

Douglas County Master Gardeners Executive Minutes

August 13, 2014

CALL TO ORDER

The meeting was called to order at 9:00 am.

MINUTES and AGENDA

The Minutes of the previous meeting were approved as written. The Agenda was changed to include Certificate of Deposit and Propane under New Business as requested by Vicki McAlister. The Agenda was approved with the corrections.

ATTENDANCE

Roger Sawyer, Betty Ison, Vicki McAlister, Julie Stanbery, Janet Parkerson, Leo Grass, Chris Rusch, Barbara Robinson, Rosemary Brinkley, Mik Carlson, Denise Fennell, Toni Rudolph, Elva Sellens, Anne Bacon.

Roger Sawyer chaired the Executive Board Meeting for President **Fred Alley**, who was out of town.

AGENTS REPORT

HORTICULTURAL AGENT - Steve Renquist was not present.

OFFICER REPORTS

MEMBERSHIP DIRECTOR – Ruth Stafford reported the current membership is comprised of 233 members and 28 Trainees for a total of 261. Last year we had 270.

OMGA REPRESENTATIVE – Rosemary Brinkley announced the OMGA Board meeting will be held here on November 1, 2014. We will provide food for morning snacks and lunch. She needs three members to look at the books with the auditors. The meeting will be at 10:00 am until 2:00 pm. We will also need to provide table prizes and auction items. **Julie Stanbery** asked if they planned on touring the Discovery Garden. **Rosemary** thought this would be a nice addition to the itinerary for our guests. Approximately 40 Board members are expected to attend. OMGA pays for all the costs and **Vicki McAlister** stated that there is also \$262 budgeted for this event.

Rosemary reminded members that they are required to report at least 20 hours of volunteer time and 10 hour of ongoing education. A discussion ensued of having a “Social Membership” in light of the new Standards being finalized. The requirement of re-certification has caused controversy among OMGA and local chapters. **Roger Sawyer** has mixed emotions about these requirements. He noted that out of the 270 members currently on the roster, about 1/3 report hours. He feels that if they have to re-certify, we could possibly lose them. That would mean a loss of dues. OMGA would also lose. **Julie Stanbery** pointed out although some members do not stay active, they are proud to call themselves Master Gardeners, causing them to represent Master Gardeners with pride. They may get upset. Few at the meeting saw a benefit to re-certification. **Roger** recommended it be put on the Agenda as it needs to be discussed with our agent.

TREASURER – Vicki McAlister reviewed the budget report. The amount of \$2545 for the electric bill was questioned. **Vicki** explained this bill covered all the electricity used from the end of 2013 until the end of June 2014. This bill is typically bundled like this due to the time it takes to get it from OSU. **Julie Stanbery** asked when we were due to be audited. **Vicki** said that we were audited in June, and it will be discussed and approved by the Executive Board today.

Vicki also reminded everyone the Budget requests are due by September 29, 2014. She will be sending updates.

PAST PRESIDENT – Larry Sutton was excused

SECRETARY – Janet Parkerson had nothing to report.

VICE PRESIDENT – Fred Alley was excused.

COMMITTEE REPORTS

COMMUNITY OUTREACH – Leo Grass said the County Fair was very successful. We had 156 contacts. . We shared our booth with the Douglas County Beekeepers Association. Phil Moulton provided a demonstration hive to display. **Leo** felt the hive brought people to the booth. The Bee Association sent a note of thanks for allowing them to join our display and hoped they could do it again next year. The question was raised on how to handle them sharing the booth, so as not to upset the Fair officials. It was suggested that we explain that they have been invited as part of a presentation.

PLANT CLINIC - Chris Rusch requested volunteers sign up for August. This is the month that is the most difficult to get opening filled at the Plant Clinic. They need 3 people each day, one of which should be a veteran. She feels the phone system may have scared off some regular volunteers, but it is actually a better system and just needs some getting used to. They have had a lot of contacts. The Plant Clinic was closed during three days of the Fair. They had 23 messages when they came back on Monday. **Chris** felt the article helped to generate some of the increase in calls. The phone never seemed to stop ringing on Monday. Currently, the phone number that is published is a general number and must go through the office. This method ties up phone lines and causes calls to go to voice mail, instead of ringing through. If the main number was the number published, it would lower the number of calls being forwarded to voice mail and provide better service.

