

DOUGLAS COUNTY MASTER GARDENERS
Executive Board Meeting
May 13, 2020

Call to Order: The meeting via Zoom was called to order by Nancy Fuller at 10:05 AM. Joining in the meeting were President Nancy Fuller, Secretary Bonnie Courter, Treasurer Toni Rudolph, Past President Chris Rusch, Membership Kay Livermore, and Agent Steve Renquist.

Agenda: No formal agenda was presented. Participants randomly joined in to address concerns they had.

Nancy shared that she received a note from Corinna at the County Courthouse that the Extension auditorium will not be open to public meetings due to the COVID19 restrictions until the County officially opens. Extension is hoping to open up after July 4th. That puts us into our normal summer chapter meetings at MG homes. Hopefully by then we will be able to hold those with required guidelines of social distancing, etc. Kay Livermore volunteered her home to host the June chapter meeting provided it can be held.

Steve said it looks like OSU's restrictions will not allow things to open up fully until September. However, he feels that after July 4th we should be able to organize workers at the Discovery Garden with guidance. He has made a formal request to the head of OSU Extension stating the necessity to have someone at the HLC during the summer months at least once a week, and asking that he be allowed as Agent to do that.

Nancy applied for the Karl Carlson grant for the funding of new plant labels for the Herb Garden. One of our new graduates, Terril Lowe, has volunteered to make sign flags out of outdoor fabric with embroidered plant names on them. Her labor would be donated, and anything left over for the materials could go towards purchasing black plastic plant label tags for the Shade, Japanese, and Xeriscape gardens. Geoff Puryear has found a source that makes them for only 50 cents a piece.

Chris asked if we could mail out the graduating students's name badges to them since we didn't have an official graduation this year. Since that would cost some money to package and mail them out, Steve volunteered to hand them out to them at the Discovery Garden on a designated day once things open up for that kind of activity. We are waiving the Final Exam requirement and now consider the new students as official Master Gardener graduates.

Nancy asked about setting spending priorities for this year due our decrease in income. We should go ahead and purchase the two new heaters for the Eastside greenhouse that were budgeted. Since they would be more efficient, we wouldn't have to be spending so much on propane each month as a result. We also can cut costs by accepting black pot donations, cleaning and disinfecting them, for use instead of buying as many new ones.

Toni said that the donations received recently should be used for more than just new heaters. Perhaps we could divy up the money by designating a certain percentage to each of the garden heads. She will ask the garden heads what they might need to get through the summer and then do a revised budget.

A Nominating Committee needs to be appointed soon. One MG has agreed to be on the committee, but more are needed. Positions needing to be filled are President and Treasurer. Publicity Chair also needs to be filled.

Steve has been talking with Chris about how to run the Plant Clinic during this pandemic. There have been other chapters that run theirs remotely, but we are leaning more to a hands-on, face-to-face approach. Chris is handling clinic emails remotely at her home and both she and Steve are involved in Ask An Expert. We might consider staffing the clinic with one MG each day, starting in July, as we did before the shutdown. That MG would respond to emails and calls. The public could bring samples by the front office. We could possibly have a table set up outside or just inside the building where the public could fill out a form posing their problem or question and leave samples. Steve also offered the possibility of holding a remote Plant Clinic out at the Pavilion. As far as Farmer's Markets, we will have to wait and see how things go. Canyonville Farmer's Market is being held now, but Barbara Horst is not willing to set up a booth there as she has compromising health issues.

Nancy took a membership poll recently whether they would be willing to staff a booth at the Douglas County Fair if the Fair was going to be held, and most of the respondents said they would not feel comfortable doing that. We should be hearing about the Fair's decision whether to hold it this year or not pretty soon.

Steve raised the issue of recruiting for next year's Winter Training class which usually starts in July. Since Extension won't be opening til after July 4th, it might be Fall before we can start seriously recruiting and sending out applications. Gail Langellotto, Steve, Neil Bell and one other agent will be putting together some of the major lecture topics in order to provide presentations online for MG's all over Oregon, enabling them to access them from home in the event we are still unable to hold normal classes come January.

Steve will not be retiring in August as previously planned.

Chris is applying for the Extension Education Grant which is due this Friday for \$250 to help with Spring Into Gardening costs.

