

# Douglas County Master Gardeners Executive Board Minutes

## October 09, 2013

### ATTENDANCE

**Michelle Harding-Olson, Rosemary Brinkley, Fred Alley, Betty Ison, Vicki McAlister, Judy Mercer, Roger Sawyer, Elva Sellens, Ruth Stafford, Julie Stanbery, Janet Parkerson, Richard Johnstone, Bonnie Courter, Mik Carlson, Leo Grass, Jen Bailey.**

### MINUTES

The August 2013 Executive Board minutes were approved as submitted.

**HORTICULTURE AGENT – Steve Renquist** was not present.

### OFFICER REPORTS

**MEMBERSHIP DIRECTOR – Ruth Stafford** will put an announcement in the November Newsletter regarding 2014 Annual Dues.

**OMGA REPRESENTATIVE – Rosemary Brinkley** said **OMGA** is looking for Chapters to host two of the Board of Directors Meetings in 2014. The dates are March 1<sup>st</sup> and November 1<sup>st</sup>. **OMGA** will provide **DCMG** \$300.00 for hosting the event. Costs include breakfast, lunch, beverages, etc. **Rosemary** will extend an invitation to **OMGA** for us to host the November 1, 2014 meeting. If they accept, **Rosemary** will reserve the Annex for November 1, 2014. **Fred Alley** will obtain information from the **Chamber of Commerce** on local attractions and points of interest for the distributions to the attendees. **Rosemary** announced the November 2, 2013 **OMGA** Meeting will be held in Newberg.

**PRESIDENT – Michelle Harding-Olson** asked for suggestions about placement of our new Search for Excellence Plaque, she recommended the plaque be placed on the wall outside the Plant Clinic. **Roger Sawyer** suggested **Michelle** check with **John Punches**.

**Michelle** suggested the creation of a new position on the Executive Board, President-Elect. This person assists and supports the President to learn the role of President prior to taking office and they become familiar with the programs of the membership and its governance. Having a President-Elect facilitates a smoother transition. The President-Elect automatically becomes President at the end of the term. This position could require a commitment of three years, one as President-Elect, one year as President and one year as Past President. However, the Past President, will have a significant reduction in time and responsibility and/or be primarily an advisory role. If approved, the Nominating Committee will recommend a candidate for the position of President-Elect, just as they do for all Board Members.

It was suggested a questionnaire be included in the enrollment documents that would provide a work history, community involvement, and potential leadership qualities that could benefit **DCMG**. This same questionnaire could also be distributed to active members.

**Michelle** suggested we consider forming a “Gold Miners Group.” Gold Miners would cultivate relationships with potential candidates, discuss their interests and strengths and how they might serve the Chapter. **Michelle** asked the Board to think about these suggestions and we will revisit them at the November Executive Committee Meeting.

**VICE PRESIDENT - Fred Alley** mentioned our **October 31<sup>st</sup> Continuing Education Program** will feature **Scott McCain** who will give a presentation on Bio-Char. **Scott** will discuss not only the use of Bio-Char in the soil, but also the effects of adding Bio-Char with other amendments in retaining the benefits,

**PAST PRESIDENT – Larry Sutton** was not present.

**TREASURER – Vicki McAlister** distributed the proposed 2014 Budget, which remained closely in line with last year. This left a net loss of \$295 for 2013. **Richard Johnstone** will reduce the Greenhouse budget by \$200 (line item 74) and **Roger Sawyer** will reduce the Orchard budget by \$95 (line item 108), leaving \$5 in the Orchard budget. These changes allowed the Budget to balance. **Fred Alley** proposed approval of the Budget, with **Michelle Harding-Olson** seconding it. The Executive Committee voted by a show of hands to approve the budget.

