

**OSU DOUGLAS COUNTY MASTER GARDENER
Executive Board Meeting
April 12, 2017**

Attendance: Patrice Sipos, Anne Bacon, Diana Circle, Chris Rusch, Bruce Gravens, Betty Ison, Bonnie Courter, Barbara Robinson, Elva Sellens, Julie Stanbery, Larry Sutton, Nancy Fuller

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.

OFFICER REPORTS

Membership - Diana Circle: We currently have 269 members. One hundred Master Gardeners have yet to sign a *Volunteer Assumption of Risk and Conditions of Volunteer Service Form*. Diana asked Barbara Robinson to provide her with a list of all the Plant Sale volunteers, as was requested of Diana by the Extension Office. After discussion on the subject, the Board agreed this was not a request they were prepared to comply with for a number of reasons. The matter will be turned over to Steve Renquist for resolution.

OMGA – Nancy Fuller: A committee to plan and build our bicycle for the International Master Gardener Conference has been formed. It consists of Nancy, Chris Rusch, Patrice Sipos, Sharon Hopkins, Anne Bacon, and Kish Doyle. One of the requirements is our bicycle include giveaway items. Several suggestions were discussed including asking local venues such as Wildlife Safari to contribute to help advertise their site.

Julie Stanbery asked for some direction on the box lunches which she is charged with procuring for the tour bus stopping at our Discovery Garden. Suggestions were given on places that would make them fresh on Sunday morning versus on Saturday. Contents would be sandwich, chips, cookie, and drink or something similar under \$15 each. Larry Sutton said they were working with local vendors to get local items i.e., Umpqua ice cream for lunch, Oregon Oats, and other items to fill goody bags.

Treasurer – Patrice Sipos: Financials were distributed. Updates on the budget are available on the web at http://douglascountymg.org/mg_documents_forms.html.

Vice President – Anne Bacon: Physical therapist Jeff Giulietti, of Eugene Physical Therapy will present “Prevention of Injury in the Garden” at this month’s chapter meeting on April 27th at 9 a.m. in the Extension Auditorium. Anne asked if his presentation could be publicized. Bonnie said it was late notice but she would try to get it in the paper. Barbara Horst is out of town, but Denise Fennell could put it on Facebook as well. Our May meeting will include a drip irrigation presentation given by DC Coop.

Secretary – Barbara Robinson: Barbara will be out of state for our May Chapter meeting. Bonnie volunteered to take minutes. Thank you AGAIN Bonnie. 😊

President – Chris Rusch: Fred Alley, Rosemary Brinkley, and Karolyn Riecks are on the nominating committee for our 2018 officers. Officers stepping down are President, Chris Rusch and Secretary, Barbara

Robinson. The committee sent out an invitation to the membership for nominations. A slate of officers will be ready for the May chapter meeting, published in the June newsletter and voted on in July.

COMMITTEE REPORTS:

Plant Clinic – Chris Rusch: All trainees have finished their first two trainings. The calendar is now open for veterans and has quite a few openings. The trainees have been enthusiastic.

Westside Greenhouse – Barbara Robinson: The seeding and transplanting for Plant Sale is on track. The last of cleanup of plants is being done with insertion of priced labels to follow. The Empress tree has been taken down due to its invasive nature. Shade cloth will be installed to make up for the shade lost.

Eastside Greenhouse – Bruce Gravens: About 3,000 plants have been cleaned up and readied for sale. They will be pricing and cleaning inventory the next 3 weeks. Some grasses are not waking up due to the cold. The Eastside is at capacity as far as what it can hold and as far as what it can send to the current venue at the Fairgrounds. Ivor Chapman, Steve Hart, and Rick Kreofsky have been building new tables for the greenhouses.

