

DOUGLAS COUNTY MASTER GARDENERS

Executive Board Meeting

October 10, 2018

President Nancy Fuller called the meeting to order at 10:04 am. Executive Board Members President Nancy Fuller, Vice President Vicki Barrett, Secretary Sharon Bordeaux, Treasurer Toni Rudolph, and Past President Chris Rusch attended along with nine chairpersons and members.

The agenda was approved as presented.

The September Chapter Meeting minutes were approved as posted on the DCMG website.

Reports of those attending the meeting:

Agents Report – Steve Renquist:

Source 1 is looking for someone to help them set up a worm farm. They are also looking for a full time paid consultant. Steve has contacted Nathan. Another suggestion was Garry Gerlach. Steve will contact Garry too.

Treasurer – Toni Rudolph:

- The financials were available for review
- Toni plans to send out the budget to those who submitted bills so they can track their spending.
- Toni will be working with Patrice to finalize the line items (income/expense/capital expenditures) on the budget before submission to the chapter members.

Vice President – Vicki Barrett

Rod Trotter will be the speaker at the Continuing Education program held prior the October chapter meeting. The program, on Medicinal Herbs, will begin at 9 AM in the OSU Extension Auditorium.

Past President – Chris Rusch:

Chris thanked everyone who worked hard on the banquet to make it a huge success. Spouses attending commented that they had a good time.

President – Nancy Fuller:

Nancy heard positive feedback on the banquet. The only suggestions were (1) to have ingredient cards by the dishes and (2) remind attendees that they do not need to bring their own dishes/silver.

Awards – Betty Ison

Now that the awards banquet is over, she will focus on total hours completed and ordering swinger bars.

Plant Clinic – Chris Rusch:

- The Plant Clinic is open Monday, Wednesday, and Friday and the calendar is full.
- In November, the Plant Clinic will be open on Monday and Wednesday.
- Chris thanked Leo for staffing the clinic on Monday (Columbus Day), which is not a state/county holiday.

Publicity – Diana Circle: (reported by Toni Rudolph)

Diana is working on an article on the Victory Garden for the Veterans Day issue of the News Review.

Victory Garden – Ruth Stafford

- Carolyn Ruzicka has volunteered to be the co-chair of the Victory Garden.
- We are beginning to winterize the garden by cleaning and amending the beds and planting a cover crop - 4 beds down and 14 to go. The goal is to be done in the Victory Garden by the end of October.
- THE NUMBERS: 2018 YTD 6,111# versus 2017 YTD 4,771#. The goal for 2018 was 4,771#. AMAZING!

Discovery Garden – Julie Stanbery.

- The new service box is low on the pole and there is no way to lock off/on switch so it will be necessary to build a cage around the pole/service box. Waiting on the power and then to have Tinker make the final adjustments.
- Overhead Doors will be cleaning and repairing the pavilion gutters. After the gutters are repaired and cleaned, they will install commercial grade gutter guards to keep the leaves out of the gutters. Overhead

Doors indicated that it would be 3-4 years between cleanings. If this is true, we may hire them to do the cleaning when necessary.

- The pavilion: There has been a request to hold a wedding in the pavilion next June. A discussion followed with concerns regarding the number of people in the pavilion at one time, use of the restrooms for groups, and clean up after an event. The pavilion usage policy will be reviewed and further discussion held at the chapter meeting.
- Julie complimented Mark Schmoll for his work in the Japanese Garden as well as Earnest Amabisca and Jeanie Owen for their work in the Easy Access Garden.

Greenhouse West – Barbara Robinson:

- Barbara has replaced the two old propane heaters in the hardening off greenhouse with one new efficient propane heater. Gale and Leo will install the heater.
- Leo has volunteered to replace John Denny as the Westside Winter Maintenance person. John Denny, Richard Johnstone, Gale Robinson, Leo Grass, and Barbara Robinson toured the West Side Greenhouses and reviewed how to use and maintain the equipment heat beds, water heaters, fans, and greenhouse heaters.

