

**OSU DOUGLAS COUNTY MASTER GARDENER
Executive Board Meeting
January 11, 2017**

Attendance: Patrice Sipos, Anne Bacon, Diana Circle, Chris Rusch, Denise Fennell, Steve Renquist, Bruce Gravens, Mik Carlson, Barbara Horst, Betty Ison, Bonnie Courter, Janet Parkerson, Barbara Robinson, Kish Doyle, Elva Sellens, Jude Stensland

Call to Order: The meeting was called to order at 10:00 a.m. by President, Chris Rusch.

Minutes: The minutes were approved as published online.

Agent's Report – Steve Renquist: We will need to relocate our February and March meetings upstairs. After that we will address on a month by month basis, working around the renovation work being done upstairs. The offices upstairs will need to be vacated by April 1st to facilitate this work. Contents of offices will be moved to the front entry way outside the auditorium until construction is completed.

Concern for access to Plant Sale supplies in the upstairs storage area was expressed. Aisles will be maintained to meet fire code so we will still have access. Tables in the auditorium will need to be moved to another location with easy access for use at Plant Sale. Julie will check with Rocky Houston (Douglas County Parks Director) about the possibility of storing them in the bunkhouse at Helleck Hall.

The Winter Training Program is going well. Denise is doing a great job!

OFFICER REPORTS

Membership - Diana Circle: We currently have 191 members. Three members have dropped and two have transferred in. A new roster, including students from the new class, will go out by February 1st.

OMGA – Kish Doyle, Alternate Representative: The last day for early registration for the International Master Gardeners Conference in Portland is Friday, January 13th. Early registrants receive a \$50 discount. (Early registration date has since been extended to February 28th.)

OMGA plans to have a booth at the International Conference. They are looking for people to help design and direct creation of the booth. If interested, please contact Sue Nesbitt at OMGA.

Our Chapter will participate in the Painted Bicycle Chapter Display. Patrice is donating a bicycle for our use. A committee will be formed for creation of our entry. Requirements and information for entries can be found at <http://omga.org/painted-bicycle-chapter-display-2017-imgc/>. Please contact Nancy Fuller if you would like to participate on the committee. Janet Parkerson has various tools i.e., plasma cutter, which could be used if needed.

Treasurer – Patrice Sipos: Financials were distributed. Updates on the budget are available on the web at http://douglascountymg.org/mg_documents_forms.html. The closing budget for 2016 was \$3,784 in the good, due primarily to higher than budgeted income from the Plant Sale, Bake Sale, and Trash to Treasure.

Vice President – Anne Bacon: Anne still needs continuing education presenters for March and May. An OSU professor will present in January on mushrooms, February will be Territorial Seed and in April, physical therapist Jeff Giulietti will present “Prevention of Injury in the Garden.”

President – Chris Rusch: Kudos to Shirley Purcell who sent out 629 emails in 2016 as our email communications person. Please remember not to reply to Shirley on these emails, but direct your response back to the person who wrote the email.

We have new time sheets for the new year. The blue timesheets can be picked up in the Plant Clinic or in Westside Greenhouse #1. A new line for tracking recertification hours has been added to the bottom of the time sheet. Recertification is not required unless you are volunteering in a position where you will be teaching/advising the public i.e., Plant Clinic, Farmers Market, Community Outreach, Douglas County Fair, etc.

An explanation, by Vicki McAlister, on how our time sheets, including recertification hours, should be completed can be found in our January 2017 Newsletter at http://douglascountymg.org/mg_newsletter.html

COMMITTEE REPORTS:

Plant Clinic – Chris Rusch: Chris presented final data for 2016. Contacts for the year were up by 30 over 2015, with a total of 953. Top question categories, starting with the #1 asked, are as follows: 1) Insects 2) Gardening 3) Trees/Shrubs 4) Orchard 5) Plant ID 6) Disease 7) Weeds 8) Lawn

Westside Greenhouse – Barbara Robinson: The Westside Greenhouse has been focused on protecting our plants from the severe weather. Thanks to a dedicated crew of about a dozen people, all plants were moved into the greenhouses before temperatures were predicted to go down into the teens. Dedicated is an understatement, as roads were icy, there was snow on the ground, and it was rainy and cold! Many hands made “light” work and we were done in about an hour.

