

## OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Meeting

December 9, 2015

10 a.m. Extension Kitchen

Attendance: Bonnie Courter, Fred Alley, Larry Sutton, Bruce Gravens, Leo Grass, Cindy Rich, Anne Bacon, Denise Fennell, Maureen Benice, Patrice Sipos, Barbara Robinson, Mik Carlson, Barbara Hamby, Nancy Fuller

The meeting was called to order at 10:00 a.m. by President, Chris Rusch. The minutes were approved as published on the DCMG website.

### **OFFICER REPORTS**

*Membership - Denise Fennell:* Dues are trickling in. Personal checks for dues payment will not be cashed until after the first of the year. Denise asked for a dues form to be completed with each payment. If one is not filled out, she has to fill the form out for you.

*OMGA Representative – Anne Bacon:* OMGA would like suggestions for classes and presenters for mini college. Geoff Puryear will be presenting a xeriscape program for the winter class. Anne will contact Geoff regarding his interest in presenting a similar class at mini college. Anne will ask for suggestions at our chapter meeting as well. .

*Treasurer – Patrice Sipos:* Financial reports were distributed. They can also be found on the web. Patrice needs separate expenditure forms completed for DC Co-Op according to 1) check written to the Coop directly and 2) check written to a MG for reimbursement of their personal funds. DC Co-Op bills need to be submitted ASAP so Patrice can reconcile with the Co-Op statement and pay before the cutoff day of the 10<sup>th</sup>. Patrice will email DC Co-Op signers the correct procedure.

*President -Chris Rusch:* Kudos to Jen Bailey for setting up a Google group account for Shirley Purcell's use in emailing Master Gardeners. This appears to have resolved the issue Shirley was having with sending mass emails to the chapter.

### **COMMITTEE REPORTS**

*Community Outreach - Leo Grass:* There will be an upcoming garden club presentation which will be conducted by Nathan Baily or Ken Hays.

*Plant Clinic - Chris Rusch:* The clinic is now open one day a week on Mondays. Chris has compiled all the statistics through November for a total of 911 contacts. Plant Clinic trainers will meet on December 21<sup>st</sup> to review procedure for training the new class.

*Westside Greenhouse – Maureen Benice:* The core group has started the assembly of plant sale labels. Seeds have been purchased and seeding will be started after the first of the year. The greenhouse supply order arrived yesterday. Westside greenhouse will be working on Mondays, beginning January 4<sup>th</sup> to accommodate the Tuesday winter class schedule.

*Eastside Greenhouse: Bruce:* The Eastside crew is taking their holiday break. They will resume their weekly crews beginning Thursday, January 7<sup>th</sup> and will meet on Thursdays until the conclusion of winter class in

March. Bruce presented quotes for greenhouse film and a heater. Funds for this purchase were approved in the upcoming 2016 budget. He will purchase these after the first of the year. Cuttings have been taken from the courthouse elm tree.

*Awards – Chris Rusch for Betty Ison:* Hours for 2016 need to be in by the end of the month. Betty bases swinger bar hours by total hours at the end of December.

*Victory Garden – Mik Carlson:* Mik thanked whoever was responsible for posting volunteer hours on the website. (Thanks to Vicki McAlister!)

*Publicity/Newsletter – Bonnie Courter:* Bonnie has sent pre-plant sale advertising to various online calendars, magazines, etc. She asked all heads to send her a brief write up for placement in the January newsletter which is distributed to the new class. For ideas, refer to last year's January newsletter at <http://douglascountymg.org/docs/newsletter/dcmg201501.pdf>

*Winter training -Denise Fennell:* This year's class will include 32 trainees with a cap put on any further enrollment. Denise will be sending out a request for assistance in setting up the auditorium in the format needed for class instruction.

Barbara Hamby has graciously stepped up and volunteered to serve as hospitality chairman to replace Valerie Call who is moving from the area. Barbara's first duty will be organizing the winter class potluck on January 5<sup>th</sup>.

Trash to Treasure Sale - Cindy Rich: The sale will take place on Saturday, March 19<sup>th</sup>. Table set up will be on Thursday with donations received on Friday, the 18<sup>th</sup>. Cindy and Toni Rudolph will not be heading up the sale in 2017. If you are interested in taking over and shadowing them this year, please contact one of them or Chris Rusch.

The meeting was adjourned at 10:40 by President Chris Rusch.

