

## OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Meeting

May 11, 2016

10 a.m. Extension Kitchen

Attendance: Bonnie Courter, Betty Ison, Anne Bacon, Julie Stanbery, Larry Sutton, Fred Alley, Patrice Sipos, Barbara Robinson, Chris Rusch, Mik Carlson, Nancy Fuller, Jen Bailey

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 at <http://douglascountymg.org/docs/minutes/exec201603.pdf>.

### **OFFICER REPORTS**

**OMGA Representative – Anne Bacon:** The OMGA Quarterly Board Meeting and Regional Leadership Forum will be held in The Dalles on Friday, June 3, 2016. A block of hotel rooms have been reserved for those attending.

May 15<sup>th</sup> is the deadline for chapters to submit their recommendation to OMGA on replacing 2017 Mini-College funds. Mini-College is not scheduled next year due to the National Master Gardener Conference being held in Portland.

Larry Sutton moved we make the following recommendations:

- Prioritize and reduce expenditures
- Use reserve funds when necessary
- Have a fundraiser at the International Conference i.e., a silent auction
- Last but NOT LEAST, do NOT cut back on support to Chapters including PNW's and scholarships.

Fred Alley seconded the motion. The motion passed.

Anne will send an email to other chapters today with our budget recommendations, asking for their input and seeking support of a coalition. She will send an email to OMGA on the 15<sup>th</sup> with our recommendations and will cc other chapters.

### **Treasurer – Patrice Sipos:**

- Financial reports were distributed. They may also be found on our website at [http://douglascountymg.org/docs/other/2016\\_Budget.pdf](http://douglascountymg.org/docs/other/2016_Budget.pdf)
- Julie Stanbery asked that a separate category be created within the budget for inspection of fire extinguishers every six years. Patrice will do so.
- A bill has not been received from the News Review for Plant Sale advertising.
- Patrice noted the budget shows a negative cash flow for t-shirts and 4-H receipts. This will work itself out in next month's spreadsheet.

**Vice President – Fred Alley:** Continuing education for the month of May will be Bruce Elliot of Sustainable Agricultural Technology, Inc. Our June meeting will be held at the home of David Clark and Iva Greywolf. Fred has seven Master Gardeners who have offered to host our summer meetings.

## **COMMITTEE REPORTS**

**Community Outreach – Leo Grass:** Someone has stepped up to fill Leo’s position as chair of Community Outreach. He continues to give presentations to garden clubs and tours in the Discovery Garden. Julie Stanbery will be guiding a tour in the Garden on the 19<sup>th</sup> with the Chamber of Commerce.

**Plant Clinic - Chris Rusch:** There are a lot of openings on the calendar for veterans. Trainees are doing well. Client numbers are about the same as last year.

**Westside Greenhouse – Barbara Robinson for Maureen Benice:** *Vegetables and annuals returned from the Plant Sale, as well as some perennials, are on sale at Westside Greenhouse for 50% off. Plants are being sold on Tuesdays only from 9 a.m. to noon. Other perennials may be purchased on Tuesdays at regular price throughout the summer.*

**Eastside Greenhouse – No representative:** The Executive Board once again reiterated their desire to have a representative from the Eastside at our meetings. We appreciated Ann Severson attending and giving a report at our April meeting.

**Awards – Betty Ison:** Betty submitted our chapter’s selection for Master Gardener of the Year to the State. She received a very complimentary letter back from Gail Langellotto thanking her for her timely submission with kudos for the “thorough and thoughtful nature of her nomination.” She went on to say Betty was “a model for award nomination committees!”

