

## OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Meeting

July 8, 2015

10 a.m. Extension Kitchen

Attendance: Vicki McAlister, Rosemary Brinkley, Nancy Fuller, Maureen Benice, Karolyn Riecks, Bonnie Courter, Betty Ison, Julie Stanberry, Mik Carlson, Anne Bacon, Patrice Sipos, Chris Rusch, Barbara Robinson

The meeting was called to order at 10:05 a.m. by President, Chris Rusch. The minutes were approved as published on the DCMG website.

**AGENTS REPORT - Steve Renquist:** Not in attendance

### OFFICER REPORTS

*Membership - Denise Fennell:* Not in attendance

*OMGA Representative – Rosemary Brinkley:* Mini College will be held in Linfield on August 7 and 8 with the 6<sup>th</sup> being leadership classes. All class material and costs are online for registration. More social activities are being incorporated to draw more people.

Chris Rusch sent in an application for OMGA's \$200 mini college scholarship. She has not heard back so will follow-up.

*Treasurer - Vicki McAlister:* Financial reports were distributed. They can also be found on the web. Signature authorization names will be removed from back of the expenditure sheet as it is difficult to keep these updated. Vicki will pass around the list on a quarterly basis for additions or corrections.

*Vice President - Fred Alley:* Not in attendance

*Past President - Larry Sutton:* Not in attendance

*Secretary - Barbara Robinson:* No Report

*President -Chris Rusch:* On behalf of Jen Bailey, Chris read the following revision to the OMGA Travel Reimbursement Policy:

Travel expenses are reimbursed for the State Representative and Alternate State Representative to attend the quarterly OMGA meetings:

- Mileage for one vehicle at OMGA's reimbursement rate (currently 30 cents a mile)
- For meetings held over 150 miles away, up to \$100 for meals and one night's lodging per person for the State Representative and Alternate State Representative

### COMMITTEE REPORTS

*Community Outreach - Leo Grass:* Not in attendance

*Plant Clinic - Chris Rusch:* The clinic is a little less busy than last year. Steve Renquist has been getting walk-ins during plant clinic off hours. There have been a lot of insect questions. Chris wrote a great article in the News

Review on aphids. We are committed to writing two articles a month for the News Review which will run on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday each month. Chris asked for volunteers to fill this need. Contact Chris if interested.

*Greenhouse West – Maureen Benice:* New plants are being divided and propagated to start the new inventory process for 2016 plant sale. Small crews are working to clean up existing plants, root prune, and divide. Members should check on Tuesdays for free plant offerings. Beginning this Thursday, July 9<sup>th</sup> the Greenhouse area will be locked up. Master Gardener's needing to access keys in the greenhouse may enter through the back gate adjacent to the compost pile.

*Greenhouse East - Gloria Amorde/Bruce Gravens:* Not in attendance

*Discovery Garden/Nominating Committee - Julie Stanbery:* Julie gave Dr. Wilson permission to bring pots out and put them in the gold shed for use by MG's. Delivery of chips will resume after Graffiti and will be distributed around the filbert trees. A fir tree in the Butterfly Garden appears to be the latest casualty of our unusual weather. It will need to be cut down this fall. Irrigation is working well with pressure adequate to water the entire garden at the same time for two hours on Monday, Wednesday, and Friday.

*Victory Garden - Mik Carlson:* The garden looks good and the new watering system is working out well. Karen Glass & Beth Brown are spearheading an educational display in the shade area of the Victory Garden. Educational signs have been ordered and will go on the fence for now. Total 2015 Master Gardener contribution to UCAN is 516 lbs., which is valued at \$717.

### **OLD BUSINESS**

The Audit Committee will meet in July and report in August.

### **NEW BUSINESS**

- There are mini college scholarships available at \$125 per applicant. OMGA will give a \$200 scholarship. Chris will send out an email to the membership reminding these are available.
- Karolyn Riecks: Karolyn spoke on behalf of Westside Greenhouse, with Eastside concurring. She requested budget line items be separated, giving each greenhouse control over their own budget. This would apply to greenhouse maintenance (formerly GH maintenance, repair and renovation), greenhouse supplies, and greenhouse capital expenditures. Each GH will submit their own budgets and track own expenses. Vicki will incorporate this change beginning with the 2016 budget.
- Karolyn requested an additional \$300 be allocated to the greenhouse for supplies since the 2015 budgeted funds have been spent. Rosemary Brinkley moved we give \$300 to the greenhouses for supplies. A second was made and the motion carried.
- Conversation ensued on the need to have a representative from the Eastside Greenhouse present for executive board meetings. Chris will contact Eastside regarding the need for a representative at meetings.
- Betty Ison is coordinating a Master Gardener Garden Tour on July 23<sup>rd</sup>. There are three sites to tour including Betty, Ivor Chapman, and Lori Salars. The tour starts at 9 a.m. Refer to the newsletter for ending times at each location. Directions to each home will be sent out via email.

