

OSU DOUGLAS COUNTY MASTER GARDENERS

Executive Board Meeting

February 14, 2018

President Chris Rusch called the meeting to order at 10:04 am. Attending were Chris Rusch, Sharon Bordeaux, Diana Circle, Patrice Sipos, Nancy Fuller, Anne Bacon, Judy Huntley, Barbara Robinson, Betty Ison, Julie Stanbery, Ruth Stafford, Bonnie Courter, Ann Severson, Larry Sutton, Lenore Drake, Debbie Finley, and Elva Sellens.

The agenda was approved as presented.

The chapter minutes are available for review on the DCMG website. If there are no additions or corrections, the minutes are approved as posted.

Reports of those attending the meeting:

Agents Report: Steve Renquist

- Spring into Gardening is scheduled for February 24, 2018 and will be held in the UCC Bonnie Ford Health-Science building. A meeting for volunteers will be held at 10:00 am, February 16, 2018 in the Extension Office Conference Room. Attendance for Spring Into Gardening is expected to be 70+. Ads have been heard on the radio and seen on TV.
- Steve will be out of town for the Monday Rose/Entry Garden Pruning for 1-4 pm. Bonnie Courter offered to teach the class.
- Steve has agreed to remain through the 2019 Winter Training.

Membership – Diana Circle: Diana reported that there are currently 244 paid. We have had 4 members transfer in from other areas. A new roster was emailed to all members.

OMGA Representative – Nancy Fuller:

- The next quarterly OMGA meeting will be held in Salem. The Friday Leadership Forum will be on how to set up a Jr. Master Gardener program.
- Nancy notified Sue Nesbitt that our MG chapter would like to receive hard copies of the training manual.

Treasurer – Patrice Sipos: \$300 was budgeted for speakers and we spent \$500. The board agreed to leave it as an overage in the budget. Patrice announced that Debbie Finley is interested in becoming Treasurer next year.

Vice President – Anne Bacon: Phil Moulton of the Oregon State Bee Keepers Association will be our speaker at the February meeting. Mr. Moulton works in Douglas county and western Coos County (phillthebeeguy@gmail.com)(503) 332-6857 (phone & text)(503) 349-8463) and deals with swarms, cutouts, nondestructive removal methods, and swarm traps. He is glad to assist roofers when they find a bee issue in a roof. There is no charge to the caller. Hives are moved to his home and when strong they are adopted by a volunteer host and placed in their garden.

President – Chris Rusch: Chris expressed her concern with the Master Gardener membership retention numbers. The new membership of 244 reflects the new class. Last year's membership was 269 without the new class. The committee identified issues that may be affecting membership: OSU forms, recertification hours, commitment hours, and working in the plant clinic (some new students feel intimidated). Steve will talk to the new class. Chris and Larry Sutton will work together on possible solutions to the retention issue.

Plant Clinic – Chris Rusch: In January there were 32 contacts. There are nametags in the desk drawer in case anyone forgets their MG ID tag. The gray cabinet has been cleaned out and is now designated for Insect Committee storage.

Greenhouse West – Barbara Robinson: Crews are working to prepare plants for the plant sale. One Monday there were 26 members volunteering. The new heater installed in the main greenhouse is working well. Workdays are Monday until after the new class graduates in March.

Greenhouse East – Bruce Gravens: In Bruce's absence Ann Severson reported that crews are working to clean up plants. The workdays are Thursdays until after the new class graduates in March.

Awards – Betty Ison: There is an Awards Committee meeting immediately following the Executive Board Meeting.

Discovery Garden – Julie Stansbery:

- Six young men from the foster care system spent a Tuesday workday spreading chips in the Discovery Garden. They are willing to come and help again. Kathy & Steve Hart and Gail Robinson were on hand to help the boys.

- Five of the eleven new garden areas in the Butterfly Garden have new students as garden heads. Julie is planning a meeting in March so all the Butterfly Garden heads can meet one another.
- Geoff Puryear will be planting herbs the new beds completed by the workday crew.
- Burners and weeders to combat the Bittercress are needed. Feel free to volunteer!
- On Friday, February 16th, they will be digging the trench for the power to the yellow shed.
- The next workday is Tuesday, March 20th.

