

Douglas County Master Gardeners Executive Board Minutes

March 12, 2014

CALL TO ORDER

The meeting was called to order at 9:00 am.

ATTENDANCE

Michelle Harding-Olson, Fred Alley, Janet Parkerson, Vicki McAlister, Larry Sutton, Betty Ison, Ruth Stafford, Julie Stanbery, Richard Johnstone, Bonnie Courter, Leo Grass, Jen Bailey, Barbara McPherson, Maureen Benice, Barbara Robinson. Mik Carlson, Chris Rusch

AGENDA AND MINUTES

The Agenda was approved as submitted. The February 2014 Executive Board minutes were approved as submitted.

AGENTS REPORT: Steve Renquist **was not in attendance.**

OFFICER REPORTS

MEMBERSHIP DIRECTOR: Ruth Stafford reported dues paid at 83% of membership. One check was received, drawn on a closed account, causing a bank fee of \$20.00 charged to the membership account. As this had never occurred before, **Ruth** asked if she should pass the \$20 charge on to the member or if an additional fee should be charged. It was decided that a service charge of \$20.00 be charged to the individual who submitted the check.

Ruth also asked if a new roster should be printed for the March General Meeting, which would include the 2014 Graduates. It was agreed she should print them for the meeting. **Maureen Beneice** checked with **Ruth** to make sure she had given her the names of the three students who dropped out of the program.

OMGA REPRESENTATIVE: Rosemary Brinkley and **Roger Sawyer** were not in attendance. **Rosemary** asked **Larry Sutton** to provide the OMGA Report. **Larry Sutton** attended the March 1st OMGA Meeting in **Roger's** place.

Douglas County Membership dues are due OMGA by April 1st.

The Send-a-Friend; Karl Carlson Grants and Search for Excellence are due by May 15th. Extension Educator Grants are due by May 30th. **Jen Bailey** will write another Educator Grant for the Discovery Garden Signage Project and submit it.

Josephine County's Plant Sale is April 26th at the Extension Office from 8:00 am - 4:00 pm. There will be no vendors.

Mini College will be July 12-13, 2014, at LaSalle on OSU Campus (a weekend event this year). The theme is "We Grow Gardeners." The Mission is Re-certification, Connection, Recognition of Public Outreach and Fun. The Awards Banquet will be held on Friday, July 11, 2014 at the Corvallis Country Club. The Social Hour will be held after classes on Saturday. Tours will also be given on Saturday.

There will be 24 classes in four strands (Ornamentals, Edibles, Problem Solving and General Interest) to choose from. Each class will be 1.25 hours. Five, 2.5 hour, hands-on workshops will be held. Some will have an additional cost (i.e., Mason Bee House construction). There will be optional, facilitator lead, round table discussions during meals in a range of topics. Leadership class will have an additional cost at Mini College. The registration fee has not been determined.

OMGA needs several items from Chapters:

- Publicity for Mini College (hand out cards at our events) Larry has a copy.
- Volunteers (tour coordinator, banquet décor, Dorm Social Organizer, etc.)
- Silent Auction Items – 10 at a value of \$25 or more and/or a check for \$250.00 made directly from chapter to OMGA Silent Auction.
- Chapter brochure for a public information table (Plant Clinic hours, Discovery Garden, Winter Training, Trash to Treasure, Meeting Dates, Spring Into Gardening, etc.)
- Get out the word and talk it up.

All classes, presenters, schedules and lodging info are on the web at: www.oregonmastergardeners.org and <http://extension.oregonstate.edu/mg/minicollege>. Registration is not available yet.

Larry Sutton attended the Leadership Forum. Topics were Tangible Tools and Results, The Big Picture of OMGA and the Analysis of Structure of local Master Gardeners and OMGA.

OMGA is currently searching for a new Historian.

Gail's Report:

New hires have occurred in Yamhill, Linn, Benton and Lane Counties. Coos County is in the process of hiring an agent. Program Assistants were hired in Clatsop, Josephine and Hood River. The National OMGA has adopted new Mission and Standards for Master Gardeners. These new Standards are: 20 Volunteer Hours per year and 10 hours of Continuing Education per year. Several Extension Agents are boycotting this new requirement.

The next International Conference will be held in Nebraska-Iowa in 2015 and Oregon will host the 2017 Conference, "Follow the Oregon Trail to Great Gardening." Help in creating a theme logo is needed. So far, 96 people have volunteered to help at the conference. We are expecting attendance to be approximately 1200 people. Two sites are being considered, the Marriott Water Front and the Oregon Conference Center. At this time, **Gail** is trying to schedule the Oregon Conference Center through the Agricultural Resource Funds, since it is a separate foundation not attached to OSU. OSU requires an additional 8% tax to host. The Conference date is still pending. OMGA pledged \$10,000.00 in Conference support and will use reserves to fund this commitment.

Chapter events can be placed on the OMGA calendar by e-mailing **Katherine Johnson** at omgatreasurer@gmail.com. Please include dates, time, and location (which displays a Google map option).

OMGA Gardener's Pen deadline is March 15th. Articles and pictures go to **Marcia Sherry**.

