

# Douglas County Master Gardeners Executive Board Minutes

## February 12, 2014

### ATTENDANCE

**Fred Alley, Maureen Benice, Rosemary Brinkley, Mik Carlson, Bonnie Courter, Leo Grass, Michelle Harding-Olson, Betty Ison, Vicki McAlister, Steve Renquist, Roger Sawyer, Elva Sellens, Ruth Stafford, Julie Stanbery, Larry Sutton.**

### MINUTES

The January 2014 Executive Board minutes were approved as submitted.

### AGENDA

The February 2014 Agenda was accepted.

**HORTICULTURE AGENT – Steve Renquist** had nothing to report.

### OFFICER REPORTS

**MEMBERSHIP DIRECTOR – Ruth Stafford** said 68% have paid to date and 94 people are left to contact. **Michelle** will send an email reminder and **Ruth** will telephone a reminder. The next Roster will include the Trainees and will be ready by the February Chapter Meeting.

**Mik Carlson** would like Trainees added to the Roster by the 2<sup>nd</sup> week of January. **Julie Stanbery** seconded this request. A discussion resulted in an addition to the current Policy & Procedure Manual requiring that Trainees be added to the Roster by the 2<sup>nd</sup> week of January and that this Roster be emailed by the Membership Director to the DCMG organization. A hard copy of the Roster will also be distributed to the Trainees at their Tuesday class session. This will allow Committee Heads and students access to each other's contact information.

**OMGA REPRESENTATIVE – Rosemary Brinkley** announced the March **OMGA** Meeting will be held in Portland. **Roger Sawyer** cannot attend and **Larry Sutton** will attend in his place as the Alternate Rep. Leadership Forums will again be offered in 2014 prior to the **OMGA** Business Meeting and are open to chapter members. One of the presentations will be on "Founders Syndrome" a national issue. **2014 Search for Excellence** proposals are requested and **Rosemary** asked anyone interested to contact her. **Rosemary** is planning to make a presentation at the March meeting on the progress of our Signage Project.

**TREASURER – Vicki McAlister** distributed the February Balance Sheet and provided a monthly update. Of note, the Chapter received \$460.00 from dues and recycling and had a Propane expenditure of \$1,103.82.

**VICE PRESIDENT - Fred Alley** thanked **Larry Sutton** for facilitating the January Continuing Education Program in his absence. He mentioned Terry and John Bay were well received. **Fred** will schedule the summer field trip with the Bay's and notify the Chapter of the date. The Photography training will hopefully allow Chapter members to perfect their skills, capture our events, and provide a more sophisticated archival mechanism. **Fred** is seeking a time to schedule the Photo Team Meeting that does not conflict with other meetings and is sensitive to the needs of members living outside the Roseburg area. There are several Trainees with Photography experience that have indicated an interest in our Photography Team.

**Fred** mentioned he is considering Mike Winters for a CE class on sustainable watering practices and drought.

**PAST PRESIDENT** – **Larry Sutton** mentioned **John Punches** has provided a second hand held mic and stand. This second mic will be placed at the front of the audience during our meetings and be used to address the group. **Leo Grass** donates the use of his monitor speakers, placed on one side of the auditorium, for anyone with hearing difficulties.

**SECRETARY** – **Janet Parkerson** was not present. **Rosemary Brinkley** and **Michelle Harding-Olson** filled in. Nothing to report.

**PRESIDENT** – **Michelle Harding-Olson** provided an overview of possible changes to the current Policy & Procedure Manual. The following sections were mentioned: Membership Roster & distribution, Facebook Page content and Photo Release information, Fieldtrip text, Photographer Section, Umpqua Valley Farmers Market, OSU Diversity Statements added, Trash to Treasure Sale. Fred Alley will Chair a small review committee which includes **Valerie Call** and **Jen Bailey** and anyone else interested in working on this task.

