

**OSU DOUGLAS COUNTY MASTER GARDENER  
Executive Board Meeting  
May 10, 2017**

**Attendance:** Patrice Sipos, Diana Circle, Chris Rusch, Betty Ison, Bonnie Courter, Barbara Robinson, Julie Stanbery, Nancy Fuller, Jen Bailey, Mik Carlson, 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.

**Horticultural Agent – Steve Renquist:** Steve has been focusing a lot of his energy on commuting to OSU to teach a class two days a week. With his busy schedule, he has not been able to keep his finger on the pulse of what is going on in other counties. He has noticed there is perhaps a void pulling people together at the state level with chapters getting frustrated and doing more of their own thing.

He praised everyone for a successful Plant Sale. From his vantage point at the entrance to the MG area, he noticed a big drop in confrontational issues as a result of people being allowed to bring in merchandise purchased from other vendors.

**OFFICER REPORTS**

**Membership - Diana Circle:** We have 269 members. About 60 have not signed the liability form required by OSU Extension.

**OMGA – Nancy Fuller:** Betty Ison has turned in our Awards packet to the State. Gail Langaletto remarked how much she appreciates Betty always being the first to send in our packet.

The quarterly OMGA meeting will be held on June 3<sup>rd</sup> in Oregon City. Leadership on Friday will include a speaker making a presentation dealing with owning forest land and a tour after.

International conference has over 1250 people registered. Cutoff date for making any changes to your reservation is May 29<sup>th</sup>. Tours have filled up. Nancy will be scheduling a time for interested people to meet to work on our bicycle entry.

**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).

Banking has been a challenge with Umpqua Bank for a variety of reasons. Patrice presented banking information from Northwest Community Credit Union. She recommended we switch banking institutions

effective June 1, 2017. Barbara Robinson moved we switch to Northwest Community Credit Union effective June 1, 2017. Nancy Fuller seconded the motion. Motion was carried.

Patrice discussed the difference between Quicken and Quick Books. Quicken is for home use and Quick Books for business. We currently are using Quicken. Patrice suggested we switch over to Quick Books. This will give us much better reports, a truer picture when doing reconciliation and will be much more user friendly for our purposes. Patrice has purchased the software for her home use and it may be used on 3 computers. It will cost DCMG around \$45 for our use. Diana Circle made a motion we switch to Quick Books. Barbara Robinson seconded the motion. The motion was carried. Patrice will run parallel programs with Quicken and Quick books initially to insure accuracy.

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

**President – Chris Rusch:** Chris thanked all the Plant Sale workers for a tremendous sale. It was suggested next year time lapse photography be used to show activity from the start to the finish at the fairgrounds. Cascadian Coffee in Roseburg will be the location of our next Executive Board meeting if the Annex is not available due to the remodel.

#### **COMMITTEE REPORTS:**

**Plant Clinic – Chris Rusch:** The Clinic is down quite a few contacts from the same time last year, undoubtedly due to the weather. The Reference table at the Plant Sale had over 40 contacts and picked up a few addresses of people interested in taking the program. Veterans are needed to work in the Plant Clinic. You may sign up on the calendar in the Clinic.

**Westside Greenhouse – Barbara Robinson:** Westside is running a half-price sale on vegetables, annuals and some perennials. Purchases may be made Tuesday morning 9 to noon. This will run only one more week and then Discovery Garden heads will be allowed to take them for their gardens for free.

**Awards – Betty Ison:** Our Awards packet was sent into the state last month.

#### **Discovery Garden – Julie Stanbery:**

- Ants were swarming on tea house under the steps. Julie used a treatment recommended by Steve. She will be using the same on the green shed.
- The fir tree next to the green shed has been removed. Something decorative will be done with the stump, so please do not remove or mess with it. It was suggested Julie put a sign on the stump to let people know.
- Women's bathroom is out of order. Men's will be a "unisex" toilet until further notice. Julie will be getting bids on revamping the women's toilet. The porta potty is also available (being paid for by Festivals of Lights).

- Hoses will be brought out the week after Mother's day to get ready for irrigation. Until watering is started, workers should make use of Umpqua Basin Water.
- A number of signs will go in before the International tour. Julie would like a sign at the tea house talking about the tea ceremony. Others will be placed at the hedge row and shade and sun gardens.
- Dave Hopkins and Julie will be cleaning out and organizing the green shed in the next couple weeks. Mark Schmoll will be reconfiguring the tool storage stand/area to make room for all of the tools, including new "used" tools refurbished by Fred Alley.
- The tractor is fixed. Repairs have been paid by Extension.
- Potholes in the parking/driveway area have been filled and the area smoothed out by Gale Robinson.
- June 3<sup>rd</sup> will be a Saturday work day. Work will include cleaning out the gutters on the green shed.
- Dianne's Deli will be providing lunch for the International Tour at a cost of \$267. (We will be reimbursed by International). Finger food including sandwiches, fruit, cookies and drinks will be included. It was agreed we should rent a porta potty for the day. It will be located close to the Victory Garden and will be locked until the day of the tour to prevent use by Show and Shine participants the day before.

