

DOUGLAS COUNTY MASTER GARDENERS

POLICIES AND JOB DESCRIPTIONS MANUAL

Last updated April 2023

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INTRODUCTION

This manual documents the policies and procedures put in place to fulfill the mission of the Douglas County Master Gardeners, a chapter of the Oregon Master Gardeners Association. It expands upon the bylaws of the organization by describing the duties and responsibilities of the officers and committee heads, as well as specifying current financial and membership policies. Per the bylaws, the President shall “cause a detailed job description of each elected position and chairperson be maintained in the Policies and Job Descriptions Manual” and the Secretary shall “maintain the Policies and Job Descriptions Manual”. All officers and committee heads review their job descriptions in January. The Executive Board reviews the chapter policies and bylaws in January. Policy and bylaw changes are presented at the February chapter meeting, published in the March newsletter and voted upon at the March chapter meeting. Note that updated job descriptions do not require chapter approval, and are encouraged any time.

[Last updated February 2022]

CHAPTER POLICIES

NON BUDGETED EXPENSES

Requests for unbudgeted funding must be submitted to the President on the Unfunded Budget Request form (available on the website). The President will include the request on the agenda of the next Executive Board meeting. The Treasurer will note the date of approval in the memo option of the Quickbooks software, specifying whether approval was by the Executive Board or the Chapter membership.

[Last updated February 2022]

FINANCIAL REIMBURSEMENTS

For the Treasurer to issue funds for reimbursement or payment for purchases the following steps need to be completed. An expenditure authorization (EA) form must be completed. This form can be found in the lower left desk drawer in the clinic office and on our website. Detailed instructions for filling out the form are also available on our website. From time to time the form may be modified to meet current requirements. Complete the form as designed; all of the requested information is important for accurate accounting. More information as to what is purchased and how it will be used is better than a brief one-word comment.

Cash register receipts or invoices for the items purchased should be attached to the form, identifying which items are to be reimbursed. If a receipt is lost, then an explanation of the purchase, initialed by the person submitting the request will serve as a substitute for the receipt, along with validation by the committee chairman. Without a receipt, the amount may be challenged, so please be prepared to substantiate your purchase.

The form **must** be signed by the committee chair.

Our financial year runs from January 1st through December 31st. All receipts for the fiscal year are due by December 15th.

Douglas County Farmers Co-op Reimbursements:

All receipts must be turned into the Treasurer **no later than the 10th of the month following the purchase**. Receipts must be turned in using a completed Expenditure Authorization (EA) form along with the cash register receipt. If you make multiple purchases for one area in a month, you can consolidate those on a single EA.

Changes to the list of those authorized to sign for purchases at the Co-op should be provided by email to the Treasurer.

[Last updated February 2022]

STATE REPRESENTATIVE TRAVEL REIMBURSEMENT

Travel expenses are reimbursed for the State Representative and Alternate State Representative to attend the quarterly OMGA meetings:

- Mileage for one vehicle at OMGA's reimbursement rate (currently 30 cents a mile)
- For meetings held over 150 miles away, up to \$150 for meals and one night's lodging per person for the State Representative and Alternate State Representative

[Reviewed February 2022]

ANNUAL TREASURER'S AUDIT

The chapter bylaws state:

“An audit committee shall be appointed by the President to conduct an annual audit of Chapter funds. Executive Board members shall not serve on this committee. The committee shall submit a preliminary report to the Executive Board by July 31. The final report [is] submitted to the membership at the August Business meeting.”

Overview

Periodic auditing is an excellent practice. It provides some assurance that books are being properly maintained and that records are reliable.

The Audit Committee's purpose is to conduct an independent review of financial records and render an opinion as to their fairness and reliability. The Committee determines whether generally accepted accounting principles such as the following are being adhered to:

- Are entries in accounting records based on objective evidence?
- Are financial reports issued periodically?
- Is all revenue recognized and reported?
- Are all costs allocated to assets or expenses?
- Are financial statements presented in a manner which provides clear understanding?
- Are financial statements and accounting records prepared in a consistent manner?
- Are principles of materiality (significance of transactions, balances, and errors in financial statements) and conservatism (asset valuation) adhered to?

The actual investigation undertaken by the Audit Committee will depend on the circumstances of the organization being audited and the experience of the Committee members. Some specific examinations that the Committee can make include the following:

- Spot check receipts and payments to confirm adequacy of supporting information such as invoices, vouchers, etc.
- Spot check journal entries.
- Compare balance sheet data with bank and brokerage statements.
- Review financial statement and confirm that it is in balance. (Confirm that the change in fund balance for the period equals net profit or loss for the period.)
- Confirm existence of a current budget and monitoring of that budget.
- Verify that reports due to governmental agencies have been prepared and submitted in a timely manner.

Process

The Audit Committee should be drawn from the general membership as Executive Board members are not eligible to serve.

The Audit Committee chair should arrange the meeting time and place for the audit to take place and then inform the Treasurer and committee members. This should be scheduled in early July so the preliminary report can be made to the Executive Board by July 31.

The Committee should compare entries in the financial records with the supporting documentation, compare expenses versus budgets, verify bank account balances, and examine other financial information as they deem reasonable.

The Committee should verify that required tax reporting is complete and all necessary records are retained as required.

The Committee should review chapter liability insurance to verify that it provides the required coverage.

The chair of the Audit Committee is required to provide a written preliminary report detailing the results of the audit to the Executive Board prior to the August board meeting. After approval by the board, the report will be presented to the membership at the August chapter meeting.

[Last updated February 2022]

NOMINATIONS OF NEW OFFICERS

The chapter bylaws state:

“Nominations for office shall be presented in May. Nominations will appear in the June Newsletter. Members shall elect officers at the July Chapter meeting from nominations made by the Nominating Committee and from nominations submitted from the floor.”

State laws governing nonprofits require that each organization have a president and a secretary. OMGA membership states that each member chapter will elect a State Representative and an Alternate State Representative. In addition, our chapter bylaws require the annual election of a Vice President, Treasurer, and Membership Director. While the Past President also serves on the Executive Board this position is neither nominated nor elected.

When appointed by the president, the nominating committee shall meet to create a slate of officers for the chapters elected positions. A nominating committee may be formed to review candidates for any position but is required for the annual elections.

At a minimum the committee will meet annually in April to nominate the most qualified candidates for the positions of President, Vice President, Secretary, Treasurer, Membership Director, State Representative and Alternate State Representative. The slate should be presented to the chapter in May and published in the June newsletter.

Elections will be held at the July Chapter meeting. The nominating committee slate does not preclude nominations from the floor at the July meeting. When meeting to consider candidates, all offices shall be considered as vacant. Incumbents should not guarantee a nomination.

All nominees must be members in good standing and have completed their payback hours prior to installation.

Ideally the candidate for president should be identified first. That candidate should then be consulted during the nominating process on each candidate to insure a good working team at the executive level. All candidates nominated should have already displayed previous leadership skills, the ability to work well with others, and have the technical skill necessary to satisfactorily do the job for which they are being nominated. For instance, the candidate for Secretary should have word processing skills and the ability to take minutes. The candidates for Treasurer and Membership Director should be familiar with spread sheets. While these recommendations may seem obvious, failure to consider them in order to complete a slate will prove disastrous in the long run.

[Last updated February 2022]

DOCUMENT RETENTION AND DISPOSITION

This policy represents the policy of Douglas County Master Gardeners (the “organization”) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this policy). Purposes of the policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the officers and volunteers with respect to their responsibilities concerning document retention and destruction.

Regular retirement and annual purging of inactive records from active files is essential to reduce file bulk and make active records easily accessible. A Records Retention and Disposition Schedule is the fundamental tool used to keep old and obsolete records moving out of an office to make room for more recent and more useful records.

A records retention schedule identifies record series and prescribes the time period that they must be retained before they reach their ultimate fate or disposition. The disposition of a record, as prescribed in a records schedule, may range from immediate destruction or destruction after a period of time to permanent retention in the organization archives or elsewhere.

For records not specifically listed in the below schedule, it may be useful when making retention decisions to sort records into three categories – enduring value, limited value, and no value – and establish time periods to keep each group regardless of their form (paper or electronic).

Responsibilities of the Administrator

The organization’s President shall be the administrator (“Administrator”) in charge of the administration of this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator is responsible for suspending document destruction immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Upon conclusion of the investigation or lawsuit, document destruction should be resumed.

The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect changing organizational activities. The Administrator is also authorized to periodically review this policy and policy compliance and to report to the Executive Board as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator’s responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

Emergency Planning

The organization’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the organization operating in an emergency should be duplicated or backed up at appropriate intervals and maintained off-site. OSU provides backup function for the Plant Clinic computers.

The categories below are based on the OMGA Record Retention Policy.

DESCRIPTION OF RECORD	MANNER OF RECORD KEEPING	DISPOSITION
Articles of Incorporation, Bylaws, Articles of Association, and related Policies.	Store in Organization Record books.	PERMANENT.
Tax-exemption documents, application for tax exemption, IRS determination letter and any related documents.	Store in Organization Record books.	PERMANENT. Federal law requires copies of these documents to be held at Organization's office. These records must be available for public inspection upon
Meeting and Board documents including agendas, minutes, and related documents.	Compile and file records on a yearly basis. Store in Organization Record books.	PERMANENT. Care should be taken to include <u>only necessary information</u> in these
Year-end Treasurer's Financial Report/ Statement.	Store in Organization Record books.	PERMANENT.
Treasurer's reports, periodic.	Compile and file records on a yearly basis.	3 Years. Store with Financial Records. Destroy after 3 years.
Bank statements, check registers, investment statements and related documents.	Compile and file records on a yearly basis.	7 Years. Store with Financial Records. Destroy after 7 years.
Annual information returns (IRS Forms 990, 990ez, OR CT-12)	Federal law requires that the 3 most recent years returns be kept in the Organization's headquarters office and be made available for public inspection upon request.	PERMANENTLY. Store with Financial Records.

[Last updated April 2023]

OMGA “JOY OF GARDENING” SCHOLARSHIPS

The amount of money devoted to providing scholarships to assist members in attending the OMGA Joy of Gardening will be established each year as part of the budget preparation process. The total, as well as the individual scholarship amounts, will be established at this time.

The following people will automatically qualify for scholarship assistance:

- President
- Vice President
- Secretary
- Treasurer
- OMGA Representative (or OMGA Alternate, if Rep declines)
- Membership Director
- Immediate Past President
- Search for Excellence Presenter
- 4 Members at Large

In the event that any of the Officers choose not to use their scholarship, those funds will remain in the scholarship pool and be made available to the general membership on a merit or need basis. Application will need to be submitted to the Executive Board. The merit or need qualifying criteria will be set each year by the Executive Committee. Any unused scholarship monies will be returned to the general fund at the close of the fiscal year.

[Last reviewed March 2022]

NOTIFICATION OF CHANGES IN COMMITTEE HEADS

Whenever there is a change in committee leadership, the outgoing individual or their committee head (e.g. the Discovery Garden Coordinator for a Discovery Garden garden head) should notify the President.

The President then notifies the following individuals:

- Membership Director
- Treasurer
- Webmaster
- Newsletter Editor
- E-mail Communications Coordinator

The President announces the change at the next board and chapter meetings.

[Last reviewed March 2022]

USE OF DISCOVERY GARDEN PAVILION

These guidelines have been established for use of the Discovery Garden pavilion:

1. Available for educational purposes at no charge to three groups: DCMG, Extension staff, Douglas County Recycling Manager.
2. One named person from above list will assume responsibility for each reservation. Duties include:
 - Responsible for unlocking/locking supply room
 - Responsible for put up and take down any chairs and tables
 - Responsible for cleaning floor and closing all gates
 - Responsible for removing any signs or posters
 - Responsible for IMMEDIATE removal of all garbage from site
3. No barbecues: gas, electric or charcoal allowed on site.
4. No use of any HLC electrical outlets other than pavilion outlets.
5. No projects or classes of any sort that use chemicals, glue or paint may be done in the pavilion. All such activities should be set up outside the garden area.
6. Reservation calendar will be hung in the MG plant clinic. Place the name of group, time of use, name and phone number of responsible person on calendar.
7. Garden is open to the public at all times. Pavilion users may post a “reserved sign” for day of use.
8. Extension Staff may make their own reservations; groups may contact the Discovery Garden Coordinator or Community Outreach Coordinator for further info.

Master Gardeners may use the pavilion for non-educational events such as family gathering or fraternal organization. The group size for non-educational events is limited to 25 people. The MG assumes all the above responsibilities and must attend said event from start to finish. We would appreciate a donation for use of the pavilion under these circumstances.

[Last reviewed March 2022]

BACKGROUND CHECK

A background check is required for Master Gardeners working with children when teachers or parents are not present. Contact the Horticultural Agent for instructions.

[Last reviewed March 2022]

EMAIL TO MEMBERSHIP

Members may ask the Email Communications Coordinator to forward email messages to the membership. Only members in good standing who have paid their dues may have email forwarded. Items may be posted for sale if the proceeds are donated to the chapter. Other items related to gardening (plants, windows, bulbs, equipment, etc.) may be offered for free to other gardeners via the MG email communication system. Announcements of external events are allowed only if they relate to gardening and are of general interest to Master Gardeners. Questions about appropriate email messages are referred to the President.

