

Douglas County Master Gardeners Executive Board Minutes

July 10, 2013

ATTENDANCE

Fred Alley, Jen Bailey, Rosemary Brinkley, Bonnie Courter, Michelle Harding-Olson, Betty Ison, Vicki McAlister, Karolyn Riecks, Roger Sawyer, Julie Stanbery, Larry Sutton

MINUTES

The June 2013 Executive Board minutes were approved as submitted.

HORTICULTURE AGENT – Steve Renquist was not present.

MEMBERSHIP DIRECTOR – Vicki McAlister had nothing to report.

OMGA REPRESENTATIVE – Rosemary Brinkley

Rosemary and **Michelle Harding-Olson** are preparing for Mini-College, including making table decorations for the Awards Banquet.

TREASURER – Toni Rudolph was not present.

The first \$1,000 payment for 2013 was made to the Douglas County Extension Endowment Fund. At the end of the year, we'll assess whether we will make the second payment of \$1,000 then, or postpone it until next year. It will be the last payment of our five-year commitment.

VICE-PRESIDENT – Fred Alley

The July chapter meeting will be held at **Bonnie Courter's** home in the Dixonville area. Fred will send out a complete set of directions via e-mail. The August meeting will be at **Barbara Horst's** home in the Tiller area.

PAST PRESIDENT – Judy Huntley was not present

SECRETARY – Jen Bailey

Jen distributed the draft Policies and Procedures Manual for review. She is soliciting job descriptions from the remaining committee heads. The plan is to approve this manual at the August executive meeting, so it can be approved at the August Chapter meeting.

While we do not have any Emeritus members at this time, nor any plans to nominate new ones, we will keep the relevant by-laws language. **Larry Sutton** will get info on past Emeritus members to **Vicki McAlister**, to add to the membership records.

PRESIDENT – Larry Sutton

Larry Sutton announced that **Nathan Baily** is taking over responsibility for the worm bins from **Shirley Purcell**.

UCC is holding a workshop on grant-writing on July 19th.

COMMUNITY OUTREACH – Leo Grass was not present

PLANT CLINIC – Judy Mercer was not present

Larry Sutton showed off a display on our Search for Excellence award that will be used at the International Master Gardeners Conference in September. He is working with the Roseburg Visitors and Convention Bureau to gather "Land of Umpqua" promotional material to distribute at the conference. He will purchase 50 "Land of Umpqua" pins, for a total of \$62.50, to hand out at the conference. Larry hopes to raise the

visibility of our chapter at the International Master Gardeners Conference, so that when the conference is held again in 2017 in Portland, our Discovery Garden may be included in one of the field trips.

Roger Sawyer raised the issue of how to handle out-of-budget funding requests. More effort needs to be put into accounting for unforeseen expenses during the annual budget process. In this case of the “Land of Umpqua” pins, we determined that this expense should come out of the “OMGA Chapter Displays” budget line item, and did not need explicit approval by the Board.

Karolyn Riecks explained that the Umpqua Valley Farmers’ Market does not have room to continue to store our tables and totes in their shed. We can continue to use this storage space through the rest of this season, but the situation for next year is unknown. This led into a discussion on whether we should continue to invest our limited volunteer resources in continuing to staff the farmers’ markets. We’re having trouble filling slots for the Plant Clinic itself, as well as the farmers’ markets. **Julie Stanbery** explained that we originally began participating in farmers markets to give new trainees an opportunity to complete their payback hours for the Plant Clinic during weekend hours (for trainees who couldn’t make regular Plant Clinic duty during the week). While the farmers markets are an opportunity to promote the Master Gardeners training, it’s not clear that that it’s worth the effort. This issue needs to be addressed prior to the next budget process in October.

DISCOVERY GARDEN – Julie Stanbery

Julie is very concerned that the irrigation pipe stands are exposed and unprotected in the field that will be used for parking this weekend for Graffiti Weekend’s Show & Shine event. She is working with the Douglas County Parks Department to address this.

Some of the gardens have been using the Umpqua Basin District water instead of the irrigation water pumped from the river. This is increasing our water bill, and we have not budgeted for this. The only gardens that should (occasionally) be using the Umpqua Basin District water are the lily beds, the sun garden and the perennial garden, as well as any new plants that need hand-watering as they are getting established. Julie is planning a session with **Neal Meyer** to see how the irrigation system might be made easier to use, and resolve issues like the current complaint the water pressure is inadequate.

The Xeriscape garden leads are planning a newsletter article on what’s going on in the Xeriscape garden. They are reducing their water use (as appropriate, given the nature of their garden), and are moving some plants around. There is no need for concern that they aren’t watering.

There are sessions tomorrow and the next day to repair the stepping stones in the Children’s garden.

The various piles of dirt around the Discovery Garden will be consolidated.

DISCOVERY GARDEN SIGNAGE

Betty Ison reported that the Signage committee had a productive meeting last Tuesday, working on the design of the entry sign. **Jen Bailey** reported that she is meeting with the Cow Creek tribe next week, to see if this project might qualify for one of their grants.

AWARDS – Betty Ison had nothing to report.

PUBLICITY – Bonnie Courter had nothing to report.

HALLMARK – Linda Thames was not present.

NOMINATING COMMITTEE – Rosemary Brinkley

Rosemary is still working on identifying a nominee for the OMGA Alternate Representative.

OLD BUSINESS – None

NEW BUSINESS

The Board approved the motion to award \$150 scholarships to Mini-College to **Tasha King, Betty Ison, Valerie Call, Larry Sutton** and **Rosemary Brinkley**. The budget allocated \$1,500 for scholarships. The \$850 we committed to send **Judy Mercer** to the International Master Gardeners Conference will come out of this budget line item.

