

## OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Board Meeting

March 11, 2015

Attendance: Fred Alley, Larry Sutton, Elva Sellens, Rosemary Brinkley, Betty Ison, Denise Fennell, Barbara Robinson, Chris Rusch, Maureen Benice, Julie Stanbery, Bonnie Courter, Jen Bailey, Mik Carlson, Steve Renquist

Meeting was opened @ 10:00am by President, Chris Rusch.

Minutes approved as submitted.

**Agents Report – Steve Renquist:** Steve encouraged MG's to attend the winter class graduation next Tuesday, March 17<sup>th</sup> at about 2pm. Students will be arriving at the Discovery Garden at 10 a.m. for their hands on final. No need for mentors to attend. Students will meet back at the annex at 1pm for the final exam.

Various upcoming presentations and events include:

- Bio char presentation in Sutherlin, 10am on Saturday the 14<sup>th</sup> at Central Feed
- Blueberry school at OSU with blueberry specialists from all over the world on March 16 and 17.
- Grafting class at the annex on Thursday, April 2<sup>nd</sup>, 10-2pm, \$20 fee
- Earth Day April 18th, 10-4pm at the fairgrounds. Please join Steve at this event.

Julie Mann & Ann Severson are the new class reps.

### **Officer Reports**

**Membership – Denise Fennell:** No report

**OMGA Representative – Rosemary Brinkley:** Rosemary and Anne Bacon attended the quarterly OMGA meeting in St. Helens. Various topics were discussed.

- Retention of members.
- Recertification within chapters.
- Request for auction items for mini-college. Each chapter asked to contribute ten items with a value of \$25/each or donate \$250.
- Mini-College: August 6-8, with leadership on the 6<sup>th</sup>. Keynote speaker at mini-college will be James Cassidy, a soils specialist at OSU. Online registration available starting April 1. Will be offering higher level 201 and 301 classes. Housing available on campus and Motel 6 and Vineyard Inn. Make your reservations early as Special Olympics will be the same week and housing will be limited.
- Winter training costs vary from \$75 to \$395 across the state. The latter is charged in Portland and online.

**Treasurer – Vicki McAlister:** Vicki was not in attendance but made financial documents available in her absence.

**Vice President - Fred Alley:** Continuing education for the month of March will include Bruce Gravens: with a planting peppers demonstration, along with Lynn Hession (Ballen) with a Wooley Center presentation. April's presentation will be given by Bob Brindley on slow release watering techniques.

**Past President - Larry Sutton:** Search for Excellence Committee: Jen Bailey volunteered to be liaison between bio-char people and MG's. Jen clarified by adding she was available to help anyone

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looking to qualify for a grant. New garden signage would be a possibility. We might, once again, look into the Carl Carlson grant where there is money available.

**Secretary - Barbara Robinson:** No report

**President - Chris Rusch:** Chris will resurrect the interest questionnaire used to gauge areas new students may have an interest i.e. Discovery Garden areas, committees, etc. She will bring it to our March 26<sup>th</sup> meeting. Once complete, the results will be sent to project heads for follow up.

### **Committee Reports**

**Plant Clinic – Chris Rusch:** The new class is very enthusiastic. All have completed at least one shift in the clinic. Need a veteran for Fridays through spring. The sunny weather has resulted in a lot of calls.

**Plant Sale - Barbara Robinson:** Flyers will be available at our March chapter meeting for distribution across the community. Magnets are available in Plant Clinic to hand out as well. Signups for the various committees are on track and the Plant Sale Committee has had their first meeting.

**Greenhouse West/Winter Training - Maureen Benice:** Winter training will be graduating 29 students, down only one who dropped out after the first class.

Westside Greenhouse has finished most seeding and working on transplanting and cleaning up plants.

