

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

**Attendance:** Steve Renquist, Chris Rusch, Patrice Sipos, Nancy Fuller, Julie Stanbery, Elva Sellens, Bonnie Courter, Betty Ison, Diana Circle, Barbara Horst, Jen Bailey, Bruce Gravens, Mik Carlson, Anne Severson

**Call to Order:** The meeting was called to order at 10:05 AM by President, Chris Rusch.

**Minutes:** The minutes were approved as published online.

**Agent's Report – Steve Renquist:** The sign-up sheet for helping with Spring Into Gardening on Saturday, February 25, 2017 is in the Plant Clinic. We are partnering with UCC and the Master Food Preservers for this program. Maureen Benice is having a meeting for volunteers on Wednesday, February 22, 10:00 AM in the Annex kitchen.

Upcoming Events:

- Thursday, March 2, 1-4 PM, Discovery Garden: shrub pruning training by Steve
- Wednesday, March 8, 1-4 PM, Cow Creek Tribe's orchard: tree pruning training by Steve
- Thursday, March 9, 1-4 PM, Discovery Garden: ornamental shrub and tree pruning work day
- Thursday, March 16, 10 AM -2 PM, Extension Annex: grafting class by Steve
- Saturday, March 18, 10 AM, Douglas County Farmers' Coop: free pH soil testing for the public
- Tuesday, March 21, 9 AM, Discovery Garden: Japanese Garden pruning training by Steve

Steve made it clear we offer free pH soil testing to MG's only at the Extension. Steve will be teaching in OSU's viticulture program in Corvallis on Tuesdays and Thursdays from March through June. He will be filling in for another faculty member.

Remodel of the auditorium and adjacent office area is slated to start the last 2 weeks of March. The stage will be enclosed and the wall facing the auditorium will hold a large screen and two big screen T.V.'s. There will be a complete tear down of offices, etc. behind the auditorium. Once rebuilt, the area will house various offices, a conference room, lab room, MFP room and new bathrooms. Staff in this area will move downstairs and double up in offices with other staff. Construction time is estimated at two months.

### **OFFICER REPORTS**

**Membership – Diana Circle:** The new roster went out on February 1<sup>st</sup>. We have a total of 233 paid members. A corrected roster will be sent out March 1<sup>st</sup>.

Orange membership cards from OMGA were distributed to new students and at the chapter meeting. Some nurseries i.e. Territorial Seed in Cottage Grove and Garland Nursery in Corvallis, offer a 10% discount to Master Gardeners with **current** proof of membership. This card will provide such proof. Extra cards are available in the Plant Clinic and in the time sheet box in the Westside Greenhouse.

**OMGA Representative – Nancy Fuller:** A link to the Gardeners’ Pen Newsletter went out to those who have signed up to receive it. The link is: <http://omga.org/january-2017-gardeners-pen/>. Nancy recommended reading pages 10 and 11 which outline the Leadership Forum on non-profits. David Atkin, a non-profit attorney with the Center for Non-Profit Law in Eugene, spoke about Association Bylaws as well as other legalities involving non-profits. Nancy also recommended reading the training check list on page 13 and 14 which might be of use to our mentors with their trainees.

Since there is no Mini-College this year, OMGA will be offering scholarships to the International Conference in Portland. First preference will go to applicants coming from chapters with income less than \$25,000. Additional information will be forthcoming.

Nancy received an update on guidelines/requirements for the Bicycle Contest at International. There are many restrictions and requirements. A committee will be formed to come up with ideas and follow through on implementation.

Early registration for the International Conference ends after February 28<sup>th</sup>. Not only do you get a \$50 discount, but space is limited. There is room for less than 300 more registrants. More information may be found at: <http://blogs.oregonstate.edu/2017imgc/>.

The OMGA 2<sup>nd</sup> Vice President is looking for input from chapters on their mentoring programs as far as what works and what doesn’t. Contact Nancy if you have ideas. Quarterly reports are due next week.