**Michelle** asked anyone who had not signed the Photo Release Form to do so and provided copies.

## **COMMUNITY REPORTS**

**COMMUNITY OUTREACH** – **Leo Grass** mentioned the following opportunities: History of MG Program Presentation at North Douglas County Garden Club; Seed Starting Class at Wooley Center with Samantha Monohon a 2014 Trainee who works at the Center; Talk at the YMCA Healthy Kids Program (Nan to donate a flat of tomatos); Ada Duncan would like someone to speak for 40 minutes on pest control and drought tolerant gardening at the UCC Excellence in Living Conference in September

**WINTER TRAINING PROGRAM-** **Maureen Benice** announced 2 students have withdrawn from the class with 2 more possible, leaving 32 students in the 2014 class.

There will be a planning session for **Spring Into Gardening** on February 17 at 10:00.

**Fred Alley** will take a 2014 Trainee Class photo and is working with **one of the trainees**, who is a professional photographer.

**Steve Renquist** will ask the class if anyone is interested in participating as the Executive Board Training Class Representative.

**PLANT CLINIC:** **Chris Rusch** was not present.

**KRUSE FARMS** – **Maureen Benice** would like assistance with scheduling the Kruse Farms Saturday Information Table this summer. **Maureen** currently schedules the Master Food Preservers and the Master Gardeners and would like to phase out of the Master Gardener Scheduling.

**DISCOVERY GARDEN** – **Julie Stanbery** mentioned **John Punches** paid for the valve stem repairs to the DG tractor. **Karen** will hold a Signage Project meeting after our Ex Meeting today to discuss the butterfly garden sign. The February workday was cancelled due to weather. **Betty Ison** has done lots of work out in the garden and was thanked. **Steve** will hold a Japanese Garden Pruning Class March 7.

The **timesheet** needs to be updated to reflect recent changes and the addition of the Victory Garden to Community Outreach. **Vicki McAlister** will facilitate this task.

**AWARDS** – **Betty Ison** is holding an Awards meeting today after the Ex Meeting.

**PUBLICITY – Bonnie Courter** has met with the News Review about our Plant Sale paid ads. The text remains but the colors will be more vibrant and new. **Steve** requested a banner be bought and hung at the Fairgrounds. **Bonnie** has met with a printing company and is working on securing signage. **Steve** will inquire about hanging it with someone from the Fairgrounds. Hanging a sign at **Betty Bean's** home was mentioned previously and is still an option.

**UNFINISHED BUSINESS** – Nothing to report.

## **NEW BUSINESS**

**Larry Sutton** requested a discussion regarding the cancellation of the Friday Potluck lunch at the Plant Sale. He was concerned about the potential for people not to return if they left to secure lunch. The discussion resulted in a consensus that it was the prerogative of the Plant Sale Committee and that anyone wishing to organize a Potluck Lunch for Friday's set up day contact **Barbara Robinson** directly about doing so.

A question was raised about beverages being provided on Friday? and it was suggested the Fairgrounds be contacted about the ATM being in working order. **Michelle** will email Barbara about the beverages and ATM.

## **ADJOURNMENT**

The meeting adjourned at 9:53 AM.

Respectfully submitted,

Rosemary Brinkley and Michelle Harding-Olson

# Account Balances - As of 2/11/2014

As of 2/11/2014

2/11/2014

Page 1

Account	2/11/2014 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	2,991.44
Money Market-Reserves-Umpqua Bank	7,659.10
Money Market-Umpqua Bank	18,089.67
<b>TOTAL Bank Accounts</b>	<b>28,740.21</b>
<b>OVERALL TOTAL</b>	<b>28,740.21</b>

**Cash Flow**  
1/8/2014 through 2/11/2014

Category	1/8/2014- 2/11/2014
<b>INFLOWS</b>	
Dues-hardcopy newsletter	50.75
Dues-membership	460.00
Interest Income - Bank	1.09
PSP Income	
Clinic & Office	
Soil Testing	15.00
TOTAL Clinic & Office	15.00
Disc Garden	294.50
TOTAL PSP Income	309.50
<b>TOTAL INFLOWS</b>	<b>821.34</b>
<b>OUTFLOWS</b>	
Bank Charge	21.60
Management & General	
Hospitality	71.80
Postage for Executive Board	18.40
TOTAL Management & General	90.20
PSP Expense	
Advanced Training	
Newsletter	
Postage	8.80
TOTAL Newsletter	8.80
TOTAL Advanced Training	8.80
Discovery Garden	
Xeriscape	25.00
TOTAL Discovery Garden	25.00
TOTAL PSP Expense	33.80
Special Events Expense	
Plant Sale Expense	
Propane	1,103.82
TOTAL Plant Sale Expense	1,103.82
TOTAL Special Events Expense	1,103.82
<b>TOTAL OUTFLOWS</b>	<b>1,249.42</b>
<b>OVERALL TOTAL</b>	<b>-428.08</b>

## Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

2/11/2014

Page 1

Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
<b>INCOME</b>			
Donations	0.00	0.00	0.00
Contributions	0.50	0.00	0.50
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	0.50	0.00	0.50
Dues-hardcopy newsletter	181.25	319.00	-137.75
Dues-membership	1,360.00	2,400.00	-1,040.00
Interest Income - Bank	1.09	12.00	-10.91
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	15.00	600.00	-585.00
TOTAL Clinic & Office	15.00	600.00	-585.00
Disc Garden	294.50	0.00	294.50
TOTAL PSP Income	309.50	600.00	-290.50
Special Events	0.00	0.00	0.00
Plant Sale Income	0.00	0.00	0.00
Drawings	0.00	800.00	-800.00
Entrance Fees	0.00	2,800.00	-2,800.00
Plant Sales	0.00	0.00	0.00
Sales-event	0.00	19,600.00	-19,600.00
Sales-post	0.00	1,000.00	-1,000.00
Sales-pre	0.00	2,400.00	-2,400.00
TOTAL Plant Sales	0.00	23,000.00	-23,000.00
Vendor Booth	0.00	2,500.00	-2,500.00
TOTAL Plant Sale Income	0.00	29,100.00	-29,100.00
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	0.00	700.00	-700.00
Misc Events	0.00	0.00	0.00
Quilt Raffle	0.00	0.00	0.00
Trash-To-Treasure Sale	0.00	3,000.00	-3,000.00
TOTAL Special Events-other	0.00	4,700.00	-4,700.00
TOTAL Special Events	0.00	33,800.00	-33,800.00
<b>TOTAL INCOME</b>	<b>1,852.34</b>	<b>37,131.00</b>	<b>-35,278.66</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	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 Quarterly Meeting	0.00	262.00	262.00
OMGA Travel	0.00	460.00	460.00
TOTAL Conferences	0.00	772.00	772.00
Dues-OMGA	0.00	1,680.00	1,680.00
Grants&Gifts&Scholarships	0.00	0.00	0.00
4-H Donation	0.00	80.00	80.00

## Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

2/11/2014

Page 2

Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
Endowment	0.00	0.00	0.00
Gifts - Hallmark	0.00	50.00	50.00
Memorial	0.00	100.00	100.00
Officer Gifts	0.00	80.00	80.00
Scholarships	0.00	1,500.00	1,500.00
<b>TOTAL Grants&amp;Gifts&amp;Scholarships</b>	<b>0.00</b>	<b>1,810.00</b>	<b>1,810.00</b>
Historian	0.00	25.00	25.00
Hospitality	71.80	150.00	78.20
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	0.00	25.00	25.00
Supplies for Executive Board	0.00	30.00	30.00
<b>TOTAL Management &amp; General</b>	<b>90.20</b>	<b>6,492.00</b>	<b>6,401.80</b>
PSP Expense	0.00	0.00	0.00
Advanced Training	0.00	0.00	0.00
Continuing Education	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00
Postage	8.80	320.00	311.20
<b>TOTAL Newsletter</b>	<b>8.80</b>	<b>320.00</b>	<b>311.20</b>
<b>TOTAL Advanced Training</b>	<b>8.80</b>	<b>320.00</b>	<b>311.20</b>
Capital Expenditures	0.00	0.00	0.00
Greenhouse - 5 included	0.00	1,045.00	1,045.00
Greenhouse Plumbing & Irrigation	0.00	0.00	0.00
<b>TOTAL Capital Expenditures</b>	<b>0.00</b>	<b>1,045.00</b>	<b>1,045.00</b>
Clinic & Office	0.00	0.00	0.00
Farmers Markets	0.00	0.00	0.00
Insects	0.00	80.00	80.00
Library	0.00	100.00	100.00
Plant Clinic & Office Supplies	0.00	0.00	0.00
Soil Testing	0.00	150.00	150.00
Website Development	0.00	200.00	200.00
<b>TOTAL Clinic &amp; Office</b>	<b>0.00</b>	<b>530.00</b>	<b>530.00</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	50.00	50.00
<b>TOTAL Community Outreach</b>	<b>0.00</b>	<b>50.00</b>	<b>50.00</b>
Discovery Garden	0.00	0.00	0.00
Brochures	0.00	0.00	0.00
Butterfly	0.00	290.00	290.00
Childrens	0.00	265.00	265.00
Compost	0.00	0.00	0.00
Easy Access (Container Garden)	0.00	75.00	75.00
Electric - meter 23609842	0.00	400.00	400.00
Entry	0.00	60.00	60.00
Hedgerow	0.00	0.00	0.00
Herb	0.00	150.00	150.00
Iris	0.00	50.00	50.00
Irrigation	0.00	600.00	600.00

## Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

2/11/2014

Page 3

Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
Japanese	0.00	50.00	50.00
Kiosk - donor board	0.00	50.00	50.00
Maintenance	0.00	500.00	500.00
Mulch	0.00	300.00	300.00
Orchard	0.00	5.00	5.00
Ornamental	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
Perennial Border	0.00	200.00	200.00
Raised Beds (dalia-daylily-lily)	0.00	50.00	50.00
Rock Garden	0.00	500.00	500.00
Rock Garden - 2012 GRANT	0.00	0.00	0.00
Shade Garden	0.00	0.00	0.00
Signage	0.00	1,000.00	1,000.00
Signage - 2013 GRANTS	0.00	0.00	0.00
Straw Bale Garden	0.00	150.00	150.00
Sun Garden	0.00	100.00	100.00
Water - River Forks meter	0.00	250.00	250.00
Xeriscape	25.00	555.00	530.00
TOTAL Discovery Garden	25.00	5,600.00	5,575.00
HLC	0.00	0.00	0.00
Annual Pumping Expense - diver in river	0.00	500.00	500.00
Greenhouse Maint., Repair and Renovatio	0.00	1,000.00	1,000.00
Greenhouse Supplies	0.00	400.00	400.00
Maintenance	0.00	0.00	0.00
Toilet Repairs & Supplies	0.00	0.00	0.00
Victory Garden	0.00	477.00	477.00
TOTAL HLC	0.00	2,377.00	2,377.00
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	0.00	350.00	350.00
TOTAL Winter Program	0.00	420.00	420.00
TOTAL PSP Expense	33.80	10,342.00	10,308.20
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	0.00	2,630.00	2,630.00
Contributions - Plant Sale Volunteers	0.00	350.00	350.00
Electrical - meter 23609558	0.00	4,100.00	4,100.00
Exhibit Fees	0.00	2,177.00	2,177.00
Next Year Seed	0.00	750.00	750.00
Next Year Supplies - McConkey	0.00	2,000.00	2,000.00
Plants	0.00	1,000.00	1,000.00
Propane	1,103.82	3,400.00	2,296.18
Supplies	0.00	2,450.00	2,450.00
Vendor Costs	0.00	400.00	400.00
Water - Pitchford meter	0.00	600.00	600.00
TOTAL Plant Sale Expense	1,103.82	19,857.00	18,753.18
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	75.00	75.00
Compost Tea	0.00	100.00	100.00



## Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

2/11/2014

Page 4

Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
Taste-Off	0.00	15.00	15.00
Trash-To-Treasure Sale	0.00	250.00	250.00
TOTAL Special Events-other	0.00	440.00	440.00
TOTAL Special Events Expense	1,103.82	20,297.00	19,193.18
<b>TOTAL EXPENSES</b>	<b>1,227.82</b>	<b>37,131.00</b>	<b>35,903.18</b>
<b>OVERALL TOTAL</b>	<b>624.52</b>	<b>0.00</b>	<b>624.52</b>