers for three leadership positions.

**Gail Langellotto** has proposed that OMGA submit a proposal to hold the 2017 International Master Gardeners Conference in Portland. **Larry Sutton** is on the committee to explore this. Our group was quite enthusiastic about this prospect, with many ideas about local field trips and logistics.

## **PAST PRESIDENT – Judy Huntley**

Nothing specific to report.

## **PRESIDENT – Larry Sutton**

**Larry** has appointed **Jen Bailey** to fill the vacant Secretary position, subject to the membership’s approval at the November chapter meeting. Jen is heading up a new committee to review our policies and motions file. Committee members include **Karolyn Reicks**, **Roger Sawyer**, **Julie Stanbery** and **Fred Alley**.

**Valerie Call** has volunteered to head up our 2013 T-shirt project. Last year’s T-shirt is available from AJ Snapper ([www.ajsnapper.com](http://www.ajsnapper.com)). **Judy Huntley** questioned if we really need a new t-shirt design. **Elva Sellens** pointed out that we need a t-shirt with a dahlia on it!

## **VICE-PRESIDENT – Fred Alley**

**Fred** conducted an informal survey of the membership about including complete chapter meeting minutes in our monthly newsletter. He reported that many members do not attend the meetings, and appreciate reading the full set of minutes in our newsletter. The minutes are an important means of recognizing our volunteers. Publically giving credit to people will help build our volunteerism.

## **COMMUNITY OUTREACH – Leo Grass**

**Jen Bailey** is continuing work with the Yoncalla Elementary and Middle Schools on their garden/greenhouse project. Jen reported that they plan to bring in an excavator to help work the poor soil, and apply lime.

The new Umpqua Local Goods store at 736 SE Cass Street in Roseburg has vendor kits for selling perishable and non-perishable products, as well as a commercial kitchen available for rent.

**Leo** is giving the Continuing Education session at the November chapter meeting, entitled "Putting Your Garden to Bed".

**Mik Carlson** reported that the Victory Garden team is planning a seed swap after the February 2013 chapter meeting.

#### **PLANT CLINIC – Judy Mercer**

**Judy Mercer, Larry Sutton, Leo Grass** and **Steve Renquist** met with four members of the Deschutes Master Gardeners on setting up a Plant Clinic, following our role model. Steve gave information on the Advanced Diagnostics class, which was recognized as a key component of the program. Judy emphasized that, to ensure success, five experienced Master Gardeners need to commit to the program to train others.

**Larry Sutton** reported that a total of five Master Gardeners chapters have now contacted us about our Plant Clinic program. He is meeting with the Clatsop county chapter this Sunday. **Steve Renquist** reported that several people who attended the Winter Dreams program in Medford are also interested in the Plant Clinic program.

#### **DISCOVERY GARDEN – Julie Stanbery** (reported by Larry Sutton)

**Julie** updated us on the ongoing saga of the broken water pipe at the Discovery Garden, as reported by **Toni Rudolph** above.

"Digging Dahlias" with **Elva Sellens** will be this Friday, November 16<sup>th</sup>, at the Discovery Garden.

#### **AWARDS – Betty Ison**

Nothing specific to report.

#### **PUBLICITY – Bonnie Couter**

Nothing specific to report.

#### **HALLMARK – Linda Thames**

**Linda** was not present. Meeting participants had several updates on our members and their families, which will be passed on to Linda.

#### **NEWSLETTER – Clay Morrow**

**Clay** was not present. **Jen Bailey** reported that she will be helping Clay again with the December newsletter. As Secretary, she will edit the chapter meeting minutes published in the newsletter to reduce redundancy with other newsletter submissions, to stay with the newsletter space limitations.

#### **BAKE SALE – Barb Robinson and Sharon Hopkins**

**Barb** reported that everything is on track for the Bake Sale, this Saturday from 9:00 AM to 2:00 PM at Sherm's. Bakers are encouraged to bring their contributions early, on Friday, 1:30 – 4:00 PM, to the Annex kitchen. This will give them a chance to label, package and price the products in a consistent fashion.

