

DOUGLAS COUNTY MASTER GARDENERS

February 13, 2019

10 AM

Douglas Count Extension Conference Room

President Nancy Fuller called the meeting to order at 10 AM. Executive Board Members President Nancy Fuller, Vice President Vicki Barrett, Secretary Sharon Bordeaux, Treasurer Toni Rudolph, and Membership Kay Livermore attended along with thirteen chairpersons and members.

The Agenda was approved as presented.

The January Chapter Meeting minutes were approved as posted online.

AGENT’S REPORT – Steve Renquist

- Bonnie Courter and Kish Doyle are doing a great job as leaders of the Winter Program.
- Continue to announce the dates for the pruning classes and encourage volunteers to attend.
- Master Gardeners can only use pesticides in the gardens under the guidance of a registered licensed agent. Theoretically, the MG’s could use pesticides under the guidance of Shelby Filley, Regional Livestock and Forage agent, or the County Parks Department.

OFFICER REPORTS:

Membership – Kay Livermore:

There are 243 members including the new class. On February 1st, Kay contacted members who have not renewed their membership. A list of those who have not renewed was available to the executive board and members attending the meeting.

OMGA Representative – Rosemary Brinkley/Kish Doyle

Kish Doyle reported that Shirley Purcell forwarded an email from Steve Renquist, sent to him from OSU Statewide Coordinator, Extension Master Gardener Program, Gail Langellotto, requesting MG volunteers complete a survey. The survey is intended to provide information that can help to improve communications between OMGA and Master Gardener chapters. Please complete the survey.

Treasurer – Toni Rudolph

Toni changed the name of one of our accounts to “Reserve Account” and funded it with \$5,000. Toni also added a line item for the income from Amazon Smiles and Fred Meyer donations. To date we have received \$1.29 from Fred Meyer.

Vice President – Vicki Barrett

Mike Winters from Wintergreen Gardens will present the March Continuing Education program on Lawns. The program is at 9 AM (prior to the Chapter Meeting at 10 AM) in the OSU Extension Auditorium on February 28, 2019.

Past President – Chris Rusch

Absent

Secretary – Sharon J Bordeaux

Nothing to report

President – Nancy Fuller

Nothing to report at this time

COMMITTEE REPORTS:

Awards – Betty Ison:

The Awards Committee met prior to the Executive Meeting to select the nominees for Master Gardener state awards.

Community Outreach – Jude Stensland

Absent

Discovery Garden – Julie Stanbery

- Julie sent out an email reminding members and students of the pruning class on Friday, February 15, 2019 from 1 – 4 pm in the Discovery Garden
- There are openings for Garden Heads in the Coreopsis Garden, Iris Garden, Lilly Garden and the Rudbeckia Garden
- Janet Coleman of the Douglas County Parks Department was instrumental in getting the gravel from the county to repair the road in front of the Discovery Garden. Gale Robinson is spreading the gravel.
- Julie, with the assistance of Steve Renquist, is planning a meeting of the garden heads to discuss water usage, xeriscape concepts, and plant choices. Garden Heads will be notified when the date is set.

Greenhouse East – Bruce Gravens/Ann Severson:

- The East Side Greenhouse workday is Thursday while the MG Winter Program is in session.
- This week they will be potting the Hypertufa pots they made with succulents. The pots will be sold at the Plant Sale in May.
- They are busy propagating succulents for the Plant Sale.
- Ann asked for donations of old tea cups to be used as succulent planters for the Plant Sale.

Greenhouse West – Barbara Robinson:

- Barbara asked Ann if the Greenhouse East could donate one of the planted Hypertufa pots as the gift to the winner of the Plant Sale hat contest.
- The greenhouse crew has been seeding for about a month. New students are welcome on Mondays from 9-12 to help with the seeding.
- The beds in the transplant greenhouse are being replaced by Gale Robinson, Steve Hart and Ray Warren.
- Barbara has not received many requests for Master Gardener aprons, hats or T-shirts. She suggested that mentors wear their attire to class so the students can see them.

Newsletter/Winter Program – Bonnie Courter/Kish Doyle:

- Bonnie requested that articles for the Newsletter be submitted by Saturday, March 2nd. If anyone has taken pictures, please submit them for use in the newsletter.
- Kish reported that the Winter Program is going smoothly but noted that not all the students are wearing their badges. Mentors need to reinforce the need for the students to wear name badges when they are at any Master Garden function.

