

**DOUGLAS COUNTY MASTER GARDENERS**  
**Executive Board Meeting**  
**April 8, 2020**

**Call to Order:** The meeting via Zoom was called to order by Nancy Fuller at 10:00 AM. Joining in the meeting were President Nancy Fuller, Secretary Bonnie Courter, Membership Kay Livermore, Treasurer Toni Rudolph, Past President Chris Rusch, and Plant Sale Chairperson Bonnie Durick. (Diana Woodward was able to listen in, but not participate).

**Agenda:** The agenda of the meeting was to discuss the feasibility of holding the annual Plant Sale due to the COVID19 restrictions.

**Treasurer - Toni Rudolph:** Toni will send out financials via email to the membership.

**Membership - Kay Livermore:** Nancy asked Kay to post the DCMG President's new email address in the next roster and indicate it as being the email that should be used exclusively for correspondence with the President, much as is done in the case of the Treasurer. The new email for the DCMG President is: [president.dcmg@gmail.com](mailto:president.dcmg@gmail.com).

**Plant Sale Chair - Bonnie Durick:** Bonnie corrected a previous email that stated the Extension office is closed til the end of May. It is closed until the end of April. If it becomes open the first part of May, perhaps we could hold a plant sale exclusively for Master Gardeners. They would be required to wear masks and keep social distance, paying by cash or check only. Since there is a big cost in providing plant labels, we would need to come up with some other form of plant stakes. It's important to find ways to make the sale as inexpensive as possible.

The annuals and vegetables would be the most crucial to unload, either by an MG sale or donating plants to UCAN. Perennials could be propagated and cared for in order to sell next year.

Bonnie felt that at this point, it would be best to cancel the Plant Sale. Jen Bailey will be advised to notify the vendors and return their money. Advertising has already been cancelled.

After discussion, **Chris Rusch made a motion to cancel this year's Plant Sale. Bonnie Courter seconded it. The motion was voted on and passed unanimously.**

Bonnie Durick will contact the Fairgrounds to cancel the event and either get a refund from them or have them hold it over til 2021. She will also send out an email through Shirley to membership informing them of the sale cancellation. Bonnie Durick will also send out an email to membership to start saving gallon-size and 4" pots that can be used by the greenhouses, delivering them cleaned to the greenhouses once the restrictions have passed.

Nancy will contact Steve Renquist to clarify the OSU restrictions concerning work at the greenhouses.

**Adjournment:** The meeting was adjourned at 10:55 AM.

Respectfully submitted,  
Bonnie Courter, Secretary

8:04 AM  
04/08/20

Douglas County Master Gardeners  
Account Balances  
As of April 8, 2020

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	Apr 8, 20	
	<u>Debit</u>	<u>Credit</u>
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	20,852.64	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,004.89	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	2,271.52	
<b>TOTAL</b>	<b><u>28,129.05</u></b>	<b><u>0.00</u></b>

Douglas County Master Gardeners  
 Cash Flow - Profit & Loss  
 March 11 through April 8, 2020

	<u>Mar 11 - Apr 8, 20</u>
<b>Income</b>	
45000 · Interest Income - Bank	2.99
<b>Total Income</b>	<u>2.99</u>
<b>Gross Profit</b>	2.99
<b>Expense</b>	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61500 · ADMINISTRATION	
61560 · Newsletter Printing & Postage	10.50
<b>Total 61500 · ADMINISTRATION</b>	<u>10.50</u>
<b>Total 61000 · MANAGEMENT &amp; GENERAL</b>	10.50
62000 · PROGRAM SERVICE PROJECT (PSP)	
62200 · CLINIC & OFFICE	
62240 · Insects	45.71
<b>Total 62200 · CLINIC &amp; OFFICE</b>	45.71
62400 · DISCOVERY GARDEN (DG)	
62413 · Easy Access (Container Garden)	47.95
62433 · Iris Garden	199.87
<b>Total 62400 · DISCOVERY GARDEN (DG)</b>	<u>247.82</u>
<b>Total 62000 · PROGRAM SERVICE PROJECT (PSP)</b>	293.53
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63190 · Westside Greenhouse Maintenance	98.22
<b>Total 63000 · HORTICULTURAL LEARNING CTR(HLC)</b>	98.22
65000 · SPECIAL EVENTS	
65100 · PLANT SALE (PS)	
65110 · Advertising	83.60
65164 · Plants - Eastside	174.96
65170 · Supplies	675.92
<b>Total 65100 · PLANT SALE (PS)</b>	934.48
65190 · PROPANE TANKS	
65191 · Eastside Greenhouse #1 75532	84.00
65193 · Eastside Greenhouse #2 MO327516	142.06
65196 · Westside Greenhouse #3 49518	195.71
65198 · Westside Greenhouse #500 48450	103.57
<b>Total 65190 · PROPANE TANKS</b>	<u>525.34</u>
<b>Total 65000 · SPECIAL EVENTS</b>	1,459.82