#### **TRASH-TO-TREASURES – Cindy Rich**

The annual Trash-to-Treasures sale will be held on Saturday, March 23<sup>rd</sup>. Setup is on Friday, March 22<sup>nd</sup>. **Debbie Haynes** has volunteered her garage as a place to store stuff before the sale.

#### **OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**ANNOUNCEMENTS:**

Thursday, November 29<sup>th</sup>, 2012 – 9:00 AM Continuing Education, 10:00 AM Chapter meeting – Annex

Wednesday, December 5<sup>th</sup>, 2012 – 10:00 AM Winter Training Mentors – Annex

Saturday, February 23<sup>rd</sup>, 2013 – Spring Into Gardening – UCC

Insect Committee – TBD

**ADJOURNMENT**

The meeting was adjourned at 10:47 AM.

Respectfully submitted,

Jen Bailey

# Account Balances - As of 11/9/2012

As of 11/9/2012

11/14/2012

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Account	11/9/2012 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	1,356.36
Money Market-Reserves-Umpqua Bank	6,122.80
Money Market-Umpqua Bank	20,107.42
<b>TOTAL Bank Accounts</b>	<b>27,586.58</b>
<b>OVERALL TOTAL</b>	<b>27,586.58</b>

**Cash Flow**  
10/10/2012 through 11/9/2012

Category	10/10/2012- 11/9/2012
<b>INFLOWS</b>	
Interest Income - Bank	1.24
PSP Income	
Clinic & Office	
Soil Testing	75.00
TOTAL Clinic & Office	75.00
TOTAL PSP Income	75.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-post	142.50
TOTAL Plant Sales	142.50
TOTAL Plant Sale Income	142.50
TOTAL Special Events	142.50
<b>TOTAL INFLOWS</b>	<b>218.74</b>
<b>OUTFLOWS</b>	
Management & General	
Awards & Banquet	
Awards	275.03
Banquet	448.35
TOTAL Awards & Banquet	723.38
Hospitality	-2.59
TOTAL Management & General	720.79
PSP Expense	
Capital Expenditures	
Greenhouse - 5 included	173.53
TOTAL Capital Expenditures	173.53
Clinic & Office	
Soil Testing	91.25
TOTAL Clinic & Office	91.25
Discovery Garden	
Butterfly	12.87
Childrens	24.14
Easy Access (Container Garden)	557.72
TOTAL Discovery Garden	594.73
HLC	
Maintenance	29.49
Victory Garden	24.07
TOTAL HLC	53.56
TOTAL PSP Expense	913.07
RESERVES for unexpected expenses	536.30
Special Events Expense	
Plant Sale Expense	
Next Year Supplies	497.06
Plants	122.51
Supplies	270.71
TOTAL Plant Sale Expense	890.28
TOTAL Special Events Expense	890.28
<b>TOTAL OUTFLOWS</b>	<b>3,060.44</b>
<b>OVERALL TOTAL</b>	<b>-2,841.70</b>

