

OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Board Meeting

January 14, 2015

Attendance: Jen Bailey, Mik Carlson, Leo Grass, Betty Ison, Elva Sellens, Steve Renquist, Maureen Benice, Larry Sutton, Julie Stanbery, Bonnie Courter, Chris Rusch, Vicki McAlister, Roger Sawyer, Rosemary Brinkley, Jim Rogers, Barbara Robinson

The meeting was called to order at 10:02am by President, Chris Rusch.

Julie Stanbery introduced Coleen Keedah, who is the new office manager for extension. Stop by and introduce yourself to Coleen and please wear your badge so she can become familiar with our names.

The minutes for the November 2014 Executive Board meeting were approved as published on the DCMG website.

Agents Report: Steve Renquist

- Steve presented Jen Bailey with the Horticultural Agent's Award and thanked her for her many areas of service.
- Steve expressed his appreciation for the signage at the Discovery Garden. There is still \$649.43 left for signage. The composting area will be next in line. The current wooden signs will be replaced with the new signage format with similar educational information.
- Steve is busy doing classes for commercial people and Master Gardeners, as well as attending seminars. On Jan. 22 he will be travelling to the Tribal Garden near Canyonville. He will be consulting and advising on a young orchard of 600 fruit trees which they planted and have not maintained.
- The new class currently has 29 participants.
- Spring into Gardening will be on Feb. 28th. Information on classes will be forthcoming.

Officer Reports

Membership – Denise Fennell: Not in attendance.

- The roster currently has 261 members. Thirty-nine of these have not paid their dues.

OMGA Representative – Rosemary Brinkley: No report

Treasurer – Vicki McAlister:

- Financial statements were made available
- Final figures for last year's budget are on the MG website under the documents and forms section.
- Due to a late expenditure, the current year's signage budget will be changed to \$649.33
- Vicki will be out of state 1/23 to 2/10. Chris will be available to sign checks.
- The tax return was completed and turned in on January 3.

Vice President - Fred Alley: Not in attendance.

Past President - Larry Sutton: No report

Secretary - Barbara Robinson: No report

President - Chris Rusch: No report

Committee Reports

Community Outreach – Leo Grass:

- There will be a *Celebration of Literacy* in the Exhibit Building at the fairgrounds on Saturday, February 21, 10am to 4pm. Maxine Durst contacted Leo and asked for Master Gardener participation. Leo will attend and asked for volunteers to work this venue with him.
- Julie Stanbery read a thank you note from Saving Grace to Master Gardeners for landscaping at the facility. Most recently several Sweet Gum trees were donated (by MG Carolyn Riecks) and planted on the property by several MG's. They will serve as a visual barrier to screen dogs being walked around the property from the dogs in kennels.
- Roger Sawyer will be giving a pruning demonstration and composting class at Glide Elementary School on January 31st at 1pm.

Plant Clinic – Chris Rusch:

- Chris distributed 2014 statistics for the Plant Clinic. (Statistics attached.)
- Plant Clinic dates through March has been reserved for new class members only. Veterans may sign up for April slots and beyond.
- Plant Clinic trainers are Leo Grass, Bonnie Courter, Chris Rusch, Anne Bacon, and Larry Sutton.

Plant Sale - Barbara Robinson:

- Barbara presented business card size magnets which will advertise our Plant Sale. She was able to order at approximately 1/3 the price of anywhere else on an end of the year sale. The magnets can be used from year to year as they list the date as *the first Saturday in May*. Great feedback was given by those in attendance.
- She also showed the new orange plant stakes which will be used in all of our merchandise for the Plant Sale. This will make it much easier to differentiate our inventory from that of other vendors at the sale when customers are checking out.
- Plant Sale committee meetings are as follows: Feb. 26 and March 26, directly after chapter meetings and April 23 10 a.m. All will be held in the extension kitchen.

Greenhouse West/Winter Training Meeting - Maureen Benice:

- Greenhouse workdays have been changed to Mondays to accommodate winter classes being held on Tuesdays.
- Workers continue to do cuttings and plant seed in preparation for the Plant Sale.

Greenhouse East – Gloria Amorde/Bruce Gravens: Not in attendance

- Discussion ensued on the importance of Noel being kept in the loop for all irrigation installation, repair, etc. specifically for work being currently done on the Eastside. Chris Rusch will contact Gloria Amorde, Bruce Gravens, and David Clark and ask them to work with Noel Groshong.

Awards – Betty Ison:

- The Awards Committee will meet immediately after the Executive Board meeting on Feb. 11 to discuss state awards.
- The submission deadline to the state is May 15.

