

**OSU DOUGLAS COUNTY MASTER GARDENER
Executive Board Meeting
August 10, 2016**

Attendance: Patrice Sipos, Denise Ferrell, Chris Rusch, Julie Stanbery, Betty Ison, Bonnie Courter, Barbara Robinson, Steve Renquist, Diana Circle.

Call to Order: President, Chris Rusch, called the meeting to order at 10:05 a.m.

Minutes: The minutes were approved as published online.

Agent's Report – Steve Renquist:

- There will be a free household hazardous waste collection in Roseburg on September 10, 2016. The event will be held at the Douglas County Fairgrounds from 9 a.m. to 3 p.m. Flyers with more information are available at the extension.
- Umpqua Valley Arts Association is having their Centennial Celebration next year. They would like Master Gardeners to set up a Victory Garden for them. Sara Runkel walked the site and advised on the best location for planting. Steve will follow up with Sara and talk to Mike Hendricks to see if there are Veterans from the V.A. who would be interested in working on this project. Master Gardeners could advise but not provide labor.
- Steve met with a group at UCC interested in creating a garden area, which would be maintained by their honor students. The location is good and the area is fenced. Steve has advised them to get their hardscapes in first i.e., paths, raised beds, etc. and to line up plenty of volunteers for follow through. Steve will give guidance on the project and will see if Veterans can help on this project as well.
- Our AgriMet Weather Station does not appear to be online yet. Steve will make an inquiry.

OFFICER REPORTS

OMGA – Nancy Fuller:

- The OMGA Board of Directors Quarterly Meeting was held on August 4th at Mini-College. The pick and choose budget was accepted for 2017. Two thousand dollars was cut from the Budget Developmental Training line item for board member training. The budget will be \$5,000 less than past years. Reserve funding will be used to cover any shortfalls. Funding will be kept for chapter PNW's and Scholarships. Leadership reminded those present 66% of funding comes from the Silent Auction at Mini College.
- A poll will be coming out in November to determine how people prefer to learn i.e., speakers, written material, etc.
- The International Master Gardener Conference will be held in Portland July 11-14, 2017. Blocks of rooms have been reserved in several hotels. The Double Tree will be the main conference hotel. Opening for registration and hotels is slated for October 10th. For more information, to sign up for the newsletter, or volunteer, go to: <http://blogs.oregonstate.edu/2017imgc/>.
- Marilyn Scheffler and Katherine Johnson met with an attorney regarding liability questions in reference to chapter plant sales. They are looking into OMGA carrying an Umbrella Policy in addition to individual chapters having their own liability insurance. The attorney will get back to

them with a written policy and recommendation, which will then be shared with chapters. If a filing fee is necessary, OMGA will pay the \$50 fee for each chapter.

- In September, chapters will be receiving information on recruiting officers for the OMGA Executive Board. Marilyn made her personal appeal to fill the 1st and 2nd VP positions to assess mini college plans in the coming years and develop a basic needs assessment. Job descriptions will be rewritten for positions.
- Chapter hosts for quarterly meetings in 2017 are needed. Klamath County will host the September 9, 2017 meeting. We discussed volunteering to host the June meeting. No decision was made.

Membership Chair – Denise Fennell: Denise welcomed Diana Circle, our newly elected Membership Chair, to the meeting. Denise is working on getting a live copy of our membership roster online.

Treasurer – Patrice Sipos:

- Financials were distributed. Updates on the budget are available on the web at http://douglascountymg.org/mg_documents_forms.html.
- Our liability insurance policy renewal just came from Liberty Mutual Liability.
- Julie asked why the compost and bio char budgets were over by \$100. Patrice will look and get back to us. This large of an overage should come before the board for approval.
- Budgets need to be submitted to Patrice no later than September 15th. Patrice will send an email out to appropriate heads with this request. Budgets will be presented and discussed at the October Executive Board meeting and will be presented to DCMG members at the October chapter meeting. The final budget will be voted upon at the November Chapter meeting.
- Those who applied for Mini-College scholarships need to give Patrice a copy of their receipt of payment to receive their \$100 reimbursement.

Secretary – Barbara Robinson: Barbara will be having surgery in October and will be incapacitated for several months. She will need someone to take minutes for at least the October meetings.

President – Chris Rusch: On behalf of our chapter, Chris accepted the Karl Karlson Grant (\$250) and the Extension Educator Grant (\$500) at the Mini-College Banquet. A HUGE thank you goes out to Jen Bailey for writing the grants enabling us to secure these funds! The money will be used toward developing handicapped accessible paths in our Discovery Garden.

Recipients of scholarships to Mini-College will be asked to share, at our August meeting, two things they learned. They should limit their comments to two minutes or less.

COMMITTEE REPORTS:

Plant Clinic – Chris Rusch: Plant clinic is going strong. There is a need for Veterans to sign up for September slots.

