

**OSU DOUGLAS COUNTY MASTER GARDENER  
Executive Board Meeting  
March 8, 2017**

**Attendance:** Betty Ison, Anne Bacon, Ruth Stafford, Elva Sellens, Ann Severson, Jude Stensland, Patrice Sipos, Nancy Fuller, Chris Rusch, Larry Sutton, Julie Stanbery, Bruce Gravens, Bonnie Courter, Diana Circle, Barbara Robinson, Steve Renquist

**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:**

- Steve will be busy teaching a viticulture class at OSU on Tuesdays and Thursdays in April and May.
- He will be presenting at Josephine County's "Seeds of Spring Seminar" this Saturday.
- Attendance at Spring Into Gardening was light this year with about 54 people.
- Winter Training is going very well. Denise is doing a great job. The final exam is this next week. Students will meet in the Discovery Garden in the morning. After lunch Steve will go over the written exam with students. Graduation will start about 2:45. Veterans are encouraged to attend to welcome and congratulate the new graduates.
- Steve will lead a grafting class on Thursday, March 16<sup>th</sup>, 10 AM to 2 PM.
- Soil pH testing at DC Coop for the 18<sup>th</sup> has been cancelled.
- Steve will try to hold a quarterly class which will be good toward recertification continuing ed hours. The first will be on April 12<sup>th</sup> at 1 PM. There will be more information to follow.
- Construction on the Annex has been moved back to June. We will have use of the auditorium through April. Upstairs offices will be moving out in May.

**OFFICER REPORTS**

**Membership - Diana Circle:** We have 267 members. New rosters went out March 1. Hard copies are available in the Plant Clinic. Diana asked for clarification on how often rosters should be sent out to the membership. It was agreed they should be sent out monthly. New copies will be available quarterly in the Plant Clinic.

**OMGA – Nancy Fuller:** The OMGA quarterly meeting was held last weekend in Salem. The following items were discussed:

- May 15 is the deadline for Master Gardener of the Year and Behind the Scene Master Gardener submissions. Betty has already submitted ours.
- Chapter minutes are considered legal documents and must be made available to anyone who wants to read them. Our minutes are available.

- A temporary nursery license through the Department of Agriculture is required for Plant Sales. We have always purchased this license for our sale.
- Registration for the International Master Gardener Conference in Portland is at 1,205 people with all tours being sold out. Two out of three conference hotels have sold out with the third at over 70%. Each conference registrant will receive a free transit pass in their packet.
- April 1<sup>st</sup> is the deadline for turning Chapter dues into OMGA.
- Treasurers will no longer receive a treasurer's book from OMGA. All the information is now on the web.
- An audit was conducted and approved the last four months of financial reports.
- OSU has a non-discriminatory clause which has to go on all publications. (Our main office is already on top of this.)
- Approval of \$150 in decorating funds was given to the decorating committee for IMGC. They will also be purchasing 500 visors to sell at the conference.
- Sixteen out of twenty-two counties will be participating in the bicycle decorating contest.
- Approval was given for voting via Skype.
- The next meeting will be hosted by Clackamas County in June.

**Treasurer – Patrice Sipos:** Financials were distributed. Updates on the budget are available on the web at [http://douglascountymg.org/mg\\_documents\\_forms.html](http://douglascountymg.org/mg_documents_forms.html). The Square will be used for Trash to Treasure, which will allow us to take credit and debit cards. We will also be accepting credit/debit cards for the Plant Sale.

**Vice President – Anne Bacon:** Anne has had difficulty connecting with our March continuing education speaker. Jeff Giulietti, a Eugene physical therapist, will present "Prevention of Injury in the Garden" in April. Summer hosts have stepped up for June and July but August is still open.

**Past President – Larry Sutton:** Larry shared a brief synopsis of his trip and we welcomed him back.

**Secretary – Barbara Robinson:** Barbara will need someone to take minutes at the March Chapter meeting as she will be out of state.