**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).

Vicki McAlister emailed Patrice regarding the need to update a document on the web which lists the chairs authorized to approve and sign for expenditures. General consensus was there is not a need for such a document on the web. Patrice will ask Vicki to delete.

## **COMMITTEE REPORTS**

**Plant Clinic – Chris Rusch:** All time slots are full into April.

**Westside Greenhouse – Barbara Robinson:** Westside Greenhouse has been busy hosting 4 consecutive weeks of Winter Training sessions for new students. Our crews are now focusing on preparation for the Plant Sale, including seeding, repotting seedlings, potting rooted cuttings and root pruning, divisions, and cleanup of existing inventory. New class members are welcome to join our crew on Monday mornings 9 to noon.

**Eastside Greenhouse – Bruce Gravens:** The Eastside has had very few winter kills which was good to see. Plants are waking up and seem to like their new homes up off the ground. The Eastside welcomes new class members to join their crew on Thursday mornings 9 to noon.

**Awards – Betty Ison:** Betty is meeting with her Awards Committee today. They will be selecting the Douglas County Master Gardener of the Year and Behind the Scenes Master Gardener of the Year.

Betty discussed the Mini-College scholarship we would normally offer to our Master Gardener of the Year. Since there is not a Mini-College this year, she suggested we give this year's MG of the Year a scholarship to the 2018 Mini-College, along with our 2018 recipient. This was approved.

Betty will be handling the years of service bars. They will start at 15 years and subsequently be issued in 5 year increments. She does not have enough money in her current budget to cover the cost of the 40 bars needed. Diana Circle moved Betty's budget be increased by \$100. Nancy Fuller seconded the motion. The motion was carried.

**Discovery Garden – Julie Stanbery:** The Herb Garden has got a good start with many showing up to form the gravel paths. There will be another Saturday work party on Saturday, February 11, 10 AM to noon to form the beds within the garden. Fourteen new students volunteered to work in the Herb Garden and others signed up to work in various other areas.

**Victory Garden – Mik Carlson:** Victory Garden workers have been busy laying out plans for this year's garden. They have also started some seeds in the greenhouse.

**Barbara Horst – Publicity:** Barbara has been diligently following the publicity timeline provided by her predecessor, Bonnie Courter. Once she receives the Plant Sale flyer she will meet with the News Review regarding advertising.

**Trash to Treasure – Ann Severson:** There is a sign-up sheet in the Plant Clinic for working the sale. Anne brought yard sale signs to the meeting for people to set out one week before the sale. She also brought sale notices to be placed around town in professional offices, etc.

## **OLD BUSINESS**

**Amendment to our Bylaws:** Jen Bailey presented paperwork outlining the proposed bylaw change to *Article VIII, Dissolution of the Association*. The current wording would be changed to:

*In the event of dissolution of the Douglas County Chapter, OMGA, liquid assets remaining after satisfaction of obligations and expenses shall be transferred to Douglas County Extension to be held in trust for up to five years for the possible reinstatement of the Chapter, after which time they shall be distributed to the Douglas County Extension Endowment Fund. Should OSU be unable to honor the request to hold Chapter funds for five years, the Chapter may transfer funds to another eligible organization subject to membership approval. All material assets shall be dispersed upon recommendation of the Executive Board.*

Patrice Sipos moved we accept the bylaw change as written above. Diana Circle seconded the motion. The motion was passed. The amendment will be presented to the chapter for review and a vote.

Committee heads are charged with making sure their committee/position descriptions are current and accurate. Jen Bailey distributed several recent updates, including E-Mail to Membership, Awards and Awards Banquet Deadlines. The Canyonville Farmer's Market needs to be added. Barbara Horst will take care of this. Please send any updates of job descriptions to Jen Bailey. Jen will go over other updates received at the March Executive Board meeting.

