

Douglas County Master Gardeners Executive Board Minutes

June 12, 2013

ATTENDANCE

Fred Alley, Jen Bailey, Maureen Benice, Rosemary Brinkley, Mik Carlson, Bonnie Courter, Leo Grass, Michelle Harding-Olson, Judy Huntley, Betty Ison, Richard Johnstone, Vicki McAlister, Barbara McPherson, Steve Renquist, Barbara Robinson, Toni Rudolph, Roger Sawyer, Julie Stanbery, Larry Sutton

MINUTES

The May 2013 Executive Board minutes were approved as submitted.

HORTICULTURE AGENT – Steve Renquist was not present.

MEMBERSHIP DIRECTOR – Vicki McAlister was not present.

TREASURER – Toni Rudolph

Toni reviewed the Treasurer's Report (see attached). We discussed funds potentially available for out-of-budget expenditures for the rest of the year. Toni later provided the following explanation:

With the question/s that came up at the Executive Board, I thought I would try to show how much of our funds are not committed.

Balances as of 12/31/2012

Reserves \$ 6,659.10

All other funds \$15,630.10

From January 1 until the Plant Sale each year we need about \$10,000 to keep everything going.

We created a balanced budget in 2013. So Income matches Expenses with one exception. \$2,000 of the funds that we started 2013 with are due to the Rock Garden Grant. So we actually brought forward \$13,630.10 that was uncommitted. But as stated earlier we need to carry over about \$10,000. So we have \$4,630 that is currently uncommitted in 2013.

During the Budget process we did not fund:

- 1. Capital Investment – Greenhouse we are now proposing make it \$1,000*
- 2. Reserve account – not funded until we get closer to end of the year*
- 3. Endowment fund at \$1000 only – if possible we may want to finish our commitment – that would mean an additional \$1000*

We are also proposing that we fund \$850 max to cover some of the costs for participation at the International Conference for our In Search of Excellence presentation.

If the above were all approved we would increase our expenses by:

\$1000 Capital Investment – Greenhouse

\$850 support presentation of In Search of Excellence

\$1000 Reserve

\$1000 Endowment

\$3850

So we started with \$4630 uncommitted funds – if the above all happened we would have \$780 left that would be uncommitted.

OMGA REPRESENTATIVE – Rosemary Brinkley

Rosemary and **Michelle Harding-Olson** had a good trip to Pendleton, and felt that the quarterly OMGA meeting was productive.

- The PNW manuals are available, and cost \$47 each. **Julie Stanbery** asked Rosemary to find out if individual updated pages could be distributed once a year, rather than requiring everyone to purchase brand-new binders. **Leo Grass** noted that all this information is available on-line.
- OMGA now requires two signatures on all checks over \$1,000.
- Benton County has developed a presentation on OMGA for Master Gardener trainees. This could be shown during the concurrent sessions during the Winter Training program. **Maureen Benice** will investigate.
- Polk County is asking for recommendations on how to secure funding for their new demonstration garden. **Julie Stanbery** will talk to **Rosemary** about how we funded our Discovery Garden.
- The OMGA endowment fund is currently at ~\$165,000. The interest on this fund is used by Gail Langelotto for OSU's support of the Master Gardeners program
- OMGA would like to get **Bonnie Courtier's** PSA contacts, to promote Mini-College.
- The PNW weed book is being revised.
- OMGA will pay for background checks required for Master Gardeners working with kids, and/or transporting plants or books. It is unclear if the insurance form needs to be re-signed by Master Gardeners on an annual basis. **Steve Renquist** handles these matters for our chapter.
- Special service bars for 20+ years of service will be awarded at Mini-College. If a recipient does not attend Mini-College, the OMGA President will attend the chapter's awards banquet to present the award in person.
- OMGA will pay \$850 in matching funds to cover lodging and registration costs for the Search for Excellence winner to attend and present at the International Master Gardeners Conference this September.
- The Douglas County chapter was granted \$500 from the OMGA Extension Educator Fund for the Discovery Garden signage project.
- OMGA extended the deadline for the Send-a-Friend program for Mini-College.

The Board approved the motion to recommend to the general membership that we pay \$850 (to be matched by OMGA) to send Judy Mercer to the International Master Gardeners Conference this September.

