

**DOUGLAS COUNTY MASTER GARDENERS**  
**Chapter Meeting (via Zoom)**  
**July 30, 2020**

**Call to Order:** The meeting via Zoom was called to order at 10:23 AM by President Nancy Fuller. Board members attending were Nancy Fuller, Bonnie Courter, Kay Livermore, Chris Rusch, and Toni Rudolph. There were a total of 14 members attending including Agent Steve Renquist.

**Agenda Approval:** Bonnie Courter asked that Newsletter and Winter Training Class be added to the agenda. Diana Circle asked that Awards be added to the agenda.

**Minutes Approval:** The minutes as posted on the website were approved.

**Agent's Report - Steve Renquist:**

- Plant Clinic - Clients from the public are not allowed to come into the clinic right now. They may leave samples and/or questions at the table in front of the office, and if the MG manning the clinic is agreeable, they can meet with the client outside the door to address their problem, wearing a mask and distancing. If MG's come into the Extension office, they need to stop and announce themselves at the front desk and sign in. If Steve is in his office and a MG has a question, they may come into his office, one at a time, masked, and discuss issues, or meet Steve at another location.
- Outdoor Meetings - We can meet at the Discovery Garden for meetings of 50 or less as long as MG's wear masks and keep a 6' distance. Bonnie Courter asked if we can have our August chapter meeting at the Discovery Garden since at that meeting the new Executive Board members will be installed. Discussion followed and it was put to a vote. **Bonnie moved that we conduct the August 27 Chapter Meeting at 9:00, no potluck, sitting spaced and wearing masks under the shade of the fir trees in front of the Victory Garden, and using the portable microphone. Toni Rudolph seconded it. It was unanimously approved.**
- Diagnostics - Steve will be starting up some diagnostics classes this fall, focusing on more of a general approach to diagnostics in order to help the new class. He might conduct these on a regular basis, following a set curriculum, and making use of various locations in more public spaces like parks. Veteran MG's can participate and perhaps bring plant problems to talk about. Participants would, of course, be required to wear masks and keep spacing.

**OFFICER REPORTS**

**Membership - Kay Livermore:** We have 250 members presently.

**OMGA - Barbie Hamby:** Not present

**Treasurer - Toni Rudolph:** Toni sent financials to the Board as well as to Julie Stanbery and Diane Smith-Lewsadder. We received \$2500 for Eastside Greenhouse from Cow Creek, an award of \$250 for signage for the Herb Garden, and the \$400 Educator Grant for Spring Into Gardening. Toni paid the diver \$300, and the deposit was paid for renting the facility in Winston for Trash to Treasure next year. (That deposit is refundable if necessary).

**Vice-President - Diana Woodward:** Not present

**Past President - Chris Rusch:** No report

**President - Nancy Fuller:** No report

## **COMMITTEE REPORTS**

**Plant Clinic - Chris Rusch:** The Plant Clinic opened on a modified schedule of 1:00-3:00 on July 15, with one person manning the clinic each day. Starting this week, however, we can have one trainee join the assigned veteran on Mondays and Wednesdays. Chris sent out an email inviting the new students to sign up on those days, but did not get much of a response. A couple of veterans have signed up to cover Thursdays for the rest of August. Chris would like to reduce the new student requirement for Plant Clinic hours for this year only since the new students do not have enough opportunities to fulfill their hours. They only would need to work 3 times in the clinic. Steve was agreeable to that for this year's class only.

Chris made a motion that we only require the Class of 2020 to work 3 tours of plant clinic duty to fulfill their clinic payback obligations. Jan Kirchner seconded the motion. The motion was unanimous and carried.

**Newsletter/Winter Training - Bonnie Courter:**

Newsletter: Articles are due this Saturday, August 1.

WTC: Kish Doyle and Bonnie have had meetings with Steve, Julie Stanbery and Laura Corder regarding next year's training class. If restrictions do not ease by January, we are limited to only 25 in the auditorium at one time. That would mean restricting enrollment to only 14 students and 7 mentors. No food would be allowed, so no snacks or first day potluck. All attendees will be required to wear masks and physically distance during class. Veteran MG's will not be allowed to sit in on the classes next year.

