

**OSU DOUGLAS COUNTY MASTER GARDENER
Executive Board Meeting
Douglas County Courthouse, Rm. 310
August 9, 2017**

Attendance: Bonnie Courter, Patrice Sipos, Ruth Stafford, Diana Circle, Betty Ison, Toni Rudolph, Nancy Fuller, Elva Sellens, Chris Rusch, Steve Renquist, Julie Stanbery, Barbara Horst, Barbara Anderson, Anne Bacon

Call to Order: The meeting was called to order at 9:58 AM by President, Chris Rusch.

Minutes: The minutes were approved as published online.

Agents Report - Steve Renquist: Steve didn't have much to report as he had been on vacation. The Douglas County Fair is starting today and we seem to be well-represented.

OFFICER REPORTS

Membership - Diana Circle: We are holding steady at 269 members. Even though there are no changes to the roster, Diana will be sending out a roster for this month to the members.

OMGA - Nancy Fuller: The next OMGA quarterly meeting will be September 15 and 16 in Jackson County, location to be announced. At this meeting nominations of officers will take place. Nancy expressed again her concern that the OMGA Bylaws are being violated by allowing the Treasurer to continue to be on the ballot year after year when each position is limited to one to two years. OMGA non-profit status could be threatened if they don't abide by the bylaws of the organization.

Treasurer - Patrice Sipos: Financials were distributed. She noted that the budgets have a different format due to the implementation of QuickBooks. Budgets are required from all committee heads by September 5th. The budget meeting will be held September 13th during the Executive Board meeting. Scholarship money for the IMGCC is not available yet, but contact Patrice if you attended the conference and would like to receive the \$200 scholarship. She will be submitting a list to Mary Hofmann in the office, and will let members know when the money is available.

Vice-President - Anne Bacon: The August Chapter meeting will be held at the home of Tracey Berry. She lives on North Bank Road in the Glide area.

President - Chris Rusch: Chris shared a thank-you postcard from IMGCC thanking our chapter for hosting them during the tour of the Discovery Garden. She reminded everyone to submit their budgets to Patrice by September 5th. We will be reviewing the budget a month early at the Board meeting in September due to Patrice not being available at the October Board meeting.

COMMITTEE REPORTS

Community Outreach - Jude Stensland: Jude was not present as she was manning the Fair booth.

Plant Clinic - Chris Rusch: The number of contacts in the Plant Clinic are comparable to last year at this time. She noted that our trainees do not seem as dedicated to getting in their clinic hours as last year's. There are openings for both veterans and trainees in the next few months.

Greenhouses West & East: No representatives were present, but activity in the greenhouses has been rather subdued due to the excessive heat wave we're experiencing.

Awards - Betty Ison: Betty noted that the sign up sheet for the Awards Banquet is not available in the Plant Clinic as requested. Chris said she will make sure there is one there today and will contact Judy Huntley.

Betty also brought an aerial photograph of the HLC taken in 1989, the year she became a Master Gardener, to show the huge changes that have taken place over the years. Bonnie Courter will scan it and publish it in next month's Newsletter for all to see.

Discovery Garden - Julie Stanbery:

- Julie would like to change the rules for Master Gardeners using the Pavilion for private parties. She feels the Master Gardener who wants to reserve it should have their required 60 hours completed before they can use it. There was a consensus with the Board and Julie will make the change in the Policies and Procedures manual.
- There's been an issue with people turning on the river water valve resulting in low pressure. Julie will post a sign on the valve.
- Julie had a question on how to secure parking passes for large groups visiting the Discovery Garden. Steve said to let Mary Hofmann know in advance and she will make sure they're available.
- The dead trees near the Victory Garden will come down in October.
- We will be purchasing a new tractor as soon as the old one is no longer useable.

Victory Garden - Ruth Stafford: There's been an increase in donated produce from last year at this time. They are trying to grow cantaloupe and overwinter broccoli. There are several wheelbarrows that are in poor condition, and Ruth would like to purchase at least two new ones. Julie will price them out as funds are available in the HLC budget. The rubber ones are more desirable over the metal ones. Also Elva asked that Julie look into purchasing some new plastic tubs as well. Bill Fuller has written a great writeup for a new sign that explains the history behind the term, "Victory Garden". Ruth will submit for the new sign along with the few Julie has in mind for other areas.

Newsletter - Bonnie Courter: Bonnie reminded everyone to submit their "ugly tomato" photos to her for the "Ugliest Tomato Contest" as announced in last month's Newsletter.

