

## OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Board Meeting

February 11, 2015

Attendance: Jen Bailey, Mik Carlson, Leo Grass, Betty Ison, Elva Sellens, Steve Renquist, Maureen Benice, Larry Sutton, Julie Stanbery, Chris Rusch, Vicki McAlister, Roger Sawyer, Rosemary Brinkley, Bruce Gravens, Barbara Robinson, Vicki McAlister, Denise Fennell

The meeting was called to order at 10:00 a.m. by President, Chris Rusch.

The minutes for the January 2015 Executive Board meeting were approved as published on the DCMG website.

### **Agents Report: Steve Renquist**

Maureen Benice reported on Spring into Gardening in Steve's place. (Steve came in later.) Event will be held at UCC on Feb. 28. Michelle Harding-Olson is heading up organization of volunteers in conjunction with Maureen. More volunteers are needed. Steve's article in this Saturday's News Review will plug this event. Mary Hoffman is handling signups.

### **Officer Reports**

**Membership – Denise Fennell:** No report

**OMGA Representative – Rosemary Brinkley:** The quarterly OMGA meeting will be held next month in St. Helens.

**Treasurer – Vicki McAlister:**

- Financial documents were made available
- Vicki is keeping budget updated online. Refer to it for budget balances, etc. If further questions, contact Vicki.

**Vice President - Fred Alley:** March and April continuing education programs are in place. Need presenter for March.

**Past President - Larry Sutton:** No report

**Secretary - Barbara Robinson:** No report

**President - Chris Rusch:** A request was received through the Plant Clinic requesting volunteer advisors on a beautification project for the city of Sutherlin. Leo will contact them to get further details.

### **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. MG's will be dissecting soaked lima beans, labeling the seed parts and discussing germination. Leo could use more volunteers.
- Thank you to Roger Sawyer who gave a pruning demonstration and composting class at Glide Elementary School on January 31<sup>st</sup>. Thirty one people attended!
- Julie Stanbery will be doing a library lunch hour presentation in March.

**Plant Clinic – Chris Rusch:** New class training is going well and the Plant Clinic is becoming busier.

**Plant Sale - Barbara Robinson:**

- Barbara requested the April Chapter meeting be moved up one week from April 30 to April 23. Plant Sale will be on May 2<sup>nd</sup> which creates a time gridlock between the last Thursday of the month (our normal chapter meeting date) and the sale. Moving the meeting one week ahead will allow ample time for MG Plant Sale pre-sales and set up of the greenhouses for shipping inventory out. Moving the chapter meeting to April 23<sup>rd</sup> was approved.
- Master Gardener pre-sales will be held from 1pm to 4pm on Thursday, April 23<sup>rd</sup> and Sunday, April 26<sup>th</sup>.

**Greenhouse West/Winter Training Meeting - Maureen Benice:**

- Student participants remain at 29. Still looking for a class representative.
- Good participation from new class in greenhouses.

**Greenhouse East – Bruce Gravens:**

- Could use 4-6 more consistent workers.
- Yard improvements done. Remaining pile of gravel will go alongside the greenhouses.
- Lost a heater thermostat in sun GH. Cost to replace heater \$300. Will revisit at end of year to determine if funds remaining or if it needs to be budgeted in the upcoming year.

**Awards – Betty Ison:**

- The Awards Committee will meet today, immediately after Executive Board, to make their selections.

**Discovery Garden – Julie Stanbery:**

- Dianne Twete is willing to step up as a pruning instructor next year.
- Julie requested \$150 for an unbudgeted project: Nathan Baily and Ken Hays are working on a bio char project which will include building two, 4x26 foot raised redwood beds. Cost for materials will be approximately \$100 plus \$35 for bio char. Request was submitted in writing to President, Chris Rusch. Rosemary Brinkley moved we support and approve the \$150 funding for the new beds and bio char. Vicki McAlister seconded the motion. Motion passed.
- Request made for blueberry pruning clinic in Elkton on Feb. 22 at 10 a.m. Julie will call Bill Town to see if he would be willing, otherwise she and Elva will conduct the clinic.
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**Victory Garden – Mik Carlson:** Thanks to Eastside GH and Dave Clark and crew for relocation of irrigation pipe. No more cardboard needed.

