

Douglas County Master Gardeners Executive Meeting Minutes

May 14, 2014

ATTENDANCE

Michelle Harding-Olson, Steve Renquist, Rosemary Brinkley, Fred Alley, Betty Ison, Vicki McAlister, Roger Sawyer, Ruth Stafford, Julie Stanbery, Janet Parkerson, Richard Johnstone, Bonnie Courter, Leo Grass, Jen Bailey, Barbara Robinson, Maureen Benice. Anne Bacon, Denise Fennell, Larry Sutton, Chris Rusch, Mik Carlson, Debbie Hesseltine, Anne Waddington

APPROVAL OF MINUTES - The OSU Douglas County Master Gardeners Executive Meeting was called to order at 9:00 am on May 14, 2014 by President **Michelle Harding-Olson**. The Minutes of the March 2014 Executive Meeting were approved as written.

ADOPTION OF AGENDA - The Agenda was approved as written.

HORTICULTURE AGENT – Steve Renquist reported the Douglas County Fairgrounds Arena will be getting a new roof. The Fairgrounds has contacted John Punches to see if the Master Gardeners would be interested in designing and installing the landscape on the north side of the arena. The Phoenix School has several students aged 10-12 and 14-17 who would like to assist. We need some Master Gardeners to assist. The Fairgrounds will provide all the plants, soil, etc. Steve suggested we use some of the plants from the Discovery Garden. Steve said it would be nice to have a sign. The area will be maintained by the Fairgrounds. He was thinking about **Betty Ison's** perennial border at the Garden. **Leo Grass** asked if we need to look at the quality of the soil, possibly leading to raised boxes if quality was poor. Steve said we can bring in our own soil or mulch. **Fred Alley** volunteered to be involved. Several suggestions for plant types were made for the project.

Steve participated in the Douglas County Global Warming Commission. He was very impressed. People from all over the state covered subjects including Ocean Acidification and Global Warming, They broke into several groups - Forestry, Food Production, Health, Tourism, Ocean, and Transportation. These smaller groups formed three points each for Douglas County to focus on. Steve was in the Food Production group. The Douglas County Watermaster was present and said there is a need to start making more reservoirs due to the diminishing mountain snow packs. They will be working with property owners who are up high enough in elevation - above the fish bearing streams - to create reservoirs. Several states have already stopped the use of rain barrels because this restricts how much water goes back into the soil. Portland has a greater area of water surface and should prove to be an excellent place to start. **Steve** was encouraged by the discussions and is going to follow up by attending future meetings. .

MEMBERSHIP – Ruth Stafford listed two new members on the roster. **Steve Renquist** and **Michelle Harding-Olson** have been collecting the Photo Release forms. **Jen Bailey** will restrict the publication of photos to only those that sign the release form, A discussion ensued of whether it is necessary to strictly adhere to the policy as photos often have many unidentified individuals. **Jen** said the newsletter is available to the public on the web. **Maureen** stated that there is Oregon law does not provide privacy protection in a public space.

OMGA REPRESENTATIVE – Rosemary Brinkley announced July 13 & 14, 2014 will be the dates for Mini-College and registration will be available online until the day before. **Roger Sawyer** asked how recipients for scholarships were to be chosen, and the amount awarded Guidelines are in the Policies and Procedures Manual. Current Officers are first in line and then the General membership. In the past, the award was \$150

per person. Three officers will be going, but only two will be using the scholarship. The information regarding the scholarship will go out to the membership in the newsletter. **Julie Stanbery** suggested mentors contact new members. **Maureen Benice** will contact mentors. Mini-College cost is \$37.50 per day, but this does not include board or lodging. In exchange for receiving the award, we may ask for a short presentation (5 minutes) at the Chapter meeting about their experience. Scholarship recipients may also assist at Mini-College by hosting and introducing a speaker.