**Greenhouse East –** No rep present

**Awards – Betty Ison:** Betty is working on award submissions to the state.

### **Discovery Garden – Julie Stanbery:**

- There will be a Japanese Garden workday on Friday the 13<sup>th</sup>. Regular DG workdays will start on Tuesday, March 24<sup>th</sup>.
- A hydraulic leak in the tractor was repaired at a cost of \$50 which was paid by John Panches.
- The women's toilet is not working. Jack Machulies is going to look at it. Leo Grass cleaned bathrooms after the holiday house. Doormats have been purchased to help keep them clean.
- Need garden lead for orchard to replace Roger Sawyer. Julie Mann has expressed interest. Need co-chair. Steve suggested Roger Dejmaj might be interested.
- John Panches is buying MFP tables for Pine Grove which will alleviate having to haul tables back and forth. Thank you John.
- There will be a memorial for Irene Thomason in the Pavilion on Sat. May 30<sup>th</sup>. Her family is donating a bench in her honor for the Xeriscape Garden.
- Starting river irrigation for greenhouses. Need to check foot valve first.
- Mik Carlson volunteered to help clean out chemical room. The rats made a huge mess.
- Electricity to yellow shed may be more expensive than it's worth. It would be cheaper to erect a shed in the Victory Garden to store supplies. Discussion ongoing for the best option.

**Victory Garden – Mik Carlson:** Victory Garden crew is glad to pick produce within the Discovery Garden for donation to UCAN. Before they pick they ask for an invitation and permission to do so. VG had their first work day, beginning the expansion of the garden. Mik was pleased with the amount of work they got done. Don't forget to contact Ruth Stafford or Mik if you want included on their email list.

**Publicity/Newsletter – Bonnie Courter:** Bonnie has been meeting with the News Review to develop ads for the Plant Sale. We will be doing a combination of newspaper and radio ads. The artwork

included on our flyers (by our own Sharon Hopkins) will be used in the newspaper ads. Bonnie also put out PSA's on the plant clinic hours change.

**Old Business:**

Policy and Procedures Manual:

- Jen Bailey: Policies and Procedures Manual Revisions. Revisions are done. Jen thanked everyone for their cooperation.
- A motion to approve the Policy and Procedures Manual as revised was made by Rosemary Brinkley; motion was seconded by Denise Fennell. Motion passed.
- Revised Manual will be presented at the next chapter meeting for approval.

Julie Stanbery expressed her concern for organizations charging a fee (or asking for a donation) when master gardeners are giving the class as volunteers. It was agreed this is something to take into consideration for future requests.

Meeting adjourned @ 11:34a.m. by President, Chris Rusch

Respectfully Submitted,  
Barbara Robinson, Secretary

**Announcements:**

Greenhouse Crews  
Insect Committee  
Trash to Treasure Set Up  
Trash to Treasure Sale @ Annex  
Discovery Garden Workdays Resume  
Chapter Meeting  
Grafting Class at Annex

Every Tuesday 9-noon  
1st and 3<sup>rd</sup> Mondays 10a.m.  
3/19 9-noon & 3/20, 9-4p.m.  
9a.m. to 4p.m.  
Tuesday, March 24 9-noon  
March 26, 9a.m.  
April 2, 10-2p.m.

# Account Balances - As of 3/7/2015

As of 3/7/2015

3/7/2015

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Account	3/7/2015 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	2,248.33
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	25,102.92
<b>TOTAL Bank Accounts</b>	<b>36,010.35</b>
<b>OVERALL TOTAL</b>	<b>36,010.35</b>

## Cash Flow

2/11/2015 through 3/7/2015

3/7/2015

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Category	2/11/2015- 3/7/2015
<b>INFLOWS</b>	
Donations	
Contributions	1.50
TOTAL Donations	1.50
Dues-hardcopy newsletter	34.00
Dues-membership	90.00
Interest Income - Bank	0.81
PSP Income	
Clinic & Office	
Soil Testing	75.00
TOTAL Clinic & Office	75.00
TOTAL PSP Income	75.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-pre	194.00
TOTAL Plant Sales	194.00
TOTAL Plant Sale Income	194.00
Special Events-other	
Misc Events	154.00
TOTAL Special Events-other	154.00
TOTAL Special Events	348.00
<b>TOTAL INFLOWS</b>	<b>549.31</b>
<b>OUTFLOWS</b>	
PSP Expense	
Advanced Training	
Newsletter	
Postage	19.60
TOTAL Newsletter	19.60
TOTAL Advanced Training	19.60
Clinic & Office	
Soil Testing	76.74
TOTAL Clinic & Office	76.74
Discovery Garden	
Electric - meter 23609842	0.00
Shade Garden	50.00
TOTAL Discovery Garden	50.00
HLC	
Greenhouse Supplies	-85.50
Toilet Repairs & Supplies	36.73
Victory Garden	128.92
Victory Garden Signage - 2014 Grant	75.00
TOTAL HLC	155.15
TOTAL PSP Expense	301.49
Special Events Expense	
Plant Sale Expense	
Advertising	285.58
Electrical - meter 23609558	883.31
Exhibit Fees	1,286.00

