

**OSU DOUGLAS COUNTY MASTER GARDENER
Executive Board Meeting
September 14, 2016**

Attendance: Diana Circle, Chris Rusch, Anne Bacon, Fred Alley, Julie Stanbery, Ruth Stafford, Barbara Robinson, Betty Ison, Leo Grass, Larry Sutton, Bonnie Courter

Call to Order: The meeting was called to order at 10:10 a.m. by President, Chris Rusch.

Minutes: The minutes were approved as published online.

OFFICER REPORTS

OMGA – Nancy Fuller by Chris Rusch:

- OMGA Executive Committee is asking for interested members to consider serving on the Executive Committee for 2017. Let Marilyn Scheffler know of your interest.
- No information sent as yet on who may already be running for any of the Executive Committee positions.
- We will be participating in the “Bicycles and Roses” theme for the International Conference in 2017. We will need to form a committee to work on this project.
- There is an e-news subscription for information regarding the International Conference. To subscribe: <http://bkigs.iregibstate.ed/2017imgc/>
- Registration for the International is to begin in October, along with hotel registration. That information should be sent out within the next few weeks.

Treasurer – Patrice Sipos by Chris Rusch: Financials were distributed. Updates on the budget are available on the web at http://douglascountymg.org/mg_documents_forms.html. Budget proposals are due to Patrice by September 15. Budget figures will be gone over at the October Executive Board meeting. Committee Heads should be present and able to explain their budget requests.

Membership Director – Diana Circle: The current roster shows 264 members. Diana has issued 2 rosters, one lists last name first, and the other with first name first. She asked if that was how the membership preferred it and was met with a positive answer. An updated roster will be issued each quarter. Each roster will be dated. A written and a hard copy roster will be produced. Hard copies will be colored and available for pickup in the Plant Clinic.

The membership drive will start in October with an announcement in the newsletter. Diana questioned why we have to hold onto personal checks until January. It was suggested she talk to Patrice to determine if it was a necessity or just an old habit.

Vice President – Anne Bacon: Anne will announce October’s continued education program at our September meeting. She and Fred will be meeting soon to discuss options. Elva sounded open to the possibility of presenting a talk on dahlias in October since they are still blooming. Betty Ison was also mentioned as a possibility for a talk on seeding.

Anne asked if it would be possible to increase the budget to pay for speaker expenses for our continuing education programs. There is \$150 written into the budget for honorariums to help offset mileage costs if necessary, but is rarely used. Steve has helped with costs in the past. He also gives talks to groups in other counties and we could take advantage of using speakers from other counties as well. It was suggested she talk to Steve about the possibility of speakers and helping with costs. Otherwise, she would need to request the increase in funds in the budget process due to the treasurer Sept. 15th.

President – Chris Rusch: Chris has not heard back from Klamath Falls after inviting them to our September meeting multiple times. Rocky Houston, the new Parks Director will be attending the meeting and touring our facility. Each garden, and greenhouses, should have someone available to explain the function of their area. There will be a tomato taste off with more information to follow.

COMMITTEE REPORTS:

Plant Clinic – Chris Rusch: The Plant Clinic has been really busy. There has been a need for more people to sign up. There are still some new class members who have not completed their hours. Next month the clinic will go to 3 days a week.

Westside Greenhouse – Barbara Robinson: The Westside Greenhouse has been playing catch up getting all our inventory ready for the winter months. We are nearly caught up with the root pruning and repotting of all. In conjunction with this TLC and the cooler weather coming on, they are much happier. Barbara thanked Tasha King who has spearheaded crews to get all done while Barbara is checking off her pre-surgery list of to-do's. She also thanked the great crews showing up.

Eastside Greenhouse – Bruce Gravens: Bruce reported the Eastside has wrapped up their major projects thanks to Ivor and his industrious crew. Newest to arrive was several bucket loads of compost leveled out in front of the greenhouses. The end result is yet to be seen, but hopefully ruts will not be part of the landscape as grass pokes it way through.

Discussion ensued on gravel versus grass (intermingled with gravel) along the concrete barriers where people are parking along the greenhouse driveway. Barbara pointed out if there's grass poking up, there is the need to mow which makes the perfect storm for flying rocks which was an issue just this past Tuesday. More conversation ensued, much more. Fixing the problem would be an HLC project. Julie and Bruce will discuss and fix the problem.