Newsletter – Bonnie Courter: Articles will be due on Monday, February 26th. The later deadline is to allow time to insert an article on the Spring Into Gardening workshop.

Trash to Treasures – Ann Severson: Trash to Treasures is March 10th. The sign-up sheet is in the clinic. You can contact Ann at 541-817-4983 or at grannieannie_56@yahoo.com if you have donations to be picked up or you can deliver them to the OSU Extension Auditorium on Friday morning, March 9th.

Plant Sale – Barbara Robinson: Barbara had signup sheets available at the last class and 2/3 of the new class has signed up to work at the plant sale. Barbara is still looking of for a new Plant Sale Chair (or Co-Chairs) to shadow her this year and take over the plant sale next year.

New Business:

- Annual Review of by-laws and Policy & Procedures: Officers and Committee Chairs have responded to the requests for changes. They will be reviewed at the March Executive Board Meeting.
- After discussion on term limits, the Executive Board agreed that the term of the Treasurer should be limited to 3 years. The change in by-laws must be presented in writing and read at two chapter meetings. The written proposal will be presented to the Executive Board in March, and presented to the chapter at the March and April meetings.
- After discussion, the Executive Board agreed that the cut-off date for previous year time card submission should be changed from January 31st to January 10th. A review of the by-laws and Policy & Procedures will be made to determine what steps need to be taken to make the change and the formal proposal will be presented at the March Executive Board Meeting.
- A Doggie Waste Station was purchased for the Discovery Garden. The cost was under \$300. Chris Rusch asked the Board to authorize payment from the general fund. Anne Bacon moved and Patrice Sipos seconded that the payment be made from the general fund. The motion passed unanimously.

The meeting adjourned at 11:35.

Respectfully submitted,
Sharon J Bordeaux, Secretary

Executive Board Meeting:	Wednesday, March 9, 10 AM, OSU Extension Conference Room
DCMG Chapter Meeting & CED:	Thursday, February 22, 9 AM – OSU Extension Auditorium
Plant Clinic	February – 4-days a week. 1 – 4, OSU Extension Office
Insect Committee:	1 st and 3 rd Mondays, 10 AM, OSU Extension Office
Discovery Garden:	Workday: Saturday, January 13-9-12
	Pruning Days: February 19, 1-4
Spring into Gardening	Saturday, February 24, UCC Bonnie Ford Health-Science building
Trash to Treasures	Saturday, March 10, OSU Extension Auditorium
Westside Greenhouse Workday:	Monday, 9-12
Eastside Greenhouse Workday:	Thursday, 9-12

8:04 AM
02/13/18

Douglas County Master Gardeners
Account Balances
As of February 13, 2018

	Feb 13, 18	
	<u>Debit</u>	<u>Credit</u>
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	33,060.80	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	1,843.60	
10000 · BANK ACCOUNTS:10102 · NWCC - MEMBER ACCOU...	100.07	
TOTAL	<u>35,004.47</u>	<u>0.00</u>

Douglas County Master Gardeners
Statement of Cash Flow
January 1 through February 13, 2018

Jan 1 - Feb 13, ...

