

OSU DOUGLAS COUNTY MASTER GARDENERS
Executive Meeting
November 9, 2016 9:30 AM
Extension Kitchen

Attendance: Anne Bacon, Jen Bailey, Diana Circle, Bonnie Courter, Kish Doyle, Nancy Fuller, Betty Ison, Richard Johnstone, June Murphy, Steve Renquist, Jim Rogers, Chris Rusch, Elva Sellens, Ann Severson, Patrice Sipos, Ruth Stafford, Julie Stanbery, Jude Stensland, Larry Sutton

Call to Order: The meeting was called to order at 9:33 AM by President Chris Rusch.

Minutes: The minutes were approved as published on the DCMG website.

Agent's Report – Steve Renquist:

- Orientation for the new class is today. It should be an excellent group. The class is 50% women and 50% men, which is a first. Concern has been raised that almost all the mentors are women, and some men may not be comfortable with their mentors. Everyone present at the meeting felt that this would not be a problem, but Steve will announce that if anyone is ever uncomfortable, they should come to him. Steve also noted that most of the new class has moved into the area recently. He is encouraging mentors to do more proactive coaching, sharing their Oregon-specific gardening knowledge with their trainees. The class will convene at 8:30 AM, so students and mentors have plenty of time to go through the homework.
- Installation of the new toilet at the HLC has been delayed until next week, as the plumber accidentally brought a floor-mounted toilet, instead of the wall-mounted unit specified. The cost is coming in below what the members approved, so the second toilet may be replaced as well, if all goes well with the first. Hopefully the chronic problems with the old toilet were all due to the air-assist flush, and the new standard-flush toilet should work properly.
- Steve still hasn't been billed for the new weather station at the HLC – the company seems pretty disorganized.

OFFICER REPORTS

Membership – Diana Circle: 52 members, 21% of the membership, have paid their dues. One member moved away, and one passed away.

OMGA – Nancy Fuller: Nancy reported on the recent OMGA quarterly meeting, with contributions from Kish Doyle and Patrice Sipos:

- OMGA officers were elected. The new President is Seamus Ramirez (Clackamas County), who was nominated from the floor. The Treasurer retained her position, and the

Secretary moved into the First Vice President role. The Secretary role is currently open and must be filled immediately to meet legal requirements.

- The leadership training session was the best to date. An attorney specializing in non-profits gave a presentation on legal issues, explaining the role of the articles of incorporation, bylaws, and policies and procedures. He noted that members of the board cannot re-elect themselves, but should bring candidates to the membership via a nomination process. There has been no nominating committee for recent OMGA elections.
- There are concerns about the Treasurer staying in the same role for so many years.
- Gail Langelotto reported on the 2017 International Master Gardeners Conference. Gail has less time for educational activities, as she's so busy with the conference. There are lots of sign-ups from other countries, including South Korea.

Treasurer – Patrice Sipos: Financials were distributed.

Vice President – Anne Bacon: November's continuing education program is Leo Grass on "Putting Your Garden to Bed". Anne is still looking for a speaker for January's meeting. Please contact her with any ideas.

Past President – Larry Sutton: Larry had nothing to report.

President – Chris Rusch:

- There are renewed complaints from OSU staff on members' etiquette at the Plant Clinic. Do not talk on cell phones in the hallway, as everyone can hear every word.
- The chapter meeting is next Thursday (early because of Thanksgiving). Chris won't be soliciting the membership for agenda items, as she'll be out of town for the rest of the week. She will send out the agenda on Sunday evening.

COMMITTEE REPORTS

Community Outreach – Jude Stensland: Jude is learning how to make Powerpoint presentations on her Mac. Her first solo presentation is this afternoon for the Sutherlin Garden Club, speaking on root vegetables, including carrot and potato pests. She is looking for input on new presentations, and support in giving presentations.

Plant Clinic – Chris Rusch: The Plant Clinic is slowing down, open only on Mondays and Wednesdays. There have been 919 visitors from January to October, a bit less than all of last year. She will wait until the end of December to publish a final year-end report. There were more walk-ins (491) than phone calls (403), with 25 client e-mails. Chris plans to go through the library books and do a major cleaning of the office over the winter. She'll also be getting together with the training team. Karolyn Riecks is taking over Fridays from Gary Dubois, so the full training team is Leo Grass, Bonnie Courter, Chris Rusch, Larry Sutton and Karolyn Riecks. Kish noted that the new computer is working nicely.

Julie Stanbery and Richard Johnstone asked about refresher training for mentors who have not been in the Plant Clinic in years. Chris explained it's not necessary for the mentors to go

through specific training, as the Plant Clinic core training team takes care of that. However, mentors are welcome to come into the Plant Clinic during regular hours in November and December for a refresher.

Winter Training – Denise Fennell: Denise was not at the meeting, getting ready for the new class orientation.

Greenhouse West – Barbara Robinson: Patrice read the report from Barb: “The Westside crew has spent the last five weeks helping the Eastside ready their inventory for the coming winter. We will not be having regularly scheduled Tuesday crews until after the first of the year. We may have the need for a small crew on occasional days to work on plant cuttings or other jobs on the Westside. These will be announced by e-mail. Thanks to everyone who have joined our efforts and made Tuesdays such a fun time!”