Hallmark – Linda Thames: (reported by Julie Stanbery)

- Master Gardener Beth Whitcomb recently passed away. Burial will be in California. Julie has asked volunteers to do some fall clean up in their yard at 438 SE Dos Gatos Ct, Roseburg. The work party will be Tuesday, October 16, 2018 at 9 AM

Newsletter/Winter Program – Bonnie Courter:

- The newsletter articles are due on October 27, 2018.
- The Winter Program meeting for Mentors and Alternate Mentors will be November 7, 2018 at 10 AM in the OSU Extension 2nd floor conference room.

Old Business

Amazon Smiles, Fred Meyer donations program: Nancy reported that this project would be on hold until the budget is approved by the membership.

Garden Signs:

- Julie reported that the Discovery Garden Etiquette Sign is ready for installation as are the pavilion usage signs. The volunteer installation crew is Nathan Baily, Ray Warren and Steve Hart, Dave Hopkins will install the bike rack and the doggie way station once the etiquette sign is in place.
- Toni Rudolph made a motion to set aside \$300 for the purchase of the bicycle rack. Sharon Bordeaux seconded the motion. The members passes the motion unanimously.

New Business

2019 Budget: There will be a budget meeting following the adjournment of the Executive Board Meeting.

The meeting was adjourned at 11:25

Respectfully Submitted,

Sharon J. Bordeaux
Secretary

Executive Board Meeting:	Wednesday, November 14, 2018, 10 AM, OSU Extension Conference Room
DCMG Continuing Education Program:	Thursday, October 25, 2018, 9 AM, OSU Extension Auditorium
DCMG Chapter Meeting:	Thursday, October 25, 2018, 10 AM, OSU Extension Auditorium
Plant Clinic	Monday, Wednesday, Friday, 1 – 4, OSU Extension Office
Insect Committee:	First and Third Monday, 10 AM, OSU Extension Office
Discovery Garden Workdays:	As scheduled by Garden Heads
Bake Sale:	November 17, 9 AM to 3PM, Sherm's Thunderbird Market

8:05 PM
10/09/18

Douglas County Master Gardeners
Account Balances
As of October 9, 2018

	Oct 9, 18	
	Debit	Credit
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	37,613.14	
10000 · BANK ACCOUNTS:10102 · NWCC - MEMBER ACCO...	1,100.52	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	874.03	
TOTAL	<u>39,587.69</u>	<u>0.00</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
September 12 through October 9, 2018

	<u>Sep 12 - Oct 9, 18</u>
Income	
43400 · DONATIONS	
43410 · Contributions	44.00
Total 43400 · DONATIONS	44.00
46400 · PSP INCOME	
46440 · Soil Testing	80.00
Total 46400 · PSP INCOME	80.00
Total Income	124.00
Gross Profit	124.00
Expense	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61400 · GRANTS GIFTS & SCHOLARSHIPS	
61406 · Officer Gifts	38.00
Total 61400 · GRANTS GIFTS & SCHOLARSHIPS	38.00
61500 · OTHER MANAGEMENT & GENERAL	
61504 · Liability Insurance	508.00
Total 61500 · OTHER MANAGEMENT & GENER...	508.00
Total 61000 · MANAGEMENT & GENERAL	546.00
62000 · PSP EXPENSE	
62200 · CLINIC & OFFICE	
62209 · Website Development	136.39
Total 62200 · CLINIC & OFFICE	136.39
62400 · DISCOVERY GARDEN	
62403 · Childern's	170.81
62405 · Easy Access (Container Garden)	16.00
62406 · Electric - meter 23609842	139.18
62415 · Irrigation	115.94
62417 · Japanese Garden	22.44
62420 · Maintenance-Discovery Garden	76.35
62422 · Mulch	194.95
62431 · Shade Garden	13.40
62432 · Signage	433.13
62436 · Water - River Forks Meter	875.01
Total 62400 · DISCOVERY GARDEN	2,057.21
Total 62000 · PSP EXPENSE	2,193.60

Douglas County Master Gardeners
Cash Flow - Profit & Loss
September 12 through October 9, 2018