In the next few months, Kish and Bonnie will be reviewing the waiting list of 30 people to see if they are still interested enough to fill out an application. Steve will be contacting lecturers to see if they are willing to come as well, and will put together a schedule in the next few months.

Our goal is to have in-person classes if at all possible instead of online lectures. Before the closures, Kish and I were feeling that we need not charge an extra \$100 to be refunded when payback hours were completed, as had been discussed in the past. With the rigorous interviews conducted by Steve and Kish for last year's class, we felt that it produced an enthusiastic, committed group. Unfortunately the COVID hit and they were not able to volunteer as hoped. We will revisit the question in the future.

**Awards - Diana Circle:** Diana is requesting that crew leaders for the greenhouses, Discovery Garden and Victory Garden give her the list of names of MG's helping out in their respective areas.

## **OLD BUSINESS**

Zoom meetings: Nancy warned that we may have to conduct meetings via Zoom for some time now. The challenge is to get people to join each month. Terril Lowe volunteered to email Nancy some ideas on how to get more MG's participating by Zoom since she has that skill set.

## **NEW BUSINESS**

2020 Audit Report - Nancy Fuller for Vicki McAlister: The audit was completed on June 25. The Audit Committee consisting of Patrice Sipos, Karolyn Riecks and Vicki McAlister was satisfied with the work of the Treasurer and all was in good order. Because of the COVID closure, however, the committee was not able to verify information on the computer in the Plant Clinic. Following the methodology used by OMGA for off-site backup of financial data, the committee recommended that the Treasurer maintain a backup on two thumb drives that will be handed off to the President at each meeting. This will provide an additional layer of security for chapter financial data.

2021 Budget Planning - Nancy & Toni: Toni redid the budget because of COVID-related restrictions on our fundraising. The revised budget is operational through April 2021, so we should put off developing a complete budget until February of 2021 when we should know for certain whether we can have a plant sale in 2021. **Toni made a motion to postpone developing a budget until February 2021 since we currently have an operational budget to cover us until May 2021. Jan Kirchner seconded the motion. The vote was unanimous and the motion carried.**

Approval of Policy & Procedure Changes - Nancy: (vote results include phone & text balloting as well as votes from Zoom attendees)

- Increasing travel per diem from \$100 to \$150 for OMGA meetings - Yes: 36; No: 2; Zoom: unanimous. Change approved.
- New awards policy by Diana Circle - Yes: 37; No: 1; Zoom: unanimous. Change approved.

Approval of Bylaw Changes - Nancy:

1. Meetings can be held online - Yes: unanimous. Change approved.
2. Quorum to have a legitimate vote from 25 to 20. - Yes: 31; No: 7; Zoom: unanimous. Change approved.
3. Voting can be done electronically online, text, phone or Zoom - Yes: Unanimous. Change approved.

Approval of 2021 Officers - Nancy:

The slate of officers for 2020-2021 is as follows:

**President** - Julie Stanbery  
**Past President** - Nancy Fuller  
**Vice-President** - Diana Woodward  
**Treasurer** - Diane Smith-Lewsadder

**Secretary** - Bonnie Courter  
**Membership** - Kay Livermore  
**OMGA Rep** - Barbie Hamby  
**OMGA Alternate** - Kish Doyle

**The proposed slate of officers was approved unanimously.**

## **ANNOUNCEMENTS**

Executive Board meeting  
Chapter meeting

August 12, 10:00 (Zoom)  
August 27, 9:00 at Victory Garden

**ADJOURNMENT:** The meeting was adjourned at 11:25 AM.

Respectfully submitted,  
Bonnie Courter, Secretary

4:08 PM  
07/29/20

Douglas County Master Gardeners  
Account Balances  
As of July 30, 2020

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	Jul 30, 20	
	<u>Debit</u>	<u>Credit</u>
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	33,996.82	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,005.31	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	1,754.49	
<b>TOTAL</b>	<b><u>40,756.62</u></b>	<b><u>0.00</u></b>

