

# Douglas County Master Gardeners Executive Board Minutes

## January 9, 2013

### ATTENDANCE

Fred Alley, Jen Bailey, Maureen Benice, Rosemary Brinkley, Bonnie Courter, Leo Grass, Judy Huntley, Betty Ison, Vicki McAlister, Barbara MacPherson, Clay Morrow, Steve Renquist, Barbara Robinson, Toni Rudolph, Elva Sellens, Julie Stanbery, Larry Sutton

### MINUTES

The November 2012 Executive Board minutes were approved as submitted.

### HORTICULTURE AGENT – Steve Renquist

There are 31 students in the 2013 Winter Training Program.

Planning is underway for the Spring Into Gardening program, scheduled for Saturday, February 23, 2013.

The Advanced Diagnostics committee is meeting on Wednesday, January 16, 2013 at 10:00 AM at the Annex. It will be followed at 11:30 by a planning session for Spring Into Gardening.

### MEMBERSHIP DIRECTOR – Vicki McAlister

**Vicki** has received 110 membership renewal dues. **Toni Rudolph** suggested including renewal reminders in announcements of upcoming events.

### OMGA REPRESENTATIVE – Rosemary Brinkley

OMGA has filled the Secretary board position with Mary Drew, a long-time Master Gardener.

### TREASURER – Toni Rudolph

**Toni** reviewed the 2012 end-of-year summary, noting that our finances are “in better shape than we’ve been in a long time”. There is \$22,288 on the books, with roughly \$5,500 not committed.

The propane and electric bills did not go over budget. The water bill was \$373 over budget, due to the water leak. **Toni** is working with the County to reconcile meter readings and provide readings/billing on a monthly basis.

**Toni** confirmed to **Julie Stanbery** that she does not need copies of receipts from the Douglas County Farmers Coop (as **Toni** receives them electronically).

There was some discussion about having a digital archive of treasurer information.

**Vicki McAlister** raised the issue of distributing the membership roster to the members. We discussed the possibility of e-mailing a PDF file of the roster to members, providing a hardcopy only to those members who do not have e-mail.

**Toni** reported that 2012 taxes are due at the end of January. She will be getting the members’ hours from **Pamela Barrows**. **Toni** mentioned that there are “a lot of problems with hours”. She suggested that the hours book kept in the Plant Clinic be updated and distributed for review at each Chapter meeting.

### VICE-PRESIDENT – Fred Alley

**Fred** announced the Continuing Education program for the next four months. January will be the Master Food Preservers program. February is **Julie Stanbery** about opportunities in the Discovery Garden, and **Pam Barrows** about reporting hours. March is **Jim Leet** on “extending the gardening season”. April will be on physical therapy in gardening.

Fred complimented **Steve Renquist** on his new presentation on Douglas County climate for the Winter Training program.

#### **PAST PRESIDENT – Judy Huntley**

Nothing specific to report.

#### **PRESIDENT – Larry Sutton**

**Larry** reported that he and **Steve Renquist** were on a steering committee to produce a proposal for Portland, Oregon, to be the site of the 2017 International Master Gardeners Conference. Larry and Steve have also been judging International Search for Excellence proposals from across the country.

A nominating committee will be formed soon, to recommend officers for the next term.

**Ann Swaggerty** will be the 2013 Class Representative to the Board.

#### **COMMUNITY OUTREACH – Leo Grass**

The Saving Grace project is “on paws” for now, now the laurel shrubs have been planted.

**Shirley Purcell** will give a presentation on vermiculture to the Lookingglass Garden Club on January 19, 2013. **Maureen Benice** and **LaVerne Bailey** will give them a presentation on roses on March 21, 2013. The Sutherlin Garden Club has requested a presentation on roses on February 14, 2013.

**Leo Grass** and **Jen Bailey** are meeting with the Yoncalla kindergarten class to help them transplant broccoli.

#### **PLANT CLINIC – Larry Sutton reporting for Judy Mercer**

**Judy Mercer** has been unavailable, due to family illness. **Chris Rusch** will be covering for Judy at the Plant Clinic.