**President – Chris Rusch:** Chris thanked Vicki McAlister for the explanation she sent out on how to complete our time sheets, specifically the recertification hours.

#### **COMMITTEE REPORTS:**

**Community Outreach – Jude Stensland:** February was a busy month for the team.

- Feb. 2 - Presentation to the Glide Garden club on roses with Maureen Benice
- Feb. 9 - Presentation in Sutherlin on roses with Maureen Benice and Patrice Sipos
- Feb. 13 - Camas School DG tour with Bruce Gravens

- Feb. 16 - Jude met with Seth Kirby from UCAN regarding their community gardens in Roseburg and Winston. They will meet in Winston next Wednesday to view and make recommendations.
- Feb. 21 - Jude met with Seth and Deanna from UCAN regarding gardens
- March 2 – Tri-City Garden Club class on seeding and greenhouse information with Maureen and Jude.
- March 7 – Compost class by Nathan Baily at Phoenix School.
- March 8 – Making seed tapes at Winston UCAN garden with children and Seth Kirby of UCAN.
- March 15 – Presentation to HOA Club by Leo and Jude on pest management

**Plant Clinic – Chris Rusch:** The Clinic is in training mode with most students having completed their first session. There are a lot of openings on the calendar for veterans after the training slots are complete.

**Westside Greenhouse – Barbara Robinson:** Westside Greenhouse has been having large crews of about 16 people each Monday. We have been planting seeds for Plant Sale, transplanting seedlings as they come up, and transplanting cuttings.

**Eastside Greenhouse – Bruce Gravens:** Eastside plants are beginning to wake up and are in need of care. They will be going to Tuesday and Thursday workdays following graduation on the 14<sup>th</sup>. Once all the plants are moved out of the greenhouses, Ivor will begin building the new tables.

**Awards – Betty Ison:** Betty has purchased the new swinger bars for membership year awards. Those who have earned them (beginning at 15 years and then in 5 year increments) and have not received them, should see Betty. Once she distributes the backlog of those not recognized, future awards will be given at our annual Awards Banquet.

**Discovery Garden – Julie Stanbery:**

- Cowboy Tree Service will be cutting down the Empress tree adjacent to the Westside Greenhouse. Their fee will be \$300.
- Several students in the new class are available to work only on Saturdays so Julie will be organizing work crews to work one Saturday a month. The next one will be on March 18<sup>th</sup> from 9 to noon. Workers will be spreading mulch and building the rest of the paths in the Herb Garden.
- Garden bits and pieces: New students have stepped up to take over the Sun Garden. Jeannie Owen and Mark Schmoll have the Easy Access Garden looking nice. Jan Kirchner and crew have been keeping the weeds under check. The Hedgerow was cleaned up by the crew in an hour and a half. Wow! Tomorrow is a workday in the garden, 1-4 PM.

**Victory Garden – Ruth Stafford:** They had a small crew show up on Monday to plant the Walla Walla onions in the cold rainy weather. Brrrrrrr!

**Facebook/Publicity – Bonnie Courter for Barbara Horst:** Our Facebook page has 781 followers. PSA's have went in for the Trash to Treasure sale and a classified ad will go into the News-Review. Bonnie is taking over

publicity for Plant Sale as Barbara Horst will be gone March 20 to May 1<sup>st</sup>. Bonnie has made arrangements with the News-Review for the Plant Sale ads.

**Trash to Treasure – Ann Severson:** Ann has been working hard organizing this fundraiser. She has been accepting donations at her house, storing and pricing them in advance. Tomorrow, Thursday, will be set up day and delivery of items she has stored at her house. Friday will be drop off day for donations and pricing and set up from 8:30 to 4:00. The sale will be on Saturday from 9 AM to 4 PM.

### **NEW BUSINESS**

**Discovery Garden path renovation – Julie Stanbery:** Julie had four different contractors tour the Discovery Garden to give bids on building accessible pathways. Two of the contractors declined to take on the project. After discussing the remaining two proposals, Anne Bacon moved we accept the bid from Cradar Enterprises. Nancy Fuller seconded the motion. Motion was carried. The Board’s recommendation will go in front of the Chapter at their next meeting on March 30.

