

# Douglas County Master Gardeners Executive Minutes

## July 09, 2014

### CALL TO ORDER

The meeting was called to order at 9:02 am.

### MINUTES and AGENDA

The Minutes of the previous meeting were approved as written. The Agenda was changed to include the Plant Clinic report. Additionally, the listing of Greenhouse/Plant Sale was changed to each committee reporting separately. The meeting dates were corrected for the Insect Committee to July 21<sup>st</sup> and the Diagnostic Group to July 16<sup>th</sup>. The Agenda was approved with the corrections.

### ATTENDANCE

**Fred Alley, Larry Sutton, Steve Renquist, Betty Ison, Vicki McAlister, Roger Sawyer, Julie Stanbery, Janet Parkerson, Leo Grass, Chris Rusch, Bonnie Courter, Barbara Robinson, Maureen Benice, Rosemary Brinkley, Mik Carlson, Ruth Safford** and **Jen Bailey** could not attend.

### AGENTS REPORT

**HORTICULTURAL AGENT - Steve Renquist** was contacted by Vicki Menard of the News Review regarding the monthly insert on Gardening. It will run twice a month April through October and once a month the rest of the year in the Saturday edition beginning August 2<sup>nd</sup>. The format will be a question and answer style. The questions will originate from the Plant Clinic and from emails sent in by readers. The column is to be 500-600 words. They will use the Master Gardeners/OSU logo. This year's trainers will work together to author the column. They include **Chris Rusch, Leo Grass, Bonnie Courter, Larry Sutton** and **Judy Mercer**. **Steve** feels this is a way to promote the program. **Larry Sutton** asked **Steve** to get permission to email the column to Master Gardeners who may not get the News Review.

### OFFICER REPORTS

**OMGA REPRESENTATIVE – Roger Sawyer** will be attending Mini College next week. He will give a report on his experience. He reminded members that it is still possible to attend Mini College.

**TREASURER – Vicki McAlister** emailed a copy of the spreadsheet information needed to develop the 2015 Budget to all of the Executive Board Members and Committee Chairs. She asked for the individuals responsible for the budget to provide the information by Monday, September 29<sup>th</sup>.

**Julie Stanbery** asked for the Greenhouse Plumbing and Irrigation listing be moved from Capital Expenditures to HLC. **Vicki** will make that change.

**PAST PRESIDENT – Larry Sutton** said the International Conference is now in the contracting stage. Our consultant, Patty Richbourg of Helms-Briscow, will prepare the first draft of the contracts based on their experience in protecting clients. It will be a traditional industry contract. They will then review and accept the terms before they are forwarded to the hotels selected (Doubletree Inn, Crown Plaza and the Inn at the Convention Center). After the committee reviews the contracts, they will then go through a series of reviews including the hotels, OSU Contracting and our consultant. It will be a somewhat lengthy process. Officially, the Site Selection Committee has finished its commitment. Unofficially, they will still be involved in contract review and approval.

Other committees are starting to open and Gail is looking for committee heads and worker bees. **Larry** encouraged members to volunteer, reminding them this may be the last chance to participate in the planning for an International MG event.

**SECRETARY – Janet Parkerson** had nothing to report.

**PRESIDENT** –He announced that Janet Bitters will host the July 31<sup>st</sup> Chapter Meeting at her home on Quail Lane. . He will email the address and directions to all members. After looking at the calendar, **Fred** asked for a change on the date of the November Chapter Meeting due to Thanksgiving. The date was changed to Thursday, November 21.

## **COMMITTEE REPORTS**

**COMMUNITY OUTREACH – Leo Grass** said the County Fair will be August 6-9, 2014. We will share our booth with the Douglas County Beekeepers Association. Phil Moulton will provide a demonstration hive to display. **Leo** feels the hive will draw people to the table. Our theme will cover low moisture gardening and Xeriscape. Volunteer response has been good, however, people are needed for the evening shifts. The sign-up sheet is in the Plant Clinic.

**KRUSE FARMS - Ann Bacon** reported they are experiencing a lot of questions from customers each week. They are in need of a veteran Master Gardener for July 12. Sign-up sheet is in the Plant Clinic.

**GREENHOUSE - Maureen Benice** outlined the restructure to a Core Group for the Greenhouse. She will provide an email with the full breakdown of responsibilities.

Signs have been installed outside the Victory Garden displaying the current total of harvest donated by the Victory Garden and members' donations. **Betty Ison** is updating the numbers each week.

**Gloria Amorde** and the East Greenhouse crew are continuing cleanup and organization of the Greenhouse area. The West side has completed their inventory. They have also completed the inventory and clean-up of the yellow shed. They have sold a lot of plants. **Maureen** reminded the group that the plant sales are continuing on Tuesday mornings with some plants at 50% off and some are even free.