**Vicki** asked if we intend to contribute \$1,000.00 to the Reserves. In past years, \$1000 was set aside for Reserves, but last year \$0 was budgeted. **Roger Sawyer** feels we need to create a miscellaneous account for smaller expenditures and leave the Reserve account for larger expenses such as tractor repair, Greenhouse maintenance, etc. Last year, funds were augmented on an as needed basis. **Roger** feels it should be budgeted. **Vicki** will compile expenses for 2012 & 2013 for comparison and provide this at the November meeting. The Board will then make a decision about the \$1,000.00 reserve payment and amending the Budget to include it.

The water bill arrived and it was slightly over \$100, considerably lower than anticipated. However, the propane bill from Suburban Propane exceeded \$1200. **Vicki** is researching a change in service to Ferrell Gas. Currently, we rent the four tanks at \$75 each annually from Suburban. Our current rate for propane is \$5.32 per gallon. Ferrell Gas is offering a rate of \$1.65 per gallon and a tank rental rate of \$1.00 per tank annually. Included in the Ferrell Gas proposal is the transfer of all gas from the old tanks to the new tanks and removal of the old tanks along with installation of the new tanks. Since Suburban has been our gas provider for many years, **Vicki** has tried to contact them to allow them an opportunity to renegotiate the current rates. She has not been able to get a response. **Richard Johnstone** and **Roger Sawyer** will assist her with direct contact names and numbers.

**SECRETARY – Janet Parkerson** had nothing to report.

## **COMMUNITY REPORTS**

**COMMUNITY OUTREACH – Leo Grass** hosted presentations to Cobb St School and Head Start classes. He will be doing the same next week to a couple more groups from the same schools. **Mik Carlson** asked **Leo** if he would give a class for MGs interested in learning how to host these outings. **Leo** suggested instead of a formal class, MGs would probably learn more by just attending when he is giving a presentation. **Leo** said he tailors each session because groups are so diverse and the structure of the class completely depends upon the supervision of the attending adults (teachers/parents). **Leo** welcomes any member who is interested in assisting in our Community Outreach Program to join him.

**WINTER TRAINING PROGRAM- Bonnie Courter** announced dates of Mentor Training and was given a big applause for her recent News Review article showcasing the W14 Training Program.

**PLANT CLINIC – Judy Mercer** asked **Bonnie Courter** to place a PSA in the News Review with the Plant Clinic change in hours.

**KRUSE FARMS – Judy Mercer** presented two receipts from **Maureen Benice** for reimbursement. These receipts are for the replacement of Kruse Farms containers used to hold resource materials and files. The

receipts, \$21.37 and \$9.99 respectively, totaled \$31.36. **Vicki** will use funds from the Farmers Market Account. Receipts were given to **Vicki** for payment.

**DISCOVERY GARDEN** – **Julie Stanbery** was not present.

**SIGNAGE** – **Karen Gratz** expects to install three signs. The sign outside the main entrance will be replaced by a 6' x 3' sign that will be attached to the gatepost, providing additional support to the gate. A wheel will also be installed on the gate for stability. **Karen** will alert **Fred** so pictures can be taken.

**AWARDS** – **Betty Ison** will be ordering new swinger bars for distribution in January. **Betty** also gave **Janet Parkerson, Vicki McAlister and Michelle Harding-Olson** swinger bars with their Executive Board titles.

**PUBLICITY** – **Bonnie Courter** is in need of more photographs. It was suggested a "Photography Group" be formed and the Plant Clinic computer used to archive photos. A member of the Photography Group, or the Chapter Historian, would act as curator of the photos, organizing and archiving them. **Maureen Benice** has functioned as our MG Photographer in the past. **Janet Parkerson** suggested using the program "Drop-Box", a free program that anyone can download. Drop-Box allows very simple uploading of photos, which are then instantly available to anyone given authorization (i.e., Jen Bailey or Bonnie Courter). Another website is Shutterfly, a very easy program to use. Shutterfly automatically files photos by date and similarity. Additionally, it offers unlimited storage and the ability to block any changes to photos. **Fred** was asked to organize a group of interested Master Gardeners.