### **ANNOUNCEMENTS**

Winter Program	Tuesday, March 14, Class Final
Winter Program	Graduation, 2:45 PM, Extension Auditorium
Insect Committee	First and Third Mondays, 10am, Extension
DCMG Chapter Meeting	March 30, 9am Cont. Ed, 10am meeting, Extension Auditorium
DCMG Executive Meeting	April 12, Extension Auditorium, 10 AM

### **Greenhouse**

Westside	Tuesdays, 9 to Noon & other days as announced by email
Eastside	Tuesdays & Thursdays, 9 to Noon

### **Discovery Garden Workdays:**

March 18	DG Workday, 9 to noon
March 21	Japanese Garden Pruning, 9 to noon

### **Workshops:**

March 16	Apple Grafting, Extension Auditorium 10 – 2 PM
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**MEETING ADJOURNMENT:** The meeting was adjourned at 12:30 PM by President, Chris Rusch.

Respectfully Submitted,  
Barbara Robinson  
DCMG Secretary

# Account Balances - As of 3/7/2017

As of 3/7/2017

3/7/2017

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Account	3/7/2017 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	1,327.13
Money Market-Reserves-Umpqua Bank	8,134.10
Money Market-Umpqua Bank	41,647.30
<b>TOTAL Bank Accounts</b>	<b>51,108.53</b>
<b>OVERALL TOTAL</b>	<b>51,108.53</b>

**Cash Flow**  
2/8/2017 through 3/7/2017

Category	2/8/2017- 3/7/2017
<b>INFLOWS</b>	
Donations	
Contributions	15.00
Grants	57.23
TOTAL Donations	72.23
Dues-hardcopy newsletter	8.75
Dues-membership	190.00
PSP Income	
Clinic & Office	
Soil Testing	150.00
TOTAL Clinic & Office	150.00
TOTAL PSP Income	150.00
Special Events	
Plant Sale Income	
Plant Sales	
Vendor Booth	922.80
TOTAL Plant Sales	922.80
TOTAL Plant Sale Income	922.80
Special Events-other	900.00
TOTAL Special Events	1,822.80
<b>TOTAL INFLOWS</b>	<b>2,243.78</b>
<b>OUTFLOWS</b>	
Bank Fee	26.25
PSP Expense	
Discovery Garden	
Entry	11.97
Maintenance	60.05
Water - River Forks meter	37.88
TOTAL Discovery Garden	109.90
HLC	
Maintenance	9.18
TOTAL HLC	9.18
Winter Program	
Speakers	300.00
TOTAL Winter Program	300.00
TOTAL PSP Expense	419.08
RESERVES for unexpected expenses	400.00
Special Events Expense	
Plant Sale Expense	
Exhibit Fees	1,574.75
Propane	1,957.69
Water - Pitchford meter	330.83
TOTAL Plant Sale Expense	3,863.27
Special Events-other	
Bake Sale	3.05
Trash-To-Treasure Sale	3.35
TOTAL Special Events-other	6.40
TOTAL Special Events Expense	3,869.67
<b>TOTAL OUTFLOWS</b>	<b>4,715.00</b>

Cash Flow  
2/8/2017 through 3/7/2017

3/7/2017

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Category	2/8/2017- 3/7/2017
<b>OVERALL TOTAL</b>	<b>-2,471.22</b>