The Weeding/Rocking Project has begun. Weeding began last Tuesday. Mulching will be next followed by the spreading of 3/4" minus. **Julie Stanbery** asked for collaboration when they go to purchase the rock as a way to save money. **Barbara Robinson** said they will work with **Julie** when she is ready to order the gravel. **Barbara** asked for the cost to come out of Capital Expenditures since it has not been done for a long time. **Tasha King** and **Gloria Amorde** are in charge of Capital Expenditures, so they must approve it.

**PLANT SALE - Barbara Robinson** already reported with the Greenhouse report.

**AWARDS - Betty Ison** announced the date of the Awards Banquet will be October 4th. It will be at the First United Methodist Church on Harvard. She asked if the current officers would be willing to host the event and act as presenters of the awards. All of the officers agreed.

**PLANT CLINIC - Chris Rusch** said the Plant Clinic is still in need of veteran volunteers. **Barbara** suggested **Chris** send out an email. They had between 140 and 150 questions last month. They are experiencing a higher number of people bringing in samples with their questions. People are calling regarding which pesticides have been banned. She would like to organize a Chemical Dump Day. Currently, chemicals can be taken to Lane County. **Julie Stanbery** suggested a grant be written to get the funding for Douglas County. **Barbara**

**Robinson** said Yoncalla also allows Douglas County to participate in their Chemical Dump Days and suggested we officially join in the effort. **Fred Alley** will look in to it.

**VICTORY GARDEN - Mik Carlson** announced harvest has begun. They are planning and installing new irrigation. They will try to piggyback off **Gloria Amorde's** water system. They have donated 337 pounds so far this year and 53 pounds has been donated by home growers. The bees have been plentiful at the Victory Garden. They are in need of a couple of tomatillo plants.

**DISCOVERY GARDEN – Julie Stanbery** needs money to repair the problem with the pump on the reservoir tanks. They also need a backup pressure tank. They are putting a 20 gallon pressure tank attached to the pump to maintain pressure. **Julie** asked if she could use \$200-\$300 from the Annual Pumping Expense Account normally used for a diver in the river. She does not anticipate needing a diver this year since the watering crew has adopted the procedure of blowing out the system prior to watering. **Fred Alley** agreed and motioned to approve the expense come out of the Annual Pumping Expense. It was approved.

**Julie** also identified a problem with the electrical panel in the green shed, **Betty Bean's** husband, Dan, will replace the breakers and repair the outlet used by the compost tea maker. **Barbara Robinson** suggested a plaque be added to the tree at the Discovery Garden for Bean Electric. **Julie** will look in to it.

**Noel Groshong** has finished the irrigation.

Signage in the Butterfly Garden has been installed and is really attracting attention. The Xeriscape Garden sign has become bleached out. **Vicki McAlistar** suggested the "Keep the Gate Closed" sign be moved back to the gate where it can be seen better. She came by one evening to find the gate open. **Julie** agreed and will look in to it.

**NEWSLETTER - Jen Bailey** could not make the meeting.

## **OLD BUSINESS**

**POLICY AND PROCEDURE MANUAL - Jen Bailey** could not make the meeting

**NEWSLETTER EDITOR - Bonnie Courter** announced she will be taking over as Editor of the Newsletter. **Fred Alley** thanked her on behalf of the organization and requested we can all help her by contributing and being respectful of the deadlines.

**NEW BUSINESS - None**

## **SHOW AND TELL**

**Anne Bacon** said that a bobcat attacked her cat last week in their yard. Jerry Wilson set traps.

**Julie Stanbery** brought galls from one of her oak trees.

## **ANNOUNCEMENTS**

Executive Committee Meeting	2 <sup>nd</sup> Wed Month	9:00 AM
Insect Committee	July 21, 2014	10:00AM Plant Clinic
Advanced Diagnostic Group	July 16, 2014	
Chapter Meeting	July 31, 2014	10:00 AM 581 Quail Lane

## **ADJOURNMENT**

The meeting adjourned at 10:32 AM.

