

**Douglas County Master Gardeners
Executive Board Minutes
September 10, 2014, 10:00 a.m.**

Attendance: Vicki McAlister, Bonnie Courtier, Fred Alley, Rosemary Brinkley, Chris Rusch, Maureen Benice, Denise Fennel, Elva Sellens, Betty Ison, Roger Sawyer, Leo Grass, Ruth Stafford, Steve Renquist

The meeting was called to order at 10 a.m. by President Chris Rusch.

Minutes:

- The August 2014 Executive Board minutes were approved as submitted.

Horticulture Agent – Steve Renquist

- Steve has had hundreds of samples of plant material from nurseries, the public, etc. with heat damage. Once the leaves fall off the trees the buds should be okay. The trees are shutting down now to reserve their precious resources for building and setting buds.
- New class signup is fairly light with only 4 or 5, but not necessarily unusual for this time of year. There are about 40 others who have indicated they are very interested so we should probably end up with a nice size class.
- Looking for a new presenter for the Plant Identification/Botany class. Denise has a possible lead.
- New class registration will be on November 12 at 11:30 to 12:30.
- Mentor training will be November 3 and December 5, both at 10 a.m.
- Wine testing evening will be held on Saturday, September 27, 4-6 p.m. in the Discovery Garden Pavilion.

Membership Director – Denise Fennell

- Denise is working to transfer records over to a format/program which is compatible with her Macintosh. The membership roster may look different, but will contain the same information.

OMGA Representative – Rosemary Brinkley

- The OMGA State Board will be meeting at Douglas County Extension on Friday and Saturday, October 31 and November 1. Our chapter will be responsible for providing brunch and lunch on Saturday. There will be a sign up in the Plant Clinic, after the next chapter meeting, for members to provide food items.
- There will be an audit of the OMGA state books. Vicki McAlister, Roger Sawyer and Toni Rudolph will conduct the audit.

Treasurer – Vicki McAlister

- A copy of the treasurer's report is attached.
- Budget submissions are due to Vicki by September 29.
- Only two mini college scholarships were used and those were by board members. Vicki will submit requests for reimbursement to Chris Rusch for her to sign off for payment.

- Ferrell Gas will be switching out the propane tanks at the greenhouse this next Monday or Tuesday. We will be getting a “bulk” rate with OSU and will pay \$2.05/gallon in comparison to the \$5.60 we are currently paying. HUGE savings! Thanks Vicki for your diligent work on this!

Vice President – Fred Alley

- Our next chapter meeting will be held at the Discovery Garden Pavilion on September 25 at 10 a.m. It will be a potluck. Bring your favorite dish, chair, eating implements, and a drink. Water will be provided.
- Fred is busy lining up our continuing education speakers which will begin with our October meeting.

Past President – Larry Sutton – not present

Secretary – Barbara Robinson

- Nothing to report

President – Chris Rusch

- A file box is missing which contains the tools and protocol for the President’s position. There is confusion over who was last in possession of the box. Please be on the lookout for it.
- It was decided request for executive board meeting agenda items should be sent out to the entire membership through Shirley Purcell.
- Meeting time for Executive Board has been changed to 10 a.m.
- Chris thanked Denise for writing an excellent article which appeared in the News Review on Saturday, August 30. Leo was interviewed by the News Review for an article on UCC’s *Conference on Extraordinary Living* which appeared in the Wednesday, September 3rd newspaper.

Community Outreach – Leo Grass

- Leo and Diane Tweet will be presenters at UCC’s *Conference on Extraordinary Living* on September 12, 2014. Leo will offer information on drought season gardening. Diane will talk about pest control in the garden.

Plant Clinic – Chris Rusch

- Business at the Plant Clinic has been steady.
- MG’s are stepping up to fill the necessary time slots to keep the Plant Clinic staffed.

Kruse Farms – Anne Bacon – not present

- Maureen Benice said next Saturday, the 13th, will be the last day MG’s and MFP’s will be manning a table at Kruse.

Greenhouse West/Winter Training – Maureen Benice

- Eastside greenhouse working with a good crew on root pruning. Westside doing the same.
- Winter training needs at least 5 more full time mentors. Signup will be in Plant Clinic.

