

**DOUGLAS COUNTY MASTER GARDENERS**  
**Executive Board Meeting**  
**March 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, Secretary Sharon Bordeaux, Treasurer Toni Rudolph, and Membership Kay Livermore attended along with fourteen chairpersons and members.

The Agenda was approved with Black Master Gardener Apparel added to the agenda.  
The January Chapter Meeting minutes were approved as posted online.

**AGENT'S REPORT – Steve Renquist** (No report)

**OFFICER REPORTS:**

**Membership – Kay Livermore**

There are 246 members including the new class. Kay passed out 2019 Master Gardener membership cards.

**OMGA Representative – Rosemary Brinkley/Kish Doyle**

Kish reported the future of the OMGA Mini College was discussed at the December retreat. The dates and locations of the quarterly meetings are posted on the Oregon Master Gardener Association website home page ([omga.org](http://omga.org)).

Chris Rusch, OMGA President Elect, added that the main reason there will not be a Mini College this year is that OMGA has not found a coordinator for the event. Any volunteer interested in the position can contact Chris at [crusch@hughs.net](mailto:crusch@hughs.net). She also reported the Friday, March 1, 2019 Leadership Forum topic was Inclusion & Diversity in Recruiting Volunteers. The June 7, 2019, topic at the Leadership Forum in Jacksonville County will be Partnering with Fire-wise Communities to Improve Landscaping.

**Treasurer – Toni Rudolph**

- Non-profits can have up to 1 year's expenses set aside
- Financial accounting software produces the Financial Statements presented to the Executive Board and membership. Accounting software programs meet the GAAP (General Accepted Accounting Principles) set of accepted accounting principles, standards, and procedures that companies and their accountants follow when they compile financial statements. Using accounting software as purchased ensures clarity consistency in reporting.
- Only ten months of electrical billings were presented for payment by the county in 2018. The two (2) months not paid in 2018 will need to be paid in 2019.
- The two old electrical meters have been converted to Smart Meters. We are now receiving four bills, which may be due to the conversion. Julie will look into the billings.
- The current payment system is very complex with bills sent to the Extension Office and then to OSU for payment. Julie will consult with Laura Corder, Administrative Office Manager of the Extension Office to see if the electrical bill can be mailed directly to the Master Gardener treasurer for payment.
- Toni is updating the list of persons who can authorize reimbursements to members for expenditures. If the person's name authorizing an Expenditure Authorization Form is not on the treasurer's list, reimbursement will not be made for the expenditure. If you are in a volunteer position that authorizes reimbursements, please review the list located on [douglascountymg.org/For Master Gardeners/Documents and Forms/Financial Forms and Information/Expenditure Authorization Form – Who can approve your reimbursement?](http://douglascountymg.org/For Master Gardeners/Documents and Forms/Financial Forms and Information/Expenditure Authorization Form – Who can approve your reimbursement?) Please notify Toni of any changes. This document was last updated 10/15/2018.

**Vice President – Vicki Barrett** (Absent)

**Past President – Chris Rusch** (Nothing to report)

**Secretary – Sharon J Bordeaux** (Nothing to report)

**President – Nancy Fuller**

- On March 7, 2019, President Nancy Fuller sent an email to Executive Board Members requesting approval of emergency funds to hire a tree service to remove nine (9) damaged trees, trim limbs, and chip debris in the Discovery Garden. The bid was \$6,800. The Executive Committee approved the expenditure. On March 8, 2019, Nancy held an impromptu chapter meeting at the Extension Office annex. There were 25 members in attendance and all voted to approve the expenditure.

Nancy also sent out an email to all members requesting approval of the expenditure. Sixty-eight (68) members voted to approve the expenditure; one voted not to approve.

- Nancy suggested the Bylaws, Article 6, be amended to include “in an emergency (define emergency) an electronic vote would be acceptable when the emergency that occurs requires immediate resolution/action.

#### **COMMITTEE REPORTS:**

##### **Awards – Betty Ison (No Report)**

##### **Community Outreach – Jude Stensland (Absent)**

##### **Discovery Garden – Julie Stanbery**

- The Rotary delivered 10 yards of gravel and Gail Robinson is filling the holes in the road
- Dave Hopkins checked the electrical system in the bathroom mechanical room and installed a new heater
- The gutters on the green shed and pavilion were damaged during the storm
- Nathan Bailey and Eric Garretson will take the wood from the River Birch. They will store it in the Log Bank for approximately 2 years. When the wood sells, the Master Gardeners will receive a portion of the profits.
- Volunteers will be working in the Discovery Garden beginning at 1pm today. Cleanup will begin in the Rock Garden and the volunteers will work towards the Japanese Garden.
- A pruning class will held from 1-4 pm tomorrow, March 14, 2019
- Regular Tuesday workday hours will begin on March 26, 2019

##### **Greenhouse East – Bruce Gravens/Ann Severson**

Ann reported the East Side Greenhouse workday is Thursday while the Master Gardener Winter Program is in session. They are potting teacups for the Plant Sale. They are also propagating succulents for the Plant Sale.