Adjournment: The meeting was adjourned at 11:05 PM.

Respectfully submitted,
Bonnie Courter, Secretary

9:57 AM
05/12/20

Douglas County Master Gardeners
Account Balances
As of May 12, 2020

	May 12, 20	
	<u>Debit</u>	<u>Credit</u>
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	30,836.90	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,004.89	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	3,209.59	
TOTAL	<u>39,051.38</u>	<u>0.00</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
April 8 through May 12, 2020

	<u>Apr 8 - May 12, 20</u>
Income	
43400 · DONATIONS	
43410 · Contributions	9,684.70
Total 43400 · DONATIONS	<u>9,684.70</u>
44800 · DUES- MEMBERSHIP	
44810 · Membership Dues	90.00
Total 44800 · DUES- MEMBERSHIP	<u>90.00</u>
45000 · Interest Income - Bank	2.56
46400 · PROGRAM SERVICE PROJECT (PSP)	
46440 · Soil Testing	30.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	<u>30.00</u>
47000 · SPECIAL EVENTS	
47235 · Black Apparel	600.00
Total 47000 · SPECIAL EVENTS	<u>600.00</u>
Total Income	<u>10,407.26</u>
Gross Profit	10,407.26
Expense	
60000 · EXPENSES	
62000 · PROGRAM SERVICE PROJECT (PSP)	
62400 · DISCOVERY GARDEN (DG)	
62449 · Maintenance DG	29.50
Total 62400 · DISCOVERY GARDEN (DG)	<u>29.50</u>
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	<u>29.50</u>
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63145 · HLC Maintenance	136.93
63195 · Westside Greenhouse Supplies	-9.00
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	<u>127.93</u>
65000 · SPECIAL EVENTS	
65100 · PLANT SALE (PS)	
65110 · Advertising	223.62
65130 · Exhibit Fees	-1,619.00
Total 65100 · PLANT SALE (PS)	<u>-1,395.38</u>
65275 · Black Apparel	589.00
Total 65000 · SPECIAL EVENTS	<u>-806.38</u>

9:59 AM
05/12/20
Cash Basis

Douglas County Master Gardeners
Cash Flow - Profit & Loss
April 8 through May 12, 2020

	<u>Apr 8 - May 12, 20</u>
66000 · UTILITIES	
66050 · Water - Heleck Hall Meter	<u>133.88</u>
Total 66000 · UTILITIES	<u>133.88</u>
Total 60000 · EXPENSES	<u>-515.07</u>
Total Expense	<u>-515.07</u>
Net Income	<u><u>10,922.33</u></u>

05/12/20
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>
Income			
43400 · DONATIONS			
43410 · Contributions	9,694.70	0.00	9,694.70
43420 · Amazon Smile Foundation	13.28	40.00	-26.72
43430 · Kroger Community Rewards	25.01	5.00	20.01
Total 43400 · DONATIONS	<u>9,732.99</u>	<u>45.00</u>	<u>9,687.99</u>
44800 · DUES- MEMBERSHIP			
44810 · Membership Dues	2,210.00	2,480.00	-270.00
44820 · Newsletter	262.50	203.00	59.50
Total 44800 · DUES- MEMBERSHIP	<u>2,472.50</u>	<u>2,683.00</u>	<u>-210.50</u>
45000 · Interest Income - Bank	14.53	70.00	-55.47
46400 · PROGRAM SERVICE PROJECT (PSP)			
46440 · Soil Testing	380.00	1,200.00	-820.00
46450 · Spring into Gardening - REFUND	250.00	1,200.00	-950.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	<u>630.00</u>	<u>2,400.00</u>	<u>-1,770.00</u>
47000 · SPECIAL EVENTS			
47100 · PLANT SALE			
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
Total 47100 · PLANT SALE	<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	600.00	0.00	600.00
47240 · Trash-To-Treasure	4,399.18	3,000.00	1,399.18
47250 · Vermiculture - Worms	0.00	0.00	0.00
Total 47000 · SPECIAL EVENTS	<u>4,999.18</u>	<u>42,800.00</u>	<u>-37,800.82</u>
Total Income	<u>17,849.20</u>	<u>47,998.00</u>	<u>-30,148.80</u>
Gross Profit	<u>17,849.20</u>	<u>47,998.00</u>	<u>-30,148.80</u>
Expense			
60000 · EXPENSES			
61000 · MANAGEMENT & GENERAL			
61100 · AWARDS & BANQUET			
61110 · Awards	0.00	375.00	-375.00
61120 · Banquet	0.00	750.00	-750.00
Total 61100 · AWARDS & BANQUET	<u>0.00</u>	<u>1,125.00</u>	<u>-1,125.00</u>