Plant Clinic – Chris Rusch:

- Nancy reported for Chris Rusch. This year, the Plant Clinic training team includes Leo Grass, Bonnie Courter, Chris Rusch, and Karolyn Riecks. Ernie Amabisca, Barbara Horst, and Jude Stensland are sharing the Thursday training position.
- The clinic will be officially open on Mondays and Wednesdays, 1-4, during February. The rest of the week will be devoted to training the new class. Veterans can begin signing up again in March after all the students have completed their initial training.

Plant Sale – Bonnie Durick:

- Signups are going very well
- Non-profit Grants: Costco has donated \$50 and is contacting their corporate offices to see if they can give us an additional \$50. Bonnie has not received a response from U-Haul.
- The Security Chair position has been filled by Steve Renquist and Kish Doyle
- The Fairgrounds Coordinator position has been filled by Jan Kirchner. Bruce Gravens will work with Jan. Bruce will be in charge of the set up and take down of the tables. Jan will be in charge of the crews setting out and removing the plants from the sale.
- The Vendor Coordinator, Jen Bailey, reported that the vendors have been slow to respond this year. Ten (10) vendors have called back. She is looking for new vendors to participate in the sale.

Publicity – Diana Circle:

- Diana has sent out Public Service Announcements
- She has submitted an ad to the newspaper
- The flyers and bookmarks for the Plant Sale are ready to go to the printers

Trash to Treasurers – Ann Severson

- Signups sheets are in the Plant Clinic and signups are going well
- Thursday March 7 (1 – ?) – table setup and unload a truck
- Friday March 8 (9 - ?) donations will be accepted and set out
- Saturday March 9 (9 – 3) is the Trash to Treasurers sale. From 2 -2:30 all items half priced. From 2:30 to 3, \$1.00 per bag.

Victory Garden – Ruth Stafford:

Carolyn Ruzicka reported that the cabbage seeds have germinated and the plants are up.

New Business

Jen Bailey presented the proposed changes to the Bylaws and the Policy and Procedures Manual. After extensive discussion by the executive committee and the members attending, the executive committee tabled any changes or revisions until the March Executive Board meeting.

The meeting was adjourned at 11:45

Respectfully Submitted,

Sharon J. Bordeaux
Secretary

ANNOUNCEMENTS:

Insect Committee:	First and Third Monday at 10 AM
Discovery Garden Workdays	As scheduled by Garden Heads
DCMG Continuing Education Program	February 28, 2019 at 9AM
DCMG Chapter Meeting:	February 28, 2019 at 10AM
DCMG Executive Meeting	March 13, 2019 at 10 AM
Plant Clinic	Monday & Wednesday from 1 – 4 PM

10:54 AM
02/12/19

Douglas County Master Gardeners
Account Balances
As of February 12, 2019

	Feb 12, 19	
	<u>Debit</u>	<u>Credit</u>
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	23,682.60	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,000.14	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	1,009.99	
TOTAL	<u>29,692.73</u>	<u>0.00</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
January 9 through February 12, 2019

	<u>Jan 9 - Feb 12, 19</u>
Income	
43400 · DONATIONS	
43410 · Contributions	10.00
43430 · Fred Meyer Community Rewards	1.29
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Total 43400 · DONATIONS	11.29
44800 · DUES- MEMBERSHIP	
44810 · Membership Dues	1,980.00
44820 · Newsletter	148.75
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Total 44800 · DUES- MEMBERSHIP	2,128.75
45000 · Interest Income - Bank	7.46
46400 · PROGRAM SERVICE PROJECT (PSP)	
46440 · Soil Testing	220.00
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Total 46400 · PROGRAM SERVICE PROJECT (PSP)	220.00
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Total Income	2,367.50
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Gross Profit	2,367.50
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Expense	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61400 · GRANTS/GIFTS/SCHOLARSHIPS	
61440 · Gifts - Hallmark	49.75
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Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS	49.75
61500 · ADMINISTRATION	
61520 · Check Print Charges	48.53
61540 · Hospitality	126.06
61580 · Postage for Exec Board	50.00
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Total 61500 · ADMINISTRATION	224.59
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Total 61000 · MANAGEMENT & GENERAL	274.34
62000 · PROGRAM SERVICE PROJECT (PSP)	
62110 · ADVANCED TRAINING	
62150 · WINTER PROGRAM	
64170 · Speakers	300.00
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Total 62150 · WINTER PROGRAM	300.00
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Total 62110 · ADVANCED TRAINING	300.00
62200 · CLINIC & OFFICE	
62280 · Soil Testing	415.57
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Total 62200 · CLINIC & OFFICE	415.57

