

OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Meeting

March 9, 2016

10 a.m. Extension Kitchen

Attendance: Fred Alley, Anne Bacon, Jennifer Russell, Chris Rusch, Denise Fennell, Steve Renquist, Nancy Fuller, Patrice Sipos, Larry Sutton, Mik Carlson, Betty Ison, Ruth Stafford, Bonnie Courter, Julie Stanbery, Maureen Benice, Barbara Robinson

The meeting was called to order at 10:00 a.m. by President, Chris Rusch. The minutes were approved as published on the DCMG website.

Agents Report – Steve Renquist: The cost of making copies at the Extension is going to be shared among those using the copier. OSU will cover the cost of copies for educational activities i.e., Plant Clinic, Newsletter, Winter Training, Kruse Farms, Outreach, etc. Fund-raising activities such as Plant Sale, Bake Sale, Trash to Treasure, etc. will be charged against the appropriate activity budget. When making copies for the latter there will be a ledger posted near the copy machine to record copies. In the future this expense will need to be included in budgets.

Culmination of Winter Training next Tuesday will include a Discovery Garden final in the morning and a final written exam review from 1-3 p.m. at Extension. Graduation will follow with cake and ice-cream. Veterans are encouraged to join the class at 2:30 for the celebration.

Steve will be leading a Japanese Garden pruning class at the Discovery Garden this Friday, March 11th from 9 a.m. to noon. This will be payback hours for the new class. Come prepared for the weather and bring any pruning shears or equipment you may have.

Earth Day will be on April 16th at the Fairgrounds from 10 a.m. to 4 p.m. Volunteers are needed to staff our booth. A signup sheet will be available in the Plant Clinic for two shifts, 10 a.m. to 1 p.m. and 1 to 4 p.m.

Steve will be gone for our Plant Sale as his daughter is graduating from college back on the east coast. We will miss his public relation skills dealing with the sometimes disgruntled public. ☹

OFFICER REPORTS

Membership- Denise Fennell: Occasional dues are still trickling in.

OMGA Representative – Nancy Fuller: The OMGA quarterly meeting was held in Central Point on March 4th and 5th. A leadership forum was held on Friday. Membership retention within chapters was discussed. Methods of mentorship within the state vary significantly. Attendees were impressed with our mentor program. There was also discussion on the increased use of social media as a tool for recruitment. Our chapter appears to have one of the lowest winter class fees in the State. Some of the counties with higher fees refund \$100 once the trainee completes the class and payback hours.

The Executive Committee met on Saturday. Marilyn Scheffler was installed as president. There is no president elect, first vice president or second vice president. The president elect duties were delegated by Marilyn to various people.

There was some confusion and discussion from chapters who said they did not receive quarterly meeting information to be discussed prior to the meeting. The Board of Directors decided to meet the month before the quarterly meeting. They will then be able to disseminate appropriate information to the chapters well in advance of the quarterly meeting. Leadership forums will continue with discussion on membership retention. The Dalles will host on June 3rd and Tillamook on November 4. There will also be a meeting on August 4th at Mini College.

Most of the Mini College speakers have been booked. Dormitory housing will be available and blocks of hotel rooms have been reserved. The cafeteria will be open for attendees who choose not to purchase box lunches. Chair committees are needed. Contact Nancy or Anne if you are interested.

Mini College, in conjunction with annual dues, is the main funding source for OMGA. Mini College will not occur in 2017 due to Oregon's hosting of the International MG Conference in Portland. A budget worksheet developed by the OMGA Board was distributed with various figures and options for making up for the lack of Mini College income in 2017. Chapters were asked to pick between the three options set forth and submit their choice by May 15th. Chris asked our OMGA reps to come back to our April meeting with their recommendation. It was also suggested DCMG's in attendance should review options and report back to Anne or Nancy.

Our treasurer, Patrice Sipos, accompanied Nancy to the OMGA quarterly meeting. She asked several questions of treasurer, Kathryn Johnson, in regards to the 21 page financial document provided to the audit committee and distributed to meeting attendees. Patrice and Nancy did not feel the questions were sufficiently answered. Patrice will be writing to Kathryn with questions and will report back. For more information on the OMGA organization go to: <http://omga.org/>

Gail Langaletto has a graduate student finishing up the training books and they should be out next year. Gail is looking for volunteers to help with the International Conference. Please contact her if you are interested. Pamphlets and bookmarks for the 2017 International Master Gardener Conference were circulated. For more information, go to the conference website at <http://blogs.oregonstate.edu/2017imgc/>.