TREASURER – Vicki McAlister presented the Treasurer's Report. The Plant Sale received one check on a closed account. **Barbara Robinson** wants us to try and collect on it. **Vicki** identified some issues with the budget. There are three instances where budgeted amounts existed last year but this year show zero. Discovery Garden signage had unused grant money and instead of it rolling to this year, it went to zero. It was determined that it should have rolled over to this year. No request was made for HLC Maintenance; however, there was a budget for \$600 last year. **Julie Stanbery** requested that the Executive Board appropriate \$300 for HLC Maintenance. **Vicki** asked that \$750 for signage be put in as a correction. It was also suggested procedures for handling this type of issue should be in the Policy and Procedures manual.

A motion by **Michelle Harding-Olson** to add \$300 for HLC Maintenance be added to the budget was seconded by **Vicki McAlister** and approved by the Board. **Vicki** also questioned why MG pays for carpet cleaning at the annex when the Extension collects money. **Steve** said that they are in the process of hiring a janitor so this will no longer be an issue. We also pay for speakers and supplies. **Steve** said he is willing to change that since he had only been continuing what was done in the past. He feels that it benefits the Master Gardeners to have outside speakers. In the past, the agent did not have a budget for this. **Julie Stanbery** suggested he submit a budget item for speaker mileage. **Steve** did not feel this would be a problem. He feels the Chapter Outreach and Education programs should not be restricted and can add from his budget.

VICE-PRESIDENT – Fred Alley said that we are going into summer and Chapter meetings will be held at member homes. June will be at the home of **Ivor Chapman**, July at **Janet Bitner's** and he could not remember where August was going to be held. September's meeting will be at the Discovery Garden. The meeting for May 29th will feature Cindy Bright presenting information regarding Bird Habitats.

Two new members have joined the Photo Team. **Kish Doyle** will be the manager. Drop Box will be the photo repository. Three to four members will have access to the repository. An announcement will be made at the May 29th Chapter Meeting and the June Newsletter.

PAST PRESIDENT - Larry Sutton said the International Meeting site selection will be made at the May 29th meeting.

SECRETARY - Janet Parkerson had nothing to report.

PRESIDENT- Michelle Harding-Olson said the T-Shirt manufacturer did not provide additional shirts for us to give to **Sharon Hopkins** in appreciation of her design. The Chapter should donate at least one T-shirt to her. **Michelle** purchased two shirts and will give one to **Sharon**. **Vicki** said we should take it out of the T-shirt proceeds each year. **Julie** suggested we take it out of special event money. It will be discussed at next year's budget meeting.

COMMUNITY OUTREACH – Leo Grass was approached by a teacher from Fir Grove Elementary at the Plant Sale requesting a presentation that day. **Bonnie Courter** gave the presentation. **Leo** thanked her for stepping up on such short notice. He will be attending the conference on Extraordinary living in September.

Leo suggested that Water Conservation be the theme for the Fair Booth this year.

He commended **Samantha Moynahan** for developing the garden at the Woolley Center.

KRUSE FARMS – Anne Bacon stated there are a lot of Saturdays filled with new students, but she still needs veterans for Kruse Farms. Sign-up sheet is in the Plant Clinic.

PLANT CLINIC - Chris Rusch said the Plant Clinic needs anchors for Tuesdays and Thursdays. She is trying to update the files, bulletin boards, etc.

DISCOVERY GARDEN – Julie Stanbery reported **Janet Parkerson** is leading the Watering Team this season. We have a total of three people being trained by **Janet**. Taking down the tree has helped a lot, making watering much easier to handle. **Noel** is installing more irrigation. Currently, we are watering once a week and will be setting up a schedule when the weather becomes closer to normal. We will not be out there on Tuesdays and watering will be done much earlier in the day. **Julie** is looking for a diver to clear the foot valve, but since we are blowing out the system each time we water, our pressure has been amazing and the filters are staying clear. **Denise Fennell** has been appointed the new Easy Access Garden Head.

The Xeriscape Garden is almost completed with replanting their very low maintenance plants. **Sandy Grindle** loves to pull weeds and weed-eat the Garden and is doing a great job of keeping up the Garden.

AWARDS – Betty Ison had nothing to report

PUBLICITY – Bonnie Courter reported that \$381.00 in canned goods were donated from the box at the entrance of the Plant Sale. **Bonnie** requested that all Plant Sale signs be returned to the Plant Clinic.