Douglas County Master Gardeners  
Cash Flow - Profit & Loss  
June 25 through July 30, 2020

	<u>Jun 25 - Jul 30, 20</u>
<b>Income</b>	
43400 · DONATIONS	
43440 · Grants	3,150.00
	<hr/>
Total 43400 · DONATIONS	3,150.00
45000 · Interest Income - Bank	5.45
47000 · SPECIAL EVENTS	
47100 · PLANT SALE	
47150 · Sales - Pre Event	649.00
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Total 47100 · PLANT SALE	649.00
47220 · Compost Tea	330.00
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Total 47000 · SPECIAL EVENTS	979.00
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Total Income	4,134.45
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Gross Profit	4,134.45
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<b>Expense</b>	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61500 · ADMINISTRATION	
61560 · Newsletter Printing & Postage	18.83
61580 · Postage for Exec Board	22.00
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Total 61500 · ADMINISTRATION	40.83
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Total 61000 · MANAGEMENT & GENERAL	40.83
62000 · PROGRAM SERVICE PROJECT (PSP)	
62400 · DISCOVERY GARDEN (DG)	
62449 · Maintenance DG	48.49
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Total 62400 · DISCOVERY GARDEN (DG)	48.49
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Total 62000 · PROGRAM SERVICE PROJECT (PSP)	48.49
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63110 · Annual Pumping Expense (Diver)	300.00
63130 · Garbage Dump Fee	17.52
63140 · HLC Fire Extinguishers	52.00
63145 · HLC Maintenance	41.07
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Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	410.59
65000 · SPECIAL EVENTS	
65230 · Compost Tea	148.33
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Total 65000 · SPECIAL EVENTS	148.33

4:08 PM  
07/29/20  
Cash Basis

**Douglas County Master Gardeners**  
**Cash Flow - Profit & Loss**  
June 25 through July 30, 2020

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	<u>Jun 25 - Jul 30, 20</u>
<b>66000 · UTILITIES</b>	
66010.2 · Electricity - 82346502 - HLC	236.03
66020.2 · Electricity - 81156829 - Pump	22.14
66050 · Water - Heleck Hall Meter	238.31
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<b>Total 66000 · UTILITIES</b>	496.48
<b>67000 · EXPENSE APPROVED NOT BUDGETED</b>	
67007 · Trash to Treasure	350.00
67022 · ESG - 2020 Cow Creek Grant	364.85
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<b>Total 67000 · EXPENSE APPROVED NOT BUDGETED</b>	714.85
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<b>Total 60000 · EXPENSES</b>	1,859.57
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<b>Total Expense</b>	1,859.57
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<b>Net Income</b>	<b>2,274.88</b>
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Douglas County Master Gardeners  
Profit & Loss Forecast Overview  
January 2020 through April 2021