### **ANNOUNCEMENTS**

Westside Greenhouse Crew	Mondays (beginning Jan. 4), 9am to Noon, HLC
Eastside Greenhouse Crew	Thursdays (beginning Jan. 7) 9am to Noon, HLC
Insect Committee	First and third Mondays 10am
Winter Program begins/Potluck	January 5, Extension Auditorium
DCMG Board Meeting	January 13, 10am, Extension Kitchen
DCMG Chapter Meeting	January 28, 9am, Extension Auditorium

Respectfully Submitted,  
Barbara Robinson  
DCMG Secretary

# Account Balances - As of 12/7/2015

As of 12/7/2015

12/7/2015

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Account	12/7/2015 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	2,098.12
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	41,120.04
<b>TOTAL Bank Accounts</b>	<b>51,877.26</b>
<b>OVERALL TOTAL</b>	<b>51,877.26</b>

**Cash Flow**  
10/13/2015 through 12/7/2015

Category	10/13/2015- 12/7/2015
<b>INFLOWS</b>	
Interest Income - Bank	4.05
PSP Income	
Clinic & Office	
Soil Testing	30.00
TOTAL Clinic & Office	30.00
TOTAL PSP Income	30.00
Special Events	
Special Events-other	
Bake Sale	1,736.12
TOTAL Special Events-other	1,736.12
TOTAL Special Events	1,736.12
<b>TOTAL INFLOWS</b>	<b>1,770.17</b>
<b>OUTFLOWS</b>	
Management & General	
Awards & Banquet	
Awards	327.65
Banquet	26.86
TOTAL Awards & Banquet	354.51
Conferences	
OMGA Travel	326.80
TOTAL Conferences	326.80
TOTAL Management & General	681.31
PSP Expense	
Advanced Training	
Newsletter	
Postage	40.47
TOTAL Newsletter	40.47
TOTAL Advanced Training	40.47
Clinic & Office	
Library	34.00
Website Development	68.20
TOTAL Clinic & Office	102.20
Discovery Garden	
Butterfly	43.42
Childrens	92.54
Electric - meter 23609842	60.42
Irrigation	50.36
Kiosk - donor board	8.79
Mulch	154.49
Perennial Border	35.10
Rock Garden	19.37
Shade Garden	5.00
Water - River Forks meter	49.14
Xeriscape	289.00
TOTAL Discovery Garden	807.63
HLC	
Greenhouse Maint., Repair and Renovatio	21.42
Greenhouse Supplies	119.58

# Cash Flow

10/13/2015 through 12/7/2015

12/7/2015

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Category	10/13/2015- 12/7/2015
Maintenance	40.47
TOTAL HLC	181.47
TOTAL PSP Expense	1,131.77
Special Events Expense	
Plant Sale Expense	
Electrical - meter 62314693	461.30
Next Year Seed	766.36
Next Year Supplies - McConkey	154.93
Plants	21.65
Supplies	119.96
Water - Pitchford meter	262.85
TOTAL Plant Sale Expense	1,787.05
Special Events-other	
Bake Sale	57.01
TOTAL Special Events-other	57.01
TOTAL Special Events Expense	1,844.06
<b>TOTAL OUTFLOWS</b>	<b>3,657.14</b>
<b>OVERALL TOTAL</b>	<b>-1,886.97</b>

# Budget - 2015

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

12/7/2015

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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	181.50	0.00	181.50
Grants	250.00	0.00	250.00
Pavilion	25.00	0.00	25.00
TOTAL Donations	456.50	0.00	456.50
Dues-hardcopy newsletter	272.00	323.00	-51.00
Dues-membership	2,360.00	2,400.00	-40.00
Interest Income - Bank	18.81	12.00	6.81
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	760.00	700.00	60.00
TOTAL Clinic & Office	760.00	700.00	60.00
Disc Garden	0.00	0.00	0.00
TOTAL PSP Income	760.00	700.00	60.00
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	562.25	1,000.00	-437.75
Sales-pre	3,348.50	2,550.00	798.50
TOTAL Plant Sales	24,488.62	24,050.00	438.62
Vendor Booth	3,565.40	2,700.00	865.40
TOTAL Plant Sale Income	32,068.07	30,350.00	1,718.07
Special Events-other	0.00	0.00	0.00
Bake Sale	1,736.12	1,000.00	736.12
Compost Tea	958.05	900.00	58.05
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	6,913.27	4,400.00	2,513.27
TOTAL Special Events	38,981.34	34,750.00	4,231.34
<b>TOTAL INCOME</b>	<b>42,848.65</b>	<b>38,185.00</b>	<b>4,663.65</b>
<b>EXPENSES</b>			
Management & General	0.00	0.00	0.00
Awards & Banquet	0.00	0.00	0.00
Awards	327.65	350.00	22.35
Banquet	749.28	750.00	0.72
TOTAL Awards & Banquet	1,076.93	1,100.00	23.07
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	326.80	460.00	133.20
TOTAL Conferences	326.80	510.00	183.20
Dues-OMGA	1,659.00	1,680.00	21.00
Grants&Gifts&Scholarships	250.00	0.00	-250.00
4-H Donation	70.00	80.00	10.00