	<u>Sep 12 - Oct 9, 18</u>
63000 · HLC - EXPENSE	
63102 · Eastside Greenhouse Maintenance	69.47
63106 · Garbage Dump Fee	15.00
63108 · HLC-Maintenance	70.50
63115 · Victory Garden	65.27
63117 · Westside Greenhouse Maintenance	63.68
63118 · Westside Greenhouse Supplies	44.97
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Total 63000 · HLC - EXPENSE	328.89
65000 · SPECIAL EVENTS	
65100 · PLANT SALE EXPENSE	
65109 · Nex Year's Supplies - McConkey	10.43
65111 · PROPANE TANKS	
65113.1 · ES Ghouse Propane Tank #1 27516	1.00
65113.2 · ES Ghouse Propane Tank #2 49518	1.00
65114.1 · WS Ghouse Propane Tank #3	1.00
65114.2 · WS Ghouse Propane Tank #500	1.00
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Total 65111 · PROPANE TANKS	4.00
65116 · Supplies	113.25
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Total 65100 · PLANT SALE EXPENSE	127.68
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Total 65000 · SPECIAL EVENTS	127.68
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Total 60000 · EXPENSES	3,196.17
66000 · GENERAL EXPENSES	
66001 · Electricity - Meter 62314693	431.33
66005 · Water - Pitchford Meter	205.93
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Total 66000 · GENERAL EXPENSES	637.26
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Total Expense	3,833.43
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Net Income	-3,709.43
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10/09/18
Cash Basis

Douglas County Master Gardeners
Budget vs. Actual 2018
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
43400 · DONATIONS				
43410 · Contributions	279.00	0.00	279.00	100.0%
43440 · Grants	250.00	450.00	-200.00	55.6%
Total 43400 · DONATIONS	<u>529.00</u>	<u>450.00</u>	<u>79.00</u>	<u>117.6%</u>
44800 · DUES-MEMBERSHIP				
44801 · Membership Dues	2,210.00	2,500.00	-290.00	88.4%
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	<u>2,402.50</u>	<u>2,755.00</u>	<u>-352.50</u>	<u>87.2%</u>
45000 · INTEREST INCOME - BANK	60.71	35.00	25.71	173.5%
46400 · PSP INCOME				
46440 · Soil Testing	1,470.00	700.00	770.00	210.0%
Total 46400 · PSP INCOME	<u>1,470.00</u>	<u>700.00</u>	<u>770.00</u>	<u>210.0%</u>
47000 · SPECIAL EVENTS				
47100 · Plant Sale Income				
47101 · Drawings	1,319.50	1,100.00	219.50	120.0%
47102 · Entrance Fees	3,117.00	3,000.00	117.00	103.9%
47103 · Sales - Event	23,613.87	22,000.00	1,613.87	107.3%
47104 · Sales - Post Event	970.75	750.00	220.75	129.4%
47105 · Sales - Pre Event	2,858.50	3,250.00	-391.50	88.0%
47106 · Booth Sales - Vendors	3,145.40	3,300.00	-154.60	95.3%
Total 47100 · Plant Sale Income	<u>35,025.02</u>	<u>33,400.00</u>	<u>1,625.02</u>	<u>104.9%</u>
47200 · SPECIAL EVENTS - OTHER				
47201 · Bake Sale	0.00	1,500.00	-1,500.00	0.0%
47202 · Compost Tea	913.00	950.00	-37.00	96.1%
47204 · Trash-To-Treasure	3,631.45	3,000.00	631.45	121.0%
Total 47200 · SPECIAL EVENTS - OTHER	<u>4,544.45</u>	<u>5,450.00</u>	<u>-905.55</u>	<u>83.4%</u>
Total 47000 · SPECIAL EVENTS	<u>39,569.47</u>	<u>38,850.00</u>	<u>719.47</u>	<u>101.9%</u>
Total Income	<u>44,031.68</u>	<u>42,790.00</u>	<u>1,241.68</u>	<u>102.9%</u>
Gross Profit	44,031.68	42,790.00	1,241.68	102.9%
Expense				
60000 · EXPENSES				
61000 · MANAGEMENT & GENERAL				
61100 · Awards & Banquet				
61101 · Awards	0.00	350.00	-350.00	0.0%
61102 · Banquet	653.60	750.00	-96.40	87.1%
Total 61100 · Awards & Banquet	<u>653.60</u>	<u>1,100.00</u>	<u>-446.40</u>	<u>59.4%</u>