[Last reviewed March 2022]

MEMBERSHIP DUES DEADLINE

Annual dues and OSU required forms must be submitted by January 1st of the year. Members are notified of this deadline via e-mails starting in November of the prior year, as well as announcements in the November and December newsletters of the prior year. Members who do not submit their dues and the OSU required forms by January 15th will be removed from the membership roster and the e-mail distribution list.

While membership may be reinstated at any time by the submission of dues and forms, members should be aware of the additional burden this imposes upon their fellow volunteer Master Gardeners.

Master Gardener Trainees first pay dues on January 1st, one year after graduation.

[Last updated March 2022]

VOLUNTEER HOURS RECORDING

Members are responsible for verifying that their volunteer hours are recorded accurately. The hours are reported on the website and in the binders at the Plant Clinic. Any corrections must be made before January 10th for the prior year. Changes to earlier years are not possible.

[Last reviewed March 2022]

MASTER GARDENER RE-CERTIFICATION GUIDELINES

Recertification for Master Gardeners is necessary in the second year and annually after completing the first year of training and doing your 60 hours of volunteer time.

If you are not doing clinic, outreach, or teaching, you do not have to re-certify.

Timesheet Modification for 2017 – Recertification

Our timesheets have been modified to include buckets at the bottom of the form for recertification time. You should continue to report your hours in the standard categories on the top section of the form as we have been doing. For those who want to get re-certified, the hours completed that meet the category requirements, as described below, should also be recorded in the bottom section of the timesheet. For example, if you work in the Plant Clinic for 4 hours during a month and wish to have that time counted towards your recertification hours, you would record the time on the Plant Clinic line in the upper section of the form and also in the Service section at the bottom of the form.

Requirements for Re-certification

Recertification requires 30 hours total with 20 hours of volunteer service and 10 hours of continuing education. This recertification is valid for one year. Category details are listed below.

- Service (20 hours total)
 - Direct and indirect educational hours (10 hours)
 - Direct educational hours: Plant clinic, instructor, conference or seminar, educational gardens (making signs, teaching a class, leading a tour), writing articles for the paper or newsletter.
 - Indirect educational hours: Planning committee for event, MG class mentor, educational garden maintenance for a garden used in teaching.
 - Support Hours (10 hours)
 - Fundraisers (plant sale, trash to treasure, bake sale), office support, database work hours etc., photo copies for winter training program, MG association (serve as an officer, board member).
- Continuing Education (10 hours)
 - Attend gardening seminars, workshops, and outreach programs (MG training) that are research-based. The curriculum should extend the MG Sustainable Gardening material.

[Last updated March 2022]

AWARDS

Historical Records

Activities coordinators and event planners must provide the Award Chair with a list of volunteers' participations.

The Awards Chair maintains two electronic data files

- one accumulative historic file from the beginning of membership to present
- one current file of activities to be used for recognition

All records are the property of DCMG and backed up on the Plant Clinic computer

Recognition of Volunteer Participation

The Awards Committee provides local recognition throughout the year and at the annual Awards Social.

[Last reviewed March 2022]

STATE AWARDS

OMGA State Nominees for Master Gardener of the Year & Behind the Scenes Awards

The Awards Committee chooses qualified nominees to be submitted to OMGA for the State Master Gardener of the Year and the State Behind the Scenes awards, using the selection criteria and nomination forms provided by OMGA. Nomination forms for the state-wide awards are due to OMGA by May 15th.

OMGA criteria for State Master Gardener of the Year award:

- Numbers of years as MG
- Numbers of hours of volunteer service
- Support of MG educational mission
- Leadership within the association, state or local
- Impact statement
- Comments from OSU Extension Agent

OMGA criteria for State Behind the Scenes award:

- Numbers of years as MG
- Numbers of hours of volunteer service
- Support of MG educational mission
- Behind the scenes contributions
- Comments from OSU Extension Agent

Douglas County Master Gardener of the Year & Behind the Scenes Awards

The Awards Committee chooses qualified recipients to receive the Master Gardener of the Year and Behind the Scenes awards for our county, using the selection criteria listed below. Selection is made in September for year-end activities and awards presented at our annual awards banquet. These recipients will be submitted to OMGA by May 15th for recognition at the state level as a county winner.

Criteria for County Master Gardener of the Year award:

- Multiple activities (the MG experience a little of everything)
- Veteran members who have been around and earned the honor
- Recertification (currently just a guideline not a requirement)
- Candidate approved by OSU Extension Agent

Criteria for County Behind the Scenes award:

- Multiple activities
- At least 5 years membership
- No major leadership positions (never an officer on the executive board)
- Candidate approved by OSU Extension Agent

[Last reviewed March 2022]

SWINGER BARS

The Swinger Bar Chair is responsible for issuing swinger bars monthly as members accumulate hours of service and years of membership.

A trainee receives a 60 hours swinger bar after completing 60 hours of payback, with a minimum of 28 hours of clinic time. The Extension Agent must approve exceptions to the minimum 28 hours of clinic time.

Members may exchange their swinger bars as they reach 100, 200, 300, 400, 500, 750, 1000 hours of service, and every 500 hours thereafter.

Members receive a longevity swinger bar for five years of membership, and every five years thereafter.

[Last updated March 2022]

JOB DESCRIPTIONS OF OFFICERS

PRESIDENT

The chapter bylaws state:

“The President shall preside at meetings of the Chapter. The President shall have the authority to appoint committee chairpersons and committee members as necessary. The President shall cause a detailed job description of each elected position and chairperson be maintained.”

The President is responsible for the following:

Set the agenda for the Executive Board and Chapter meetings, soliciting input from the membership.

Review the Executive Board and Chapter meeting minutes for the Secretary, before they are published.

Regarding special or temporary projects and issues, establish an ad hoc committee and provide it with a clear objective. Abolish the committee when the task is completed.

Implement the “Notification of Changes in Committee Heads” policy, ensuring that everyone is aware of key changes in volunteer leadership.

Write a month article for the newsletter.

Supervise implementation of the Document Disposition and Retention policy.

Confirm and/or select committee chairs and coordinators in January of each year.

In January, begin working with the Executive Board to conduct the annual review of the DCMG Policy and Job Descriptions Manual and the Bylaws. Be prepared to present updates or changes via Newsletter (Bylaws) and chapter meeting (Policies) by the March chapter meeting.

In April, create a Nominating Committee to recommend candidates for the next year’s officers.

Approximately six weeks before the annual OMGA Mini-College, solicit applicants for the conference scholarships. In years that an International Conference is scheduled, scholarships may also be made available to members.

In June, create an Audit Committee to convene in July to audit the Treasurer’s books. This audit should be completed and presented first to the August Executive Board meeting and then at the August chapter meeting.

Begin the budget process in July to allow the incoming Treasurer to have input and become familiar with the budget. The Treasurer will lead the sessions following the prescribed timeline: July and August - build the new budget; September - present the proposed budget to the membership. Publish the proposed budget in the October DCMG Newsletter. Membership will

vote on the budget in November (the last meeting of the year) so the new budget is approved before the fiscal year which begins in January.

Arrange for the induction of new officers at the end of the August chapter meeting.

Be involved with the Master Gardener training class, assisting where needed. Conduct the Concurrent Session regarding chapter activities. Topics to be presented include: Executive and Chapter meetings, Community Education, OMGA and Mini-College, new projects and activities, advanced education opportunities. Ask students to complete the interest questionnaire and compile the information. Participate in any training classes held at the HLC.

An optional email address is available for the President to use during time in office.
president.dcmg@gmail.com

[Last update March 2022]

VICE-PRESIDENT

The chapter bylaws state:

“The Vice-President will preside at Chapter meetings in the absence of the President, will act as the Continuing Education chairperson, and shall assist the President as the parliamentarian.”

The Vice-President is responsible for the following:

Attend the Executive Board and Chapter meetings. Be prepared to preside in the absence of the President.

Ensure that proper procedures are followed for conducting meetings. In the event of procedural questions, the Vice-President will consult Robert's Rules of Order. It is advisable to become familiar with this information. A copy of Robert's Rules of Order is kept in the DCMG library.

Work with the President to obtain reports from committees for presentation at Executive and Chapter membership meetings.

Provide Continuing Education (CE) programs for the Chapter. Continuing education programs begin at 9:00 AM, allowing for one hour. Chapter meetings begins at 10:00 AM.

To facilitate recertification, provide members with links to appropriate virtual training sessions.

CE speakers are required for the months October through May. Schedule speakers at least two months in advance. Confirm your speaker 2-3 days prior to the meeting. Be prepared to assist with props, hand-outs, etc.

Local or regional speakers are most common. Speakers have one hour for the presentation, including time for Q&A. Be prepared to introduce the speaker including their background, credentials, other points of interest.

While it is better to have unpaid speakers, funds can be made available for travel expenses. You may use your own resources and/or ask the membership for topics or names of suggested presenters. Have a backup plan in mind in case the speaker has to cancel at short notice.

Announce the content of the upcoming programs via meetings, email and the monthly Newsletter.

Volunteers receive one hour payback time for CE and 1.5 hours for the chapter meetings.

Chapter meetings for the months of June, July and August are held at the homes of Master Gardeners. The Vice-President should solicit hosts for these meetings. Considerations for proper site include adequate parking and available bathrooms. It is advisable to do a site visit before confirming the host.

Meetings June through September are potlucks. Submit a Newsletter article the preceding month that includes host name and address, travel directions, start time (10:00 AM), items to bring: potluck dish to share, chair and table service. Friends and family are welcome. While no CE is expected, if there is an opportunity for Advance Diagnostic Training and/or a tour of the host's property, it would begin at 9:00 AM.

Set-up: Arrange to have four 6' outdoor tables and 6 folding chairs (stored in the Pavilion closet) taken to the host's home. Have the portable PA system set up and functioning prior to the start of the meeting.

Introduction: At the opening of the meeting, introduce the host and invite them to speak about their home, garden, other interesting facts (including location of the bathrooms).

Take down: Arrange for tables and chairs to be returned to the Pavilion closet. PA system is stored in the A/V closet at the Extension office.

September meeting is held at the Discovery Garden. There may be vegetable tasting events, but no formal CE. Table and PA setup is the same as other outdoor meetings.

The offer of coffee/beverages at meetings is to be decided by the Vice-President and the Hospitality Chair. It is not mandatory.

Learn how to use the computer hookup. Have a designated "troubleshooter" available to assist with problems that may arise.

The rules of use and storage of chairs and tables are posted at the rear of the Extension auditorium. Pay attention to the details listed on the notice.

If you are unable to attend a meeting, have a volunteer designated to follow through with setup and take down.

Send your summer host and/or speaker a handwritten "thank you".

[Last updated March 2022]

SECRETARY

The chapter bylaws state:

“The Secretary shall record and maintain Executive Board and Chapter meeting minutes, assist the President in correspondence preparation as necessary, and maintain a current Chapter policy and motion file.”

The Secretary is responsible for the following:

Write the meeting minutes for all Executive Board and Chapter meetings. Try to keep the minutes concise, recording the key decisions and discussion points. Highlight any changes to chapter policies and the responsibilities of officers and committee heads, for inclusion in the annual update to the Policies and Job Descriptions Manual. Send minutes to the President for review/corrections before sending them for publication. Publish the minutes in PDF format.

Publish the Executive Board minutes within a week of the meeting. Email them to the Webmaster, who will publish them on the website and alert the Email Communications Coordinator to notify the membership that the minutes are available.

Publish the Chapter meeting by the Saturday after the meeting. Email them to the Webmaster and Newsletter Editor. The minutes will be archived on the website, and published in the Newsletter.

Archive printed copies of the Executive Board and Chapter meeting minutes in the binder in the Plant Clinic. Post the most recent minutes on the bulletin board in the Plant Clinic.

Assist the President with the annual review of the Bylaws and the Policies and Job Descriptions Manual.

[Last updated March 2022]

TREASURER

The chapter bylaws state:

“The Treasurer shall have custody of Chapter funds and keep full and accurate record of receipts and disbursements in Chapter financial books. The Treasurer shall deposit all monies and other valuables in the name of and credit of the Chapter in such depository or depositories as may be designated by the Executive Board. The Treasurer shall disburse Chapter funds in accordance with the budget or as directed by the Executive Board. The Treasurer shall provide a report of all financial transactions and of the financial condition of the Chapter at each regular meeting, and to the audit committee as required. The Treasurer shall serve without bond.”

Audit

Your first responsibility is to make sure that the books have been audited, hopefully prior to your taking responsibility for them. An audit report should accompany the books, read it and if you are in doubt concerning any portions of this report, consult with the audit committee to determine what practices they recommend. If there is still some concern, it should be discussed at the next executive meeting.

Remind the President to empower an audit committee each June so that the books can be audited before the August meeting.

