

## OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Meeting

January 13, 2016

10 a.m. Extension Kitchen

**Attendance** – Jen Bailey, Maureen Benice, Mik Carlson, Bonnie Courter, Denise Fennell, Nancy Fuller, Leo Grass, Barbara Hamby, Betty Ison, Chris Rusch, Elva Sellens, Patrice Sipos, Julie Stanbery

The meeting was called to order by Chris Rusch at approximately 10:00 AM. The minutes of the December 2015 meeting were approved as published on the DCMG web site.

**AGENT'S REPORT** – Steve Renquist was not present.

### **OFFICER REPORTS**

**Membership Director** – Denise Fennell reported that membership dues are coming in much slower than last year, when 92% of members had paid their dues at this point. There are 261 members on the roster, and 79 had not paid as of the January 1<sup>st</sup> deadline. Shirley Purcell sent out a personal inquiry, with 7-8 more members immediately responding. One member was very upset by the enforcement of the deadline. Julie Stanbery expressed support for Denise sticking to her guns on removing members from the roster if they have not paid their dues. Denise will wait until after the January chapter meeting to publish the roster, removing members who have not paid and adding the 2016 trainees.

**OMGA Representative** – Nancy Fuller reported that there are no new changes with OMGA. The next meeting is in March in Josephine County. Contact Anne and Nancy with questions or concerns.

#### **Treasurer** –

- Patrice Sipos thanked Denise for facilitating the checks for membership dues.
- Patrice discovered that the 2016 Discovery Garden budget was overstated by \$300.
- Karen Glatz had planned to roll over the \$645 remaining in the 2015 Discovery Garden signage budget by paying the signage company in advance. However, the owner of the company is retiring, and would not accept her check. Funding (apart from grants) cannot be rolled over from the prior year. Out-of-budget requests will need to be made for signage expenses beyond the \$250 in the 2016 budget. Strong support was expressed for the signage project. Julie Stanberry will organize a meeting with Karen and the Discovery Garden heads.

**Vice President** – Fred Alley was not present.

**Past President** – Larry Sutton was not present.

**Secretary** – Barbara Robinson was not present due to illness. Jen Bailey took the meeting minutes.

**President** – Chris Rusch was approached by the Extension office staff, asking that Master Gardeners modify some of their behavior:

- No talking on cell phones in the hallway. Please go to the stairwell to talk on your phone.
- When there are many people in the Plant Clinic, be cognizant of not talking too loudly.
- No smoking within 10 feet of the building. This includes the door by the front office (even though the ashtray is just by the door), as well as the windows along the parking lot.

The League of Women Voters' garden tour will be Saturday, June 11<sup>th</sup>, from 10 AM to 5 PM. Master Gardeners are invited to have their gardens considered to be included in the tour. There will be acoustical music played live in each garden, as well as an artist to paint the garden. Ivor Chapman participated in the tour last year, and had over 200 visitors. Leo recalled that the Discovery Garden was on the tour four or five years ago. Chris will inquiry if they'd like to include it again.

## **COMMITTEE REPORTS**

**Community Outreach** – Leo Grass reported that Nathan Baily gave a presentation on composting to the gardening club in Glide.

**Plant Clinic** – Chris Rusch reviewed her annual report on Plant Clinic questions (see attached). The most-asked questions were about insects. February and March is reserved for trainees and their mentors. The trainers are Chris Rusch, Bonnie Courter, Anne Bacon, Leo Grass and Larry Sutton. Gary Dubois, Maureen Benice and Jan Kirchner are alternates. Chris was on her own in the Plant Clinic last Monday, and handled inquiries about a Christmas tree 'exploding' with aphid-like insects, rhododendron damage, rose pruning and whether it's too late to plant bulbs. Chris will have a sign-up sheet in the Plant Clinic for articles in the News-Review.

**Westside Greenhouses** – Maureen Benice reported that the first of four classes for the trainees was held yesterday at the greenhouses. The team is starting seeding next week. They are meeting on Monday mornings until the winter training classes finish.

**Eastside Greenhouses** – Chris Rusch reported on Bruce Graven's behalf that the team is meeting on Thursday mornings, continuing plant cleanup. The new heater has been installed, with the new film to come. There has been no frost damage.

