

DOUGLAS COUNTY MASTER GARDENERS
Executive Board Meeting
July 10, 2019

Call to Order: President Nancy Fuller called the meeting to order at 10:00. Executive Board members President Nancy Fuller, Vice-President Vicki Barrett, Treasurer Toni Rudolph, OMGA Rep. Rosemary Brinkley, Past President Chris Rusch, and Membership Kay Livermore attended along with 6 other members. Bonnie Courter was Acting Secretary.

The Agenda was approved as presented, and the Minutes as posted on the website were approved.

Agent's Report - Steve Renquist:

- Steve has been working with Bonnie Courter and Kish Doyle on procuring instructors to teach the next Winter Training Class. Progress is good. The specialist to speak on Tree Fruit will hopefully be the next Lane County agent who is to be hired in a month. Steve will speak to him or her when that position is filled. Bonnie added that we will need some Master Gardeners to present Climate and Weather, Vertebrate Pests, and Cover Crops. Power Point programs are already available and Steve could assist anyone willing to step up and be a presenter.
- Denise Fennell who is heading up Master Food Preservers asked Steve to introduce her to some of his radio contact people to publicize that program. Steve said to keep Denise in mind if we need anyone to publicize by radio any of our events as well as she would be an excellent spokesperson since she is also a Master Gardener.
- On Thursday, July 18, at 10:00 there will be a Diagnostics Class held at the home of Jack Finney, one of our new students. His address is 1433 SE Kane St. in Roseburg. Jack's property had a lot of damage due to the snowstorm. All are welcome, especially those involved in Plant Clinic.
- Extension has hired a new employee who is starting next week. She has a degree in Agriculture and will be an Educational Program Assistant for Horticulture, Agriculture and Small Farms. Steve said she could be a help to us with Winter Training Class and Spring Into Gardening. Betty Ison suggested we invite her to our September Chapter Meeting.

OFFICER REPORTS

Membership - Kay Livermore: We have 248 members.

OMGA Rep. - Rosemary Brinkley: OMGA will be holding a Silent Auction at their November meeting. Details can be found in the Newsletter.

Treasurer - Toni Rudolph:

- Financials are available. Toni mentioned there are two or three items in expenses - propane and black apparel - which appear to be over but are not. Electricity appears to be under but we still have to pay for three months from last year. It will balance as they now send us the bill directly.
- Toni introduced Dawnetta Lewis, Class of 2019, who has been nominated for Treasurer position for next term.
- Toni will be contacting committee heads to start going over the budget process for next year.

Vice-President - Vicki Barrett: Vicki said we had a wonderful chapter meeting at Steve's home last month. The chapter meeting/potluck July 25 will be held at Debby Finley's home in Melrose.

Past-President - Chris Rusch: Nothing to report.

President - Nancy Fuller:

- Nancy sent out a "thank you" card to Jen Bailey in appreciation for all her hard work on our Policy & Procedures Manual revisions.
- Email Scams: Toni Rudolph received an email supposedly from Nancy Fuller asking for five \$100 Amazon gift cards to give to "clients". Fortunately Toni contacted Nancy and found that the email from the sender wasn't Nancy's email. Steve also received a similar scam email. Apparently thieves are targeting the hierarchy of organizations and using familiar names linked to that organization. Nancy said we need to be extremely cautious when receiving an email that seems suspicious. If in doubt, pick up the phone and call the person it's supposedly from to verify. It's best to not open suspicious emails - delete them immediately.

COMMITTEE REPORTS

Awards - Betty Ison: Betty said to make sure Judy Huntley has Awards Banquet signup sheets available in the Plant Clinic and at the chapter meetings during the summer months. Betty needs enough time to make up certificates in time for the banquet on October 12.

Community Outreach - Jude Stensland: Not present. No report.

Discovery Garden - Julie Stanbery: Not present. No report.

Greenhouse East - Bruce Gravens/Ann Severson: Not present. No report.

Greenhouse West - Barbara Robinson: Not present (Barbara has been quite ill recently.) Barbara sent her report to Nancy:

- The crew has been meeting weekly on Tuesday mornings. We have been working on existing inventory by root pruning, cleaning up, and dividing plants.
- A trip was made Monday to Peoria Gardens Wholesale Nursery. Once a year they open their nursery in Albany to retail customers for a 2 week period. We purchase plants to propagate for our plant sale, most of which we are able to divide into smaller pots.
- Thank you to Betty Ison who helped in an advisory role, to choose appropriate plants for purchase and to Elva Sellens who helped with the heavy lifting.
- The padlock on the front gate of Westside Greenhouse disappeared last week. We have replaced it with one from another gate, but now need to replace it. I am waiting for Julie Stanbery to get back to me on a replacement.