	Jan '20 - Apr 21	Forecast	\$ Over Forecast
<b>Income</b>			
43400 · DONATIONS			
43410 · Contributions	10.00	0.00	10.00
43420 · Amazon Smile Foundation	38.45	40.00	-1.55
43430 · Kroger Community Rewards	25.01	5.00	20.01
43440 · Grants	3,150.00	0.00	3,150.00
<b>Total 43400 · DONATIONS</b>	<b>3,223.46</b>	<b>45.00</b>	<b>3,178.46</b>
44800 · DUES- MEMBERSHIP			
44810 · Membership Dues	2,210.00	2,210.00	0.00
44820 · Newsletter	262.50	262.50	0.00
<b>Total 44800 · DUES- MEMBERSHIP</b>	<b>2,472.50</b>	<b>2,472.50</b>	<b>0.00</b>
45000 · Interest Income - Bank	24.62	70.00	-45.38
46400 · PROGRAM SERVICE PROJECT (PSP)			
46440 · Soil Testing	430.00	430.00	0.00
46450 · Spring into Gardening - REFUND	250.00	250.00	0.00
<b>Total 46400 · PROGRAM SERVICE PROJECT (PSP)</b>	<b>680.00</b>	<b>680.00</b>	<b>0.00</b>
47000 · SPECIAL EVENTS			
47100 · PLANT SALE			
47110 · Raffle	0.00	0.00	0.00
47120 · Entrance Fees	0.00	0.00	0.00
47130 · Sales - Event	0.00	0.00	0.00
47140 · Sales - Post Event	0.00	0.00	0.00
47150 · Sales - Pre Event	11,755.78	0.00	11,755.78
47160 · Sales - Vendors' Booths	0.00	0.00	0.00
47170 · Tips for 4-H Volunteers	0.00	0.00	0.00
<b>Total 47100 · PLANT SALE</b>	<b>11,755.78</b>	<b>0.00</b>	<b>11,755.78</b>
47210 · Bake Sale	0.00	0.00	0.00
47220 · Compost Tea	330.00	950.00	-620.00
47230 · Tee Shirt Sales	0.00	0.00	0.00
47235 · Black Apparel	600.00	0.00	600.00
47240 · Trash-To-Treasure	4,399.18	3,000.00	1,399.18
47250 · Vermiculture - Worms	0.00	0.00	0.00
47255 · Grafted Apple Trees	350.00	0.00	350.00
<b>Total 47000 · SPECIAL EVENTS</b>	<b>17,434.96</b>	<b>3,950.00</b>	<b>13,484.96</b>
<b>Total Income</b>	<b>23,835.54</b>	<b>7,217.50</b>	<b>16,618.04</b>
<b>Gross Profit</b>	<b>23,835.54</b>	<b>7,217.50</b>	<b>16,618.04</b>
<b>Expense</b>			
60000 · EXPENSES			
61000 · MANAGEMENT & GENERAL			
61100 · AWARDS & BANQUET			
61110 · Awards	0.00	112.00	-112.00
61120 · Banquet	0.00	224.00	-224.00
<b>Total 61100 · AWARDS &amp; BANQUET</b>	<b>0.00</b>	<b>336.00</b>	<b>-336.00</b>



Douglas County Master Gardeners  
Profit & Loss Forecast Overview  
January 2020 through April 2021

	Jan '20 - Apr 21	Forecast	\$ Over Forecast
61200 · CONFERENCES			
61210 · Chapter Meetings	0.00	0.00	0.00
61230 · OMGA International	0.00	0.00	0.00
61240 · OMGA Quarterly Meetings	0.00	0.00	0.00
61250 · OMGA Travel	0.00	239.00	-239.00
Total 61200 · CONFERENCES	0.00	239.00	-239.00
61300 · OMGA Dues	1,547.00	3,121.00	-1,574.00
61400 · GRANTS/GIFTS/SCHOLARSHIPS			
61420 · 4-H Donation	0.00	0.00	0.00
61440 · Gifts - Hallmark postage/cards	0.00	50.00	-50.00
61450 · Gifts - Miscellaneous	5.00	5.00	0.00
61460 · Gifts - Officers	0.00	0.00	0.00
61470 · Grant Purchases	0.00	0.00	0.00
61480 · Scholarships	0.00	0.00	0.00
Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS	5.00	55.00	-50.00
61500 · ADMINISTRATION			
61510 · Bank Charges	0.00	0.00	0.00
61520 · Check Print Charges	0.00	50.00	-50.00
61530 · Historian	0.00	0.00	0.00
61540 · Hospitality	132.98	168.00	-35.02
61550 · Liability Insurance	0.00	505.00	-505.00
61560 · Newsletter Printing & Postage	149.81	415.00	-265.19
61570 · OMGA Search for Excellence	0.00	0.00	0.00
61580 · Postage for Exec Board	22.00	80.00	-58.00
61590 · Supplies for Exec Board	0.00	150.00	-150.00
Total 61500 · ADMINISTRATION	304.79	1,368.00	-1,063.21
Total 61000 · MANAGEMENT & GENERAL	1,856.79	5,119.00	-3,262.21
62000 · PROGRAM SERVICE PROJECT (PSP)			
62110 · ADVANCED TRAINING			
62120 · Continuing Education	0.00	0.00	0.00
62125 · Spring into Gardening	0.00	0.00	0.00
62150 · WINTER PROGRAM			
62160 · New Class - Supplies	8.99	29.00	-20.01
64170 · Speakers	450.00	1,100.00	-650.00
Total 62150 · WINTER PROGRAM	458.99	1,129.00	-670.01
Total 62110 · ADVANCED TRAINING	458.99	1,129.00	-670.01
62200 · CLINIC & OFFICE			
62210 · Farmers' Market - Canyonville	0.00	0.00	0.00
62220 · Farmers' Market - Roseburg	0.00	0.00	0.00
62240 · Insects	45.71	56.00	-10.29
62250 · Library	0.00	0.00	0.00
62260 · Plant Clinic & Office Supplies	0.00	30.00	-30.00
62280 · Soil Testing	400.00	850.00	-450.00
62290 · Website Development	0.00	150.00	-150.00
Total 62200 · CLINIC & OFFICE	445.71	1,086.00	-640.29

