

Douglas County Master Gardeners Executive Board Minutes

November 13, 2013

CALL TO ORDER

The meeting was called to order at 9:02 am.

ATTENDANCE

Michelle Harding-Olson, Steve Renquist, Rosemary Brinkley, Fred Alley, Betty Ison, Vicki McAlister, Roger Sawyer, Elva Sellens, Ruth Stafford, Julie Stanbery, Janet Parkerson, Richard Johnstone, Bonnie Courter, Leo Grass, Jen Bailey, Barbara McPherson, Maureen Benice.

MINUTES

Julie Stanbery was removed from the list of attendees and the October 2013 Executive Board minutes were approved as submitted.

HORTICULTURE AGENT – Steve Renquist thanked **Leo Grass** for filling in for him at the Bio-Char Expo, which took place on November 9. The OMGA sent six individual certificates to **Steve** acknowledging those who worked on the Search For Excellence Project. He will distribute them at the November Chapter Meeting. **Steve** also conveyed a humorous story James Cassidy, President of the OSU Organic Gardening Club, told at a recent presentation. James said he was struggling with the club getting lost on the meaning of sustainability. Often, they became engaged in lengthy discussions about the historic details in order to make the claim of organic or sustainable. To regain the joy of gardening, he reminded all the members to “Have Fun”. Steve also reminds us to “Have Fun.” **Steve** mentioned he has confirmed the presenter from Red Pig Tools for Spring Into Gardening. The format will be a bit different and Red Pig Tools will hold sessions in the afternoon. Reservations will determine the size of room needed at UCC.

OFFICER REPORTS

MEMBERSHIP DIRECTOR – Ruth Stafford will put another announcement in the December Newsletter regarding 2014 Annual Dues. It will include the form. She has received dues from just a few members. Annual Dues are due by January 1, 2014.

OMGA REPRESENTATIVE – Rosemary Brinkley and Roger Sawyer attended the recent OMGA meeting. Due to **Roger’s** persuasive arguments, the OMGA Budget was balanced.

The new officers sworn in at the meeting are:

President:	Jim Liskey, Marion County
President Elect:	Alan Cook, Josephine County
1 st Vice President:	Mary Mellard, Benton County
2 nd Vice President:	Lynn Trimpe, Benton County
3 rd Vice President:	Jo Ann Bones, Multnomah County
Secretary:	Judy Zettergren, Yamhill County
Treasurer:	Katherine Johnson, Columbia County (re-elected in the absence of another candidate)

In 2013, Leadership Forums were held in four different locations within the state in order to enable more members to participate. Dr. Tasha Harmon presented all four sessions focusing on four different aspects of leadership. Marilyn Scheffler and Alan Cook, organizers for the leadership presentations, are asking for suggestions for presenters and/or topics for 2014 leadership activities.

Gail is considering revisiting the standards for Strategic Planning. Rosemary will provide feedback once she has digested the contents. **Roger Sawyer** and **Larry Sutton** will participate. Previously, **Bonnie Courter** and **Jack Wright** worked on the Publicity portion, the remainder was handed over to OMGA for development.

TREASURER – Vicki McAlister reviewed the annual budget. She provided copies of the 3 year comparison requested at the last meeting. Because items are moved from category to category, **Vicki** felt the figures were not accurate and therefore not very helpful. **Vicki** consulted with **Toni Rudolph** and she suggested we need a minimum of \$15,000.00 in operating funds until the 2014 Plant Sale. Funding the Reserve Account and Endowment Fund in the amount of \$1,000.00 each was discussed. The question of having enough funds was raised. **Vicki** mentioned that despite some outstanding receipts, the cushion of \$15,000 would be intact, and allow us to fund the Reserves and Endowment in the amount of \$1,000.00 each. A motion was proposed by **Larry Sutton** to fund the Reserves and Endowment for \$1,000.00 each, and was approved by the Executive Committee.

VICE PRESIDENT – Fred Alley is still waiting on a commitment for the Continuing Education presentation for November 21st. He will send an email with the announcement.