Newsletter/Winter Training - Bonnie Courter:

- Newsletter articles and contributions are due Monday July 29th instead of the 27th.
- Bonnie passed out the signup sheet for mentoring for the Winter Training Class.

Plant Clinic - Chris Rusch: Same numbers of inquiries and visitors as last year, though there have been more emails this year. The calendar is full. New MG's are diligently working on getting their hours in.

Publicity - Diana Circle:

- Diana sent in an article to the paper on the Plant Clinic and Farmer's Markets, the Fair, and the firewise talk given at the Jackson County OMGA meeting last month.
- She will take a photo of the nominees for Executive Board at the next meeting for her last article in August. Diana will be stepping down from the Publicity position next month.

Victory Garden - Carolyn Ruzicka: We are down in our produce this year due to gophers and thefts. We replanted the zucchini plants. Last year at this time we had 488 pounds of produce to donate to UCAN - this year so far only 271 pounds. The locks to the garden have been switched out.

OLD BUSINESS

Audit Committee: The Audit Committee will be meeting July 16th.

Life Memberships: This will be voted on at this month's chapter meeting. Kay Livermore will present it to the membership, then ask for a motion and a vote. There are 20 MG's right now that qualify to be Life Members, and Kay figures on adding at least two a year to their number.

NEW BUSINESS

- **Nominations for the 2020 Executive Board.** Nominations have been posted in the Newsletter. The vote by membership will occur at this month's chapter meeting. Nominees will be sworn in at the August chapter meeting and take over at the September Board meeting.
- **County Fair Sign.** Chris Rusch said that Diane Smith-Lewsadder has been painting a beautiful archway sign to reach over the tables at our booth at the DC Fair. Nancy shared photos she took of the sign. The project quickly evolved into a work of art, and Diane has decided she would like to have it digitized to mount onto the board structure instead of taking the chance of the original becoming damaged with MG use. She is also having it copyrighted. Diane has found a Eugene-based company, AVistra, who can digitize it for \$600, \$300 over what was budgeted for the Fair project. She has donated materials and her months of labor to it and would like to keep the original for herself. A digital copy with our logo on it can be used for our other events like the plant sale. She is willing to let other MG chapters and OMGA use the design, but they would have to have their own logo put on it and pay for it to be digitized.

Discussion ensued. Elva and Diana felt that we should get something in writing from Diane saying that we would have use of our copy of the sign forever.

The \$300 would be an advance on the Fair budget for next year.

Rosemary Brinkley moved that we approve the \$300 advancement of funds with the provision that we get a release signed from Diane saying that we have use of our copy indefinitely. Toni Rudolph seconded the motion. The motion was voted on and carried unanimously.

- **Garden Tour:** Chris Rusch said she was approached by Teresa Middleton who would like to have a tour of the Discovery Garden for her 4H kids on a Tuesday. Since Tuesday would not be a good time, Chris will see if Teresa can choose another date.

ADJOURNMENT: The meeting was adjourned at 11:30.

Respectfully submitted,
Bonnie Courter, Acting Secretary

ANNOUNCEMENTS

Diagnostics Class	Thursday, July 18 at Jack Finney's home, 10:00 AM
Insect Committee	First & Third Mondays, 10:00 AM
Discovery Garden Workdays	Tuesdays, 8:00-11:00 AM
Plant Clinic	Monday-Friday, 1:00-4:00 PM
DCMG Chapter Mtg/Potluck	Thursday, July 25 at Debby Finley's home, 10:00 AM
DCMG Executive Meeting	Wednesday, Aug. 14, 10:00

8:01 PM
07/09/19

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

	Jul 9, 19	
	Debit	Credit
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	39,290.84	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,002.18	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	1,788.27	
TOTAL	<u>46,081.29</u>	<u>0.00</u>

Douglas County Master Gardeners
 Cash Flow - Profit & Loss
 June 12 through July 9, 2019

