

# Douglas County Master Gardeners Executive Board Meeting Minutes

January 8, 2014

## ATTENDANCE

Fred Alley, Jen Bailey, Maureen Benice, Rosemary Brinkley, Mik Carlson, Bonnie Courter, Leo Grass, Michelle Harding–Olson, Barbara Horst, Betty Ison, Vicki McAlister, Renee McElhatton, Judy Mercer, Steve Renquist, Cindy Rich, Chris Rusch, Elva Sellens, Ruth Stafford, Julie Stanbery, Larry Sutton

## AGENDA AND MINUTES

The agenda was approved as distributed. The December 2013 Executive Board minutes were approved as submitted.

## MEMBERSHIP DIRECTOR

Ruth Stafford reported that only 1/3<sup>rd</sup> of members have paid their 2014 dues thus far, plus 10–12 members whose dues she just picked up at the Plant Clinic. She is updating the list of job responsibilities published in the membership roster. Please get any updates to her.

## OMGA REPRESENTATIVE

Rosemary Brinkley had nothing to report.

## TREASURER

Vicki McAlister reviewed the December 2013 Treasurer's Report and the 2013 end-of-year accounting. [See attached]

The Executive Board passed the motion to retroactively approve payment of \$88.53 to repair the water leak at HLC in 2013.

The Executive Board passed the motion to accept the 2013 Audit Report, as presented at the August 2013 Executive Board meeting.

## VICE PRESIDENT

Fred Alley discussed the new Photography Team, which has the mission of creating a historical repository of photographs of our key people, events, Discovery Garden and sustainable gardening. The plan is to involve more people, and figure out a way to share and organize all the pictures.

Fred made the motion to change the role of the Master Gardener Photographer to this new Photograph Team. The motion died due to lack of a second, as it was determined that it was not necessary. There is already a Photography Committee, of which Maureen Benice is the current Chair. The President may appoint a new Chair without a vote by the Executive Board, and more members can join the committee.

Fred has arranged for a local master photographer to speak at the Continuing Education program on Thursday, January 30<sup>th</sup>.

#### **PAST PRESIDENT**

Larry Sutton reported that the audio system in the Annex auditorium has been upgraded. The following people have been trained to use the system, and are the only ones who should “touch any dials”: Leo Grass, Larry Sutton, Fred Alley, Dave Clark, Ray Warren, Jack Machulies, Maureen Benice, Vicki McAlister.

#### **SECRETARY**

Jen Bailey substituted for Janet Parkerson, who was out of town due to a family emergency. The annual review cycle for the Policies and Procedures Manual has begun. Jen presented a list of all the motions approved by the Executive Board and the Chapter in 2013. Most motions were routine business, and those affecting policy have already been incorporated into the Policies and Procedures Manual.

Michelle Harding–Olson will ask all officers and committee heads to review their job descriptions in the Policies and Procedures Manual.

#### **TRASH TO TREASURES SALE**

Cindy Rich proposed that the Trash to Treasures Sale be held on Saturday, March 22<sup>nd</sup> this year, and all present concurred. In a change from prior years, setup of the tables will happen the afternoon of Thursday, March 20<sup>th</sup>, to be better prepared to accept donations on Friday, March 21<sup>st</sup>. The Annex Auditorium has been reserved for all three days. There is no location available to drop off donations in advance.

#### **PRESIDENT**

Michelle Harding–Olson announced that Barbara Horst has taken over from Debbie Haynes as the Facebook Administrator, and thanked Debbie for her contributions. Barbara requested direction from the Executive Board on the Facebook page. Upcoming events will be posted on the page. A decision about whether the Facebook page's focus should be internal to Master Gardeners only or external to the public is under discussion. A decision will need to be made. Concern was raised about having permission to post pictures of people on Facebook. Michelle Harding–Olson will research this issue and report back.

#### **COMMUNITY OUTREACH**

Leo Grass had nothing to report.

## **WINTER TRAINING 2014**

Maureen Benice reported that the first day of class was very hectic from the perspective of the organizers, but the trainees and mentors had positive feedback. There are 36 new trainees.

## **PLANT CLINIC**

Judy Mercer is retiring after five years as the Plant Clinic Manager. Chis Rusch is taking over for Judy. Judy noted that the well-organized system of trainers has facilitated a smooth transition. Judy is still on the training team, working in the clinic once a week.