PLANT SALE – Barbara Robinson was excited to report the Plant Sale was tremendous. A post Plant Sale committee meeting was to be held after the Executive Meeting. This summer, there will be Plant Sales on certain Tuesdays, offering 1/2 off different plants. An inventory was done for those that sold and did not sell to determine which plants to put up for sale,

Barbara and Sharon will co-chair the Bake Sale next year, but that will be the last year they will do it. They are looking for someone to shadow them and learn the process. She will announce this request at the next Chapter meeting.

NEW BUSINESS

Mik Carlson would like to have Umpqua water brought out to the Victory Garden from a stand pipe located nearby. She just needs it for the early season. **Richard Johnstone** said that would not be a problem. They can T off the live line. He will arrange for **John Denny**, himself and **Dave Clark** to install it underground. They will need to rent a ditch digger which will need to come out of another budget other than the greenhouse. **Richard** and **Mik** will meet in the Garden to make the plan. **Richard** needs gravel out back of the two greenhouses where the cloth is. It has become very uneven from being muddy under the cloth. He would like to split it with **Julie**. **Julie** agreed. He may take the small existing pile, to start. **Steve** would like to renovate the old grapevine area and water would help. There is a stand pipe out there, however **Julie** said that it would have to be arranged so that the public cannot access it.

ANNE Bacon introduced the idea of the Discovery Garden playing a part in Geo-caching. Geo-caching is similar to a Treasure or Scavenger Hunt. Over 2 million people are involved worldwide. People who are traveling will find their way to the Discovery Garden where a plant has been identified with a scannable tag. Users log what they have found. This tag will introduce the plant and educate them about it via the DCMG website. It is a way of drawing in more people to the Garden and to educate them. **Kish Doyle** is working with her on the project. This project was brought to motion and approved. **Julie** voiced a concern regarding damage and asked how other gardens have been impacted. **Anne** assured her Geo-cachers are very respectful to the environment. **Larry Sutton** discussed it with Lincoln City and they have had no adverse effects. The tagged plant will be accessible in a way to not cause any damage. Imitation plants are used and will not need a budget. She will contact the Garden Head prior to placement and maintain a log of where the plants are set.

OLD BUSINESS – None.

The meeting was adjourned at 10:37 a.m.

Respectfully submitted,

Janet Parkerson

Account Balances - As of 5/13/2014

As of 5/13/2014

5/13/2014

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Account	5/13/2014 Balance
Bank Accounts	
Checking-Umpqua Bank	6,754.01
Money Market-Reserves-Umpqua Bank	7,659.10
Money Market-Umpqua Bank	39,092.49
TOTAL Bank Accounts	53,505.60
OVERALL TOTAL	53,505.60

Cash Flow
4/8/2014 through 5/13/2014

Category	4/8/2014- 5/13/2014
INFLOWS	
Donations	
Contributions	1.00
TOTAL Donations	1.00
Dues-hardcopy newsletter	14.50
Dues-membership	40.00
Interest Income - Bank	0.86
PSP Income	
Clinic & Office	
Soil Testing	100.00
TOTAL Clinic & Office	100.00
TOTAL PSP Income	100.00
Special Events	
Plant Sale Income	
Drawings	1,126.00
Entrance Fees	2,993.65
Plant Sales	
Sales-event	20,438.31
Sales-pre	2,988.50
TOTAL Plant Sales	23,426.81
Vendor Booth	795.80
TOTAL Plant Sale Income	28,342.26
Special Events-other	
Misc Events	367.00
TOTAL Special Events-other	367.00
TOTAL Special Events	28,709.26
TOTAL INFLOWS	28,865.62
OUTFLOWS	
Management & General	
Grants&Gifts&Scholarships	
4-H Donation	80.00
TOTAL Grants&Gifts&Scholarships	80.00
Hospitality	-27.00
TOTAL Management & General	53.00
PSP Expense	
Advanced Training	
Newsletter	
Postage	44.31
TOTAL Newsletter	44.31
TOTAL Advanced Training	44.31
Discovery Garden	
Butterfly	176.24
Rock Garden	132.50
Signage	719.40
Water - River Forks meter	3.53
TOTAL Discovery Garden	1,031.67
HLC	
Greenhouse Supplies	-60.50
Maintenance	100.56