## Budget - Current Year

1/1/2012 through 12/31/2012 Using Budget 2012

11/14/2012

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Category	1/1/2012 Actual	- Budget	12/31/2012 Difference
<b>INCOME</b>			
Donations	0.00	0.00	0.00
Contributions	75.00	0.00	75.00
Grants	2,000.00	0.00	2,000.00
Pavilion	100.00	0.00	100.00
TOTAL Donations	2,175.00	0.00	2,175.00
Dues-hardcopy newsletter	195.00	330.00	-135.00
Dues-membership	2,310.00	2,600.00	-290.00
Interest Income - Bank	15.66	10.00	5.66
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	665.00	800.00	-135.00
TOTAL Clinic & Office	665.00	800.00	-135.00
Monthly Gardening Training	0.00	733.00	-733.00
TOTAL PSP Income	665.00	1,533.00	-868.00
Special Events	0.00	0.00	0.00
Plant Sale Income	0.00	0.00	0.00
Drawings	668.00	700.00	-32.00
Entrance Fees	3,219.00	3,000.00	219.00
Plant Sales	0.00	0.00	0.00
Sales-event	19,661.50	19,600.00	61.50
Sales-post	998.00	1,000.00	-2.00
Sales-pre	3,487.00	1,000.00	2,487.00
TOTAL Plant Sales	24,146.50	21,600.00	2,546.50
Vendor Booth	2,615.00	2,500.00	115.00
TOTAL Plant Sale Income	30,648.50	27,800.00	2,848.50
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	965.00	900.00	65.00
Misc Events	496.46	0.00	496.46
Reimbursement for OMGA Qtly meeting	212.28	300.00	-87.72
Trash-To-Treasure Sale	2,475.00	2,000.00	475.00
TOTAL Special Events-other	4,148.74	4,200.00	-51.26
TOTAL Special Events	34,797.24	32,000.00	2,797.24
<b>TOTAL INCOME</b>	<b>40,157.90</b>	<b>36,473.00</b>	<b>3,684.90</b>
<b>EXPENSES</b>			
Management & General	0.00	0.00	0.00
Awards & Banquet	0.00	0.00	0.00
Awards	275.03	350.00	74.97
Banquet	650.35	750.00	99.65
TOTAL Awards & Banquet	925.38	1,100.00	174.62
Conferences	0.00	0.00	0.00
Chapter Meetings	0.00	50.00	50.00
OMGA	212.28	300.00	87.72
OMGA Travel	58.20	460.00	401.80
TOTAL Conferences	270.48	810.00	539.52
Dues-OMGA	1,617.00	1,820.00	203.00
Grants&Gifts&Scholarships	0.00	0.00	0.00
4-H Donation	60.00	80.00	20.00
Endowment	2,000.00	2,000.00	0.00
Gifts - Hallmark	49.95	50.00	0.05
Memorial	0.00	100.00	100.00
Officer Gifts	54.00	54.00	0.00

## Budget - Current Year

1/1/2012 through 12/31/2012 Using Budget 2012

11/14/2012

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Category	1/1/2012 Actual	- Budget	12/31/2012 Difference
Scholarships	1,410.00	1,500.00	90.00
<b>TOTAL Grants&amp;Gifts&amp;Scholarships</b>	<b>3,573.95</b>	<b>3,784.00</b>	<b>210.05</b>
Historian	0.00	25.00	25.00
Hospitality	103.41	150.00	46.59
Liability Insurance	636.00	670.00	34.00
OMGA Chapter Display	133.70	200.00	66.30
OMGA Search for Excellence	0.00	100.00	100.00
Postage for Executive Board	26.50	26.50	0.00
Print Check Charges	10.21	25.00	14.79
Supplies for Executive Board	18.09	50.00	31.91
<b>TOTAL Management &amp; General</b>	<b>7,314.72</b>	<b>8,760.50</b>	<b>1,445.78</b>
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
Office Publisher Software & Updates	0.00	150.00	150.00
Postage	256.40	431.00	174.60
Printing	0.00	0.00	0.00
<b>TOTAL Newsletter</b>	<b>256.40</b>	<b>581.00</b>	<b>324.60</b>
Tuition	0.00	0.00	0.00
<b>TOTAL Advanced Training</b>	<b>256.40</b>	<b>581.00</b>	<b>324.60</b>
Capital Expenditures	0.00	0.00	0.00
Greenhouse - 5 included	781.55	1,000.00	218.45
Greenhouse Plumbing & Irrigation	95.78	500.00	404.22
<b>TOTAL Capital Expenditures</b>	<b>877.33</b>	<b>1,500.00</b>	<b>622.67</b>
Clinic & Office	0.00	0.00	0.00
Computer	0.00	0.00	0.00
Farmers Markets	0.00	0.00	0.00
Insects	0.00	110.00	110.00
Laptop & software for Treasurer	39.99	100.00	60.01
Library	20.99	100.00	79.01
Plant Clinic & Office Supplies	0.00	0.00	0.00
Soil Testing	167.99	175.00	7.01
Website	0.00	100.00	100.00
<b>TOTAL Clinic &amp; Office</b>	<b>228.97</b>	<b>585.00</b>	<b>356.03</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	0.00	0.00
<b>TOTAL Community Outreach</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Discovery Garden	0.00	0.00	0.00
Brochures	0.00	0.00	0.00
Butterfly	267.34	268.00	0.66
Childrens	301.21	470.00	168.79
Compost	0.00	50.00	50.00
Easy Access (Container Garden)	702.71	820.00	117.29
Electric - meter 23609842	0.00	400.00	400.00
Entry	0.00	90.00	90.00
Hedgerow	0.00	0.00	0.00
Herb	0.00	150.00	150.00
Irrigation	606.95	606.95	0.00
Japanese	18.00	175.00	157.00
Kiosk - donor board	0.00	100.00	100.00
Maintenance	367.69	500.00	132.31
Mulch	300.00	300.00	0.00