PAST PRESIDENT – Larry Sutton announced the 2017 International Master Gardener's Conference (IMGC) will be held in Portland. The exact date is yet to be determined. It will probably be in late summer, to take advantage of the summer weather. Three sites are under consideration: Oregon Convention Center, Marriott Waterfront and the Hilton Executive Tower. **Larry** said for those who had not ever attended IMGC, this would probably be their best opportunity. There will be hundreds of volunteer positions as the date draws closer. **Larry** will be previewing the three sites under consideration and asked for feedback from anyone with site selection experience.

PRESIDENT – Michelle Harding-Olson proposed we retain the contact information for inactive members and use this list to advertise our events (i.e., bake sale, plant sale). Several members felt it would be difficult to maintain the list and uncertain of the best person to facilitate the task. **Ruth Stafford** suggests she could send the list to **Shirley Purcell** for distribution, and stated that only 30 members have dropped over the last 2 years. The idea was not well received.

Michelle has spoken to several individuals who are positive about the Gold Miners Group. This group will meet with new class members socially several times over the course of the year to ascertain their interests and skills and to make connections in the hopes of improving retention. **Michelle** would provide the structure of the group. This idea was not well received. **Steve Renquist** suggested the Gold Miners Group be used to facilitate social gatherings in order to create a structure for more diversity. **Steve** will send an email out requesting a meeting for anyone wanting to talk about social activities the group might entertain. **Fred Alley** has observed that Portland provides these opportunities and that they have a much more social group. Currently we have **Susie Robbins** starting up a lunch group, **Diane DeMicco** is hosting a Christmas Tea and **Maureen Benice** having a "Lunch Bunch" with the mentors.

Michelle addressed the position of a President Elect again. She feels the position of President requires more training than is currently provided. A suggestion was made for the Vice President to automatically become the President the following year. **Julie Stanbery** stated it would be difficult to get the best candidate for Vice President if they are required to become President. **Michelle** sees the current Vice President as more of a working role than an in-training role. A member suggested a notebook be provided by the previous president providing comprehensive instructions. It was **Leo's** feeling that the President's position is to

provide a vision for the organizations future, and that it is the responsibility of the other Board members to maintain the status quo. **Jen Bailey** suggested that perhaps an informal approach could be used this year.

SECRETARY – Janet Parkerson had nothing to report.

COMMUNITY REPORTS

COMMUNITY OUTREACH – Leo Grass provided food for Phoenix School and Americorp. **He** attended a Local Umpqua meeting. **He** also hosted the Bio-Char Expo at the Discovery Garden for approximately 50 attendees. **Betty Ison** gave a presentation on how to germinate seeds. **Betty** also told **Leo** she spoke to a woman from Glide Junior High School concerning the establishment and tending of a garden. It was **Leo** and **Jen Bailey's** position that this typically does not work because just as the garden begins to prosper, school is over. In addition, it often turns out that the school curriculum is too tight and does not allow for adequate maintenance of the garden.

DISCOVERY GARDEN – Julie Stanbery announced the OSU County Extension, through **John Panches'** budget, paid for the entire 100 yards of gravel needed for the Discovery Garden and HLC. The Parks Department is arranging for Public Works to come out with a grader and roller to complete the project.

The toilets are running again, but she knows it will only be a matter of time before the problem comes back. **Steve** suggested the next time a plumber is called out, they be asked to come up with a better way of flushing the toilets because now it is obvious the toilets are often flushed by people using their foot instead of their hand, and results in damage.

SIGNAGE – Jen Bailey announced two Xeriscape signs are completed and will be installed next week. They are still working on the design for the entrance.

AWARDS – Betty Ison will be ordering new swinger bars for distribution in January. A preliminary list has been made and **Betty** reminded everyone to turn in their hours.

PUBLICITY – Bonnie Courter said a PSA was sent to the News Review for the change of hours for the Plant Clinic and Bake Sale Announcement.

BAKE SALE – Barbara Robinson said she was still in need of people for pricing and packaging. **Janet Parkerson** and **Vicki McAlister** volunteered to fill the spots. **Barbara** also needed one more person for receiving. **Ruth Stafford** volunteered for that position. **Barbara** will send an email out to all who have volunteered with the information regarding committees, schedules, duties, etc. She stated that if someone can only work part-time, that was fine. They are still in need of fruit for pies. They have plenty of the other items requested earlier. They really need berries and could use more apples. She suggested Costco as a source for berries. **Steve** said he will donate more apples. **Barbara** distributed the Bake Sale Flyer and requested we distribute it wherever possible.