Douglas County Master Gardeners  
Profit & Loss Forecast Overview  
January 2020 through April 2021

	Jan '20 - Apr 21	Forecast	\$ Over Forecast
62300 · COMMUNITY OUTREACH			
62310 · DC Fair Outreach Booth	0.00	0.00	0.00
62320 · Printing Materials 4 Outreach	0.00	0.00	0.00
62330 · Speakers Bureau	0.00	0.00	0.00
Total 62300 · COMMUNITY OUTREACH	0.00	0.00	0.00
62400 · DISCOVERY GARDEN (DG)			
62402 · Butterfly Garden	0.00	0.00	0.00
62405 · Children's Garden	24.99	25.00	-0.01
62409 · Compost/Biochar/Vermiculture	0.00	0.00	0.00
62413 · Easy Access (Container Garden)	241.95	242.00	-0.05
62421 · Entry Garden	0.00	0.00	0.00
62425 · Herb Garden	0.00	0.00	0.00
62429 · Hummingbird Garden	0.00	0.00	0.00
62433 · Iris Garden	199.87	200.00	-0.13
62437 · Irrigation	0.00	0.00	0.00
62441 · Japanese Garden	0.00	0.00	0.00
62445 · Kiosk - Donor Board	0.00	0.00	0.00
62449 · Maintenance DG	264.99	517.00	-252.01
62453 · Mulch	0.00	0.00	0.00
62457 · Orchard	0.00	0.00	0.00
62461 · Ornamental Garden	0.00	0.00	0.00
62465 · Pavilion	0.00	0.00	0.00
62469 · Perennial Boarder	0.00	0.00	0.00
62473 · Raised Beds (Dahlia-Lily)	0.00	0.00	0.00
62477 · Rock Garden	0.00	0.00	0.00
62481 · Shade Garden	0.00	0.00	0.00
62485 · Signage	0.00	0.00	0.00
62488 · Straw Bale Garden	0.00	0.00	0.00
62491 · Sun Garden	0.00	0.00	0.00
62498 · Xeriscape Garden	0.00	0.00	0.00
Total 62400 · DISCOVERY GARDEN (DG)	731.80	984.00	-252.20
Total 62000 · PROGRAM SERVICE PROJECT (P...	1,636.50	3,199.00	-1,562.50
63000 · HORTICULTURAL LEARNING CTR(HLC)			
63110 · Annual Pumping Expense (Diver)	300.00	300.00	0.00
63120 · Eastside Greenhouse Maintenance	709.84	3,370.00	-2,660.16
63125 · Eastside Greenhouse Supplies	160.58	188.00	-27.42
63130 · Garbage Dump Fee	32.52	225.00	-192.48
63140 · HLC Fire Extinguishers	52.00	60.00	-8.00
63145 · HLC Maintenance	178.00	484.00	-306.00
63150 · HLC Orchard	0.00	0.00	0.00
63160 · Toilet Repairs & Supplies	9.59	60.00	-50.41
63170 · Tree Trimming Professional	0.00	0.00	0.00
63180 · Victory Garden	237.39	473.00	-235.61
63185 · Victory Garden Signage	0.00	0.00	0.00
63190 · Westside Greenhouse Maintenance	98.22	367.00	-268.78
63195 · Westside Greenhouse Supplies	-59.00	104.00	-163.00
Total 63000 · HORTICULTURAL LEARNING CTR(...	1,719.14	5,631.00	-3,911.86