Discovery Garden – Julie Stanbery:

- Paths are $\frac{3}{4}$'s done. The contractors started in the Japanese Garden and are now in the Butterfly Garden, having done both sides of the Garden. They have been very particular and precise and have been doing a bit more than what we asked for, including putting a path across to the Victory Garden. The paths have been compacted. Most of the preexisting gravel coming out is good enough to be reused for other purposes.
- **Motorized vehicles are no longer allowed in the Discovery Garden.** There is a power wagon with a motor on it that can be taken in. In a couple years the paths will need to be compacted again.
- The contractor suggested we get fines from Umpqua Sand and Gravel to use in the Easy Access Garden. It can be applied in such a manner to make it similar to the paths the contractors have done. This will be done before International Tour in July.
- A lot of gardens will need to primp in June, including labeling plants. Debbie Hesseltine and the Xeriscape Garden purchased a labeler which can be used.
- Fred and Bonnie have been taking photos of the work being done in the Discovery Garden.
- Julie ran into Rocky Houston, Douglas County Parks Director, at the HLC. He will be putting pictures of the Discovery Garden on their Facebook page. The Department of Health Services, the State of Oregon and the Ford Foundation are gathering together money to revamp Helleck Hall and turn it into a foster home for children.
- Thanks to Mark Schmoll for roof repair on the bathroom and building shelves.
- The tree next to the green shed is dying and John Punches will be taking it down. It will be left until after the International Tour unless it gets to looking bad.
- The tractor developed a hole in a tire. Two new tires were purchased. Julie requested \$300 to pay for half the cost and John Punches is using Extension funds for the other half. **Anne Bacon moved that we approve \$300 for tractor repair. Patrice Sipos seconded the motion. Motion was approved.**

Victory Garden – Ruth Stafford: The cold weather plants have been planted. They are waiting for the rains to stop and warmer weather for further planting. Next week, weather permitting, they will be hauling chips.

Publicity – Bonnie Courter for Barbara Horst: Bonnie has submitted PSA's for Plant Sale. The second "Save the Date" ad will run this Saturday. KQEN Radio ads will run the week before the sale.

Farmers Market:

- **Barbara Anderson – Umpqua Valley Farmers Market:** Volunteers are needed to staff the Umpqua Valley Farmers Market starting June 1st to September. Eight hundred to one thousand customers come through the market each week. Trainees have signed up for June and July and Larry and Giuli Sutton the first Saturday of each month. Workers need to arrive at 8:30 to set up and tear down is at 1 p.m. Barbara brings all the necessary equipment with volunteers bringing their own chair, lunch, drink, etc. Please call or email Barbara if you would like to sign up.
- **Ruth Stafford – Canyonville Farmers Market:** Barbara Horst is chair. Market is on Wednesdays from 9 to 1pm and will start May 10th. Volunteers are signed up for the first month. Those interested may sign up in the Plant Clinic. Sara Runkel has offered MFP's to test gauges.

NEW BUSINESS

Bruce Gravens will be working with a committee on a proposal for a Heritage Apple Orchard. The Orchard will consist of semi-dwarf stock and would be located to the east of the Victory Garden

ANNOUNCEMENTS

Insect Committee	First and Third Mondays, 10 a.m.
DCMG Chapter Meeting & Continuing Education	April 27, 9 a.m. Extension Auditorium
MG Plant Pre Sale	April 27, Noon to 3 p.m. at Greenhouses
MG Plant Pre Sale	April 30, Noon to 3 p.m. at Greenhouses
Plant Sale Set Up	May 5
PLANT SALE	May 6, Douglas County Fairgrounds
DCMG Executive Board Meeting	May 10, 10 a.m. Extension Auditorium, 10 a.m.
Discovery Garden Workdays	Tuesdays, 9 to Noon
Eastside Greenhouse	Tuesdays, 9 to Noon (plus Thursdays in April)
Westside Greenhouse	Tuesdays, 9 to Noon & as scheduled by email

MEETING ADJOURNMENT: The meeting was adjourned at 11:25 a.m. by President, Chris Rusch.