Treasurer – Patrice Sipos: Financial reports were distributed. They may also be found on our website at http://douglascountymg.org/docs/other/2016_Budget.pdf. Patrice asked committee heads to make sure she gets all DC Co-Op receipts and expenditure sheets by the 5th of the month. She has to make payment on the account by the 10th. If this is not possible at least give Patrice a heads up with a phone call.

Vice President – Fred Alley: Sara Runkel, our Small Farms and Food Systems Coordinator, will be our continuing education presenter for March 31st. She will be speaking on garden-to-table food safety. Bruce Gravens will be presenting at our April meeting at the HLC.

President -Chris Rusch: Chris talked to Chriset Palenshus of NeighborWorks Umpqua regarding the Kitchen Garden Project. Chriset would like involvement of some Master Gardeners at an April 2nd workshop to be held at the Westside Gardens on Harvard, 10 a.m. to noon. Several Master Gardeners have contacted Chris to volunteer as mentors for this project.

Chris and Julie Stanbery have followed up with the Job Corps on their request for Master Gardener help in expanding their kitchen garden, creating a meditation garden and placing houseplants in the dormitories.

Chris and Julie are meeting out at the Job Corps site after our March chapter meeting. If anyone is interested in participating contact Julie or Chris.

COMMITTEE REPORTS

Community Outreach – Steve Renquist for Leo Grass: After many years of heading up this important niche in our chapter, Leo has decided he would like to turn the leadership reins over to someone else. A community outreach committee was discussed as a viable option to spread the responsibility among several.

Plant Clinic - Chris Rusch: There were over 60 contacts in February. Training is going well with the new class jumping right in to participate. By the end of March all of the class should have worked their two days of Plant Clinic. The calendar will be open for veterans to sign up in April.

Westside Greenhouse – Maureen Benice: *Seeding and transplanting is going full force. Work crews will be needed on Monday the 14th and Wed. the 16th to plant seed and transplant seedlings. After that we will go back to our regular Tuesday work crews.*

Spring Into Gardening – Maureen Benice: Maureen would like someone to step up and shadow her next year for coordinating Spring Into Gardening. That person would then take over in 2018. Please contact Maureen if you are interested. This year's workshops attracted 65 participants. The addition of MFP's worked out well. We discussed moving the event to a later date, closer to gardening season. The first part of April looks to be a good time which will not conflict with our Plant Sale preparation.

Eastside Greenhouse: No representative was present. The Board would like to have someone from the Eastside attend our Board meetings to give a report, as do all other committees. Anyone who works in that area would be a candidate and it need not be the same person each month.

Bruce Gravens has stepped down as head of the Eastside Greenhouse effective immediately. He said he would follow through with his 2016 commitments. There was confusion as to exactly what that meant in relation to the various activities and duties leading up to and including the Plant Sale.

Awards – Betty Ison: The Awards committee met and chose our Master Gardener of the Year and Behind the Scenes Master Gardener. The decision was extremely difficult due to all the qualified and dedicated volunteers we have in our organization.

The committee discussed how difficult it is to keep the Master Gardener of the Year award winner in the dark until our October Awards Banquet. Winners are announced at Mini College. If our recipient is not in attendance, the current tradition is to keep them in the dark until our October Awards Banquet. This is next to impossible between those who have attended Mini College, who let the cat out of the bag, or the soon to follow OMGA newsletter which lists all winners. It has become an awkward situation for award winners.

The Awards committee proposed offering a Mini College scholarship to the MG of the Year where, if they chose to take the scholarship, they would receive their award. If they chose not to attend Mini College, they would not receive the award until our October banquet. Anne Bacon made a motion to provide a \$125 scholarship to the Master Gardener of the Year. The motion was seconded and passed.

Larry Sutton gave kudos to Betty for all the hard work she puts into this committee. He noted all the research she does ahead of time to provide committee members with detailed information on hours and activities for possible candidates. Thank you Betty!

This year's Awards Banquet will be on October 1st at the Methodist Church on Harvard.