8:05 AM  
04/08/20  
Cash Basis

Douglas County Master Gardeners  
Cash Flow - Profit & Loss  
March 11 through April 8, 2020

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	<u>Mar 11 - Apr 8, 20</u>
<b>66000 · UTILITIES</b>	
66010.2 · Electricity - 82346502 - HLC	504.80
66020.2 · Electricity - 81156829 - Pump	0.00
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<b>Total 66000 · UTILITIES</b>	504.80
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<b>Total 60000 · EXPENSES</b>	2,366.87
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<b>Total Expense</b>	2,366.87
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<b>Net Income</b>	<b>-2,363.88</b>
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04/08/20  
Cash Basis

Douglas County Master Gardeners  
Actual vs Budget  
January through December 2020

	<u>Jan - Dec 20</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	13.28	40.00	-26.72
43430 · Kroger Community Rewards	25.01	5.00	20.01
<b>Total 43400 · DONATIONS</b>	<u>48.29</u>	<u>45.00</u>	<u>3.29</u>
<b>44800 · DUES- MEMBERSHIP</b>			
44810 · Membership Dues	2,120.00	2,480.00	-360.00
44820 · Newsletter	262.50	203.00	59.50
<b>Total 44800 · DUES- MEMBERSHIP</b>	<u>2,382.50</u>	<u>2,683.00</u>	<u>-300.50</u>
<b>45000 · Interest Income - Bank</b>	11.76	70.00	-58.24
<b>46400 · PROGRAM SERVICE PROJECT (PSP)</b>			
46440 · Soil Testing	350.00	1,200.00	-850.00
46450 · Spring into Gardening - REFUND	250.00	1,200.00	-950.00
<b>Total 46400 · PROGRAM SERVICE PROJECT (PSP)</b>	<u>600.00</u>	<u>2,400.00</u>	<u>-1,800.00</u>
<b>47000 · SPECIAL EVENTS</b>			
<b>47100 · PLANT SALE</b>			
47110 · Raffle	0.00	1,200.00	-1,200.00
47120 · Entrance Fees	0.00	5,100.00	-5,100.00
47130 · Sales - Event	0.00	23,500.00	-23,500.00
47140 · Sales - Post Event	0.00	700.00	-700.00
47150 · Sales - Pre Event	0.00	3,250.00	-3,250.00
47160 · Sales - Vendors' Booths	0.00	3,100.00	-3,100.00
47170 · Tips for 4-H Volunteers	0.00	0.00	0.00
<b>Total 47100 · PLANT SALE</b>	<u>0.00</u>	<u>36,850.00</u>	<u>-36,850.00</u>
47210 · Bake Sale	0.00	2,000.00	-2,000.00
47220 · Compost Tea	0.00	950.00	-950.00
47230 · Tee Shirt Sales	0.00	0.00	0.00
47235 · Black Apparel	0.00	0.00	0.00
47240 · Trash-To-Treasure	4,399.18	3,000.00	1,399.18
47250 · Vermiculture - Worms	0.00	0.00	0.00
<b>Total 47000 · SPECIAL EVENTS</b>	<u>4,399.18</u>	<u>42,800.00</u>	<u>-38,400.82</u>
<b>Total Income</b>	<u>7,441.73</u>	<u>47,998.00</u>	<u>-40,556.27</u>
<b>Gross Profit</b>	<u>7,441.73</u>	<u>47,998.00</u>	<u>-40,556.27</u>
<b>Expense</b>			
<b>60000 · EXPENSES</b>			
<b>61000 · MANAGEMENT &amp; GENERAL</b>			
<b>61100 · AWARDS &amp; BANQUET</b>			
61110 · Awards	0.00	375.00	-375.00
61120 · Banquet	0.00	750.00	-750.00
<b>Total 61100 · AWARDS &amp; BANQUET</b>	<u>0.00</u>	<u>1,125.00</u>	<u>-1,125.00</u>

04/08/20  
Cash Basis

Douglas County Master Gardeners  
Actual vs Budget  
January through December 2020

