

DOUGLAS COUNTY MASTER GARDENERS
Executive Board Meeting
May 8, 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, Past President Chris Rusch and Membership Kay Livermore attended along with nine (9) 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 (Nothing to report)

OMGA Representative – Rosemary Brinkley/Kish Doyle (Nothing to report)

Treasurer – Toni Rudolph

- The financial statement is available for review
- Income from the Plant Sale is \$37,143.16. This does not include additional credit card income of approximately \$3,000 not yet credited
- There were 298 credit card sales; only nine (9) were under \$10.00.

Vice President – Vicki Barrett (absent)

Past President – Chris Rusch

Complimented everyone for a great Plant Sale

Secretary – Sharon J Bordeaux (Nothing to report)

President – Nancy Fuller

Complimented everyone for a great Plant Sale

COMMITTEE REPORTS:

Awards – Betty Ison (Nothing to report)

Community Outreach – Jude Stensland (Absent)

Discovery Garden – Julie Stanbery

- Janet Parkerson and the watering crew will be watering on Thursdays
- Sprinklers damaged by the winter storms are being repaired
- All of the beds in the Discovery Garden have been adopted
- For safety reasons, the tree by the children's garden sand box (located on the county park side of the fence) has been trimmed
- Except to replace the tree removed from Steve Rehnquist's area, there are no plans to replace any trees removed from the Discovery Garden
- Total cost of the clean-up was \$7,400

Greenhouse East – Bruce Gravens/Ann Severson

- Bruce reported Greenhouse East will be having a ½ price sale – there are not many plants left after the Plant Sale

Greenhouse West – Barbara Robinson (Absent)

Newsletter/Winter Program – Bonnie Courter/Kish Doyle (Nothing to report)

Plant Clinic – Chris Rusch

- Sylvia Andino is taking over the Roseburg Farmer’s Market; Andrew Taylor will be assisting
- The first day at the Farmer’s Market will be June 1, 2019. Sign up on the Plant Clinic Calendar
- Barbara Horst will be doing the Canyonville Farmer’s Market. Volunteers wishing to help can contact her at bjhorst@gmail.com or 541-825-8534

Plant Sale – Bonnie Durick

- A great Plant Sale and dynamic end of day team - everyone was gone by 5:30 except one vender
- There will be a post Plant Sale meeting on Monday, May 13, 2019
- Master Gardener Allen Huffstutter would like to contact Oregon Field Guide and propose a segment on the Discovery Garden/Master Gardeners. Discussion followed and the board agreed he should move ahead with his proposal

Publicity – Diana Circle

- An article thanking all who contributed to or participated in the Plant Sale will be sent to the News Review
- Diana would like to do articles on both of the Farmer’s Markets

Victory Garden – Ruth Stafford

Thank you to everyone who helped spread the chips in the Victory Garden

Old Business

- The updated Bylaws and Policy and Procedures will be voted on at the May chapter meeting
- After discussion of the pros and cons of purchasing and maintaining a printer, the board decided that costs for any non-related extension copies should be budgeted into the cost for fundraising and other events

New Business

- Bruce Graven asked about Reserve Funding. After discussion the board decided to revisit the issue later in the summer after all income/expenses from fundraisers are accounted for
- Worm Sales: There are not many worm sales and Nathan Bailey keeps proceeds (\$7.00 per sale) for supplies. After discussion, the board decided there should be a line item and budget for the worms and funds should be accounted for in the financial statement
- Bonnie Durick would like to purchase 120 succulents for her daughter, the event planner for Umpqua Health. The plants would be used at an event sponsored by Umpqua Health. After discussion, the board did not think this was against policy since a Master Gardener would make the purchase

OTHER

Nancy Fuller reported that a variegated maple was stolen from the Rock Garden. The three (3) foot tree was dug up and carried away. She voiced her concern for the continued removal of plants from the garden

The meeting adjourned at 11:08

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	May 30, 2019 at 9AM
DCMG Chapter Meeting:	May 30, 2019 at 10AM
DCMG Executive Meeting	June 12, 2019 at 10 AM
Plant Clinic	Monday - Friday 1 – 4 PM