## **DISCOVERY GARDEN**

Julie Stanbery reviewed the upcoming schedule of Discovery Garden work days and pruning classes:

- Friday, January 24, 1 – 4 PM – Pruning Fruit Trees and Flowering Ornamental Trees
- Wednesday, January 29, 9 AM – noon – Discovery Garden work day
- Friday, February 7, 9 AM – noon – Discovery Garden work day
- Thursday, February 20, 1 – 4 PM – Pruning Shade and Ornamental Trees
- Monday, February 24, 1 – 3 PM – Pruning Roses
- Friday, March 7, 1 – 4 PM – Pruning Shrubs
- Friday, March 14, 9 AM – noon – Discovery Garden work day
- Tuesday, March 25, 9 AM – noon – Begin regular Tuesday work days

The plan is to finish the underground irrigation system this season. Noel Groshong is retiring (again).

Julie, Bonnie Courter, Michelle Harding-Olson and Rosemary Brinkley will lead tours of the Discovery Garden for the new trainees on the next two Tuesday afternoons. The garden heads should be present, to meet the trainees.

The road is in great shape after all the work done last year. The Xeriscape team is ready to install their two new signs.

## **AWARDS**

Betty Ison is handing out swinger bars. January 20<sup>th</sup> is the last day to report 2013 volunteer hours. The Awards Committee will meet after the Executive Board meeting on Wednesday, February 12<sup>th</sup>.

## **PUBLICITY**

Bonnie Courter sent out PSAs for the Plant Sale (mainly to magazine inserts with long lead-times), and has added it to the on-line calendars of local radio and television stations. She will send out PSAs for the Trash-to-Treasures Sale. Note that publicity for Spring into Gardening is handled by the OSU Extension office.

## **PLANT SALE**

Barbara Robinson was not present.

## **NEWSLETTER**

Jen Bailey had nothing to report.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

Michelle Harding–Olson received a request from Master Gardener David Birchard to consider contributing to the Elk Island development project, which is owned by a friend of his. The consensus of the group was that we do not want to pursue this opportunity.

## **HORTICULTURAL AGENT**

Steve Renquist thanked Vicki McAlister and Maureen Benice for their help with the new class. While only nine people had signed up by October, we now have 36 in the class.

Steve is planning more formal advertising of Spring into Gardening, as the afternoon keynote speaker, the owner of Red Pig Tools, is expected to be a draw.

Steve discussed the ongoing challenge of getting participation in community outreach programs. The Jackson County Master Gardeners hold weekly evening classes with 40–100 attendees. While our population base is much smaller, we have had little luck over the years. Our community outreach program responds to requests, but no longer organizes programs, due to lack of participation. One suggestion was to advertise programs in the UCC catalog.

Steve explained the job responsibilities of Julie Roth, the new Office Manager. Michelle will invite Julie to the next chapter meeting, to be introduced to the membership.

## **ADJOURNMENT**

The meeting was adjourned at approximately 10:30 AM.

Respectfully submitted,

Jen Bailey

# Account Balances - As of 12/31/2013

As of 12/31/2013

1/3/2014

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Account	12/31/2013 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	2,389.61
Money Market-Reserves-Umpqua Bank	7,659.10
Money Market-Umpqua Bank	18,088.58
<b>TOTAL Bank Accounts</b>	<b>28,137.29</b>
<b>OVERALL TOTAL</b>	<b>28,137.29</b>

# Cash Flow

11/13/2013 through 12/31/2013

1/3/2014

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Category	11/13/2013- 12/31/2013
<b>INFLOWS</b>	
Interest Income - Bank	1.36
Special Events	
Plant Sale Income	
Plant Sales	
Sales-post	365.05
TOTAL Plant Sales	365.05
TOTAL Plant Sale Income	365.05
Special Events-other	
Bake Sale	1,342.73
Compost Tea	56.00
Quilt Raffle	211.96
TOTAL Special Events-other	1,610.69
TOTAL Special Events	1,975.74
<b>TOTAL INFLOWS</b>	<b>1,977.10</b>
<b>OUTFLOWS</b>	
Management & General	
Awards & Banquet	
Awards	297.42
Banquet	28.99
TOTAL Awards & Banquet	326.41
Grants&Gifts&Scholarships	
Endowment	1,000.00
TOTAL Grants&Gifts&Scholarships	1,000.00
Hospitality	-4.00
TOTAL Management & General	1,322.41
PSP Expense	
Capital Expenditures	
Greenhouse - 5 included	29.94
Greenhouse Plumbing & Irrigation	21.81
TOTAL Capital Expenditures	51.75
Discovery Garden	
Childrens	255.77
Compost	100.00
Easy Access (Container Garden)	113.97
Electric - meter 23609842	184.88
Herb	153.44
Japanese	220.00
Kiosk - donor board	41.00
Maintenance	157.00
Mulch	143.88
Orchard	17.09
Ornamental	110.16
Rock Garden	805.79
Signage	247.12
Straw Bale Garden	56.48
Water - River Forks meter	0.71
Xeriscape	71.57
TOTAL Discovery Garden	2,678.86