Signature Authorization

Make arrangements to change our signature cards with the bank when there is a change in the officers of President and/or Treasurer. This task needs to be completed (while you are continuing as Treasurer and the President is changing or if the President is continuing and the Treasurer is being changed) in order for you and the President to be authorized to sign checks. Prior to the installation of a new treasurer and president draft a letter to be signed by both incumbents advising the bank(s) of the incoming officers and the effective date. Only one of the two signatures is required to negotiate a check.

Computer Access

A laptop is provided to the Treasurer. It includes all necessary software to keep our organization data accurate and backed up. The Treasurer uses this email address: gardeners.dc@gmail.com. Treasurer is responsible for annual renewal of anti-virus software.

Reports

Make financial reports of our active accounts to the Chapter at our monthly meetings. Send copies of these reports to our webmaster for posting with the meeting minutes on our website. In addition, condense these reports into income and expense statements and published them in the newsletter.

A committee chairperson may request an accounting of their committee finances periodically. You should be prepared to provide this information, (no later than the next executive meeting).

Dues

OMGA Dues are forwarded periodically to the OMGA Treasurer. You will need to state how many paying members and how many trainees these dues represents. Trainees do not pay dues the first year of membership.

Budget

At the July meeting alert the membership that the budget preparation process will begin at the August executive meeting. Include this announcement in the newsletter.

Preside over the new budget discussion at the executive meeting.

Present this proposed budget to the membership at the October general meeting, making sure that it is also appears in the newsletter. This budget is to be approved by the membership at the November general meeting.

Tax Reporting

At the end of the calendar year you will be required to fill out specific reports, provided by the OMGA Treasurer, covering the financial activities of the Chapter. The OMGA Treasurer will provide required information to the IRS for all OMGA Chapters.

Liability Insurance

Procure a separate liability insurance policy to cover our three major fund raising events each year.

Archive Records

We use QuickBooks for all of our financial transactions. All data, no matter what year it originated in, is kept current on the Treasurer laptop as well as the computer located in the Plant Clinic. We also have backup information on flash/thumb drives.

Document Retention and Disposition

Annually review and dispose of financial records as described in the Document Retention and Disposition procedure and report the completion to the President.

[Last updated April 2023]

MEMBERSHIP DIRECTOR

The chapter bylaws state:

“The Membership Director will collect all dues and keep an address, telephone and e-mail list current for all members. The Membership Director will publish the list by February 1.”

Membership Data

Maintain a DCMG membership document in a spreadsheet format, consisting of current members. This document needs to contain the members Phone number, Name (last & first), Address (complete with city, state & zip code), Email address (if available) and their year of training. In addition, include a column with the names and offices of the current officers and committee appointees. Work with the E-mail Coordinator about changes of email addresses, additions of new members, and removal of persons who are no longer Master Gardeners.

Membership Roster

Your master list should be updated each time you are made aware of any changes.

The new trainee class will be added to this Excel file and shown as Trainees.

Distribute an updated membership roster (with new changes highlighted in yellow) by e-mail every month in two different PDF formats, one last name sort and one first name sort, via the E-mail Coordinator. Email an updated version of the roster monthly to the Plant Clinic.

Dues

Dues are intended to cover our members' OMGA Membership and our insurance coverage. The end of August, check with the OMGA representative and the Treasurer to see if there needs to be a change to the dues rate. If a change is needed, make a motion at the September Board meeting for the change. Once passed by the Board, make the same motion at the September Chapter meeting. Put a notice in the January Newsletter giving the dues rate and due date.

Prepare a dues collection form. Include the option for paying postage to have the Newsletter mailed and for badge orders. Set up a procedure for collecting the dues beginning as near the first of the year as is practical. Coordinate this procedure with the OSU Extension Office to include the collection of required OSU forms from members. Information that you will need to track are the member's name, the amount of dues they paid, how they were paid (cash, check number, money order), and the date they were paid. This information is necessary for our own database records.

Collect the dues from the membership and periodically transfer these funds to the Treasurer. If dues are remitted without the required OSU forms, the dues will be returned and the person will no longer be a Master Gardener.

At the end of January, provide the OSU Extension Office with a list of members who want to order badges. Include their name and year that they became a Master Gardeners. When badges arrive, contact members to let them know the badges have arrived and arrange for pickup.

Before the January newsletter is published, provide the Newsletter Editor with a list of members who paid the postage fee to receive the newsletter by mail. Include the member's name and mailing address.

[Last updated March 2022]

OMGA STATE REPRESENTATIVE AND ALTERNATE STATE REP

The chapter bylaws state:

“The State Representative is a voting member of the OMGA Board and will have the responsibility to attend the quarterly meetings. The State Representative shall report to OMGA on DCMG chapter activities with an oral presentation and a written report. Each Chapter is entitled to one vote at OMGA meetings; the State Representative will vote on state issues as directed by chapter membership and report statewide activities and issues to chapter membership.”

“The Alternate State Representative shall perform the duties of the State Representative when said person is not available. The Alternate State Representative will have voting privileges when performing duties in the absence of the State Representative.”

Attend four (4) quarterly meeting of OMGA, in March, June, August (at OMGA Conference) and November. Travel expenses are reimbursed per the State Representative Travel Reimbursement policy.

Submit a written report to the OMGA Secretary, the OMGA President and the State Program Leader at OSU two (2) weeks prior to the quarterly board meeting. The report shall focus on activities that could be of mutual benefit, new outstanding programs or achievements and problems or issues that could affect the chapter or OMGA. An optional oral report can also be given at the quarterly meeting by contacting the OMGA President and being added to the agenda. Oral reports are to be limited to 2 minutes. During the meeting take notes and bring back to the Chapter the issues that were brought up during the meeting.

Communicate to OMGA issues that the Chapter might have with the State organization.

Submit changes of officers and key committee chairs for inclusion in the OMGA database.

Vote on issues as required at these meetings.

Make a complete report to the Chapter at the next scheduled executive and general meetings. The votes that you cast should be communicated to the Chapter as part of your report. Submit this report for publication in the newsletter.

Your attendance at the executive and general meetings will enable you to represent the interests of our Chapter at these OMGA meetings.

[Last reviewed March 2022]

PAST PRESIDENT

The chapter bylaws state:

"The Past President will act as mentor to the current president and, as a member of the executive board, has voting privileges."

[Last reviewed March 2022]

OATHS OF OFFICE

State Representative and Alternate State Representative

"<Announce names>

As State Representative, you are responsible for representing the Douglas County Master Gardeners to the Oregon Master Gardener Association. You will participate at the OMGA quarterly meetings with written and oral reports on DCMG activities and in turn report back to DCMG relevant OMGA issues and activities. The Alternate Representative serves jointly and represents DCMG as required.

"Do you, <insert names>, promise to uphold the duties and responsibilities of the office of State Representative?"

Membership Director

"<Announce name>

You have been elected to serve as Membership Director. Your task is threefold:

First, you must promote the values of membership to potential Master Gardeners and continually, work to emphasize the rewards which can be gained by being a part of the Douglas County Master Gardener organization.

Second, it will be your task to maintain an accurate and updated membership database.

Third, you will be responsible for soliciting and collecting annual dues and working with the Douglas County Master Gardener Treasurer, assuring that the Oregon Master Gardener Association portion of the dues is paid based upon your records.

Do you, <insert name>, promise to uphold the duties and responsibilities of Membership Director?"

Secretary

"<Announce name>

You have been elected to serve as Secretary. The job of Secretary is one of the most challenging of duties. It is your responsibility to keep a careful and accurate record of the activities of the club and preserve these records for future reference. Your primary responsibility is to prepare minutes of the proceedings of the general and executive as well as any special meetings where Chapter business is discussed.

Do you, <insert name>, promise to uphold the duties and responsibilities of Secretary?"

Treasurer

"<Announce name>

You have been elected to serve as Treasurer which requires; in addition to financial ability, personal integrity. Your duties will be to oversee the funds of the organization, deposit all monies and other valuables in the name of, and to the credit, of the chapters in such depository or depositories as may be designated by the Executive Board, to keep proper records, and make a report of the finances at such times as the president and officers may require, not less than at each chapter meeting. This office in the DCMG is not bonded.

Do you, <insert name>, promise to uphold the duties and responsibilities of the office of Treasurer?"

Vice-President

"<Announce name>

You have been elected to serve as Vice-President. As next in office to the president, you become his/her understudy. You shall assist the President in conducting meetings, act as Program Chairperson, serve as parliamentarian for the chapter and preside at chapter meetings in the absence of the President. You may be asked at any time to step in his/her absence or incapacity. Let me ask you to give careful attention to what I am about to say to the elected president and to consider the remarks as being addressed also to you.

Do you, <insert name>, promise to uphold the duties and responsibilities of Vice President?"

President

"<Announce name>

It is a pleasure to welcome you as the elected chief executive of this organization. You are the most highly honored of its officers. You are granted the highest authority and heaviest responsibility for leading current chapter mission objectives, maintaining fiscal stability, and ensuring that the chapter continues to discharge its objectives.

Presiding at meetings is the easiest of your tasks nevertheless you must give careful preparation and alert attention. You must give serious thought to the selection of your committees, seeking counsel from others and consulting with your fellow officers. You must keep in constant touch with your committees and advise them in their work.

Do you, <insert name>, promise to uphold the duties and responsibilities of President?"

[Last reviewed March 2022]

JOB DESCRIPTIONS OF COMMITTEE HEADS

AWARDS NOMINATING COMMITTEE

The Awards Nominating Committee Chair is responsible for the following:

1. Selection and supervision of an Awards Nominating Committee made up of 6-8 DCMG members who are willing to be on the committee for a term of three years.
2. Conduct a meeting of the committee to choose award recipients. The awards are usually determined by the type and quantity of service hours volunteered by each member in the chapter.
3. Preparation and submission of the documentation for the awards issued by OMGA at the OMGA Joy of Gardening banquet. The application materials are available on the OMGA web site. At present, these awards include:
 - a. The County Master Gardener of the Year
 - b. The County Behind the Scenes Master Gardener of the Year
 - c. Our possible nominee of the State Master Gardener of the Year
 - d. Our possible nominee of the State Behind the Scenes Master Gardener of the Year
4. Preparation and presentation of the awards that are to be given to the recipients at our annual awards social.

[Last updated March 2023]

AWARDS SOCIAL

It is the job of the awards social chairperson to work with the Executive Board to set a date and time for the annual event.

Chair must secure an event site adequate for the size of our membership.

Chair is responsible for finding members to work on the committee.

Chair and working committee members determine amount and kinds of food
example: buffet/potluck vs finger foods.

Chair must confirm liability coverage with DCMG Treasurer.

Chair is responsible for annual budget request.

Chair determines need for speaker or entertainment, sets agenda for the program and appoints an "emcee" for the event.

Chair/committee will provide adequate tables, chairs, sound system, tablecloths, plates, napkins, centerpiece decorations and etc.

Chair/committee are responsible for soliciting help with set-up and take-down as well as establishing sign-up for attending the event.

Chair/committee uses budgeted money to provide door prizes, awards and recognition plaques as they see fit.

[Last updated April 2023]

BOTTLEDROP/BLUE BAG FUNDRAISER

The BottleDrop/Blue Bag chair is responsible for the following:

Maintain the online account where blue bags are ordered and checks are requested. Be responsible for picking up bags and bag stickers and affixing stickers to the bags. Refit bag holder in Green Shed as needed.

Bags are ordered in advance using the balance in the online account.

The President, Treasurer and Bottle Drop chair should each have a copy of the terms and conditions, a copy of Oregon's Bottle & Can Return Program, and the user id and password to the BottleDrop website: <https://www.bottledropcenters.com/>. UserID = DCMG Treasurer; Password = Plants!2020)

Communicate with the Treasurer for transfer of funds from the account to the DCMG treasury.

Occasionally inform DCMG members of how the program works.

- All Oregon deposit containers are redeemable. Read the labels because some fruit juice bottles also can be redeemed. Cans are often embossed on their tops with the redemption information. Plastic, aluminum and glass all go in the same bag. Keep bags under about 20# weight.
- Up to 10 bags may be returned daily. (This is impossible to control for us!)
- New blue bags are dispensed in the Discovery Garden Green Shed. Each bag has a bar code that will credit DCMG for the donation.
- Members fill their bags with cans/bottles and return them to the redemption center near Coastal off of Stephens and Garden Valley Road at 740 NE Garden Valley Blvd.
- Do not enter the building. Go to the metal door on the north end of the building. Scan the bar code under the laser light to open the door. Place the bags on the ramp inside the door.

[Last updated March 2022]

COMMUNITY OUTREACH

Outreach responsibilities are to be the contact between Douglas County Master Gardeners and the public. Typically when organizations contact the Extension office, they are referred to the Community Outreach Chair. Most requests are for presentation of gardening information. The Community Outreach Chair maintains a list of presenters of various gardening topics, and schedules the appropriate person to do the presentation.

A library of PowerPoint presentations is maintained in the horticulture agent's office. Keeping this library current is the responsibility of the person who created the individual program. In the event that the originator of a program has moved on, anyone willing to assume responsibility for that presentation is welcome to do so. Presentations are in no way to be limited to PowerPoint. Presenters are encouraged to use any means necessary to present sound fact-based gardening information.