Respectfully Submitted,
Barbara Robinson
DCMG Secretary

Account Balances - As of 4/11/2017

As of 4/11/2017

4/11/2017

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Account	4/11/2017 Balance
Bank Accounts	
Checking-Umpqua Bank	2,000.78
Money Market-Reserves-Umpqua Bank	8,134.10
Money Market-Umpqua Bank	36,149.85
TOTAL Bank Accounts	46,284.73
OVERALL TOTAL	46,284.73

Cash Flow

3/8/2017 through 4/11/2017

4/11/2017

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Category	3/8/2017- 4/11/2017
INFLOWS	
Donations	
Grants	-57.23
TOTAL Donations	-57.23
Dues-membership	10.00
Interest Income - Bank	1.24
PSP Income	
Clinic & Office	
Soil Testing	130.00
TOTAL Clinic & Office	130.00
TOTAL PSP Income	130.00
Special Events	
Plant Sale Income	
Plant Sales	
Vendor Booth	134.40
TOTAL Plant Sales	134.40
TOTAL Plant Sale Income	134.40
Special Events-other	
Trash-To-Treasure Sale	3,749.89
TOTAL Special Events-other	3,749.89
TOTAL Special Events	3,884.29
TOTAL INFLOWS	3,968.30
OUTFLOWS	
Bank Fee	-26.25
Management & General	
Awards & Banquet	
Awards	80.00
TOTAL Awards & Banquet	80.00
Conferences	
OMGA Travel	195.39
TOTAL Conferences	195.39
Dues-OMGA	1,638.00
Grants&Gifts&Scholarships	
Officer Gifts	10.00
TOTAL Grants&Gifts&Scholarships	10.00
Hospitality	60.08
Postage for Executive Board	15.85
Supplies for Executive Board	21.99
TOTAL Management & General	2,021.31
PSP Expense	
Clinic & Office	
Soil Testing	250.48
TOTAL Clinic & Office	250.48
Discovery Garden	
Easy Access (Container Garden)	171.40
Electric - meter 23609842	108.15
Irrigation	46.92
Maintenance	7.20
TOTAL Discovery Garden	333.67

Cash Flow

3/8/2017 through 4/11/2017

4/11/2017

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Category	3/8/2017- 4/11/2017
HLC	
Eastside Greenhouse Maintenance	961.55
Maintenance	314.16
Toilet Repairs & Supplies	32.15
Victory Garden	136.37
Westside Greenhouse Maintenance	58.55
Westside Greenhouse Supplies	-41.80
TOTAL HLC	1,460.98
TOTAL PSP Expense	2,045.13
Special Events Expense	
Plant Sale Expense	
Electrical - meter 62314693	1,877.24
Exhibit Fees	1,373.75
Supplies	325.89
TOTAL Plant Sale Expense	3,576.88
Special Events-other	1,010.00
Bake Sale	10.00
Trash-To-Treasure Sale	99.11
TOTAL Special Events-other	1,119.11
TOTAL Special Events Expense	4,695.99
TOTAL OUTFLOWS	8,736.18
OVERALL TOTAL	-4,767.88

Budget - Current Year

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

4/11/2017

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Category	1/1/2017 Actual	- Budget	12/31/2017 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	15.00	0.00	15.00
Grants	-57.23	192.77	-250.00
TOTAL Donations	-42.23	192.77	-235.00
Dues-membership	2,350.00	2,400.00	-50.00
Income for Newsletter	229.75	255.00	-25.25
TOTAL Dues-membership	2,579.75	2,655.00	-75.25
Interest Income - Bank	4.69	16.00	-11.31
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	300.00	800.00	-500.00
TOTAL Clinic & Office	300.00	800.00	-500.00
TOTAL PSP Income	300.00	800.00	-500.00
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	1,057.20	3,000.00	-1,942.80
TOTAL Plant Sales	1,057.20	32,400.00	-31,342.80
TOTAL Plant Sale Income	1,057.20	32,400.00	-31,342.80
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	3,749.89	3,000.00	749.89
TOTAL Special Events-other	3,749.89	5,450.00	-1,700.11
TOTAL Special Events	4,807.09	37,850.00	-33,042.91
TOTAL INCOME	7,649.30	41,513.77	-33,864.47
EXPENSES			
Bank Fee	0.00	0.00	0.00
Management & General	0.00	0.00	0.00
Awards & Banquet	0.00	0.00	0.00
Awards	80.00	350.00	270.00
Banquet	0.00	750.00	750.00
TOTAL Awards & Banquet	80.00	1,100.00	1,020.00
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	195.39	1,250.00	1,054.61
TOTAL Conferences	195.39	1,700.00	1,504.61
Dues-OMGA	1,638.00	1,659.00	21.00
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