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

- There has been some theft out at the Garden. Hoses and nozzles will be kept in a locked bin in the Easy Access Garden.
- An industrious crew cleaned out the gardens at Helleck Hall yesterday. It looks wonderful and Mary Lou so appreciated all the help.
- Part of the Herb Garden will be dry (no watering).
- The Easy Access Garden has new additions going in.
- Betty Ison has introduced signs in the Perennial Garden which feature the “Plant of the Week.” These are meant to educate the public on the various plants in her area.
- The irrigation system will be tested next Tuesday about noon. Garden heads should get their hoses out as soon as possible. They should be run to the faucets, but not attached. The system will not be turned on as long as there is one day a week of rain. Neal will be doing the servicing on the system.
- Someone is needed to take over the chore of keeping track of water levels and filling the reservoirs. Anne Bacon volunteered to take on this responsibility.
- Janet Parkerson will be home from Arizona within the next couple of weeks. She has agreed to continue as the lead irrigation person. Bonnie Durick will be her back up.
- A big thank you to Gale Robinson, Ray Warren, and Steve Hart for cleaning out the Straw Bale Garden area. It was suggested by Deb Hesseltine sometime ago that this would be a good educational area to show a water capture system. Maybe this could be a 2017 Class Project?

- Gary Groth of the Parks Department has confirmed the adjacent fields will not be watered from our pump. It is a dry irrigation pasture only.
- Thanks go to Gale Robinson and Ivor Chapman for acquiring and hauling llama “droppings” to be used in our compost pile.

**Victory Garden – Mik Carlson:** Mik could not say enough about the beautiful new fence and gate work installed by Steve Hart, Ray Warren, and crew. The Victory Garden crew planted sixty six tomatoes yesterday!

Irrigation of the Eastside Greenhouse area is flooding the Victory Garden. It is worse than last year. A solution needs to be figured out.

**Publicity/Newsletter – Bonnie Courter:** Bonnie will be sending out PSA kudos shortly. She needs names of the 4-H groups participating in the Plant Sale, which Barbara will get for her.

**2016 Class Representative:** The Board talked about dropping this position as we do not see a need for it.

**Nominating Committee – Bonnie Courter:** They still do not have anyone willing to step up to the Vice President position. There are two candidates for Membership Chair.

**Plant Sale – Barbara Robinson:** Barbara thanked everyone for a job well done and shared some of the statistics from the sale. Attendance was up 267 ticketed customers from the year before. Total revenue brought in was in line with the last two years. With post sales yet to come, we should be able to surpass totals for the past eight years.

Some policies changed this year. Most worked well, with a little bit of tweaking needed for next year. The Plant Sale Committee Heads will meet after our May Chapter meeting to discuss the pros and cons of the event. We are always looking for ways to improve our service to the public as well as making it an enjoyable experience for all.

Barbara announced Ann Severson will shadow her this next year to become a full fledged co-chair come 2018. The goal is to become interchangeable as far as their duties and capabilities to cover for one another. With this plan in mind, Barbara has decided not to step down as chair.

### **OLD BUSINESS**

- Chris reiterated positions are still open for Historian, Insect Committee Chair, and Vice President.
- Julie questioned what was needed from Garden Heads for inclusion on the Discovery Garden portion of our website. For ideas on what to write, go to our website at [http://www.douglascountymg.org/dg\\_tour.html](http://www.douglascountymg.org/dg_tour.html). Submissions should be sent to Vicki McAlister.
- Jen Bailey will be submitting grant applications for the Karl Carlson Grant due this Sunday, and the Extension Educators Grant due June 1<sup>st</sup>. Monies received will go toward handicapped accessible pathways through the Discovery Garden. They are looking at two viable options which will meet ADA requirements. We will be partnering with Wolf Creek Job Corps to complete this project.

**ANNOUNCEMENTS**

Insect Committee	First and Third Mondays 10 a.m.
Westside Greenhouse Crews	Tuesdays, 9 a.m. to noon
Eastside Greenhouse Crew	Tuesdays, 9 a.m. to noon
Discovery Garden Workdays	Tuesdays, 9 a.m. to noon
DCMG Chapter Meeting	May 26, Cont. Ed. 9 a.m., Meeting 10 a.m. Ext. Annex

The meeting was adjourned at 11:30 by President, Chris Rusch.

