

OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Meeting

October 12, 2016

10:00 AM Extension Kitchen

Attendance: Chris Rusch, Bonnie Courter, Bruce Gravens, Leo Grass, Mik Carlson, Ruth Stafford, Diana Circle, Betty Ison, Jude Stensland, Kish Doyle, Patrice Sipos, Steve Renquist, Anne Bacon, Jeanie Owen, Julie Stanbery, Elva Sellens

The meeting was called to order at 10:05 AM by President, Chris Rusch. The minutes were approved as published on the DCMG website.

Agent's Report - Steve Renquist:

- Steve announced that Chris Rusch was given an award by OSU Extension for her work with "Ask An Expert". A letter was presented to her along with an invitation to attend the November awards ceremony at OSU.
- Our Agrimet weather station website is up and running, but there are still some corrective tweaks to be made such as the photo views which are incorrect. Since there are so many abbreviations in the data charts, Steve suggested printing off the key to the abbreviations found at the bottom of the "10 day history" page. The Agrimet weather stations are run by the Bureau of Reclamation, and provide weather and irrigation data for agriculture across the Pacific Northwest.
- There is a new OSU Extension Viticulture Agent located in Medford, Alex Levin, who serves the needs of grape growers in three counties: Douglas, Jackson, and Josephine. He is involved in over 80% research and 15% Extension.
- Steve has been working with Phoenix School on their orchard, which, unfortunately, has been yearly ravaged by deer. He also has been helping one of their instructors partner with local produce farmers to enhance his classes on gardening and nutrition.
- The International Master Gardener's Conference (IMGC) is now ready for online registration. Our Discovery Garden is on the pre-conference tour which is a 3-day loop including Bend, Medford, and then back north through Roseburg. The tour will arrive at the Discovery Garden on Sunday, July 9, 2017. Julie estimated about 36 people will attend, and our chapter may expedite box lunches for them.

2017 BUDGET PRESENTATION AND DISCUSSION - Patrice Sipos, Treasurer:

The proposed budget was gone through line item by line item and discussed as necessary. At the conclusion, it was moved to accept the proposed budget with changes and then seconded. The Board voted to approve the proposed budget which will be presented to the membership at the next Chapter Meeting.

OFFICER REPORTS:

Treasurer - Patrice Sipos: Patrice did some research on using card readers for the Plant Sale and other fundraisers, enabling customers to use their debit/credit cards when making purchases. She found that it would cost \$44.00 to set up the card reader, and a wi-fi or cellular connection is required to make transactions. Each "square" card reader which attaches to a cell phone costs \$5.00, and the bank charge would be minimal - only 2-3 cents per transaction. It

has been reported by others that this may significantly increase sales due to the convenience afforded purchasers.

Vice-President - Anne Bacon: Anne requested that we purchase a new coffee pot for our hospitality at meetings. Anne was encouraged to go ahead and purchase one, submitting the receipt.

Anne also notified the Board that due to renovation of the upstairs auditorium, we will need to find another suitable meeting location for Chapter Meetings in March, April and May.

OMGA - Kish Doyle, Alternate:

- Registration for the International Conference opened on 10/10/16. Hotel codes were released the same day. Go to <http://blogs.oregonstate.edu/2017imgc/> for more information.
- An updated list of the DCMG officers has been sent to the OMGA data manager.
- The next quarterly meeting is 11/05/16 in Tillamook. Officers for the next year will be elected. Deadline for nominations is 10/15/16. Send nominations to Marilyn Scheffler (mfscheffler@yahoo.com).
- The leadership conference is on 11/04/16. David Atkins from the Center for Nonprofit Law will speak on reviewing and updating an organization's bylaws.

Membership - Diana Circle: Diana reminded everyone that she is now accepting dues. She also thought it a good idea to include in the roster the phone numbers and address for the Plant Clinic and Extension front office. She will add these to the next roster.

COMMITTEE REPORTS:

Community Outreach - Leo Grass: Leo announced that Jude Stensland is now the official Community Outreach chairman. All requests should be forwarded to her from now on.

Plant Clinic - Chris Rusch: Plant Clinic is now down to three days a week. There has been a reduction in traffic to the clinic. Openings are still available to help man the clinic.

Winter Training Class - Steve Renquist for Denise Fennell: We have 34 students enrolled in the Winter Training Class. There are a few prospective students on the waiting list as well, but Steve would like to keep it at 34. Surprisingly, the class is composed of 50% men this time! Interviews are almost completed, and Orientation will be held November 9 at 11:30 in the Annex.