Budget - Current Year

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

4/11/2017

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Category	1/1/2017 Actual	- Budget	12/31/2017 Difference
Officer Gifts	54.99	80.00	25.01
Scholarships	0.00	1,500.00	1,500.00
TOTAL Grants&Gifts&Scholarships	54.99	1,710.00	1,655.01
Historian	0.00	25.00	25.00
Hospitality	147.07	200.00	52.93
Liability Insurance	0.00	650.00	650.00
OMGA Search for Excellence	0.00	150.00	150.00
Postage for Executive Board	15.85	30.00	14.15
Print Check Charges	0.00	24.00	24.00
Supplies for Executive Board	21.99	40.00	18.01
TOTAL Management & General	2,153.29	7,288.00	5,134.71
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	250.48	300.00	49.52
Website Development	0.00	120.00	120.00
TOTAL Clinic & Office	250.48	710.00	459.52
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)	459.20	650.00	190.80
Electric - meter 23609842	108.15	600.00	491.85
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	46.92	400.00	353.08
Japanese	0.00	200.00	200.00
Kiosk - donor board	0.00	50.00	50.00
Maintenance	72.95	600.00	527.05
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

Budget - Current Year

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

4/11/2017

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Category	1/1/2017 Actual	- Budget	12/31/2017 Difference
Signage	0.00	500.00	500.00
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
TOTAL Discovery Garden	878.64	6,860.00	5,981.36
HLC	0.00	0.00	0.00
Annual Pumping Expense - diver in river	0.00	400.00	400.00
Eastside Greenhouse Maintenance	961.55	2,460.00	1,498.45
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	331.42	600.00	268.58
Toilet Repairs & Supplies	32.15	150.00	117.85
Tree Trimming Professional	0.00	0.00	0.00
Victory Garden	198.95	650.00	451.05
Westside Greenhouse Maintenance	58.55	1,200.00	1,141.45
Westside Greenhouse Supplies	-41.80	400.00	441.80
TOTAL HLC	1,552.82	6,430.00	4,877.18
Winter Program	0.00	0.00	0.00
New Class - Supplies	0.00	20.00	20.00
Speakers	300.00	350.00	50.00
TOTAL Winter Program	300.00	370.00	70.00
TOTAL PSP Expense	3,001.66	15,250.00	12,248.34
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	1,877.24	3,600.00	1,722.76
Exhibit Fees	2,948.50	3,000.00	51.50
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	325.89	1,500.00	1,174.11
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	330.83	950.00	619.17
TOTAL Plant Sale Expense	7,440.15	18,600.00	11,159.85
Special Events-other	110.00	0.00	-110.00
Bake Sale	13.05	75.00	61.95
Compost Tea	0.00	150.00	150.00
Taste-Off	0.00	30.00	30.00
Trash-To-Treasure Sale	102.46	100.00	-2.46
TOTAL Special Events-other	225.51	355.00	129.49
TOTAL Special Events Expense	7,665.66	18,955.00	11,289.34
TOTAL EXPENSES	12,820.61	41,493.00	28,672.39
OVERALL TOTAL	-5,171.31	20.77	-5,192.08