VICE-PRESIDENT – Fred Alley

The June chapter meeting will be held at **Renee Coen's** home in the Laurelwood historic district. The July chapter meeting will be held at **Bonnie Courter's** home in the Dixonville area. Fred is seeking a location for the August meeting. While a member has volunteered to host the meeting at their Tiller home, we'd prefer a closer location for the August meeting, to encourage attendance for the inauguration of the new officers.

Complete information on what to bring to these summer meetings (own chair, table service, drinks) should be published in the newsletter, not just e-mail, to ensure all members are prepared. Coffee service will not be provided at these meetings.

Fred will be distributing information from Cindy Bright-Pierre, last month's Continuing Education presenter, on pollinator plants. **Judy Mercer** noted that the Umpqua Community Center is having another plant sale on June 29th, which will include native plants.

PAST PRESIDENT – Judy Huntley

Judy reminded everyone that the Awards Banquet will be on September 28th. **Barbara McPherson** suggested the main dish theme of soups, stews, salads and breads, as that was a very popular choice in past years.

SECRETARY – Jen Bailey

Jen thanked everyone for the updated job descriptions she has received for the new Policies and Procedures Manual. She solicited input on the policy re “emeritus members”. This policy was never implemented and is now obsolete.

PRESIDENT – Larry Sutton

Larry Sutton thanked everyone for their e-mails and cards expressing condolences for the recent passing of his mother. Larry and **Leo Grass** will be out of town the last week of June, working at 4H camp.

COMMUNITY OUTREACH – Leo Grass

Bob Brindley and **Pat Dinsmore** have volunteered to develop our booth display for the Douglas County Fair, based on the theme of native plants and pollinators. A sign-up sheet for working at the fair will be in the Plant Clinic soon.

PLANT CLINIC – Judy Mercer

Judy thanked everyone for helping fund her attendance at the International Master Gardeners Conference, where she will present our winning Search for Excellence project.

Plant Clinic sign-ups are going well. We need a veteran for June 27th. We are getting calls about Spotted Wing Drosophila. **Bonnie Ison** and **Richard Johnstone** shared their experiences with creating traps.

Maureen Benice had to leave the meeting earlier, but Judy reported on her behalf that Kruse Farms coverage was going well.

The Umpqua Valley Farmers Market needs a veteran for June 22 and June 29. There were four Master Gardeners working during a recent Saturday. We discussed the idea that these volunteer hours weren't necessarily being put to the best use – for example, it might have been preferable to have two volunteers for one week, and the other two for another week. There are trade-offs, however. **Karolyn Riecks** and **Carol Bolt** are the new coordinators for UVFM, and it is up to them to decide how to solicit volunteer help.

DISCOVERY GARDEN – Julie Stanbery

There is more sunlight in the Discovery Garden, thanks to **Randy Briggs** limbing up the Doug Firs. Julie is happy to see new volunteers working in the Butterfly and Japanese gardens. We still need help with spraying and weed whacking. **Gail Robinson** needs help mowing the HLC area. **Karen Glatz** and **Janet Parkerson** have been doing a great job handling the irrigation, which has entailed quite a bit of troubleshooting. **Noel Gorshong** has installed individual shut-off valves for each garden. The Xeriscape garden will be turning on their irrigation just once a month. **Jen Bailey** will let the Herb Garden crew know about this, so they have the option of reducing their irrigation use.

DISCOVERY GARDEN SIGNAGE – Jen Bailey

The Signage committee met just before this meeting. **Debbie Hesseltine**, **Eileen Kelley**, **Geoff Puryear** and **Cameron Hill** of the Xeriscape garden, with the help of **Karen Glatz**, are working on four educational signs for the Xeriscape Garden. **Sharon Hopkins** presented several interesting concepts for the main entry kiosk.

HARDENING-OFF GREENHOUSE – Richard Johnstone

Richard reported that the plastic on both ends of the hardening-off greenhouse must be replaced this year. He has solicited four bids for a 36' x 100' piece of 6 mm plastic. This product has a four-year guarantee, though we expect it to last longer. The best price seems to be \$430, which includes delivery. Work on the sun greenhouse will also be required in the next year. The Board approved the motion to recommend to the general membership that we fund the \$1,000 for greenhouse capital investment. This budget item had been delayed until after the Plant Sale.