	<u>Jun 12 - Jul 9, 19</u>
Income	
44800 · DUES- MEMBERSHIP	
44810 · Membership Dues	0.00
Total 44800 · DUES- MEMBERSHIP	<u>0.00</u>
45000 · Interest Income - Bank	10.59
46400 · PROGRAM SERVICE PROJECT (PSP)	
46440 · Soil Testing	10.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	<u>10.00</u>
47000 · SPECIAL EVENTS	
47100 · PLANT SALE	
47140 · Sales - Post Event	88.00
Total 47100 · PLANT SALE	<u>88.00</u>
47220 · Compost Tea	340.00
47240 · Trash-To-Treasure	20.75
Total 47000 · SPECIAL EVENTS	<u>448.75</u>
Total Income	<u>469.34</u>
Gross Profit	469.34
Expense	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61100 · AWARDS & BANQUET	
61120 · Banquet	50.03
Total 61100 · AWARDS & BANQUET	<u>50.03</u>
Total 61000 · MANAGEMENT & GENERAL	50.03
62000 · PROGRAM SERVICE PROJECT (PSP)	
62400 · DISCOVERY GARDEN (DG)	
62402 · Butterfly Garden	16.25
62437 · Irrigation	174.08
62449 · Maintenance DG	76.77
62485 · Signage	68.82
Total 62400 · DISCOVERY GARDEN (DG)	<u>335.92</u>
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	335.92
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63130 · Garbage Dump Fee	30.00
63180 · Victory Garden	77.63
63190 · Westside Greenhouse Maintenance	2.88
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	<u>110.51</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
June 12 through July 9, 2019

	<u>Jun 12 - Jul 9, 19</u>
65000 · SPECIAL EVENTS	
65100 · PLANT SALE (PS)	
65110 · Advertising	494.00
65160 · Plants	892.64
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Total 65100 · PLANT SALE (PS)	1,386.64
65230 · Compost Tea	128.65
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Total 65000 · SPECIAL EVENTS	1,515.29
66000 · UTILITIES	
66010 · Electricity - HLC	
66010.2 · Electricity - 82346502 - HLC	219.30
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Total 66010 · Electricity - HLC	219.30
66020 · Electricity - Pump	
66020.2 · Electricity - 81156829 - Pump	12.33
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Total 66020 · Electricity - Pump	12.33
66050 · Water - Pitchford Meter	52.62
66060 · Water - River Forks Meter	311.88
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Total 66000 · UTILITIES	596.13
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Total 60000 · EXPENSES	2,607.88
68001 · Voids	0.00
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Total Expense	2,607.88
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Net Income	-2,138.54
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07/09/19
Cash Basis

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

	Jan 1 - Jul 9, ...	Budget	\$ Over Budget
Income			
43400 · DONATIONS			
43410 · Contributions	17.00	0.00	17.00
43420 · Amazon Smile Foundation	19.13	0.00	19.13
43430 · Fred Meyer Community Rewards	1.29	0.00	1.29
43440 · Grants	0.00	0.00	0.00
Total 43400 · DONATIONS	37.42	0.00	37.42
44800 · DUES- MEMBERSHIP			
44810 · Membership Dues	2,170.00	2,210.00	-40.00
44820 · Newsletter	148.75	255.00	-106.25
Total 44800 · DUES- MEMBERSHIP	2,318.75	2,465.00	-146.25
45000 · Interest Income - Bank	37.74	75.00	-37.26
46400 · PROGRAM SERVICE PROJECT (PSP)			
46420 · Clinic & Office	0.00	0.00	0.00
46440 · Soil Testing	830.00	1,200.00	-370.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	830.00	1,200.00	-370.00
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	224.25	850.00	-625.75
47150 · Sales - Pre Event	4,281.74	3,000.00	1,281.74
47160 · Sales - Vendors' Booths	3,012.60	3,200.00	-187.40
47170 · Tips for 4-H Volunteers	120.69	0.00	120.69
Total 47100 · PLANT SALE	37,416.41	34,400.00	3,016.41
47210 · Bake Sale	0.00	1,200.00	-1,200.00
47220 · Compost Tea	576.00	900.00	-324.00
47230 · Tee Shirt Sales	0.00	0.00	0.00
47235 · Black Apparel	702.00	0.00	702.00
47240 · Trash-To-Treasure	3,652.10	3,000.00	652.10
Total 47000 · SPECIAL EVENTS	42,346.51	39,500.00	2,846.51
Total Income	45,570.42	43,240.00	2,330.42
Gross Profit	45,570.42	43,240.00	2,330.42
Expense			
60000 · EXPENSES			
61000 · MANAGEMENT & GENERAL			
61100 · AWARDS & BANQUET			
61110 · Awards	0.00	350.00	-350.00
61120 · Banquet	246.01	750.00	-503.99
Total 61100 · AWARDS & BANQUET	246.01	1,100.00	-853.99