Discovery Garden – Julie Stanbery:

- Dan Bean of Bean Electric has assessed the feasibility and options for running electricity to the yellow shed. Dan proposes to use our meter, on the back of the green metal shed, to run a line to the yellow shed. He would donate his labor for hooking up the electricity once the line is run. The project would require obtaining a permit, digging the trench, laying the wire, having the work inspected by the electric inspector and filling the trench in. Julie will get a firm bid from Mignolia

for the work and present it at our next meeting. We can then decide the pros and cons of doing it ourselves vs. hiring it done.

- Julie extended kudos to Sharon & Dave Hopkins and Gale Robinson for the exorbitant amount of work they put into reducing the height of the hedge between the Children's' and Japanese gardens. At a height of about 5 feet, workers will no longer have to climb a ladder to prune.
- The pump in the green shed, which is utilized for compost tea and watering the Easy Access Garden, had to be replaced as it froze and cracked. The pump is currently off and winterized and cannot be used until this spring when turned back on. At that time, Julie will contact those who use the pump to meet with Noel for an in-service on proper usage.
- A project for the upcoming year will be an overhaul of all the garden paths. Individual gardens should refrain from doing any enhancement or replacement of rock on their paths until a plan for the entire garden is in place. The goal is to develop one main path around the garden which is handicapped accessible. Lesser paths would not be handicapped accessible.
- Julie passed around a thank you card for all to sign for Valerie Call who has taken over as hospitality chairman and is doing a great job.
- Steve will be directing the pruning of the Japanese garden and also the pruning of the roses.
- Once again Leo Grass came to the rescue, cleaning out the toilets after being used by the Festival of Lights. Leo suggested getting heavy duty rubber mats to place outside each toilet to catch dirt and debris from being tracked in.

Victory Garden – Mik Carlson/Ruth Stafford:

- Behind the scenes activity beginning. Seeding is being done in the Westside greenhouse to supply vegetables for the garden.

Publicity/Newsletter – Bonnie Courter:

- Bonnie has reached out to the various media sources to place the Trash to Treasure and Plant Sale on their community calendars and websites.

Old Business: No old business

New Business:

- Roger announced he will be moving to Florida in March. His house has sold and he has purchased one in the Tampa, Florida area. We will need someone to work with Roger soon to learn and take over his tasks on the computer in the Plant Clinic. We will miss you Roger!!
- Jen Bailey discussed the process for the annual update of the Policies and Procedures Manual. The list of motions made at the board and chapter meetings in 2014 was reviewed, determining that none of them had any long-term policy implications. Current policies were then reviewed. Two new policies will be added as proposed by Vicki McAlister: "Document Retention and Disposition" and "Notification of Changes in Committee Heads". Chris Rusch will contact all committee heads and officers to get their updated job descriptions by the end of January. The proposed revisions to the manual will be reviewed at the February meeting.
- Clarification of photo release policy: OSU requires a photo release document be offered to new members. Steve includes this in the new student packet but DCMG is not making this a chapter policy.
- There is a need for mentoring Master Gardeners moving here from other areas. It was suggested an existing mentor be assigned to assist this new person. Steve said he would be responsible for touring the HLC with them and Chris said she will introduce them to Plant Clinic.

President Chris Rusch adjourned the meeting at 12:07pm

Respectfully Submitted,
Barbara Robinson
Secretary, DCMG

Announcements:

Greenhouse Crews Workday

Insect Committee

Discovery Garden Workday

Pruning Class

Chapter Meeting & Continuing Education

Every Monday 9-noon

1st and 3rd Mondays 10am

Jan. 21, Disc. Garden, 9-noon

January 22, South County, 1-4

Jan. 29, Auditorium, 9 AM

**Plant Clinic Data 2014
Contacts**

Month	Call-in	Walk-in	email	Totals
January	20	8		28
February	26	21	1	48
March	48	37	1	86
April	47	55	1	103
May	61	74	1	136
June	66	75	2	143
July	61	59	2	122
August	43	57		100
September	48	49		97
October	32	31	3	66
November	13	18		31
December	4	10		14
Totals	469	494	11	974

Question categories

Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Disease	1	1	3	7	16	11	16	14	6	6	2		83
Insects	3	8	20	11	21	36	24	8	15	12	7	3	168
Pesticides	1	1	2		1	3	2	4				2	16
Lawn	1	4	7	8	3	1	1	6	11	8	3	1	54
Orchard	6	10	8	12	26	11	14	14	15	7		4	127
Plant ID	3	2	8	10	16	12	14	7	8	9	2	2	93
Wildlife		1	3			4	4	2	3			1	18
House plants													
Gardening	8	6	12	14	18	25	13	19	17	10	6		148
Weeds	2	4	3	6	1	7	8	7	5		1		44
Pruning		2	1			1	2		1		1		8
Trees/Shrubs	3	3	13	20	24	27	14	11	12	11	6		144
Water		1					2	2					5
Misc.		5	6	15	10	5	8	6	4	3	3	1	66