The Audit Committee consists of **Karolyn Riecks** and **Ruth Stafford**. They will meet with **Toni Rudolph** on July 22nd.

Betty Ison announced the Open House garden tour on August 1st.

ADJOURNMENT

The meeting was adjourned at 10:20 AM.

Respectfully submitted,

Jen Bailey

Account Balances - As of 7/9/2013

As of 7/9/2013

7/9/2013

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Account	7/9/2013 Balance
Bank Accounts	
Checking-Umpqua Bank	3,001.46
Money Market-Reserves-Umpqua Bank	6,659.10
Money Market-Umpqua Bank	33,077.87
TOTAL Bank Accounts	42,738.43
OVERALL TOTAL	42,738.43

Cash Flow

6/11/2013 through 7/9/2013

7/9/2013

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Category	6/11/2013- 7/9/2013
INFLOWS	
Donations	
Contributions	5.00
TOTAL Donations	5.00
Dues-membership	10.00
PSP Income	
Clinic & Office	
Soil Testing	70.00
TOTAL Clinic & Office	70.00
TOTAL PSP Income	70.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-post	448.50
Sales-pre	80.00
TOTAL Plant Sales	528.50
TOTAL Plant Sale Income	528.50
Special Events-other	
Compost Tea	242.00
Trash-To-Treasure Sale	50.00
TOTAL Special Events-other	292.00
TOTAL Special Events	820.50
TOTAL INFLOWS	905.50
OUTFLOWS	
Management & General	
Dues-OMGA	14.00
Grants&Gifts&Scholarships	
Endowment	1,000.00
Officer Gifts	40.00
TOTAL Grants&Gifts&Scholarships	1,040.00
Postage for Executive Board	18.40
Supplies for Executive Board	3.49
TOTAL Management & General	1,075.89
PSP Expense	
Advanced Training	
Newsletter	
Postage	118.85
TOTAL Newsletter	118.85
TOTAL Advanced Training	118.85
Discovery Garden	
Butterfly	205.13
Electric - meter 23609842	32.80
Irrigation	29.99
Kiosk - donor board	8.79
Maintenance	129.99
Orchard	36.88
Rock Garden - 2012 GRANT	185.00
Water - River Forks meter	40.75
TOTAL Discovery Garden	669.33
TOTAL PSP Expense	788.18
Special Events Expense	
Plant Sale Expense	
Electrical - meter 23609558	127.17

Cash Flow

6/11/2013 through 7/9/2013

7/9/2013

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Category	6/11/2013- 7/9/2013
Plants	244.15
Supplies	534.10
Water - Pitchford meter	190.64
TOTAL Plant Sale Expense	1,096.06
TOTAL Special Events Expense	1,096.06
TOTAL OUTFLOWS	2,960.13
OVERALL TOTAL	-2,054.63

Budget - Current Year

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

7/9/2013

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	30.00	0.00	30.00
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	30.00	0.00	30.00
Dues-hardcopy newsletter	220.00	200.00	20.00
Dues-membership	2,440.00	2,400.00	40.00
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	550.00	800.00	-250.00
TOTAL Clinic & Office	550.00	800.00	-250.00
TOTAL PSP Income	550.00	800.00	-250.00
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	1,188.00	1,000.00	188.00
Sales-pre	2,386.25	2,550.00	-163.75
TOTAL Plant Sales	23,293.88	23,150.00	143.88
Vendor Booth	2,641.00	2,500.00	141.00
TOTAL Plant Sale Income	29,165.19	29,500.00	-334.81
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	474.00	900.00	-426.00
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	4,152.75	3,900.00	252.75
TOTAL Special Events	33,317.94	33,400.00	-82.06
TOTAL INCOME	36,562.72	36,810.00	-247.28
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	1,708.00	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
Memorial	0.00	100.00	100.00
Officer Gifts	40.00	60.00	20.00
Scholarships	0.00	1,500.00	1,500.00
TOTAL Grants&Gifts&Scholarships	1,100.00	2,790.00	1,690.00

Budget - Current Year

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

7/9/2013

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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	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
TOTAL Management & General	2,992.31	7,230.00	4,237.69
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
TOTAL Newsletter	215.45	291.00	75.55
TOTAL Advanced Training	215.45	391.00	175.55
Capital Expenditures	0.00	0.00	0.00
Greenhouse - 5 included	0.00	1,000.00	1,000.00
Greenhouse Plumbing & Irrigation	6.64	500.00	493.36
TOTAL Capital Expenditures	6.64	1,500.00	1,493.36
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	205.13	250.00	44.87
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	126.18	600.00	473.82
Japanese	0.00	220.00	220.00
Kiosk - donor board	8.79	50.00	41.21
Maintenance	253.15	500.00	246.85
Mulch	0.00	300.00	300.00
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	962.10	2,000.00	1,037.90

Budget - Current Year

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

7/9/2013

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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	43.58	125.00	81.42
Xeriscape	112.12	280.00	167.88
TOTAL Discovery Garden	1,862.49	7,350.00	5,487.51
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	560.00	100.00
TOTAL HLC	941.55	2,210.00	1,268.45
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	3,495.42	12,338.00	8,842.58
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	368.38	1,000.00	631.62
Propane	682.72	4,000.00	3,317.28
Supplies	1,002.91	2,200.00	1,197.09
Vendor Costs	351.36	400.00	48.64
Water - Pitchford meter	302.92	500.00	197.08
TOTAL Plant Sale Expense	9,378.33	19,922.00	10,543.67
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	9,625.76	20,392.00	10,766.24
TOTAL EXPENSES	16,113.49	39,960.00	23,846.51
OVERALL TOTAL	20,449.23	-3,150.00	23,599.23