WINTER TRAINING PROGRAM - Maureen Benice announced that the Orientation for the new class members went very well. They had a great turnout of Master Gardeners there to meet and greet the 25 new trainees. All of the committee members received a copy of the Class Schedules.

Maureen distributed a Payback Hour Information Sheet and thanked **Vicki McAlister** for explaining what payback hours are, in detail, and what they really mean. **Jen** will include the flyer in an article in the next newsletter. A copy is available in the Plant Clinic.

There will be an additional Mentor Training at 10:00 am 12/4 in the Annex Kitchen.

OLD BUSINESS

John Punches will build the new wooden structure for the wall outside of the Plant Clinic. It will be used to display any awards the Chapter receives. **Fred** suggested an annual photo of the Board be taken and framed and hung. Suggestions also included the Master Gardener of the Year and other award recipients. **John** is donating all materials for this project. **Michelle** researched the cost of a wooden plaque with brass nameplates listing the Master Gardeners Awardees for each year. The plaque is approximately \$130.00, and the brass nameplates are \$2 each. **Betty** has the list of all past awards.

NEW BUSINESS

Michelle was in Riverside recently for their annual Plant Sale. They held a children's workshop and charged a fee for participation. This year they created fairy gardens to take home. She suggested we offer something similar at our Plant Sale. The idea was not well received.

Barbara Robinson raised the issue of following the rules concerning emails to the members. Recently, there were two emails sent out that appeared to be in direct violation of our policy. Members agreed these were in violation and asked **Michelle** to discuss it with **Shirley Purcell**. **Jen Bailey** will print the Policy in the **next** Newsletter.

The **Three Rivers Foundation Grant** was suggested by **Larry Sutton** as a source of **funding** for signage at the Discovery Garden. **Michelle** will write the grant and add the cost of a new Discovery Garden Brochure. The Grant is due November 20th at 5:00pm.

ANNOUNCEMENTS

Spring into Gardening	February 22, 2014	
Executive Committee Meeting	2 nd Wed Month	9:00 AM
Insect Committee	1 st /3 rd Wed/Month	10:00AM Plant Clinic
Diagnostics Group		
Chapter Meeting	November 21, 2013	10:00 AM
Continuing Education	November 21, 2013	9:00 AM
Mentor Classes		
The Nitty Gritty of It All	December 4 th	10:00 AM Annex Kitchen

ADJOURNMENT

The meeting adjourned at 11:03 AM.

Respectfully submitted,
Janet Parkerson

Account Balances - As of 11/20/2013

As of 11/20/2013

11/20/2013

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Account	11/20/2013 Balance
Bank Accounts	
Checking-Umpqua Bank	2,759.17
Money Market-Reserves-Umpqua Bank	6,659.10
Money Market-Umpqua Bank	27,085.88
TOTAL Bank Accounts	36,504.15
OVERALL TOTAL	36,504.15

Cash Flow

10/31/2013 through 11/20/2013

Category	10/31/2013- 11/20/2013
INFLOWS	
Interest Income - Bank	1.44
Special Events	
Plant Sale Income	
Plant Sales	
Sales-post	345.05
TOTAL Plant Sales	345.05
TOTAL Plant Sale Income	345.05
Special Events-other	
Compost Tea	365.75
Quilt Raffle	189.00
TOTAL Special Events-other	554.75
TOTAL Special Events	899.80
TOTAL INFLOWS	901.24
OUTFLOWS	
Management & General	
Awards & Banquet	
Awards	297.42
TOTAL Awards & Banquet	297.42
Grants&Gifts&Scholarships	
Scholarships	-108.50
TOTAL Grants&Gifts&Scholarships	-108.50
Hospitality	-2.87
OMGA Search for Excellence	-150.00
TOTAL Management & General	36.05
PSP Expense	
Advanced Training	
Newsletter	
Postage	8.80
TOTAL Newsletter	8.80
TOTAL Advanced Training	8.80
Discovery Garden	
Easy Access (Container Garden)	376.97
Irrigation	57.88
Mulch	97.65
Raised Beds (dalia-daylily-lily)	7.48
Water - River Forks meter	0.05
TOTAL Discovery Garden	540.03
HLC	
Greenhouse Supplies	-17.50
TOTAL HLC	-17.50
TOTAL PSP Expense	531.33
Special Events Expense	
Plant Sale Expense	
Water - Pitchford meter	36.92
TOTAL Plant Sale Expense	36.92
TOTAL Special Events Expense	36.92
TOTAL OUTFLOWS	604.30