Top Five most cited references:

- 1) Ext. Search website
- 2) Sustainable Gardening Handbook
- 3) PNW Disease Management Handbook
- 4) PNW Insect Management Handbook
- 5) Steve Renquist/Master gardener knowledge

Account Balances - As of 1/14/2015

As of 1/14/2015

1/14/2015

Page 1

Account	1/14/2015 Balance
Bank Accounts	
Checking-Umpqua Bank	3,718.48
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	27,101.23
TOTAL Bank Accounts	39,478.81
OVERALL TOTAL	39,478.81

Cash Flow - YTD
1/1/2015 through 1/14/2015

Category	1/1/2015- 1/14/2015
INFLOWS	
Donations	
Contributions	25.00
TOTAL Donations	25.00
Dues-hardcopy newsletter	238.00
Dues-membership	2,180.00
TOTAL INFLOWS	2,443.00
OUTFLOWS	
Management & General	
Hospitality	55.96
TOTAL Management & General	55.96
PSP Expense	
Advanced Training	
Newsletter	
Postage	28.00
TOTAL Newsletter	28.00
TOTAL Advanced Training	28.00
HLC	
Annual Pumping Expense - diver in river	479.40
Greenhouse Supplies	15.55
Maintenance	4.99
TOTAL HLC	499.94
TOTAL PSP Expense	527.94
TOTAL OUTFLOWS	583.90
OVERALL TOTAL	1,859.10

Budget - Current Year

1/1/2015 through 12/31/2015 Using 2015 Budget

1/14/2015

Page 1

Category	1/1/2015 Actual	- Budget	12/31/2015 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	25.00	0.00	25.00
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	25.00	0.00	25.00
Dues-hardcopy newsletter	238.00	323.00	-85.00
Dues-membership	2,180.00	2,400.00	-220.00
Interest Income - Bank	0.00	12.00	-12.00
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	0.00	700.00	-700.00
TOTAL Clinic & Office	0.00	700.00	-700.00
Disc Garden	0.00	0.00	0.00
TOTAL PSP Income	0.00	700.00	-700.00
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	20,500.00	-20,500.00
Sales-post	0.00	1,000.00	-1,000.00
Sales-pre	0.00	2,550.00	-2,550.00
TOTAL Plant Sales	0.00	24,050.00	-24,050.00
Vendor Booth	0.00	2,700.00	-2,700.00
TOTAL Plant Sale Income	0.00	30,350.00	-30,350.00
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	0.00	900.00	-900.00
Misc Events	0.00	0.00	0.00
Quilt Raffle	0.00	0.00	0.00
Trash-To-Treasure Sale	0.00	2,500.00	-2,500.00
TOTAL Special Events-other	0.00	4,400.00	-4,400.00
TOTAL Special Events	0.00	34,750.00	-34,750.00
TOTAL INCOME	2,443.00	38,185.00	-35,742.00
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	0.00	0.00
OMGA Travel	0.00	460.00	460.00
TOTAL Conferences	0.00	510.00	510.00
Dues-OMGA	0.00	1,680.00	1,680.00
Grants&Gifts&Scholarships	0.00	0.00	0.00
4-H Donation	0.00	80.00	80.00

Budget - Current Year

1/1/2015 through 12/31/2015 Using 2015 Budget

1/14/2015

Page 2

Category	1/1/2015 Actual	- Budget	12/31/2015 Difference
Endowment	0.00	0.00	0.00
Gifts - Hallmark	0.00	50.00	50.00
Memorial	0.00	0.00	0.00
Officer Gifts	0.00	80.00	80.00
Scholarships	0.00	1,050.00	1,050.00
TOTAL Grants&Gifts&Scholarships	0.00	1,260.00	1,260.00
Historian	0.00	25.00	25.00
Hospitality	55.96	150.00	94.04
Liability Insurance	0.00	670.00	670.00
OMGA Chapter Display	0.00	0.00	0.00
OMGA Search for Excellence	0.00	0.00	0.00
Postage for Executive Board	0.00	30.00	30.00
Print Check Charges	0.00	25.00	25.00
Supplies for Executive Board	0.00	30.00	30.00
TOTAL Management & General	55.96	5,480.00	5,424.04
PSP Expense	0.00	0.00	0.00
Advanced Training	0.00	0.00	0.00
Continuing Education	0.00	100.00	100.00
Newsletter	0.00	0.00	0.00
Postage	28.00	300.00	272.00
TOTAL Newsletter	28.00	300.00	272.00
TOTAL Advanced Training	28.00	400.00	372.00
Capital Expenditures	0.00	0.00	0.00
Greenhouse - 5 included	0.00	0.00	0.00
Greenhouse Plumbing & Irrigation	0.00	0.00	0.00
TOTAL Capital Expenditures	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Farmers Markets	0.00	0.00	0.00
Insects	0.00	230.00	230.00
Library	0.00	100.00	100.00
Plant Clinic & Office Supplies	0.00	100.00	100.00
Soil Testing	0.00	250.00	250.00
Website Development	0.00	120.00	120.00
TOTAL Clinic & Office	0.00	800.00	800.00
Community Outreach	0.00	0.00	0.00
Fair Booth	0.00	50.00	50.00
Home Show	0.00	0.00	0.00
Photo Team	0.00	100.00	100.00
Speakers Bureau	0.00	50.00	50.00
TOTAL Community Outreach	0.00	200.00	200.00
Discovery Garden	0.00	0.00	0.00
Brochures	0.00	0.00	0.00
Butterfly	0.00	400.00	400.00
Childrens	0.00	405.00	405.00
Compost	0.00	0.00	0.00
Easy Access (Container Garden)	0.00	125.00	125.00
Electric - meter 23609842	0.00	400.00	400.00
Entry	0.00	75.00	75.00
Hedgerow	0.00	0.00	0.00
Herb	0.00	150.00	150.00
Iris	0.00	0.00	0.00