Awards – Betty Ison: Betty has been busily getting ready for the Awards Banquet, gathering hours, making certificates, shopping, etc. She brought the Awards Banquet sign up clipboard in from the Plant Clinic for people to sign. Sign up was sparse. Chris will confirm an email is to be sent out. It was suggested mentors should contact their students and encourage their participation at the banquet. Chris will contact Denise. It was also suggested someone take the clipboard out to the HLC on Tuesday to circulate it around to everyone. Our banquet is the same day as the UCC Memorial which may be keeping numbers down.

Farmers Market: Barbara Anderson: Farmers Market has been going very well. Barbara needs someone to fill in for the 24th or it will have to be cancelled. The booth will only run through September.

Community Education: Leo Grass: Leo presented a vertebrates class at the Conference on Extraordinary Living at UCC. Jude Stensland manned the Extension, MG, MFP, Small Farms information table.

Discovery Garden – Julie Stanbery:

- Mark Schmol will be painting the Japanese Tea House and building new doors.
- The plumber has suggested we install a new toilet in the women’s restroom. We will have a bid on it next month. If it works well, eventually we will do the other side as well.
- The Pavilion area has been damaged by people using tape, paint, etc. on the woodwork rafters, tables, etc. Please be cognizant of not using tape, tacks, paints, sticky substances, etc.
- Parties reserving the Pavilion will not be allowed to use our bathrooms, but required to rent porta potties or use the county park bathrooms.
- Julie has been getting bids on building a handicapped accessible pathway encircling the entire Discovery Garden. It will be a proper path, built to specified guidelines and will last a very long time. It will cost somewhere between \$7,000 to \$10,000. We received two grants from mini-college which will go toward this project, one for \$500 and another for \$250. It was questionable how the \$250 grant was written as to how much of the funds were earmarked for the Discovery Garden. Hopefully the pathway will be completed this fall before the rains set in.
- The Discovery Garden is being watered for one hour on Mondays and Thursdays through probably the middle of October unless the weather changes.
- Official workdays will end September 27th in the Discovery Garden.

Victory Garden – Ruth Stafford: The VG delivered 677 pounds to UCAN last week. As of yesterday 3,914 pounds have been delivered to UCAN this year. Ruth thanked everyone who stepped up to help them pick over the Labor Day holiday. Mik is stepping down as co-chair next year. Ruth is looking for someone else to co-chair with her. Ruth and Barbara Horst will be working the Canyonville Farmers Market the next 2 Markets to share the role Extension plays in the communities it operates in.

Publicity – Barbara Horst: (Not in attendance) Julie Stanbery admitted her vulnerability in talking about such a foreign subject such as “Instagram” but said she had been talking to Geoff Puryear about the responses he has been getting from across the Pond. All in response to the incredible pictures he’s been posting of the Xeriscape Garden plantings right here in our little Discovery Garden. Julie thought it might be quite appropriate for a write up of some sort, even to just let Master Gardeners know. Someone else thought the News Review might be interested in interviewing him.

OLD BUSINESS

- Research needs to be done on the ramifications of amending our bylaws regarding the disposition of assets if our chapter dissolves. As our bylaws are written currently, our assets would go to OMGA. We will revisit at our next executive board meeting.

NEW BUSINESS

- There is no sign up sheet in the Plant Clinic for people to sign up to be mentors for the Winter Training. Chris will take care of this.
- Winter Training is full with 30 students.

ANNOUNCEMENTS

Insect Committee	First and Third Mondays 10 a.m.
Discovery Garden Workdays	Tuesdays, 9 to noon
Westside & Eastside GH Crews	Tuesdays, 9 to noon
DCMG Chapter Meeting & Potluck	September 25, 10a.m., DG Pavilion
DCMG Awards Banquet	October 1, 5 p.m., First Methodist Church

MEETING ADJOURNMENT: The meeting was adjourned at 11:45 a.m. by President, Chris Rusch.

Respectfully Submitted,
Barbara Robinson
DCMG Secretary

Account Balances - As of 09/01/16

As of 09/01/16

09/01/16

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Account	09/01/16 Balance
Bank Accounts	
Checking-Umpqua Bank	3,257.25
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	51,133.24
TOTAL Bank Accounts	63,049.59
OVERALL TOTAL	63,049.59