OPERATING ACTIVITIES	
Net Income	-2,226.22
Adjustments to reconcile Net Income to net cash provided by operations:	
43400 · DONATIONS:43410 · Contributions	-40.00
44800 · DUES-MEMBERSHIP:44801 · Membership Dues	-1,890.00
44800 · DUES-MEMBERSHIP:44820 · Newsletter - Income	-192.50
46400 · PSP INCOME:46440 · Soil Testing	-240.00
47000 · SPECIAL EVENTS:47100 · Plant Sale Income:47105 · Sales - Pre Event	-6.00
60000 · EXPENSES:62000 · PSP EXPENSE:62200 · CLINIC & OFFICE:62208 · So...	110.61
60000 · EXPENSES:62000 · PSP EXPENSE:62400 · DISCOVERY GARDEN:6241...	61.93
60000 · EXPENSES:62000 · PSP EXPENSE:62400 · DISCOVERY GARDEN:6242...	102.72
60000 · EXPENSES:62000 · PSP EXPENSE:62400 · DISCOVERY GARDEN:6243...	291.00
60000 · EXPENSES:62000 · PSP EXPENSE:62400 · DISCOVERY GARDEN:6243...	192.55
60000 · EXPENSES:62000 · PSP EXPENSE:62400 · DISCOVERY GARDEN:6243...	183.84
60000 · EXPENSES:63000 · HLC - EXPENSE:63115 · Victory Garden	80.97
60000 · EXPENSES:64000 · WINTER PROGRAM:64103 · Speakers	500.00
60000 · EXPENSES:65000 · SPECIAL EVENTS:65100 · PLANT SALE EXPENSE:6...	610.32
60000 · EXPENSES:65000 · SPECIAL EVENTS:65100 · PLANT SALE EXPENSE:6...	1,246.26
66000 · OVERHEAD EXPENSES:66002 · PROPANE:66003 · Eastside Greenhouse...	700.18
66000 · OVERHEAD EXPENSES:66002 · PROPANE:66003 · Eastside Greenhouse...	249.22
66000 · OVERHEAD EXPENSES:66002 · PROPANE:66004 · Westside Greenhous...	265.12
Net cash provided by Operating Activities	0.00
Net cash increase for period	0.00
Cash at beginning of period	37,230.69
Cash at end of period	37,230.69

**Douglas County Master Gardeners
Profit & Loss Budget vs. Actual
January through December 2018**

Cash Basis

	Jan - Dec 18	Budget	\$ Over Bud...	% of Budget
Income				
43400 · DONATIONS				
43410 · Contributions	40.00	0.00	40.00	100.0%
43440 · Grants	0.00	450.00	-450.00	0.0%
Total 43400 · DONATIONS	40.00	450.00	-410.00	8.9%
44800 · DUES-MEMBERSHIP				
44801 · Membership Dues	1,890.00	2,500.00	-610.00	75.6%
44820 · Newsletter - Income	192.50	255.00	-62.50	75.5%
44800 · DUES-MEMBERSHIP - Other	0.00	0.00	0.00	0.0%
Total 44800 · DUES-MEMBERSHIP	2,082.50	2,755.00	-672.50	75.6%
45000 · INTEREST INCOME - BANK	0.00	35.00	-35.00	0.0%
46400 · PSP INCOME				
46440 · Soil Testing	240.00	700.00	-460.00	34.3%
Total 46400 · PSP INCOME	240.00	700.00	-460.00	34.3%
47000 · SPECIAL EVENTS				
47100 · Plant Sale Income				
47101 · Drawings	0.00	1,100.00	-1,100.00	0.0%
47102 · Entrance Fees	0.00	3,000.00	-3,000.00	0.0%
47103 · Sales - Event	0.00	22,000.00	-22,000.00	0.0%
47104 · Sales - Post Event	0.00	750.00	-750.00	0.0%
47105 · Sales - Pre Event	6.00	3,250.00	-3,244.00	0.2%
47106 · Booth Sales - Vendors	0.00	3,300.00	-3,300.00	0.0%
Total 47100 · Plant Sale Income	6.00	33,400.00	-33,394.00	0.0%
47200 · SPECIAL EVENTS - OTHER				
47201 · Bake Sale	0.00	1,500.00	-1,500.00	0.0%
47202 · Compost Tea	0.00	950.00	-950.00	0.0%
47204 · Trash-To-Treasure	0.00	3,000.00	-3,000.00	0.0%
Total 47200 · SPECIAL EVENTS - OTHER	0.00	5,450.00	-5,450.00	0.0%
Total 47000 · SPECIAL EVENTS	6.00	38,850.00	-38,844.00	0.0%
Total Income	2,368.50	42,790.00	-40,421.50	5.5%
Expense				
60000 · EXPENSES				
61000 · MANAGEMENT & GENERAL				
61100 · Awards & Banquet				
61101 · Awards	0.00	350.00	-350.00	0.0%
61102 · Banquet	0.00	750.00	-750.00	0.0%
Total 61100 · Awards & Banquet	0.00	1,100.00	-1,100.00	0.0%
61200 · CONFERENCES				
61204 · OMAG Quarterly Meetings	0.00	250.00	-250.00	0.0%
61205 · OMGA Travel	0.00	1,250.00	-1,250.00	0.0%
Total 61200 · CONFERENCES	0.00	1,500.00	-1,500.00	0.0%
61300 · DUES - OMGA	0.00	1,750.00	-1,750.00	0.0%
61400 · GRANTS GIFTS & SCHOLARSHIPS				