Douglas County Master Gardeners
Cash Flow - Profit & Loss
January 9 through February 12, 2019

	<u>Jan 9 - Feb 12, 19</u>
62300 · COMMUNITY OUTREACH	
62310 · DC Fair Outreach Booth	58.81
Total 62300 · COMMUNITY OUTREACH	58.81
62400 · DISCOVERY GARDEN (DG)	
62441 · Japanese Garden	17.02
Total 62400 · DISCOVERY GARDEN (DG)	17.02
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	791.40
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63120 · Eastside Greenhouse Maintenance	1.14
63145 · HLC Maintenance	27.30
63180 · Victory Garden	512.99
63190 · Westside Greenhouse Maintenance	236.63
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	778.06
65000 · SPECIAL EVENTS	
65100 · PLANT SALE (PS)	
65140 · Next Year's Seeds	49.68
65160 · Plants	159.58
Total 65100 · PLANT SALE (PS)	209.26
65190 · PROPANE TANKS	
65191 · Eastside Greenhouse #1 27516	181.42
65193 · Eastside Greenhouse #2 49518	273.34
65196 · Westside Greenhouse #3	80.47
Total 65190 · PROPANE TANKS	535.23
Total 65000 · SPECIAL EVENTS	744.49
66000 · UTILITIES	
66060 · Water - River Forks Meter	16.77
Total 66000 · UTILITIES	16.77
Total 60000 · EXPENSES	2,605.06
Total Expense	2,605.06
Net Income	<u><u>-237.56</u></u>

02/12/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through February 12, 2019

	<u>Jan 1 - Feb 1...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
43400 · DONATIONS			
43410 · Contributions	10.00	0.00	10.00
43420 · Amazon Smile Foundation	0.00	0.00	0.00
43430 · Fred Meyer Community Rewards	1.29	0.00	1.29
43440 · Grants	0.00	0.00	0.00
Total 43400 · DONATIONS	<u>11.29</u>	<u>0.00</u>	<u>11.29</u>
44800 · DUES- MEMBERSHIP			
44810 · Membership Dues	1,980.00	2,210.00	-230.00
44820 · Newsletter	148.75	255.00	-106.25
Total 44800 · DUES- MEMBERSHIP	<u>2,128.75</u>	<u>2,465.00</u>	<u>-336.25</u>
45000 · Interest Income - Bank	7.46	75.00	-67.54
46400 · PROGRAM SERVICE PROJECT (PSP)			
46420 · Clinic & Office	0.00	0.00	0.00
46440 · Soil Testing	220.00	1,200.00	-980.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	<u>220.00</u>	<u>1,200.00</u>	<u>-980.00</u>
47000 · SPECIAL EVENTS			
47100 · PLANT SALE			
47110 · Drawings	0.00	1,200.00	-1,200.00
47120 · Entrance Fees	0.00	3,050.00	-3,050.00
47130 · Sales - Event	0.00	23,100.00	-23,100.00
47140 · Sales - Post Event	0.00	850.00	-850.00
47150 · Sales - Pre Event	0.00	3,000.00	-3,000.00
47160 · Sales - Vendors' Booths	0.00	3,200.00	-3,200.00
Total 47100 · PLANT SALE	<u>0.00</u>	<u>34,400.00</u>	<u>-34,400.00</u>
47210 · Bake Sale	0.00	1,200.00	-1,200.00
47220 · Compost Tea	0.00	900.00	-900.00
47230 · Tee Shirt Sales	0.00	0.00	0.00
47240 · Trash-To-Treasure	0.00	3,000.00	-3,000.00
Total 47000 · SPECIAL EVENTS	<u>0.00</u>	<u>39,500.00</u>	<u>-39,500.00</u>
Total Income	<u>2,367.50</u>	<u>43,240.00</u>	<u>-40,872.50</u>
Gross Profit	<u>2,367.50</u>	<u>43,240.00</u>	<u>-40,872.50</u>
Expense			
60000 · EXPENSES			
61000 · MANAGEMENT & GENERAL			
61100 · AWARDS & BANQUET			
61110 · Awards	0.00	350.00	-350.00
61120 · Banquet	0.00	750.00	-750.00
Total 61100 · AWARDS & BANQUET	<u>0.00</u>	<u>1,100.00</u>	<u>-1,100.00</u>

02/12/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through February 12, 2019