Publicity/Facebook - Barbara Horst: Nothing to report.

Farmer's Market & Canyonville Market - Barbara Anderson & Barbara Horst: Barbara Anderson reported that the Farmer's Market is very busy, seeing around 20-30 contacts each time. More volunteers are needed for August and September. If there are no volunteers for a Saturday, she will not be setting up the booth. Barbara Horst reported that the Canyonville Market is going very well.

New Business

Toni Rudolph reported on behalf of the Audit Committee consisting of herself, Vicki McAlister, and Karolyn Riecks. The report is attached to these minutes.

They found Patrice Sipos to be doing a great job and all is in order. She has instituted a new bookkeeping system in QuickBooks. She is also creating separate lines for propane tank usage for East and Westside Greenhouses. (Julie mentioned that we will be getting a new water meter through Umpqua Basin due to the repurposing of Helleck Hall, so we will be billed directly for water once it is installed.)

The Audit Report will be presented at the August Chapter meeting to the membership.

Other Business

Patrice said that Carol Bolt's father passed away yesterday. Linda Thames will be sending her a card of condolence.

ANNOUNCEMENTS

Insect Committee	1st and 3rd Mondays. 10 AM
DCMG Chapter Meeting & Potluck	August 31, 10 AM, residence of Tracey Berry
DCMG Executive Meeting	September 13, 10 AM, location to be announced
Discovery Garden Workdays	Tuesdays, 8:30-11:30
Awards Banquet	Saturday, October 7, 5:30 PM, 1st United Methodist Church

Adjournment: The meeting was adjourned by President Chris Rusch at 10:54 AM.

Respectfully Submitted,
Bonnie Courter for Barbara Robinson, Secretary

**Douglas County Master Gardeners Audit Report
For Period July 20, 2016 to July 5, 2017**

The audit was performed on July 5, 2017. We met with our current treasurer, Patrice Sipos, in the DCMG Plant Clinic. The audit committee members were Karolyn Riecks, Toni Rudolph, and Vicki McAlister.

The following items were reviewed during the audit:

1. Confirmed our chapter 2016 Tax Return was filed with the OMGA treasurer.
2. Verified that chapter liability insurance is in force for the requisite number of members.
3. Checked that expected financial documentation on the Clinic office computer including financial statements, bank statements, reconciliation reports, tax return, and Quicken data file was up to date and complete.
4. Verified that the current budget was being used to monitor income and expenses.
5. Reviewed random financial transactions for the audited period to verify that transactions were properly documented and accurate.
6. Reviewed bank statements and reconciliation reports to ensure that our electronic records accurately reflect transactions in our bank accounts.
7. Verified that financial data is backed up in multiple locations.
8. Reviewed overall state of paper files and documentation.

After the above review, we were satisfied that the Chapter's books are being maintained in accordance with generally accepted accounting standards and are accurate.

Since the Treasurer is in the process of migrating the chapter books to new accounting software, the committee recommended that separate line items or accounts be maintained for the four propane tanks at the Discovery Garden.

Respectfully submitted by:

Karolyn Riecks, Toni Rudolph, and Vicki McAlister Audit Committee for 2017

Account Balances - As of 8/8/2017

Account	8/8/2017 Balance
Bank Accounts	
Checking-Umpqua Bank	0.00
Money Market-Reserves-Umpqua Bank	0.00
Money Market-Umpqua Bank	0.00
NWCC - Checking	4,657.98
NWCC - Member Account	100.00
NWCC - Savings	43,009.27
TOTAL Bank Accounts	47,767.25
OVERALL TOTAL	47,767.25

Cash Flow

6/15/2017 through 8/8/2017

8/8/2017

Page 1

Category	6/15/2017- 8/8/2017
INFLOWS	
Donations	
Contributions	157.00
TOTAL Donations	157.00
Dues-membership	10.00
Interest Income - Bank	10.58
PSP Income	
Clinic & Office	
Soil Testing	100.00
TOTAL Clinic & Office	100.00
TOTAL PSP Income	100.00
Special Events	
Plant Sale Income	
Plant Sales	
Sales-post	296.00
TOTAL Plant Sales	296.00
TOTAL Plant Sale Income	296.00
Special Events-other	31.83
Compost Tea	418.00
Misc Events	354.39
TOTAL Special Events-other	804.22
TOTAL Special Events	1,100.22
TOTAL INFLOWS	1,377.80
OUTFLOWS	
Bank Charge	49.74
Management & General	
Conferences	
OMGA International	382.28
OMGA Travel	548.86
TOTAL Conferences	931.14
OMGA Chapter Display	80.13
Print Check Charges	13.70
TOTAL Management & General	1,024.97
PSP Expense	
Clinic & Office	10.00
Plant Clinic & Office Supplies	18.99
TOTAL Clinic & Office	28.99
Discovery Garden	
Easy Access (Container Garden)	80.50
Electric - meter 23609842	50.89
Herb	74.52
Irrigation	9.97
Kiosk - donor board	20.00
Maintenance	364.77
Orchard	45.98
Shade Garden	25.00
Water - River Forks meter	369.96
Xeriscape	75.71
TOTAL Discovery Garden	1,117.30