Scheduling Master Gardener presence at community events, such as the Douglas County Fair, is not the specific responsibility of the Community Outreach Chair. They should bring these events to the attention of the group, and assist in coordinating the event with whoever takes responsibility for it.

The Community Outreach Chair is responsible for maintaining a record of contacts with groups and individuals, a tally of these contacts is to be given to the horticultural agent upon request.

[Last updated August 26, 2013]

DISCOVERY GARDEN

The Discovery Garden Coordinator is responsible for the following:

1. Coordinate activities of all the sub gardens in the Discovery Garden
 - a. Make bulk purchases as needed
 - b. Arrange work days and work crews
2. Work with agent to schedule pruning classes and to accomplish pruning winter and spring.
3. Arrange for pump cleanout as needed by scuba divers.
 - a. Monitor need to blow out irrigation pipes
 - b. Monitor filling of water reservoirs
 - c. Keep path clear to the pump/river for scuba diver access
4. Work with volunteers to set-up field irrigation in spring and take down in fall.
5. Recruit volunteers for summer irrigation program.
 - a. Trouble-shoot broken, plugged equipment

- b. Schedule water as needed
 - c. Monitor filter system for algae/water pressure
- 6. Be aware of entire irrigation system.
 - a. Know where turnoff valves are
 - b. Keep map of system
 - c. Monitor for breaks, work with volunteer to read meters weekly/monthly
 - d. Be aware that irrigation system encompasses entire HLC which is fed from our pump
- 7. Be aware of potential for freezing pipes in UBW system.
 - a. Know where all turnoff valves are
 - b. Know how to close down bathrooms and to protect pipes during extreme cold
- 8. Arrange for volunteers to maintain weed control in DG and HLC.
 - a. Weed-eat fence lines, ditches, etc. as needed
 - b. Spray pathways, around buildings
 - c. Control weeds under filberts, thistle in fields, etc.
 - d. Use mulch as necessary in DG and around buildings for weed control (leaves and/or chips)
 - e. Work with greenhouse and victory garden to control weeds
- 9. Contact and monitor entities (power company/tree trimming companies) who are willing to dump chips at the HLC as requested by DG Coordinator.
- 10. Work with volunteers to acquire manure as needed for compost.
- 11. Keep in contact with community groups using the HLC and DG during the year.
 - a. Festival of Lights
 - i. FOL uses electricity in pavilion for horse carriage rides
 - ii. Monitor garbage clean-up on grounds
 - iii. Contact FOL if road needs repair
 - iv. Be aware of damage or misuse by FOL or public
 - b. Show & Shine
 - i. Arrange for parks dept to secure the pipestands in the pasture. Best done with hay bales.

- ii. Have compost, chips out of access area to the pasture
 - iii. Follow up with parks if problems exist
- 12. Maintain “use of pavilion” guidelines as the chapter directs.
 - a. Monitor condition of pavilion
 - b. Provide MG office with calendar each year for MGs’ and agent’s reservations that meet guidelines for use of pavilion
 - c. Be aware of users and donations made
- 13. Maintain donor board, update as needed.
 - a. MG criteria is \$100 value donation of materials/supplies
 - b. Community donations have no minimum amount
 - c. Prints Charming has been making the plaques
- 14. Work with MG volunteer to keep supplies available for maintenance work.
 - a. Have volunteers assigned to purchase gas/diesel
 - b. Monitor training of volunteers using tractor
 - c. Arrange to recover paint on picnic tables, oil wooden structures and to maintain signs as needed
- 15. Be aware of need to purchase major pieces of equipment and to facilitate repairs as needed
 - a. Monitor hours of use on tractors and schedule oil changes, lube maintenance, etc.
 - b. Keep good records of tractor maintenance
- 16. Be responsible for annual fire extinguisher recertification (4 extinguishers). Every third year, increase budget amount to cover cost of testing and reloading tanks
- 17. Recruit volunteers for major garden committee chair positions
 - a. Individual gardens: Japanese, children’s, hedgerow, dahlias, lily beds, entry, iris, sun, shade, compost, vermicompost, biochar, hummingbird, ornamental, orchard, butterfly, EZ access, perennial border, herb, xeriscape, rock
 - b. Maintenance of machinery, handyman jobs, etc.
 - c. Clean and stock restrooms
 - d. Tractor use, field mowing
 - e. Irrigation lead volunteer
 - f. Meter reader

- g. Weed-eating/spraying
 - h. Signage
18. Work with winter program coordinator and agent to introduce new class to the DG and to recruit for individual gardens.
- a. Prepare for DG intro during training class (2 consecutive weeks)
 - b. Attend winter program to allow students to identify DG leadership
 - c. Arrange/announce work days in Jan, Feb, Mar to encourage and facilitate beginning new volunteers' payback in the DG
 - d. Confer with agent regarding possible class project in the DG
19. Communicate with garden heads throughout the year.
- a. Use email to communicate; be aware of members without computer access
 - b. Convene meetings as needed to discuss garden issues
 - c. Work with each garden to produce a yearly budget request
 - d. Submit DG budget request at budget meeting, be prepared to back-up the budget request with necessary data
 - e. Arrange for annual purchases of major supplies for the garden (mulch, gravel, chemicals, etc.)
20. Attempt to maintain working relationship with Parks department. As of 2015, there is no caretaker in residence. Try to get to know the park employees assigned to River Forks Park maintenance. They can be a good resource if problems arise.
- a. Spray as needed around Helleck Hall, trees, weed-eat, prune and mulch where it will improve esthetics of area
 - b. Parks Department gives monthly water bill breakdown to MG Treasurer.
 - c. Consult with Extension Agent if Parks Department has unusual request for use of MG property

Trust in volunteers and learn to delegate.

[Last updated February 13, 2019]

DOUGLAS COUNTY FAIR

The Douglas County Fair Coordinators are responsible for the following:

- Prepare a schedule of volunteers for each shift during fair week
- Set up the display for the fair week for the Douglas County Master Gardener booth
- Coordinate with Extension staff for materials to distribute to the public
- Set up a visitor log
- Develop a yearly budget

[Last updated August 2022]

EASTSIDE GREENHOUSES

January

- Weekly Monday work day.
 - Check that all plants have been watered correctly.
 - The next automatic watering will occur the day after the work day.
 - Check misters on a frequent basis to make certain they are not plugged.
 - Start removing all moss from the top of the pots and add fresh soil and fertilizer
 - Start cycling grasses on the heat bed, as space allows to start forcing them
 - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
 - Make note of any plants with handwritten or broken labels and order new labels to replace
 - Update “shorts” list
- Start integrating new students that are interested in these sort of plants.
- Coordinate watering schedule as needed for the year. It is important to check the greenhouse often to insure plants are getting enough water and whether plants are getting too much water.
- Keep an eye on temps and protect outdoor plants with frost cloth if temps drop below 30 degrees. If temps are going to drop below 25 degrees, call for a crew to go out and help move as much as possible into sun greenhouse (on tables and under).
- Look after the greenhouses on cold nights to keep pipes from freezing during the cold months. If temps drop below freezing, will need to set heaters up a little higher in shade house.

- Keep an eye on the propane tanks and if low (approx. 30%) coordinate with the Westside greenhouse to have tanks filled. We appear to be on the Monday route (1/26/2015)

February

- Weekly Monday work day
 - Check that all plants have been watered correctly.
 - The next automatic watering will occur the day after the work day.
 - Check misters on a frequent basis to make certain they are not plugged
 - Start removing all moss from the top of the pots and add fresh soil and fertilizer
 - Start cycling grasses on the heat bed, as space allows to start forcing them
 - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
 - Make note of any plants with handwritten or broken labels and order new labels to replace
 - Update “shorts” list
- Keep an eye on temps and protect outdoor plants with frost cloth if very cold. Make sure greenhouses are looked after on cold nights.

March

- Weekly Monday work day
 - Mid-March workdays return to Tuesday from 9-noon.
 - Check that all plants have been watered correctly.
 - The next automatic watering will occur the day after the work day.
 - Check misters on a frequent basis to make certain they are not plugged
 - Start removing all moss from the top of the pots and add fresh soil and fertilizer
 - Start cycling grasses on the heat bed, as space allows to start forcing them
 - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
 - Make note of any plants with handwritten or broken labels and order new labels to replace
 - Update “shorts” list
- Complete sale label inventory and get list into Karolyn Riecks to have sale labels prepared.

April

- Weekly Tuesday work day
 - Check that all plants have been watered correctly.
 - The next automatic watering will occur the day after the work day.
 - Check misters on a frequent basis to make certain they are not plugged
 - Start removing all moss from the tops of the pots and add fresh soil and fertilizer

- Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
 - Make note of any plants with handwritten or broken labels and order new labels to replace.
 - Update “shorts” list
 - This is the final inventory before sale.
- Time to get outside water system in place in case needed.
- If weather above freezing at nights, begin moving plants out of sun greenhouse back to pallets. Take hardiest out first.
- Decide on prices to go on labels, put prices on labels and place in pots.
 - Put labels down in pots with writing facing outward and make sure label cannot slide down inside pot.
- Master Gardener Presale Support
 - The presale is usually the 2 weeks prior to plant sale on Thursday and again on Sunday.
 - Eastside Greenhouse help is needed for the presale to answer questions and help customers.
- Support sale team organize shipping to Fairgrounds
 - Different colored ribbons for each category
- Trees & shrubs need to be watered extremely well on Wednesday PM because they will be loaded on Thursday for early delivery to Fairgrounds Friday AM. Everything else will need to be watered extremely well on Thursday PM inside and outside.

May

- Weekly Tuesday work day
 - Check that all plants have been watered correctly.
 - The next automatic watering will occur the day after the work day.
 - Check misters on a frequent basis to make certain they are not plugged
 - Reference the propagation chart and “shorts” list to see what needs to be propagated
 - Clean, weed, root prune (after sale)
- Complete an inventory update by the end of the month.
 - Make note of any plants with handwritten or broken labels and order new labels to replace.
 - Update “shorts” list
- Core team meeting will review the results of the sale and plan for the next 5+ years.
 - Review sales results
 - Note all varieties that were sold out
 - Review the ideal inventory for next year.
 - What sold this year +1
 - 2x any varieties that sold out

- Review any customer feedback
- Discuss any new varieties folks think should be added
- Create dream inventory.
- Create the next year “shorts” list of plants we need to create in the next 12 months to support next year’s sale
- Create the following year’s short list of plants we need to create in the next 12 months to support long term sales.
- Friday, the day before the plant sale, have a Master Gardener at the greenhouse early AM to follow the shipping order for moving plants to the Fairgrounds from Eastside Greenhouses
- After the plant sale, have work crews help arrange plants back on pallets and incorporate plants not taken and decide what plants may want to get rid of.
- Plants will be for sale until the end of September and then we call a halt. The sale is on Tuesday’s from 9-noon to Master Gardeners only. All money for plants should be turned into Plant Sale Coordinator or Karolyn Riecks.

June, July, August, September

- Weekly Tuesday work day
 - Check that all plants have been watered correctly.
 - The next automatic watering will occur the day after the work day.
 - Check misters on a frequent basis to make certain they are not plugged
 - Clean, weed, root prune
 - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
 - Make note of any plants with handwritten or broken labels and order new labels to replace.
 - Update “shorts” list
- Remind MG’s that plants are for sale thru the summer.
- Make sure the automatic watering system is working.
 - Check before turning water on that all plants are upright and check rainbirds to make sure they are all working properly after turning water on.

October

- Twice a week Tuesday and Thursday work days
 - Check that all plants have been watered correctly.
 - The next automatic watering will occur the day after the work day.
 - Check misters on a frequent basis to make certain they are not plugged
 - Start winter clean up, winter cut back, root pruning, and weeding
 - Reference the propagation chart and “shorts” list to see what needs to be propagated

- Complete an inventory update by the end of the month.
 - Make note of any plants with handwritten or broken labels and order new labels to replace.
 - Update “shorts” list
- This is the month to add Thursday to the weekly workdays.

November

- Twice a week Tuesday and Thursday work days
 - Check that all plants have been watered correctly.
 - The next automatic watering will occur the day after the work day.
 - Check misters on a frequent basis to make certain they are not plugged
 - Start winter clean up, winter cut back, root pruning, and weeding
 - Reference the propagation chart and “shorts” list to see what needs to be propagated
- Complete an inventory update by the end of the month.
 - Make note of any plants with handwritten or broken labels and order new labels to replace.
 - Update “shorts” list
- Take the Thanksgiving week off.
 - Make sure someone is available to check water thru the week

December

- Cancel work days in December, if possible.
- Have a small crew keep an eye on things.

[Last revised February 7, 2015]

EMAIL COMMUNICATIONS

The Email Communications Coordinator is responsible for forwarding e-mail messages from individual members to the membership, according to the Email Communications Policy: “

Members may ask the Email Communications Coordinator to forward e-mail messages to the membership. Only members in good standing who have paid their dues may have e-mail forwarded. Items may be posted for sale if the proceeds are donated to the chapter. Other items related to gardening (plants, windows, bulbs, equipment, etc.) may be offered for free to other gardeners via the MG email communication system. Announcements of external events are allowed only if they relate to gardening and are of general interest to Master Gardeners. Questions about appropriate email messages are referred to the President.

