

DOUGLAS COUNTY MASTER GARDENERS
Executive Board Meeting (AMENDED)
April 10, 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, Past President Chris Rusch and Membership Kay Livermore attended along with thirteen (13) members.

The Agenda was approved as presented and the minutes were approved as posted online

AGENT'S REPORT – Steve Renquist (Absent)

OFFICER REPORTS:

Membership – Kay Livermore

There are 246 members including the new class

OMGA Representative – Rosemary Brinkley/Kish Doyle

Nothing to report

Treasurer – Toni Rudolph

- The financial statement is available for review
- A line item for “Black Apparel” was added to the Financial Statement: Income 47235 under Special Events and Expense 65275 under Special Events

Vice President – Vicki Barrett

- The April Continuing Education program: “Lawns” by Mike Winters of Wintergreen Nursery
- The May Continuing Education program: “Firewise” by Kyle Reed
- Summer Meetings: Steve Renquist will host the June meeting at his home. Hosts for July and August are still needed. Contact Vicki Barrett at La_bruja1@msn.com (541-680-2652)

Past President – Chris Rusch (Nothing to report)

Secretary – Sharon J Bordeaux (Nothing to report)

President – Nancy Fuller

Nancy thanked all volunteers who have been helping with cleanup in the Discovery Garden

COMMITTEE REPORTS:

Awards – Betty Ison (Nothing to report)

Community Outreach – Jude Stensland (Absent)

Discovery Garden – Julie Stanbery

- Final cleanup of the Discovery Garden drive will be next Tuesday, April 16
- Gale Robinson will continue filling the potholes in the drive with gravel
- Dave Clark has volunteered to repair the gutters on the green and brown sheds
- Julie ordered the etiquette sign damaged during the tree/limb removal
- The Daylily Garden and Rudbeckia gardens are available for adoption

Greenhouse East – Bruce Gravens/Ann Severson

- Ferrell Gas is filling the propane tanks per the new arrangement

Greenhouse West – Barbara Robinson

- Workdays are Mondays and Tuesdays. Additional workdays will be announced via email

- The crews are seeding, transplanting and cleaning perennials for the Plant Sale. Volunteers will be fertilizing the plants stunted by the cold February weather (and no greenhouse heat). Greenhouse plants are also receiving compost tea

Newsletter/Winter Program – Bonnie Courter/Kish Doyle

- Bonnie requested articles for the Newsletter be submitted by Saturday, April 27

Plant Clinic – Chris Rusch

- The number of inquiries is the same as last year
- The calendar is pretty full with many of the new students volunteering to complete their payback hours

Plant Sale – Bonnie Durick

- The local Costco office and the Costco Corporate office each donated \$50 towards the purchase of supplies for the Plant Sale
- The last Plant Sale meeting was held prior to the Executive Board Meeting

Publicity – Diana Circle

- Diana is looking for a volunteer to appear on KPIC TV
- The new Plant Clinic hours and contact information appeared in the News Review
- Diane has scheduled radio advertisements for the Plant Sale
- Posters are available to members to post in the community

Victory Garden – Ruth Stafford

A raised bed for Strawberries is being constructed in the demonstration section of the Victory Garden

Old Business

- Treasurer Toni Rudolph reported that the deposit to PG&E was \$990. Future electric billings will be sent directly to DCMG.
- The Ferrell Gas bill does not show amount delivered to each tank. The Service Tickets left at the time of delivery has the information she needs. Bruce will install a receptacle where Ferrell Gas can place the service tickets.
- Access to the Annex for Plant Sale supplies/tables has been changed to 5 pm on Friday before the sale.
- Jen Bailey is making final changes to the Bylaws and the Policies and Procedures Manual. When the changes are completed, she will send the documents out to members
- Nancy recommended a change to the Bylaws requiring nominees for President be a member for at least one year. Toni Rudolph made a motion to require members nominated for the office of president be members in good standing for at least one year. Kay Livermore seconded the motion. The motion passed unanimously.
- Chris Rusch made a motion to change the installation and term of officers from September to January. Sharon Bordeaux seconded. After discussion, the motion failed to pass.
- 2019 Class Photos are in the Plant Clinic

New Business

The meeting was adjourned at 11:22

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	April 25, 2019 at 9AM
DCMG Chapter Meeting:	April 25, 2019 at 10AM
DCMG Executive Meeting	May 8, 2019 at 10 AM
Plant Clinic	Monday - Friday 1 – 4 PM

1:27 PM
04/09/19

Douglas County Master Gardeners
Account Balances
As of April 9, 2019

	Apr 9, 19	
	<u>Debit</u>	<u>Credit</u>
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	9,686.56	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,000.52	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	789.19	
TOTAL	<u>15,476.27</u>	<u>0.00</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
March 13 through April 9, 2019