**Awards** – Betty Ison will have an Awards committee meeting directly after the February executive committee meeting. She is starting to hand out swinger bars, and will announce new awards at the chapter meeting. Pamela Barrows ran into many technical difficulties with the hours database, which has since been resolved. Vicki McAlister will be taking over for Pamela.

**Discovery Garden** – Julie Stanbery

- The first work day is this Friday, January 15<sup>th</sup>. They will move the straw bales out of the Straw Bale garden (perhaps to the Victory Garden), gravel the entry garden pathway, and tackle the blackberries in the hedgerow.
- The second work day is February 17<sup>th</sup>, to build new raised beds for Elva. The third work day is March 11<sup>th</sup>. Trainees are encouraged to participate, but this is not a requirement. Mentors are encouraged to accompany their trainees for their first time working in the garden.
- Julie ordered more gravel, to be shared between the Discovery Garden and HLC for small projects. The Festival of Lights delivered 5 yards of gravel, which Gale Robinson used on the potholes. Between the rain and the holiday traffic, the road is in bad shape. The parking curbs in front of the Eastside Greenhouses will be filled with rock and gravel.
- The water is turned off until after the danger of freezing has passed.
- Julie and Steve Renquist are planning to revise the orchard, with smaller fruit trees to suit the scale of the Discovery Garden. Two trees are being removed to make room for the raised beds. Larger fruit trees will be in the new vineyard area planned by Steve.

**Victory Garden** – Mik Carlson reported that Beth Brown did a great job introducing the Victory Garden to the trainees yesterday. They haven't bought all of their seeds quite yet. The greenhouse crew will do some of the seeding for them, as usual. New for this year: each team member will pick a vegetable and become the expert in it. The new fence will be installed in March, increasing the garden area.

**Publicity/Newsletter** – Bonnie Courter sent PSAs of the Plant Sale to Umpqua Valley Arts and the Visitor Center. The Douglas County News newspaper has closed down, so there won't be a paid ad.

**Winter Training** – Denise Fennell reported that the class is going well. The trainees are engaged and excited. The class started with 33, and is now at 32 participants.

### **NEW BUSINESS**

Jen Bailey is coordinating the annual review of the Policies & Procedures Manual and By-laws:

- Thanks to all the officers and committee heads for reviewing their job descriptions
- The new policy on State Representative Travel Reimbursement was added in July 2015.
- Patrice Sipos recommends modifying the Document Retention and Disposition policy to retain tax records permanently.
- The Notification of Changes to Committee Heads policy is corrected to state that the President notifies the Membership Director, Treasurer, Webmaster, Newsletter Editor (not Facebook Administrator) and E-mail Communications Coordinator
- Per Shirley Purcell's request, the e-mail policy is amended to include: "Items related to gardening (plants, bulbs, supplies, etc.) may be given away to other Master Gardeners."
- At Denise Fennell's suggestion, the By-laws will be amended to clarify the classes of membership. The Associate Membership class will be eliminated. The information on trainees will be moved to the Active Membership description, with an explanation as to when they can vote and when they can hold office. This will be discussed further at the February meeting.
- Chris Rusch explained that Steve Renquist is pursuing an optional annual recertification of Master Gardeners, requiring 10 hours of continuing education and 10 hours of service. Recertification may be required to work in the Plant Clinic.

**SHOW-AND-TELL** – Julie Stanbery shared a humorous e-mail exchange with Roger Sawyer, who weighed in from Florida on various details of the 2016 budget in inimitable Roger fashion.

### **ANNOUNCEMENTS**

Insect Committee  
Winter Program Classes  
DCMG Chapter Meeting

First and Third Mondays 10 AM  
Tuesdays, Extension Auditorium  
January 28, Extension Auditorium

Respectfully submitted,

Jen Bailey

## Plant Clinic Data 2015

### Contacts

Month	Call-in	Walk-in	email	Totals
January	8	7		15
February	26	18	1	45
March	54	36	2	92
April	56	45	3	104
May	55	59	1	115
June	67	67	3	137
July	73	48	4	125
August	53	65	5	123
September	44	36		80
October	31	17		48
November	13	14		27
December	5	6	1	12
Totals	485	418	20	923