Farmers Market – Chris Rusch for Barbara Anderson: Signups are needed to staff this venue. Please sign up in the Plant Clinic.

Westside Greenhouse – Barbara Robinson: Westside Greenhouse is busy taking care of newly acquired plants as well as root pruning and cleaning up existing inventory. Root bound plants do not retain the water which makes keeping them hydrated a difficult task in the summer months. Good size crews are needed on Tuesdays.

Awards – Betty Ison: Toni Rudolph was presented with the Douglas County Master Gardener of the Year Award at the Mini-College Banquet. She was caught totally off guard when she learned of this honor, but we can think of no one else more deserving. Congratulations Toni!

Discovery Garden – Julie Stanbery:

- A large group using the Pavilion recently overwhelmed the bathrooms at the HLC. The facilities just cannot handle large groups. For this reason, those reserving the Pavilion will need to use the park bathrooms or rent a porta potty for their event. The plumber suggested swapping bathrooms. As such the women's and men's bathrooms have swapped.
- There continues to be a problem with unsupervised children running through the gardens, damaging hardscape and plants.
- Julie asked what the current status was on signage. Steve had talked to Karen about content of the Pavilion signs and he said she was getting very close to mounting them. Chris will follow up with Karen on the status of the signage project.

Publicity/Newsletter - Bonnie Courter:

- Bonnie has been in this position for 8 years and would like to pass it on to someone else. She spoke to Barbara Horst who has agreed to fill the position. Bonnie has given her the publicity notebook and will be mentoring her. Bonnie will do the Plant Sale advertising, as Barbara will be gone in April. Thank you to Bonnie for the excellent job she has done and welcome to Barbara! Bonnie will continue as our newsletter editor.
- There is a new magazine being produced in Roseburg, "Verve." It is a lifestyle and travel magazine of the Umpqua Valley. It has been promoting local businesses and recreational opportunities in the area. The magazine is free and can be picked up various places around the area. Bonnie invited them out to do an article on the HLC.
- Newsletter articles are due on August 30th. Steve suggested a new section on new gardening practices Master Gardeners have tried that worked out well. Chris is also going to write an article featuring a different weed each month.

OLD BUSINESS

The audit committee consisting of Vicki McAlister, Toni Rudolph and Karen Glatz recently met with Patrice and conducted an audit of the books. No irregularities were found and no recommendations were made. The results of the audit will be presented at our August Chapter meeting for approval of the membership.

NEW BUSINESS

- Julie Stanbery requested a review of our current bylaws in relation to funds disbursement should our Chapter dissolve. As currently written, any funds would go to OMGA. Since our funds have come from Douglas County activities, it seems appropriate they should go back into our county.

Steve will talk to John Panches about making the Douglas County Extension (endowment fund) the recipient and the procedure for doing so. Julie will talk to Jen Bailey about developing the appropriate verbiage for our bylaws.

- Betty Ison was asked to take on the responsibility of swearing in of new officers. She accepted.
Thank you Betty!

MEETING ADJOURNMENT: President, Chris Rusch, adjourned the meeting at 11:45 a.m.

Respectfully Submitted,
Barbara Robinson
DCMG Secretary

Account Balances - As of 8/8/2016
As of 8/8/2016

8/8/2016

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Account	8/8/2016 Balance
Bank Accounts	
Checking-Umpqua Bank	2,565.88
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	53,133.24
TOTAL Bank Accounts	64,358.22
OVERALL TOTAL	64,358.22

Cash Flow
7/14/2016 through 8/8/2016

Category	7/14/2016- 8/8/2016
INFLOWS	
Interest Income - Bank	2.71
Special Events	
Special Events-other	
Compost Tea	150.00
TOTAL Special Events-other	150.00
TOTAL Special Events	150.00
TOTAL INFLOWS	152.71
OUTFLOWS	
PSP Expense	
Discovery Garden	
Butterfly	110.39
Electric - meter 23609842	85.87
Irrigation	59.41
Maintenance	42.91
Water - River Forks meter	15.25
TOTAL Discovery Garden	313.83
HLC	
Eastside Greenhouse Maintenance	1,196.89
TOTAL HLC	1,196.89
TOTAL PSP Expense	1,510.72
Special Events Expense	
Plant Sale Expense	
Electrical - meter 62314693	186.30
Water - Pitchford meter	208.67
TOTAL Plant Sale Expense	394.97
TOTAL Special Events Expense	394.97
TOTAL OUTFLOWS	1,905.69
OVERALL TOTAL	-1,752.98