## Budget - 2015

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

12/7/2015

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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	10.00	80.00	70.00
Scholarships	-200.00	1,050.00	1,250.00
<b>TOTAL Grants&amp;Gifts&amp;Scholarships</b>	<b>130.00</b>	<b>1,260.00</b>	<b>1,130.00</b>
Historian	0.00	25.00	25.00
Hospitality	134.41	150.00	15.59
Liability Insurance	636.00	670.00	34.00
OMGA Chapter Display	0.00	0.00	0.00
OMGA Search for Excellence	0.00	0.00	0.00
Postage for Executive Board	19.60	30.00	10.40
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>3,982.74</b>	<b>5,480.00</b>	<b>1,497.26</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	219.21	300.00	80.79
<b>TOTAL Newsletter</b>	<b>219.21</b>	<b>300.00</b>	<b>80.79</b>
<b>TOTAL Advanced Training</b>	<b>219.21</b>	<b>400.00</b>	<b>180.79</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	34.00	100.00	66.00
Plant Clinic & Office Supplies	0.00	100.00	100.00
Soil Testing	226.17	250.00	23.83
Website Development	83.19	120.00	36.81
<b>TOTAL Clinic &amp; Office</b>	<b>343.36</b>	<b>800.00</b>	<b>456.64</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	335.03	400.00	64.97
Childrens	187.95	405.00	217.05
Compost & Biochar	141.20	150.00	8.80
Easy Access (Container Garden)	114.94	125.00	10.06
Electric - meter 23609842	197.87	400.00	202.13
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 - 2015

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

12/7/2015

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Category	1/1/2015 Actual	- Budget	12/31/2015 Difference
Irrigation	426.86	600.00	173.14
Japanese	0.00	220.00	220.00
Kiosk - donor board	38.79	50.00	11.21
Maintenance	123.01	500.00	376.99
Mulch	181.49	300.00	118.51
Orchard	0.00	100.00	100.00
Ornamental	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
Perennial Border	198.27	200.00	1.73
Raised Beds (Dahlia-Lily)	81.31	75.00	-6.31
Rock Garden	618.87	600.00	-18.87
Rock Garden - 2012 GRANT	0.00	0.00	0.00
Shade Garden	71.99	75.00	3.01
Signage	55.00	700.00	645.00
Signage - 2013 GRANTS	0.00	0.00	0.00
Straw Bale Garden	222.83	200.00	-22.83
Sun Garden	28.89	125.00	96.11
Water - River Forks meter	417.89	350.00	-67.89
Xeriscape	340.69	425.00	84.31
<b>TOTAL Discovery Garden</b>	<b>3,922.88</b>	<b>6,225.00</b>	<b>2,302.12</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	996.86	1,000.00	3.14
Greenhouse Supplies	778.27	800.00	21.73
Maintenance	678.66	1,000.00	321.34
Toilet Repairs & Supplies	78.28	150.00	71.72
Victory Garden	769.00	769.00	0.00
Victory Garden Signage - 2014 Grant	345.00	649.33	304.33
<b>TOTAL HLC</b>	<b>4,125.47</b>	<b>4,768.33</b>	<b>642.86</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>8,910.92</b>	<b>12,763.33</b>	<b>3,852.41</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	3,511.86	2,800.00	-711.86
Exhibit Fees	2,888.50	2,300.00	-588.50
Next Year Seed	766.36	750.00	-16.36
Next Year Supplies - McConkey	154.93	2,000.00	1,845.07
Plants	981.16	1,000.00	18.84
Propane	861.81	1,500.00	638.19
Supplies	1,956.72	2,200.00	243.28
Vendor Costs	301.83	550.00	248.17
Water - Pitchford meter	916.53	850.00	-66.53
<b>TOTAL Plant Sale Expense</b>	<b>15,479.44</b>	<b>16,900.00</b>	<b>1,420.56</b>
Special Events-other	0.00	0.00	0.00



# Budget - 2015

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

12/7/2015

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Category	1/1/2015 Actual	- Budget	12/31/2015 Difference
Bake Sale	57.01	75.00	17.99
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	218.00	430.00	212.00
TOTAL Special Events Expense	15,697.44	17,330.00	1,632.56
<b>TOTAL EXPENSES</b>	<b>28,591.10</b>	<b>36,573.33</b>	<b>7,982.23</b>
<b>OVERALL TOTAL</b>	<b>14,257.55</b>	<b>1,611.67</b>	<b>12,645.88</b>