VICTORY GARDEN – Mik Carlson

The Victory Garden crew had a very interesting tour at UCAN. They were reassured that our produce is turned over immediately for distribution. Our very own **Gale Robinson's** weekly volunteering at UCAN is much appreciated.

Most of the Victory Garden's tomatoes have died, apparently from herbicide damage, either drift or residual. This is very alarming.

The Board approved the Victory Garden's request for an additional \$100, for unanticipated watering system expenses and for fertilizer for the peppers.

AWARDS – Betty Ison had nothing to report.

PUBLICITY – Bonnie Courter had nothing to report.

HALLMARK – Linda Thames was not present.

NOMINATING COMMITTEE – Rosemary Brinkley had nothing to report.

OLD BUSINESS – None

NEW BUSINESS – None

ADJOURNMENT

The meeting was adjourned at 10:30 AM.

Respectfully submitted,

Jen Bailey

Account Balances - As of 6/12/2013

As of 6/12/2013

6/12/2013

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Account	6/12/2013 Balance
Bank Accounts	
Checking-Umpqua Bank	2,896.12
Money Market-Reserves-Umpqua Bank	6,659.10
Money Market-Umpqua Bank	35,077.87
TOTAL Bank Accounts	44,633.09
OVERALL TOTAL	44,633.09

Cash Flow

5/7/2013 through 6/11/2013

6/12/2013

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Category	5/7/2013- 6/11/2013
INFLOWS	
Dues-hardcopy newsletter	5.00
Dues-membership	10.00
Interest Income - Bank	1.34
PSP Income	
Clinic & Office	
Soil Testing	170.00
TOTAL Clinic & Office	170.00
TOTAL PSP Income	170.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-post	739.50
Sales-pre	314.50
TOTAL Plant Sales	1,054.00
TOTAL Plant Sale Income	1,054.00
Special Events-other	
Compost Tea	232.00
TOTAL Special Events-other	232.00
TOTAL Special Events	1,286.00
TOTAL INFLOWS	1,472.34
OUTFLOWS	
Management & General	
Hospitality	-3.00
TOTAL Management & General	-3.00
PSP Expense	
Discovery Garden	
Electric - meter 23609842	32.80
Irrigation	89.90
Orchard	34.99
Rock Garden - 2012 GRANT	777.10
Sun Garden	46.77
Xeriscape	112.12
TOTAL Discovery Garden	1,093.68
HLC	
Greenhouse Supplies	38.66
Maintenance	167.50
Victory Garden	181.52
TOTAL HLC	387.68
TOTAL PSP Expense	1,481.36
Special Events Expense	
Plant Sale Expense	
Contributions - Plant Sale Volunteers	358.00
Electrical - meter 23609558	947.71
Plants	35.15
Vendor Costs	351.36
TOTAL Plant Sale Expense	1,692.22
TOTAL Special Events Expense	1,692.22
TOTAL OUTFLOWS	3,170.58
OVERALL TOTAL	-1,698.24

Budget - Current Year

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

6/12/2013

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	25.00	0.00	25.00
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	25.00	0.00	25.00
Dues-hardcopy newsletter	220.00	200.00	20.00
Dues-membership	2,430.00	2,400.00	30.00
Interest Income - Bank	4.78	10.00	-5.22
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	480.00	800.00	-320.00
TOTAL Clinic & Office	480.00	800.00	-320.00
TOTAL PSP Income	480.00	800.00	-320.00
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	739.50	1,000.00	-260.50
Sales-pre	2,306.25	2,550.00	-243.75
TOTAL Plant Sales	22,765.38	23,150.00	-384.62
Vendor Booth	2,641.00	2,500.00	141.00
TOTAL Plant Sale Income	28,636.69	29,500.00	-863.31
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	232.00	900.00	-668.00
Misc Events	213.00	0.00	213.00
Quilt Raffle	105.00	0.00	105.00
Trash-To-Treasure Sale	3,310.75	2,000.00	1,310.75
TOTAL Special Events-other	3,860.75	3,900.00	-39.25
TOTAL Special Events	32,497.44	33,400.00	-902.56
TOTAL INCOME	35,657.22	36,810.00	-1,152.78
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 Travel	0.00	460.00	460.00
TOTAL Conferences	0.00	510.00	510.00
Dues-OMGA	1,694.00	1,680.00	-14.00
Grants&Gifts&Scholarships	0.00	0.00	0.00
4-H Donation	60.00	80.00	20.00
Endowment	0.00	1,000.00	1,000.00
Gifts - Hallmark	0.00	50.00	50.00
Memorial	0.00	100.00	100.00
Officer Gifts	0.00	60.00	60.00
Scholarships	0.00	1,500.00	1,500.00
TOTAL Grants&Gifts&Scholarships	60.00	2,790.00	2,730.00