**Publicity/Newsletter – Bonnie Courter:** Not in attendance. Nothing to report.

**Old Business:**

Jen Bailey reviewed updates, revisions and recommendations to the DCMG Policies and Procedures Manual. Further revisions and changes will be made incorporating today's ideas/discussion and sent out to executive board members prior to the next board meeting.

**The following motions were passed:**

- **Unfunded Budget Requests:** Unfunded budget requests have to be submitted to the President in writing prior to the next Executive Board Meeting and will be attached to the agenda sent out to Executive Board members prior to said meeting. (Motion by Chris Rusch, 2<sup>nd</sup> by Rosemary Brinkley) Vicki will develop an unfunded budget request form.
- **Financial Reimbursements:** Douglas County Farmers Co-op Reimbursements: All receipts must be turned into the treasurer no later than the 10 of the month following the purchase. Receipts must be turned in with a completed *Expenditure Authorization* form, along with the cash register receipt. If you make multiple purchases for one area in a month you can consolidate those on a

single EA. Changes to the list of those authorized to sign for purchases at the Co-op should be provided by email to the Treasurer. (Motion by Chris Rusch, 2<sup>nd</sup> by Denise Fennell)

- A motion was made to add the following: *Notification of Changes in Committee Heads*: "The purpose of this procedure is to document the notification steps required when there is a change in committee heads. Whenever there is a change in committee leadership, the outgoing individual or their committee head (i.e. Discovery Garden for Entry Garden head) should notify the President. The President should then notify the following individuals: Membership Director, Treasurer, Webmaster, Facebook Administrator, and E-Mail Communications. (Motion by Chris Rusch, 2<sup>nd</sup> Larry Sutton)
- *Document Retention and Disposition*: Motion made to accept this document as written by Chris Rusch, 2<sup>nd</sup> by Vicki McAlister.

Julie Stanbery, on behalf of Shirley Purcell, requested clarification on current policy for sending out emails, specifically for support of other extension activities i.e. MFP events. A motion was presented to retain the current policy with the addition of: *Questions about appropriate email messages are to be referred to the President*. (Motion by Chris Rusch, 2<sup>nd</sup> by Fred Alley)

Emeritus and Associate Membership briefly discussed. Tabled for discussion at next meeting. Chris will send out Bylaws for review before next meeting.

Vicki McAlister and Anne Bacon will be taking over Roger Sawyer's computer duties.

### **New Business:**

- Julie raised the issue of new students being confused by what hours they can claim as payback hours. She asked if all hours could be counted as payback to alleviate confusion. There is a payback description document approved by Steve. General consensus was this always tends to be confusing for new students although it is addressed in concurrent sessions and in class. Will be explained again and students and mentors should discuss for clarification if needed. Steve has the final say on what are considered payback hours.
- Julie suggested planning needs to start now if we are looking ahead for bio char being a Search for Excellence presentation, as well as our signage project. A Search for Excellence committee was formed consisting of Julie Stanbery, Larry Sutton, Jen Bailey, Rosemary Brinkley, Nathan Baily, and Kish Doyle. Rosemary will talk to Kish regarding her participation as photography representative. Julie will ask Nathan to join the committee.

President Chris Rusch adjourned the meeting at 11:45am.

Respectfully Submitted,  
Barbara Robinson, Secretary

### **Announcements:**

Greenhouse Crews Workday	Every Monday 9-noon
Insect Committee	1st and 3 <sup>rd</sup> Mondays 10am
Pruning Class: Roses	Feb. 16 @ Discovery Garden 1-4
Pruning Class: Ornamentals	Feb. 20 @ Discovery Garden 1-4
Chapter Meeting & Continuing Education	Feb. 26 @ Annex 9am
Spring into Gardening	Feb. 28 @ UCC 9am
Pruning Class: Ornamentals	March 5 @ Discovery Garden 1-4

# Account Balances - As of 2/11/2015

As of 2/11/2015

2/11/2015

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Account	2/11/2015 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	3,016.64
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	27,101.23
<b>TOTAL Bank Accounts</b>	<b>38,776.97</b>
<b>OVERALL TOTAL</b>	<b>38,776.97</b>