[Last updated February 7, 2017]

FACEBOOK PAGE

The Facebook Administrator is responsible for maintaining the chapter's Facebook page, occasionally posting items of interest to the members. Articles published should be research-based and of interest to gardeners. The Facebook Administrator is also responsible for responding to inquiries and questions sent to the Facebook page in a timely manner.

The page is at <https://www.facebook.com/douglascountymgs>. The page can also be reached by searching for Douglas County Master Gardeners on Facebook.

[Last updated January 23, 2019]

HALLMARK

The Hallmark Chair promotes our group's sense of community by sending a greeting card with the best wishes of our group to members, their immediate families, and on occasion, to others, conveying the appropriate sentiments. Without violating their right to privacy, the Chair shares such information with the general membership at chapter meetings.

[Last updated August 26, 2013]

HOSPITALITY AND BEVERAGES

The MG Hospitality and Beverages person is responsible for coordinating the food and beverages for the MG during the following activities:

Plant Sale: Details are covered in the Plant Sale documentation. Overall responsibility to provide beverages and coordinate kitchen volunteers, food, food safety for the two days of the plant sale.

New MG Training: Start coffee and hot water at least one hour prior to the start of class. Organize the donated goodies. Make sure that there are adequate supplies of sugar, cocoa, tea, Splenda, coffee creamer (and half and half), stirrers, cups, small plates, napkins. Encourage people to bring their own cups. Set up the food donated each week. Due to the antique electric wiring, make sure only two appliances are plugged in at one time. Unplug the water fountain before plugging in the coffee and hot water pots. Remember to plug it in again when leaving for the day. Take leftover cookies home to freeze for next week, if you have freezer space. Try to keep cold foods cold. Bring ice from home to cool the half and half. There is money budgeted to buy chicken for the welcome potluck and a cake for the graduation. Submit budget-line item in September.

Spring Into Gardening: Provide usual beverages – ask volunteers for goodies

[Last updated March 2022]

HOURS DATA

The Hours Data Coordinator is responsible for the following.

Annual Tasks

- Review every completed timesheet against the information recorded each month to check for errors (a few are always found)
- Set up a fresh database for the upcoming year
- Incorporate new trainees' names and ID numbers
- Forward requested hours data to whoever needs/requests the information for OSU

Monthly Tasks

- Collect timesheets which have been put into the grey file box in the Plant Clinic office
- Sort them by month
- Record the totals which each Master Gardener has written into the right hand column of each timesheet (the one headed "total") into the database
- File the timesheets with those which have previously been recorded
- Send the updated Hours file to the people who need/have requested it and to the Plant Clinic office
- Print out a copy of the Summary of current hours (for the year) and file it in the binder which is kept in the Plant Clinic office
- Save a copy to the PC computer's hard drive
- Flag and return all incomplete timesheets to the grey box in the Plant Clinic, noting on each one what has to be done

As Required

- Help Master Gardeners with questions about their current hours, filling out their timesheets, etc.
- Send reminders via the E-Mail Communications Coordinator about common errors in filling out timesheets
- Add or remove Master Gardeners or trainees from the database as requested by the Membership Director

[Last updated September 17, 2013]

INSECT COMMITTEE

The Insect Committee is a sub-set of the Plant Clinic. Its purpose is to provide in-depth analysis of insect issues to both the general public and to other Master Gardeners. The Insect Committee chair will:

- Meet with the Insect Committee twice monthly to confirm and/or identify insects brought into the Plant Clinic
- Maintain the Master Gardener insect collection
- Produce educational materials for the Master Gardener training (i.e. Insect Identification Book)
- Provide Plant Clinic insect procedural training for the winter class.
- Maintain supplies for insect identification and preservation.
- Collaborate with the Plant Clinic manager on insect identification record keeping.
- Recommend publications for Plant Clinic library.

[Last reviewed April 2023]

LIBRARIAN

The Plant Clinic librarian is responsible for reviewing, ordering and cataloging acceptable references for the Master Gardener Plant Clinic. Reference sources include books, periodicals, extension brochures and any pamphlets of written information that are pertinent as a reference source for solving garden related problems and questions. The Plant Clinic librarian will also work with the computer support chairperson to suggest relative computer software that could serve as additional reference material for the library. The librarian will work closely with the horticultural agent to determining what references are pertinent for the Plant Clinic library. The librarian in consultation with the horticultural agent will also determine what references are outdated or no longer significant, and dispose of those materials in a manner that will benefit the Chapter. It would be helpful to report these decisions to the Executive Committee and from there to the Chapter membership.

Request funds during the budget process each year for the purpose of adding and/or replacing reference materials and books for the clinic library.

Consider requests from the membership for specific publications. Weigh the acquisition costs of these new materials against our need and available funds.

Accept donated reference materials and determine if they would be of value to the library. Prepare them for use and add them to the library inventory. In the event that you do not feel them appropriate for the library pass them on to the fund raising committee for sale.

The librarian is advised to seek out, persuade and mentor another member to serve as an assistant with the librarian. In the event of an extended absence the assistant will assume the duties of the librarian.

[Last updated March 2022]

MASTER GARDENER TRAINING PROGRAM

Overview

The Master Gardener Training Coordinator(s) will assist the Horticultural Agent with the planning and delivery of the Master Gardener training program. The program will begin at a date to be determined by the Agent and/or the Training Coordinator(s), and meet every Tuesday for eight to eleven weeks. The training will be a combination of lectures and activities in the classroom and Discovery Garden. The classes will begin at 8:30 am and end at 4:00 pm. Thursday afternoon classes at the HLC may be added to the curriculum to fulfill OSU requirements

The class is college graduate school level and participating students will be expected to not miss more than two sessions. Homework will be assigned every week which includes two to four chapters of reading, then homework reinforcing the reading. The homework may take four to six hours of the student's time each week. The final exam at the end of the course is a "take home, open book exam" and the students will have two weeks to complete the test.

Students completing the program will wear their temporary orange OSU Master Gardener badges while participating in Master Gardener activities. Each new Master Gardener will be expected to volunteer a minimum of sixty hours of payback time by the end of the training year or, in the case of a Fall Class, the end of November of the following year. These hours consist of a minimum of 18 hours in the Plant Clinic, Soils Lab, Insect Committee and/or Farmers Markets and 42 hours in any other DCMG volunteer activity. When the 60 hours of payback are completed, the student will be reimbursed \$100 from their tuition fee of \$250. At that time also, they will receive their official badge and 60 hour swinger bar.

Program Coordination

The MG Training class is a time-intensive program that is coordinated by one or two Master Gardeners with the assistance of a third Hospitality MG. The prerequisites for Coordinator include a minimum of 2 years as an active Master Gardener and 1 year as a mentor in the class.

The planning and preparation for the class is time intensive and having the duties broken into two sections will help in organization of tasks. The first is the interviewing of prospective students, creating the class teaching schedule and selecting and scheduling instructors for the classes. The second set of duties will be dealing with the mentors and students before, during and after the class.

The duties of planning and delivery may be done by one or two coordinators and an Agent, or it might be done by two coordinators in collaboration with an Extension official if an Agent is not available. Having two coordinators sharing the program makes the job easier in case one person is not available for a class.

Planning

Assist Horticultural Agent or OSU official as necessary with interviewing and selecting of prospective students, and with registration.

Prepare class schedule showing dates and times of each class and instructor(s).

Create an Emergency Contact List for instructors and office staff in case a class is cancelled.

Contact front office secretary who will prepare necessary paperwork and make copies.

Be prepared to make special accommodations with the handouts for students having special needs.

Get familiar with the audio-visual system in the auditorium to help instructors prepare for their class.

Delivery

Before class starts:

Select a Hospitality hostess to oversee food and beverages and send out weekly snack emails.

Set up crate and green folders.

Determine student/mentor assignments.

Prepare and lead a Mentor Training class – hand out mentor guidelines and student assignments.

Prepare reading and homework weekly schedule based on criteria set forth by Horticulture Agent.

Create a seating and/or rotation chart - identify students with special needs and assign seats accordingly

While class is in session:

Get to class by 7:30 AM to unlock doors, set up classroom and put announcements on board.

Make sure Hospitality person is set up and ready.

Greet instructors and assist in laptop and AV setup.

Complete daily attendance and record.

Make class announcements regarding class changes, upcoming events and remind students to turn off cell phones.

Assist the Horticultural Agent with the class and instructors.

Email the mentors weekly with reminders to contact students about homework, work days, plant clinic signup and other pertinent information.

Pass out Class Survey on last day to mentors and students.

Facilitate “practicum” on last day at Discovery Garden.

Coordinate graduation festivities and awarding of certificates of completion.

After class is complete, continue to email mentors on a monthly basis to check on status of trainees and the status of their payback hours.

Have a meeting with the Agent, coordinators and hostess to discuss what worked and what did not.

[Last updated August 2022]

NEWS ARTICLES

The News Articles Coordinator oversees the weekly submissions of a team of Master Gardener writers who contribute articles for publication in the News-Review.

Writers email their articles along with any photographs to accompany the articles to the Coordinator by the Monday prior to scheduled publication. The Coordinator edits them and submits them in PDF form to the appropriate News-Review staff each Monday. “Ask A Master Gardener” articles are published currently in the Friday editions of the News-Review. The Coordinator uses discretion in selecting photographs that will enhance the article as well as be the proper file size for the newspaper’s requirements.

Once the article is published in the newspaper, the Coordinator downloads the article from the News-Review website (this requires a minimum subscription), exports it to a PDF, then emails it to the Email Communications Coordinator to deliver to the membership.

The News Articles Coordinator keeps a running list of topics that are covered and assigns writer deadlines a few months ahead of time.

[Last updated March 2022]

NEWSLETTER

The Newsletter Editor is responsible for publishing the chapter's monthly newsletter.

While e-mail is the usual channel to communicate with the membership, not all members have access to e-mail. Thus the newsletter is the formal means of communicating with the membership. Certain information must be published in the newsletter to conduct the chapter's business. The President's Report, Treasurer's Report and Chapter Meeting Minutes appear in all but the January issue. The Newsletter Editor also ensures that the following items are published on schedule:

- January: Include final membership dues reminder.
- February: (nothing specific at this time.) Publish any proposed changes to Bylaws and Policy & Job Descriptions.
- March: (nothing specific at this time)
- April: Call for nominations. OMGA report
- May: Call for nominations.
- June: Nominations from Nominations Committee Chair
- July: OMGA report. Announce budget development for next year to start in August.
- August: (nothing specific at this time)
- September: (Fall class - special issue of introductions to Board & Chairpersons)
- October: Announcement from Treasurer of upcoming budget process. OMGA report.
- November: Publish proposed budget from Treasurer. Membership dues form.
- December: OMGA report. Membership dues form.

Changes in committee heads should be announced in the newsletter. Other frequent contributors to the newsletter are the Horticultural Agent, Plant Clinic Manager, Discovery Garden Coordinator and Vice-President (Continuing Education). Announcements of our fund-raising activities are featured. The Newsletter Editor encourages contributions from the membership.

The deadline for submissions is normally the Saturday after the Chapter meeting, but is up to the Newsletter Editor's discretion. The deadline for the January issue is December 15.

The Newsletter Editor uses discretion in editing articles. If the changes are significant, the author must be notified.

Best effort is made to have the newsletter published by the Wednesday following the Chapter meeting. The newsletter is published in PDF format. The Newsletter Editor sends the PDF file to the Webmaster for publication on the web site. Once it is posted on the website, the Newsletter Editor then alerts the Email Communications Coordinator to notify the membership.

The Newsletter Editor manages the printed black-and-white version of the Newsletter for mailing out to subscribed Master Gardeners or designates a helper for the task. This entails printing the Newsletter off-site, labeling and mailing at a U.S. post office. The Newsletter Editor maintains a current list of subscribed Master Gardeners, as per Membership Director's information.

The Newsletter Editor contributes to the budget discussion each year on what to charge members who wish to receive the printed newsletter through the mail.

[Last updated April 2023]

PLANT CLINIC

The Plant Clinic Manager is responsible for the following:

- Make up new Plant Clinic Calendar yearly.
- Monitor signups for Clinic to assure proper coverage.
- Take Plant Clinic Calendar to all meetings and request signups.
- Update Plant Clinic policies and procedures.
- Keep membership informed of Clinic activities, pest alerts, and any other pertinent information through emails and articles for newsletter.
- Teach concurrent session.
- Coordinate Teaching Core
- Attend to or delegate:
 - Supplies for clinic
 - Thoroughly clean clinic at the end of the year
 - Keep clinic clean & orderly all year long
 - Maintain message boards
 - Maintain a supply of time sheets and plant clinic forms
 - Update reference files as necessary
 - Train new class to work in clinic, develop training program and update as needed.
 - Work with librarian on addition of new books and culling outdated material.
 - Monitor plant clinic throughout the year:
 - Follow up questions
 - Logbook properly done
 - No messages left unattended
 - Review Log Book weekly
 - Do review for veterans before clinic opens each year

- By the end of January, enter Plant Clinic logbook data from the previous year into Microsoft Excel. This information includes plant clinic codes, was customer a walk-in or call-in, and what resource(s) was used to answer customer questions. The information is then turned into the Horticultural Agent.