Larry reported that **Marilyn Klingbell** and **Chris Rusch** have completed their review of the library books. Books are now categorized by the diagnostic codes used by the Plant Clinic. The binders listing the books have been updated.

#### **DISCOVERY GARDEN – Julie Stanbery**

**Julie** updated us on the ongoing saga of the broken water pipe at the Discovery Garden. Five new turn-off valves have been installed, with one more planned. The valve in the Shade Greenhouse has been repaired.

Tree work is planned. A Master Gardener has donated tree work, to deal with the Douglas Fir trees – many limbs have fallen onto the Children’s Garden. A maple and flowering plum tree will be removed from the Butterfly Garden, to increase the amount of available light.

Three work days are scheduled: Friday, January 18<sup>th</sup>, from 9:00 AM to noon, to work on picking up downed limbs. Friday, February 1<sup>st</sup>, from 9:00 AM to noon, HLC pruning. Friday, March 8<sup>th</sup> – more pruning. The regular Tuesday work schedule will begin on Tuesday, March 26<sup>th</sup>.

**Fred Alley** noted that Roseburg Forest Products will donate rocks for the new Rock Garden.

Julie announced that the county will re-grade and re-gravel the road.

#### **AWARDS – Betty Ison**

Swinger bars are being distributed. The awards committee will be working on state nominations.

#### **PUBLICITY – Bonnie Couter**

Bonnie has produced six Public Service Announcements (PSAs) for the Plant Sale. She is working with **Barbara Robinson** and **Sharon Hopkins** on bookmarks and flyers.

#### **PLANT SALE – Barbara Robinson**

Nothing specific to report.

#### **WINTER TRAINING 2013 – Maureen Benice**

The first class went well, with only minor glitches. 31 people have signed up for the class. There were only 11 signups by the end of fall registration.

#### **HALLMARK – Linda Thames**

More than four cards have been sent out. Dwayne Hatch, a key founder of the Oregon Master Gardeners and the original host of the Hatch Patch radio show, passed away.

#### **NEWSLETTER – Jen Bailey, Clay Morrow**

**Jen Bailey** and **Clay Morrow** solicited input for future issues of the newsletter. Ideas include:

- Profiles on individual Master Gardeners
- Profiles on individual gardens in the Discovery Garden – history, contributors, etc.
- Possibly food/recipes
- Info on garden tours and nurseries, as available
- Timely educational info from Steve
- Monthly gardening calendar
- “Pest of the Month” column

#### **OLD BUSINESS**

**Julie Stanbery** asked for clarification about when new Master Gardeners are allowed to vote. This is once they complete the 60 hours payback.

**Jen Bailey** will ask **Bob Brindley** for results of the Tomato Taste-Off, to publish in the newsletter

#### **NEW BUSINESS**

None.

#### **ANNOUNCEMENTS:**

**Steve Renquist** reminded everyone of the upcoming pruning classes.

According to John Panches, the extension endowment fund grew by over \$50,000 in 2012.

**Barbara Robinson** reported that Kruse Market has a 20%-off sale on frozen cranberries.

**Steve Renquist** reported that there is a new rat trap on the market that seems to be quite effective. It is battery-operated and electrocutes the rats.

**Maureen Benice** reminded everyone about the prevalence of norovirus and flu. Wash your hands!

#### **ADJOURNMENT**

The meeting was adjourned at 10:40 AM.