Weatherization of the greenhouses to prevent freezing pipes was also addressed. Thanks go out to John Denny and David Clark for taking care of this and for continuing to follow up. Thankfully, no pipes froze and there is no damage that we know of. We would like to look at creating a more permanent solution to the problem, i.e. heat tape perhaps.

The Winter Class will be receiving instruction on propagation and seeding the next few Tuesday afternoons at the Westside. Betty Ison gave a terrific presentation to the first group this past Tuesday.

Seeding for the Plant Sale and other crews will begin shortly. Tasha King is in charge of communications and will be sending out emails on crews needed.

Community Outreach – Jude Stensland: Many outreach presentations have been scheduled, including one in Glide tomorrow, the 12th. Jude and Bruce are going to Camas Valley to do a school presentation. There are also requests from the Sutherlin Garden Club and another from Glide. Jude is having problems getting people to volunteer to do presentations. There are some powerpoint presentations available on various subjects which can be accessed. Contact Jude if you can lend a hand.

Winter Training – Denise Fennell:

- Training is going well with a total of 33 students, with an equal split between men and women.
- Discussion was held on speaker evaluations to get feedback on how the presentation was received. It was decided a very simple questionnaire, with maybe 3 questions, would be created and utilized.
- A list of new students, with their pertinent information, will be given to Diana Circle and Shirley Purcell next week after students are given one final chance to make corrections.

Eastside Greenhouse – Bruce Gravens: The new sheds are working well in helping protect plants from freezing. Frost protection was done inside the greenhouses. Work crews have resumed on Thursdays from 9 to noon through Winter Class Training.

Awards – Betty Ison: Betty has new swinger bars available to those who have earned a new one for increased hours. She will have them with her at our next chapter meeting. If you are not sure you qualify, you may email Betty to confirm. Please bring your badge, to trade in your existing swinger bar, if you have earned a new one. Betty will be scheduling a meeting of the Awards Committee for February 8th, directly after the Executive Board meeting.

Discovery Garden – Julie Stanbery:

- During the recent freeze, the Parks Department thought there was a leak at Helleck Hall and turned off the main valve from Umpqua Water without advising us. This created a lot of extra work and frustration trying to figure out why we did not have water to our greenhouses, etc. Julie and Barbara will be making a photo book and map outlining where all the water valves are located for Umpqua Water.
- The Discovery Garden has two new chair people, Bruce Gravens for the Orchard and Mark Schmoll for the Easy Access Garden.
- The first Discovery Garden workday is scheduled for Friday, January 20th. The Herb Garden paths will be redone on that day. The gravel has been delivered (adjacent to the Westside Greenhouse) and is to be used for garden paths only.
- Discussion was held on the current shape of the HLC roads and parking lots. This is an ongoing problem every year. It was suggested we add a line item to the budget to allow for this annual expense. The Festival of Lights creates a lot of traffic and the use of the tractor, pulling a wagon, causes damage to the parking lot. The Festival will sometimes contribute gravel but not always.

Since we have funds available, Julie will get bids for gravel and road work. Steve suggested we approach Festival of Lights with the final bid and ask for a monetary contribution of their choosing.

Newsletter – Bonnie Courter: Submission of newsletter articles are due Saturday, January 28th.

Facebook/Publicity - Barbara Horst: We have 760 followers on Facebook. PSA’s have been sent out for February and March Plant Clinic hours.

Bake Sale – Janet: Total sales were \$1,785.45, up over \$200 from last year. Use of the Square allowed customers to use their debit or credit cards. Sales from the Square netted an additional \$437. Workers passed out a list to customers going into Sherm’s of items needed by food pantries. As a result, 177 lbs. of food was collected for UCAN.

OLD BUSINESS

Discussion on an amendment to our bylaws, regarding disposition of funds should our chapter dissolve, was tabled to February due to time constraints.

NEW BUSINESS

Swinger bars: Recognition for years of service in 5 year increments, beginning with 15, was in the past recognized with a swinger bar. Julie Stanbery asked we continue with this tradition as a chapter. Betty Ison agreed to track these and purchase the swinger bars for distribution at our annual Awards Banquet.

Chapter meeting location for March, April and May: Due to renovation of the auditorium and upstairs offices at the OSU Annex we need to hold our meetings elsewhere. The First Methodist Church on Harvard (where we hold our Awards Banquet) has agreed to rent us space for \$50 per month. It was decided this was a good option. Anne Bacon will proceed with reserving the space.