### **Recertification Questions:**

- Per Steve Renquist, you can pick and choose where and how you want to complete your service hours. Service can be all in one category or spread among several.
- Once you have the total recertification hours needed for service and continuing education, you may quit recording under *Recertification Hours*.
- Vicki McAlister has posted a very detailed description on how to complete your timesheet on the web. Anyone still having questions should refer to her post at : [http://douglascountymg.org/docs/other/Time\\_Sheet\\_Overview.pdf](http://douglascountymg.org/docs/other/Time_Sheet_Overview.pdf)

### **NEW BUSINESS**

**Lily Beds:** Elva Sellens would like to repurpose the old lily bed by turning it into a shade garden. She would like to get it up and running in time for the International Master Gardener Conference Pre-Tour which is scheduled to visit our Discovery Garden in July. The plan is to plant hostas, other shade plants and a few sun plants. Elva is going to be asking for donations of plant material but wants to lay down metal screening to keep predators from digging under. She asked for \$100 to develop the bed. Patrice Sipos moved to add \$100 to the Lily Bed budget. Barbara Robinson seconded the motion. The motion passed.

**HLC Entryway Fence:** In light of the IMGCC Pre-Tour visiting us, Barbara Robinson expressed her concern over the unsightliness of the short corner fence at the entryway of our Discovery Garden parking lot. Steve Renquist agreed the fence could be taken down and disposed of. The address affixed to it could be transferred across to where our Discovery Garden sign is located. Julie Stanbery will talk to Gale Robinson about this project.

**Financial Support to OMG Assistant:** Steve Renquist asked for direction from the Board on input they would like him to give to OSU on this subject. Sam Angima, OSU Assistant Dean of Outreach and Engagement, is requesting a cost share with MG Chapters statewide for an assistant for Gail Langellotto, with \$20,000 being the goal from these state programs. OSU would share the cost of the position by contributing \$20,000.

Steve explained Gail's role is to lead all the Agents in implementation of MG programs statewide. Her focus is on keeping them informed on what is best for the overall implementation of the MG program. As of late she has been called up to teach on campus and has taken the lead role in the International Conference which has severely limited her support to the statewide Master Gardener Program.

There was concern on how the new assistant's time would be utilized, since Gail is already supposed to be supporting the MG program at 100%. Paying an assistant to do other than MG business is not an option. People also felt Gail's time should be freed up drastically once International is over.

Frustration was expressed regarding the rewrite of the new Master Gardener Handbook, or rather the lack thereof. Many updates submitted 4 years ago are now obsolete. Will this assistant produce a new handbook?

Steve will be taking our concerns back to Sam Angima, specifically requesting a job description for the new assistant.

### **ANNOUNCEMENTS**

Westside Greenhouse Crew	Mondays, 9-noon, HLC
Eastside Greenhouse Crew	Thursdays, 9 to noon, HLC
Insect Committee	First and Third Mondays, 10 AM, Extension
DCMG Chapter Meeting	Feb. 23, 9am Cont. Ed, 10 AM meeting, Ext. Auditorium
Spring into Gardening	Feb. 25, UCC
DCMG Executive Board Meeting	March 8, Extension Auditorium
Trash to Treasure	March 11
Winter Training	Every Tuesday, 9 AM to 4 PM

### **DISCOVERY GARDEN WORK DAYS**

Feb. 8	Hedgerow pruning, 1-4 PM
Feb. 11	Herb Garden, 10 AM - Noon
March 9	Ornamental shrub pruning, 1-4 PM
March 21	Japanese Garden pruning, 9 AM – Noon