- Barbara indicated she will be gone for two upcoming meetings. Rosemary Brinkley volunteered to do minutes for the September executive board meeting. Thank you Rosemary.

Meeting was adjourned at 11:13 by President Chris Rusch.

**ANNOUNCEMENTS**

Greenhouse Crews

Tuesdays, 9-12

DG Work Day

Tuesdays, Discovery Garden, 9-12

MG Garden Tour

Thursday, July 23

DCMG Chapter Meeting/Tim & Georgia Richards

Thursday, July 30, 2015

Respectfully Submitted,

Barbara Robinson

DCMG Secretary

# Account Balances - As of 7/7/2015

As of 7/7/2015

7/7/2015

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Account	7/7/2015 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	3,068.76
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	48,108.98
<b>TOTAL Bank Accounts</b>	<b>59,836.84</b>
<b>OVERALL TOTAL</b>	<b>59,836.84</b>

## Cash Flow

6/10/2015 through 7/7/2015

7/7/2015

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Category	6/10/2015- 7/7/2015
<b>INFLOWS</b>	
Donations	
Contributions	30.00
TOTAL Donations	30.00
Interest Income - Bank	2.42
PSP Income	
Clinic & Office	
Soil Testing	155.00
TOTAL Clinic & Office	155.00
TOTAL PSP Income	155.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-post	26.50
TOTAL Plant Sales	26.50
TOTAL Plant Sale Income	26.50
Special Events-other	
Compost Tea	259.00
TOTAL Special Events-other	259.00
TOTAL Special Events	285.50
<b>TOTAL INFLOWS</b>	<b>472.92</b>
<b>OUTFLOWS</b>	
Bank Charge	0.00
Management & General	
Dues-OMGA	42.00
TOTAL Management & General	42.00
PSP Expense	
Advanced Training	
Newsletter	
Postage	22.72
TOTAL Newsletter	22.72
TOTAL Advanced Training	22.72
Discovery Garden	
Butterfly	70.03
Childrens	73.42
Electric - meter 23609842	0.00
Irrigation	236.78
Rock Garden	337.50
Sun Garden	28.89
Water - River Forks meter	128.02
TOTAL Discovery Garden	874.64
HLC	
Greenhouse Maint., Repair and Renovatio	49.49
Greenhouse Supplies	296.31
Maintenance	245.47
Victory Garden	60.15
Victory Garden Signage - 2014 Grant	270.00
TOTAL HLC	921.42
TOTAL PSP Expense	1,818.78

# Cash Flow

6/10/2015 through 7/7/2015

7/7/2015

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Category	6/10/2015- 7/7/2015
Special Events Expense	
Plant Sale Expense	
Electrical - meter 62314693	506.53
Water - Pitchford meter	142.05
TOTAL Plant Sale Expense	648.58
TOTAL Special Events Expense	648.58
<b>TOTAL OUTFLOWS</b>	<b>2,509.36</b>
<b>OVERALL TOTAL</b>	<b>-2,036.44</b>

## Budget - Current Year

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

7/7/2015

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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	131.50	0.00	131.50
Grants	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
TOTAL Donations	131.50	0.00	131.50
Dues-hardcopy newsletter	272.00	323.00	-51.00
Dues-membership	2,360.00	2,400.00	-40.00
Interest Income - Bank	7.75	12.00	-4.25
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	660.00	700.00	-40.00
TOTAL Clinic & Office	660.00	700.00	-40.00
Disc Garden	0.00	0.00	0.00
TOTAL PSP Income	660.00	700.00	-40.00
Special Events	0.00	0.00	0.00
Plant Sale Income	0.00	0.00	0.00
Drawings	982.00	800.00	182.00
Entrance Fees	3,032.05	2,800.00	232.05
Plant Sales	0.00	0.00	0.00
Sales-event	20,577.87	20,500.00	77.87
Sales-post	431.75	1,000.00	-568.25
Sales-pre	3,348.50	2,550.00	798.50
TOTAL Plant Sales	24,358.12	24,050.00	308.12
Vendor Booth	3,565.40	2,700.00	865.40
TOTAL Plant Sale Income	31,937.57	30,350.00	1,587.57
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	634.00	900.00	-266.00
Misc Events	279.00	0.00	279.00
Quilt Raffle	0.00	0.00	0.00
Trash-To-Treasure Sale	3,940.10	2,500.00	1,440.10
TOTAL Special Events-other	4,853.10	4,400.00	453.10
TOTAL Special Events	36,790.67	34,750.00	2,040.67
<b>TOTAL INCOME</b>	<b>40,221.92</b>	<b>38,185.00</b>	<b>2,036.92</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	1,659.00	1,680.00	21.00
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