Greenhouse East – Ann Severson: The Eastside crew is almost done, and they may not even have to meet on Thursday. Many thanks to Tasha King and the Westside crew for their help.

Awards – Betty Ison: Betty had nothing to report. Nancy Fuller shared that Gail Langellotto gave Betty Ison kudos at the OMGA meeting for always being the first to submit nominations for the state-level awards. There are new guidelines for the awards on the OMGA web site. Since Mini-College won't be held in 2017, the OMGA executive board will present the Oregon Master Gardener of the Year award at the winner's local chapter meeting.

Discovery Garden – Julie Stanbery:

- Elva is finished with dahlias, so irrigation water to the Discover Garden (but not the greenhouses) is being turned off.
- Julie has purchased Tordon to “hack and squirt” some tree stumps. Steve recommended using a hatchet (over drilling holes) to expose the cambium layer, then applying full-strength herbicide to be pulled down into the roots.
- Julie is talking to contractors about the installation of gravel pathways in the Discovery Garden. It will be about 1000' of paths. Approximately 71 yards of dirt/gravel will have to be removed – the plan is to fill in and compact the parking lot. The low bid is \$7,600, and the high bid is \$20,000. Julie is looking into getting some of the materials donated. Anne Bacon recommended another contractor who might want to bid the job.
- Julie and Chris Rusch took the new Douglas County Parks Director, Rocky Houston, on a tour of the HLC. They discussed connecting the River Forks walking path through the Discover Garden, entering and exiting through the Spider Gate and Japanese Garden Gate. This has always been Julie's plan for once the Discovery Garden pathways have been improved. Rocky has added the Discovery Garden brochure to the county parks' web site. Julie has offered to help him with Amacher Park. Rocky seems to understand that MGs are education volunteers, not maintenance volunteers.
- Rocky had ideas about how to sign the DG pathways to indicate that they are accessible but not necessarily ADA legally compliant.

- Diana Circle noted that a local photographer, Matt Jackson, has published lots of great pictures of the Discovery Garden on Facebook. Unfortunately they are labeled as “Community Garden”. Diana knows Matt, and will try to get this fixed.

Victory Garden – Ruth Stafford: The Victory Garden has been put to bed. UCAN shared that the produce donated would have cost them \$8,700 to purchase.

Newsletter – Bonnie Courter: Articles for the December newsletter are due Saturday, November 26th. The January issue is geared towards the new class, with articles by and pictures of the officers and key committee heads. The article and/or picture can be re-used from last year. Bonnie has her camera here to take new pictures. The deadline for the January newsletter is December 17th, but earlier submissions are appreciated!

Publicity – Barbara Horst: Barb was not present.

Spring into Gardening – Steve Renquist: Spring into Gardening may be moved till later in the year in the future, but for 2017, it will remain on the last Saturday of February, the 25th. The program will be equally split with the Master Food Preservers, with two gardening and two food preservation classes for each of the four session periods.

Steve gave kudos to Bonnie Courter for her work getting the Ask-A-Master-Gardener articles in the News-Review. Our submissions are finally being published consistently, and they are not enforcing the 500-word limit. Bonnie has gotten good feedback. Larry Sutton shared that visitors to the MG booth at the farmers’ market mention the articles. The plan is to submit this effort as a Search for Excellence project next year.

Trash to Treasures – Ann Serverson: Ann is very excited about her new role as co-chair of the sale. She is accepting donations that fit into her 5’x8’ storage trailer. She is pre-pricing items. Given the upcoming construction at the Annex auditorium, the sale will be held a week earlier than usual. Thursday, March 9th, is table setup. Friday, March 10th, is accepting and pricing donations. Saturday, March 11th is the sale itself. In past years, the afternoon has been slow and not everything sold. Ann is planning and advertising a “\$1/bag” special for the last hour of the sale.

OLD BUSINESS – None.

NEW BUSINESS

- Jen Bailey presented a draft revision to the chapter bylaws, specifying that if the chapter ever dissolves, its remaining funds should go to the Douglas County Extension Endowment Fund, instead of to OMGA. The funds would be held in trust for five years, to be returned to the chapter if it gets restarted within that timeframe. The draft amendment states:
“In the event of dissolution of the Douglas County Chapter, OMGA, liquid assets remaining after satisfaction of obligations and expenses shall be transferred to Douglas County Extension to be held in trust for up to five years for the possible reinstatement of the Chapter, after which time they shall be distributed to the Douglas County Extension

Endowment Fund. All material assets shall be dispersed upon recommendation of the Executive Board.”

John Punches has committed to holding our assets in trust for five years, should the chapter dissolve during his tenure. He is investigating how to ensure his successors will also be committed to holding the assets for five years. Once he gets back to us, the bylaws language will be finalized.