**Douglas County Master Gardeners
Profit & Loss Budget vs. Actual
January through December 2018**

Cash Basis

	Jan - Dec 18	Budget	\$ Over Bud...	% of Budget
61402 · 4-H Donation	0.00	80.00	-80.00	0.0%
61404 · Gifts - Hallmark	0.00	50.00	-50.00	0.0%
61406 · Officer Gifts	0.00	80.00	-80.00	0.0%
61408 · Scholarships	0.00	1,000.00	-1,000.00	0.0%
Total 61400 · GRANTS GIFTS & SCHOLARS...	0.00	1,210.00	-1,210.00	0.0%
61500 · OTHER MANAGEMENT & GENERAL				
61501 · Bank Charges	0.00	0.00	0.00	0.0%
61502 · Historian	0.00	0.00	0.00	0.0%
61503 · Hospitality	0.00	150.00	-150.00	0.0%
61504 · Liability Insurance	0.00	550.00	-550.00	0.0%
61506 · OMGA Search for Excellence	0.00	150.00	-150.00	0.0%
61507 · Postage / Management & General	0.00	35.00	-35.00	0.0%
61508 · Check Print Charges	0.00	24.00	-24.00	0.0%
61509 · Supplies / Management & General	0.00	50.00	-50.00	0.0%
Total 61500 · OTHER MANAGEMENT & GEN...	0.00	959.00	-959.00	0.0%
Total 61000 · MANAGEMENT & GENERAL	0.00	6,519.00	-6,519.00	0.0%
62000 · PSP EXPENSE				
62101 · Advanced Training				
62103 · Continuing Education	0.00	100.00	-100.00	0.0%
62105 · Newsletter				
62105.3 · Postage	0.00	125.00	-125.00	0.0%
Total 62105 · Newsletter	0.00	125.00	-125.00	0.0%
Total 62101 · Advanced Training	0.00	225.00	-225.00	0.0%
62200 · CLINIC & OFFICE				
62202 · Farmers Markets	0.00	40.00	-40.00	0.0%
62203 · Insects	0.00	75.00	-75.00	0.0%
62204 · Library	0.00	50.00	-50.00	0.0%
62206 · Plant Clinic & Office Supplies	0.00	50.00	-50.00	0.0%
62208 · Soil Testing	110.61	250.00	-139.39	44.2%
62209 · Website Development	0.00	140.00	-140.00	0.0%
Total 62200 · CLINIC & OFFICE	110.61	605.00	-494.39	18.3%
62300 · COMMUNITY OUTREACH				
62301 · Fair Booth	0.00	25.00	-25.00	0.0%
62303 · Speakers Bureau	0.00	25.00	-25.00	0.0%
Total 62300 · COMMUNITY OUTREACH	0.00	50.00	-50.00	0.0%
62400 · DISCOVERY GARDEN				
62402 · Butterfly	0.00	325.00	-325.00	0.0%
62403 · Children's	0.00	450.00	-450.00	0.0%
62404 · Compost & Biochar	0.00	100.00	-100.00	0.0%
62405 · Easy Access (Container Garden)	0.00	165.00	-165.00	0.0%
62406 · Electric - meter 23609842	0.00	600.00	-600.00	0.0%
62408 · Entry Garden	0.00	50.00	-50.00	0.0%
62410 · Herb Garden	61.93	200.00	-138.07	31.0%
62411 · Hummingbird	0.00	0.00	0.00	0.0%
62413 · Iris Garden	0.00	0.00	0.00	0.0%
62415 · Irrigation	0.00	300.00	-300.00	0.0%

