

Douglas County Master Gardeners Executive Board Minutes

April 9, 2014

CALL TO ORDER

The meeting was called to order at 9:00 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 Robinson, Maureen Benice. Ann Bacon, Denise Fennell, Larry Sutton, Chris Rusch

MINUTES - The minutes of the March 2014 chapter meeting were approved as written.

AGENTS REPORT

HORTICULTURAL AGENT - Steve Renquist announced several personnel changes. Gail Langellotto will be reducing the time with the County Extension programs since she is going to be teaching classes at OSU. Additionally, three horticulturists have retired. One person has been hired just for the Master Gardeners program. Interviews are still being conducted to fill the remaining positions.

A logo design is still needed for the International Conference. **Steve** suggested we ask **Sharon Hopkins** if she would submit a design.

National Standards are still in progress. They are deciding on minimal required volunteer hours. The Standard, although not final, is being set to 40 initial volunteer hours in the first year and a minimum of 20 hours annually in the subsequent years. They are considering a Re-certification requirement of 10 hours of professional development annually. Our Continuing Education program will fulfill this requirement. Steve indicated professional development results in sharper MGs on a variety of subjects and helps Leo with Outreach Coordination.

OFFICER REPORTS

MEMBERSHIP DIRECTOR – Ruth Stafford has removed members who have not paid their dues and added in all new winter graduates to the Roster. She corrected the membership total, we have 256 members currently. MGs will be added as dues are paid.

OMGA REPRESENTATIVE – Rosemary Brinkley said OMGA is encouraging enrollment in Mini-College. She recommended members view the website to see all of the exciting events that will be taking place. The awards banquet is scheduled for Friday night. The Send-a-Friend Scholarship application is due soon. **Michelle Harding-Olson** asked how the scholarship recipient is chosen and since it is due, can we send in the application without a recipient name. **Rosemary** told her that the request can be sent without a named recipient. **Julie Stanbery** suggested we use Garden Journals as Auction Item donations, **Michelle** will send 4 Garden Journals to OMGA to be used for Silent Auction. OMGA also needs some DCMG brochures. **Julie Stanbery** will retrieve one from the Extension Office. The cost for Mini-College has not been determined. This presents difficulty in promoting the event.

TREASURER – Vicki McAlister reviewed the annual budget. She sent OMGA a check for \$1,575.00 from membership dues. **Julie Stanbery** asked why HLC had no budget listed. **Vicki** said that it was a typo and will correct it.

Michelle Harding requested DCMG purchase 2-3 T-shirts for **Sharon Hopkins** in appreciation for designing the 2014 Master Gardener T-shirts. **Larry Sutton** mentioned, AJ Snapper, the printer, had provided free T-shirts to **Sharon** in the past. **Michelle** will contact them.

VICE PRESIDENT – Fred Alley - The April Continuing Education Program is Composting presented by Joe Yetter. The May 29th class, Attracting Native Birds, will be presented by Cindy Bright. **Fred** emailed an article to members about Bonsai trees that appeared in the News Review a few days after last month's presentation on Bonsai trees. **Fred** has challenged the recipients of the Bonsai trees awarded at the March Continuing Education class to a one year comparison. June and July hosts for respective Chapter Meetings are confirmed, we still need someone to host August.

PAST PRESIDENT – Larry Sutton will be gone until May 8th. He received an email from **Gail Langellotto** asking for financial sponsors for the International Conference. They are looking for donations anywhere from \$25 to \$2500. Those who donate \$2500 or more will receive 4 asses to the conference. We will provide our vendor list for booths and/or sponsorship. The conference location has yet to be decided. The weekend date increases the venue cost. However, the weekend date provides free parking and considerably less traffic. **Larry's** suggestion for dancing was met with some resistance. The discussion will continue.

PRESIDENT – Michelle Harding-Olson continued the discussion regarding a candidate for the Send-a-Friend Scholarship. She suggested the Master Gardener of the Year. In the past, we have asked for interested individuals to submit a request and made selections from these applications. The OMGA application deadline is May 31. A specific candidate does not have to be named on the application. The scholarship amount will be \$200 and **Michelle** asked if Master Gardeners matches these funds. DCMG provides a separate scholarship, but since the cost of Mini-College has not been decided, it is difficult to determine the amount. 4-H has requested support, DCMG provides four scholarships at \$80 each. The Fairgrounds Committee is seeking funding to refurbish the Fairgrounds and requested support. It was generally felt that DCMG provides support by using the Fairgrounds for the annual Plant Sale.

SECRETARY – Janet Parkerson had nothing to report.