8:32 AM
05/07/19

Douglas County Master Gardeners
Account Balances
As of May 7, 2019

	May 7, 19	
	<u>Debit</u>	<u>Credit</u>
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	41,271.74	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,001.35	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	3,837.01	
TOTAL	<u>50,110.10</u>	<u>0.00</u>

Douglas County Master Gardeners
 Cash Flow - Profit & Loss
 April 9 through May 7, 2019

	<u>Apr 9 - May 7, 19</u>
Income	
45000 · Interest Income - Bank	1.97
46400 · PROGRAM SERVICE PROJECT (PSP)	
46440 · Soil Testing	100.00
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Total 46400 · PROGRAM SERVICE PROJECT (PSP)	100.00
47000 · SPECIAL EVENTS	
47100 · PLANT SALE	
47110 · Raffle	1,282.90
47120 · Entrance Fees	3,401.00
47130 · Sales - Event	25,093.23
47150 · Sales - Pre Event	4,262.74
47160 · Sales - Vendors' Booths	2,982.60
47170 · Tips for 4-H Volunteers	120.69
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Total 47100 · PLANT SALE	37,143.16
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Total 47000 · SPECIAL EVENTS	37,143.16
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Total Income	37,245.13
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Gross Profit	37,245.13
Expense	
60000 · EXPENSES	
62000 · PROGRAM SERVICE PROJECT (PSP)	
62200 · CLINIC & OFFICE	
62210 · Farmers' Market - Canyonville	203.96
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Total 62200 · CLINIC & OFFICE	203.96
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62400 · DISCOVERY GARDEN (DG)	
62413 · Easy Access (Container Garden)	35.24
62421 · Entry Garden	21.99
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Total 62400 · DISCOVERY GARDEN (DG)	57.23
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Total 62000 · PROGRAM SERVICE PROJECT (PSP)	261.19
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63000 · HORTICULTURAL LEARNING CTR(HLC)	
63120 · Eastside Greenhouse Maintenance	30.08
63145 · HLC Maintenance	646.06
63180 · Victory Garden	77.05
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Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	753.19
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65000 · SPECIAL EVENTS	
65100 · PLANT SALE (PS)	
65150 · Next Year's Supplies - PS	106.99
65170 · Supplies	292.54
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Total 65100 · PLANT SALE (PS)	399.53
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65275 · Black Apparel	702.00
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Total 65000 · SPECIAL EVENTS	1,101.53

Douglas County Master Gardeners
Cash Flow - Profit & Loss
April 9 through May 7, 2019

	<u>Apr 9 - May 7, 19</u>
66000 · UTILITIES	
66010 · Electricity - HLC	
66010.2 · Electricity - 82346502 - HLC	581.12
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Total 66010 · Electricity - HLC	581.12
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Total 66000 · UTILITIES	581.12
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67000 · EXPENSE APPROVED NOT BUDGETED	
67040 · Horticultural Learning Ctr(HLC)	
	6,800.00
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Total 67000 · EXPENSE APPROVED NOT BUDGETED	6,800.00
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Total 60000 · EXPENSES	9,497.03
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Total Expense	9,497.03
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Net Income	27,748.10
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05/07/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through May 7, 2019

	<u>Jan 1 - May 7,...</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	17.81	75.00	-57.19
46400 · PROGRAM SERVICE PROJECT (PSP)			
46420 · Clinic & Office	0.00	0.00	0.00
46440 · Soil Testing	630.00	1,200.00	-570.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	<u>630.00</u>	<u>1,200.00</u>	<u>-570.00</u>
47000 · SPECIAL EVENTS			
47100 · PLANT SALE			
47110 · Raffle	1,282.90	1,200.00	82.90
47120 · Entrance Fees	3,401.00	3,050.00	351.00
47130 · Sales - Event	25,093.23	23,100.00	1,993.23
47140 · Sales - Post Event	0.00	850.00	-850.00
47150 · Sales - Pre Event	4,276.74	3,000.00	1,276.74
47160 · Sales - Vendors' Booths	2,982.60	3,200.00	-217.40
47170 · Tips for 4-H Volunteers	120.69	0.00	120.69
Total 47100 · PLANT SALE	<u>37,157.16</u>	<u>34,400.00</u>	<u>2,757.16</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	3,631.35	3,000.00	631.35
Total 47000 · SPECIAL EVENTS	<u>41,490.51</u>	<u>39,500.00</u>	<u>1,990.51</u>
Total Income	<u>44,466.81</u>	<u>43,240.00</u>	<u>1,226.81</u>
Gross Profit	<u>44,466.81</u>	<u>43,240.00</u>	<u>1,226.81</u>
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>