	<u>Jan - Dec 20</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	800.00	-800.00
<b>Total 61200 · CONFERENCES</b>	<u>0.00</u>	<u>800.00</u>	<u>-800.00</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	0.00	50.00	-50.00
61450 · Gifts - Miscellaneous	5.00	100.00	-95.00
61460 · Gifts - Officers	0.00	80.00	-80.00
61480 · Scholarships	0.00	1,000.00	-1,000.00
<b>Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS</b>	<u>5.00</u>	<u>1,310.00</u>	<u>-1,305.00</u>
<b>61500 · ADMINISTRATION</b>			
61510 · Bank Charges	0.00	0.00	0.00
61520 · Check Print Charges	0.00	50.00	-50.00
61530 · Historian	0.00	0.00	0.00
61540 · Hospitality	132.98	250.00	-117.02
61550 · Liability Insurance	0.00	510.00	-510.00
61560 · Newsletter Printing & Postage	78.52	250.00	-171.48
61570 · OMGA Search for Excellence	0.00	150.00	-150.00
61580 · Postage for Exec Board	0.00	80.00	-80.00
61590 · Supplies for Exec Board	0.00	150.00	-150.00
<b>Total 61500 · ADMINISTRATION</b>	<u>211.50</u>	<u>1,440.00</u>	<u>-1,228.50</u>
<b>Total 61000 · MANAGEMENT &amp; GENERAL</b>	<u>216.50</u>	<u>6,411.00</u>	<u>-6,194.50</u>
<b>62000 · PROGRAM SERVICE PROJECT (PSP)</b>			
<b>62110 · ADVANCED TRAINING</b>			
62120 · Continuing Education	0.00	0.00	0.00
62125 · Spring into Gardening	0.00	525.00	-525.00
<b>62150 · WINTER PROGRAM</b>			
62160 · New Class - Supplies	8.99	20.00	-11.01
64170 · Speakers	450.00	650.00	-200.00
<b>Total 62150 · WINTER PROGRAM</b>	<u>458.99</u>	<u>670.00</u>	<u>-211.01</u>
<b>Total 62110 · ADVANCED TRAINING</b>	<u>458.99</u>	<u>1,195.00</u>	<u>-736.01</u>

04/08/20  
Cash Basis

Douglas County Master Gardeners  
Actual vs Budget  
January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>62200 · CLINIC &amp; OFFICE</b>			
62210 · Farmers' Market - Canyonville	0.00	0.00	0.00
62220 · Farmers' Market - Roseburg	0.00	0.00	0.00
62240 · Insects	45.71	80.00	-34.29
62250 · Library	0.00	0.00	0.00
62260 · Plant Clinic & Office Supplies	0.00	100.00	-100.00
62280 · Soil Testing	400.00	416.00	-16.00
62290 · Website Development	0.00	150.00	-150.00
<b>Total 62200 · CLINIC &amp; OFFICE</b>	<u>445.71</u>	<u>746.00</u>	<u>-300.29</u>
<b>62300 · COMMUNITY OUTREACH</b>			
62310 · DC Fair Outreach Booth	0.00	200.00	-200.00
62320 · Printing Materials 4 Outreach	0.00	200.00	-200.00
62330 · Speakers Bureau	0.00	0.00	0.00
<b>Total 62300 · COMMUNITY OUTREACH</b>	<u>0.00</u>	<u>400.00</u>	<u>-400.00</u>
<b>62400 · DISCOVERY GARDEN (DG)</b>			
62402 · Butterfly Garden	0.00	300.00	-300.00
62405 · Children's Garden	24.99	350.00	-325.01
62409 · Compost/Biochar/Vermiculture	0.00	100.00	-100.00
62413 · Easy Access (Container Garden)	241.95	300.00	-58.05
62421 · Entry Garden	0.00	50.00	-50.00
62425 · Herb Garden	0.00	150.00	-150.00
62429 · Hummingbird Garden	0.00	0.00	0.00
62433 · Iris Garden	199.87	200.00	-0.13
62437 · Irrigation	0.00	300.00	-300.00
62441 · Japanese Garden	0.00	125.00	-125.00
62445 · Kiosk - Donor Board	0.00	50.00	-50.00
62449 · Maintenance DG	187.00	1,050.00	-863.00
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	285.00	-285.00
62473 · Raised Beds (Dahlia-Lily)	0.00	100.00	-100.00
62477 · Rock Garden	0.00	400.00	-400.00
62481 · Shade Garden	0.00	50.00	-50.00
62485 · Signage	0.00	0.00	0.00
62491 · Sun Garden	0.00	200.00	-200.00
62498 · Xeriscape Garden	0.00	150.00	-150.00
<b>Total 62400 · DISCOVERY GARDEN (DG)</b>	<u>653.81</u>	<u>4,685.00</u>	<u>-4,031.19</u>
<b>Total 62000 · PROGRAM SERVICE PROJECT (PSP)</b>	<u>1,558.51</u>	<u>7,026.00</u>	<u>-5,467.49</u>

