

Douglas County Master Gardeners Executive Board Minutes

September 11, 2013

ATTENDANCE

Michelle Harding-Olson, Barbara Robinson, Betty Ison, Vicki McAlister, Judy Mercer, Steve Renquist, Roger Sawyer, Elva Sellens, Ruth Stafford, Julie Stanbery, Janet Parkerson, Richard Johnstone, Bonnie Courter.

MINUTES

The September 2013 Agenda was approved as submitted

The August 2013 Executive Board minutes were approved as submitted.

SWEARING IN OF PRESIDENT – MICHELLE HARDING-OLSON

Michelle Harding-Olson was sworn in as the new president by **Julie Stanberry**.

HORTICULTURE AGENT – Steve Renquist

The Diagnostics group will not meet in September, as Steve has a previous commitment.

Steve Renquist said that he would like to get **Jeff Giulette** as a speaker for “**Spring into Gardening**.” He would like to have two segments and these would replace one class. Using this speaker as a headliner would be a good way to get more people to attend. A fee could be charged to cover his expenses and costs.

Steve stated that this January’s enrollment for the 2014 Master Gardeners class is down. He asked **Bonnie Courter** for a special interest story to be published in the newspaper. **Betty Ison** suggested several advertisements and Public Service Announcements. **Barbara Robinson** suggested a TV spot specifically for the purpose of gaining enrollment.

Michelle Harding-Olson suggested reaching out to the retirement communities and UCC promoting the benefits of volunteering and community involvement by becoming a Master Gardener. **Julie Stanbery** informed the committee that we do not want to be listed in the catalogue due to a percentage of enrollment fee required.

Steve Renquist announced that he received the 2013 College of Agricultural Sciences Excellence in Extension Education Award from OSU.

OFFICER REPORTS

MEMBERSHIP DIRECTOR – Ruth Stafford

Ruth Safford announced a membership of 270 members.

If anyone is not receiving information they need, please contact **Ruth** by email.

Roger Sawyer suggested that the **Facebook** page may receive more attention by adding a **Facebook** logo on handouts and advertising.

OMGA REPRESENTATIVE – Rosemary Brinkley was not present.

PRESIDENT – Michelle Harding-Olson

VICE PRESIDENT – Fred Alley was not present.

PAST PRESIDENT – Larry Sutton was not present.

TREASURER – Vicki McAlister

There will be no change in dues.

Budget requests are due by September 23.

December 15 is the last day for expense forms.

Budget for the officer gifts of \$8 will be deferred to 2014. This was for the gifts budgeted for outgoing officers, however Rosemary Brinkley is continuing as the OMGA Representative.

Water bill at the Discovery Garden is still more than average due to leaks. .

SECRETARY – Janet Parkerson

The Policies and Procedures Manual has been published on the website and a copy is in the Plant Clinic. **Jen Bailey** has worked diligently on the Manual and has done an excellent job. The latest revision date is September 3rd. Individual sections will be updated as needed and the entire manual will be reviewed by the Executive Board in February.

COMMUNITY REPORTS

COMMUNITY OUTREACH – Leo Grass was not present.

PLANT CLINIC – Judy Mercer was not present

KRUSE FARMS – Diane Twete was not present.

FARMERS MARKET – Karolyn Riecks was not present.

DISCOVERY GARDEN – Julie Stanbery

All Discovery Garden Heads need to show a general breakdown on Budget Requests. Per **Vicki McAlister**, if the Budget Request does not identify needs, they will be the first ones out. **Michele Harding-Olson** will contact specific Garden Head and clarify.

Elva Sellens observed that the petunias need more water because there are no blooms now. **Michelle Harding-Olson** suggested that her and **Julie Stanbery** get together and resolve the issue.

SIGNAGE – Jen Bailey was not present.

Meeting was held on September 10. Maps and Xeriscape signs are on track.

AWARDS – Betty Ison

Betty Ison feels that we need more publicity for the Awards Banquet in September. The awards Banquet Sign up sheet has been put back in the Plant Clinic after it was discovered that it had been removed.