Chris also reminded the members that trainers will be needed for next year. Also, if members cannot make it to work at the Plant Clinic, please let her know in advance, if possible. Despite making reminder calls the day before, many veterans are not showing up.

KRUSE FARMS - Ann Bacon had nothing to report.

GREENHOUSE - Barbara Robinson said 12 yards of gravel has been spread in various places. They did a wonderful job.

PLANT SALE - Barbara Robinson reminded the membership that this is **Gloria Amorde's** last year of doing the Plant Sale and heading the East-side Crew. **Gloria** asked **Barbara** to find someone. **Barbara** suggested they follow the structure of a core group like the West-side Greenhouse. The Core group sets up each responsibility and assigns 2 individuals to the task as a backup. **Barbara** would like to have one Core group, instead of divided greenhouses. **Julie Stanbery** suggested we get a recruit and let them implement their vision.

Julie offered watering assistance in the past, but was turned down. It would relieve hours and hours of volunteers needed, that seem difficult to get. **Anne Bacon** feels the difficulty in getting volunteers comes from a lack of communication. People just are not aware of the jobs that need to be done. **Julie** has offered to leave on the water on Mondays, Wednesdays and Fridays, making it necessary to have someone just come to turn it off instead of having to be there for the duration of the time the water is running. Also, **Julie** suggested that the time has come to revamp and/or eliminate some of the items that do not sell on the East-side. Then the two greenhouses could be combined into one group.

VICTORY GARDEN - Mik Carlson said there is some question regarding donating directly to UCAN. If you wish to donate directly, you can tell them you want the credit to go to Master Gardeners and they will take care of it in their computers. So far, Master Gardeners have donated 1130 pounds, and 308 pounds have been donated from home gardens and the Easy Access Garden. This number will start growing quickly due to home garden harvests. It was suggested we remind home gardeners about donating fruit.

DISCOVERY GARDEN – Julie Stanbery was told by the “Compost Guy” the time has come to eliminate the current compost and start fresh. Anyone who needs compost can come on Tuesday.

The Art Center contacted **Julie** regarding access to the Discovery Garden on a regular basis. They were concerned about the watering schedule. They asked if they called at the beginning of the week, if they would be able to be accommodated. This would create a hardship coordinating the schedules, so it was decided not to make any changes to the schedule.

SIGNAGE - Karen Glatz not present.

PUBLICITY - Bonnie Courter excused.

HALLMARK - Linda Thames not present.

AWARDS - Betty Ison had nothing to report.

AUDIT REPORT

The Audit Committee reviewed the books dated July 2013 through July 2014. They checked the receipts and payments, entries in Quicken, compared Balance Sheet data with bank statements.

They agreed with **Vicki's** recommendations:

1. Bank Statements should be posted on the computer in the Plant Clinic.
2. When a check is received for deposit, a copy will be made and attached to the statement.

3. Consider review at the end of the year of the needs for the beginning of the year to see if we have enough to be committed to a CD for better interest return.

Rosemary moved to have the Board approve the Audit Report. Motion was approved.

OLD BUSINESS

Barbara Robinson asked if anything is being done about the signs that are fading at the Discovery Garden. **Julie** wants to have the committee review the signs and possibly present the original designs for comparison. The company that produced the signs was to coat them with UV protection and it is possible this was not done. There is also the possibility that the signs were not actually painted with as vibrant colors as was expected. **Anne** will contact **Karen Glatz** and tell her not to order any more signs until this is resolved.

NEW BUSINESS

CERTIFICATE OF DEPOSIT - Vicki McAlister reviewed income and expenditures for needs up to the Plant Sale. We could take \$20,000 and put it into a 6 month CD, generating .08% in income, compared to the .03% we currently earn. It was decided that it wasn't worth tying up the money for the small amount of interest it would generate.

PROPANE - Vicki McAlister contacted Ferrell Gas after reviewing current expenses on propane. Currently, Suburban Gas charges a fee of \$75 per year for the tank and a rate of \$5.99 per gallon for the propane. Ferrell Gas will switch out the tank and move the remaining propane from the old tank to the new tank. Ferrell Gas will charge us \$2.30 per gallon for propane. This presents a considerable savings. **Vicki** asked how she should proceed. **Julie** said the Board will need to make the decision and announce it to the general membership. **Rosemary Brinkley** motioned for the vote, and **Janet Parkerson** seconded it. The Board approved the motion to switch propane service from Suburban to Ferrell Gas. **Vicki** will implement it. **Julie** said to be sure to let the greenhouse people know.