##### **Greenhouse West – Barbara Robinson**

The West Side Greenhouse was without power and water during the storm, which slowed the emergence and growth of seeds. Watch your email for additional workdays in the Westside Greenhouse.

##### **Newsletter/Winter Program – Bonnie Courter/Kish Doyle**

- Bonnie requested articles for the Newsletter be submitted by Saturday, March 30, 2019
- There is a snow-day makeup class for the 2019 Master Gardeners Friday, March 15, 2019. Graduation is March 19, 2019 after the class reviews the final (approximately 2:30). All Master Gardeners, family and friends are invited to the graduation and to the dessert following graduation

##### **Plant Clinic – Chris Rusch**

- The plant clinic was closed the last week of February due to the weather
- The new 2019 Master Gardener class is very enthusiastic
- Master Gardener Veteran Volunteers are encouraged to sign up for time in the Plant Clinic
- A reminder to membership that OMGA grants are available and we should be applying. Both the Search for Excellence and the Karl Carlson grants are available. Douglas County Master Gardeners have received the Karl Carlson grant every year we have applied. Applications are due May 15th

##### **Plant Sale – Bonnie Durick**

- Corporate U-Haul denied our request for the donation of a 26' truck for the plant sale
- Costco corporate has donated a \$50 gift certificate and may donate an additional \$50 gift certificate. We should know in April
- There will be a Plant Sale meeting after the chapter meeting March 28, 2019

##### **Publicity – Diana Circle**

- Diana passed out book marks for the Plant Sale (May 4, 2019)
- Two (2) banners are missing. These banners are used for the Plant Sale. Please check your storage areas for the banners
- Diana purchased a “Mark Your Calendars” ad in the newspaper. It will appear on March 17 and again in April
- There are three (3) articles ready for publishing in the newspaper
- A save the date plant sale poster has been posted on Facebook
- Diana submitted a plant sale article to The Gardener’s Pen (OMGA newsletter)

### **Trash to Treasurers – Ann Severson**

- The sale went very well with proceeds of approximately \$3,600. The final number should be available at the chapter meeting – there are still proceeds outstanding and the remaining jewelry will be sold at another sale venue
- A complaint from a Douglas County Employee regarding parking (a Master Gardener parked in her reserved space and was allegedly rude when she asked them to move). We received a letter regarding the complaint and notice that use of the Annex would be restricted to after hours beginning the Friday before the sale. Nancy will be responding to the complaint with hopes of resolving the issue so we can continue to use the Annex beginning Thursday afternoon before the Saturday sale. We use county facilities for our fundraising and this complaint could have far a reaching impact on those events.

### **Victory Garden – Ruth Stafford**

On Monday, March 18, 2019, the Victory Garden will begin spring planting. All volunteers are welcome. Please park at Helleck Hall.

### **Black Master Gardener Apparel – Barbara Robinson**

Both Master Gardener trainees and members have inquired about colored t-shirts. We have had colored t-shirts in the past with the artwork done by Sharon Hopkins and Oregon Serigraphics printing the t-shirts. The minimum order is 20 t-shirts. They would be more expensive than the apparel we are currently ordering. The topic of colored t-shirts will be brought up at the chapter meeting.

### **Old Business**

Jen Bailey's power has been out due to the snowstorm. Without power, she has been unable to work on the review and revision of the Bylaws and Policy and Procedures manual. She will present the revisions at the April Executive Board meeting. This gives all members an opportunity to review the document and present any changes via email to President Nancy Fuller ([nmfuller2000@gmail.com](mailto:nmfuller2000@gmail.com)) or Jen Bailey ([jen@skylondaranch.com](mailto:jen@skylondaranch.com)).

### **New Business**

Bruce Gravens voiced concern over the consistency of our current propane gas service. The tanks at both the Eastside Greenhouse and Westside Greenhouse are not serviced (checked for usage and filled) at the same time and the Eastside has come close to running out of gas. Nancy will contact Ferrell Gas, review the contract, and see if we can have usage checks and fillings done for all tanks on the same day.