**Douglas County Master Gardeners
Profit & Loss Budget vs. Actual
January through December 2018**

Cash Basis

	Jan - Dec 18	Budget	\$ Over Bud...	% of Budget
62417 · Japanese Garden	0.00	100.00	-100.00	0.0%
62419 · Kiosk - Donor Board	0.00	50.00	-50.00	0.0%
62420 · Maintenance-Discovery Garden	0.00	900.00	-900.00	0.0%
62422 · Mulch	0.00	400.00	-400.00	0.0%
62423 · Orchard	0.00	125.00	-125.00	0.0%
62424 · Ornamental	0.00	50.00	-50.00	0.0%
62425 · Pavilion	0.00	500.00	-500.00	0.0%
62426 · Perennial Boarder	102.72	275.00	-172.28	37.4%
62427 · Raised Beds (Dahlia-Lily)	0.00	150.00	-150.00	0.0%
62429 · Rock Garden	0.00	140.00	-140.00	0.0%
62431 · Shade Garden	0.00	50.00	-50.00	0.0%
62432 · Signage	291.00	300.00	-9.00	97.0%
62433 · Straw Bale Garden	0.00	220.00	-220.00	0.0%
62434 · Sun Garden	0.00	225.00	-225.00	0.0%
62436 · Water - River Forks Meter	192.55	700.00	-507.45	27.5%
62439 · Xeriscape	183.84	100.00	83.84	183.8%
Total 62400 · DISCOVERY GARDEN	832.04	6,475.00	-5,642.96	12.9%
Total 62000 · PSP EXPENSE	942.65	7,355.00	-6,412.35	12.8%
63000 · HLC - EXPENSE				
63101 · Annual Pumping Expense (Diver)	0.00	400.00	-400.00	0.0%
63103 · Eastside Greenhouse Supplies	0.00	600.00	-600.00	0.0%
63106 · Garbage Dump Fee	0.00	75.00	-75.00	0.0%
63107 · HLC Fire Extinguishers	0.00	60.00	-60.00	0.0%
63108 · HLC-Maintenance	0.00	1,200.00	-1,200.00	0.0%
63109 · HLC Orchard	0.00	500.00	-500.00	0.0%
63110 · Toilet Repairs & Supplies	0.00	150.00	-150.00	0.0%
63112 · Tree Trimming Professional	0.00	0.00	0.00	0.0%
63115 · Victory Garden	80.97	690.00	-609.03	11.7%
63117 · Westside Greenhouse Maintenance	0.00	1,200.00	-1,200.00	0.0%
63118 · Westside Greenhouse Supplies	0.00	400.00	-400.00	0.0%
Total 63000 · HLC - EXPENSE	80.97	5,275.00	-5,194.03	1.5%
64000 · WINTER PROGRAM				
64101 · New Class - Supplies	0.00	20.00	-20.00	0.0%
64103 · Speakers	500.00	300.00	200.00	166.7%
Total 64000 · WINTER PROGRAM	500.00	320.00	180.00	156.3%
65000 · SPECIAL EVENTS				
65100 · PLANT SALE EXPENSE				
65101 · Advertising	0.00	2,400.00	-2,400.00	0.0%
65103 · Contributions - P S Volunteers	0.00	350.00	-350.00	0.0%
65107 · Exhibit Fees	0.00	3,000.00	-3,000.00	0.0%
65108 · Next Year's Seeds	610.32	750.00	-139.68	81.4%
65109 · Nex Year's Supplies - McConkey	1,246.26	3,200.00	-1,953.74	38.9%
65110 · Plants	0.00	1,200.00	-1,200.00	0.0%
65114 · Supplies	0.00	2,100.00	-2,100.00	0.0%
65117 · Vendor Costs	0.00	550.00	-550.00	0.0%
Total 65100 · PLANT SALE EXPENSE	1,856.58	13,550.00	-11,693.42	13.7%
65200 · SPECIAL EVENT - OTHER				
65201 · Bake Sale	0.00	50.00	-50.00	0.0%