## Cash Flow

1/14/2015 through 2/11/2015

Category	1/14/2015- 2/11/2015
<b>INFLOWS</b>	
Uncategorized	0.00
Donations	
Contributions	75.00
TOTAL Donations	75.00
<b>TOTAL INFLOWS</b>	<b>75.00</b>
<b>OUTFLOWS</b>	
PSP Expense	
Discovery Garden	
Xeriscape	51.69
TOTAL Discovery Garden	51.69
HLC	
Greenhouse Supplies	14.74
Maintenance	-31.00
TOTAL HLC	-16.26
Winter Program	
Speakers	300.00
TOTAL Winter Program	300.00
TOTAL PSP Expense	335.43
Special Events Expense	
Plant Sale Expense	
Propane	404.96
Supplies	36.45
TOTAL Plant Sale Expense	441.41
TOTAL Special Events Expense	441.41
<b>TOTAL OUTFLOWS</b>	<b>776.84</b>
<b>OVERALL TOTAL</b>	<b>-701.84</b>

## Budget - Current Year

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

2/11/2015

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Category	1/1/2015 Actual	- Budget	12/31/2015 Difference
<b>INCOME</b>			
Donations	0.00	0.00	0.00
Contributions	100.00	0.00	100.00
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	100.00	0.00	100.00
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
<b>TOTAL INCOME</b>	<b>2,518.00</b>	<b>38,185.00</b>	<b>-35,667.00</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	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

2/11/2015

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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
<b>TOTAL Grants&amp;Gifts&amp;Scholarships</b>	<b>0.00</b>	<b>1,260.00</b>	<b>1,260.00</b>
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
<b>TOTAL Management &amp; General</b>	<b>55.96</b>	<b>5,480.00</b>	<b>5,424.04</b>
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
<b>TOTAL Newsletter</b>	<b>28.00</b>	<b>300.00</b>	<b>272.00</b>
<b>TOTAL Advanced Training</b>	<b>28.00</b>	<b>400.00</b>	<b>372.00</b>
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
<b>TOTAL Capital Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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
<b>TOTAL Clinic &amp; Office</b>	<b>0.00</b>	<b>800.00</b>	<b>800.00</b>
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
<b>TOTAL Community Outreach</b>	<b>0.00</b>	<b>200.00</b>	<b>200.00</b>
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

2/11/2015

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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	51.69	425.00	373.31
<b>TOTAL Discovery Garden</b>	<b>51.69</b>	<b>6,075.00</b>	<b>6,023.31</b>
<b>HLC</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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	30.29	500.00	469.71
Maintenance	-26.01	1,000.00	1,026.01
Toilet Repairs & Supplies	0.00	150.00	150.00
Victory Garden	0.00	769.00	769.00
Victory Garden Signage - 2014 Grant	0.00	649.33	649.33
<b>TOTAL HLC</b>	<b>483.68</b>	<b>4,468.33</b>	<b>3,984.65</b>
<b>Winter Program</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Cleaning the carpet after class	0.00	0.00	0.00
New Class - Supplies	0.00	20.00	20.00
Speakers	300.00	350.00	50.00
<b>TOTAL Winter Program</b>	<b>300.00</b>	<b>370.00</b>	<b>70.00</b>
<b>TOTAL PSP Expense</b>	<b>863.37</b>	<b>12,313.33</b>	<b>11,449.96</b>
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	404.96	1,500.00	1,095.04
Supplies	36.45	2,200.00	2,163.55
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	0.00	850.00	850.00
<b>TOTAL Plant Sale Expense</b>	<b>441.41</b>	<b>16,900.00</b>	<b>16,458.59</b>
Special Events-other	0.00	0.00	0.00



## Budget - Current Year

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

2/11/2015

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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	441.41	17,330.00	16,888.59
<b>TOTAL EXPENSES</b>	<b>1,360.74</b>	<b>36,123.33</b>	<b>34,762.59</b>
<b>OVERALL TOTAL</b>	<b>1,157.26</b>	<b>2,061.67</b>	<b>-904.41</b>