COMMUNITY REPORTS

COMMUNITY OUTREACH – Leo Grass commented he has been teaching children quite a bit lately and joked about the lack of adult gardening education classes. He really enjoys the children. This past month, he took a group of Head Start children on a tour of the Discovery Garden for the YMCA Healthy Kids Day. He will do another Head Start tour on the 18th, as well as a Girl Scout Daisies troop. **Larry and Guilli Sutton** will be running the booth at the Blooms and Butterflies Day in Elkton on June 21st. They need a couple of volunteers to assist them. This would be a good opportunity for some of the trainees to get their hours completed.

KRUSE FARMS - Maureen Benice introduced the new coordinator for Kruse Farms, **Ann Bacon**. **Maureen** and **Ann** are currently updating the PNW for use at Kruse Farms. **Steve** let them know that he has the stickers they need to update the PNW. It was decided that the Plant Clinic will get the 2014 book and Kruse Farms will get the 2013 volume. The calendar for volunteer sign ups will be in the Plant Clinic. Kruse Farms functions as a satellite Plant Clinic and has now been added to the Plant Clinic Schedule for signups. There will no longer be a separate calendar for Kruse Farms. We need volunteers to staff the table beginning May 17th thru September 13th. This is a good opportunity for trainees to get their hours completed. **Ann** will coordinate with Trainee

Mentors. Friday Plant Clinic volunteers will make reminder calls for Saturday Kruse Farms and Monday Plant Clinic workers. There is a Plant Clinic meeting after the Executive Committee Meeting.

DISCOVERY GARDEN – **Julie Stanbery** said that the pipes have been blown out. This means that the Nursery can begin watering, if necessary. Mulch was delivered and spread. They will be spreading chips next. **Denise Fennell** and **Anita Yager** helped **Bill** and **Viviane Pulis** clean the herb garden. Sandy Grindle has been weed whacking and has done a beautiful job. Metal Hens and Chicks have been installed in the Garden and look “really cute”. Numbers have been added to the sundial to help those who don’t know roman numerals.

AWARDS – **Betty Ison** did not have anything to report.

SIGNAGE – **Jen Bailey** said that the Butterfly Garden and the main signs are supposed to be ready today. The committee will be meeting later today to decide the placement of these signs. Installation will be arranged once the final placement has been decided. The cost for the signs were \$484 (Butterfly Garden was \$80 and the Main sign was \$397.00). **Betty Ison** asked if they have applied for a grant to assist in costs **Sharon Hopkins** is also interested in applying for grant to help fund the sign for the Children’s Garden. **Jen Bailey** said that she will write the grant.

PUBLICITY – **Bonnie Courter** said that Teresa Middleton of the 4H Club put the announcement regarding the Plant Sale in their newsletter. Several large banners have been erected around town advertising the Plant Sale. Yard signs are available for members. **Bonnie** reminded members who take the yard signs, to plant them in places where there is no grass since landscapers mow them down. DO NOT put these signs up until the Sunday before the Plant Sale.

PLANT SALE – **Barbara Robinson** asked for members to take Plant Sale flyers and distribute them around town. She recommended displaying them on their car windows. **Barb** said we now have close to 60 vendors. **Steve** suggested if you meet with any resistance from any of the local nurseries about advertising the Plant Sale at their business, remind them this is a one time event and we generate business for them by educating the public and encouraging gardening. We also recommend local nurseries when we are asked. We are not their competition.

OLD BUSINESS

POLICY AND PROCEDURE MANUAL

Photo release forms need to be signed by members. This is an OSU requirement. A discussion was had to determine how to implement the form. A new column will be added to the roster indicating who has signed the form, this will assist the Webmaster, Facebook, Newsletter Editor or anyone else using membership photos in knowing who has granted permission or not. **Michelle** will retrieve the signed forms from Steve, compile them and send a list to **Ruth**. **Jen** stated it is more beneficial to know who does not want to have their photo published.

Michelle asked **Vicki** to assist **Fred** and the Review Committee with the section on Document Retention.

NEW BUSINESS

The updated PNW Manuals have been received. **Steve** has them and will get them to Chris in the Plant Clinic. OMGA donated the labels and asked that they be secured to the inside of each manual. **Michelle** will send a thank you from the Chapter.

Denise Fennell inquired about why Trainees have not been contacted by the individual garden heads since they completed an Interest Questionnaire. **Michelle** will send information to each Garden Head. Michelle will also distribute copies of the 2014 Class to Garden Heads and Executive Board members.

ANNOUNCEMENTS

Plant Sale	May 3, 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	April 24, 2014	10:00 AM
Continuing Education	April 24, 2014	9:00 AM

ADJOURNMENT

The meeting adjourned at 10:22 AM.