ANNOUNCEMENTS

Westside Greenhouse Crew	Mondays, 9-noon, HLC
Eastside Greenhouse Crew	Thursdays, 9 to noon, HLC
Insect Committee	First and Third Mondays, 10am, Extension
DCMG Chapter Meeting	Jan. 26, 9am Cont. Ed, 10am meeting, Extension Auditorium
Trash to Treasure	March 11

MEETING ADJOURNMENT: The meeting was adjourned at 11:40 a.m. by President, Chris Rusch.

Respectfully Submitted,
Barbara Robinson
DCMG Secretary

Account Balances - As of 01/10/2017

As of 01/10/2017

01/10/2017

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Account	01/10/2017 Balance
Bank Accounts	
Checking-Umpqua Bank	2,981.02
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	41,645.16
TOTAL Bank Accounts	53,285.28
OVERALL TOTAL	53,285.28

Cash Flow

01/01/2017 through 01/10/2017

01/10/2017

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Category	01/01/2017- 01/10/2017
INFLOWS	
Dues-membership	1,540.00
Income for Newsletter	194.75
TOTAL Dues-membership	1,734.75
TOTAL INFLOWS	1,734.75
OUTFLOWS	
Management & General	
Grants&Gifts&Scholarships	
Officer Gifts	44.99
TOTAL Grants&Gifts&Scholarships	44.99
Hospitality	86.99
TOTAL Management & General	131.98
PSP Expense	
Discovery Garden	
Raised Beds (Dahlia-Lily)	141.57
TOTAL Discovery Garden	141.57
HLC	
Victory Garden	23.21
TOTAL HLC	23.21
TOTAL PSP Expense	164.78
TOTAL OUTFLOWS	296.76
OVERALL TOTAL	1,437.99

Budget - Current Year

01/01/2017 through 12/31/2017 Using Year 2017 Budget

01/10/2017

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Category	01/01/2017 Actual	- Budget	12/31/2017 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	0.00	0.00	0.00
Grants	0.00	250.00	-250.00
TOTAL Donations	0.00	250.00	-250.00
Dues-membership	1,540.00	2,400.00	-860.00
Income for Newsletter	194.75	255.00	-60.25
TOTAL Dues-membership	1,734.75	2,655.00	-920.25
Interest Income - Bank	0.00	16.00	-16.00
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	0.00	800.00	-800.00
TOTAL Clinic & Office	0.00	800.00	-800.00
TOTAL PSP Income	0.00	800.00	-800.00
Special Events			
Plant Sale Income	0.00	0.00	0.00
Plant Sales			
Drawings	0.00	1,000.00	-1,000.00
Entrance Fees	0.00	3,000.00	-3,000.00
Sales-event	0.00	21,500.00	-21,500.00
Sales-post	0.00	700.00	-700.00
Sales-pre	0.00	3,200.00	-3,200.00
Vendor Booth	0.00	3,000.00	-3,000.00
TOTAL Plant Sales	0.00	32,400.00	-32,400.00
TOTAL Plant Sale Income	0.00	32,400.00	-32,400.00
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,500.00	-1,500.00
Compost Tea	0.00	950.00	-950.00
Trash-To-Treasure Sale	0.00	3,000.00	-3,000.00
TOTAL Special Events-other	0.00	5,450.00	-5,450.00
TOTAL Special Events	0.00	37,850.00	-37,850.00
TOTAL INCOME	1,734.75	41,571.00	-39,836.25
EXPENSES			
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			
Chapter Meetings	0.00	200.00	200.00
OMGA International	0.00	250.00	250.00
OMGA Quarterly Meeting	0.00	0.00	0.00
OMGA Travel	0.00	1,250.00	1,250.00
TOTAL Conferences	0.00	1,700.00	1,700.00
Dues-OMGA	0.00	1,659.00	1,659.00
Grants&Gifts&Scholarships	0.00	0.00	0.00
4-H Donation	0.00	80.00	80.00
Gifts - Hallmark	0.00	50.00	50.00
Officer Gifts	44.99	80.00	35.01