**Douglas County Master Gardeners
Profit & Loss Budget vs. Actual
January through December 2018**

Cash Basis

	Jan - Dec 18	Budget	\$ Over Bud...	% of Budget
65203 · Compost Tea	0.00	160.00	-160.00	0.0%
65206 · Tast-Off	0.00	0.00	0.00	0.0%
65209 · Trash-To-Treasure	0.00	100.00	-100.00	0.0%
Total 65200 · SPECIAL EVENT - OTHER	0.00	310.00	-310.00	0.0%
Total 65000 · SPECIAL EVENTS	1,856.58	13,860.00	-12,003.42	13.4%
Total 60000 · EXPENSES	3,380.20	33,329.00	-29,948.80	10.1%
66000 · OVERHEAD EXPENSES				
66001 · Electricity - Meter 62314693	0.00	4,200.00	-4,200.00	0.0%
66002 · PROPANE	1,214.52	2,500.00	-1,285.48	48.6%
66005 · Water - Pitchford Meter	0.00	950.00	-950.00	0.0%
Total 66000 · OVERHEAD EXPENSES	1,214.52	7,650.00	-6,435.48	15.9%
Total Expense	4,594.72	40,979.00	-36,384.28	11.2%
Net Income	-2,226.22	1,811.00	-4,037.22	-122.9%

Douglas County Master Gardeners
Profit & Loss
January 1 through February 13, 2018

	<u>Jan 1 - Feb 13, 18</u>
Income	
43400 · DONATIONS	
43410 · Contributions	40.00
Total 43400 · DONATIONS	40.00
44800 · DUES-MEMBERSHIP	
44801 · Membership Dues	1,890.00
44820 · Newsletter - Income	192.50
Total 44800 · DUES-MEMBERSHIP	2,082.50
46400 · PSP INCOME	
46440 · Soil Testing	240.00
Total 46400 · PSP INCOME	240.00
47000 · SPECIAL EVENTS	
47100 · Plant Sale Income	
47105 · Sales - Pre Event	6.00
Total 47100 · Plant Sale Income	6.00
Total 47000 · SPECIAL EVENTS	6.00
Total Income	2,368.50
Expense	
60000 · EXPENSES	
62000 · PSP EXPENSE	
62200 · CLINIC & OFFICE	
62208 · Soil Testing	110.61
Total 62200 · CLINIC & OFFICE	110.61
62400 · DISCOVERY GARDEN	
62410 · Herb Garden	61.93
62426 · Perennial Boarder	102.72
62432 · Signage	291.00
62436 · Water - River Forks Meter	192.55
62439 · Xeriscape	183.84
Total 62400 · DISCOVERY GARDEN	832.04
Total 62000 · PSP EXPENSE	942.65
63000 · HLC - EXPENSE	
63115 · Victory Garden	80.97
Total 63000 · HLC - EXPENSE	80.97
64000 · WINTER PROGRAM	
64103 · Speakers	500.00
Total 64000 · WINTER PROGRAM	500.00
65000 · SPECIAL EVENTS	
65100 · PLANT SALE EXPENSE	
65108 · Next Year's Seeds	610.32
65109 · Nex Year's Supplies - McConkey	1,246.26

Douglas County Master Gardeners
Profit & Loss
January 1 through February 13, 2018

	<u>Jan 1 - Feb 13, 18</u>
Total 65100 · PLANT SALE EXPENSE	1,856.58
Total 65000 · SPECIAL EVENTS	1,856.58
Total 60000 · EXPENSES	3,380.20
66000 · OVERHEAD EXPENSES	
66002 · PROPANE	
66003 · Eastside Greenhouse - Propane	
66003.1 · ES Ghouse Propane Tank #1 27516	700.18
66003.2 · ES Ghouse Propane Tank #2 49518	249.22
Total 66003 · Eastside Greenhouse - Propane	949.40
66004 · Westside Greenhouse - Propane	
66004.1 · WS Ghouse Propane Tank #3	265.12
Total 66004 · Westside Greenhouse - Propane	265.12
Total 66002 · PROPANE	1,214.52
Total 66000 · OVERHEAD EXPENSES	1,214.52
67000 · Uncategorized	0.00
67001 · Voids	0.00
Total Expense	4,594.72
Net Income	<u><u>-2,226.22</u></u>