10/09/18
Cash Basis

Douglas County Master Gardeners
Budget vs. Actual 2018
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
61200 · CONFERENCES				
61204 · OMAG Quarterly Meetings	442.35	250.00	192.35	176.9%
61205 · OMGA Travel	181.00	1,250.00	-1,069.00	14.5%
Total 61200 · CONFERENCES	623.35	1,500.00	-876.65	41.6%
61300 · DUES - OMGA	1,526.00	1,750.00	-224.00	87.2%
61400 · GRANTS GIFTS & SCHOLARSHIPS				
61402 · 4-H Donation	0.00	80.00	-80.00	0.0%
61404 · Gifts - Hallmark	41.98	50.00	-8.02	84.0%
61406 · Officer Gifts	103.39	80.00	23.39	129.2%
61408 · Scholarships	688.00	1,000.00	-312.00	68.8%
Total 61400 · GRANTS GIFTS & SCHOLARSHIPS	833.37	1,210.00	-376.63	68.9%
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	204.20	150.00	54.20	136.1%
61504 · Liability Insurance	508.00	550.00	-42.00	92.4%
61506 · OMGA Search for Excellence	0.00	150.00	-150.00	0.0%
61507 · Postage / Management & General	40.00	35.00	5.00	114.3%
61508 · Check Print Charges	47.21	24.00	23.21	196.7%
61509 · Supplies / Management & General	23.05	50.00	-26.95	46.1%
Total 61500 · OTHER MANAGEMENT & GENER...	822.46	959.00	-136.54	85.8%
Total 61000 · MANAGEMENT & GENERAL	4,458.78	6,519.00	-2,060.22	68.4%
62000 · PSP EXPENSE				
62101 · Advanced Training				
62103 · Continuing Education	0.00	100.00	-100.00	0.0%
62105 · Newsletter				
62105.3 · Postage	34.00	125.00	-91.00	27.2%
Total 62105 · Newsletter	34.00	125.00	-91.00	27.2%
Total 62101 · Advanced Training	34.00	225.00	-191.00	15.1%
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	109.68	50.00	59.68	219.4%
62206 · Plant Clinic & Office Supplies	481.75	50.00	431.75	963.5%
62208 · Soil Testing	336.87	250.00	86.87	134.7%
62209 · Website Development	136.39	140.00	-3.61	97.4%
Total 62200 · CLINIC & OFFICE	1,064.69	605.00	459.69	176.0%
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%

10/09/18
Cash Basis

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

	Jan - Dec 18	Budget	\$ Over Bud...	% of Budget
62400 · DISCOVERY GARDEN				
62402 · Butterfly	236.22	325.00	-88.78	72.7%
62403 · Childern's	170.81	450.00	-279.19	38.0%
62404 · Compost & Biochar	0.00	100.00	-100.00	0.0%
62405 · Easy Access (Container Garden)	104.28	165.00	-60.72	63.2%
62406 · Electric - meter 23609842	254.49	600.00	-345.51	42.4%
62408 · Entry Garden	14.99	50.00	-35.01	30.0%
62410 · Herb Garden	110.35	200.00	-89.65	55.2%
62411 · Hummingbird	0.00	0.00	0.00	0.0%
62413 · Iris Garden	0.00	0.00	0.00	0.0%
62415 · Irrigation	332.93	300.00	32.93	111.0%
62417 · Japanese Garden	56.68	100.00	-43.32	56.7%
62419 · Kiosk - Donor Board	0.00	50.00	-50.00	0.0%
62420 · Maintenance-Discovery Garden	590.64	900.00	-309.36	65.6%
62422 · Mulch	373.15	400.00	-26.85	93.3%
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	0.00	275.00	-275.00	0.0%
62427 · Raised Beds (Dahlia-Lily)	154.37	150.00	4.37	102.9%
62429 · Rock Garden	0.00	140.00	-140.00	0.0%
62431 · Shade Garden	23.39	50.00	-26.61	46.8%
62432 · Signage	433.13	300.00	133.13	144.4%
62433 · Straw Bale Garden	0.00	220.00	-220.00	0.0%
62434 · Sun Garden	222.85	225.00	-2.15	99.0%
62436 · Water - River Forks Meter	1,899.60	700.00	1,199.60	271.4%
62439 · Xeriscape	0.00	100.00	-100.00	0.0%
Total 62400 · DISCOVERY GARDEN	4,977.88	6,475.00	-1,497.12	76.9%
Total 62000 · PSP EXPENSE	6,076.57	7,355.00	-1,278.43	82.6%
63000 · HLC - EXPENSE				
63101 · Annual Pumping Expense (Diver)	200.00	400.00	-200.00	50.0%
63103 · Eastside Greenhouse Supplies	338.45	600.00	-261.55	56.4%
63106 · Garbage Dump Fee	110.00	75.00	35.00	146.7%
63107 · HLC Fire Extinguishers	60.00	60.00	0.00	100.0%
63108 · HLC-Maintenance	1,254.61	1,200.00	54.61	104.6%
63109 · HLC Orchard	0.00	500.00	-500.00	0.0%
63110 · Toilet Repairs & Supplies	26.96	150.00	-123.04	18.0%
63112 · Tree Triming Professional	0.00	0.00	0.00	0.0%
63115 · Victory Garden	468.61	690.00	-221.39	67.9%
63117 · Westside Greenhouse Maintenance	63.68	1,200.00	-1,136.32	5.3%
63118 · Westside Greenhouse Supplies	175.80	400.00	-224.20	44.0%
Total 63000 · HLC - EXPENSE	2,698.11	5,275.00	-2,576.89	51.1%
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%