### **PRUNING WORKSHOPS**

Feb. 17	Pruning roses, 1-4 PM
March 2	Pruning ornamentals, 1-4 PM

**MEETING ADJOURNMENT:** The meeting was adjourned at 11:50 AM by President, Chris Rusch.

Respectfully Submitted,  
Barbara Robinson  
DCMG Secretary

# Account Balances - As of 2/7/2017

As of 2/7/2017

2/7/2017

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Account	2/7/2017 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	3,273.35
Money Market-Reserves-Umpqua Bank	8,134.10
Money Market-Umpqua Bank	41,647.30
<b>TOTAL Bank Accounts</b>	<b>53,054.75</b>
<b>OVERALL TOTAL</b>	<b>53,054.75</b>

**Cash Flow**  
1/12/2017 through 12/31/2017

Category	1/12/2017- 12/31/2017
<b>INFLOWS</b>	
Dues-membership	610.00
Income for Newsletter	35.00
TOTAL Dues-membership	645.00
Interest Income - Bank	2.14
PSP Income	
Clinic & Office	
Soil Testing	20.00
TOTAL Clinic & Office	20.00
TOTAL PSP Income	20.00
<b>TOTAL INFLOWS</b>	<b>667.14</b>
<b>OUTFLOWS</b>	
PSP Expense	
Advanced Training	
Newsletter	
Postage	19.72
TOTAL Newsletter	19.72
TOTAL Advanced Training	19.72
Discovery Garden	
Easy Access (Container Garden)	287.80
Maintenance	5.70
TOTAL Discovery Garden	293.50
HLC	
Garbage Dump Fee	12.00
Maintenance	8.08
Toilet Repairs & Supplies	525.00
Victory Garden	39.37
TOTAL HLC	584.45
TOTAL PSP Expense	897.67
<b>TOTAL OUTFLOWS</b>	<b>897.67</b>
<b>OVERALL TOTAL</b>	<b>-230.53</b>

## Budget - Current Year

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

2/8/2017

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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	0.00	0.00	0.00
Grants	0.00	250.00	-250.00
TOTAL Donations	0.00	250.00	-250.00
Dues-membership	2,150.00	2,400.00	-250.00
Income for Newsletter	229.75	255.00	-25.25
TOTAL Dues-membership	2,379.75	2,655.00	-275.25
Interest Income - Bank	2.14	16.00	-13.86
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	20.00	800.00	-780.00
TOTAL Clinic & Office	20.00	800.00	-780.00
TOTAL PSP Income	20.00	800.00	-780.00
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
<b>TOTAL INCOME</b>	<b>2,401.89</b>	<b>41,571.00</b>	<b>-39,169.11</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

2/8/2017

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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	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	5.70	600.00	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

2/8/2017

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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	0.00	500.00	500.00
Xeriscape	0.00	400.00	400.00
<b>TOTAL Discovery Garden</b>	<b>435.07</b>	<b>6,860.00</b>	<b>6,424.93</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	8.08	600.00	591.92
Toilet Repairs & Supplies	525.00	150.00	-375.00
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>607.66</b>	<b>6,430.00</b>	<b>5,822.34</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	0.00	350.00	350.00
<b>TOTAL Winter Program</b>	<b>0.00</b>	<b>370.00</b>	<b>370.00</b>
<b>TOTAL PSP Expense</b>	<b>1,062.45</b>	<b>15,250.00</b>	<b>14,187.55</b>
<b>Special Events Expense</b>			
<b>Plant Sale Expense</b>			
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
<b>TOTAL Plant Sale Expense</b>	<b>0.00</b>	<b>18,600.00</b>	<b>18,600.00</b>
<b>Special Events-other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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
<b>TOTAL Special Events-other</b>	<b>0.00</b>	<b>355.00</b>	<b>355.00</b>
<b>TOTAL Special Events Expense</b>	<b>0.00</b>	<b>18,955.00</b>	<b>18,955.00</b>
<b>TOTAL EXPENSES</b>	<b>1,194.43</b>	<b>41,493.00</b>	<b>40,298.57</b>
<b>OVERALL TOTAL</b>	<b>1,207.46</b>	<b>78.00</b>	<b>1,129.46</b>