Budget - Current Year

1/1/2015 through 12/31/2015 Using 2015 Budget

1/14/2015

Page 3

Category	1/1/2015 Actual	- Budget	12/31/2015 Difference
Irrigation	0.00	600.00	600.00
Japanese	0.00	220.00	220.00
Kiosk - donor board	0.00	50.00	50.00
Maintenance	0.00	500.00	500.00
Mulch	0.00	300.00	300.00
Orchard	0.00	100.00	100.00
Ornamental	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
Perennial Border	0.00	200.00	200.00
Raised Beds (Dahlia-Lily)	0.00	75.00	75.00
Rock Garden	0.00	600.00	600.00
Rock Garden - 2012 GRANT	0.00	0.00	0.00
Shade Garden	0.00	75.00	75.00
Signage	0.00	700.00	700.00
Signage - 2013 GRANTS	0.00	0.00	0.00
Straw Bale Garden	0.00	200.00	200.00
Sun Garden	0.00	125.00	125.00
Water - River Forks meter	0.00	350.00	350.00
Xeriscape	0.00	425.00	425.00
TOTAL Discovery Garden	0.00	6,075.00	6,075.00
HLC	0.00	0.00	0.00
Annual Pumping Expense - diver in river	479.40	400.00	-79.40
Greenhouse Maint., Repair and Renovatio	0.00	1,000.00	1,000.00
Greenhouse Supplies	15.55	500.00	484.45
Maintenance	4.99	1,000.00	995.01
Toilet Repairs & Supplies	0.00	150.00	150.00
Victory Garden	0.00	769.00	769.00
Victory Garden Signage - 2014 Grant	0.00	725.00	725.00
TOTAL HLC	499.94	4,544.00	4,044.06
Winter Program	0.00	0.00	0.00
Cleaning the carpet after class	0.00	0.00	0.00
New Class - Supplies	0.00	20.00	20.00
Speakers	0.00	350.00	350.00
TOTAL Winter Program	0.00	370.00	370.00
TOTAL PSP Expense	527.94	12,389.00	11,861.06
RESERVES for unexpected expenses	0.00	1,000.00	1,000.00
Special Events Expense	0.00	0.00	0.00
Plant Sale Expense	0.00	0.00	0.00
Advertising	0.00	2,600.00	2,600.00
Contributions - Plant Sale Volunteers	0.00	350.00	350.00
Electrical - meter 23609558	0.00	2,800.00	2,800.00
Exhibit Fees	0.00	2,300.00	2,300.00
Next Year Seed	0.00	750.00	750.00
Next Year Supplies - McConkey	0.00	2,000.00	2,000.00
Plants	0.00	1,000.00	1,000.00
Propane	0.00	1,500.00	1,500.00
Supplies	0.00	2,200.00	2,200.00
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	0.00	850.00	850.00
TOTAL Plant Sale Expense	0.00	16,900.00	16,900.00
Special Events-other	0.00	0.00	0.00

Budget - Current Year

1/1/2015 through 12/31/2015 Using 2015 Budget

1/14/2015

Page 4

Category	1/1/2015 Actual	- Budget	12/31/2015 Difference
Bake Sale	0.00	75.00	75.00
Compost Tea	0.00	150.00	150.00
Taste-Off	0.00	30.00	30.00
Trash-To-Treasure Sale	0.00	175.00	175.00
TOTAL Special Events-other	0.00	430.00	430.00
TOTAL Special Events Expense	0.00	17,330.00	17,330.00
TOTAL EXPENSES	583.90	36,199.00	35,615.10
OVERALL TOTAL	1,859.10	1,986.00	-126.90