Respectfully submitted,

Jen Bailey

# Net Worth - As of 12/31/2012

As of 12/31/2012

1/8/2013

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Account	12/31/2012 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
Checking-Umpqua Bank	57.01
Money Market-Reserves-Umpqua Bank	6,122.80
Money Market-Umpqua Bank	16,108.43
<b>TOTAL Cash and Bank Accounts</b>	<b>22,288.24</b>
<b>TOTAL ASSETS</b>	<b>22,288.24</b>
<b>LIABILITIES</b>	
	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>22,288.24</b>

## Cash Flow

11/14/2012 through 12/31/2012

1/8/2013

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Category	11/14/2012- 12/31/2012
<b>INFLOWS</b>	
Donations	
Contributions	1.00
TOTAL Donations	1.00
Interest Income - Bank	1.01
PSP Income	
Clinic & Office	
Soil Testing	15.00
TOTAL Clinic & Office	15.00
TOTAL PSP Income	15.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-post	40.00
TOTAL Plant Sales	40.00
TOTAL Plant Sale Income	40.00
Special Events-other	
Bake Sale	1,075.33
TOTAL Special Events-other	1,075.33
TOTAL Special Events	1,115.33
<b>TOTAL INFLOWS</b>	<b>1,132.34</b>
<b>OUTFLOWS</b>	
Management & General	
Awards & Banquet	
Awards	52.00
TOTAL Awards & Banquet	52.00
Supplies for Executive Board	30.54
TOTAL Management & General	82.54
PSP Expense	
Advanced Training	
Newsletter	
Postage	54.00
TOTAL Newsletter	54.00
TOTAL Advanced Training	54.00
Capital Expenditures	
Greenhouse - 5 included	41.18
TOTAL Capital Expenditures	41.18
Clinic & Office	
Library	16.58
TOTAL Clinic & Office	16.58
Discovery Garden	
Childrens	168.79
Easy Access (Container Garden)	117.29
Electric - meter 23609842	285.72
Entry	43.13
Herb	149.55
Irrigation	2.69
Japanese	104.11
Maintenance	100.22
Signage	105.00
Water - River Forks meter	202.28
Xeriscape	137.99
TOTAL Discovery Garden	1,416.77

# Cash Flow

11/14/2012 through 12/31/2012

1/8/2013

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Category	11/14/2012- 12/31/2012
HLC	
Greenhouse Supplies	118.75
Maintenance	127.67
Victory Garden	17.90
TOTAL HLC	264.32
TOTAL PSP Expense	1,792.85
Special Events Expense	
Plant Sale Expense	
Electrical - meter 23609558	923.02
Next Year Seed	672.09
Next Year Supplies	1,937.40
Propane	442.08
Supplies	81.73
Water - Pitchford	469.99
TOTAL Plant Sale Expense	4,526.31
Special Events-other	
Bake Sale	28.98
TOTAL Special Events-other	28.98
TOTAL Special Events Expense	4,555.29
<b>TOTAL OUTFLOWS</b>	<b>6,430.68</b>
<b>OVERALL TOTAL</b>	<b>-5,298.34</b>

## Budget - Last year

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

1/8/2013

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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	76.00	0.00	76.00
Grants	2,000.00	0.00	2,000.00
Pavilion	100.00	0.00	100.00
TOTAL Donations	2,176.00	0.00	2,176.00
Dues-hardcopy newsletter	195.00	330.00	-135.00
Dues-membership	2,310.00	2,600.00	-290.00
Interest Income - Bank	16.67	10.00	6.67
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	680.00	800.00	-120.00
TOTAL Clinic & Office	680.00	800.00	-120.00
Monthly Gardening Training	0.00	733.00	-733.00
TOTAL PSP Income	680.00	1,533.00	-853.00
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	1,038.00	1,000.00	38.00
Sales-pre	3,487.00	1,000.00	2,487.00
TOTAL Plant Sales	24,186.50	21,600.00	2,586.50
Vendor Booth	2,615.00	2,500.00	115.00
TOTAL Plant Sale Income	30,688.50	27,800.00	2,888.50
Special Events-other	0.00	0.00	0.00
Bake Sale	1,075.33	1,000.00	75.33
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	5,224.07	4,200.00	1,024.07
TOTAL Special Events	35,912.57	32,000.00	3,912.57
<b>TOTAL INCOME</b>	<b>41,290.24</b>	<b>36,473.00</b>	<b>4,817.24</b>
<b>EXPENSES</b>			
Management & General	0.00	0.00	0.00
Awards & Banquet	0.00	0.00	0.00
Awards	327.03	350.00	22.97
Banquet	650.35	750.00	99.65
TOTAL Awards & Banquet	977.38	1,100.00	122.62
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 - Last year