[Last updated March 12, 2018]

PLANT CLINIC - UMPQUA VALLEY FARMERS MARKET

The UVFM Coordinator is responsible for the following:

Determine when the booth will be first opened. This is usually the first Saturday in June and will run through September.

All materials from the previous season and equipment are stored in the attic of the Extension Service building. Review those materials and equipment and arrange with the Plant Clinic Manager to replenish all necessary materials for the market.

Contact the Farmer's Market manager when the booth will open. The market coordinators will make arrangements for the canopy/materials to be delivered to the market each week.

Advertise the Farmer's Market and hours to all new students during class sessions and to the membership at general meetings. Inform the membership of all procedures. Advise when and where members can sign up to volunteer for the market. Ensure that required volunteers are present each week.

Keep the membership advised of all needs and requests during the season. Take care of any questions and requests from the market volunteers. Replenish any materials that have been exhausted during the season. Bring any major problems to the Plant Clinic Manager and the Executive Board.

In September, determine if new equipment will be needed such as canopy, table, totes.

Determine a budget and submit to Plant Clinic Manager for Board review in October of each year.

At the end of the season, bring all materials and equipment back to the Extension Service to be stored in the attic of the building. Turn over all log book entries to the Plant Clinic Manager so that final statistics may be compiled.

[Last reviewed April 2023]

PLANT SALE

The Douglas County Master Gardeners' Plant & Garden Expo is held on the first Saturday of May at the Douglas County Fairgrounds. This is the chapter's primary source of operating income for our supportive role under the Oregon State Extension umbrella.

The Plant Sale Chair is responsible to follow the timeline below to assure all steps leading up to the sale are carried out in a timely manner. You will head up the Plant Sale Committee which is comprised of committee chairs for the various sub-committees, i.e. checkers/cashiers, clean-up, holding area, etc. This committee plays an integral role in the organization and running of the Plant Sale.

September

- First of the month, email committee heads asking for their input on supply items needed to be included in the coming year's Plant Sale budget.
- Prepare Plant Sale budget and turn into chapter treasurer by designated date.

October

- Attend October Executive Board meeting to present budget.

November

- Greenhouse coordinators will inventory pots, trays, flats, fertilizer, etc. and determine what is needed for the upcoming year. Order supplies requested.
- Contact Plant Sale committee chairs to affirm their commitment to the upcoming sale.

December

- Newsletter prep for January newsletter. This newsletter is the first letter our new MG class receives. The article should include a general outline of the purpose of our sale, how it evolves in the months coming and the need for everyone's help.
- Seed order sent in by greenhouse coordinators.
- Prepare Plant Sale committee signup sheets to be distributed starting in February.

January

- Newsletter prep for February newsletter. Advise of availability of signup clipboards for Plant Sale committees.
- Potting soil ordered as needed from Douglas County Farmers' Co-op.
- Seeding begun in Westside greenhouses.
- Participate in Concurrent Sessions for Winter Class students.

February

- Distribution of committee sign-up clipboards at Winter program classes. Before distribution, arrange for presentation to Winter class with MG Class Coordinators to explain the process. Committee signup clipboards to be returned to Plant Clinic after each class to accommodate walk-in signups.
- Make presentation at chapter meeting sharing the upcoming Plant Sale timeline through the date of the sale, including dates of MG pre-sale events at greenhouses.
- Newsletter prep for March newsletter.
- Meeting of Plant Sale Committee heads.
- Ongoing plant division, seeding, and propagation in greenhouses.
- Contact Oregon Department of Agriculture/Plant Division and request permit for May sale. Takes about a month to receive the permit.
- Review number of youth volunteers available from committee chair at monthly meeting. Would
- like to have 20 youth volunteers. Plant Sale flyers and bookmarks completed by Publicity Chair.
- Fairgrounds will send a contract for use of their facilities for the upcoming Plant Sale. Request check from MG Treasurer. (This will be for ½ of the total rental fee.) Complete and sign contract and return to fairgrounds with check.

March

- Newspaper and PR to be handled by the Publicity Chair.
- Newsletter prep for April newsletter, giving plant sale upcoming timeline, requirements for workers i.e. wearing their MG badges, bring potluck, no purses, etc.
- Distribution of flyers and bookmarks at general meeting and the last Winter class for distribution throughout the county. Place additional flyers and bookmarks in the Extension office and Plant Clinic for MG's to pick up for distribution.
- Make presentation at chapter meeting sharing the upcoming Plant Sale timeline through the date of the sale. Also advocate signups, especially for those committees lagging behind in help. Clipboards should be made available on back tables and then moved to the Plant Clinic for walk-in signups.
- Final payment due to fairgrounds (look on contract for date due). Request check from Treasurer and take to the Business Office at the fairgrounds. End of month, distribute banners for installation April 1st.

April

- Hang banners throughout the county.
- Request Certificate of Liability Insurance be sent to the Fairgrounds from Umpqua Insurance.
- Newsletter prep for May newsletter. Find out if newsletter will come out before the Plant Sale to determine content of your article.
- Middle of April, send copies of committee signup sheets to appropriate committee head. Each head will then make contact with their individual people to give instruction and/or answer any questions.
- At monthly meeting, give presentation on must-know information, answer questions, and take verbal signups for anyone who has not signed up. Signup clipboards will have since been gathered for organization of committees.
- Distribution of yard signs at chapter meeting for MG's to post around town. Stress the need to check out whatever signs you take on the sign out list, and no later than the day after plant sale, you must retrieve signs you have placed out in the community. Return to extension Plant Clinic and make sure you check your signs off from the list of those checked out. Permission must be obtained for any signs or banners placed from the appropriate property owner
- Newspaper and PR to be handled by the Publicity Chair.
- Final labeling and pricing to be done at greenhouses by third week in April.
- Final meeting of Plant Sale Committee heads. Determine number of youth volunteers available and review with committee chairs number of youth volunteers they need.
- Coordinate Pre-Plant Sales with cashier/checker chair.

May

- Thursday before Plant Sale, get Exhibit Hall key and 4H office key from business office of fairgrounds. Confirm that all equipment in kitchen is operational, water fountain is working, and bathrooms are fully stocked with towels, paper, etc.
- Friday, day before Plant Sale: Arrive @ fairgrounds @ 7 a.m. to begin setup of Exhibit Hall. Turn Exhibit Hall key over to person in charge of vendor set up on Saturday and 4H office key to Treasurer.
- Saturday, day of sale, arrive at fairgrounds at 7 a.m. for last minute coordination/setup. Touch bases with all committee heads to determine any last minute needs.
- Plant Sale Saturday 9 a.m. to 4.p.m.
- Be available throughout the day to answer questions, roam the hall, put out "fires" and lend a hand whenever/wherever necessary.
- Make sure hall is clean and locked up at end of sale.

- Determine how much money each youth group will receive (we guarantee \$300 to be split among the groups in addition to splitting money in the tip jars). Request checks from Treasurer, giving them the name of the group and the amount of the check. Write thank you letters to each group enclose the appropriate check. Give 4-H group checks to the OSU Extension 4-H coordinator for her distribution.
- Post Plant Sale meeting with committee chairs. Discuss what worked and didn't work while still fresh in your mind.
- Newsletter prep for June newsletter. Give thanks and more thanks to all the committee chairs and MG's helping to make the sale a success.

June

- Reserve venue for the following year

[Last updated February 13, 2020]

PUBLICITY

The Publicity Chair is responsible for the following:

General Duties

The Publicity Chair is available throughout the year to serve the President, Board and Committee Chairs by informing the community of the projects undertaken by the Chapter. Also keeps either a hardcopy notebook containing news clippings, PSA's written, and timelines or digital files of the same. Publicity Chair also attends Executive Board and Chapter monthly meetings, reporting to the chapter publicity-related activities. This position also maintains current media email addresses and pertinent social media sites.

The main avenues of access to the community are:

- Public Service Announcements (PSA'S) which are free and go to radio, tV and newspapers. These include announcements of upcoming events, news stories such as awards or special happenings, "Kudos" article to thank those in the community who donate goods and services to the Chapter.
- Posts placed on community Facebook groups, Events calendars, and Craigslist.
- Paid advertising for the Plant Sale and Trash to Treasure Sale
- Banners and yard signs for fundraising events (in charge of distribution at Chapter monthly meeting)
- Radio and TV interviews to highlight upcoming events and fundraisers

Be alert for new avenues for publicity.

Spring Into Gardening Classes

Two months prior to event:

- Issue PSA about registration due date to TV, radio and newspaper sites in Douglas County

- Email flyer to OSU agent responsible for DCMG
- Post information on pertinent Facebook sites and Craigslist
- Email flyer to previous year's participants.

Plant Sale

The most intensive publicity, spanning six months of the year, is for the annual Plant & Garden Expo. The following is a rough timeline for the Publicity Chair:

January

- Send PSA and photo of the Plant Sale to Experience Roseburg (or current visitor site for Roseburg and Douglas County).
- Send PSA and photos of the Plant Sale to events calendar for the News-Review and KEZI-TV

February

- Design bookmarks and flyers (in 2022, we did 3-to-a-page bookmarks, half-page flyers, and full-page flyers)
- Make sure listing is on OSU calendar. If not, send PSA to calendar.oregonstate.edu/event

March

- Print bookmarks and flyers
- Distribute Plant Sale bookmarks/flyers to Spring Into Gardening event
- Send OMGA Gardener's Pen article to OMGA Rep.
- Bring bookmarks, full-page flyers and half-sheet flyers to DCMG chapter meeting
- Message neighboring Master Gardener chapters

April

- Develop a 1/4-page flyer for the Plant Sale to distribute at the Trash to Treasure Sale
- Banners to go up the first week in April.
- Bring lawn signs, bookmarks, and flyers to Chapter meeting with instructions for lawn signs to go up the Sunday prior to the Plant Sale.
- Two paid ads to run in the News-Review
- News-Review classified ad under heading of "Garage Sales" to run W-Th-F of sale week
- PSA to all newspapers and radio stations again
- Marquee announcement for 2 weeks at the Fairgrounds
- KQEN paid radio ad for week before the sale
- Post on Craigslist
- Post on Facebook groups: DCMG page, gardening, What's Happening Douglas County, Umpqua Events, Experience Roseburg, Roseburg Events, All Public Events Douglas County, DC Oregon LIVE

May

- Lawn signs go up one week prior to the Sale

- “Kudos” to the News-Review as PSA, acknowledging people who helped
- Thank you to any radio or TV stations who conducted interviews

Trash to Treasure Sale

- Print 1/4-page flyer for Plant Sale to distribute at the Trash to Treasure Sale
- Two to three weeks before sale, send out PSA’s to appropriate news outlets
- Purchase a paid classified ad under “Garage Sales” in News-Review to run one week before event.

Plant Clinic

- Posts submitted to local gardening Facebook sites & DCMG Facebook page
- PSA’s to be sent out 1-3 weeks before hours change according to schedule updates provided by Plant Clinic Manager

Miscellaneous

- PSA’s for Class Graduation (with picture), Awards Banquet
- Thank media if they do a special article, news story or interview

[Revised March 2022]

SOIL TESTING

The Soil Testing Coordinators are responsible for the following:

- * Receive soil samples for testing through the OSU Plant Clinic and front office.
- * Fees for testing are \$20 for general public/\$10 for MasterGardeners. NO testing commercial agricultural operations.
- * Coordinate team members for timely testing of soil samples.
- * Inventory and purchase supplies as needed. Be responsible for annual budget request.
- * Process samples per OSU guidelines. Soil testing procedural manual is in the soils lab and on the plant clinic computer.
- * Mail or email test results and educational material in a timely manner.

[Last updated March 2023]

SWINGER BARS

The Swinger Bar Chair is responsible for issuing swinger bars monthly as members accumulate hours of service and years of membership.

A trainee receives a 60 hours swinger bar after completing 60 hours of payback, with a minimum of 28 hours of clinic time. The Extension Agent must approve exceptions to the minimum 28 hours of clinic time.

Members may exchange their swinger bars as they reach 100, 200, 300, 400, 500, 750, 1000 hours of service, and every 500 hours thereafter.

Members receive a longevity swinger bar for five years of membership, and every five years thereafter.

[Last updated March 2022]

TRASH TO TREASURE SALE

The following materials have been developed for the Trash to Treasure Sale. The current chair has these in electronic form, and the webmaster stores backup copies.

- Interest form for new class members
- Info for members to be e-mailed and announced at chapter meetings
- Articles to be published in the chapter newspaper
- Sign-up sheets for volunteers
- Flyers announcing the sale to the public
- Layout of tables at the sale
- Signs with pricing of various items
- Time line of events (below)

Donation Policy: NO clothes, shoes, food items, living plants, old-style computer monitors/TVs, mattresses, baby furniture, exercise equipment and holiday items.

June or July

Early summer, contact Debi DeMasters, 541-679-8973, Winston Community Center, and set up a date for the following year. Schedule the first weekend in March, Friday and Saturday. You will only get the time from noon on Friday to all day Saturday. The fee is \$350 for a non-profit organization.

