

OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Meeting

February 10, 2016

10 a.m. Extension Auditorium

Attendance: Chris Rusch, Fred Alley, Patrice Sipos, Larry Sutton, Julie Stanbery, Elva Sellens, Betty Ison, Karolyn Riecks, Bonnie Courter, Nancy Fuller, Jennifer Russell, Barbara Hamby, Mik Carlson, Jen Bailey, Shirley Purcell, Barbara Robinson

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.

President, Chris Rusch, introduced Chriet Palenshus of NeighborWorks Umpqua, who shared a project proposal involving the *Kitchen Garden Project*. The primary goal of the KGP is to support a network of gardeners in order to increase accessibility to sufficient, safe and nutritious foods. NeighborWorks Umpqua is partnering to build backyard vegetable gardens through the KGP. They are currently taking applications. Applicants can receive up to 3 raised beds, soil, seeds, a planting guide and nutrition and garden education. Applicants below the income limit could receive the KGP free of charge. Those above can pay on a sliding scale. Chriet's vision for Master Gardener participation would be mentoring and workshop presentation(s). It was agreed we would participate in an educational role only, not as a labor force. Chris will present to the chapter to gauge interest and willing volunteers.

OFFICER REPORTS

Membership - Denise Fennell: Updated rosters will be out shortly. We are at approximately 240 members with 25 not renewing their membership for various reasons.

OMGA Representative – Nancy Fuller: The OMGA quarterly meeting will be held in Central Point on March 4th and 5th. All Master Gardeners are encouraged to attend. Executive Committee Meeting will be on Friday from 9:30 to noon with Leadership Forum from 1 to 4:30pm. The Board of Directors will meet on Saturday from 10am to 3pm. Leadership workshop will be targeting recruitment and retention with chapters asked to present ideas on what has worked for them and what hasn't. Al Cook, OMGA President, has resigned. A new president will be affirmed at this meeting.

Treasurer – Patrice Sipos: Financial reports were distributed. They may also be found on our website at http://douglascountymg.org/docs/other/2016_Budget.pdf. State dues have been sent into OMGA at \$7 per member.

Vice President – Fred Alley: Mike Winters, of Wintergreen Nursery, will talk on "Methods to Improve Your Soil This Spring" for our February 25th continuing education presentation. Our March 31st presenter will be Sara Runkel, Small Farms, Food Systems Coordinator for Douglas County Extension.

Past President – Larry Sutton: Larry had the opportunity to distribute numerous Spring Into Gardening brochures at a Chamber of Commerce function he recently attended.

Secretary – Barbara Robinson: Barbara thanked Jen Bailey for transcribing the minutes for the January Executive Board meeting.

President -Chris Rusch: People should let Chris know if they are interested in mentoring for the *Kitchen Garden Project* through NeighborWorks Umpqua. She will share at our next chapter meeting as well.

The Job Corps requested help developing an onsite garden and also growing house plants in their dormitories. They have helped us with numerous projects. It was agreed we will be glad to reciprocate. Julie Stanbery and Chris Rusch volunteered to head up this project.

COMMITTEE REPORTS

Plant Clinic - Chris Rusch: Training of the new class is in progress with everyone having their first week completed. The good weather made for a busy day.

Westside Greenhouse – Karolyn Riecks: The crew is meeting on Mondays and keeping busy with seeding, transplanting, cuttings, and general cleanup of plant material. Several class members have joined in for the fun. An email was sent out reminding Master Gardeners plants are not for sale unless a Westside core group member (Karolyn, Jackie, Carol, Maureen, Barbara) are present to authorize the sale and receive the money.

Awards – Betty Ison: There will be an Awards Committee meeting immediately following the Executive Board meeting.

Discovery Garden – Julie Stanbery: An herb garden transformation project meeting was held this past week, headed up by Geoff Puryear with 15 new students and several veterans in attendance. This will be the 2016 class project. Geoff is interested in putting two handicapped accessible paths through the herb garden. Grant applications are being submitted for interlocking paths which could serve as a prototype for handicapped accessible paths through the rest of the garden.

Several garden workdays are scheduled. Please refer to announcements at the end of this document for more details on dates and activities scheduled.

There was a concern regarding the work status of the lights in the green shed. It was determined the lights are in sufficient working order for the time being as they do come on most of the time. If there is the occasional problem, doors may be open for more light. Julie also purchased a light to hang above the work bench. If this becomes a chronic issue we will deal with it then as this is not a cheap fix.

Cowboy Tree Service is coming out on Tuesday, Feb. 16th to trim the fir trees up to 14 feet. Their bid was for \$1600 but they agreed to accept the \$1000 which is in the budget. Thank you Cowboy!

Victory Garden – Mik Carlson: Fence posts holes are being dug for the northern garden extension to the Victory Garden.

Winter training -Denise Fennell: Classes are going well with 32 students attending. Jennifer Russell had volunteered to be the 2016 Class Representative. Thank you Jennifer for stepping up!

OLD BUSINESS

Revisions to the DCMG Policies and Procedures Manual, Bylaws and Job Descriptions: Discussion was facilitated by Jen Bailey on updates to the Douglas County Master Gardener By-Laws. *Article II: Membership* was amended to include three classes of membership: Active, Honorary, and Emeritus, with Associate Membership dropped. Denise Fennell made a motion to accept these edited bylaws as presented. Motion was seconded and passed.