Discovery Garden – Julie Stanbery: *The Class of 2017 Discovery Garden work project is going well. They are refurbishing the Herb Garden under the guidance of Geoff Puryear. They will be working Tuesday mornings.*

Umpqua Basin water will be turned back on March 22nd. Irrigation will be cut off in the Herb Garden and it will go to a once a week drip system watering.

Wood chips are available. Contact Julie, Gale or Barbara Robinson for loading on regular workdays. Julie cautioned anyone wanting to use the tractor has to be checked out on it first. Contact Julie, Dave Hopkins, or Steve to make arrangements.

Sara Runkel is establishing a garden on the eastside of the Victory Garden. She will be planting winter crops in May. One of her goals will be to harvest cabbage, make it into sauerkraut, and sell it.

Victory Garden – Mik Carlson: The perimeter fence line is up on the new extension. Thanks to Steve Hart, Ray Warren, and Ivor Chapman for an extraordinary job. Irrigation will have to be reconfigured with Dave Clark's help. Julie asked that Dave meet with Noel to keep him in the loop. Pea seed and onion plants are in.

Winter training - Denise Fennell: Finals are next week with 30 students scheduled to graduate. Veterans should show up at 2:30 to congratulate the new class.

Publicity/Newsletter – Bonnie Courter: Bonnie has sent PSAs in for the Trash to Treasure sale.

2016 Class Representative - Jennifer Russell: Jennifer shared a letter which was sent to the new class. The letter contained some information conflicting with our recent Bylaws updates. Denise will send out an email and talk to the new class, explaining the correct protocol.

Plant Sale – Barbara Robinson: The first Plant Sale committee head meeting was held last month. Our Department of Agriculture sale permit application has been sent in. The first half of payment to the fairgrounds for rental of the facility is due on the 15th. Barbara has check and signed contract ready to deliver.

The first Master Gardener Plant Sale Pre-Sale will be held immediately following our April 28th chapter meeting being held at the HLC. The second pre-sale will be on Sunday, May 1st from 1 to 4 p.m. Both sales will be held at the Westside and Eastside Greenhouses at the HLC. Only Master Gardeners are allowed to shop and must be wearing their name badge.

Vicki McAlister has put a time sheet collection box in Westside Greenhouse #1. Thank you, Vicki, for going the extra mile for the crews working out at the HLC!

Trash to Treasure – Chris Rusch for Cindy Rich/Toni Rudolph: Ann Severson will be taking over the Trash to Treasure sale next year. Thank you Ann!

OLD BUSINESS

Chris Rusch: Revisions to the Policies and Procedures Manual will be voted on at our March chapter meeting. Updates to job descriptions may be made at any time. Larry Sutton pointed out an error needing to be corrected. We are changing the retention of documents to forever from the current practice of destroying after 7 years. When the revision was typed the last part was not dropped. Chris will take care of this correction.

Geoff Puryear will be applying for a grant for the Herb Garden to create handicapped accessible paths to be used as a prototype for the rest of the Discovery Garden.

Chris talked to Vicki about web updates. Vicki said to send them to her and she will take care of them.

NEW BUSINESS

According to Barbara, the Co-Op will be offering free soil testing on March 19th from 10 a.m. to 2 p.m.

At the request of several, Denise will be emailing the 2017 Class roster photos to the Executive Board.

ANNOUNCEMENTS

Insect Committee	First and Third Mondays 10 a.m.
Winter Class Graduation	March 15, Extension Auditorium
Westside Greenhouse Crews	Monday March 14, Wednesday March 16 th
Eastside Greenhouse Crew	Thursday, March 17 th
Discovery Garden Workdays Begin	March 22, every Tuesday, 9 to Noon
Greenhouses back to Tuesday Crews	March 22, 9 to Noon
Trash to Treasure Receiving Goods	March 17, 9 a.m. to 4 p.m.
Trash to Treasure Sale	March 18, 9 a.m. to 4 p.m.
DCMG Chapter Meeting	March 31, Ext. Audit. Cont. Ed. 9 a.m., Meeting 10 a.m.
Earth Day	April 16, Fairgrounds
MG Plant Sale Pre-Sale	April 28, HLC, Immediately following chapter meeting
MG Plant Sale Pre-Sale	May 1, HLC, 1 - 4 p.m.
Plant Sale Set Up	May 6, Fairgrounds
Plant Sale	May 7, Fairgrounds

The meeting was adjourned at 12:20 p.m. by President, Chris Rusch.