September

Budget is due – we ask for \$150 expenses for supplies and advertising, with \$3,000 projected income.

November

Get approval at the November Executive Board Meeting.

December

Write an article for the January newsletter that explains the Trash to Treasure Sale for the new trainees and give dates if available.

January

Speak to the membership at the January Chapter meeting, making them aware of the sale date and to start saving their clean usable items for the sale. Talk to the new trainees during concurrent sessions about Trash to Treasure.

Have flyers and handouts ready to pass out to the new MG trainees, and have extras for the Plant Clinic.

Let all MG's and new trainees know about the donations and what we take, and how to drop them off.

February

Have sign-up sheets ready to take to the new MG class, then to the Plant Clinic.

Check with the Publicity Chair to make sure that the advertising is being done in the newspaper, Facebook, Craigslist, and Winston City Hall (which has a reader board and will put up this event if given enough time to post).

Talk with Treasurer to make sure we will have to cash boxes for the sale. Choose two cashiers. New trainees are not allowed as cashiers, as they need to complete their hours of payback first.

Find a group or organization that will accept donation of leftover unsold items.

Make sure you have the necessary supplies: felt tips pens, price tags (no dark colors), blue masking tape, scotch tape, baggies of various sizes for small items.

Make/design flyers and distribute flyers.

Put out sign-up sheets for volunteers at new trainee class and send out e-mail to all Master Gardeners about sign-up sheet for Trash to Treasure.

Talk to new trainees and remind them of the sale and their participation. Tell them that all volunteered hours are to go under fundraising column on their timesheet.

Verify with Publicity Chair that the ads are going out and ask to proof read them.

March (or week of sale)

Confirm the group or organization who is to pick up left over items. Give them the time to show up.

Talk to class one last time.

Monday of the sale

Pick up keys at the Winston Community Center. Coordinate with Debi DeMasters for this.

Friday (noon to?)

Arrive at noon at Winston Community Center. All volunteers sign in.

Set up room with tables, stored under the stage area.

Explain the process of the day.

Take in donations. Price and locate tables that they go on.

Secure building for the night.

Saturday

All scheduled volunteers are to be there at 8:30 AM and are to park on the side streets or at the Winston Park (anyone with disabilities is exempt).

Explain the process of the day and have at least one person per table to man. They are responsible for keeping table clean and organized.

Positions needed:

- 2 Greeters at the door

- 2 Cashiers

- 2 Checkers

- 2 people in the holding area

- Several people available to assist customers with large items to vehicles.

- 1 person per table to keep table clean and organized.

- 1 person in charge of the loading dock area: they are in charge of what donations come in, and must make sure that they are only receiving donations that are acceptable.

End of day: Help box up all remaining donations and help with loading to the group that is picking up leftover items. Wash all tables and put away. Sweep and mop as needed. Have someone check the parking lots for garbage. Clean kitchen and holding room. Vacuum floor, check restrooms (do not need to clean, just pick up any trash). Take all trash out, secure all inside doors, check loading dock, side doors and all exit doors, turn off lights. Lock door. Exiting building put key in envelope and place in book drop off in front of the Winston Community Center.

[Last updated July 4, 2020]

VERMICULTURE, COMPOST TEA & BIOCHAR

The DCMG Discovery Garden currently has two working worm bins generating castings (worm poop) for brewing compost tea to use during the planting/growing season as an organic soil amendment/fertilizer. The vermicomposting process at the DG is explained in Vermicomposting 101, available online at the DCMG website: <http://douglascountymg.org/docs/other/discovery_garden/Worm_Bin_Composting_101.pdf>.

Vermicomposting:

There are three worm bins at the Discovery Garden. The first bin is locked and holds a few tools and materials for use with the worm bins and BioChar Demonstration Beds: a short spade and turning fork; a small shovel; clean, shredded “bedding” paper, and a green muck bucket. There is also some spare 4” X 4” X 4’ lumber used to support the bins off the ground, and a 3’ length of 2” X 2” for holding the top open.



At this time (2022), the two other bins (unlocked) hold the worms. Each bin is around 3’ wide X 4’ long, with plywood tops covered by corrugated fiberglass, held open with 1” X 2” X 3’ stakes. There is a hand rake in each bin to mix materials. Each bin is divided in half by framed sections of 1.5” welded, galvanized fencing that lets the worms migrate between the two halves. These two sides are the “working” and “finished” sides, indicated by their red and green foam covers.



Clean, white, shredded paper



Food scraps on top of paper



Pulverized egg shells

Layers of bedding and table scraps added to the “working” sides over several months increases its height to about 20.” Before the working side reaches its maximum height, its neighboring 1/2 bin should be emptied and re-started with a 2” – 3” layer of shredded paper, a layer of table scraps, and another, thinner layer of paper. On both sides, table scraps, fruit pulp, and etc. are sandwiched in-between thin (1” – 2”) layers of shredded paper, both new and recycled.

As layering continues on the first side (working side) -- and it reaches its maximum height-- the second side also will have been layered with 5” – 10” shredded paper, scraps and amendments. When the working side is at its maximum height, layering stops, the bin is covered with a green mat, and a red mat is used to cover the new working 1/2 bin.

The worms will begin to run out of food in the old working side, and as the food decays in the new side, they will detect it and begin to migrate through the holes in the fence divider. Eventually the worms will finish off the first side and all worms will migrate over to the new working side. The castings in the old, finished side can now be harvested for compost tea.

The vermicomposter will repeat layering on the new side until it, too, reaches about 20.” Castings not consumed in the compost tea season can be stored in the muck bucket or placed in bags so all 1/2 bins will continue to produce castings. With two bins – four 1/2 bins – there should always be enough finished castings.

Occasionally worms die off and must be replenished. When the worms arrive, 1/2 pound to 1 pound are spread on top of each bin needing worms, or the new worms can be used to start a new, working side. Adding some old castings and paper from the outside edges of an old bin helps establish new worms in the new bin. Leave the bin uncovered -- open to light -- to encourage the new worms to burrow down, then cover with a mat and close the top.

Vermicompost Notes

A: We try to avoid small bits of plastic in our shredded paper by shredding our own white or off-white, plain (not shiny) office paper and (only) the paper parts of envelopes. Many offices shred everything together: glassine envelopes, credit cards, decals, etc., so by paying attention to what’s shredded for worm bedding and composting, time and effort is saved picking out little slips of plastic. Inexpensive cross-cut shredders are available at office supply stores, Costco, and other big-box stores. In addition to layering with new, clean, white, shredded paper, the paper from a working bin – especially from the edges – can be recycled, leaving only worm castings after the worms have migrated through the middle fence.

B: We use red worms of the variety “*Eisinea fatida*,” which are specialists in breaking down table scraps. They share their space with other decomposers, mostly pill bugs. Pill bugs -- “*Armadillidium vulgare*” -- (other common names: armadillo bugs, roly-polies, slaters, doodle bugs) are useful decomposers who also leave castings. They are impossible to control without harming the worms, so it’s best just not to worry about them. Small centipedes and millipedes are harmless decomposers, too. There also will be spiders, slugs, and the occasional frog. Unless a spider is a black widow or brown recluse, we don’t bother them. Slugs and frogs need to be moved elsewhere. Soldier flies are benign and mysteriously appear first as cocoons, then adults. If you look at the castings closely, you might also see some worm cocoons!

Molds and fungus often grow in the vermicompost. Below is an example of a slime mold fungus that hung around for a short time, but finally disappeared.



Soldier Fly



Soldier Fly Cocoon



Armadillo Bug



Evict this one!

C: Try to insure only USDA Certified Organic fruits and vegetables are used in these worm bins.



Worm Cocoon!



There's fungus amongus!
No worries, this too shall pass.

Amendments and food scraps should never contain pesticides. Banana peels in particular should be pesticide-free or they will sicken or even kill worms. Meats, fats, dairy products, or bones should never be used in the worm bins because they attract vermin and ants and taint the bedding.

Eggshells are an excellent amendment but must be thoroughly pulverized to be readily accessible. Refer to the online PDF document, "Vermicomposting 101" for complete instructions. http://douglascountymg.org/docs/other/discovery_garden/Worm_Bin_Composting_101.pdf

A little bit of pulverized eggshell spread over the layers of table scraps will help worm digestion, but be careful not to breathe the dust. Dust masks should be worn at the worm bins to avoid breathing dust, molds, fungus spores and other lung irritants. Wearing light work gloves when working the bins also is a good idea.

D: Thin, foam yoga mats cut in half work well for covering bins because they insulate against both hot and cold weather, retain moisture, and worms don't eat them!

E: There are lots of places on the Internet where good worms can be purchased. We have gotten them from <https://www.washingtonworms.com/> and from "WWJD Worms." If they are ordered through DCMG's Amazon Smile account, DCMG receives a commission. A pound of

very robust and lively *Eisenia fetida* (red worms) now runs about \$65/lb. We no longer sell worms to Master Gardeners or to the general public.

F: Worms mostly graze in the center of the bin because the fringes are more likely to be drier. Since the paper on the edges often stays too dry for worms, it should be blended into the center as layers are added. It's also useful to use in starting new bins. The combination of wet kitchen scraps, coffee grounds, spent castings, etc., covered by the foam mats, usually maintains a good moisture balance throughout the layers; however, during hot summer months, sprinkling a small amount of water on new layers will ensure they are moist throughout, but not so wet that the worms drown or so arid that they dry up! As described below in the Compost Tea section, when spent castings are returned to the bins, their water content also helps maintain overall moisture content.*

Compost Tea:

Compost tea season begins the first Sunday in April. Until the MG plant sale, compost tea is used in the greenhouses to boost plant growth. After the May sale, tea is sold to Master Gardeners at \$2.00/gallon until the end of August. The Vermiculturist and the Compost Tea crew coordinate on the brewing of compost tea.

To begin the tea brewing process, the compost tea crew fills the Growing Solutions Brewer with 25 gallons of water, setting aside three (3) gallon jugs of water to add to the finished product at the end. The Compost Tea crew sets up twenty-nine (29) empty gallon jugs in the yellow handcart next to the brewer's outlet, and covers the jugs with a blanket to keep them clean until they are filled the following Tuesday morning.



The next Sunday or Monday, The vermicomposter plugs the brewer into the electrical receptacle, removes its cover, and carefully adds one cup of Compost Tea Catalyst to the swirling water. While the catalyst mixes in, they carry the filter basket to the worm bins and loosely fill it with castings to about 1" of the top. If the ambient temperature is below 70°F, a water heater can be placed in the water as shown below to raise the temperature to the optimum 75°F. They lower the filter basket with castings slowly into the middle of the brewer's

air diffuser until it seats at the bottom. It may have to be held down for a few seconds until enough water soaks the castings to weigh it down and stay in place.



On Tuesday mornings, the Tea Crew adds the extra three gallons of water while the brewer is still circulating, then drain off the tea into the 28 or 29 one-gallon jugs. After draining the brewer, they pull out the filter basket with its spent castings, and place it in the black, wheeled bucket.⁶ They then roll it over to the worm bins and spread the spent castings on top of the indicated 1/2 bin (indicated by a rubber or metal washer placed on a small nail⁷). Next, they roll the basket to the cleaning area and hose it out well with a strong spray of water, and a long-handle brush, making sure the holes in the basket mesh are debris-free. Leaving the filter basket in the black pail for the vermicomposter to use the following week, they fill the brewer to the mark with water, and leave three gallons of extra water for the next batch.

Compost Tea Notes:

1: Master Gardeners pre-order compost tea in the spring and pick up their jugs on Tuesday mornings. The season ends at the end of August. The charge is currently \$2/gallon.

2: The catalyst contains enzymes and sugars that jump-start the compost tea brewing process. A nine-pound box is purchased yearly from Susan or Michael at Growing Solutions, 1702 W 2nd Ave, Eugene, OR 97402; (541) 343-8727. In 2022 a nine-pound box was \$165.90, delivered Roseburg.



One cup catalyst is,,,,



...added to the circulating...



...water in the brewer. 58

3: Try not to compact the castings, filling only to the bottom of the top ring of plastic.



Leave about 1" from top.



Hold down the filter until it seats on the bottom of the brewer.

4: There are two heaters, but only one is used at a time. It goes into the water when the ambient temperature is below 70° F.



5: During the brewing process, air bubbles up through the bottom of the basket. Additionally an "AirStone" may be placed into the middle of the castings to increase airflow (pending).

6: It's easier to deal with a wet, loaded basket by wheeling it around, and it's very important to get the basket as clean as possible, so air and water can circulate well through its little holes. After the basket has dried, however, it can be hand-carried back and forth to the worm bins, or carried in a bucket used to hold and transport worm food.



7: A rubber or metal washer hung on a brad nailed to the side of a 1/2 bin indicates where the spent, wet castings should be placed each week. The vermicomposter bases this decision mainly on the dampness and other conditions of the working bins. The compost tea worker spreads the spent castings and works them into the top layer with a hand rake, then replaces the foam pad cover.

BioChar:

Two adjacent 4' X 8' raised beds comprise the BioChar Demonstration Project. This project began in 2015 to test identical crops grown under similar conditions. Biochar is added to the test bed from time to time, while the control bed contains none. After seven crops, there has been little difference in crop yields, but the soil texture and moisture retention are demonstrably better in the biochar bed. Taste and other subjective qualities of the crops were not determined.