Respectfully submitted,

Janet Parkerson

# Account Balances - As of 7/8/2014

As of 7/8/2014

7/8/2014

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Account	7/8/2014 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	6,199.31
Money Market-Reserves-Umpqua Bank	7,659.10
Money Market-Umpqua Bank	39,094.59
<b>TOTAL Bank Accounts</b>	<b>52,953.00</b>
<b>OVERALL TOTAL</b>	<b>52,953.00</b>

**Cash Flow**  
6/11/2014 through 7/8/2014

Category	6/11/2014- 7/8/2014
<b>INFLOWS</b>	
Dues-membership	10.00
Interest Income - Bank	1.19
PSP Income	
Clinic & Office	
Soil Testing	60.00
TOTAL Clinic & Office	60.00
TOTAL PSP Income	60.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-event	-19.00
TOTAL Plant Sales	-19.00
TOTAL Plant Sale Income	-19.00
Special Events-other	
Compost Tea	231.00
TOTAL Special Events-other	231.00
TOTAL Special Events	212.00
<b>TOTAL INFLOWS</b>	<b>283.19</b>
<b>OUTFLOWS</b>	
Management & General	
Dues-OMGA	56.00
TOTAL Management & General	56.00
PSP Expense	
Discovery Garden	
Irrigation	271.31
Signage	278.48
TOTAL Discovery Garden	549.79
HLC	
Greenhouse Supplies	87.85
Maintenance	85.50
Victory Garden	159.60
TOTAL HLC	332.95
TOTAL PSP Expense	882.74
Special Events Expense	
Plant Sale Expense	
Plants	9.95
Supplies	403.90
TOTAL Plant Sale Expense	413.85
TOTAL Special Events Expense	413.85
<b>TOTAL OUTFLOWS</b>	<b>1,352.59</b>
<b>OVERALL TOTAL</b>	<b>-1,069.40</b>

## Budget - Current Year

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

7/8/2014

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Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
<b>INCOME</b>			
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	2,340.00	2,400.00	-60.00
Interest Income - Bank	6.01	12.00	-5.99
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	600.00	600.00	0.00
TOTAL Clinic & Office	600.00	600.00	0.00
Disc Garden	294.50	0.00	294.50
TOTAL PSP Income	894.50	600.00	294.50
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	20,387.31	19,600.00	787.31
Sales-post	854.75	1,000.00	-145.25
Sales-pre	3,139.00	2,400.00	739.00
TOTAL Plant Sales	24,381.06	23,000.00	1,381.06
Vendor Booth	2,913.24	2,500.00	413.24
TOTAL Plant Sale Income	31,413.95	29,100.00	2,313.95
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	586.00	700.00	-114.00
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	3,710.60	4,700.00	-989.40
TOTAL Special Events	35,124.55	33,800.00	1,324.55
<b>TOTAL INCOME</b>	<b>38,992.31</b>	<b>37,131.00</b>	<b>1,861.31</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	1,631.00	1,680.00	49.00
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

7/8/2014

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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
<b>TOTAL Grants&amp;Gifts&amp;Scholarships</b>	<b>80.00</b>	<b>1,810.00</b>	<b>1,730.00</b>
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
<b>TOTAL Management &amp; General</b>	<b>1,831.05</b>	<b>6,492.00</b>	<b>4,660.95</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	82.51	320.00	237.49
<b>TOTAL Newsletter</b>	<b>82.51</b>	<b>320.00</b>	<b>237.49</b>
<b>TOTAL Advanced Training</b>	<b>82.51</b>	<b>320.00</b>	<b>237.49</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	260.15	150.00	-110.15
Website Development	0.00	200.00	200.00
<b>TOTAL Clinic &amp; Office</b>	<b>260.15</b>	<b>530.00</b>	<b>269.85</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	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	325.35	600.00	274.65



## Budget - Current Year

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

7/8/2014

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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	135.14	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	278.48	1,000.00	721.52
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
<b>TOTAL Discovery Garden</b>	<b>2,562.28</b>	<b>6,350.00</b>	<b>3,787.72</b>
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	113.26	400.00	286.74
Maintenance	350.51	600.00	249.49
Toilet Repairs & Supplies	0.00	0.00	0.00
Victory Garden	394.36	477.00	82.64
<b>TOTAL HLC</b>	<b>858.13</b>	<b>2,977.00</b>	<b>2,118.87</b>
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
<b>TOTAL Winter Program</b>	<b>450.00</b>	<b>420.00</b>	<b>-30.00</b>
<b>TOTAL PSP Expense</b>	<b>4,213.07</b>	<b>11,692.00</b>	<b>7,478.93</b>
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	111.65	1,000.00	888.35
Propane	1,960.99	3,400.00	1,439.01
Supplies	332.88	2,450.00	2,117.12
Vendor Costs	449.06	400.00	-49.06
Water - Pitchford meter	145.65	600.00	454.35
<b>TOTAL Plant Sale Expense</b>	<b>8,086.33</b>	<b>19,857.00</b>	<b>11,770.67</b>
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

7/8/2014

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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	8,132.48	20,297.00	12,164.52
<b>TOTAL EXPENSES</b>	<b>14,176.60</b>	<b>38,481.00</b>	<b>24,304.40</b>
<b>OVERALL TOTAL</b>	<b>24,815.71</b>	<b>-1,350.00</b>	<b>26,165.71</b>