Greenhouse East & West: No report

Awards - Betty Ison: Betty would like to re-write the "Awards" section of the Policy & Procedures Manual where it requires only 2 weeks for members to sign up for the Awards Banquet. This year there were 60 members who signed up in the last two weeks before the dinner, placing a huge strain on Betty to get certificates and awards made out. She would like to see sign up sheets available at each meeting starting at the June chapter meeting and continuing on throughout. Anne Bacon suggested that mentors should follow up with their

trainees to get them to sign up for the Banquet starting in August, and Banquet announcements could appear in more issues of the Newsletter starting in the summer months as well. Betty will write the changes for the next Policy & Procedures review in January or February.

Discovery Garden - Julie Stanbery: Julie has received two bids so far out of four companies for the Discovery Garden pathways. The lowest is \$7,600 and the highest is \$10,000. After a third bid is received, she will make a decision and have that cost by the end of November, and the Executive Board will then vote on it. Her goal is to have the paths completed by July of 2017 in time for the IMGCC tour. There will be 4' wide paths in every garden with wider ones around the Pavilion. The paths will be excavated 4" deep. The excavated ground could be placed in front of the Eastside Greenhouse for a parking area.

Victory Garden - Ruth Stafford: Yesterday the Victory Garden topped its goal of donated produce with a stunning total of 5,530 pounds total. They hope to be done before November 1.

Newsletter - Bonnie Courter: No report

Publicity - Barbara Horst: Not present

ANNOUNCEMENTS

Insect Committee

First & Third Mondays, 10:00 AM

DCMG Chapter Meeting & Continuing Education

October 27, 9:00 AM, Extension Auditorium

Bake Sale

November 19

MEETING ADJOURNMENT: The meeting was adjourned at 12:35 PM by President, Chris Rusch.

Respectfully Submitted,
Bonnie Courter for Barbara Robinson
DCMG Secretary

Account Balances - As of 10/11/2016

As of 10/11/2016

10/11/2016

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Account	10/11/2016 Balance
Bank Accounts	
Checking-Umpqua Bank	2,276.95
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	47,138.31
TOTAL Bank Accounts	58,074.36
OVERALL TOTAL	58,074.36

Cash Flow
09/15/2016 through 10/11/2016

Category	09/15/2016- 10/11/2016
INFLOWS	
Donations	
Contributions	40.00
TOTAL Donations	40.00
Interest Income - Bank	2.45
PSP Income	
Clinic & Office	
Soil Testing	75.00
TOTAL Clinic & Office	75.00
TOTAL PSP Income	75.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-post	188.75
TOTAL Plant Sales	188.75
TOTAL Plant Sale Income	188.75
Special Events-other	
Compost Tea	36.00
TOTAL Special Events-other	36.00
TOTAL Special Events	224.75
TOTAL INFLOWS	342.20
OUTFLOWS	
Management & General	
Awards & Banquet	
Awards	208.45
Banquet	210.00
TOTAL Awards & Banquet	418.45
Grants&Gifts&Scholarships	
Scholarships	200.00
TOTAL Grants&Gifts&Scholarships	200.00
TOTAL Management & General	618.45
PSP Expense	
Advanced Training	
Newsletter	
Postage	18.36
TOTAL Newsletter	18.36
TOTAL Advanced Training	18.36
Discovery Garden	
Childrens	19.00
Hummingbird	136.07
Irrigation	3.99
Japanese	155.85
Kiosk - donor board	40.00
Maintenance	179.67
Raised Beds (Dahlia-Lily)	25.93
Rock Garden	570.04
Water - River Forks meter	61.36
TOTAL Discovery Garden	1,191.91
HLC	

Cash Flow
09/15/2016 through 10/11/2016

Category	09/15/2016- 10/11/2016
Eastside Greenhouse Maintenance	219.29
Garbage Dump Fee	12.00
Maintenance	36.56
Victory Garden	13.15
Westside Greenhouse Maintenance	21.95
Westside Greenhouse Supplies	14.85
TOTAL HLC	317.80
TOTAL PSP Expense	1,528.07
Special Events Expense	
Plant Sale Expense	
Next Year Seed	15.96
Next Year Supplies - McConkey	1,094.22
Plants	6.26
Propane	116.87
Supplies	40.78
Water - Pitchford meter	362.29
TOTAL Plant Sale Expense	1,636.38
Special Events-other	0.00
TOTAL Special Events Expense	1,636.38
TOTAL OUTFLOWS	3,782.90
OVERALL TOTAL	-3,440.70