PUBLICITY – Bonnie Courter

Bonnie Courter received an email from **Gail Langellotto**, reiterating the usage of Oregon's "Public Notification Plan" in which we will advise clients and potential clients that Extension programs are available to all people. By including a nondiscrimination/affirmative action statement on all published materials, we also meet USDA Civil Rights requirements. It is recommend that you include the statement in newsletters, on notices of upcoming programs, and on materials promoting Extension activities.. All publications, announcements, etc. with the OSU logo must also have language pertaining to Equal Opportunity and Accessibility as outlined by OSU. **Steve Renquist** said to list the OSU Extension Office phone number. It does not include PSA's. **Michelle Harding-Olson** will clarify with **Gail Langellotto** from OSU.

HALLMARK – Linda Thames was not present.

Sharon Hopkins has started chemotherapy and is pretty sick. She would appreciate cards.

OLD BUSINESS

Richard Johnstone informed the Committee that the greenhouse cover is on and the fans are working. The new floor has been installed in the hardening off greenhouse. The cover material used is not as good as it use to be. It will probably cause the floors to have to be replaced more often, but the cost is minimal but should be budgeted for.

NEW BUSINESS

Jen Bailey requested a motion to have a \$7.25 fee for those who need to receive hard copies of newsletters. This small increase would allow unlimited pages. This issue had to have several articles deleted due to page restriction. **Michelle Harding-Olson** recommended the fee increase from \$5.00 to \$7.25 for those members who need to have hard copies of newsletters be presented to the general membership for a vote and **Vicki McAlister** seconded the motion. The motion was approved by the Committee.

Julie Stanberry asked for a policy regarding the use of reserve funds for emergency need, as in the case of water leaks. She asked for a membership approval per policy to fund an emergency account. **Roger Sawyer** suggested a category be included in the Discovery Garden budget. Julie pointed out that water is not only a Discovery Garden issue, but also includes HLC, greenhouse, etc. **Michelle Harding-Olson** feels that it should be brought up for membership approval and that this account will be funded for this year. **Vicki McAlister** recommended a figure somewhere between \$300 - \$500.

ANNOUNCEMENTS

Insect Committee	16 Sept 2013	10:00 Plant Clinic
Diagnostics Group	Cancelled	
Discovery Garden Workday	Every Tuesday	9:00 am
Chapter Meeting	26 Sept 2013	10:00 am

ADJOURNMENT

The meeting was adjourned at 10:35 AM.

Respectfully submitted,

Janet Parkerson

Account Balances - As of 9/9/2013

As of 9/9/2013

9/9/2013

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Account	9/9/2013 Balance
Bank Accounts	
Checking-Umpqua Bank	2,703.45
Money Market-Reserves-Umpqua Bank	6,659.10
Money Market-Umpqua Bank	31,082.86
TOTAL Bank Accounts	40,445.41
OVERALL TOTAL	40,445.41

Cash Flow

8/14/2013 through 9/9/2013

9/9/2013

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Category	8/14/2013- 9/9/2013
INFLOWS	
Donations	
Grants	750.00
Pavilion	100.00
TOTAL Donations	850.00
Interest Income - Bank	1.59
PSP Income	
Clinic & Office	
Soil Testing	85.00
TOTAL Clinic & Office	85.00
TOTAL PSP Income	85.00
TOTAL INFLOWS	936.59
OUTFLOWS	
Management & General	
Grants&Gifts&Scholarships	
Officer Gifts	28.00
Scholarships	615.00
TOTAL Grants&Gifts&Scholarships	643.00
Liability Insurance	636.00
TOTAL Management & General	1,279.00
PSP Expense	
Capital Expenditures	
Greenhouse - 5 included	0.00
TOTAL Capital Expenditures	0.00
Discovery Garden	
Childrens	143.60
Electric - meter 23609842	90.93
Maintenance	8.55
Rock Garden - 2012 GRANT	143.20
Water - River Forks meter	133.67
TOTAL Discovery Garden	519.95
HLC	
Greenhouse Supplies	73.98
Maintenance	83.77
Victory Garden	31.32
TOTAL HLC	189.07
TOTAL PSP Expense	709.02
Special Events Expense	
Plant Sale Expense	
Electrical - meter 23609558	151.44
Next Year Seed	35.71
Plants	207.36
Water - Pitchford meter	97.47
TOTAL Plant Sale Expense	491.98
TOTAL Special Events Expense	491.98
TOTAL OUTFLOWS	2,480.00
OVERALL TOTAL	-1,543.41