Respectfully Submitted,
Barbara Robinson
DCMG Secretary

Account Balances - As of 3/8/2016
As of 3/8/2016

3/8/2016

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Account	3/8/2016 Balance
Bank Accounts	
Checking-Umpqua Bank	2,377.47
Money Market-Reserves-Umpqua Bank	8,659.10
Money Market-Umpqua Bank	34,623.53
TOTAL Bank Accounts	45,660.10
OVERALL TOTAL	45,660.10

Cash Flow
2/10/2016 through 3/8/2016

Category	2/10/2016- 3/8/2016
INFLOWS	
Donations	
Contributions	1.25
TOTAL Donations	1.25
Dues-hardcopy newsletter	8.75
Dues-membership	90.00
Interest Income - Bank	1.09
PSP Income	
Clinic & Office	
Soil Testing	120.00
TOTAL Clinic & Office	120.00
TOTAL PSP Income	120.00
TOTAL INFLOWS	221.09
OUTFLOWS	
Bank Charge	20.65
PSP Expense	
Discovery Garden	
Easy Access (Container Garden)	127.29
TOTAL Discovery Garden	127.29
HLC	
Maintenance	125.78
Tree Trimming Professional	1,000.00
Victory Garden	71.55
Westside Greenhouse Supplies	59.30
TOTAL HLC	1,256.63
TOTAL PSP Expense	1,383.92
Special Events Expense	
Plant Sale Expense	
Contributions - Plant Sale Volunteers	0.00
Exhibit Fees	1,645.75
Vendor Costs	5.00
TOTAL Plant Sale Expense	1,650.75
TOTAL Special Events Expense	1,650.75
TOTAL OUTFLOWS	3,055.32
OVERALL TOTAL	-2,834.23

Budget - 2016

1/1/2016 through 12/31/2016 Using 2016 Budget

3/8/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
INCOME			
Donations	2.00	0.00	2.00
Contributions	6.25	250.00	-243.75
TOTAL Donations	8.25	250.00	-241.75
Dues-hardcopy newsletter	168.00	255.00	-87.00
Dues-membership	2,309.25	2,400.00	-90.75
Interest Income - Bank	2.26	12.00	-9.74
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	205.00	700.00	-495.00
TOTAL Clinic & Office	205.00	700.00	-495.00
TOTAL PSP Income	205.00	700.00	-495.00
Special Events	0.00	0.00	0.00
Plant Sale Income	0.00	0.00	0.00
Drawings	0.00	950.00	-950.00
Entrance Fees	0.00	2,900.00	-2,900.00
Plant Sales			
Sales-event	0.00	20,500.00	-20,500.00
Sales-post	0.00	700.00	-700.00
Sales-pre	0.00	2,700.00	-2,700.00
TOTAL Plant Sales	0.00	23,900.00	-23,900.00
Vendor Booth	0.00	3,300.00	-3,300.00
TOTAL Plant Sale Income	0.00	31,050.00	-31,050.00
Special Events-other	0.00	0.00	0.00
Bake Sale	0.00	1,000.00	-1,000.00
Compost Tea	0.00	900.00	-900.00
Trash-To-Treasure Sale	0.00	2,500.00	-2,500.00
TOTAL Special Events-other	0.00	4,400.00	-4,400.00
TOTAL Special Events	0.00	35,450.00	-35,450.00
TOTAL INCOME	2,692.76	39,067.00	-36,374.24
EXPENSES			
Bank Charge	20.65	0.00	-20.65
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	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	0.00	0.00
OMGA Travel	0.00	1,000.00	1,000.00
TOTAL Conferences	0.00	1,000.00	1,000.00
Dues-OMGA	0.00	1,659.00	1,659.00
Grants&Gifts&Scholarships			
4-H Donation	0.00	80.00	80.00
Gifts - Hallmark	0.00	50.00	50.00
Officer Gifts	0.00	80.00	80.00
Scholarships	0.00	1,000.00	1,000.00