Budget - Current Year

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

10/11/2016

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Category	01/01/2016 Actual	- Budget	12/31/2016 Difference
INCOME			
Donations	2.00	0.00	2.00
Contributions	940.25	250.00	690.25
TOTAL Donations	942.25	250.00	692.25
Dues-hardcopy newsletter	185.75	255.00	-69.25
Dues-membership	2,419.25	2,400.00	19.25
Interest Income - Bank	17.04	12.00	5.04
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	795.00	700.00	95.00
TOTAL Clinic & Office	795.00	700.00	95.00
TOTAL PSP Income	795.00	700.00	95.00
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	876.75	700.00	176.75
Sales-pre	3,311.75	2,700.00	611.75
TOTAL Plant Sales	24,608.72	23,900.00	708.72
Vendor Booth	3,184.80	3,300.00	-115.20
TOTAL Plant Sale Income	32,723.02	31,050.00	1,673.02
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	1,057.00	900.00	157.00
Trash-To-Treasure Sale	3,060.29	2,500.00	560.29
TOTAL Special Events-other	4,117.29	4,400.00	-282.71
TOTAL Special Events	36,840.31	35,450.00	1,390.31
TOTAL INCOME	41,199.60	39,067.00	2,132.60
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	208.45	350.00	141.55
Banquet	528.40	750.00	221.60
TOTAL Awards & Banquet	736.85	1,100.00	363.15
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

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

10/11/2016

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Category	01/01/2016 Actual	- Budget	12/31/2016 Difference
Scholarships	786.00	1,000.00	214.00
TOTAL Grants&Gifts&Scholarships	921.31	1,210.00	288.69
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	4,644.21	6,099.00	1,454.79
PSP Expense	0.00	0.00	0.00
Advanced Training			
Continuing Education	0.00	100.00	100.00
Newsletter			
Postage	91.87	255.00	163.13
TOTAL Newsletter	91.87	255.00	163.13
TOTAL Advanced Training	91.87	355.00	263.13
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	94.02	300.00	205.98
Compost & Biochar	0.00	50.00	50.00
Easy Access (Container Garden)	450.00	450.00	0.00
Electric - meter 23609842	542.20	400.00	-142.20
Entry	6.46	75.00	68.54
Hedgerow	0.00	0.00	0.00
Herb	0.00	75.00	75.00
Hummingbird	136.07	150.00	13.93
Iris	0.00	0.00	0.00
Irrigation	412.37	400.00	-12.37
Japanese	155.85	200.00	44.15
Kiosk - donor board	40.00	50.00	10.00
Maintenance	475.55	600.00	124.45
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

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

10/11/2016

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Category	01/01/2016 Actual	- Budget	12/31/2016 Difference
Raised Beds (Dahlia-Lily)	25.93	100.00	74.07
Rock Garden	800.00	800.00	0.00
Shade Garden	20.00	50.00	30.00
Signage	147.84	250.00	102.16
Straw Bale Garden	220.00	220.00	0.00
Sun Garden	0.00	0.00	0.00
Water - River Forks meter	85.80	500.00	414.20
Xeriscape	374.21	400.00	25.79
TOTAL Discovery Garden	4,286.07	6,170.00	1,883.93
HLC	0.00	0.00	0.00
Eastside Greenhouse Maintenance	4,226.81	4,239.00	12.19
Eastside Greenhouse Supplies	15.69	500.00	484.31
Garbage Dump Fee	45.00	100.00	55.00
Maintenance	577.31	600.00	22.69
Toilet Repairs & Supplies	22.69	150.00	127.31
Tree Trimming Professional	1,000.00	1,000.00	0.00
Victory Garden	1,066.17	1,071.00	4.83
Victory Garden Signage 2014 Grant et al	42.65	345.00	302.35
Westside Greenhouse Maintenance	827.96	1,200.00	372.04
Westside Greenhouse Supplies	144.37	400.00	255.63
TOTAL HLC	7,968.65	9,605.00	1,636.35
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	13,004.66	17,497.00	4,492.34
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	3,426.01	3,600.00	173.99
Exhibit Fees	3,296.50	2,900.00	-396.50
Next Year Seed	690.02	750.00	59.98
Next Year Supplies - McConkey	1,185.18	2,500.00	1,314.82
Plants	127.98	1,100.00	972.02
Propane	822.24	1,500.00	677.76
Supplies	574.22	1,500.00	925.78
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	855.63	900.00	44.37
TOTAL Plant Sale Expense	13,344.64	19,450.00	6,105.36
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	13,512.58	19,855.00	6,342.42
TOTAL EXPENSES	31,161.45	43,451.00	12,289.55
OVERALL TOTAL	10,038.15	-4,384.00	14,422.15