**TRASH TO TREASURE** – **Cindy Rich** was not in attendance.

**NEWSLETTER** – **Jen Bailey** said that the increase to \$7.25 is the correct figure needed to cover the costs of mailing Newsletters to those who do not get email. Currently, forty-six Newsletters are mailed each month. **Jen** is now able to send six sheets of paper (12 Newsletter pages).

**OLD BUSINESS -NONE**

**NEW BUSINESS**

**Michelle Harding-Olson** announced the Extension Office will no longer photocopy the Newsletter for mailing. They are currently down two employees and cannot allot the time needed. **Michelle** confirmed we can continue to use the Extension Office copier, and **Mary** is willing to train someone on how to operate it. She will continue to print the labels. **Leo Grass** has been coordinating this effort over the years and asked for volunteers to help copy, fold, label and stamp the hardcopy Newsletters for mailing (approximately 45 letters). **Leo** graciously agreed to continue this responsibility. Volunteers in the Plant Clinic have assisted him with this job in the past. **Leo** received approval from **Vicki McAlister** to purchase postage directly instead of going through her. **Leo** will contact Membership for an updated list in March. **Roger Sawyer** registered his concern about this withdrawal of service from Extension when we have been so supportive of them. He asked someone to speak with **Steve Renquist** about it. **Michelle** will speak to **Steve**.

## **ANNOUNCEMENTS**

Spring into Gardening	February 22, 2014		
Executive Committee Meeting	2 <sup>nd</sup> Wednesdays Month	9:00 AM	
Insect Committee	1 <sup>st</sup> /3 <sup>rd</sup> Wed/Month	10:00 AM	Plant Clinic
Diagnostics Group	October Meeting Cancelled		
Chapter Meeting	Last Thurs/Month	10:00 AM	
Continuing Education	Last Thurs/Month	9:00 AM	
Winter Training 2014	1 <sup>st</sup> Tuesday in January thru 2 <sup>nd</sup> week in March		
Mentor Classes			
What's Mentoring About?	October 30 <sup>th</sup>	10:00 AM	Annex Kitchen
The Nitty Gritty of It All	December 4 <sup>th</sup>	10:00 AM	Annex Kitchen

## **ADJOURNMENT**

The meeting adjourned at 10:31 AM.

Respectfully submitted,

Janet Parkerson

# Account Balances - As of 10/7/2013

As of 10/7/2013

10/6/2013

Page 1

Account	10/7/2013 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	1,997.94
Money Market-Reserves-Umpqua Bank	6,659.10
Money Market-Umpqua Bank	27,084.44
<b>TOTAL Bank Accounts</b>	<b>35,741.48</b>
<b>OVERALL TOTAL</b>	<b>35,741.48</b>

**Cash Flow**  
9/9/2013 through 10/7/2013

Category	9/9/2013- 10/7/2013
<b>INFLOWS</b>	
Interest Income - Bank	1.58
PSP Income	
Clinic & Office	
Soil Testing	35.00
TOTAL Clinic & Office	35.00
TOTAL PSP Income	35.00
<b>TOTAL INFLOWS</b>	<b>36.58</b>
<b>OUTFLOWS</b>	
Management & General	
Awards & Banquet	
Banquet	602.45
TOTAL Awards & Banquet	602.45
Grants&Gifts&Scholarships	
Officer Gifts	28.00
Scholarships	1,643.54
TOTAL Grants&Gifts&Scholarships	1,671.54
TOTAL Management & General	2,273.99
PSP Expense	
Capital Expenditures	
Greenhouse - 5 included	258.37
Greenhouse Plumbing & Irrigation	24.34
TOTAL Capital Expenditures	282.71
Clinic & Office	
Soil Testing	42.64
TOTAL Clinic & Office	42.64
Discovery Garden	
Easy Access (Container Garden)	57.45
Maintenance	8.55
Rock Garden - 2012 GRANT	560.28
Water - River Forks meter	20.71
Xeriscape	74.00
TOTAL Discovery Garden	720.99
HLC	
Greenhouse Supplies	14.36
Maintenance	76.06
Victory Garden	66.81
TOTAL HLC	157.23
TOTAL PSP Expense	1,203.57
Special Events Expense	
Plant Sale Expense	
Plants	114.65
Propane	1,183.54
Water - Pitchford meter	89.44
TOTAL Plant Sale Expense	1,387.63
TOTAL Special Events Expense	1,387.63
<b>TOTAL OUTFLOWS</b>	<b>4,865.19</b>
<b>OVERALL TOTAL</b>	<b>-4,828.61</b>