## Cash Flow

2/11/2015 through 3/7/2015

3/7/2015

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Category	2/11/2015- 3/7/2015
Supplies	474.29
Water - Pitchford meter	55.15
TOTAL Plant Sale Expense	2,984.33
Special Events-other	
Trash-To-Treasure Sale	30.99
TOTAL Special Events-other	30.99
TOTAL Special Events Expense	3,015.32
<b>TOTAL OUTFLOWS</b>	<b>3,316.81</b>
<b>OVERALL TOTAL</b>	<b>-2,767.50</b>

## Budget - Current Year

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

3/7/2015

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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	101.50	0.00	101.50
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	101.50	0.00	101.50
Dues-hardcopy newsletter	272.00	323.00	-51.00
Dues-membership	2,270.00	2,400.00	-130.00
Interest Income - Bank	1.69	12.00	-10.31
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	75.00	700.00	-625.00
TOTAL Clinic & Office	75.00	700.00	-625.00
Disc Garden	0.00	0.00	0.00
TOTAL PSP Income	75.00	700.00	-625.00
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	194.00	2,550.00	-2,356.00
TOTAL Plant Sales	194.00	24,050.00	-23,856.00
Vendor Booth	0.00	2,700.00	-2,700.00
TOTAL Plant Sale Income	194.00	30,350.00	-30,156.00
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	154.00	0.00	154.00
Quilt Raffle	0.00	0.00	0.00
Trash-To-Treasure Sale	0.00	2,500.00	-2,500.00
TOTAL Special Events-other	154.00	4,400.00	-4,246.00
TOTAL Special Events	348.00	34,750.00	-34,402.00
<b>TOTAL INCOME</b>	<b>3,068.19</b>	<b>38,185.00</b>	<b>-35,116.81</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

3/7/2015

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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	47.60	300.00	252.40
<b>TOTAL Newsletter</b>	<b>47.60</b>	<b>300.00</b>	<b>252.40</b>
<b>TOTAL Advanced Training</b>	<b>47.60</b>	<b>400.00</b>	<b>352.40</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	76.74	250.00	173.26
Website Development	0.00	120.00	120.00
<b>TOTAL Clinic &amp; Office</b>	<b>76.74</b>	<b>800.00</b>	<b>723.26</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 & Biochar	0.00	150.00	150.00
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

3/7/2015

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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	50.00	75.00	25.00
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>101.69</b>	<b>6,225.00</b>	<b>6,123.31</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	-55.21	500.00	555.21
Maintenance	-26.01	1,000.00	1,026.01
Toilet Repairs & Supplies	36.73	150.00	113.27
Victory Garden	128.92	769.00	640.08
Victory Garden Signage - 2014 Grant	75.00	649.33	574.33
<b>TOTAL HLC</b>	<b>638.83</b>	<b>4,468.33</b>	<b>3,829.50</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>1,164.86</b>	<b>12,463.33</b>	<b>11,298.47</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	285.58	2,600.00	2,314.42
Contributions - Plant Sale Volunteers	0.00	350.00	350.00
Electrical - meter 23609558	883.31	2,800.00	1,916.69
Exhibit Fees	1,286.00	2,300.00	1,014.00
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	510.74	2,200.00	1,689.26
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	55.15	850.00	794.85
<b>TOTAL Plant Sale Expense</b>	<b>3,425.74</b>	<b>16,900.00</b>	<b>13,474.26</b>
Special Events-other	0.00	0.00	0.00

## Budget - Current Year

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

3/7/2015

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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	30.99	175.00	144.01
TOTAL Special Events-other	30.99	430.00	399.01
TOTAL Special Events Expense	3,456.73	17,330.00	13,873.27
<b>TOTAL EXPENSES</b>	<b>4,677.55</b>	<b>36,273.33</b>	<b>31,595.78</b>
<b>OVERALL TOTAL</b>	<b>-1,609.36</b>	<b>1,911.67</b>	<b>-3,521.03</b>