Budget - Current Year

01/01/2017 through 12/31/2017 Using Year 2017 Budget

01/10/2017

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Category	01/01/2017 Actual	- Budget	12/31/2017 Difference
Scholarships	0.00	1,500.00	1,500.00
TOTAL Grants&Gifts&Scholarships	44.99	1,710.00	1,665.01
Historian	0.00	25.00	25.00
Hospitality	86.99	200.00	113.01
Liability Insurance	0.00	650.00	650.00
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	24.00	24.00
Supplies for Executive Board	0.00	40.00	40.00
TOTAL Management & General	131.98	7,288.00	7,156.02
PSP Expense	0.00	0.00	0.00
Advanced Training	0.00	0.00	0.00
Continuing Education	0.00	550.00	550.00
Newsletter			
Postage	0.00	255.00	255.00
TOTAL Newsletter	0.00	255.00	255.00
TOTAL Advanced Training	0.00	805.00	805.00
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	0.00	50.00	50.00
Soil Testing	0.00	300.00	300.00
Website Development	0.00	120.00	120.00
TOTAL Clinic & Office	0.00	710.00	710.00
Community Outreach	0.00	0.00	0.00
Fair Booth	0.00	50.00	50.00
Speakers Bureau	0.00	25.00	25.00
TOTAL Community Outreach	0.00	75.00	75.00
Discovery Garden	0.00	0.00	0.00
Butterfly	0.00	315.00	315.00
Childrens	0.00	425.00	425.00
Compost & Biochar	0.00	50.00	50.00
Easy Access (Container Garden)	0.00	650.00	650.00
Electric - meter 23609842	0.00	600.00	600.00
Entry	0.00	50.00	50.00
Herb	0.00	300.00	300.00
Hummingbird	0.00	125.00	125.00
Iris	0.00	50.00	50.00
Irrigation	0.00	400.00	400.00
Japanese	0.00	200.00	200.00
Kiosk - donor board	0.00	50.00	50.00
Maintenance	0.00	600.00	600.00
Mulch	0.00	300.00	300.00
Orchard	0.00	100.00	100.00
Ornamental	0.00	100.00	100.00
Perennial Border	0.00	275.00	275.00
Raised Beds (Dahlia-Lily)	141.57	150.00	8.43
Rock Garden	0.00	520.00	520.00
Shade Garden	0.00	50.00	50.00
Signage	0.00	500.00	500.00

Budget - Current Year

01/01/2017 through 12/31/2017 Using Year 2017 Budget

01/10/2017

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Category	01/01/2017 Actual	- Budget	12/31/2017 Difference
Sun Garden	0.00	150.00	150.00
Water - River Forks meter	0.00	500.00	500.00
Xeriscape	0.00	400.00	400.00
TOTAL Discovery Garden	141.57	6,860.00	6,718.43
HLC	0.00	0.00	0.00
Annual Pumping Expense - diver in river	0.00	400.00	400.00
Eastside Greenhouse Maintenance	0.00	2,460.00	2,460.00
Eastside Greenhouse Supplies	0.00	400.00	400.00
Garbage Dump Fee	0.00	50.00	50.00
HLC Fire Extinguishers	0.00	120.00	120.00
Maintenance	0.00	600.00	600.00
Toilet Repairs & Supplies	0.00	150.00	150.00
Tree Trimming Professional	0.00	0.00	0.00
Victory Garden	23.21	650.00	626.79
Westside Greenhouse Maintenance	0.00	1,200.00	1,200.00
Westside Greenhouse Supplies	0.00	400.00	400.00
TOTAL HLC	23.21	6,430.00	6,406.79
Winter Program	0.00	0.00	0.00
New Class - Supplies	0.00	20.00	20.00
Speakers	0.00	350.00	350.00
TOTAL Winter Program	0.00	370.00	370.00
TOTAL PSP Expense	164.78	15,250.00	15,085.22
Special Events Expense			
Plant Sale Expense			
Advertising	0.00	2,400.00	2,400.00
Contributions - Plant Sale Volunteers	0.00	350.00	350.00
Electrical - meter 62314693	0.00	3,600.00	3,600.00
Exhibit Fees	0.00	3,000.00	3,000.00
Next Year Seed	0.00	750.00	750.00
Next Year Supplies - McConkey	0.00	2,800.00	2,800.00
Plants	0.00	1,200.00	1,200.00
Propane	0.00	1,500.00	1,500.00
Supplies	0.00	1,500.00	1,500.00
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	0.00	950.00	950.00
TOTAL Plant Sale Expense	0.00	18,600.00	18,600.00
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	0.00	100.00	100.00
TOTAL Special Events-other	0.00	355.00	355.00
TOTAL Special Events Expense	0.00	18,955.00	18,955.00
TOTAL EXPENSES	296.76	41,493.00	41,196.24
OVERALL TOTAL	1,437.99	78.00	1,359.99