The meeting was adjourned at 11:30

Respectfully Submitted,

Sharon J. Bordeaux  
Secretary

### **ANNOUNCEMENTS:**

Insect Committee:	First and Third Monday at 10 AM
Discovery Garden Workdays	Tuesdays, 9 am to Noon
DCMG Continuing Education Program	March 28, 2019 at 9AM
DCMG Chapter Meeting:	March 28, 2019 at 10AM
DCMG Executive Meeting	April 10, 2019 at 10 AM
Plant Clinic	Monday, Wednesday & Friday 1 – 4 PM

6:56 PM  
03/12/19

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

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	Mar 12, 19	
	<u>Debit</u>	<u>Credit</u>
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	21,686.56	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,000.52	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	3,740.49	
<b>TOTAL</b>	<b><u>30,427.57</u></b>	<b><u>0.00</u></b>

03/12/19  
Cash Basis

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

	<u>Jan 1 - Mar 1...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
<b>43400 · DONATIONS</b>			
43410 · Contributions	10.00	0.00	10.00
43420 · Amazon Smile Foundation	8.45	0.00	8.45
43430 · Fred Meyer Community Rewards	1.29	0.00	1.29
43440 · Grants	0.00	0.00	0.00
<b>Total 43400 · DONATIONS</b>	<u>19.74</u>	<u>0.00</u>	<u>19.74</u>
<b>44800 · DUES- MEMBERSHIP</b>			
44810 · Membership Dues	1,980.00	2,210.00	-230.00
44820 · Newsletter	148.75	255.00	-106.25
<b>Total 44800 · DUES- MEMBERSHIP</b>	<u>2,128.75</u>	<u>2,465.00</u>	<u>-336.25</u>
<b>45000 · Interest Income - Bank</b>	11.80	75.00	-63.20
<b>46400 · PROGRAM SERVICE PROJECT (PSP)</b>			
46420 · Clinic & Office	0.00	0.00	0.00
46440 · Soil Testing	330.00	1,200.00	-870.00
<b>Total 46400 · PROGRAM SERVICE PROJECT (PSP)</b>	<u>330.00</u>	<u>1,200.00</u>	<u>-870.00</u>
<b>47000 · SPECIAL EVENTS</b>			
<b>47100 · PLANT SALE</b>			
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
<b>Total 47100 · PLANT SALE</b>	<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	3,389.91	3,000.00	389.91
<b>Total 47000 · SPECIAL EVENTS</b>	<u>3,389.91</u>	<u>39,500.00</u>	<u>-36,110.09</u>
<b>Total Income</b>	<u>5,880.20</u>	<u>43,240.00</u>	<u>-37,359.80</u>
<b>Gross Profit</b>	5,880.20	43,240.00	-37,359.80
<b>Expense</b>			
<b>60000 · EXPENSES</b>			
<b>61000 · MANAGEMENT &amp; GENERAL</b>			
<b>61100 · AWARDS &amp; BANQUET</b>			
61110 · Awards	0.00	350.00	-350.00
61120 · Banquet	0.00	750.00	-750.00
<b>Total 61100 · AWARDS &amp; BANQUET</b>	<u>0.00</u>	<u>1,100.00</u>	<u>-1,100.00</u>

03/12/19  
Cash Basis

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

	<u>Jan 1 - Mar 1...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>61200 · CONFERENCES</b>			
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
<b>Total 61200 · CONFERENCES</b>	<u>0.00</u>	<u>1,225.00</u>	<u>-1,225.00</u>
<b>61300 · OMGA Dues</b>	0.00	1,736.00	-1,736.00
<b>61400 · GRANTS/GIFTS/SCHOLARSHIPS</b>			
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
<b>Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS</b>	<u>49.75</u>	<u>1,260.00</u>	<u>-1,210.25</u>
<b>61500 · ADMINISTRATION</b>			
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
<b>Total 61500 · ADMINISTRATION</b>	<u>224.59</u>	<u>1,395.00</u>	<u>-1,170.41</u>
<b>Total 61000 · MANAGEMENT &amp; GENERAL</b>	<u>274.34</u>	<u>6,716.00</u>	<u>-6,441.66</u>
<b>62000 · PROGRAM SERVICE PROJECT (PSP)</b>			
<b>62110 · ADVANCED TRAINING</b>			
62120 · Continuing Education	0.00	150.00	-150.00
<b>62150 · WINTER PROGRAM</b>			
62160 · New Class - Supplies	0.00	20.00	-20.00
64170 · Speakers	300.00	600.00	-300.00
<b>Total 62150 · WINTER PROGRAM</b>	<u>300.00</u>	<u>620.00</u>	<u>-320.00</u>
<b>Total 62110 · ADVANCED TRAINING</b>	<u>300.00</u>	<u>770.00</u>	<u>-470.00</u>