**Douglas County Master Gardeners  
Actual vs Budget  
January through December 2020**

	Jan - Dec 20	Budget	\$ Over Budget
<b>63000 · HORTICULTURAL LEARNING CTR(HLC)</b>			
63110 · Annual Pumping Expense (Diver)	0.00	300.00	-300.00
63120 · Eastside Greenhouse Maintenance	709.84	4,920.00	-4,210.16
63125 · Eastside Greenhouse Supplies	160.58	250.00	-89.42
63130 · Garbage Dump Fee	0.00	175.00	-175.00
63140 · HLC Fire Extinguishers	0.00	60.00	-60.00
63145 · HLC Maintenance	0.00	800.00	-800.00
63150 · HLC Orchard	0.00	500.00	-500.00
63160 · Toilet Repairs & Supplies	9.59	150.00	-140.41
63170 · Tree Trimming Professional	0.00	1,000.00	-1,000.00
63180 · Victory Garden	237.39	831.00	-593.61
63185 · Victory Garden Signage	0.00	0.00	0.00
63190 · Westside Greenhouse Maintenance	98.22	1,000.00	-901.78
63195 · Westside Greenhouse Supplies	-50.00	350.00	-400.00
<b>Total 63000 · HORTICULTURAL LEARNING CTR(HLC)</b>	<b>1,165.62</b>	<b>10,336.00</b>	<b>-9,170.38</b>
<b>65000 · SPECIAL EVENTS</b>			
<b>65100 · PLANT SALE (PS)</b>			
65110 · Advertising	131.57	2,600.00	-2,468.43
65120 · Contributions - PS Volunteers	0.00	300.00	-300.00
65130 · Exhibit Fees	1,619.00	3,400.00	-1,781.00
65140 · Next Year's Seeds	0.00	850.00	-850.00
65150 · Next Year's Supplies - PS	0.00	4,000.00	-4,000.00
65164 · Plants - Eastside	174.96	600.00	-425.04
65168 · Plants - Westside	0.00	800.00	-800.00
65170 · Supplies	743.88	2,100.00	-1,356.12
65180 · Vendor Costs	0.00	200.00	-200.00
<b>Total 65100 · PLANT SALE (PS)</b>	<b>2,669.41</b>	<b>14,850.00</b>	<b>-12,180.59</b>
<b>65190 · PROPANE TANKS</b>			
65191 · Eastside Greenhouse #1 75532	527.76	1,050.00	-522.24
65193 · Eastside Greenhouse #2 MO327516	601.45	900.00	-298.55
65196 · Westside Greenhouse #3 49518	515.66	750.00	-234.34
65198 · Westside Greenhouse #500 48450	352.94	300.00	52.94
<b>Total 65190 · PROPANE TANKS</b>	<b>1,997.81</b>	<b>3,000.00</b>	<b>-1,002.19</b>
65210 · Bake Sale	0.00	75.00	-75.00
65230 · Compost Tea	0.00	150.00	-150.00
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	39.99	150.00	-110.01
<b>Total 65000 · SPECIAL EVENTS</b>	<b>4,707.21</b>	<b>18,225.00</b>	<b>-13,517.79</b>



04/08/20  
Cash Basis

Douglas County Master Gardeners  
Actual vs Budget  
January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>66000 · UTILITIES</b>			
66010.2 · Electricity - 82346502 - HLC	1,046.78	4,400.00	-3,353.22
66020.2 · Electricity - 81156829 - Pump	0.00	400.00	-400.00
66050 · Water - Heleck Hall Meter	60.39	500.00	-439.61
66060 · Water - Caretakers Meter	0.00	700.00	-700.00
<b>Total 66000 · UTILITIES</b>	<u>1,107.17</u>	<u>6,000.00</u>	<u>-4,892.83</u>
<b>67000 · EXPENSE APPROVED NOT BUDGETED</b>			
67011 · Rock Garden - 2019 Karl Carlson	0.00	200.00	-200.00
67021 · ESG - 2019 Ford GRANT	2,239.67	2,239.67	0.00
<b>Total 67000 · EXPENSE APPROVED NOT BUDGETED</b>	<u>2,239.67</u>	<u>2,439.67</u>	<u>-200.00</u>
<b>Total 60000 · EXPENSES</b>	<u>10,994.68</u>	<u>50,437.67</u>	<u>-39,442.99</u>
<b>Total Expense</b>	<u>10,994.68</u>	<u>50,437.67</u>	<u>-39,442.99</u>
<b>Net Income</b>	<u><b>-3,552.95</b></u>	<u><b>-2,439.67</b></u>	<u><b>-1,113.28</b></u>