Cash Flow
6/15/2017 through 8/8/2017

Category	6/15/2017- 8/8/2017
HLC	
Eastside Greenhouse Maintenan...	436.69
Garbage Dump Fee	9.00
Maintenance	122.95
Toilet Repairs & Supplies	15.63
Victory Garden	156.57
Westside Greenhouse Maintena...	263.78
TOTAL HLC	1,004.62
TOTAL PSP Expense	2,150.91
Special Events Expense	
Plant Sale Expense	
Electrical - meter 62314693	399.37
Exhibit Fees	-92.50
Next Year Seed	176.80
Plants	584.50
Propane	273.00
Supplies	-76.00
Water - Pitchford meter	158.52
TOTAL Plant Sale Expense	1,423.69
TOTAL Special Events Expense	1,423.69
Void	0.00
TOTAL OUTFLOWS	4,649.31
OVERALL TOTAL	-3,271.51

Current Budget - Current Year

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

8/8/2017

Page 1

Category	Actual	2017 Budget	Difference
INCOME	42,543.21	41,571.00	972.21
Donations	234.23	250.00	-15.77
Grants	57.23	250.00	-192.77
Dues-membership	2,370.00	2,400.00	-30.00
PSP Income	630.00	800.00	-170.00
Clinic & Office	630.00	800.00	-170.00
Soil Testing	630.00	800.00	-170.00
Special Events	39,061.14	37,850.00	1,211.14
Plant Sale Income	34,140.03	32,400.00	1,740.03
Plant Sales	34,140.03	32,400.00	1,740.03
Drawings	1,235.15	1,000.00	235.15
Entrance Fees	3,142.00	3,000.00	142.00
Sales-event	22,037.18	21,500.00	537.18
Sales-post	895.00	700.00	195.00
Sales-pre	3,349.70	3,200.00	149.70
Vendor Booth	3,481.00	3,000.00	481.00
Other Plant Sale Income	0.00	0.00	0.00
Special Events-other	4,921.11	5,450.00	-528.89
Bake Sale	0.00	1,500.00	-1,500.00
Compost Tea	785.00	950.00	-165.00
Misc Events	0.00	0.00	0.00
Trash-To-Treasure Sale	3,749.89	3,000.00	749.89
Other Special Events-other	386.22	0.00	386.22
Dues-membership	229.75	255.00	-25.25
Income for Newsletter	229.75	255.00	-25.25
Interest Income - Bank	18.09	16.00	2.09
EXPENSES	25,825.73	42,693.00	16,867.27
Bank Charge	61.74	0.00	-61.74
Management & General	3,356.64	7,488.00	4,131.36
Awards & Banquet	242.40	1,200.00	957.60
Awards	80.00	450.00	370.00
Banquet	162.40	750.00	587.60
Conferences	1,126.53	1,700.00	573.47
Chapter Meetings	0.00	200.00	200.00
OMGA International	382.28	250.00	-132.28
OMGA Quarterly Meeting	0.00	0.00	0.00
OMGA Travel	744.25	1,250.00	505.75
Dues-OMGA	1,638.00	1,659.00	21.00
Grants&Gifts&Scholarships	70.97	1,710.00	1,639.03
4-H Donation	0.00	80.00	80.00
Gifts - Hallmark	0.00	50.00	50.00
Officer Gifts	70.97	80.00	9.03
Scholarships	0.00	1,500.00	1,500.00
Other Grants&Gifts&Scholarships	0.00	0.00	0.00
Historian	0.00	25.00	25.00
Hospitality	147.07	200.00	52.93
Liability Insurance	0.00	650.00	650.00
OMGA Chapter Display	80.13	100.00	19.87
OMGA Search for Excellence	0.00	150.00	150.00