	<u>Mar 13 - Apr 9, 19</u>
Income	
44800 · DUES- MEMBERSHIP	
44810 · Membership Dues	180.00
Total 44800 · DUES- MEMBERSHIP	<u>180.00</u>
46400 · PROGRAM SERVICE PROJECT (PSP)	
46440 · Soil Testing	200.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	<u>200.00</u>
47000 · SPECIAL EVENTS	
47100 · PLANT SALE	
47150 · Sales - Pre Event	14.00
Total 47100 · PLANT SALE	<u>14.00</u>
47235 · Black Apparel	702.00
47240 · Trash-To-Treasure	159.75
Total 47000 · SPECIAL EVENTS	<u>875.75</u>
Total Income	<u>1,255.75</u>
Gross Profit	1,255.75
Expense	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61100 · AWARDS & BANQUET	
61120 · Banquet	151.75
Total 61100 · AWARDS & BANQUET	<u>151.75</u>
61300 · OMGA Dues	1,505.00
61500 · ADMINISTRATION	
61540 · Hospitality	110.51
61590 · Supplies for Exec Board	5.99
Total 61500 · ADMINISTRATION	<u>116.50</u>
Total 61000 · MANAGEMENT & GENERAL	1,773.25
62000 · PROGRAM SERVICE PROJECT (PSP)	
62400 · DISCOVERY GARDEN (DG)	
62449 · Maintenance DG	16.02
Total 62400 · DISCOVERY GARDEN (DG)	<u>16.02</u>
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	16.02
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63145 · HLC Maintenance	350.59
63190 · Westside Greenhouse Maintenance	209.68
63195 · Westside Greenhouse Supplies	36.89
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	<u>597.16</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
March 13 through April 9, 2019

	<u>Mar 13 - Apr 9, 19</u>
65000 · SPECIAL EVENTS	
65100 · PLANT SALE (PS)	
65110 · Advertising	42.44
65130 · Exhibit Fees	3,259.00
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Total 65100 · PLANT SALE (PS)	3,301.44
65190 · PROPANE TANKS	
65191 · Eastside Greenhouse #1 75532	159.50
65193 · Eastside Greenhouse #2 MO327516	217.26
65196 · Westside Greenhouse #3 49518	79.75
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Total 65190 · PROPANE TANKS	456.51
65290 · Trash-To-Treasure	77.75
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Total 65000 · SPECIAL EVENTS	3,835.70
66000 · UTILITIES	
66010 · Electricity - HLC	
66010.1 · Electricity - 62314693 - HLC	1,466.80
66010.2 · Electricity - 82346502 - HLC	629.43
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Total 66010 · Electricity - HLC	2,096.23
66020 · Electricity - Pump	
66020.1 · Electricity - 23609842 - Pump	12.98
66020.2 · Electricity - 81156829 - Pump	133.37
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Total 66020 · Electricity - Pump	146.35
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Total 66000 · UTILITIES	2,242.58
67000 · EXPENSE APPROVED NOT BUDGETED	
67040 · Horticultural Learning Ctr(HLC)	7,790.00
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Total 67000 · EXPENSE APPROVED NOT BUDGETED	7,790.00
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Total 60000 · EXPENSES	16,254.71
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Total Expense	16,254.71
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Net Income	-14,998.96
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04/11/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through April 9, 2019

	<u>Jan 1 - Apr 9, ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
43400 · DONATIONS			
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
Total 43400 · DONATIONS	<u>19.74</u>	<u>0.00</u>	<u>19.74</u>
44800 · DUES- MEMBERSHIP			
44810 · Membership Dues	2,160.00	2,210.00	-50.00
44820 · Newsletter	148.75	255.00	-106.25
Total 44800 · DUES- MEMBERSHIP	<u>2,308.75</u>	<u>2,465.00</u>	<u>-156.25</u>
45000 · Interest Income - Bank	11.80	75.00	-63.20
46400 · PROGRAM SERVICE PROJECT (PSP)			
46420 · Clinic & Office	0.00	0.00	0.00
46440 · Soil Testing	570.00	1,200.00	-630.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	<u>570.00</u>	<u>1,200.00</u>	<u>-630.00</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	14.00	3,000.00	-2,986.00
47160 · Sales - Vendors' Booths	2,081.00	3,200.00	-1,119.00
Total 47100 · PLANT SALE	<u>2,095.00</u>	<u>34,400.00</u>	<u>-32,305.00</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
47235 · Black Apparel	702.00	0.00	702.00
47240 · Trash-To-Treasure	3,549.66	3,000.00	549.66
Total 47000 · SPECIAL EVENTS	<u>6,346.66</u>	<u>39,500.00</u>	<u>-33,153.34</u>
Total Income	<u>9,256.95</u>	<u>43,240.00</u>	<u>-33,983.05</u>
Gross Profit	9,256.95	43,240.00	-33,983.05
Expense			
60000 · EXPENSES			
61000 · MANAGEMENT & GENERAL			
61100 · AWARDS & BANQUET			
61110 · Awards	0.00	350.00	-350.00
61120 · Banquet	151.75	750.00	-598.25
Total 61100 · AWARDS & BANQUET	<u>151.75</u>	<u>1,100.00</u>	<u>-948.25</u>