Barbara Robinson announced we no longer have access to a dump trailer. She wanted to get volunteers to assist with getting manure picked up and delivered. **Julie** asked the cost for renting a dump trailer. **Vicki** suggested they send out an email soliciting the membership for the use of a dump trailer. It was also suggested to do the same thing when we need post hole diggers. **Julie** will do that.

Vicki McAlister received a request from **Bonnie Courter** for \$40 for software needed. **Bonnie** uses a MAC and this software will solve the compatibility issues. **Denise Fennell** will contact her and give her a workaround for the problem that will be free.

ANNOUNCEMENTS

Executive Committee Meeting	2 nd Wed Month	9:00 AM
Insect Committee	1 st /3 rd Wed/Month	10:00AM Plant Clinic
Chapter Meeting	August 28, 2014	10:00 AM
	Dave & Sharon Hopkins	
	1073 Hinkle Creek Rd, Sutherlin	

ADJOURNMENT

The meeting adjourned at 10:17 AM.

Respectfully submitted,

Janet Parkerson

DCMG CD

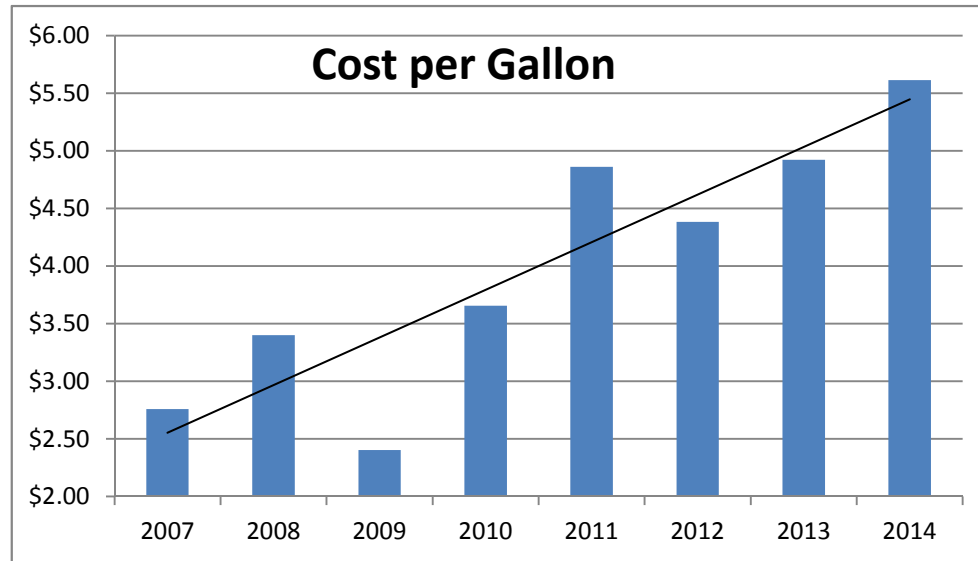
Period	2011 - 2012	2012 - 2013	2013 - 2014
August - May Expenses	28,022.98	27,090.77	29,744.65
August - April Income	13,946.47	13,011.83	15,810.80
Net Amount Needed	14,076.51	14,078.94	13,933.85

	For Expenses		To CD	
Current Checking Balance	3,479.17	15,000.00	18,479.17	18,479.17
Current MM Reserve Balance	7,659.10		7,659.10	7,659.10
Current MM Balance	39,095.78	(15,000.00)	24,095.78	(20,000.00) 4,095.78
New CD - 180 Day at 0.08%				20,000.00 20,000.00
Total	<u>50,234.05</u>	<u>-</u>	<u>50,234.05</u>	<u>-</u> <u>50,234.05</u>

Note: Current interest rate on our money market funds is 0.03%. Last year we earned a total of \$15.49. This year we've earned \$7.20 to date.