Proposed Membership Policies were presented in reference to 1) Email to Membership Policies 2) Membership Dues Deadline 3) Volunteer Hours Recording 4) Master Gardener Re-Certification. Fred Alley made a motion to approve membership policies 1, 2, and 3, excluding 4. The motion was seconded and passed. Chris will further research number 4 and get back to the board with further clarification.

NEW BUSINESS

Grant Opportunities (Karl Carlson - \$200 and Extension Educators - \$500): Jen Bailey asked for input on viable grant submission ideas. Handicapped accessible pathways in the Discovery Garden were suggested. Contact Jen with any other ideas.

Discussion was held regarding outdated Discovery Garden sections on our website. Chris will investigate who is in charge of editing the website or if someone needs to be recruited.

ANNOUNCEMENTS

Westside Greenhouse Crew	Mondays, 9am to Noon, HLC
Eastside Greenhouse Crew	Thursdays, 9am to Noon, HLC
Discovery Garden Workdays	Feb. 17, Mar. 11, 9am to Noon, DG
Pruning Shade/Flowering Trees	Feb. 11, 1-4pm, DG
Pruning Roses/Hydrangeas	Feb. 22, 1-4pm, DG
Insect Committee	First and third Mondays 10am
Winter Program Classes	Tuesdays, Extension Auditorium
DCMG Chapter Meeting	Feb. 25, 10am, Extension Auditorium
Plant Sale Heads Meeting	Feb. 25, Immediately following Chapter Meeting, Kitchen
Spring Into Gardening	Feb. 27, UCC
Pruning Shrubs	March 3, 1-4pm, DG
Graduation of 2016 MG Students	March 15
Trash to Treasure	March 19, Extension Auditorium

The meeting was adjourned at 11:40am by President Chris Rusch.

Respectfully Submitted,
Barbara Robinson
DCMG Secretary

Account Balances - As of 2/9/2016
As of 2/9/2016

2/9/2016

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Account	2/9/2016 Balance
Bank Accounts	
Checking-Umpqua Bank	2,687.79
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	37,122.44
TOTAL Bank Accounts	48,469.33
OVERALL TOTAL	48,469.33

Cash Flow
1/13/2016 through 2/9/2016

Category	1/13/2016- 2/9/2016
INFLOWS	
Dues-hardcopy newsletter	43.75
Dues-membership	330.00
Interest Income - Bank	1.17
PSP Income	
Clinic & Office	
Soil Testing	40.00
TOTAL Clinic & Office	40.00
Monthly Gardening Training	5.00
TOTAL PSP Income	45.00
TOTAL INFLOWS	419.92
OUTFLOWS	
PSP Expense	
Advanced Training	
Newsletter	17.75
TOTAL Advanced Training	17.75
Clinic & Office	
Soil Testing	233.68
TOTAL Clinic & Office	233.68
Discovery Garden	
Easy Access (Container Garden)	52.71
TOTAL Discovery Garden	52.71
HLC	
Greenhouse Maint., Repair and Renovatio	350.28
Maintenance	21.78
Westside Greenhouse Supplies	17.94
TOTAL HLC	390.00
Winter Program	
Speakers	300.00
TOTAL Winter Program	300.00
TOTAL PSP Expense	994.14
Special Events Expense	
Plant Sale Expense	47.93
Electrical - meter 62314693	576.82
Propane	288.17
TOTAL Plant Sale Expense	912.92
TOTAL Special Events Expense	912.92
TOTAL OUTFLOWS	1,907.06
OVERALL TOTAL	-1,487.14

Budget - 2016

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

2/11/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
INCOME			
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	159.25	255.00	-95.75
Dues-membership	2,209.25	2,400.00	-190.75
Interest Income - Bank	1.17	12.00	-10.83
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	70.00	700.00	-630.00
TOTAL Clinic & Office	70.00	700.00	-630.00
TOTAL PSP Income	70.00	700.00	-630.00
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
TOTAL INCOME	2,441.67	39,067.00	-36,625.33
EXPENSES			
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

2/11/2016

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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	17.75	255.00	237.25
TOTAL Newsletter	17.75	255.00	237.25
TOTAL Advanced Training	17.75	355.00	337.25
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	233.68	250.00	16.32
Website Development	0.00	207.00	207.00
TOTAL Clinic & Office	233.68	747.00	513.32
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)	52.71	450.00	397.29
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	21.78	600.00	578.22
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

2/11/2016

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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	74.49	6,170.00	6,095.51
HLC	0.00	0.00	0.00
Eastside Greenhouse Maintenance	350.28	4,239.00	3,888.72
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	17.94	400.00	382.06
TOTAL HLC	368.22	9,605.00	9,236.78
Winter Program	0.00	0.00	0.00
New Class - Supplies	0.00	20.00	20.00
Speakers	300.00	400.00	100.00
TOTAL Winter Program	300.00	420.00	120.00
TOTAL PSP Expense	994.14	17,497.00	16,502.86
Special Events Expense			
Plant Sale Expense	47.93	0.00	-47.93
Advertising	0.00	3,800.00	3,800.00
Contributions - Plant Sale Volunteers	0.00	350.00	350.00
Electrical - meter 62314693	576.82	3,600.00	3,023.18
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	288.17	1,500.00	1,211.83
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	912.92	19,450.00	18,537.08
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	912.92	19,855.00	18,942.08
TOTAL EXPENSES	1,994.05	43,451.00	41,456.95
OVERALL TOTAL	447.62	-4,384.00	4,831.62