Budget - 2016

1/1/2016 through 12/31/2016 Using 2016 Budget

3/8/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
TOTAL Grants&Gifts&Scholarships	0.00	1,210.00	1,210.00
Historian	0.00	25.00	25.00
Hospitality	86.99	200.00	113.01
Liability Insurance	0.00	670.00	670.00
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	25.00	25.00
Supplies for Executive Board	0.00	30.00	30.00
TOTAL Management & General	86.99	6,099.00	6,012.01
PSP Expense	0.00	0.00	0.00
Advanced Training			
Continuing Education	0.00	100.00	100.00
Newsletter			
Postage	17.75	255.00	237.25
TOTAL Newsletter	17.75	255.00	237.25
TOTAL Advanced Training	17.75	355.00	337.25
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	233.68	250.00	16.32
Website Development	0.00	207.00	207.00
TOTAL Clinic & Office	233.68	747.00	513.32
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	0.00	350.00	350.00
Childrens	0.00	300.00	300.00
Compost & Biochar	0.00	50.00	50.00
Easy Access (Container Garden)	180.00	450.00	270.00
Electric - meter 23609842	0.00	400.00	400.00
Entry	0.00	75.00	75.00
Hedgerow	0.00	0.00	0.00
Herb	0.00	75.00	75.00
Hummingbird	0.00	150.00	150.00
Iris	0.00	0.00	0.00
Irrigation	0.00	400.00	400.00
Japanese	0.00	200.00	200.00
Kiosk - donor board	0.00	50.00	50.00
Maintenance	21.78	600.00	578.22
Mulch	0.00	300.00	300.00
Orchard	0.00	50.00	50.00
Ornamental	0.00	0.00	0.00
Pavilion	0.00	0.00	0.00
Perennial Border	0.00	400.00	400.00
Raised Beds (Dahlia-Lily)	0.00	100.00	100.00
Rock Garden	0.00	800.00	800.00

Budget - 2016

1/1/2016 through 12/31/2016 Using 2016 Budget

3/8/2016

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Category	1/1/2016 Actual	- Budget	12/31/2016 Difference
Shade Garden	0.00	50.00	50.00
Signage	0.00	250.00	250.00
Straw Bale Garden	0.00	220.00	220.00
Sun Garden	0.00	0.00	0.00
Water - River Forks meter	0.00	500.00	500.00
Xeriscape	0.00	400.00	400.00
TOTAL Discovery Garden	201.78	6,170.00	5,968.22
HLC	0.00	0.00	0.00
Eastside Greenhouse Maintenance	350.28	4,239.00	3,888.72
Eastside Greenhouse Supplies	0.00	500.00	500.00
Garbage Dump Fee	0.00	100.00	100.00
Maintenance	125.78	600.00	474.22
Toilet Repairs & Supplies	0.00	150.00	150.00
Tree Trimming Professional	1,000.00	1,000.00	0.00
Victory Garden	71.55	1,071.00	999.45
Victory Garden Signage - 2014 Grant	0.00	345.00	345.00
Westside Greenhouse Maintenance	0.00	1,200.00	1,200.00
Westside Greenhouse Supplies	77.24	400.00	322.76
TOTAL HLC	1,624.85	9,605.00	7,980.15
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	2,378.06	17,497.00	15,118.94
Special Events Expense			
Plant Sale Expense	47.93	0.00	-47.93
Advertising	0.00	3,800.00	3,800.00
Contributions - Plant Sale Volunteers	0.00	350.00	350.00
Electrical - meter 62314693	576.82	3,600.00	3,023.18
Exhibit Fees	1,645.75	2,900.00	1,254.25
Next Year Seed	0.00	750.00	750.00
Next Year Supplies - McConkey	0.00	2,500.00	2,500.00
Plants	0.00	1,100.00	1,100.00
Propane	288.17	1,500.00	1,211.83
Supplies	0.00	1,500.00	1,500.00
Vendor Costs	5.00	550.00	545.00
Water - Pitchford meter	0.00	900.00	900.00
TOTAL Plant Sale Expense	2,563.67	19,450.00	16,886.33
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	150.00	150.00
TOTAL Special Events-other	0.00	405.00	405.00
TOTAL Special Events Expense	2,563.67	19,855.00	17,291.33
TOTAL EXPENSES	5,049.37	43,451.00	38,401.63
OVERALL TOTAL	-2,356.61	-4,384.00	2,027.39