Historical Data	2011		2012		2013		2014	
	Expenses	Income	Expenses	Income	Expenses	Income	Expenses	Income
January	1,602.93	0.17	1,727.39	1,816.25	335.81	1,875.94	1,249.42	1,837.34
February	352.80	955.96	999.84	35.90	2,081.74	889.35	1,990.79	904.49
March	5,186.13	2,687.41	4,947.91	3,854.07	5,947.90	4,180.57	6,066.08	4,843.51
April	2,443.32	2,350.25	2,785.95	5,379.10	1,768.24	3,460.08	1,467.19	4,887.66
May	3,347.23	24,985.55	3,059.68	25,027.20	1,611.46	25,216.28	1,501.88	25,612.87
June	1,859.20	574.64	2,223.14	287.95	2,685.02	852.10	1,216.81	749.44
July	2,793.09	160.80	2,151.26	2,284.84	2,536.37	471.80	2,977.61	494.19
August	1,640.96	876.85	2,839.03	909.69	2,625.28	926.59	832.96	70.00
September	1,861.23	394.23	2,925.49	344.16	3,174.22	26.58		
October	2,175.69	143.17	2,439.17	203.74	1,199.25	407.53		
November	4,260.87	1,337.97	3,850.25	1,091.34	1,186.60	1,953.78		
December	4,563.46	108.93	3,291.68	56.96	9,283.94	23.32		
Total	<u>32,086.91</u>	<u>34,575.93</u>	<u>33,240.79</u>	<u>41,291.20</u>	<u>34,435.83</u>	<u>40,283.92</u>		

DCMG Propane Options



Year	Cost	Gallons
2007	1,193.47	425.6
2008	1,029.94	353.8
2009	1,085.10	348.7
2010	2,950.73	813.9
2011	2,931.82	587.9
2012	2,499.37	577.3
2013	3,722.16	710.7
2014	1,960.99	337.7
Total	17,373.58	4,155.6

Ferrellgas

Switch out tanks and move propane from existing tanks to new tanks - no charge.

Tank rental is \$1 per year per tank beginning in the second year of service.

Current cost per gallon is \$2.30.

Suburban

Tank rental is \$75 per year.

Most recent cost per gallon (2/22/2014) was \$5.599.

Account Balances - As of 8/13/2014

As of 8/13/2014

8/13/2014

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Account	8/13/2014 Balance
Bank Accounts	
Checking-Umpqua Bank	3,479.17
Money Market-Reserves-Umpqua Bank	7,659.10
Money Market-Umpqua Bank	39,095.78
TOTAL Bank Accounts	50,234.05
OVERALL TOTAL	50,234.05

Cash Flow
7/9/2014 through 8/13/2014

Category	7/9/2014- 8/13/2014
INFLOWS	
Donations	
Pavilion	100.00
TOTAL Donations	100.00
Interest Income - Bank	1.19
PSP Income	
Clinic & Office	
Soil Testing	60.00
TOTAL Clinic & Office	60.00
TOTAL PSP Income	60.00
Special Events	
Special Events-other	
Compost Tea	246.00
TOTAL Special Events-other	246.00
TOTAL Special Events	246.00
TOTAL INFLOWS	407.19
OUTFLOWS	
Management & General	
Grants&Gifts&Scholarships	
Scholarships	-200.00
TOTAL Grants&Gifts&Scholarships	-200.00
TOTAL Management & General	-200.00
PSP Expense	
Advanced Training	
Newsletter	
Postage	26.60
TOTAL Newsletter	26.60
TOTAL Advanced Training	26.60
Discovery Garden	
Butterfly	89.93
Childrens	148.31
Electric - meter 23609842	31.18
Iris	17.09
Irrigation	103.10
Maintenance	144.23
Signage	100.00
Signage - Victory Garden - 2014 Grants	-725.00
Straw Bale Garden	141.80
Water - River Forks meter	270.78
TOTAL Discovery Garden	321.42
HLC	
Greenhouse Maint., Repair and Renovatio	49.49
Maintenance	124.10
TOTAL HLC	173.59
TOTAL PSP Expense	521.61
Special Events Expense	
Plant Sale Expense	
Electrical - meter 23609558	2,545.31
Water - Pitchford meter	259.22