**Victory Garden – Ruth Stafford:** Wood chips are down in the garden thanks to Gale Robinson operating the tractor and many wheel barrow pushers. Will need more at a later date on the outside of the garden. Signs will be made and placed at the end of each row to identify the plant and variety and a "Vegetable Garden" sign will be added as many people do not know what "Victory Garden" means. Tomatoes will be planted on Tuesday.

The VG will be working with Sara Runkel on implementing a hand washing station and a sign addressing food safety and food handling at the demo garden.

**Newsletter – Bonnie Courter:** A recipe section will be added to the newsletter.

**Publicity/Bonnie Courter for Barbara Horst:** Bonnie has been filling in for Barbara, taking care of publicity for the Plant Sale. Publicity for the sale went well with good coverage. Barbara Robinson did an interview with KQEN radio which can be found at <http://kqennewsradio.com/2017/05/01/morning-conversation-5-1-17/>. Bonnie did an interview on KPIC. (Not posted online yet.) Barbara was also interviewed at the Plant Sale by Dan Bain of the News Review. The article appeared in this last Tuesday's News Review. The online version included pictures. [http://www.nrtoday.com/news/local/roseburg/plants-go-fast-the-master-gardeners-plant-extravaganza/article\\_62763a20-75f8-5a98-8f12-9beb1f9082e1.html](http://www.nrtoday.com/news/local/roseburg/plants-go-fast-the-master-gardeners-plant-extravaganza/article_62763a20-75f8-5a98-8f12-9beb1f9082e1.html)

#### **Farmers Market:**

- **Ruth Stafford – Canyonville Farmers Market:** Barbara Horst is chair. Market is on Wednesdays from 9 to 1pm and will start May 10<sup>th</sup>. Those interested may sign up in the Plant Clinic.
- **Umpqua Farmers Market:** Anyone interested in signing up to work should call Barbara Anderson.

**Plant Sale – Barbara Robinson:** Barbara thanked everyone for a job well done! The Sale went well with a few glitches to be addressed, as is to be expected each year. Income for this year’s sale was the best yet! There will be a Plant Sale Committee Heads meeting directly after this meeting.

**NEW BUSINESS**

We will be applying for two grants from OMGA. Chris Rusch will write our proposal for the **Karl Carlson Grant**. If awarded, the money will be used for a bike rack and courtesy/etiquette signs for the Discovery Garden. There has to be an educational component in the grant proposal. We will propose educating children, in particular, on proper etiquette for enjoying such a garden i.e., no bicycles riding, no flower/plant picking, etc. “Dogs Must be on Leash” signage will also be added. We might need to match the \$250 grant to implement our plan.

Sara Runkel will be writing a proposal for the **Extension Educators Grant**. Food safety from garden to table will be the focus for this grant application.

**ANNOUNCEMENTS**

Insect Committee	First and Third Mondays, 10 a.m.
DCMG Chapter Meeting & Continuing Education	May 25, DG Pavilion, 9am Cont. Ed, 10am Meeting
Discovery Garden Workdays	Tuesdays, 9 to Noon
Eastside Greenhouse	Tuesdays, 9 to Noon
Westside Greenhouse	Tuesdays, 9 to Noon (as notified by email)

**MEETING ADJOURNMENT:** The meeting was adjourned at 11:15 a.m. by President, Chris Rusch.

Respectfully Submitted,  
Barbara Robinson  
DCMG Secretary

# Account Balances - As of 5/9/2017

As of 5/9/2017

5/9/2017

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Account	5/9/2017 Balance
<b>Bank Accounts</b>	
Checking-Umpqua Bank	8,463.34
Money Market-Reserves-Umpqua Bank	0.00
Money Market-Umpqua Bank	46,960.93
<b>TOTAL Bank Accounts</b>	<b>55,424.27</b>
<b>OVERALL TOTAL</b>	<b>55,424.27</b>

**Cash Flow**  
4/11/2017 through 5/9/2017

Category	4/11/2017- 5/9/2017
<b>INFLOWS</b>	
Donations	
Contributions	5.00
TOTAL Donations	5.00
Interest Income - Bank	0.98
PSP Income	
Clinic & Office	
Soil Testing	70.00
TOTAL Clinic & Office	70.00
TOTAL PSP Income	70.00
Special Events	
Plant Sale Income	
Plant Sales	7,868.48
Drawings	1,235.15
Entrance Fees	3,142.00
Sales-event	14,168.70
Sales-pre	3,350.51
Vendor Booth	2,348.80
TOTAL Plant Sales	32,113.64
TOTAL Plant Sale Income	32,113.64
TOTAL Special Events	32,113.64
<b>TOTAL INFLOWS</b>	<b>32,189.62</b>
<b>OUTFLOWS</b>	
Bank Charge	0.00
Capital Expenditures	20,324.00
Management & General	
Grants&Gifts&Scholarships	
4-H Donation	-188.94
TOTAL Grants&Gifts&Scholarships	-188.94
TOTAL Management & General	-188.94
PSP Expense	
Advanced Training	
Newsletter	
Postage	18.90
TOTAL Newsletter	18.90
TOTAL Advanced Training	18.90
Discovery Garden	
Maintenance	25.49
Mulch	300.00
TOTAL Discovery Garden	325.49
HLC	
Eastside Greenhouse Supplies	66.92
Garbage Dump Fee	9.00
Maintenance	355.21
TOTAL HLC	431.13
Winter Program	
Speakers	0.00
TOTAL Winter Program	0.00
TOTAL PSP Expense	775.52