### Question categories

Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Disease	1	1	7	7	8	11	14	12	4	1			66
Insects	3	9	13	15	24	41	27	17	14	8	4	1	176
Pesticides			3		2		1	4	1	1			12
Lawn	1	3	7	5	9	2		2	6	4	3	1	43
Orchard	2	9	19	14	17	13	8	12	8	1	3	3	109
Plant ID	1	3	5	6	6	12	10	23	9	3	4		82
Wildlife		2	1	3		2	2	1	3				14
House plants		1						2		2			5
Gardening	1	7	18	24	19	21	20	23	18	9	7	3	170
Weeds		2	4	8	9	7	4	7	2	3		1	46
Pruning	1			1			2		2	1		1	8
Trees/Shrubs	4	5	11	14	14	21	24	10	7	9	2	1	122
Water						1	2	1	1				5
Misc.	1	2	4	7	7	6	11	9	5	6	4	1	63

### 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 1/12/2016  
As of 1/12/2016

1/12/2016

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Account	1/12/2016 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	4,131.10
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	37,121.27
<b>TOTAL Bank Accounts</b>	<b>49,911.47</b>
<b>OVERALL TOTAL</b>	<b>49,911.47</b>

Cash Flow - YTD  
1/1/2016 through 1/12/2016

Category	1/1/2016- 1/12/2016
<b>INFLOWS</b>	
Uncategorized	0.00
Donations	2.00
Dues-hardcopy newsletter	115.50
Dues-membership	1,879.25
PSP Income	
Clinic & Office	
Soil Testing	30.00
TOTAL Clinic & Office	30.00
TOTAL PSP Income	30.00
<b>TOTAL INFLOWS</b>	<b>2,026.75</b>
<b>OUTFLOWS</b>	
Management & General	
Hospitality	86.99
TOTAL Management & General	86.99
<b>TOTAL OUTFLOWS</b>	<b>86.99</b>
<b>OVERALL TOTAL</b>	<b>1,939.76</b>

Budget - 2016

1/1/2016 through 12/31/2016 Using 2016 Budget

1/12/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
<b>INCOME</b>			
Donations	2.00	0.00	2.00
Contributions	0.00	250.00	-250.00
TOTAL Donations	2.00	250.00	-248.00
Dues-hardcopy newsletter	115.50	255.00	-139.50
Dues-membership	1,879.25	2,400.00	-520.75
Interest Income - Bank	0.00	12.00	-12.00
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	30.00	700.00	-670.00
TOTAL Clinic & Office	30.00	700.00	-670.00
TOTAL PSP Income	30.00	700.00	-670.00
Special Events	0.00	0.00	0.00
Plant Sale Income	0.00	0.00	0.00
Drawings	0.00	950.00	-950.00
Entrance Fees	0.00	2,900.00	-2,900.00
Plant Sales			
Sales-event	0.00	20,500.00	-20,500.00
Sales-post	0.00	700.00	-700.00
Sales-pre	0.00	2,700.00	-2,700.00
TOTAL Plant Sales	0.00	23,900.00	-23,900.00
Vendor Booth	0.00	3,300.00	-3,300.00
TOTAL Plant Sale Income	0.00	31,050.00	-31,050.00
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
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	35,450.00	-35,450.00
<b>TOTAL INCOME</b>	<b>2,026.75</b>	<b>39,067.00</b>	<b>-37,040.25</b>
<b>EXPENSES</b>			
Bank Charge	0.00	0.00	0.00
Discovery Garden	0.00	0.00	0.00
Discovery Garden	0.00	0.00	0.00
TOTAL Discovery Garden	0.00	0.00	0.00
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	0.00	0.00
OMGA Travel	0.00	1,000.00	1,000.00
TOTAL Conferences	0.00	1,000.00	1,000.00
Dues-OMGA	0.00	1,659.00	1,659.00
Grants&Gifts&Scholarships			
4-H Donation	0.00	80.00	80.00
Gifts - Hallmark	0.00	50.00	50.00
Officer Gifts	0.00	80.00	80.00
Scholarships	0.00	1,000.00	1,000.00