Respectfully submitted,
Janet Parkerson

Account Balances - As of 4/7/2014

As of 4/7/2014

4/7/2014

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Account	4/7/2014 Balance
Bank Accounts	
Checking-Umpqua Bank	5,521.16
Money Market-Reserves-Umpqua Bank	7,659.10
Money Market-Umpqua Bank	14,090.66
TOTAL Bank Accounts	27,270.92
OVERALL TOTAL	27,270.92

Cash Flow

3/12/2014 through 4/8/2014

4/7/2014

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Category	3/12/2014- 4/8/2014
INFLOWS	
Donations	
Contributions	352.00
TOTAL Donations	352.00
Dues-hardcopy newsletter	21.75
Dues-membership	180.00
PSP Income	
Clinic & Office	
Soil Testing	165.00
TOTAL Clinic & Office	165.00
TOTAL PSP Income	165.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-pre	24.00
TOTAL Plant Sales	24.00
Vendor Booth	2,164.24
TOTAL Plant Sale Income	2,188.24
Special Events-other	
Misc Events	680.00
Trash-To-Treasure Sale	2,757.60
TOTAL Special Events-other	3,437.60
TOTAL Special Events	5,625.84
TOTAL INFLOWS	6,344.59
OUTFLOWS	
Bank Charge	-10.00
Management & General	
Dues-OMGA	1,575.00
Hospitality	59.85
TOTAL Management & General	1,634.85
PSP Expense	
Discovery Garden	
Entry	32.99
Maintenance	135.00
Xeriscape	22.44
TOTAL Discovery Garden	190.43
HLC	
Greenhouse Supplies	-68.50
Maintenance	66.46
TOTAL HLC	-2.04
TOTAL PSP Expense	188.39
Special Events Expense	
Plant Sale Expense	
Advertising	1,089.00
Exhibit Fees	1,086.00
TOTAL Plant Sale Expense	2,175.00
Special Events-other	
Trash-To-Treasure Sale	34.97
TOTAL Special Events-other	34.97

Cash Flow

3/12/2014 through 4/8/2014

4/7/2014

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Category	3/12/2014- 4/8/2014
TOTAL Special Events Expense	2,209.97
TOTAL OUTFLOWS	4,023.21
OVERALL TOTAL	2,321.38

Budget - Current Year

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

4/7/2014

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Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	353.00	0.00	353.00
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	353.00	0.00	353.00
Dues-hardcopy newsletter	261.00	319.00	-58.00
Dues-membership	2,270.00	2,400.00	-130.00
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	310.00	600.00	-290.00
TOTAL Clinic & Office	310.00	600.00	-290.00
Disc Garden	294.50	0.00	294.50
TOTAL PSP Income	604.50	600.00	4.50
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	24.00	2,400.00	-2,376.00
TOTAL Plant Sales	24.00	23,000.00	-22,976.00
Vendor Booth	2,164.24	2,500.00	-335.76
TOTAL Plant Sale Income	2,188.24	29,100.00	-26,911.76
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	680.00	0.00	680.00
Quilt Raffle	0.00	0.00	0.00
Trash-To-Treasure Sale	2,757.60	3,000.00	-242.40
TOTAL Special Events-other	3,437.60	4,700.00	-1,262.40
TOTAL Special Events	5,625.84	33,800.00	-28,174.16
TOTAL INCOME	9,116.42	37,131.00	-28,014.58
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	1,575.00	1,680.00	105.00
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

4/7/2014

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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	128.65	150.00	21.35
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	1,722.05	6,492.00	4,769.95
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	32.99	60.00	27.01
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

4/7/2014

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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	135.00	500.00	365.00
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	234.16	555.00	320.84
TOTAL Discovery Garden	402.15	5,600.00	5,197.85
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	-15.60	400.00	415.60
Maintenance	66.46	0.00	-66.46
Toilet Repairs & Supplies	0.00	0.00	0.00
Victory Garden	150.85	477.00	326.15
TOTAL HLC	201.71	2,377.00	2,175.29
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	1,178.33	10,342.00	9,163.67
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	2,539.60	2,630.00	90.40
Contributions - Plant Sale Volunteers	0.00	350.00	350.00
Electrical - meter 23609558	0.00	4,100.00	4,100.00
Exhibit Fees	2,172.00	2,177.00	5.00
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	449.06	400.00	-49.06
Water - Pitchford meter	19.29	600.00	580.71
TOTAL Plant Sale Expense	7,047.44	19,857.00	12,809.56
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

4/7/2014

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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	34.97	250.00	215.03
TOTAL Special Events-other	34.97	440.00	405.03
TOTAL Special Events Expense	7,082.41	20,297.00	13,214.59
TOTAL EXPENSES	9,982.79	37,131.00	27,148.21
OVERALL TOTAL	-866.37	0.00	-866.37