10/09/18
Cash Basis

Douglas County Master Gardeners
Budget vs. Actual 2018
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
65000 · SPECIAL EVENTS				
65100 · PLANT SALE EXPENSE				
65101 · Advertising	2,118.80	2,400.00	-281.20	88.3%
65103 · Contributions - P S Volunteers	255.36	350.00	-94.64	73.0%
65107 · Exhibit Fees	3,352.98	3,000.00	352.98	111.8%
65108 · Next Year's Seeds	854.66	750.00	104.66	114.0%
65109 · Nex Year's Supplies - McConkey	1,256.69	3,200.00	-1,943.31	39.3%
65110 · Plants	967.59	1,200.00	-232.41	80.6%
65111 · PROPANE TANKS				
65113 · Eastside Greenhouse - Propane	0.00	0.00	0.00	0.0%
65113.1 · ES Ghouse Propane Tank #1 27516	951.94	0.00	951.94	100.0%
65113.2 · ES Ghouse Propane Tank #2 49518	766.80	0.00	766.80	100.0%
65114 · Westside Greenhouse - Propane	0.00	0.00	0.00	0.0%
65114.1 · WS Ghouse Propane Tank #3	603.81	0.00	603.81	100.0%
65114.2 · WS Ghouse Propane Tank #500	1.00	0.00	1.00	100.0%
65111 · PROPANE TANKS - Other	0.00	2,500.00	-2,500.00	0.0%
Total 65111 · PROPANE TANKS	2,323.55	2,500.00	-176.45	92.9%
65116 · Supplies	1,422.20	2,100.00	-677.80	67.7%
65118 · Vendor Costs	0.00	550.00	-550.00	0.0%
Total 65100 · PLANT SALE EXPENSE	12,551.83	16,050.00	-3,498.17	78.2%
65200 · SPECIAL EVENT - OTHER				
65201 · Bake Sale	0.00	50.00	-50.00	0.0%
65203 · Compost Tea	128.65	160.00	-31.35	80.4%
65206 · Tast-Off	0.00	0.00	0.00	0.0%
65209 · Trash-To-Treasure	71.34	100.00	-28.66	71.3%
Total 65200 · SPECIAL EVENT - OTHER	199.99	310.00	-110.01	64.5%
Total 65000 · SPECIAL EVENTS	12,751.82	16,360.00	-3,608.18	77.9%
Total 60000 · EXPENSES	26,485.28	35,829.00	-9,343.72	73.9%
66000 · GENERAL EXPENSES				
66001 · Electricity - Meter 62314693	3,886.16	4,200.00	-313.84	92.5%
66005 · Water - Pitchford Meter	392.92	950.00	-557.08	41.4%
Total 66000 · GENERAL EXPENSES	4,279.08	5,150.00	-870.92	83.1%
67000 · CAPITAL EXPENSE	10,315.50	0.00	10,315.50	100.0%
Total Expense	41,079.86	40,979.00	100.86	100.2%
Net Income	<u><u>2,951.82</u></u>	<u><u>1,811.00</u></u>	<u><u>1,140.82</u></u>	<u><u>163.0%</u></u>