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

1/8/2013

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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	48.63	50.00	1.37
<b>TOTAL Management &amp; General</b>	<b>7,397.26</b>	<b>8,760.50</b>	<b>1,363.24</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	310.40	431.00	120.60
Printing	0.00	0.00	0.00
<b>TOTAL Newsletter</b>	<b>310.40</b>	<b>581.00</b>	<b>270.60</b>
Tuition	0.00	0.00	0.00
<b>TOTAL Advanced Training</b>	<b>310.40</b>	<b>581.00</b>	<b>270.60</b>
Capital Expenditures	0.00	0.00	0.00
Greenhouse - 5 included	822.73	1,000.00	177.27
Greenhouse Plumbing & Irrigation	95.78	500.00	404.22
<b>TOTAL Capital Expenditures</b>	<b>918.51</b>	<b>1,500.00</b>	<b>581.49</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	37.57	100.00	62.43
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>245.55</b>	<b>585.00</b>	<b>339.45</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	470.00	470.00	0.00
Compost	0.00	50.00	50.00
Easy Access (Container Garden)	820.00	820.00	0.00
Electric - meter 23609842	285.72	400.00	114.28
Entry	43.13	90.00	46.87
Hedgerow	0.00	0.00	0.00
Herb	149.55	150.00	0.45
Irrigation	609.64	606.95	-2.69
Japanese	122.11	175.00	52.89
Kiosk - donor board	0.00	100.00	100.00
Maintenance	467.91	500.00	32.09
Mulch	300.00	300.00	0.00



## Budget - Last year

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

1/8/2013

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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	247.99	250.00	2.01
Sun Garden	0.00	100.00	100.00
Water - River Forks meter	212.73	125.00	-87.73
Xeriscape	222.96	250.00	27.04
<b>TOTAL Discovery Garden</b>	<b>4,534.13</b>	<b>7,289.95</b>	<b>2,755.82</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	449.00	450.00	1.00
Maintenance	648.73	600.00	-48.73
Propane (moved to Plant Sale 2012)	0.00	0.00	0.00
Toilet Repairs & Supplies	232.98	295.00	62.02
Victory Garden	413.74	412.00	-1.74
Water UBW (moved 2012)	0.00	0.00	0.00
<b>TOTAL HLC</b>	<b>2,084.45</b>	<b>2,257.00</b>	<b>172.55</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>8,353.04</b>	<b>12,692.95</b>	<b>4,339.91</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	3,550.92	3,600.00	49.08
Exhibit Fees	2,177.00	2,272.00	95.00
Next Year Seed	672.09	750.00	77.91
Next Year Supplies	1,937.40	1,900.00	-37.40
Plants	912.40	1,000.00	87.60
Propane	2,499.37	3,000.00	500.63
Supplies	1,991.50	2,000.00	8.50
Vendor Costs	125.57	600.00	474.43
Water - Pitchford	661.21	375.00	-286.21
<b>TOTAL Plant Sale Expense</b>	<b>16,642.78</b>	<b>17,847.00</b>	<b>1,204.22</b>
Special Events-other	0.00	0.00	0.00
Bake Sale	28.98	25.00	-3.98
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>311.41</b>	<b>355.54</b>	<b>44.13</b>
<b>TOTAL Special Events Expense</b>	<b>16,954.19</b>	<b>18,202.54</b>	<b>1,248.35</b>
<b>TOTAL EXPENSES</b>	<b>33,240.79</b>	<b>39,655.99</b>	<b>6,415.20</b>
<b>OVERALL TOTAL</b>	<b>8,049.45</b>	<b>-3,182.99</b>	<b>11,232.44</b>