	<u>Jan 1 - Feb 1...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
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	1,225.00	-1,225.00
Total 61200 · CONFERENCES	<u>0.00</u>	<u>1,225.00</u>	<u>-1,225.00</u>
61300 · OMGA Dues	0.00	1,736.00	-1,736.00
61400 · GRANTS/GIFTS/SCHOLARSHIPS			
61420 · 4-H Donation	0.00	80.00	-80.00
61440 · Gifts - Hallmark	49.75	50.00	-0.25
61450 · Gifts - Miscellaneous	0.00	50.00	-50.00
61460 · Gifts - Officers	0.00	80.00	-80.00
61470 · Grant Purchases	0.00	0.00	0.00
61480 · Scholarships	0.00	1,000.00	-1,000.00
Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS	<u>49.75</u>	<u>1,260.00</u>	<u>-1,210.25</u>
61500 · ADMINISTRATION			
61510 · Bank Charges	0.00	0.00	0.00
61520 · Check Print Charges	48.53	50.00	-1.47
61530 · Historian	0.00	0.00	0.00
61540 · Hospitality	126.06	250.00	-123.94
61550 · Liability Insurance	0.00	510.00	-510.00
61560 · Newsletter Postage	0.00	255.00	-255.00
61570 · OMGA Search for Excellence	0.00	150.00	-150.00
61580 · Postage for Exec Board	50.00	80.00	-30.00
61590 · Supplies for Exec Board	0.00	100.00	-100.00
Total 61500 · ADMINISTRATION	<u>224.59</u>	<u>1,395.00</u>	<u>-1,170.41</u>
Total 61000 · MANAGEMENT & GENERAL	274.34	6,716.00	-6,441.66
62000 · PROGRAM SERVICE PROJECT (PSP)			
62110 · ADVANCED TRAINING			
62120 · Continuing Education	0.00	150.00	-150.00
62150 · WINTER PROGRAM			
62160 · New Class - Supplies	0.00	20.00	-20.00
64170 · Speakers	300.00	600.00	-300.00
Total 62150 · WINTER PROGRAM	<u>300.00</u>	<u>620.00</u>	<u>-320.00</u>
Total 62110 · ADVANCED TRAINING	300.00	770.00	-470.00

02/12/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through February 12, 2019

	<u>Jan 1 - Feb 1...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
62200 · CLINIC & OFFICE			
62210 · Farmers' Market - Canyonville	0.00	270.00	-270.00
62220 · Farmers' Market - Roseburg	0.00	350.00	-350.00
62240 · Insects	0.00	100.00	-100.00
62250 · Library	0.00	50.00	-50.00
62260 · Plant Clinic & Office Supplies	0.00	100.00	-100.00
62280 · Soil Testing	415.57	599.00	-183.43
62290 · Website Development	0.00	140.00	-140.00
Total 62200 · CLINIC & OFFICE	<u>415.57</u>	<u>1,609.00</u>	<u>-1,193.43</u>
62300 · COMMUNITY OUTREACH			
62310 · DC Fair Outreach Booth	58.81	600.00	-541.19
62320 · Printing Materials 4 Outreach	0.00	325.00	-325.00
62330 · Speakers Bureau	0.00	50.00	-50.00
Total 62300 · COMMUNITY OUTREACH	<u>58.81</u>	<u>975.00</u>	<u>-916.19</u>
62400 · DISCOVERY GARDEN (DG)			
62402 · Butterfly Garden	0.00	200.00	-200.00
62405 · Children's Garden	0.00	450.00	-450.00
62409 · Compost & Biochar	0.00	200.00	-200.00
62413 · Easy Access (Container Garden)	0.00	155.00	-155.00
62421 · Entry Garden	0.00	50.00	-50.00
62425 · Herb Garden	0.00	50.00	-50.00
62429 · Hummingbird Garden	0.00	0.00	0.00
62433 · Iris Garden	0.00	0.00	0.00
62437 · Irrigation	0.00	300.00	-300.00
62441 · Japanese Garden	17.02	100.00	-82.98
62445 · Kiosk - Donor Board	0.00	50.00	-50.00
62449 · Maintenance DG	0.00	900.00	-900.00
62453 · Mulch	0.00	400.00	-400.00
62457 · Orchard	0.00	125.00	-125.00
62461 · Ornamental Garden	0.00	0.00	0.00
62465 · Pavilion	0.00	0.00	0.00
62469 · Perennial Boarder	0.00	275.00	-275.00
62473 · Raised Beds (Dahlia-Lily)	0.00	100.00	-100.00
62477 · Rock Garden	0.00	160.00	-160.00
62481 · Shade Garden	0.00	50.00	-50.00
62485 · Signage	0.00	300.00	-300.00
62488 · Straw Bale Garden	0.00	0.00	0.00
62491 · Sun Garden	0.00	150.00	-150.00
62498 · Xeriscape Garden	0.00	100.00	-100.00
Total 62400 · DISCOVERY GARDEN (DG)	<u>17.02</u>	<u>4,115.00</u>	<u>-4,097.98</u>
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	<u>791.40</u>	<u>7,469.00</u>	<u>-6,677.60</u>