05/07/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through May 7, 2019

	<u>Jan 1 - May 7,...</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	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	<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	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	<u>341.09</u>	<u>1,395.00</u>	<u>-1,053.91</u>
Total 61000 · MANAGEMENT & GENERAL	<u>2,047.59</u>	<u>6,716.00</u>	<u>-4,668.41</u>
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	<u>300.00</u>	<u>770.00</u>	<u>-470.00</u>

05/07/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through May 7, 2019

	Jan 1 - May 7,...	Budget	\$ Over Budget
62200 · CLINIC & OFFICE			
62210 · Farmers' Market - Canyonville	203.96	270.00	-66.04
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	719.53	1,609.00	-889.47
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	392.75	975.00	-582.25
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)	35.24	155.00	-119.76
62421 · Entry Garden	21.99	50.00	-28.01
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)	194.50	4,115.00	-3,920.50
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	1,606.78	7,469.00	-5,862.22

05/07/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through May 7, 2019

	Jan 1 - May 7,...	Budget	\$ Over Budget
63000 · HORTICULTURAL LEARNING CTR(HLC)			
63110 · Annual Pumping Expense (Diver)	0.00	250.00	-250.00
63120 · Eastside Greenhouse Maintenance	31.22	250.00	-218.78
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	1,023.95	1,200.00	-176.05
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	77.05	520.00	-442.95
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)	2,636.42	5,180.00	-2,543.58
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	106.99	4,000.00	-3,893.01
65160 · Plants	159.58	1,200.00	-1,040.42
65170 · Supplies	932.31	2,100.00	-1,167.69
65180 · Vendor Costs	0.00	200.00	-200.00
Total 65100 · PLANT SALE (PS)	5,994.21	14,450.00	-8,455.79
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	702.00	0.00	702.00
65290 · Trash-To-Treasure	93.50	150.00	-56.50
Total 65000 · SPECIAL EVENTS	8,382.44	17,835.00	-9,452.56
66000 · UTILITIES			
66010 · Electricity - HLC			
66010.1 · Electricity - 62314693 - HLC	1,466.80	1,467.00	-0.20
66010.2 · Electricity - 82346502 - HLC	1,210.55	2,733.00	-1,522.45
Total 66010 · Electricity - HLC	2,677.35	4,200.00	-1,522.65

05/07/19
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January 1 through May 7, 2019

	<u>Jan 1 - May 7,...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
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	<u>146.35</u>	<u>600.00</u>	<u>-453.65</u>
66050 · Water - Pitchford Meter	30.96	500.00	-469.04
66060 · Water - River Forks Meter	16.77	700.00	-683.23
Total 66000 · UTILITIES	<u>2,871.43</u>	<u>6,000.00</u>	<u>-3,128.57</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)	7,790.00	0.00	7,790.00
Total 67000 · EXPENSE APPROVED NOT BUDGETED	<u>7,790.00</u>	<u>0.00</u>	<u>7,790.00</u>
Total 60000 · EXPENSES	<u>25,334.66</u>	<u>43,200.00</u>	<u>-17,865.34</u>
68001 · Voids	0.00	0.00	0.00
Total Expense	<u>25,334.66</u>	<u>43,200.00</u>	<u>-17,865.34</u>
Net Income	<u>19,132.15</u>	<u>40.00</u>	<u>19,092.15</u>