## Budget - Current Year

1/1/2017 through 12/31/2017 Using Year 2017 Budget

3/7/2017

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Category	1/1/2017 Actual	- Budget	12/31/2017 Difference
<b>INCOME</b>			
Donations	0.00	0.00	0.00
Contributions	15.00	0.00	15.00
Grants	57.23	189.95	-132.72
TOTAL Donations	72.23	189.95	-117.72
Dues-membership	2,340.00	2,400.00	-60.00
Income for Newsletter	229.75	255.00	-25.25
TOTAL Dues-membership	2,569.75	2,655.00	-85.25
Interest Income - Bank	2.14	16.00	-13.86
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	170.00	800.00	-630.00
TOTAL Clinic & Office	170.00	800.00	-630.00
TOTAL PSP Income	170.00	800.00	-630.00
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	922.80	3,000.00	-2,077.20
TOTAL Plant Sales	922.80	32,400.00	-31,477.20
TOTAL Plant Sale Income	922.80	32,400.00	-31,477.20
Special Events-other	900.00	0.00	900.00
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	900.00	5,450.00	-4,550.00
TOTAL Special Events	1,822.80	37,850.00	-36,027.20
<b>TOTAL INCOME</b>	<b>4,636.92</b>	<b>41,510.95</b>	<b>-36,874.03</b>
<b>EXPENSES</b>			
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

1/1/2017 through 12/31/2017 Using Year 2017 Budget

3/7/2017

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Category	1/1/2017 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	19.72	255.00	235.28
TOTAL Newsletter	19.72	255.00	235.28
TOTAL Advanced Training	19.72	805.00	785.28
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)	287.80	650.00	362.20
Electric - meter 23609842	0.00	600.00	600.00
Entry	11.97	50.00	38.03
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	65.75	660.05	594.30
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

1/1/2017 through 12/31/2017 Using Year 2017 Budget

3/7/2017

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Category	1/1/2017 Actual	- Budget	12/31/2017 Difference
Sun Garden	0.00	150.00	150.00
Water - River Forks meter	37.88	500.00	462.12
Xeriscape	0.00	400.00	400.00
<b>TOTAL Discovery Garden</b>	<b>544.97</b>	<b>6,920.05</b>	<b>6,375.08</b>
<b>HLC</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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	12.00	50.00	38.00
HLC Fire Extinguishers	0.00	120.00	120.00
Maintenance	17.26	600.00	582.74
Toilet Repairs & Supplies	0.00	150.00	150.00
Tree Trimming Professional	0.00	0.00	0.00
Victory Garden	62.58	650.00	587.42
Westside Greenhouse Maintenance	0.00	1,200.00	1,200.00
Westside Greenhouse Supplies	0.00	400.00	400.00
<b>TOTAL HLC</b>	<b>91.84</b>	<b>6,430.00</b>	<b>6,338.16</b>
<b>Winter Program</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
New Class - Supplies	0.00	20.00	20.00
Speakers	300.00	350.00	50.00
<b>TOTAL Winter Program</b>	<b>300.00</b>	<b>370.00</b>	<b>70.00</b>
<b>TOTAL PSP Expense</b>	<b>956.53</b>	<b>15,310.05</b>	<b>14,353.52</b>
RESERVES for unexpected expenses	400.00	0.00	-400.00
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	1,574.75	3,000.00	1,425.25
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	1,957.69	1,500.00	-457.69
Supplies	0.00	1,500.00	1,500.00
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	330.83	950.00	619.17
<b>TOTAL Plant Sale Expense</b>	<b>3,863.27</b>	<b>18,600.00</b>	<b>14,736.73</b>
Special Events-other	0.00	0.00	0.00
Bake Sale	3.05	75.00	71.95
Compost Tea	0.00	150.00	150.00
Taste-Off	0.00	30.00	30.00
Trash-To-Treasure Sale	3.35	100.00	96.65
<b>TOTAL Special Events-other</b>	<b>6.40</b>	<b>355.00</b>	<b>348.60</b>
<b>TOTAL Special Events Expense</b>	<b>3,869.67</b>	<b>18,955.00</b>	<b>15,085.33</b>
<b>TOTAL EXPENSES</b>	<b>5,358.18</b>	<b>41,553.05</b>	<b>36,194.87</b>
<b>OVERALL TOTAL</b>	<b>-721.26</b>	<b>-42.10</b>	<b>-679.16</b>