02/12/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through February 12, 2019

	Jan 1 - Feb 1...	Budget	\$ Over Budget
63000 · HORTICULTURAL LEARNING CTR(HLC)			
63110 · Annual Pumping Expense (Diver)	0.00	250.00	-250.00
63120 · Eastside Greenhouse Maintenance	1.14	250.00	-248.86
63125 · Eastside Greenhouse Supplies	0.00	250.00	-250.00
63130 · Garbage Dump Fee	0.00	150.00	-150.00
63140 · HLC Fire Extinguishers	0.00	60.00	-60.00
63145 · HLC Maintenance	27.30	1,200.00	-1,172.70
63150 · HLC Orchard	0.00	0.00	0.00
63160 · Toilet Repairs & Supplies	0.00	150.00	-150.00
63170 · Tree Trimming Professional	1,000.00	1,000.00	0.00
63180 · Victory Garden	512.99	520.00	-7.01
63185 · Victory Garden Signage	0.00	0.00	0.00
63190 · Westside Greenhouse Maintenance	236.63	1,000.00	-763.37
63195 · Westside Greenhouse Supplies	0.00	350.00	-350.00
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	1,778.06	5,180.00	-3,401.94
65000 · SPECIAL EVENTS			
65100 · PLANT SALE (PS)			
65110 · Advertising	0.00	2,400.00	-2,400.00
65120 · Contributions - PS Volunteers	0.00	300.00	-300.00
65130 · Exhibit Fees	0.00	3,400.00	-3,400.00
65140 · Next Year's Seeds	49.68	850.00	-800.32
65150 · Next Year's Supplies - PS	0.00	4,000.00	-4,000.00
65160 · Plants	159.58	1,200.00	-1,040.42
65170 · Supplies	0.00	2,100.00	-2,100.00
65180 · Vendor Costs	0.00	200.00	-200.00
Total 65100 · PLANT SALE (PS)	209.26	14,450.00	-14,240.74
65190 · PROPANE TANKS			
65191 · Eastside Greenhouse #1 27516	181.42	800.00	-618.58
65193 · Eastside Greenhouse #2 49518	273.34	800.00	-526.66
65196 · Westside Greenhouse #3	80.47	600.00	-519.53
65198 · Westside Greenhouse #500	0.00	800.00	-800.00
Total 65190 · PROPANE TANKS	535.23	3,000.00	-2,464.77
65210 · Bake Sale	0.00	75.00	-75.00
65230 · Compost Tea	0.00	160.00	-160.00
65250 · Taste-Off	0.00	0.00	0.00
65270 · Tee Shirts	0.00	0.00	0.00
65290 · Trash-To-Treasure	0.00	150.00	-150.00
Total 65000 · SPECIAL EVENTS	744.49	17,835.00	-17,090.51
66000 · UTILITIES			
66010 · Electricity - 62314693 - HLC	0.00	4,200.00	-4,200.00
66020 · Electricity - 23609842 - Pump	0.00	600.00	-600.00
66050 · Water - Pitchford Meter	0.00	500.00	-500.00
66060 · Water - River Forks Meter	16.77	700.00	-683.23
Total 66000 · UTILITIES	16.77	6,000.00	-5,983.23

02/12/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through February 12, 2019

	<u>Jan 1 - Feb 1...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
67000 · EXPENSE APPROVED NOT BUDGETED			
67010 · Discovery Garden (DG)	0.00	0.00	0.00
67020 · Greenhouse - Eastside	0.00	0.00	0.00
67030 · Greenhouse - Westside	0.00	0.00	0.00
67040 · Horticultural Learning Ctr(HLC)	0.00	0.00	0.00
Total 67000 · EXPENSE APPROVED NOT BUDGETED	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 60000 · EXPENSES	3,605.06	43,200.00	-39,594.94
68001 · Voids	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expense	<u>3,605.06</u>	<u>43,200.00</u>	<u>-39,594.94</u>
Net Income	<u>-1,237.56</u>	<u>40.00</u>	<u>-1,277.56</u>