Cash Flow

10/31/2013 through 11/20/2013

11/20/2013

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Category	10/31/2013- 11/20/2013
OVERALL TOTAL	296.94

Budget - Current Year

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

11/20/2013

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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	12.79	10.00	2.79
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	770.00	800.00	-30.00
TOTAL Clinic & Office	770.00	800.00	-30.00
TOTAL PSP Income	770.00	800.00	-30.00
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	1,615.05	1,000.00	615.05
Sales-pre	2,386.25	2,550.00	-163.75
TOTAL Plant Sales	23,720.93	23,150.00	570.93
Vendor Booth	2,641.00	2,500.00	141.00
TOTAL Plant Sale Income	29,592.24	29,500.00	92.24
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	1,062.75	900.00	162.75
Misc Events	213.00	0.00	213.00
Quilt Raffle	294.00	0.00	294.00
Trash-To-Treasure Sale	3,360.75	2,000.00	1,360.75
TOTAL Special Events-other	4,930.50	3,900.00	1,030.50
TOTAL Special Events	34,522.74	33,400.00	1,122.74
TOTAL INCOME	38,895.53	36,810.00	2,085.53
EXPENSES			
Management & General	0.00	0.00	0.00
Awards & Banquet	0.00	0.00	0.00
Awards	297.42	350.00	52.58
Banquet	612.35	750.00	137.65
TOTAL Awards & Banquet	909.77	1,100.00	190.23
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

11/20/2013

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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	1,429.56	1,500.00	70.44
TOTAL Grants&Gifts&Scholarships	2,557.56	2,790.00	232.44
Historian	0.00	25.00	25.00
Hospitality	139.13	150.00	10.87
Liability Insurance	636.00	670.00	34.00
OMGA Chapter Display	102.50	200.00	97.50
OMGA Search for Excellence	-150.00	0.00	150.00
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	5,945.27	7,230.00	1,284.73
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	224.25	291.00	66.75
TOTAL Newsletter	224.25	291.00	66.75
TOTAL Advanced Training	224.25	391.00	166.75
Capital Expenditures	0.00	0.00	0.00
Greenhouse - 5 included	950.65	1,000.00	49.35
Greenhouse Plumbing & Irrigation	30.98	500.00	469.02
TOTAL Capital Expenditures	981.63	1,500.00	518.37
Clinic & Office	0.00	0.00	0.00
Farmers Markets	21.98	35.00	13.02
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
TOTAL Clinic & Office	226.81	370.00	143.19
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	237.11	250.00	12.89
Childrens	173.55	420.00	246.45
Compost	0.00	100.00	100.00
Easy Access (Container Garden)	434.42	550.00	115.58
Electric - meter 23609842	123.73	400.00	276.27
Entry	90.00	90.00	0.00
Hedgerow	0.00	0.00	0.00
Herb	0.00	150.00	150.00
Iris	0.00	50.00	50.00
Irrigation	224.00	600.00	376.00
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

11/20/2013

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
Maintenance	286.70	500.00	213.30
Mulch	142.65	300.00	157.35
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)	7.48	100.00	92.52
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	263.36	125.00	-138.36
Xeriscape	186.12	280.00	93.88
TOTAL Discovery Garden	3,962.13	8,100.00	4,137.87
HLC	0.00	0.00	0.00
Annual Pumping Expense - diver in river	0.00	500.00	500.00
Greenhouse Supplies	173.71	400.00	226.29
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	1,267.67	2,210.00	942.33
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	7,012.49	13,088.00	6,075.51
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	675.78	500.00	-175.78
TOTAL Plant Sale Expense	11,443.89	19,922.00	8,478.11
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	11,722.82	20,392.00	8,669.18

Budget - Current Year

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

11/20/2013

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
TOTAL EXPENSES	24,680.58	40,710.00	16,029.42
OVERALL TOTAL	14,214.95	-3,900.00	18,114.95