Larry and **Rosemary** tentatively signed up DCMG to host the OMGA Executive Board Meeting on October 5, 2014. Alternative Mini-College locations will be discussed at this meeting.

VICE PRESIDENT: Fred Alley attended the Lane County Home and Garden Show and visited their offices. They were swamped.

The Continuing Education calendar is full for 2014. **Joe Yetter** will teach Composting in March and Mary Bright will teach about Bees in April.

Fred reminded us General Meetings for June, July, and August are held at Master Gardener homes. We need volunteers to host those summer home meetings.

Kish Doyle will facilitate the Class and Executive Committee Photos. The Executive Committee photo will be taken after the April General Meeting.

Fred will be sending a story about tomatoes, from Sunday's News Review, to **Shirley Purcell** for distribution.

TREASURER: Vicki McAlister submitted the financial reports attached to these minutes.

SECRETARY: Janet Parkerson thanked Jen Bailey and Michelle Harding-Olson for fulfilling secretarial duties while she was away on a family emergency.

PRESIDENT: Michelle Harding-Olson asked if we were interested in having T-Shirts printed. Peggy Yoder, a trainee, has offered to facilitate this process and Valerie Call will advise her. Larry Sutton provided the name of a printer. Sharon Hopkins has agreed to do the artwork. Students asked if non-members could purchase T-shirts. It was agreed this would be good advertising.

Continuing Education is filled, however Neal Evans, one of our chapter members has an extensive background in computer security and is willing to give a 45 minute presentation on security and safeguarding personal information. Michelle suggested a separate class be offered after a general meeting. Jen Bailey did not feel it should be a part of Continuing Education, but did feel it was an important subject. Betty Ison and Fred Alley agreed, but also felt in order to reach the most members, it should be done after a General Meeting and not after an Executive Board Meeting. The general consensus was the May meeting would be the best time as April's meeting will be too close to the Plant Sale. Fred will contact Neal and Steve Renquist and update the Board at the April meeting.

COMMUNITY REPORTS

COMMUNITY OUTREACH: Leo Grass will be holding two gardening classes this month. One at a subsidized housing complex and another at St. Paul's school's seed program. Larry will also be doing a gardening class at Umpqua School on Mother's Day weekend.

WINTER TRAINING PROGRAM: Maureen Benice announced the 2014 class graduation will be Tuesday, March 18th 29 students will graduate. She asked Veteran Master Gardeners to support them by attending graduation and congratulating them on their achievement.

Maureen discussed the need for a volunteer to take over the scheduling of the Kruse Farms booth this summer. Each Saturday, a Master Gardener, Master Gardener Trainee and a Master Food Preserver need to be available to help answer questions and educate the public. Maureen will work with them on the scheduling. The program starts the Saturday, May 17th through September. Michelle will solicit help from the new Trainees at Graduation.

PLANT CLINIC: Chris Rusch has been busy at the plant clinic with the trainees. They have received many calls already this year. Some of the trainees have already begun their 32-hour payback commitment.

DISCOVERY GARDEN: Julie Stanbery announced the Friday workday time has changed to 1-4 pm. They have been having a great turnout of trainees, but a lousy turnout of veterans. She has a project on March 24th and needs more volunteers. Elva Sellens needs help with compost tea. Michelle will solicit help from the class on Tuesday. The compost tea will be started for the Plant Sale.

AWARDS: Betty Ison reported the Awards Committee met after the last General Meeting and selected their nominees for the State Application. She will prepare the forms and submit them by the May 15th deadline.

PUBLICITY: Bonnie Courter submitted Plant Sale ads to the News Review. They will begin on March 20th: 4 times in April (weekly) and daily April 27 thru May 2nd. Ads will also appear in the Oregon Magazine.

PLANT SALE: Barbara Robinson announced clipboards have been out at Trainee classes and the Chapter Meeting. Most of the students have signed up to volunteer for the Plant Sale, however, no veterans have signed up. Barbara will send an email to Michelle with details of what areas need coverage.

The Pre-Sale will be Thursday April 24th after the general meeting and Sunday, April 27th.

Flyers and bookmarks are at the printers and will be ready Friday. They will be available for distribution at class on Tuesday and at the March Chapter Meeting.

Barbara asked **Bonnie** to contact Teresa Middleton at the 4H Program and ask she include the Plant Sale in her newsletter. The 4H Program is willing to write an article about the Plant Sale, as well as, advertise the sale.

NEW BUSINESS

TRAINEE CLASS GIFT: **Julie** recently found 29 more garden journals in her garage and suggests we offer them as a Class Gift to the 2014 class. **Michelle** has five more journals and suggested they be used as a donation for the Silent Auction at Mini College. It was agreed that both suggestions would be making the most of such a great find.

Michelle informed us OMGA maintains a printed officer list (including Chapter Officers) that is available to the statewide membership.