5/9/2017

**Cash Flow**  
4/11/2017 through 5/9/2017

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Category	4/11/2017- 5/9/2017
Special Events Expense	
Plant Sale Expense	0.00
Advertising	179.69
Propane	167.38
Supplies	611.13
Water - Pitchford meter	109.28
<b>TOTAL Plant Sale Expense</b>	<b>1,067.48</b>
<b>TOTAL Special Events Expense</b>	<b>1,067.48</b>
Void	0.00
<b>TOTAL OUTFLOWS</b>	<b>21,978.06</b>
<b>OVERALL TOTAL</b>	<b>10,211.56</b>

## Budget - Current Year

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

5/9/2017

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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	20.00	0.00	20.00
Grants	-57.23	250.00	-307.23
TOTAL Donations	-37.23	250.00	-287.23
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	6.48	16.00	-9.52
PSP Income	0.00	0.00	0.00
Clinic & Office			
Soil Testing	370.00	800.00	-430.00
TOTAL Clinic & Office	370.00	800.00	-430.00
TOTAL PSP Income	370.00	800.00	-430.00
Special Events			
Plant Sale Income	0.00	0.00	0.00
Plant Sales			
Drawings	1,235.15	1,000.00	235.15
Entrance Fees	3,142.00	3,000.00	142.00
Sales-event	22,037.18	21,500.00	537.18
Sales-post	0.00	700.00	-700.00
Sales-pre	3,349.70	3,200.00	149.70
Vendor Booth	3,406.00	3,000.00	406.00
TOTAL Plant Sales	33,170.03	32,400.00	770.03
TOTAL Plant Sale Income	33,170.03	32,400.00	770.03
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	36,919.92	37,850.00	-930.08
<b>TOTAL INCOME</b>	<b>39,838.92</b>	<b>41,571.00</b>	<b>-1,732.08</b>
<b>EXPENSES</b>			
Management & General	0.00	0.00	0.00
Awards & Banquet	0.00	0.00	0.00
Awards	80.00	450.00	370.00
Banquet	0.00	750.00	750.00
TOTAL Awards & Banquet	80.00	1,200.00	1,120.00
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	-188.94	80.00	268.94
Gifts - Hallmark	0.00	50.00	50.00
Officer Gifts	70.97	80.00	9.03



## Budget - Current Year

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

5/9/2017

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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	-117.97	1,710.00	1,827.97
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	1,980.33	7,388.00	5,407.67
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	38.62	255.00	216.38
TOTAL Newsletter	38.62	255.00	216.38
TOTAL Advanced Training	38.62	805.00	766.38
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	98.44	900.00	801.56
Mulch	300.00	300.00	0.00
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

5/9/2017

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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>1,204.13</b>	<b>7,160.00</b>	<b>5,955.87</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	1,505.64	2,460.00	954.36
Eastside Greenhouse Supplies	66.92	400.00	333.08
Garbage Dump Fee	21.00	50.00	29.00
HLC Fire Extinguishers	0.00	120.00	120.00
Maintenance	686.63	600.00	-86.63
Toilet Repairs & Supplies	32.15	150.00	117.85
Tree Trimming Professional	0.00	0.00	0.00
Victory Garden	217.82	650.00	432.18
Westside Greenhouse Maintenance	58.55	1,200.00	1,141.45
Westside Greenhouse Supplies	-41.80	400.00	441.80
<b>TOTAL HLC</b>	<b>2,546.91</b>	<b>6,430.00</b>	<b>3,883.09</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>4,340.14</b>	<b>15,550.00</b>	<b>11,209.86</b>
<b>Special Events Expense</b>			
<b>Plant Sale Expense</b>			
Advertising	255.04	2,400.00	2,144.96
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	2,125.07	1,500.00	-625.07
Supplies	1,354.75	1,500.00	145.25
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	440.11	950.00	509.89
<b>TOTAL Plant Sale Expense</b>	<b>9,000.71</b>	<b>18,600.00</b>	<b>9,599.29</b>
<b>Special Events-other</b>	<b>110.00</b>	<b>0.00</b>	<b>-110.00</b>
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
<b>TOTAL Special Events-other</b>	<b>225.51</b>	<b>355.00</b>	<b>129.49</b>
<b>TOTAL Special Events Expense</b>	<b>9,226.22</b>	<b>18,955.00</b>	<b>9,728.78</b>
<b>TOTAL EXPENSES</b>	<b>15,546.69</b>	<b>41,893.00</b>	<b>26,346.31</b>
<b>OVERALL TOTAL</b>	<b>24,292.23</b>	<b>-322.00</b>	<b>24,614.23</b>