

Douglas County Master Gardeners Executive Board Minutes

June 11, 2014

CALL TO ORDER

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

MINUTES and AGENDA

The Minutes of the previous meeting were approved as written. The Agenda was approved as written.

ATTENDANCE

Larry Sutton, Steve Renquist, Betty Ison, Vicki McAlister, Roger Sawyer, Elva Sellens, Julie Stanbery, Janet Parkerson, Leo Grass, Jen Bailey, Chris Rusch

HORTICULTURAL AGENT - Steve Renquist discussed the progress of the Fairgrounds project. The project involves two areas at the Fairgrounds. The first is a planter near the main entrance, approximately a 2' x 100' strip, and the second is at the far right end consisting of an odd shape planter, approximately 40' x 10' x 15'. The narrow strip is currently empty, while the other will need cleared out. The Fairgrounds has asked Master Gardeners to design and plant these areas. They will provide all top soil and plants, and install sprinklers. **Steve** sees this as an opportunity to sell them a lot of plants. He feels we should design the planters with drought-tolerant plants in mind. The Fairgrounds wanted to know if we had the labor needed. The Phoenix School had contacted **Steve**, and they had a crew looking for an activity. They felt this would be a great project. **Steve** is willing to be Field Boss and is asking for a Master Gardener to lead the students. He also feels this project may offer an opportunity for negotiating a booth at the Home Show at no charge. He would also like to have a sign put in place. He will also encourage the Phoenix School to maintain the planters in the summer. **Steve** estimates the project will take about two weeks in 4-5 sessions. **Leo Grass** asked how much time Phoenix School has guaranteed for maintenance. They have guaranteed one day a week from June to September, however **Steve** feels we will need more than that. **Roger Sawyer** expressed his concern that the planters will look good for the first 4-5 years and then need to be overhauled. **Betty Ison** suggested using deer resistant plants and grasses. **Steve** said the design should use plants that will stay nice for many years.

Steve announced that Vicki Menard of the News Review is starting a monthly insert on Gardening. It will run once a month in winter and twice a month in summer. She would like Master Gardeners to author a column each time. The format will be a question and answer style, with the question possibly coming from the Plant Clinic. It can be more than one question and should be seasonal. The column is to be 500 words. They will use the Master Gardeners logo. We need to come up with a name for the column. **Steve** feels this is a way to promote the program. It should involve 4-5 people on a rotation. He will check with the Monday through Friday trainers at the Plant Clinic for possible candidates.

Steve asked who was in charge of cleaning the bathrooms at the Discovery Garden. He feels we need someone to power wash them down periodically. **Julie Stanbery** will send out an email requesting a volunteer or two to maintain the bathrooms. The power washing only needs done twice a year. **Leo Grass** volunteered to power wash, as he has his own power washer. In the past, **Tasha King** would let **Julie Stanbery** know when to supply towels and soap. **Julie** would also purchase the supplies. **Julie** would like to get a greenhouse person to check that paper supplies are available and restock as needed. They would also need to empty the garbage.

OFFICER REPORTS

MEMBERSHIP DIRECTOR – Ruth Stafford was not available, so she asked **Larry Sutton** to report the current membership is at 261 total with 233 veterans and 28 new members.

OMGA REPRESENTATIVE – Roger Sawyer attended the **OMGA** meeting. A proposal for an insurance policy for the computers and miscellaneous electronics was presented. The research had been done and the plan presented would have a \$150 annual premium with a \$500 deductible. **Roger** felt this was a budget item and should be saved for that time. The Executive Committee has the authority to buy insurance. They voted and they will fund it with \$500 plus the \$150 premium.

Mini-College sign-ups are slow. The deadline for preferred rate hotel reservations has passed, but people can still sign up for Mini-College. There will be no Chapter displays this year.

Search for Excellence has 4 entries. Names will be announced at a later time.

The endowment fund currently has \$191,000. **Roger** expressed his concern that it is not growing enough to stay sound. It is gaining \$10,000 interest every 10 years. This fund was originally designated to pay for a part-time person to support Master Gardener activities. At its current rate of growth, it will not be feasible to fund its purpose.

Gaail Langellotto did a presentation on the International Conference. The Oregon Convention Center has been chosen as the location for the conference. The date of the conference will begin on July 14, 2017 with pre-tours on Saturday, Sunday and Monday and the actual conference running Tuesday through Friday. Friday will be a half-day. The profits from the conference will be used to promote relationships between Master Gardeners. She said a \$10,000 sponsorship has been requested from OMGA. Each chapter will be asked for a donation as sponsors. The cost for the conference has yet to be determined, but is expected to be \$300-\$400. They are expecting 1000-1200 people to attend.