Respectfully Submitted,  
Barbara Robinson  
DCMG Secretary

Account Balances - As of 5/10/2016  
As of 5/10/2016

5/10/2016

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Account	5/10/2016 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	6,284.57
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	57,125.59
<b>TOTAL Bank Accounts</b>	<b>72,069.26</b>
<b>OVERALL TOTAL</b>	<b>72,069.26</b>

Cash Flow  
4/13/2016 through 5/10/2016

Category	4/13/2016- 5/10/2016
<b>INFLOWS</b>	
Donations	
Contributions	25.00
TOTAL Donations	25.00
Dues-membership	50.00
Interest Income - Bank	0.97
PSP Income	
Clinic & Office	
Soil Testing	170.00
TOTAL Clinic & Office	170.00
TOTAL PSP Income	170.00
Special Events	
Plant Sale Income	
Drawings	1,118.00
Entrance Fees	3,563.50
Plant Sales	
Sales-event	20,420.22
Sales-pre	3,311.75
TOTAL Plant Sales	23,731.97
Vendor Booth	3,184.80
TOTAL Plant Sale Income	31,598.27
Special Events-other	
Misc Events	-641.50
TOTAL Special Events-other	-641.50
TOTAL Special Events	30,956.77
<b>TOTAL INFLOWS</b>	<b>31,202.74</b>
<b>OUTFLOWS</b>	
Management & General	
Grants&Gifts&Scholarships	
4-H Donation	-202.68
TOTAL Grants&Gifts&Scholarships	-202.68
TOTAL Management & General	-202.68
PSP Expense	
Advanced Training	
Newsletter	
Postage	19.04
TOTAL Newsletter	19.04
TOTAL Advanced Training	19.04
Clinic & Office	
Plant Clinic & Office Supplies	7.99
TOTAL Clinic & Office	7.99
Discovery Garden	
Maintenance	-6.41
Shade Garden	20.00
Signage	125.00
Water - River Forks meter	1.21
TOTAL Discovery Garden	139.80
HLC	
Eastside Greenhouse Maintenance	835.64
Maintenance	22.10

5/10/2016

Cash Flow  
4/13/2016 through 5/10/2016

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Category	4/13/2016- 5/10/2016
Victory Garden	258.42
Westside Greenhouse Supplies	19.37
<b>TOTAL HLC</b>	<b>1,135.53</b>
<b>TOTAL PSP Expense</b>	<b>1,302.36</b>
Special Events Expense	
Plant Sale Expense	
Advertising	216.00
Supplies	159.86
Water - Pitchford meter	151.25
<b>TOTAL Plant Sale Expense</b>	<b>527.11</b>
<b>TOTAL Special Events Expense</b>	<b>527.11</b>
<b>TOTAL OUTFLOWS</b>	<b>1,626.79</b>
<b>OVERALL TOTAL</b>	<b>29,575.95</b>

Budget - Current Year  
1/1/2016 through 12/31/2016 Using 2016 Budget

5/10/2016

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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	31.25	250.00	-218.75
TOTAL Donations	33.25	250.00	-216.75
Dues-hardcopy newsletter	176.75	255.00	-78.25
Dues-membership	2,409.25	2,400.00	9.25
Interest Income - Bank	4.32	12.00	-7.68
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	445.00	700.00	-255.00
TOTAL Clinic & Office	445.00	700.00	-255.00
TOTAL PSP Income	445.00	700.00	-255.00
Special Events	0.00	0.00	0.00
Plant Sale Income	0.00	0.00	0.00
Drawings	1,118.00	950.00	168.00
Entrance Fees	3,563.50	2,900.00	663.50
Plant Sales			
Sales-event	20,420.22	20,500.00	-79.78
Sales-post	0.00	700.00	-700.00
Sales-pre	3,311.75	2,700.00	611.75
TOTAL Plant Sales	23,731.97	23,900.00	-168.03
Vendor Booth	3,184.80	3,300.00	-115.20
TOTAL Plant Sale Income	31,598.27	31,050.00	548.27
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	2,980.29	2,500.00	480.29
TOTAL Special Events-other	2,980.29	4,400.00	-1,419.71
TOTAL Special Events	34,578.56	35,450.00	-871.44
<b>TOTAL INCOME</b>	<b>37,647.13</b>	<b>39,067.00</b>	<b>-1,419.87</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	137.17	1,000.00	862.83
TOTAL Conferences	137.17	1,000.00	862.83
Dues-OMGA	1,568.00	1,659.00	91.00
Grants&Gifts&Scholarships			
4-H Donation	-202.68	80.00	282.68
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 - Current Year  
1/1/2016 through 12/31/2016 Using 2016 Budget