04/11/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through April 9, 2019

	Jan 1 - Apr 9, ...	Budget	\$ Over Budget
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	0.00	1,225.00	-1,225.00
61300 · OMGA Dues	1,505.00	1,736.00	-231.00
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	49.75	1,260.00	-1,210.25
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	236.57	250.00	-13.43
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	5.99	100.00	-94.01
Total 61500 · ADMINISTRATION	341.09	1,395.00	-1,053.91
Total 61000 · MANAGEMENT & GENERAL	2,047.59	6,716.00	-4,668.41
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	300.00	620.00	-320.00
Total 62110 · ADVANCED TRAINING	300.00	770.00	-470.00

04/11/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through April 9, 2019

	<u>Jan 1 - Apr 9, ...</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	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
Total 62200 · CLINIC & OFFICE	<u>515.57</u>	<u>1,609.00</u>	<u>-1,093.43</u>
62300 · COMMUNITY OUTREACH			
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
Total 62300 · COMMUNITY OUTREACH	<u>392.75</u>	<u>975.00</u>	<u>-582.25</u>
62400 · DISCOVERY GARDEN (DG)			
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	16.02	900.00	-883.98
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>137.27</u>	<u>4,115.00</u>	<u>-3,977.73</u>
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	<u>1,345.59</u>	<u>7,469.00</u>	<u>-6,123.41</u>

04/11/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through April 9, 2019

	Jan 1 - Apr 9, ...	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	21.00	150.00	-129.00
63140 · HLC Fire Extinguishers	0.00	60.00	-60.00
63145 · HLC Maintenance	377.89	1,200.00	-822.11
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	0.00	520.00	-520.00
63185 · Victory Garden Signage	0.00	0.00	0.00
63190 · Westside Greenhouse Maintenance	446.31	1,000.00	-553.69
63195 · Westside Greenhouse Supplies	36.89	350.00	-313.11
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	1,883.23	5,180.00	-3,296.77
65000 · SPECIAL EVENTS			
65100 · PLANT SALE (PS)			
65110 · Advertising	1,486.65	2,400.00	-913.35
65120 · Contributions - PS Volunteers	0.00	300.00	-300.00
65130 · Exhibit Fees	3,259.00	3,400.00	-141.00
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	639.77	2,100.00	-1,460.23
65180 · Vendor Costs	0.00	200.00	-200.00
Total 65100 · PLANT SALE (PS)	5,594.68	14,450.00	-8,855.32
65190 · PROPANE TANKS			
65191 · Eastside Greenhouse #1 75532	410.85	800.00	-389.15
65193 · Eastside Greenhouse #2 MO327516	884.22	800.00	84.22
65196 · Westside Greenhouse #3 49518	297.66	600.00	-302.34
65198 · Westside Greenhouse #500 48450	0.00	800.00	-800.00
Total 65190 · PROPANE TANKS	1,592.73	3,000.00	-1,407.27
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
65275 · Black Apparel	0.00	0.00	0.00
65290 · Trash-To-Treasure	93.50	150.00	-56.50
Total 65000 · SPECIAL EVENTS	7,280.91	17,835.00	-10,554.09
66000 · UTILITIES			
66010 · Electricity - HLC			
66010.1 · Electricity - 62314693 - HLC	1,466.80	1,467.00	-0.20
66010.2 · Electricity - 82346502 - HLC	629.43	2,733.00	-2,103.57
Total 66010 · Electricity - HLC	2,096.23	4,200.00	-2,103.77

04/11/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through April 9, 2019

	Jan 1 - Apr 9, ...	Budget	\$ Over Budget
66020 · Electricity - Pump			
66020.1 · Electricity - 23609842 - Pump	12.98	13.00	-0.02
66020.2 · Electricity - 81156829 - Pump	133.37	587.00	-453.63
Total 66020 · Electricity - Pump	146.35	600.00	-453.65
66050 · Water - Pitchford Meter	30.96	500.00	-469.04
66060 · Water - River Forks Meter	16.77	700.00	-683.23
Total 66000 · UTILITIES	2,290.31	6,000.00	-3,709.69
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)	990.00	0.00	990.00
Total 67000 · EXPENSE APPROVED NOT BUDGETED	990.00	0.00	990.00
Total 60000 · EXPENSES	15,837.63	43,200.00	-27,362.37
68001 · Voids	0.00	0.00	0.00
Total Expense	15,837.63	43,200.00	-27,362.37
Net Income	-6,580.68	40.00	-6,620.68