- Chris Rusch asked about holding the December executive board meeting. She will wait to see what comes up.
- Anne Bacon is finding a location for the March, April and May chapter meetings, as the Annex auditorium will be undergoing construction. The library meeting room is available at no charge, but it doesn't start taking reservations until January. The First United Methodist church charges \$50.
- Patrice Sipos has secured and tested the “square” credit card system, so that the Bake Sale, Trash to Treasures and Plant Sale can accept credit cards. The Bake Sale will be a good test. Anne Bacon will provide the cell phone for using square.

ANNOUNCEMENTS

Flyers for the Bake Sale are in the Plant Clinic.

MEETING ADJOURNMENT: The meeting was adjourned at 10:55 AM by President Chris Rusch.

ANNOUNCEMENTS

Insect Committee	First and Third Mondays, 10:00 AM
DCMG Chapter Meeting	November 17 th , 9:00 AM, Continuing Ed, 10:00 AM Chapter meeting, Extension Auditorium
Bake Sale	November 19 th , Sherm's

Respectfully Submitted,

Jen Bailey
for Barbara Robinson, DCMG Secretary

Account Balances - As of 11/07/2016

As of 11/07/2016

11/07/2016

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Account	11/07/2016 Balance
Bank Accounts	
Checking-Umpqua Bank	1,699.34
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	46,140.68
TOTAL Bank Accounts	56,499.12
OVERALL TOTAL	56,499.12

Cash Flow
10/13/2016 through 11/07/2016

Category	10/13/2016- 11/07/2016
INFLOWS	
Interest Income - Bank	2.37
PSP Income	
Clinic & Office	
Soil Testing	60.00
TOTAL Clinic & Office	60.00
TOTAL PSP Income	60.00
Special Events	
Special Events-other	
Bake Sale	0.97
TOTAL Special Events-other	0.97
TOTAL Special Events	0.97
TOTAL INFLOWS	63.34
OUTFLOWS	
Management & General	
Grants&Gifts&Scholarships	
Gifts - Hallmark	46.75
TOTAL Grants&Gifts&Scholarships	46.75
Hospitality	91.57
TOTAL Management & General	138.32
PSP Expense	
Advanced Training	
Newsletter	
Postage	20.40
TOTAL Newsletter	20.40
TOTAL Advanced Training	20.40
Discovery Garden	
Orchard	44.47
TOTAL Discovery Garden	44.47
HLC	
Eastside Greenhouse Supplies	410.71
Victory Garden	55.00
Victory Garden Signage 2014 Grant et al	63.05
Westside Greenhouse Maintenance	87.05
TOTAL HLC	615.81
TOTAL PSP Expense	680.68
Special Events Expense	
Plant Sale Expense	
Plants	254.41
TOTAL Plant Sale Expense	254.41
Special Events-other	0.00
TOTAL Special Events Expense	254.41
TOTAL OUTFLOWS	1,073.41
OVERALL TOTAL	-1,010.07

Budget - Current Year

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

11/07/2016

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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	19.41	12.00	7.41
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	855.00	700.00	155.00
TOTAL Clinic & Office	855.00	700.00	155.00
TOTAL PSP Income	855.00	700.00	155.00
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	0.97	1,000.00	-999.03
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	4,118.26	4,400.00	-281.74
TOTAL Special Events	36,841.28	35,450.00	1,391.28
TOTAL INCOME	41,262.94	39,067.00	2,195.94
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	46.75	50.00	3.25
Officer Gifts	65.31	80.00	14.69

Budget - Current Year

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

11/07/2016

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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	968.06	1,210.00	241.94
Historian	0.00	25.00	25.00
Hospitality	250.42	200.00	-50.42
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	4,782.53	6,099.00	1,316.47
PSP Expense	0.00	0.00	0.00
Advanced Training			
Continuing Education	0.00	100.00	100.00
Newsletter			
Postage	112.27	255.00	142.73
TOTAL Newsletter	112.27	255.00	142.73
TOTAL Advanced Training	112.27	355.00	242.73
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	536.08	600.00	63.92
Mulch	300.00	300.00	0.00
Orchard	44.47	50.00	5.53
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

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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	4,691.07	6,170.00	1,478.93
HLC	0.00	0.00	0.00
Eastside Greenhouse Maintenance	4,226.81	4,239.00	12.19
Eastside Greenhouse Supplies	631.04	500.00	-131.04
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	1,121.17	1,071.00	-50.17
Victory Garden Signage 2014 Grant et al	105.70	345.00	239.30
Westside Greenhouse Maintenance	915.01	1,200.00	284.99
Westside Greenhouse Supplies	144.37	400.00	255.63
TOTAL HLC	8,789.10	9,605.00	815.90
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	14,250.51	17,497.00	3,246.49
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	57.47	750.00	692.53
Next Year Supplies - McConkey	508.68	2,500.00	1,991.32
Plants	1,056.45	1,100.00	43.55
Propane	822.24	1,500.00	677.76
Supplies	1,209.21	1,500.00	290.79
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	855.63	900.00	44.37
TOTAL Plant Sale Expense	13,599.05	19,450.00	5,850.95
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	13,766.99	19,855.00	6,088.01
TOTAL EXPENSES	32,800.03	43,451.00	10,650.97
OVERALL TOTAL	8,462.91	-4,384.00	12,846.91