TREASURER – Vicki McAlister reviewed the Treasurer's Report. A negative charge of \$35 was entered for a bad check. **Vicki** has sent a letter to the owner of the closed account, but has not received a response. A bank fee of \$51 was charged to our account for excessive transactions due to the Plant Sale. **Vicki** spoke to the Branch Manager and he reversed the charges. The \$750 grant money for Discovery Garden signage has been added back into the 2014 budget. **Vicki** raised a concern over a sudden rise in water usage for the Greenhouse last month.

PRESIDENT – Fred Alley not present.

PAST PRESIDENT – Larry Sutton reviewed the Search for Excellence submissions. One chapter is training food bank clients to grow their own food.

Larry discussed the procedure when a president departs office per the bylaws. The Vice President, **Fred Alley**, assumes leadership. **Fred** was out of town for this meeting and asked **Larry Sutton** to chair the meeting for him.

Roger Sawyer was the only person to apply for a Mini-College scholarship. **Larry** encourages attendance at the Awards Banquet, as DCMG is slated to receive some awards. **Steve Renquist** will send an email out soliciting scholarship applicants. The event will be on Saturday and Sunday, July 12-13th, with an Awards Banquet on Friday.

The Nominating Committee has provided a list of individuals to nominate to office for next year. They are:

President - **Chris Rusch**

Vice President - **Fred Alley**

Secretary - **Gayle Ward**
Treasurer - **Vicki McAlister**
Membership Director - **Denise Fennell**
OMGA Representative - **Rosemary Brinkley**
OMGA Representative Alternate - Anne Bacon
Past President - **Larry Sutton**

SECRETARY – Janet Parkerson had nothing to report.

COMMITTEE REPORTS

COMMUNITY OUTREACH – Leo Grass said the County Fair will be August 6-9, 2014. Phil Moulton from the Douglas County Beekeepers Association has asked if they could share our booth. They will have a demonstration hive to display. Our theme will cover pollination and xeriscaping.

Betty Ison mentioned that two men from UC Davis were in the Discovery Garden assessing the number of variety of bees present in the garden.

Leo reported that two groups of students from Fullerton and Fir Grove Elementary schools were given tours of the Discovery Garden. As they finished, another school group showed up. We are getting a lot of exposure through the schools.

PLANT CLINIC - Chris Rusch reported lots of questions came in last month to the Plant Clinic. Trainees have been filling up the calendars and June is full. They are still in need of veterans. **Elva Sellens** suggested they pass the calendar for sign-ups at the beginning of the Chapter meeting. **Chris** will announce the calendar at the beginning of the Chapter meeting, but wait to give her report in the normal order.

DISCOVERY GARDEN – Julie Stanbery signed a contract with Umpqua Fire Service to provide service to the four extinguishers. They are located at HLC, the yellow shed, the green shed and the tractor. The service will cost \$40 annually. This will provide an annual service, plus every 6th and 12th year an in-depth service will be done, including re-charging them. Julie requested a vote from the Board approving the funds she spent. Julie paid for the replacement of the fire extinguisher on the tractor (\$46) and for the cost of the contract service provided this month (\$37.50). The Board approved an additional \$300 for HLC from which Julie will be reimbursed.

Gayle Ward and her backup, Sue Bundren, are stepping down from their roles in the Butterfly Garden.. They have several new members being considered for the positions.

Julie announced the valves are to going to be left on and the Greenhouse valve must be turned off when not being used.

The greenhouse is selling plants all summer and **Julie** feels a report should be given at the Executive Committee meeting.

AWARDS – Betty Ison did not have anything to report.

POLICIES AND PROCEDURES MANUAL

Jen Bailey has taken over revisions to the Policies and Procedures Manual, which were to have been done by March (per the new policy).

OLD BUSINESS - None

NEW BUSINESS - None

ANNOUNCEMENTS

Executive Committee Meeting

2nd Wed Month

9:00 AM

Insect Committee

1st/3rd Wed/Month

10:00AM Plant Clinic

Chapter Meeting

June 26, 2014

10:00 AM

ADJOURNMENT

The meeting adjourned at 11:00 AM.

Respectfully submitted,

Janet Parkerson

Account Balances - As of 6/10/2014

As of 6/10/2014

6/10/2014

Page 1

Account	6/10/2014 Balance
Bank Accounts	
Checking-Umpqua Bank	7,218.44
Money Market-Reserves-Umpqua Bank	7,659.10
Money Market-Umpqua Bank	39,093.40
TOTAL Bank Accounts	53,970.94
OVERALL TOTAL	53,970.94