Greenhouse Eastside – Barbara Robinson

- Barbara sent out an email and placed an article in the news letter asking for members to step up to be a part of a core group at the Eastside greenhouses. This would be similar to what has been put into place on the Westside which is working quite well. After talking with workers in the Eastside greenhouse on Tuesday, we have 5 or 6 people who are willing to take on this commitment. We will continue to take the steps necessary to get this group in place so Gloria Amorde can step down as head of the Eastside.
- There are safety issues at the Eastside in the outside plant area. The soil has eroded in many places underneath the landscape cloth leaving holes, which are not easily detected until a person steps in one. The cloth is also starting to wear in places which create a trip hazard. Another issue is the difficulty in working on the plants which are sitting at ground level.
- Barbara asked for approval of funds in the amount of \$1900.00 for improvements to take care of these issues. Gravel will be laid on top of the existing landscape cloth. This will be tamped in so it is a packed, level surface. Plant material will be raised as it is on the Westside with pallets on top of concrete blocks.
- Rosemary Brinkley moved that we approve of this expenditure and we take it out of the money market reserves account. Barbara seconded the motion. The motion was passed. The money will be placed in the greenhouse capital expenditures account.
- Discussion was held regarding “payback” of the money to the reserve account. It was agreed this would be done before the end of the year to keep this account viable.

Awards – Betty Ison

- Betty asked if there were any other spouses of members we needed to recognize as “honorary” members.
- Banquet award presentations will be hosted by a committee this year with members of last year’s board presenting.

Victory Garden – Mik Carlson – not present

- Betty Ison reported on behalf of the Victory Garden. As of last week VG had brought in 2014 lbs., MG’s, easy access and orchard brought in 850 lbs. for a total of 2,864 pounds. Last week was the biggest week ever with 410 lbs. harvested out of the Victory Garden.

Discovery Garden – Julie Stanberry – not present

Discovery Garden Signage – Karen Glatz – not present

Publicity/Newsletter – Bonnie Courtier

- Kudos to Bonnie for a terrific job on the newsletter!
- She will be sending out PSA’s for changes of hours at the Plant Clinic.

Hallmark – Linda Thames – not present

Banquet – Judy Huntley

- A food signup sheet was passed around for the banquet to be held on October 4.

Old Business – no old business

New Business

- Elva asked for permission to send a notice out to the membership regarding a Dahlia Society event. Permission was given.
- Vicki has been working on updating/developing a web page for our chapter. It is still in the “work out the bugs” stage.

Announcements

- Insect Committee: First and Third Mondays 10 a.m.
- Diagnostics Group: September 17, 10 a.m.
- Discovery Garden Workday: Every Tuesday, 9 a.m. – noon
- Chapter Meeting: September 25, 10 a.m. Discovery Garden Pavilion

Adjournment

- The meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Barbara Robinson

Account Balances - As of 9/9/2014

As of 9/9/2014

9/9/2014

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Account	9/9/2014 Balance
Bank Accounts	
Checking-Umpqua Bank	1,903.30
Money Market-Reserves-Umpqua Bank	7,659.10
Money Market-Umpqua Bank	39,096.89
TOTAL Bank Accounts	48,659.29
OVERALL TOTAL	48,659.29

Cash Flow
8/13/2014 through 9/9/2014

Category	8/13/2014- 9/9/2014
INFLOWS	
Donations	
Contributions	193.00
Pavilion	25.00
TOTAL Donations	218.00
Interest Income - Bank	1.11
PSP Income	
Clinic & Office	
Soil Testing	15.00
TOTAL Clinic & Office	15.00
TOTAL PSP Income	15.00
Special Events	
Special Events-other	
Compost Tea	168.00
TOTAL Special Events-other	168.00
TOTAL Special Events	168.00
TOTAL INFLOWS	402.11
OUTFLOWS	
Management & General	
Awards & Banquet	
Banquet	377.70
TOTAL Awards & Banquet	377.70
Grants&Gifts&Scholarships	
Gifts - Hallmark	48.75
Officer Gifts	19.00
TOTAL Grants&Gifts&Scholarships	67.75
Liability Insurance	636.00
TOTAL Management & General	1,081.45
PSP Expense	
Discovery Garden	
Butterfly	52.98
Maintenance	88.35
Water - River Forks meter	68.43
TOTAL Discovery Garden	209.76
TOTAL PSP Expense	209.76
Special Events Expense	
Plant Sale Expense	
Supplies	320.59
Water - Pitchford meter	365.07
TOTAL Plant Sale Expense	685.66
TOTAL Special Events Expense	685.66
TOTAL OUTFLOWS	1,976.87
OVERALL TOTAL	-1,574.76