Budget - Current Year

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

6/12/2013

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
Historian	0.00	25.00	25.00
Hospitality	142.00	150.00	8.00
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	0.00	30.00	30.00
Print Check Charges	20.42	25.00	4.58
Supplies for Executive Board	0.00	50.00	50.00
TOTAL Management & General	1,916.42	7,230.00	5,313.58
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	96.60	291.00	194.40
TOTAL Newsletter	96.60	291.00	194.40
TOTAL Advanced Training	96.60	391.00	294.40
Capital Expenditures	0.00	0.00	0.00
Greenhouse - 5 included	0.00	0.00	0.00
Greenhouse Plumbing & Irrigation	6.64	500.00	493.36
TOTAL Capital Expenditures	6.64	500.00	493.36
Clinic & Office	0.00	0.00	0.00
Farmers Markets	0.00	35.00	35.00
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	76.29	120.00	43.71
Website Development	43.00	50.00	7.00
TOTAL Clinic & Office	119.29	370.00	250.71
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
TOTAL Community Outreach	0.00	97.00	97.00
Discovery Garden	0.00	0.00	0.00
Brochures	0.00	0.00	0.00
Butterfly	0.00	250.00	250.00
Childrens	0.00	420.00	420.00
Compost	0.00	100.00	100.00
Easy Access (Container Garden)	0.00	550.00	550.00
Electric - meter 23609842	32.80	400.00	367.20
Entry	0.00	90.00	90.00
Hedgerow	0.00	0.00	0.00
Herb	0.00	150.00	150.00
Iris	0.00	50.00	50.00
Irrigation	96.19	600.00	503.81
Japanese	0.00	220.00	220.00
Kiosk - donor board	0.00	50.00	50.00
Maintenance	123.16	500.00	376.84
Mulch	0.00	300.00	300.00
Orchard	34.99	125.00	90.01
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	777.10	2,000.00	1,222.90

Budget - Current Year

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

6/12/2013

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
Shade Garden	0.00	0.00	0.00
Signage	0.00	250.00	250.00
Straw Bale Garden	0.00	65.00	65.00
Sun Garden	46.77	100.00	53.23
Water - River Forks meter	2.83	125.00	122.17
Xeriscape	112.12	280.00	167.88
TOTAL Discovery Garden	1,225.96	7,350.00	6,124.04
HLC	0.00	0.00	0.00
Annual Pumping Expense - diver in river	0.00	500.00	500.00
Greenhouse Supplies	51.65	400.00	348.35
Maintenance	414.91	600.00	185.09
Toilet Repairs & Supplies	14.99	150.00	135.01
Victory Garden	460.00	460.00	0.00
TOTAL HLC	941.55	2,110.00	1,168.45
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	2,740.04	11,238.00	8,497.96
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	1,844.93	4,200.00	2,355.07
Exhibit Fees	2,172.00	2,272.00	100.00
Next Year Seed	104.75	750.00	645.25
Next Year Supplies - McConkey	0.00	1,900.00	1,900.00
Plants	124.23	1,000.00	875.77
Propane	682.72	4,000.00	3,317.28
Supplies	468.81	2,200.00	1,731.19
Vendor Costs	351.36	400.00	48.64
Water - Pitchford meter	112.28	500.00	387.72
TOTAL Plant Sale Expense	8,409.44	19,922.00	11,512.56
Special Events-other	0.00	0.00	0.00
Bake Sale	52.77	100.00	47.23
Compost Tea	0.00	120.00	120.00
Taste-Off	0.00	0.00	0.00
Trash-To-Treasure Sale	194.66	250.00	55.34
TOTAL Special Events-other	247.43	470.00	222.57
TOTAL Special Events Expense	8,656.87	20,392.00	11,735.13
TOTAL EXPENSES	13,313.33	38,860.00	25,546.67
OVERALL TOTAL	22,343.89	-2,050.00	24,393.89