# Cash Flow

11/13/2013 through 12/31/2013

1/3/2014

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Category	11/13/2013- 12/31/2013
HLC	
Greenhouse Supplies	175.46
Maintenance	108.77
<b>TOTAL HLC</b>	<b>284.23</b>
<b>TOTAL PSP Expense</b>	<b>3,014.84</b>
Special Events Expense	
Plant Sale Expense	
Electrical - meter 23609558	231.49
Next Year Seed	549.86
Next Year Supplies - McConkey	1,696.42
Plants	121.50
Propane	1,930.90
Supplies	948.64
Water - Pitchford meter	87.82
<b>TOTAL Plant Sale Expense</b>	<b>5,566.63</b>
Special Events-other	
Bake Sale	46.27
<b>TOTAL Special Events-other</b>	<b>46.27</b>
<b>TOTAL Special Events Expense</b>	<b>5,612.90</b>
<b>TOTAL OUTFLOWS</b>	<b>9,950.15</b>
<b>OVERALL TOTAL</b>	<b>-7,973.05</b>

## Budget - Last year

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

1/2/2014

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
<b>INCOME</b>			
Donations			
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	15.49	10.00	5.49
PSP Income			
Clinic & Office			
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			
Plant Sale Income			
Drawings	864.25	750.00	114.25
Entrance Fees	2,366.06	3,100.00	-733.94
Plant Sales			
Sales-event	19,719.63	19,600.00	119.63
Sales-post	1,635.05	1,000.00	635.05
Sales-pre	2,386.25	2,550.00	-163.75
TOTAL Plant Sales	23,740.93	23,150.00	590.93
Vendor Booth	2,641.00	2,500.00	141.00
TOTAL Plant Sale Income	29,612.24	29,500.00	112.24
Special Events-other			
Bake Sale	1,342.73	1,000.00	342.73
Compost Tea	1,062.75	900.00	162.75
Misc Events	213.00	0.00	213.00
Quilt Raffle	316.96	0.00	316.96
Trash-To-Treasure Sale	3,360.75	2,000.00	1,360.75
TOTAL Special Events-other	6,296.19	3,900.00	2,396.19
TOTAL Special Events	35,908.43	33,400.00	2,508.43
<b>TOTAL INCOME</b>	<b>40,283.92</b>	<b>36,810.00</b>	<b>3,473.92</b>
<b>EXPENSES</b>			
Management & General			
Awards & Banquet			
Awards	297.42	350.00	52.58
Banquet	641.34	750.00	108.66
TOTAL Awards & Banquet	938.76	1,100.00	161.24
Conferences			
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			
4-H Donation	60.00	80.00	20.00
Endowment	2,000.00	1,000.00	-1,000.00
Gifts - Hallmark	0.00	50.00	50.00