7/7/2015

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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	134.41	150.00	15.59
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>1,793.41</b>	<b>5,480.00</b>	<b>3,686.59</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	134.72	300.00	165.28
<b>TOTAL Newsletter</b>	<b>134.72</b>	<b>300.00</b>	<b>165.28</b>
<b>TOTAL Advanced Training</b>	<b>134.72</b>	<b>400.00</b>	<b>265.28</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	226.17	250.00	23.83
Website Development	0.00	120.00	120.00
<b>TOTAL Clinic &amp; Office</b>	<b>226.17</b>	<b>800.00</b>	<b>573.83</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	95.68	400.00	304.32
Childrens	95.41	405.00	309.59
Compost & Biochar	0.00	150.00	150.00
Easy Access (Container Garden)	103.38	125.00	21.62
Electric - meter 23609842	0.00	400.00	400.00
Entry	0.00	75.00	75.00
Hedgerow	0.00	0.00	0.00
Herb	140.00	150.00	10.00
Iris	0.00	0.00	0.00

## Budget - Current Year

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

7/7/2015

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Category	1/1/2015 Actual	- Budget	12/31/2015 Difference
Irrigation	236.78	600.00	363.22
Japanese	0.00	220.00	220.00
Kiosk - donor board	5.00	50.00	45.00
Maintenance	57.99	500.00	442.01
Mulch	27.00	300.00	273.00
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)	81.31	75.00	-6.31
Rock Garden	599.50	600.00	0.50
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	28.89	125.00	96.11
Water - River Forks meter	128.02	350.00	221.98
Xeriscape	51.69	425.00	373.31
<b>TOTAL Discovery Garden</b>	<b>1,700.65</b>	<b>6,225.00</b>	<b>4,524.35</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	49.49	1,000.00	950.51
Greenhouse Supplies	564.85	500.00	-64.85
Maintenance	386.19	1,000.00	613.81
Toilet Repairs & Supplies	78.28	150.00	71.72
Victory Garden	501.91	769.00	267.09
Victory Garden Signage - 2014 Grant	345.00	649.33	304.33
<b>TOTAL HLC</b>	<b>2,405.12</b>	<b>4,468.33</b>	<b>2,063.21</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>4,766.66</b>	<b>12,463.33</b>	<b>7,696.67</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	2,789.74	2,600.00	-189.74
Contributions - Plant Sale Volunteers	350.00	350.00	0.00
Electrical - meter 62314693	2,329.47	2,800.00	470.53
Exhibit Fees	2,888.50	2,300.00	-588.50
Next Year Seed	0.00	750.00	750.00
Next Year Supplies - McConkey	0.00	2,000.00	2,000.00
Plants	337.71	1,000.00	662.29
Propane	861.81	1,500.00	638.19
Supplies	1,159.24	2,200.00	1,040.76
Vendor Costs	301.83	550.00	248.17
Water - Pitchford meter	265.43	850.00	584.57
<b>TOTAL Plant Sale Expense</b>	<b>11,283.73</b>	<b>16,900.00</b>	<b>5,616.27</b>
Special Events-other	0.00	0.00	0.00

## Budget - Current Year

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

7/7/2015

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Category	1/1/2015 Actual	- Budget	12/31/2015 Difference
Bake Sale	0.00	75.00	75.00
Compost Tea	130.00	150.00	20.00
Taste-Off	0.00	30.00	30.00
Trash-To-Treasure Sale	30.99	175.00	144.01
TOTAL Special Events-other	160.99	430.00	269.01
TOTAL Special Events Expense	11,444.72	17,330.00	5,885.28
<b>TOTAL EXPENSES</b>	<b>18,004.79</b>	<b>36,273.33</b>	<b>18,268.54</b>
<b>OVERALL TOTAL</b>	<b>22,217.13</b>	<b>1,911.67</b>	<b>20,305.46</b>