## Budget - Current Year

1/1/2012 through 12/31/2012 Using Budget 2012

11/14/2012

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Category	1/1/2012 Actual	- Budget	12/31/2012 Difference
Orchard	0.00	25.00	25.00
Ornamental	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
Raised Beds (dalia-daylily-lily)	7.48	110.00	102.52
Rock Garden	307.57	500.00	192.43
Rock Garden - GRANT	0.00	2,000.00	2,000.00
Shade Garden	0.00	0.00	0.00
Signage	142.99	250.00	107.01
Sun Garden	0.00	100.00	100.00
Water - River Forks meter	10.45	125.00	114.55
Xeriscape	84.97	250.00	165.03
<b>TOTAL Discovery Garden</b>	<b>3,117.36</b>	<b>7,289.95</b>	<b>4,172.59</b>
HLC	0.00	0.00	0.00
Annual Pumping Expense - diver in river	340.00	500.00	160.00
Electric (moved 2012)	0.00	0.00	0.00
Greenhouse Supplies	330.25	450.00	119.75
Maintenance	521.06	600.00	78.94
Propane (moved to Plant Sale 2012)	0.00	0.00	0.00
Toilet Repairs & Supplies	232.98	295.00	62.02
Victory Garden	395.84	412.00	16.16
Water UBW (moved 2012)	0.00	0.00	0.00
<b>TOTAL HLC</b>	<b>1,820.13</b>	<b>2,257.00</b>	<b>436.87</b>
Winter Program	0.00	0.00	0.00
Cleaning the carpet after class	0.00	50.00	50.00
New Class - Supplies	0.00	30.00	30.00
Speakers	260.00	400.00	140.00
<b>TOTAL Winter Program</b>	<b>260.00</b>	<b>480.00</b>	<b>220.00</b>
<b>TOTAL PSP Expense</b>	<b>6,560.19</b>	<b>12,692.95</b>	<b>6,132.76</b>
RESERVES for unexpected expenses	536.30	0.00	-536.30
Special Events Expense	0.00	0.00	0.00
Plant Sale Expense	0.00	0.00	0.00
Advertising	1,916.01	2,000.00	83.99
Contributions - Plant Sale Volunteers	199.31	350.00	150.69
Electrical - meter 23609558	2,627.90	3,600.00	972.10
Exhibit Fees	2,177.00	2,272.00	95.00
Next Year Seed	0.00	750.00	750.00
Next Year Supplies	497.06	1,900.00	1,402.94
Plants	912.40	1,000.00	87.60
Propane	2,057.29	3,000.00	942.71
Supplies	1,412.71	2,000.00	587.29
Vendor Costs	125.57	600.00	474.43
Water - Pitchford	191.22	375.00	183.78
<b>TOTAL Plant Sale Expense</b>	<b>12,116.47</b>	<b>17,847.00</b>	<b>5,730.53</b>
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	25.00	25.00
Compost Tea	110.54	110.54	0.00
Taste-Off	0.00	20.00	20.00
Trash-To-Treasure Sale	171.89	200.00	28.11
<b>TOTAL Special Events-other</b>	<b>282.43</b>	<b>355.54</b>	<b>73.11</b>
<b>TOTAL Special Events Expense</b>	<b>12,398.90</b>	<b>18,202.54</b>	<b>5,803.64</b>
<b>TOTAL EXPENSES</b>	<b>26,810.11</b>	<b>39,655.99</b>	<b>12,845.88</b>
<b>OVERALL TOTAL</b>	<b>13,347.79</b>	<b>-3,182.99</b>	<b>16,530.78</b>