Cash Flow

5/14/2014 through 6/10/2014

6/10/2014

Page 1

Category	5/14/2014- 6/10/2014
INFLOWS	
Donations	
Contributions	5.00
TOTAL Donations	5.00
Dues-membership	10.00
Interest Income - Bank	0.91
PSP Income	
Clinic & Office	
Soil Testing	145.00
TOTAL Clinic & Office	145.00
TOTAL PSP Income	145.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-event	-32.00
Sales-post	854.75
Sales-pre	150.50
TOTAL Plant Sales	973.25
Vendor Booth	719.00
TOTAL Plant Sale Income	1,692.25
Special Events-other	
Compost Tea	252.00
TOTAL Special Events-other	252.00
TOTAL Special Events	1,944.25
TOTAL INFLOWS	2,105.16
OUTFLOWS	
Bank Charge	51.46
PSP Expense	
Clinic & Office	
Soil Testing	173.88
TOTAL Clinic & Office	173.88
Discovery Garden	
Easy Access (Container Garden)	7.16
Irrigation	54.04
Maintenance	135.14
Perennial Border	137.43
Rock Garden	226.39
Signage - 2013 GRANTS	11.29
Water - River Forks meter	7.22
TOTAL Discovery Garden	578.67
HLC	
Greenhouse Supplies	41.01
Maintenance	97.99
Victory Garden	83.91
TOTAL HLC	222.91
TOTAL PSP Expense	975.46
Special Events Expense	
Plant Sale Expense	
Contributions - Plant Sale Volunteers	558.82

Cash Flow

5/14/2014 through 6/10/2014

6/10/2014

Page 2

Category	5/14/2014- 6/10/2014
Exhibit Fees	32.00
Plants	101.70
Water - Pitchford meter	73.38
TOTAL Plant Sale Expense	765.90
TOTAL Special Events Expense	765.90
TOTAL OUTFLOWS	1,792.82
OVERALL TOTAL	312.34

Budget - Current Year

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

6/10/2014

Page 1

Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	359.00	0.00	359.00
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	359.00	0.00	359.00
Dues-hardcopy newsletter	268.25	319.00	-50.75
Dues-membership	2,330.00	2,400.00	-70.00
Interest Income - Bank	4.82	12.00	-7.18
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	540.00	600.00	-60.00
TOTAL Clinic & Office	540.00	600.00	-60.00
Disc Garden	294.50	0.00	294.50
TOTAL PSP Income	834.50	600.00	234.50
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	20,406.31	19,600.00	806.31
Sales-post	854.75	1,000.00	-145.25
Sales-pre	3,139.00	2,400.00	739.00
TOTAL Plant Sales	24,400.06	23,000.00	1,400.06
Vendor Booth	2,913.24	2,500.00	413.24
TOTAL Plant Sale Income	31,432.95	29,100.00	2,332.95
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	355.00	700.00	-345.00
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	3,479.60	4,700.00	-1,220.40
TOTAL Special Events	34,912.55	33,800.00	1,112.55
TOTAL INCOME	38,709.12	37,131.00	1,578.12
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

6/10/2014

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
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	260.15	150.00	-110.15
Website Development	0.00	200.00	200.00
TOTAL Clinic & Office	260.15	530.00	269.85
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)	7.16	75.00	67.84
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	54.04	600.00	545.96

Budget - Current Year

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

6/10/2014

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	135.14	500.00	364.86
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	137.43	200.00	62.57
Raised Beds (dalia-daylily-lily)	0.00	50.00	50.00
Rock Garden	358.89	500.00	141.11
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	730.69	750.00	19.31
Straw Bale Garden	0.00	150.00	150.00
Sun Garden	0.00	100.00	100.00
Water - River Forks meter	10.75	250.00	239.25
Xeriscape	234.16	555.00	320.84
TOTAL Discovery Garden	2,012.49	6,350.00	4,337.51
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	25.41	400.00	374.59
Maintenance	265.01	300.00	34.99
Toilet Repairs & Supplies	0.00	0.00	0.00
Victory Garden	234.76	477.00	242.24
TOTAL HLC	525.18	2,677.00	2,151.82
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	3,330.33	11,392.00	8,061.67
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	350.00	350.00	0.00
Electrical - meter 23609558	0.00	4,100.00	4,100.00
Exhibit Fees	2,204.00	2,177.00	-27.00
Next Year Seed	-7.50	750.00	757.50
Next Year Supplies - McConkey	0.00	2,000.00	2,000.00
Plants	101.70	1,000.00	898.30
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	145.65	600.00	454.35
TOTAL Plant Sale Expense	7,672.48	19,857.00	12,184.52
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

6/10/2014

Page 4

Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
Taste-Off	0.00	15.00	15.00
Trash-To-Treasure Sale	46.15	250.00	203.85
TOTAL Special Events-other	46.15	440.00	393.85
TOTAL Special Events Expense	7,718.63	20,297.00	12,578.37
TOTAL EXPENSES	12,824.01	38,181.00	25,356.99
OVERALL TOTAL	25,885.11	-1,050.00	26,935.11