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

Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
INCOME			
Donations	2.00	0.00	2.00
Contributions	192.25	250.00	-57.75
TOTAL Donations	194.25	250.00	-55.75
Dues-hardcopy newsletter	185.75	255.00	-69.25
Dues-membership	2,419.25	2,400.00	19.25
Interest Income - Bank	11.97	12.00	-0.03
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	690.00	700.00	-10.00
TOTAL Clinic & Office	690.00	700.00	-10.00
TOTAL PSP Income	690.00	700.00	-10.00
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	3,811.50	2,900.00	911.50
Plant Sales			
Sales-event	20,420.22	20,500.00	-79.78
Sales-post	688.00	700.00	-12.00
Sales-pre	3,311.75	2,700.00	611.75
TOTAL Plant Sales	24,419.97	23,900.00	519.97
Vendor Booth	3,184.80	3,300.00	-115.20
TOTAL Plant Sale Income	32,534.27	31,050.00	1,484.27
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	795.00	900.00	-105.00
Trash-To-Treasure Sale	3,060.29	2,500.00	560.29
TOTAL Special Events-other	3,855.29	4,400.00	-544.71
TOTAL Special Events	36,389.56	35,450.00	939.56
TOTAL INCOME	39,890.78	39,067.00	823.78
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	318.40	750.00	431.60
TOTAL Awards & Banquet	318.40	1,100.00	781.60
Conferences	0.00	0.00	0.00
Chapter Meetings	0.00	0.00	0.00
OMGA Travel	297.16	1,000.00	702.84
TOTAL Conferences	297.16	1,000.00	702.84
Dues-OMGA	1,568.00	1,659.00	91.00
Grants&Gifts&Scholarships			
4-H Donation	70.00	80.00	10.00
Gifts - Hallmark	0.00	50.00	50.00
Officer Gifts	40.00	80.00	40.00
Scholarships	0.00	1,000.00	1,000.00

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

8/8/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
TOTAL Grants&Gifts&Scholarships	110.00	1,210.00	1,100.00
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	9.40	30.00	20.60
Print Check Charges	24.02	25.00	0.98
Supplies for Executive Board	24.39	30.00	5.61
TOTAL Management & General	2,510.22	6,099.00	3,588.78
PSP Expense	0.00	0.00	0.00
Advanced Training			
Continuing Education	0.00	100.00	100.00
Newsletter			
Postage	73.51	255.00	181.49
TOTAL Newsletter	73.51	255.00	181.49
TOTAL Advanced Training	73.51	355.00	281.49
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	110.39	350.00	239.61
Childrens	75.02	300.00	224.98
Compost & Biochar	142.45	50.00	-92.45
Easy Access (Container Garden)	442.84	450.00	7.16
Electric - meter 23609842	93.19	400.00	306.81
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	408.38	400.00	-8.38
Japanese	0.00	200.00	200.00
Kiosk - donor board	30.00	50.00	20.00
Maintenance	233.36	600.00	366.64
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	189.38	400.00	210.62
Raised Beds (Dahlia-Lily)	0.00	100.00	100.00
Rock Garden	229.96	800.00	570.04

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

8/8/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
Shade Garden	20.00	50.00	30.00
Signage	268.65	250.00	-18.65
Straw Bale Garden	0.00	220.00	220.00
Sun Garden	0.00	0.00	0.00
Water - River Forks meter	24.44	500.00	475.56
Xeriscape	374.21	400.00	25.79
TOTAL Discovery Garden	2,648.73	6,170.00	3,521.27
HLC	0.00	0.00	0.00
Eastside Greenhouse Maintenance	3,487.58	4,239.00	751.42
Eastside Greenhouse Supplies	0.00	500.00	500.00
Garbage Dump Fee	21.00	100.00	79.00
Maintenance	525.87	600.00	74.13
Toilet Repairs & Supplies	0.00	150.00	150.00
Tree Trimming Professional	1,000.00	1,000.00	0.00
Victory Garden	1,053.02	1,071.00	17.98
Victory Garden Signage - 2014 Grant	0.00	345.00	345.00
Westside Greenhouse Maintenance	272.03	1,200.00	927.97
Westside Greenhouse Supplies	129.52	400.00	270.48
TOTAL HLC	6,489.02	9,605.00	3,115.98
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	9,752.93	17,497.00	7,744.07
Special Events Expense			
Plant Sale Expense	0.00	0.00	0.00
Advertising	2,017.54	3,800.00	1,782.46
Contributions - Plant Sale Volunteers	349.32	350.00	0.68
Electrical - meter 62314693	2,933.48	3,600.00	666.52
Exhibit Fees	3,296.50	2,900.00	-396.50
Next Year Seed	674.06	750.00	75.94
Next Year Supplies - McConkey	90.96	2,500.00	2,409.04
Plants	121.72	1,100.00	978.28
Propane	705.37	1,500.00	794.63
Supplies	521.54	1,500.00	978.46
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	493.34	900.00	406.66
TOTAL Plant Sale Expense	11,203.83	19,450.00	8,246.17
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	25.49	150.00	124.51
TOTAL Special Events-other	25.49	405.00	379.51
TOTAL Special Events Expense	11,229.32	19,855.00	8,625.68
TOTAL EXPENSES	23,492.47	43,451.00	19,958.53
OVERALL TOTAL	16,398.31	-4,384.00	20,782.31