## Budget - Current Year

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

10/6/2013

Page 1

Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
<b>INCOME</b>			
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	11.35	10.00	1.35
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	685.00	800.00	-115.00
TOTAL Clinic & Office	685.00	800.00	-115.00
TOTAL PSP Income	685.00	800.00	-115.00
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
<b>TOTAL INCOME</b>	<b>37,909.29</b>	<b>36,810.00</b>	<b>1,099.29</b>
<b>EXPENSES</b>			
Management & General	0.00	0.00	0.00
Awards & Banquet	0.00	0.00	0.00
Awards	0.00	350.00	350.00
Banquet	602.45	750.00	147.55
TOTAL Awards & Banquet	602.45	1,100.00	497.55
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

10/6/2013

Page 2

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	2,258.54	1,500.00	-758.54
<b>TOTAL Grants&amp;Gifts&amp;Scholarships</b>	<b>3,386.54</b>	<b>2,790.00</b>	<b>-596.54</b>
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
<b>TOTAL Management &amp; General</b>	<b>6,619.80</b>	<b>7,230.00</b>	<b>610.20</b>
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
<b>TOTAL Newsletter</b>	<b>215.45</b>	<b>291.00</b>	<b>75.55</b>
<b>TOTAL Advanced Training</b>	<b>215.45</b>	<b>391.00</b>	<b>175.55</b>
Capital Expenditures	0.00	0.00	0.00
Greenhouse - 5 included	904.65	1,000.00	95.35
Greenhouse Plumbing & Irrigation	30.98	500.00	469.02
<b>TOTAL Capital Expenditures</b>	<b>935.63</b>	<b>1,500.00</b>	<b>564.37</b>
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	161.83	120.00	-41.83
Website Development	43.00	50.00	7.00
<b>TOTAL Clinic &amp; Office</b>	<b>204.83</b>	<b>370.00</b>	<b>165.17</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	97.00	97.00
<b>TOTAL Community Outreach</b>	<b>0.00</b>	<b>97.00</b>	<b>97.00</b>
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)	57.45	550.00	492.55
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

10/6/2013

Page 3

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	1,665.58	2,000.00	334.42
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	263.31	125.00	-138.31
Xeriscape	186.12	280.00	93.88
TOTAL Discovery Garden	3,160.23	8,100.00	4,939.77
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	520.84	600.00	79.16
Toilet Repairs & Supplies	14.99	150.00	135.01
Victory Garden	558.13	560.00	1.87
TOTAL HLC	1,285.17	2,210.00	924.83
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	6,151.31	13,088.00	6,936.69
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	690.39	1,000.00	309.61
Propane	1,866.26	4,000.00	2,133.74
Supplies	1,002.91	2,200.00	1,197.09
Vendor Costs	351.36	400.00	48.64
Water - Pitchford meter	638.86	500.00	-138.86
TOTAL Plant Sale Expense	11,406.97	19,922.00	8,515.03
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	11,685.90	20,392.00	8,706.10

# Budget - Current Year

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

10/6/2013

Page 4

Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
<b>TOTAL EXPENSES</b>	<b>24,457.01</b>	<b>40,710.00</b>	<b>16,252.99</b>
<b>OVERALL TOTAL</b>	<b>13,452.28</b>	<b>-3,900.00</b>	<b>17,352.28</b>