03/12/19  
Cash Basis

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

	<u>Jan 1 - Mar 1...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>62200 · CLINIC &amp; OFFICE</b>			
62210 · Farmers' Market - Canyonville	0.00	270.00	-270.00
62220 · Farmers' Market - Roseburg	100.00	350.00	-250.00
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
<b>Total 62200 · CLINIC &amp; OFFICE</b>	<u>515.57</u>	<u>1,609.00</u>	<u>-1,093.43</u>
<b>62300 · COMMUNITY OUTREACH</b>			
62310 · DC Fair Outreach Booth	292.75	600.00	-307.25
62320 · Printing Materials 4 Outreach	100.00	325.00	-225.00
62330 · Speakers Bureau	0.00	50.00	-50.00
<b>Total 62300 · COMMUNITY OUTREACH</b>	<u>392.75</u>	<u>975.00</u>	<u>-582.25</u>
<b>62400 · DISCOVERY GARDEN (DG)</b>			
62402 · Butterfly Garden	0.00	200.00	-200.00
62405 · Children's Garden	87.19	450.00	-362.81
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	34.06	100.00	-65.94
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
<b>Total 62400 · DISCOVERY GARDEN (DG)</b>	<u>121.25</u>	<u>4,115.00</u>	<u>-3,993.75</u>
<b>Total 62000 · PROGRAM SERVICE PROJECT (PSP)</b>	<u>1,329.57</u>	<u>7,469.00</u>	<u>-6,139.43</u>

03/12/19  
Cash Basis

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

	Jan 1 - Mar 1...	Budget	\$ Over Budget
<b>63000 · HORTICULTURAL LEARNING CTR(HLC)</b>			
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	21.00	150.00	-129.00
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
<b>Total 63000 · HORTICULTURAL LEARNING CTR(HLC)</b>	<b>1,799.06</b>	<b>5,180.00</b>	<b>-3,380.94</b>
<b>65000 · SPECIAL EVENTS</b>			
<b>65100 · PLANT SALE (PS)</b>			
65110 · Advertising	1,444.21	2,400.00	-955.79
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	126.78	2,100.00	-1,973.22
65180 · Vendor Costs	0.00	200.00	-200.00
<b>Total 65100 · PLANT SALE (PS)</b>	<b>1,780.25</b>	<b>14,450.00</b>	<b>-12,669.75</b>
<b>65190 · PROPANE TANKS</b>			
65191 · Eastside Greenhouse #1 27516	251.35	800.00	-548.65
65193 · Eastside Greenhouse #2 49518	666.96	800.00	-133.04
65196 · Westside Greenhouse #3	217.91	600.00	-382.09
65198 · Westside Greenhouse #500	0.00	800.00	-800.00
<b>Total 65190 · PROPANE TANKS</b>	<b>1,136.22</b>	<b>3,000.00</b>	<b>-1,863.78</b>
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	15.75	150.00	-134.25
<b>Total 65000 · SPECIAL EVENTS</b>	<b>2,932.22</b>	<b>17,835.00</b>	<b>-14,902.78</b>
<b>66000 · UTILITIES</b>			
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	30.96	500.00	-469.04
66060 · Water - River Forks Meter	16.77	700.00	-683.23
<b>Total 66000 · UTILITIES</b>	<b>47.73</b>	<b>6,000.00</b>	<b>-5,952.27</b>



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Actual vs Budget  
January 1 through March 12, 2019

	<u>Jan 1 - Mar 1...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>67000 · EXPENSE APPROVED NOT BUDGETED</b>			
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
<b>Total 67000 · EXPENSE APPROVED NOT BUDGETED</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total 60000 · EXPENSES</b>	6,382.92	43,200.00	-36,817.08
<b>68001 · Voids</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Expense</b>	<u>6,382.92</u>	<u>43,200.00</u>	<u>-36,817.08</u>
<b>Net Income</b>	<u><b>-502.72</b></u>	<u><b>40.00</b></u>	<u><b>-542.72</b></u>