Current Budget - Current Year

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

8/8/2017

Page 2

Category	Actual	2017 Budget	Difference
Postage for Executive Board	15.85	30.00	14.15
Print Check Charges	13.70	24.00	10.30
Supplies for Executive Board	21.99	40.00	18.01
PSP Expense	7,384.00	16,250.00	8,866.00
Advanced Training	86.22	805.00	718.78
Continuing Education	0.00	550.00	550.00
Newsletter	86.22	255.00	168.78
Postage	86.22	255.00	168.78
Other Advanced Training	0.00	0.00	0.00
Clinic & Office	279.47	710.00	430.53
Farmers Markets	0.00	40.00	40.00
Insects	0.00	100.00	100.00
Library	0.00	100.00	100.00
Plant Clinic & Office Supplies	18.99	50.00	31.01
Soil Testing	250.48	300.00	49.52
Website Development	0.00	120.00	120.00
Other Clinic & Office	10.00	0.00	-10.00
Community Outreach	0.00	75.00	75.00
Fair Booth	0.00	50.00	50.00
Speakers Bureau	0.00	25.00	25.00
Other Community Outreach	0.00	0.00	0.00
Discovery Garden	2,959.63	7,260.00	4,300.37
Butterfly	25.00	315.00	290.00
Childrens	0.00	425.00	425.00
Compost & Biochar	0.00	50.00	50.00
Easy Access (Container Garden)	605.57	650.00	44.43
Electric - meter 23609842	165.47	600.00	434.53
Entry	11.97	50.00	38.03
Herb	131.75	300.00	168.25
Hummingbird	0.00	125.00	125.00
Iris	0.00	50.00	50.00
Irrigation	64.07	400.00	335.93
Japanese	0.00	200.00	200.00
Kiosk - donor board	20.00	50.00	30.00
Maintenance	648.95	900.00	251.05
Mulch	300.00	300.00	0.00
Orchard	45.98	100.00	54.02
Ornamental	78.27	100.00	21.73
Perennial Border	0.00	275.00	275.00
Raised Beds (Dahlia-Lily)	242.70	250.00	7.30
Rock Garden	0.00	520.00	520.00
Shade Garden	49.44	50.00	0.56
Signage	86.91	500.00	413.09
Sun Garden	0.00	150.00	150.00
Water - River Forks meter	407.84	500.00	92.16
Xeriscape	75.71	400.00	324.29
HLC	3,758.68	7,030.00	3,271.32
Annual Pumping Expense - diver i...	0.00	400.00	400.00
Eastside Greenhouse Maintenance	2,029.44	2,460.00	430.56
Eastside Greenhouse Supplies	66.92	400.00	333.08
Garbage Dump Fee	39.00	50.00	11.00

Current Budget - Current Year

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

8/8/2017

Page 3

Category	Actual	2017 Budget	Difference
HLC Fire Extinguishers	117.00	120.00	3.00
Maintenance	809.58	1,200.00	390.42
Toilet Repairs & Supplies	47.78	150.00	102.22
Victory Garden	374.39	650.00	275.61
Westside Greenhouse Maintenance	327.77	1,200.00	872.23
Westside Greenhouse Supplies	-53.20	400.00	453.20
Winter Program	300.00	370.00	70.00
New Class - Supplies	0.00	20.00	20.00
Speakers	300.00	350.00	50.00
Special Events Expense	15,023.35	18,955.00	3,931.65
Plant Sale Expense	14,669.19	18,600.00	3,930.81
Advertising	1,989.03	2,400.00	410.97
Contributions - Plant Sale Volunte...	11.06	350.00	338.94
Electrical - meter 62314693	3,842.34	3,600.00	-242.34
Exhibit Fees	2,856.00	3,000.00	144.00
Next Year Seed	291.20	750.00	458.80
Next Year Supplies - McConkey	0.00	2,800.00	2,800.00
Plants	602.00	1,200.00	598.00
Propane	2,398.07	1,500.00	-898.07
Supplies	1,926.73	1,500.00	-426.73
Vendor Costs	0.00	550.00	550.00
Water - Pitchford meter	752.76	950.00	197.24
Special Events-other	354.16	355.00	0.84
Bake Sale	13.05	75.00	61.95
Compost Tea	128.65	150.00	21.35
Taste-Off	0.00	30.00	30.00
Trash-To-Treasure Sale	102.46	100.00	-2.46
Other Special Events-other	110.00	0.00	-110.00
Uncategorized	0.00	0.00	0.00
Void	0.00	0.00	0.00
Net Difference:	16,717.48	-1,122.00	17,839.48