05/12/20
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>
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	800.00	-800.00
Total 61200 · CONFERENCES	<u>0.00</u>	<u>800.00</u>	<u>-800.00</u>
61300 · OMGA Dues	0.00	1,736.00	-1,736.00
61400 · GRANTS/GIFTS/SCHOLARSHIPS			
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
Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS	<u>5.00</u>	<u>1,310.00</u>	<u>-1,305.00</u>
61500 · ADMINISTRATION			
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
Total 61500 · ADMINISTRATION	<u>211.50</u>	<u>1,440.00</u>	<u>-1,228.50</u>
Total 61000 · MANAGEMENT & GENERAL	<u>216.50</u>	<u>6,411.00</u>	<u>-6,194.50</u>
62000 · PROGRAM SERVICE PROJECT (PSP)			
62110 · ADVANCED TRAINING			
62120 · Continuing Education	0.00	0.00	0.00
62125 · Spring into Gardening	0.00	525.00	-525.00
62150 · WINTER PROGRAM			
62160 · New Class - Supplies	8.99	20.00	-11.01
64170 · Speakers	450.00	650.00	-200.00
Total 62150 · WINTER PROGRAM	<u>458.99</u>	<u>670.00</u>	<u>-211.01</u>
Total 62110 · ADVANCED TRAINING	<u>458.99</u>	<u>1,195.00</u>	<u>-736.01</u>

05/12/20
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>
62200 · CLINIC & OFFICE			
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
Total 62200 · CLINIC & OFFICE	<u>445.71</u>	<u>746.00</u>	<u>-300.29</u>
62300 · COMMUNITY OUTREACH			
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
Total 62300 · COMMUNITY OUTREACH	<u>0.00</u>	<u>400.00</u>	<u>-400.00</u>
62400 · DISCOVERY GARDEN (DG)			
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	216.50	1,050.00	-833.50
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
Total 62400 · DISCOVERY GARDEN (DG)	<u>683.31</u>	<u>4,685.00</u>	<u>-4,001.69</u>
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	<u>1,588.01</u>	<u>7,026.00</u>	<u>-5,437.99</u>

05/12/20
Cash Basis

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

	Jan - Dec 20	Budget	\$ Over Budget
63000 · HORTICULTURAL LEARNING CTR(HLC)			
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	136.93	800.00	-663.07
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	-59.00	350.00	-409.00
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	1,293.55	10,336.00	-9,042.45
65000 · SPECIAL EVENTS			
65100 · PLANT SALE (PS)			
65110 · Advertising	355.19	2,600.00	-2,244.81
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	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
Total 65100 · PLANT SALE (PS)	1,274.03	14,850.00	-13,575.97
65190 · PROPANE TANKS			
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
Total 65190 · PROPANE TANKS	1,997.81	3,000.00	-1,002.19
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	589.00	0.00	589.00
65290 · Trash-To-Treasure	39.99	150.00	-110.01
Total 65000 · SPECIAL EVENTS	3,900.83	18,225.00	-14,324.17

05/12/20
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>
66000 · UTILITIES			
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	194.27	500.00	-305.73
66060 · Water - Caretakers Meter	0.00	700.00	-700.00
Total 66000 · UTILITIES	<u>1,241.05</u>	<u>6,000.00</u>	<u>-4,758.95</u>
67000 · EXPENSE APPROVED NOT BUDGETED			
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
Total 67000 · EXPENSE APPROVED NOT BUDGETED	<u>2,239.67</u>	<u>2,439.67</u>	<u>-200.00</u>
Total 60000 · EXPENSES	<u>10,479.61</u>	<u>50,437.67</u>	<u>-39,958.06</u>
Total Expense	<u>10,479.61</u>	<u>50,437.67</u>	<u>-39,958.06</u>
Net Income	<u>7,369.59</u>	<u>-2,439.67</u>	<u>9,809.26</u>