07/09/19
Cash Basis

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

	<u>Jan 1 - Jul 9, ...</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>2,141.85</u>	<u>6,716.00</u>	<u>-4,574.15</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>

07/09/19
Cash Basis

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

	Jan 1 - Jul 9, ...	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	34.19	200.00	-165.81
62405 · Children's Garden	191.04	450.00	-258.96
62409 · Compost & Biochar	0.00	200.00	-200.00
62413 · Easy Access (Container Garden)	68.05	155.00	-86.95
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	217.53	300.00	-82.47
62441 · Japanese Garden	56.89	100.00	-43.11
62445 · Kiosk - Donor Board	0.00	50.00	-50.00
62449 · Maintenance DG	119.79	900.00	-780.21
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	31.70	50.00	-18.30
62485 · Signage	68.82	300.00	-231.18
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)	810.00	4,115.00	-3,305.00
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	2,222.28	7,469.00	-5,246.72

07/09/19
Cash Basis

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

	Jan 1 - Jul 9, ...	Budget	\$ Over Budget
63000 · HORTICULTURAL LEARNING CTR(HLC)			
63110 · Annual Pumping Expense (Diver)	0.00	250.00	-250.00
63120 · Eastside Greenhouse Maintenance	242.20	250.00	-7.80
63125 · Eastside Greenhouse Supplies	250.00	250.00	0.00
63130 · Garbage Dump Fee	51.00	150.00	-99.00
63140 · HLC Fire Extinguishers	0.00	60.00	-60.00
63145 · HLC Maintenance	1,112.33	1,200.00	-87.67
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	269.10	520.00	-250.90
63185 · Victory Garden Signage	0.00	0.00	0.00
63190 · Westside Greenhouse Maintenance	449.19	1,000.00	-550.81
63195 · Westside Greenhouse Supplies	36.89	350.00	-313.11
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	3,410.71	5,180.00	-1,769.29
65000 · SPECIAL EVENTS			
65100 · PLANT SALE (PS)			
65110 · Advertising	2,018.64	2,400.00	-381.36
65120 · Contributions - PS Volunteers	120.00	300.00	-180.00
65130 · Exhibit Fees	3,159.00	3,400.00	-241.00
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	1,052.22	1,200.00	-147.78
65170 · Supplies	1,232.38	2,100.00	-867.62
65180 · Vendor Costs	0.00	200.00	-200.00
Total 65100 · PLANT SALE (PS)	7,738.91	14,450.00	-6,711.09
65190 · PROPANE TANKS			
65191 · Eastside Greenhouse #1 75532	517.28	800.00	-282.72
65193 · Eastside Greenhouse #2 MO327516	964.92	800.00	164.92
65196 · Westside Greenhouse #3 49518	367.81	600.00	-232.19
65198 · Westside Greenhouse #500 48450	0.00	800.00	-800.00
Total 65190 · PROPANE TANKS	1,850.01	3,000.00	-1,149.99
65210 · Bake Sale	0.00	75.00	-75.00
65230 · Compost Tea	128.65	160.00	-31.35
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	10,513.07	17,835.00	-7,321.93
66000 · UTILITIES			
66010 · Electricity - HLC			
66010.1 · Electricity - 62314693 - HLC	1,466.80	1,467.00	-0.20
66010.2 · Electricity - 82346502 - HLC	2,378.18	2,733.00	-354.82
Total 66010 · Electricity - HLC	3,844.98	4,200.00	-355.02

07/09/19
Cash Basis

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

	<u>Jan 1 - Jul 9, ...</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	180.96	587.00	-406.04
Total 66020 · Electricity - Pump	<u>193.94</u>	<u>600.00</u>	<u>-406.06</u>
66050 · Water - Pitchford Meter	83.58	500.00	-416.42
66060 · Water - River Forks Meter	328.65	700.00	-371.35
Total 66000 · UTILITIES	<u>4,451.15</u>	<u>6,000.00</u>	<u>-1,548.85</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>30,529.06</u>	<u>43,200.00</u>	<u>-12,670.94</u>
68001 · Voids	0.00	0.00	0.00
Total Expense	<u>30,529.06</u>	<u>43,200.00</u>	<u>-12,670.94</u>
Net Income	<u>15,041.36</u>	<u>40.00</u>	<u>15,001.36</u>