Budget - Current Year

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

9/9/2013

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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	750.00	0.00	750.00
Pavilion	150.00	0.00	150.00
TOTAL Donations	930.00	0.00	930.00
Dues-hardcopy newsletter	220.00	200.00	20.00
Dues-membership	2,440.00	2,400.00	40.00
Interest Income - Bank	9.77	10.00	-0.23
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	660.00	800.00	-140.00
TOTAL Clinic & Office	660.00	800.00	-140.00
TOTAL PSP Income	660.00	800.00	-140.00
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	1,270.00	1,000.00	270.00
Sales-pre	2,386.25	2,550.00	-163.75
TOTAL Plant Sales	23,375.88	23,150.00	225.88
Vendor Booth	2,641.00	2,500.00	141.00
TOTAL Plant Sale Income	29,247.19	29,500.00	-252.81
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	697.00	900.00	-203.00
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	4,375.75	3,900.00	475.75
TOTAL Special Events	33,622.94	33,400.00	222.94
TOTAL INCOME	37,882.71	36,810.00	1,072.71
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

Budget - Current Year

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

9/9/2013

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
Memorial	0.00	100.00	100.00
Officer Gifts	68.00	60.00	-8.00
Scholarships	615.00	1,500.00	885.00
TOTAL Grants&Gifts&Scholarships	1,743.00	2,790.00	1,047.00
Historian	0.00	25.00	25.00
Hospitality	142.00	150.00	8.00
Liability Insurance	636.00	670.00	34.00
OMGA Chapter Display	102.50	200.00	97.50
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	4,373.81	7,230.00	2,856.19
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	646.28	1,000.00	353.72
Greenhouse Plumbing & Irrigation	6.64	500.00	493.36
TOTAL Capital Expenditures	652.92	1,500.00	847.08
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	119.19	120.00	0.81
Website Development	43.00	50.00	7.00
TOTAL Clinic & Office	162.19	370.00	207.81
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	143.60	420.00	276.40
Compost	0.00	100.00	100.00
Easy Access (Container Garden)	0.00	550.00	550.00
Electric - meter 23609842	123.73	400.00	276.27
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

Budget - Current Year

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

9/9/2013

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
Maintenance	261.70	500.00	238.30
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	1,105.30	2,000.00	894.70
Shade Garden	0.00	0.00	0.00
Signage	0.00	250.00	250.00
Signage - 2013 GRANTS	0.00	750.00	750.00
Straw Bale Garden	0.00	65.00	65.00
Sun Garden	46.77	100.00	53.23
Water - River Forks meter	242.60	125.00	-117.60
Xeriscape	112.12	280.00	167.88
TOTAL Discovery Garden	2,447.79	8,100.00	5,652.21
HLC	0.00	0.00	0.00
Annual Pumping Expense - diver in river	0.00	500.00	500.00
Greenhouse Supplies	191.21	400.00	208.79
Maintenance	528.55	600.00	71.45
Toilet Repairs & Supplies	14.99	150.00	135.01
Victory Garden	491.32	560.00	68.68
TOTAL HLC	1,226.07	2,210.00	983.93
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	5,054.42	13,088.00	8,033.58
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	1,996.37	4,200.00	2,203.63
Exhibit Fees	2,172.00	2,272.00	100.00
Next Year Seed	140.46	750.00	609.54
Next Year Supplies - McConkey	0.00	1,900.00	1,900.00
Plants	575.74	1,000.00	424.26
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	549.42	500.00	-49.42
TOTAL Plant Sale Expense	10,019.34	19,922.00	9,902.66
Special Events-other	0.00	0.00	0.00
Bake Sale	52.77	100.00	47.23
Compost Tea	31.50	120.00	88.50
Taste-Off	0.00	0.00	0.00
Trash-To-Treasure Sale	194.66	250.00	55.34
TOTAL Special Events-other	278.93	470.00	191.07
TOTAL Special Events Expense	10,298.27	20,392.00	10,093.73

Budget - Current Year

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

9/9/2013

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
TOTAL EXPENSES	19,726.50	40,710.00	20,983.50
OVERALL TOTAL	18,156.21	-3,900.00	22,056.21