Each year, a crop is chosen that can be easily and accurately measured. We have used tomatoes, peppers, potatoes, garlicks, onions, melons and cover crops. Garlicks and onions were planted late in summer 2021, and at this time (July 2022) the crops have mostly been harvested. There was no significant difference between the Test Bed and the Control Bed.

After harvesting is complete, both beds will be weeded, turned and equal amounts of fertilizer applied. The soil will be tested in both, and amended accordingly. A few pounds of crushed biochar will be added to the BioChar side. A cover crop will again be sown this summer, then in late winter it will be cut, turned under, and the beds left to rest until something else is planted in spring.



DATE	WEIGHT (in POUNDS)		NUMBER	
	BIOCHAR	CONTROL	BIOCHAR	CONTROL
8/6/16	2	1.5	3	2
9/29/16		1.7		2
10/4/16	45	45	95	110
TOTALS	47	46.2	95	120



[Last updated August 2022]

VICTORY GARDEN

The Victory Garden Coordinator is responsible for the following:

- Prepare and submit the annual Victory Garden Budget to Treasurer
- Purchase necessary supplies and submit receipts to Treasurer
- Prepare planting schedule and garden plots maps
- Prepare plan for purchase of vegetable seeds and plants
- Organize and prepare garden workday tasks
- Work with volunteers planting, tending and harvesting
- Maintain garden signs and garden attractiveness
- Maintain garden storage sheds
- Prepare garden for winter: drain water lines, wrap faucet, check all water is off.
- Facilitate the transportation of produce to UCAN.
- Attend regular Master Gardener meetings and relay Victory Garden information to membership

[Last reviewed April 2023]

WEBSITE

The webmaster is responsible for the ongoing development and maintenance of the chapter's current site at <http://douglascountymg.org>. The webmaster should be familiar with basic HTML programming.

The primary purpose of this site is twofold. First, it is the chapter's opportunity to showcase the Discovery Garden and other activities and information that may be of interest to the public. Second, it serves as the archive for minutes, newsletters, bylaws, policies and procedures, and other documents and information that may be of use to our membership.

The Webmaster appends the Treasurer's financial report to the minutes of each Board and Chapter meeting, to incorporate it into the official record of each meeting, before publishing the minutes on the website.

The webmaster needs to stay in touch with the following sources as a minimum to keep the web site up-to-date:

- Chapter Secretary: Bylaws, Policies and Procedures Manual, meeting minutes
- Treasurer: Financial reports
- Awards Chair: Annual awards recipients
- Newsletter Editor: Monthly newsletter, calendar of events
- Membership Director: Current officers and committee heads
- President: Announcements (as needed)

[Last reviewed March 2022]

WESTSIDE GREENHOUSES

The Westside Greenhouse has a lead coordinator and a team of co-workers who share responsibility for these tasks.

The lead coordinator has a list of advisors for plant details, a team to do repairs, maintenance and irrigation support.

January

- Weekly work crews (seeding, propagating, root cuttings, clean-up & division of plants)
- Organize propagating/seeding classes at greenhouse for new students
- Monitor outside temps for plant protection w/frost cloth and propane heaters indoors
- Order MG soil mix through DC Farmers Coop as needed
- Water plants, seeds, seedlings as needed

February

- Monitor greenhouses for proper heat, watering, leaks, etc.
- Weekly work crews (seeding, propagating, root cuttings, clean-up & division of plants)
- Monitor outside temps for plant protection w/frost cloth and propane heaters indoors
- Water plants, seeds, seedlings as needed
- Start liquid fertilizer for actively growing plants and cuttings

March

- Monitor greenhouses for proper heat, watering, leaks, etc.
- Weekly work crews (seeding, propagating, root cuttings, clean-up & division of plants)
- Monitor outside temps for plant protection w/frost cloth and propane heaters indoors
- Do label inventory and have remaining labels printed and put together
- Order compost tea to begin April 1st. Do not use on Basil
- Daily watering check, especially greenhouse plants/seedlings
- Start liquid fertilizing of established plants and outdoor plants once a week
- Liquid fertilize seedlings at half strength every other week

April

- Daily watering check, especially greenhouse plants/seedlings
- Weekly work crews (clean up, readying seedlings and perennials for Plant Sale)
- Pricing and culling
- Insert labels and baggies into plants as they are cleaned or transplanted
- Have outdoor watering systems hooked up
- Inventory all plants before pre-sales
- Staff MG Plant Sale pre-sales
- After pre-sales, organize plants with colored ribbon according to category for shipment to Fairgrounds
- Rework Plant Sale Shipping Order sheet, indicating where different ribboned categories are located throughout all the Greenhouses (both sides) and outside areas
- Liquid fertilize established plants and outdoor plants twice a week
- Liquid fertilize seedlings at half strength every other week

May

- Daily watering check, especially greenhouse plants/seedlings
- Day before the sale, load out plants to the Fairgrounds according to the shipping order
- Make a list of plants available at the Plant Sale with brief descriptions of each and give to Plant Sale Chair
- Inventory all plants Monday after the Sale
- After Plant Sale, offer leftover annuals to MG's for half price on Tuesday work days
- Determine perennials to go on half price as well.
- After two weeks, ship excess vegetables to Fish Food Pantry.
- After 2-3 weeks, offer leftover annuals to Discovery Garden heads for free.
- Determine if crews are needed rest of the month. If not, encourage to work elsewhere
- Money from sales should be turned in to Plant Sale Chair
- Offer ongoing sales of plants through the summer and fall
- Form watering crew for summer coverage

June

- Weekly crews to clean up, divide and fertilize perennials as needed
- Ongoing root pruning of plants as needed
- Clean and sort ID sticks
- Propagate cuttings

July

- Weekly crews to clean up, fertilize and divide perennials
- Ongoing root pruning of plants as needed
- Attend Peoria Sale and other nurseries for purchase of new stock
- Propagate cuttings

August

- Weekly crews to clean up, fertilize and divide perennials
- Ongoing root pruning of plants as needed
- Attend nursery sales

September

- Weekly crews to clean up, and divide perennials
- Ongoing root pruning of plants as needed
- Propagate cuttings
- Attend nursery sales

October

- Weekly crews to clean up and divide perennials
- Ongoing root pruning of plants as needed
- Propagate cuttings
- Do a year-end inventory (including all new plants purchased at sales)
- Update Plant Sale database after inventory has been taken
- Inventory for next year's supplies (pots, trays, fertilizer, etc.). Order by Nov. 1st

November

- Request greenhouses and pipes be winterized
- Start label inventory and have labels printed and put together
- Weekly crews to clean up and divide perennials
- Ongoing root pruning of plants as needed
- Propagate cuttings
- Inventory seed before ordering more
- Seed meeting
- Order seed for following year

December

- Weekly crews to clean up and divide perennials
- Ongoing root pruning of plants as needed
- Make greenhouse seed sheet for the next year with list of varieties to grow from seed, growing info and plant sale code for each variety. Put in binder at greenhouse. Send sign maker a copy for their use in making signs. (Refer to “Making Individual Plant Sign” criteria in Westside GH binder.)

[Last updated August 2022]

ARCHIVED POSITIONS

BAKE SALE

The DCMG annual bake sale is held the weekend prior to Thanksgiving at Sherm's Thunderbird Market in Roseburg. As chairperson(s), it is your responsibility to facilitate this fund raiser for the chapter. The following is a brief outline of your duties:

- After the first of the year (the sooner the better), contact the manager at Sherm's Market to reserve date (7am – 4:30 pm Saturday before Thanksgiving).
- Schedule extension kitchen for day before bake sale (Friday) to receive baked goods. (Noon -5:00Ppm)
- At September membership meeting, remind members of date for Bake Sale and circulate committee sign-up sheets for duties associated with the sale.
- In October newsletter write brief blurb reminding membership of bake sale date to reserve on their calendar.
- In Mid-October, send weekly emails to soliciting sign-ups, donations of baked goods or money for non-bakers and pie tins. Also, remind membership that flyers are in the Plant Clinic. Contact manager at Sherm's Thunderbird and verify the scheduled date reservation.
- At October membership meeting, give presentation encouraging participation in bake sale and discuss pertinent details. Have bake sale flyers ready for members to distribute throughout Douglas County. Pass around the committee Sign-up sheets and let members know they will be in the Plant Clinic for others to access easily.
- Throughout October and November, co-ordinate the distribution of donated ingredients, pie tins and money to those who bake a lot of goods.
- In November newsletter, write a more detailed article including details of sign-up for working the sale, dates and times for dropping off bake goods, suggestions for festive wrapping, packaging, etc. Don't forget to mention sign-up sheets located in the Plant Clinic. Contact the Publicity Chair and have an ad posted in the News Review. At the same time, contact the people who manage the web site and Facebook page to add an announcement about the Bake Sale. Provide the flyer file to be used for the announcement.
- Approximately 2 weeks prior to the sale, contact UCAN and arrange pick up and return of materials needed for a food collection site at the Sale.

- Monday before sale, send email out to membership reminding them to bake and also of their commitment to work the sale if they have signed up. Send email to the committee members with job descriptions, time to report and expected time of service.
- On Thursday before the sale, pick up tables, chairs and rolling shelves from the Discovery Garden. The shelves are located in the yellow barn and the tables and chairs are in the storage on the back side of the pavilion. Keys are in the Greenhouse.
- On the day before the Bake Sale (Friday) arrive early (12:30pm) to begin accepting baked goods, log, attach ingredient labels, price and add decorative wrapping, if necessary.
- On day of sale arrive early (7:00am) to set up baked good and receive baked goods coming in. Make sure all goods are wrapped thoroughly with price affixed along with completed ingredient label. Last half hour of sale slash prices to ½.
- Make arrangements ahead of time for treasurer to be present at end of sale to take money for tallying and deposit.
- Make arrangements for tables, chairs and rolling carts to be returned to the Discovery Garden

A comprehensive outline is contained in the large gray tote at the Extension Office with time line, Newsletter articles, flyers, contact information, sign up sheets, and all materials needed.

[Last updated February 14, 2017]

HISTORIAN

The Historian maintains a scrapbook or on-line record of pictures, articles and other materials as a record of the chapter's history.

This committee is not currently active.

[Last updated January 15, 2016]

PLANT CLINIC - CANYONVILLE FARMERS MARKET

The Canyonville Farmers Market Coordinator is responsible for the following:

Determine when the booth will be first opened. This is usually the first Wednesday in May and will run through September.

All materials from the previous season and equipment are stored in the attic of the Extension Service building. Review those materials and equipment and arrange with the Plant Clinic Manager to replenish all necessary materials for the market.

Contact the Farmer's Market manager when the booth will open. The market coordinators will make arrangements for the canopy/materials to be delivered to the market each week.

Advertise the Farmer's Market and hours to all new students during class sessions and to the membership at general meetings. Inform the membership of all procedures. Advise when and where members can sign up to volunteer for the market. Ensure that required volunteers are present each week.

Keep the membership advised of all needs and requests during the season. Take care of any questions and requests from the market volunteers. Replenish any materials that have been exhausted during the season. Bring any major problems to the Plant Clinic Manager and the Executive Board.

In September, determine if new equipment will be needed such as canopy, table, totes.

Determine a budget and submit to Plant Clinic Manager for Board review in October of each year.

At the end of the season, bring all materials and equipment back to the Extension Service to be stored in the attic of the building. Turn over all log book entries to the Plant Clinic Manager so that final statistics may be compiled.

[Last updated February 18, 2017]

PHOTOGRAPHY

The goal of the Photography Team Director is to oversee and educate the team and assign members to photograph events and activities in order to acquire quality photographs for use in our newsletter, website, Facebook and for historical documentation.

The team will meet occasionally and discuss how to better serve and promote the Master Gardener organization. Discussions provide a learning environment to raise the quality of our photographs. Any Master Gardener from beginner to expert is welcome to join the group if they have an interest in photography.

Members of the Photo Team should carry a camera with them when attending any Master Gardener event, training or at the Discovery Garden. Newer cell phones or regular cameras are acceptable to use. During certain events, the Director may assign team members to be photographers in order to be certain that we get great documentation. Team photographers may request their subjects to pose or move around to capture the best result.

Dropbox was chosen to act as a “one-stop” place to add, edit and store photographs. They have been organized into convenient categories based on events and Discovery Garden areas. The photo director is responsible for monitoring the Photo Upload file and reviewing all photos for quality and content prior to moving them into the Master Photo File. A team member can download Dropbox on their computer for a convenient place to upload photos for organizational use. The members in charge of Facebook and the website, and the Historian and Newsletter Editor will have access to the master photo files.

The use of our photos is for the Master Gardener newsletter and social media. If a news media organization requests a photograph, it can be released based on legitimate need. Although photo releases are signed by most members and are nice to have, they are not necessary for our organizational purposes. It has been made clear to members that if they are asked to be part of a photo and don't wish to participate, they can decline to be photographed. These guidelines have been designed because it is not always possible to know who has signed a release a photo was taken.

[Updated April 22, 2019]