Cash Flow

08/09/16 through 09/01/16

09/01/16

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Category	08/09/16- 09/01/16
INFLOWS	
Donations	
Contributions	809.00
TOTAL Donations	809.00
PSP Income	
Clinic & Office	
Soil Testing	30.00
TOTAL Clinic & Office	30.00
TOTAL PSP Income	30.00
Special Events	
Special Events-other	
Compost Tea	226.00
TOTAL Special Events-other	226.00
TOTAL Special Events	226.00
TOTAL INFLOWS	1,065.00
OUTFLOWS	
Bank Charge	-76.30
Management & General	
Conferences	
OMGA Travel	268.23
TOTAL Conferences	268.23
Grants&Gifts&Scholarships	
Officer Gifts	25.31
Scholarships	586.00
TOTAL Grants&Gifts&Scholarships	611.31
Liability Insurance	636.00
TOTAL Management & General	1,515.54
PSP Expense	
Clinic & Office	
Website Development	116.40
TOTAL Clinic & Office	116.40
Discovery Garden	
Maintenance	44.29
Straw Bale Garden	220.00
TOTAL Discovery Garden	264.29
HLC	
Eastside Greenhouse Maintenance	492.23
Garbage Dump Fee	12.00
Maintenance	37.57
TOTAL HLC	541.80
TOTAL PSP Expense	922.49
Special Events Expense	
Plant Sale Expense	
Supplies	11.90
TOTAL Plant Sale Expense	11.90
Special Events-other	0.00
TOTAL Special Events Expense	11.90
TOTAL OUTFLOWS	2,373.63

Cash Flow
08/09/16 through 09/01/16

09/01/16

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Category	08/09/16- 09/01/16
OVERALL TOTAL	-1,308.63

Budget - Current Year

01/01/16 through 12/31/16 Using 2016 Budget

09/01/16

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Category	01/01/16 Actual	- Budget	12/31/16 Difference
INCOME			
Donations	2.00	0.00	2.00
Contributions	900.25	250.00	650.25
TOTAL Donations	902.25	250.00	652.25
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	720.00	700.00	20.00
TOTAL Clinic & Office	720.00	700.00	20.00
TOTAL PSP Income	720.00	700.00	20.00
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	1,021.00	900.00	121.00
Trash-To-Treasure Sale	3,060.29	2,500.00	560.29
TOTAL Special Events-other	4,081.29	4,400.00	-318.71
TOTAL Special Events	36,615.56	35,450.00	1,165.56
TOTAL INCOME	40,854.78	39,067.00	1,787.78
EXPENSES			
Bank Charge	-76.30	0.00	76.30
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	565.39	1,000.00	434.61
TOTAL Conferences	565.39	1,000.00	434.61
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	65.31	80.00	14.69

Budget - Current Year

01/01/16 through 12/31/16 Using 2016 Budget

09/01/16

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Category	01/01/16 Actual	- Budget	12/31/16 Difference
Scholarships	586.00	1,000.00	414.00
TOTAL Grants&Gifts&Scholarships	721.31	1,210.00	488.69
Historian	0.00	25.00	25.00
Hospitality	158.85	200.00	41.15
Liability Insurance	636.00	670.00	34.00
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	4,025.76	6,099.00	2,073.24
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	116.40	207.00	90.60
TOTAL Clinic & Office	358.07	747.00	388.93
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	0.00	50.00	50.00
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	277.65	600.00	322.35
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

Budget - Current Year

01/01/16 through 12/31/16 Using 2016 Budget

09/01/16

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Category	01/01/16 Actual	- Budget	12/31/16 Difference
Raised Beds (Dahlia-Lily)	0.00	100.00	100.00
Rock Garden	229.96	800.00	570.04
Shade Garden	20.00	50.00	30.00
Signage	125.00	250.00	125.00
Straw Bale Garden	220.00	220.00	0.00
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	2,626.92	6,170.00	3,543.08
HLC	0.00	0.00	0.00
Eastside Greenhouse Maintenance	3,979.81	4,239.00	259.19
Eastside Greenhouse Supplies	0.00	500.00	500.00
Garbage Dump Fee	33.00	100.00	67.00
Maintenance	563.44	600.00	36.56
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 et al	42.65	345.00	302.35
Westside Greenhouse Maintenance	272.03	1,200.00	927.97
Westside Greenhouse Supplies	129.52	400.00	270.48
TOTAL HLC	7,073.47	9,605.00	2,531.53
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	10,431.97	17,497.00	7,065.03
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	533.44	1,500.00	966.56
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	493.34	900.00	406.66
TOTAL Plant Sale Expense	11,215.73	19,450.00	8,234.27
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	75.00	75.00
Compost Tea	142.45	150.00	7.55
Taste-Off	0.00	30.00	30.00
Trash-To-Treasure Sale	25.49	150.00	124.51
TOTAL Special Events-other	167.94	405.00	237.06
TOTAL Special Events Expense	11,383.67	19,855.00	8,471.33
TOTAL EXPENSES	25,765.10	43,451.00	17,685.90
OVERALL TOTAL	15,089.68	-4,384.00	19,473.68