5/10/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
TOTAL Grants&Gifts&Scholarships	-202.68	1,210.00	1,412.68
Historian	0.00	25.00	25.00
Hospitality	158.85	200.00	41.15
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	3.40	30.00	26.60
TOTAL Management & General	1,664.74	6,099.00	4,434.26
PSP Expense	0.00	0.00	0.00
Advanced Training			
Continuing Education	0.00	100.00	100.00
Newsletter			
Postage	36.79	255.00	218.21
TOTAL Newsletter	36.79	255.00	218.21
TOTAL Advanced Training	36.79	355.00	318.21
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	7.99	50.00	42.01
Soil Testing	233.68	250.00	16.32
Website Development	0.00	207.00	207.00
TOTAL Clinic & Office	241.67	747.00	505.33
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)	345.94	450.00	104.06
Electric - meter 23609842	0.00	400.00	400.00
Entry	6.46	75.00	68.54
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	122.49	400.00	277.51
Japanese	0.00	200.00	200.00
Kiosk - donor board	0.00	50.00	50.00
Maintenance	125.34	600.00	474.66
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 - Current Year  
1/1/2016 through 12/31/2016 Using 2016 Budget

5/10/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
Shade Garden	20.00	50.00	30.00
Signage	125.00	250.00	125.00
Straw Bale Garden	0.00	220.00	220.00
Sun Garden	0.00	0.00	0.00
Water - River Forks meter	1.21	500.00	498.79
Xeriscape	330.76	400.00	69.24
<b>TOTAL Discovery Garden</b>	<b>1,077.20</b>	<b>6,170.00</b>	<b>5,092.80</b>
<b>HLC</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Eastside Greenhouse Maintenance	1,631.96	4,239.00	2,607.04
Eastside Greenhouse Supplies	0.00	500.00	500.00
Garbage Dump Fee	0.00	100.00	100.00
Maintenance	435.27	600.00	164.73
Toilet Repairs & Supplies	0.00	150.00	150.00
Tree Trimming Professional	1,000.00	1,000.00	0.00
Victory Garden	879.54	1,071.00	191.46
Victory Garden Signage - 2014 Grant	0.00	345.00	345.00
Westside Greenhouse Maintenance	77.12	1,200.00	1,122.88
Westside Greenhouse Supplies	140.52	400.00	259.48
<b>TOTAL HLC</b>	<b>4,164.41</b>	<b>9,605.00</b>	<b>5,440.59</b>
<b>Winter Program</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
New Class - Supplies	0.00	20.00	20.00
Speakers	300.00	400.00	100.00
<b>TOTAL Winter Program</b>	<b>300.00</b>	<b>420.00</b>	<b>120.00</b>
<b>TOTAL PSP Expense</b>	<b>5,820.07</b>	<b>17,497.00</b>	<b>11,676.93</b>
<b>Special Events Expense</b>			
Plant Sale Expense	47.93	0.00	-47.93
Advertising	267.83	3,800.00	3,532.17
Contributions - Plant Sale Volunteers	0.00	350.00	350.00
Electrical - meter 62314693	1,779.29	3,600.00	1,820.71
Exhibit Fees	3,291.50	2,900.00	-391.50
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	272.81	1,500.00	1,227.19
Vendor Costs	5.00	550.00	545.00
Water - Pitchford meter	151.25	900.00	748.75
<b>TOTAL Plant Sale Expense</b>	<b>6,103.78</b>	<b>19,450.00</b>	<b>13,346.22</b>
<b>Special Events-other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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	25.49	150.00	124.51
<b>TOTAL Special Events-other</b>	<b>25.49</b>	<b>405.00</b>	<b>379.51</b>
<b>TOTAL Special Events Expense</b>	<b>6,129.27</b>	<b>19,855.00</b>	<b>13,725.73</b>
<b>TOTAL EXPENSES</b>	<b>13,614.08</b>	<b>43,451.00</b>	<b>29,836.92</b>
<b>OVERALL TOTAL</b>	<b>24,033.05</b>	<b>-4,384.00</b>	<b>28,417.05</b>