5/13/2014

Cash Flow
4/8/2014 through 5/13/2014

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Category	4/8/2014- 5/13/2014
TOTAL HLC	40.06
TOTAL PSP Expense	1,116.04
Special Events Expense	
Plant Sale Expense	
Contributions - Plant Sale Volunteers	-208.82
Supplies	14.98
Water - Pitchford meter	52.98
TOTAL Plant Sale Expense	-140.86
Special Events-other	
Trash-To-Treasure Sale	11.18
TOTAL Special Events-other	11.18
TOTAL Special Events Expense	-129.68
TOTAL OUTFLOWS	1,039.36
OVERALL TOTAL	27,826.26

Budget - Current Year

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

5/13/2014

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Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	354.00	0.00	354.00
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	354.00	0.00	354.00
Dues-hardcopy newsletter	268.25	319.00	-50.75
Dues-membership	2,300.00	2,400.00	-100.00
Interest Income - Bank	3.91	12.00	-8.09
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	365.00	600.00	-235.00
TOTAL Clinic & Office	365.00	600.00	-235.00
Disc Garden	294.50	0.00	294.50
TOTAL PSP Income	659.50	600.00	59.50
Special Events	0.00	0.00	0.00
Plant Sale Income	0.00	0.00	0.00
Drawings	1,126.00	800.00	326.00
Entrance Fees	2,993.65	2,800.00	193.65
Plant Sales	0.00	0.00	0.00
Sales-event	20,438.31	19,600.00	838.31
Sales-post	0.00	1,000.00	-1,000.00
Sales-pre	2,988.50	2,400.00	588.50
TOTAL Plant Sales	23,426.81	23,000.00	426.81
Vendor Booth	2,194.24	2,500.00	-305.76
TOTAL Plant Sale Income	29,740.70	29,100.00	640.70
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	367.00	0.00	367.00
Quilt Raffle	0.00	0.00	0.00
Trash-To-Treasure Sale	2,757.60	3,000.00	-242.40
TOTAL Special Events-other	3,124.60	4,700.00	-1,575.40
TOTAL Special Events	32,865.30	33,800.00	-934.70
TOTAL INCOME	36,450.96	37,131.00	-680.04
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	80.00	80.00	0.00

Budget - Current Year

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

5/13/2014

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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	80.00	1,810.00	1,730.00
Historian	0.00	25.00	25.00
Hospitality	101.65	150.00	48.35
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	1,775.05	6,492.00	4,716.95
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	82.51	320.00	237.49
TOTAL Newsletter	82.51	320.00	237.49
TOTAL Advanced Training	82.51	320.00	237.49
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	176.24	290.00	113.76
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

5/13/2014

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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	135.00	300.00	165.00
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	132.50	500.00	367.50
Rock Garden - 2012 GRANT	0.00	0.00	0.00
Shade Garden	0.00	0.00	0.00
Signage	719.40	1,000.00	280.60
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	3.53	250.00	246.47
Xeriscape	234.16	555.00	320.84
TOTAL Discovery Garden	1,433.82	5,600.00	4,166.18
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	167.02	0.00	-167.02
Toilet Repairs & Supplies	0.00	0.00	0.00
Victory Garden	150.85	477.00	326.15
TOTAL HLC	302.27	2,377.00	2,074.73
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	2,354.87	10,342.00	7,987.13
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	-208.82	350.00	558.82
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	-71.02	2,450.00	2,521.02
Vendor Costs	449.06	400.00	-49.06
Water - Pitchford meter	72.27	600.00	527.73
TOTAL Plant Sale Expense	6,906.58	19,857.00	12,950.42
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

5/13/2014

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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	46.15	250.00	203.85
TOTAL Special Events-other	46.15	440.00	393.85
TOTAL Special Events Expense	6,952.73	20,297.00	13,344.27
TOTAL EXPENSES	11,082.65	37,131.00	26,048.35
OVERALL TOTAL	25,368.31	0.00	25,368.31