Douglas County Master Gardeners  
Profit & Loss Forecast Overview  
January 2020 through April 2021

	Jan '20 - Apr 21	Forecast	\$ Over Forecast
65000 · SPECIAL EVENTS			
65100 · PLANT SALE (PS)			
65110 · Advertising	355.19	1,555.00	-1,199.81
65120 · Contributions - PS Volunteers	0.00	0.00	0.00
65130 · Exhibit Fees	0.00	3,400.00	-3,400.00
65140 · Next Year's Seeds	0.00	800.00	-800.00
65150 · Next Year's Supplies - PS	0.00	1,000.00	-1,000.00
65164 · Plants - Eastside	174.96	475.00	-300.04
65168 · Plants - Westside	0.00	300.00	-300.00
65170 · Supplies	743.88	2,744.00	-2,000.12
Total 65100 · PLANT SALE (PS)	1,274.03	10,274.00	-8,999.97
65190 · PROPANE TANKS			
65191 · Eastside Greenhouse #1 75532	527.76	1,528.00	-1,000.24
65193 · Eastside Greenhouse #2 MO327516	601.45	1,526.00	-924.55
65196 · Westside Greenhouse #3 49518	515.66	1,291.00	-775.34
65198 · Westside Greenhouse #500 48450	352.94	753.00	-400.06
Total 65190 · PROPANE TANKS	1,997.81	5,098.00	-3,100.19
65210 · Bake Sale	0.00	75.00	-75.00
65230 · Compost Tea	148.33	150.00	-1.67
65250 · Taste-Off	0.00	0.00	0.00
65270 · Tee Shirts	0.00	0.00	0.00
65275 · Black Apparel	589.00	589.00	0.00
65290 · Trash-To-Treasure	39.99	390.00	-350.01
Total 65000 · SPECIAL EVENTS	4,049.16	16,576.00	-12,526.84
66000 · UTILITIES			
66010.2 · Electricity - 82346502 - HLC	1,810.28	5,974.00	-4,163.72
66020.2 · Electricity - 81156829 - Pump	47.27	325.00	-277.73
66050 · Water - Heleck Hall Meter	657.66	1,094.00	-436.34
66060 · Water - Caretakers Meter	29.39	100.00	-70.61
Total 66000 · UTILITIES	2,544.60	7,493.00	-4,948.40
67000 · EXPENSE APPROVED NOT BUDGETED			
67001 · Plant Clinic Office	212.00	212.00	0.00
67007 · Trash to Treasure	350.00	350.00	0.00
67011 · Rock Garden - 2019 Karl Carlson	0.00	200.00	-200.00
67012 · Signage - 2020 Karl Carlson	0.00	250.00	-250.00
67013 · Extension Educator Grant - 2020	0.00	400.00	-400.00
67021 · ESG - 2019 Ford Grant	2,239.67	2,239.67	0.00
67022 · ESG - 2020 Cow Creek Grant	364.85	2,500.00	-2,135.15
Total 67000 · EXPENSE APPROVED NOT BUDG...	3,166.52	6,151.67	-2,985.15
Total 60000 · EXPENSES	14,972.71	44,169.67	-29,196.96
68001 · Voids	0.00		
Total Expense	14,972.71	44,169.67	-29,196.96
<b>Net Income</b>	<b>8,862.83</b>	<b>-36,952.17</b>	<b>45,815.00</b>