Cash Flow

7/9/2014 through 8/13/2014

8/13/2014

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Category	7/9/2014- 8/13/2014
TOTAL Plant Sale Expense	2,804.53
TOTAL Special Events Expense	2,804.53
TOTAL OUTFLOWS	3,126.14
OVERALL TOTAL	-2,718.95

Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

8/13/2014

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Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
INCOME			
Donations	0.00	0.00	0.00
Contributions	359.00	0.00	359.00
Grants	0.00	0.00	0.00
Pavilion	100.00	0.00	100.00
TOTAL Donations	459.00	0.00	459.00
Dues-hardcopy newsletter	268.25	319.00	-50.75
Dues-membership	2,340.00	2,400.00	-60.00
Interest Income - Bank	7.20	12.00	-4.80
PSP Income	0.00	0.00	0.00
Clinic & Office	0.00	0.00	0.00
Soil Testing	660.00	600.00	60.00
TOTAL Clinic & Office	660.00	600.00	60.00
Disc Garden	294.50	0.00	294.50
TOTAL PSP Income	954.50	600.00	354.50
Special Events	0.00	0.00	0.00
Plant Sale Income	0.00	0.00	0.00
Drawings	1,126.00	800.00	326.00
Entrance Fees	2,993.65	2,800.00	193.65
Plant Sales	0.00	0.00	0.00
Sales-event	20,387.31	19,600.00	787.31
Sales-post	854.75	1,000.00	-145.25
Sales-pre	3,139.00	2,400.00	739.00
TOTAL Plant Sales	24,381.06	23,000.00	1,381.06
Vendor Booth	2,913.24	2,500.00	413.24
TOTAL Plant Sale Income	31,413.95	29,100.00	2,313.95
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	832.00	700.00	132.00
Misc Events	367.00	0.00	367.00
Quilt Raffle	0.00	0.00	0.00
Trash-To-Treasure Sale	2,757.60	3,000.00	-242.40
TOTAL Special Events-other	3,956.60	4,700.00	-743.40
TOTAL Special Events	35,370.55	33,800.00	1,570.55
TOTAL INCOME	39,399.50	37,131.00	2,268.50
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	0.00	0.00	0.00
Chapter Meetings	0.00	50.00	50.00
OMGA Quarterly Meeting	0.00	262.00	262.00
OMGA Travel	0.00	460.00	460.00
TOTAL Conferences	0.00	772.00	772.00
Dues-OMGA	1,631.00	1,680.00	49.00
Grants&Gifts&Scholarships	0.00	0.00	0.00
4-H Donation	80.00	80.00	0.00

Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

8/13/2014

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Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
Endowment	0.00	0.00	0.00
Gifts - Hallmark	0.00	50.00	50.00
Memorial	0.00	100.00	100.00
Officer Gifts	0.00	80.00	80.00
Scholarships	-200.00	1,500.00	1,700.00
TOTAL Grants&Gifts&Scholarships	-120.00	1,810.00	1,930.00
Historian	0.00	25.00	25.00
Hospitality	101.65	150.00	48.35
Liability Insurance	0.00	670.00	670.00
OMGA Chapter Display	0.00	200.00	200.00
OMGA Search for Excellence	0.00	0.00	0.00
Postage for Executive Board	18.40	30.00	11.60
Print Check Charges	0.00	25.00	25.00
Supplies for Executive Board	0.00	30.00	30.00
TOTAL Management & General	1,631.05	6,492.00	4,860.95
PSP Expense	0.00	0.00	0.00
Advanced Training	0.00	0.00	0.00
Continuing Education	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00
Postage	109.11	320.00	210.89
TOTAL Newsletter	109.11	320.00	210.89
TOTAL Advanced Training	109.11	320.00	210.89
Capital Expenditures	0.00	0.00	0.00
Greenhouse - 5 included	0.00	1,045.00	1,045.00
Greenhouse Plumbing & Irrigation	0.00	0.00	0.00
TOTAL Capital Expenditures	0.00	1,045.00	1,045.00
Clinic & Office	0.00	0.00	0.00
Farmers Markets	0.00	0.00	0.00
Insects	0.00	80.00	80.00
Library	0.00	100.00	100.00
Plant Clinic & Office Supplies	0.00	0.00	0.00
Soil Testing	260.15	150.00	-110.15
Website Development	0.00	200.00	200.00
TOTAL Clinic & Office	260.15	530.00	269.85
Community Outreach	0.00	0.00	0.00
Fair Booth	0.00	0.00	0.00
Home Show	0.00	0.00	0.00
Speakers Bureau	0.00	50.00	50.00
TOTAL Community Outreach	0.00	50.00	50.00
Discovery Garden	0.00	0.00	0.00
Brochures	0.00	0.00	0.00
Butterfly	266.17	290.00	23.83
Childrens	148.31	265.00	116.69
Compost	0.00	0.00	0.00
Easy Access (Container Garden)	7.16	75.00	67.84
Electric - meter 23609842	31.18	400.00	368.82
Entry	32.99	60.00	27.01
Hedgerow	0.00	0.00	0.00
Herb	0.00	150.00	150.00
Iris	17.09	50.00	32.91
Irrigation	428.45	600.00	171.55

Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

8/13/2014

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Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
Japanese	0.00	50.00	50.00
Kiosk - donor board	0.00	50.00	50.00
Maintenance	279.37	500.00	220.63
Mulch	135.00	300.00	165.00
Orchard	0.00	5.00	5.00
Ornamental	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
Perennial Border	137.43	200.00	62.57
Raised Beds (dalia-daylily-lily)	0.00	50.00	50.00
Rock Garden	358.89	500.00	141.11
Rock Garden - 2012 GRANT	0.00	0.00	0.00
Shade Garden	0.00	0.00	0.00
Signage	378.48	1,000.00	621.52
Signage - 2013 GRANTS	730.69	750.00	19.31
Straw Bale Garden	141.80	150.00	8.20
Sun Garden	0.00	100.00	100.00
Water - River Forks meter	281.53	250.00	-31.53
Xeriscape	234.16	555.00	320.84
TOTAL Discovery Garden	3,608.70	6,350.00	2,741.30
HLC	0.00	0.00	0.00
Annual Pumping Expense - diver in river	0.00	500.00	500.00
Greenhouse Maint., Repair and Renovatio	49.49	1,000.00	950.51
Greenhouse Supplies	113.26	400.00	286.74
Maintenance	474.61	600.00	125.39
Toilet Repairs & Supplies	0.00	0.00	0.00
Victory Garden	394.36	477.00	82.64
TOTAL HLC	1,031.72	2,977.00	1,945.28
Winter Program	0.00	0.00	0.00
Cleaning the carpet after class	0.00	50.00	50.00
New Class - Supplies	0.00	20.00	20.00
Speakers	450.00	350.00	-100.00
TOTAL Winter Program	450.00	420.00	-30.00
TOTAL PSP Expense	5,459.68	11,692.00	6,232.32
RESERVES for unexpected expenses	0.00	0.00	0.00
Special Events Expense	0.00	0.00	0.00
Plant Sale Expense	0.00	0.00	0.00
Advertising	2,539.60	2,630.00	90.40
Contributions - Plant Sale Volunteers	350.00	350.00	0.00
Electrical - meter 23609558	2,545.31	4,100.00	1,554.69
Exhibit Fees	2,204.00	2,177.00	-27.00
Next Year Seed	-7.50	750.00	757.50
Next Year Supplies - McConkey	0.00	2,000.00	2,000.00
Plants	111.65	1,000.00	888.35
Propane	1,960.99	3,400.00	1,439.01
Supplies	332.88	2,450.00	2,117.12
Vendor Costs	449.06	400.00	-49.06
Water - Pitchford meter	404.87	600.00	195.13
TOTAL Plant Sale Expense	10,890.86	19,857.00	8,966.14
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	75.00	75.00
Compost Tea	0.00	100.00	100.00

Budget - Current Year

1/1/2014 through 12/31/2014 Using 2014 Budget

8/13/2014

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Category	1/1/2014 Actual	- Budget	12/31/2014 Difference
Taste-Off	0.00	15.00	15.00
Trash-To-Treasure Sale	46.15	250.00	203.85
TOTAL Special Events-other	46.15	440.00	393.85
TOTAL Special Events Expense	10,937.01	20,297.00	9,359.99
TOTAL EXPENSES	18,027.74	38,481.00	20,453.26
OVERALL TOTAL	21,371.76	-1,350.00	22,721.76