## Budget - Last year

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

1/2/2014

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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
<b>TOTAL Grants&amp;Gifts&amp;Scholarships</b>	<b>3,557.56</b>	<b>2,790.00</b>	<b>-767.56</b>
Historian	0.00	25.00	25.00
Hospitality	135.13	150.00	14.87
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
<b>TOTAL Management &amp; General</b>	<b>6,970.26</b>	<b>7,230.00</b>	<b>259.74</b>
<b>PSP Expense</b>			
<b>Advanced Training</b>			
Continuing Education	0.00	100.00	100.00
<b>Newsletter</b>			
Postage	224.25	291.00	66.75
<b>TOTAL Newsletter</b>	<b>224.25</b>	<b>291.00</b>	<b>66.75</b>
<b>TOTAL Advanced Training</b>	<b>224.25</b>	<b>391.00</b>	<b>166.75</b>
<b>Capital Expenditures</b>			
Greenhouse - 5 included	980.59	1,000.00	19.41
Greenhouse Plumbing & Irrigation	52.79	500.00	447.21
<b>TOTAL Capital Expenditures</b>	<b>1,033.38</b>	<b>1,500.00</b>	<b>466.62</b>
<b>Clinic &amp; Office</b>			
Farmers Markets	21.98	35.00	13.02
Insects	0.00	65.00	65.00
Library	0.00	100.00	100.00
Soil Testing	161.83	120.00	-41.83
Website Development	43.00	50.00	7.00
<b>TOTAL Clinic &amp; Office</b>	<b>226.81</b>	<b>370.00</b>	<b>143.19</b>
<b>Community Outreach</b>			
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>
<b>Discovery Garden</b>			
Butterfly	237.11	250.00	12.89
Childrens	429.32	420.00	-9.32
Compost	100.00	100.00	0.00
Easy Access (Container Garden)	548.39	550.00	1.61
Electric - meter 23609842	308.61	400.00	91.39
Entry	90.00	90.00	0.00
Herb	153.44	150.00	-3.44
Iris	0.00	50.00	50.00
Irrigation	224.00	600.00	376.00
Japanese	220.00	220.00	0.00
Kiosk - donor board	49.79	50.00	0.21
Maintenance	443.70	500.00	56.30
Mulch	286.53	300.00	13.47
Orchard	88.96	125.00	36.04
Ornamental	110.16	125.00	14.84
Raised Beds (dalia-daylily-lily)	92.50	100.00	7.50

## Budget - Last year

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

1/2/2014

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Category	1/1/2013 Actual	- Budget	12/31/2013 Difference
Rock Garden	805.79	500.00	-305.79
Rock Garden - 2012 GRANT	1,665.58	2,000.00	334.42
Signage	247.12	250.00	2.88
Signage - 2013 GRANTS	0.00	750.00	750.00
Straw Bale Garden	56.48	65.00	8.52
Sun Garden	46.77	100.00	53.23
Water - River Forks meter	264.07	125.00	-139.07
Xeriscape	257.69	280.00	22.31
<b>TOTAL Discovery Garden</b>	<b>6,726.01</b>	<b>8,100.00</b>	<b>1,373.99</b>
<b>HLC</b>			
Annual Pumping Expense - diver in river	0.00	500.00	500.00
Greenhouse Supplies	366.67	400.00	33.33
Maintenance	629.61	600.00	-29.61
Toilet Repairs & Supplies	14.99	150.00	135.01
Victory Garden	558.13	560.00	1.87
<b>TOTAL HLC</b>	<b>1,569.40</b>	<b>2,210.00</b>	<b>640.60</b>
<b>Winter Program</b>			
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
<b>TOTAL Winter Program</b>	<b>350.00</b>	<b>420.00</b>	<b>70.00</b>
<b>TOTAL PSP Expense</b>	<b>10,129.85</b>	<b>13,088.00</b>	<b>2,958.15</b>
<b>Special Events Expense</b>			
<b>Plant Sale Expense</b>			
Advertising	2,348.81	2,350.00	1.19
Contributions - Plant Sale Volunteers	199.55	350.00	150.45
Electrical - meter 23609558	2,227.86	4,200.00	1,972.14
Exhibit Fees	2,172.00	2,272.00	100.00
Next Year Seed	690.32	750.00	59.68
Next Year Supplies - McConkey	1,696.42	1,900.00	203.58
Plants	811.89	1,000.00	188.11
Propane	3,797.16	4,000.00	202.84
Supplies	1,951.55	2,200.00	248.45
Vendor Costs	351.36	400.00	48.64
Water - Pitchford meter	763.60	500.00	-263.60
<b>TOTAL Plant Sale Expense</b>	<b>17,010.52</b>	<b>19,922.00</b>	<b>2,911.48</b>
<b>Special Events-other</b>			
Bake Sale	99.04	100.00	0.96
Compost Tea	31.50	120.00	88.50
Trash-To-Treasure Sale	194.66	250.00	55.34
<b>TOTAL Special Events-other</b>	<b>325.20</b>	<b>470.00</b>	<b>144.80</b>
<b>TOTAL Special Events Expense</b>	<b>17,335.72</b>	<b>20,392.00</b>	<b>3,056.28</b>
<b>TOTAL EXPENSES</b>	<b>34,435.83</b>	<b>40,710.00</b>	<b>6,274.17</b>
<b>OVERALL TOTAL</b>	<b>5,848.09</b>	<b>-3,900.00</b>	<b>9,748.09</b>