Budget - Current Year

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

9/9/2014

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Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	552.00	0.00	552.00
Grants	0.00	0.00	0.00
Pavilion	125.00	0.00	125.00
TOTAL Donations	677.00	0.00	677.00
Dues-hardcopy newsletter	268.25	319.00	-50.75
Dues-membership	2,340.00	2,400.00	-60.00
Interest Income - Bank	8.31	12.00	-3.69
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	675.00	600.00	75.00
TOTAL Clinic & Office	675.00	600.00	75.00
Disc Garden	294.50	0.00	294.50
TOTAL PSP Income	969.50	600.00	369.50
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	1,000.00	700.00	300.00
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	4,124.60	4,700.00	-575.40
TOTAL Special Events	35,538.55	33,800.00	1,738.55
TOTAL INCOME	39,801.61	37,131.00	2,670.61
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	377.70	750.00	372.30
TOTAL Awards & Banquet	377.70	1,100.00	722.30
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

9/9/2014

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Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
Endowment	0.00	0.00	0.00
Gifts - Hallmark	48.75	50.00	1.25
Memorial	0.00	100.00	100.00
Officer Gifts	19.00	80.00	61.00
Scholarships	-200.00	1,500.00	1,700.00
TOTAL Grants&Gifts&Scholarships	-52.25	1,810.00	1,862.25
Historian	0.00	25.00	25.00
Hospitality	101.65	150.00	48.35
Liability Insurance	636.00	670.00	34.00
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	2,712.50	6,492.00	3,779.50
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	109.11	320.00	210.89
TOTAL Newsletter	109.11	320.00	210.89
TOTAL Advanced Training	109.11	320.00	210.89
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	319.15	290.00	-29.15
Childrens	148.31	265.00	116.69
Compost	0.00	0.00	0.00
Easy Access (Container Garden)	7.16	75.00	67.84
Electric - meter 23609842	31.18	400.00	368.82
Entry	32.99	60.00	27.01
Hedgerow	0.00	0.00	0.00
Herb	0.00	150.00	150.00
Iris	17.09	50.00	32.91
Irrigation	428.45	600.00	171.55

Budget - Current Year

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

9/9/2014

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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	367.72	500.00	132.28
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	378.48	1,000.00	621.52
Signage - 2013 GRANTS	730.69	750.00	19.31
Straw Bale Garden	141.80	150.00	8.20
Sun Garden	0.00	100.00	100.00
Water - River Forks meter	349.96	250.00	-99.96
Xeriscape	234.16	555.00	320.84
TOTAL Discovery Garden	3,818.46	6,350.00	2,531.54
HLC	0.00	0.00	0.00
Annual Pumping Expense - diver in river	0.00	500.00	500.00
Greenhouse Maint., Repair and Renovatio	49.49	1,000.00	950.51
Greenhouse Supplies	113.26	400.00	286.74
Maintenance	474.61	600.00	125.39
Toilet Repairs & Supplies	0.00	0.00	0.00
Victory Garden	394.36	477.00	82.64
TOTAL HLC	1,031.72	2,977.00	1,945.28
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	5,669.44	11,692.00	6,022.56
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	2,545.31	4,100.00	1,554.69
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	653.47	2,450.00	1,796.53
Vendor Costs	449.06	400.00	-49.06
Water - Pitchford meter	769.94	600.00	-169.94
TOTAL Plant Sale Expense	11,576.52	19,857.00	8,280.48
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

9/9/2014

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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	11,622.67	20,297.00	8,674.33
TOTAL EXPENSES	20,004.61	38,481.00	18,476.39
OVERALL TOTAL	19,797.00	-1,350.00	21,147.00