Budget - 2016

1/1/2016 through 12/31/2016 Using 2016 Budget

1/12/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
TOTAL Grants&Gifts&Scholarships	0.00	1,210.00	1,210.00
Historian	0.00	25.00	25.00
Hospitality	86.99	200.00	113.01
Liability Insurance	0.00	670.00	670.00
OMGA Search for Excellence	0.00	150.00	150.00
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	86.99	6,099.00	6,012.01
PSP Expense	0.00	0.00	0.00
Advanced Training			
Continuing Education	0.00	100.00	100.00
Newsletter			
Postage	0.00	255.00	255.00
TOTAL Newsletter	0.00	255.00	255.00
TOTAL Advanced Training	0.00	355.00	355.00
Clinic & Office	0.00	0.00	0.00
Farmers Markets	0.00	40.00	40.00
Insects	0.00	100.00	100.00
Library	0.00	100.00	100.00
Plant Clinic & Office Supplies	0.00	50.00	50.00
Soil Testing	0.00	250.00	250.00
Website Development	0.00	207.00	207.00
TOTAL Clinic & Office	0.00	747.00	747.00
Community Outreach	0.00	0.00	0.00
Fair Booth	0.00	50.00	50.00
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	350.00	350.00
Childrens	0.00	300.00	300.00
Compost & Biochar	0.00	50.00	50.00
Easy Access (Container Garden)	0.00	450.00	450.00
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	75.00	75.00
Hummingbird	0.00	150.00	150.00
Iris	0.00	0.00	0.00
Irrigation	0.00	400.00	400.00
Japanese	0.00	200.00	200.00
Kiosk - donor board	0.00	50.00	50.00
Maintenance	0.00	600.00	600.00
Mulch	0.00	300.00	300.00
Orchard	0.00	50.00	50.00
Ornamental	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
Perennial Border	0.00	400.00	400.00
Raised Beds (Dahlia-Lily)	0.00	100.00	100.00
Rock Garden	0.00	800.00	800.00



Budget - 2016

1/1/2016 through 12/31/2016 Using 2016 Budget

1/12/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
Shade Garden	0.00	50.00	50.00
Signage	0.00	250.00	250.00
Straw Bale Garden	0.00	220.00	220.00
Sun Garden	0.00	0.00	0.00
Water - River Forks meter	0.00	500.00	500.00
Xeriscape	0.00	400.00	400.00
TOTAL Discovery Garden	0.00	6,170.00	6,170.00
HLC	0.00	0.00	0.00
Eastside Greenhouse Maintenance	0.00	4,239.00	4,239.00
Eastside Greenhouse Supplies	0.00	500.00	500.00
Garbage Dump Fee	0.00	100.00	100.00
Maintenance	0.00	600.00	600.00
Toilet Repairs & Supplies	0.00	150.00	150.00
Tree Trimming Professional	0.00	1,000.00	1,000.00
Victory Garden	0.00	1,071.00	1,071.00
Victory Garden Signage - 2014 Grant	0.00	345.00	345.00
Westside Greenhouse Maintenance	0.00	1,200.00	1,200.00
Westside Greenhouse Supplies	0.00	400.00	400.00
TOTAL HLC	0.00	9,605.00	9,605.00
Winter Program	0.00	0.00	0.00
New Class - Supplies	0.00	20.00	20.00
Speakers	0.00	400.00	400.00
TOTAL Winter Program	0.00	420.00	420.00
TOTAL PSP Expense	0.00	17,497.00	17,497.00
Special Events Expense			
Plant Sale Expense	0.00	0.00	0.00
Advertising	0.00	3,800.00	3,800.00
Contributions - Plant Sale Volunteers	0.00	350.00	350.00
Electrical - meter 62314693	0.00	3,600.00	3,600.00
Exhibit Fees	0.00	2,900.00	2,900.00
Next Year Seed	0.00	750.00	750.00
Next Year Supplies - McConkey	0.00	2,500.00	2,500.00
Plants	0.00	1,100.00	1,100.00
Propane	0.00	1,500.00	1,500.00
Supplies	0.00	1,500.00	1,500.00
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	0.00	900.00	900.00
TOTAL Plant Sale Expense	0.00	19,450.00	19,450.00
Special Events-other	0.00	0.00	0.00
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	150.00	150.00
TOTAL Special Events-other	0.00	405.00	405.00
TOTAL Special Events Expense	0.00	19,855.00	19,855.00
<b>TOTAL EXPENSES</b>	<b>86.99</b>	<b>43,451.00</b>	<b>43,364.01</b>
<b>OVERALL TOTAL</b>	<b>1,939.76</b>	<b>-4,384.00</b>	<b>6,323.76</b>