ANNOUNCEMENTS

Trash to Treasure Sale

Setup – March 20

Item Drop-off – March 21

Sale – March 22 9:00 am

Executive Committee Meeting

2nd Wed Month 9:00 am

Insect Committee

1st/3rd Mon/Month 10:00 am

Diagnostics Group

3rd Wed/Month 10:00 am

Chapter Meeting

Last Thurs/Month 10:00 am

Continuing Education

Last Thurs/Month 9:00 AM

ADJOURNMENT

The meeting adjourned at 10:05 AM.

Respectfully submitted,
Janet Parkerson

Account Balances - As of 3/10/2014

As of 3/10/2014

3/10/2014

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Account	3/10/2014 Balance
Bank Accounts	
Checking-Umpqua Bank	2,310.78
Money Market-Reserves-Umpqua Bank	7,659.10
Money Market-Umpqua Bank	16,090.66
TOTAL Bank Accounts	26,060.54
OVERALL TOTAL	26,060.54

Cash Flow

2/12/2014 through 3/10/2014

Category	2/12/2014- 3/10/2014
INFLOWS	
Donations	
Contributions	0.50
TOTAL Donations	0.50
Dues-hardcopy newsletter	58.00
Dues-membership	740.00
Interest Income - Bank	0.99
PSP Income	
Clinic & Office	
Soil Testing	130.00
TOTAL Clinic & Office	130.00
TOTAL PSP Income	130.00
TOTAL INFLOWS	929.49
OUTFLOWS	
Bank Charge	-21.60
Management & General	
Hospitality	-3.00
TOTAL Management & General	-3.00
PSP Expense	
Advanced Training	
Newsletter	
Postage	29.40
TOTAL Newsletter	29.40
TOTAL Advanced Training	29.40
Clinic & Office	
Soil Testing	86.27
TOTAL Clinic & Office	86.27
Discovery Garden	
Xeriscape	186.72
TOTAL Discovery Garden	186.72
HLC	
Greenhouse Supplies	52.90
Victory Garden	150.85
TOTAL HLC	203.75
Winter Program	
Speakers	150.00
TOTAL Winter Program	150.00
TOTAL PSP Expense	656.14
Special Events Expense	
Plant Sale Expense	
Advertising	1,450.60
Next Year Seed	-7.50
Propane	857.17
Supplies	-86.00
Vendor Costs	444.06
Water - Pitchford meter	19.29
TOTAL Plant Sale Expense	2,677.62
TOTAL Special Events Expense	2,677.62
TOTAL OUTFLOWS	3,309.16

Cash Flow

2/12/2014 through 3/10/2014

3/10/2014

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Category	2/12/2014- 3/10/2014
OVERALL TOTAL	-2,379.67

Budget - Current Year

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

3/10/2014

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Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	1.00	0.00	1.00
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	1.00	0.00	1.00
Dues-hardcopy newsletter	239.25	319.00	-79.75
Dues-membership	2,100.00	2,400.00	-300.00
Interest Income - Bank	2.08	12.00	-9.92
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	145.00	600.00	-455.00
TOTAL Clinic & Office	145.00	600.00	-455.00
Disc Garden	294.50	0.00	294.50
TOTAL PSP Income	439.50	600.00	-160.50
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
TOTAL INCOME	2,781.83	37,131.00	-34,349.17
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 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

3/10/2014

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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
TOTAL Grants&Gifts&Scholarships	0.00	1,810.00	1,810.00
Historian	0.00	25.00	25.00
Hospitality	68.80	150.00	81.20
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
TOTAL Management & General	87.20	6,492.00	6,404.80
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	38.20	320.00	281.80
TOTAL Newsletter	38.20	320.00	281.80
TOTAL Advanced Training	38.20	320.00	281.80
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
TOTAL Capital Expenditures	0.00	1,045.00	1,045.00
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	86.27	150.00	63.73
Website Development	0.00	200.00	200.00
TOTAL Clinic & Office	86.27	530.00	443.73
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
TOTAL Community Outreach	0.00	50.00	50.00
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

3/10/2014

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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	211.72	555.00	343.28
TOTAL Discovery Garden	211.72	5,600.00	5,388.28
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	52.90	400.00	347.10
Maintenance	0.00	0.00	0.00
Toilet Repairs & Supplies	0.00	0.00	0.00
Victory Garden	150.85	477.00	326.15
TOTAL HLC	203.75	2,377.00	2,173.25
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	450.00	350.00	-100.00
TOTAL Winter Program	450.00	420.00	-30.00
TOTAL PSP Expense	989.94	10,342.00	9,352.06
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	1,450.60	2,630.00	1,179.40
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	-7.50	750.00	757.50
Next Year Supplies - McConkey	0.00	2,000.00	2,000.00
Plants	0.00	1,000.00	1,000.00
Propane	1,960.99	3,400.00	1,439.01
Supplies	-86.00	2,450.00	2,536.00
Vendor Costs	444.06	400.00	-44.06
Water - Pitchford meter	19.29	600.00	580.71
TOTAL Plant Sale Expense	3,781.44	19,857.00	16,075.56
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

3/10/2014

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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	3,781.44	20,297.00	16,515.56
TOTAL EXPENSES	4,858.58	37,131.00	32,272.42
OVERALL TOTAL	-2,076.75	0.00	-2,076.75