

DOUGLAS COUNTY MASTER GARDENERS
Executive Board Meeting
June 10, 2020

Call to Order: The meeting via Zoom was called to order by Nancy Fuller at 10:00 AM. Attending the meeting were President Nancy Fuller, Secretary Bonnie Courter, Treasurer Toni Rudolph, Past President Chris Rusch, Vice-President Diana Woodward, Membership Kay Livermore, Agent Steve Renquist, Barbara Robinson, Ruth Stafford, Bruce Gravens, Julie Stanbery, and Bonnie Durick.

Agenda: No formal agenda was presented. The topic centered on discussing the revised Budget.

Copies of the three different options for the revised budget were sent out to the attendees. by Toni. These are based on the additional donations and grant monies awarded. One option was to cover commitments only, another to share \$4,100 of the monies and the third to share \$5,400. Toni feels it's important to be as conservative as possible in our spending since the future is still up in the air as far as being able to hold our fundraisers. \$2500 grant was awarded for Eastside Greenhouse's project since then, but an additional grant request by Bonnie Durick to go to the general Master Gardener fund was denied.

Julie said that all the Discovery Garden heads were supportive of Toni's breakdown and are willing to do away with most of the spending requests except for maintenance costs. She asked about whether we will be making compost tea next spring. We didn't use any this spring. Toni will contact Elva Sellens to see what it would cost to start that up next April. It is something that generates revenue. Barbara Zastrow volunteered to donate toilet paper if we need it - thank you, Barbara! And thanks to Bonnie Durick for applying for the grants.

The Discovery Garden should do fine as far as irrigation and mulch. \$300 for DG maintenance is needed. HLC maintenance will only include money for gas for the tractor and lawnmower.

There is uncertainty whether our Bake Sale and Trash to Treasure sales will be allowed, so those income projections were not factored in to the proposed revised budgets. The cost for renting the Winston Community Center for the Trash to Treasure sale should be added in, however, as Ann Severson is having to make the deposit next week for next year's sale.

It was recommended that Bruce go ahead and purchase the heaters and get them installed in the greenhouse before winter. New heaters would be much more efficient and use less propane.

Toni has already paid dues to the OMGA.

Ruth said the Victory Garden should be able to get through next year on an allocation of \$236 in the \$5400 budget, but not on the \$177 proposed in the \$4,100 budget.

Bruce said he should have enough dormant spray and Spinosad for a fall application in the orchard. Steve said he would help out if Bruce runs short.

Steve discussed Winter Training Class for next year. We are planning on holding a class in 2021 and doing our own training as in the past unless there's a COVID19 flare up which would shut

us down. Gail Langellotto is making plans in the background to have some lecturers create some online presentations for the core classes, Steve being one of those lecturers along with Gail, Chip Bugle and Neil Bell. These would be coordinated with all the MG chapter classes to be able to link in to that presentation for that week. Steve will meet with coordinators Bonnie Courter and Kish Doyle next month to discuss how to implement physical distancing and other requirements posed by the virus. The class will probably be limited to 22 instead of 32, having one student and one mentor at each table. OSU Extension support staff is now working at the Extension office. The rest of the faculty will probably be back in the office the end of June.

As far as Plant Clinic going forward, we may have just one MG working in the clinic, answering phones and responding to emails. Perhaps have a table outside the office where the public can fill out question forms and leave samples for the clinic to address. OSU is still not comfortable with us interacting with the public, face-to-face. Steve sent in a letter to the head of OSU Extension requesting our chapter be able to enjoy more leniency in the restrictions, but has not heard back from her.

With Steve staying on as agent, he will have OSU monies to help the Master Gardener program. Presently OSU is about \$30 million dollars over budget, and instead of laying off staff, they've decided to cut everyone's salary instead.

Chris put in for and received a \$400 grant for Spring Into Gardening. She is hopeful that OSU will match that to help with speaker fees and advertising. Toni can remove the \$150 in the budget since the grant will cover that.

Julie says we can also dispense with the budget amount of \$299 for tree trimming.

Soil testing materials were purchased last year and therefore not included in the revised budget. Toni will contact Carol Bolt to make sure she has sufficient materials.

Bruce requested that Ivor Chapman's name be added to the DC Coop account. He also said that the \$2660 budgeted for the new heaters is sufficient.

Toni will produce a new budget that reflects today's discussion and distribute it to the Executive Board and then to the general membership. She will also talk with Elva about the compost tea, Carol about soil samples and also add on the rent for Trash to Treasure, making sure we can get a refund should we have to cancel the event.

Kay Livermore moved that we accept the changes made to the "\$4100" revised budget proposal. Toni Rudolph seconded it. The motion was passed unanimously.

Nancy said we need to still be working on revising the By Laws and Policy & Procedures.

We have a Nominating Committee consisting of Fred Alley, Sharon Hopkins, and Diana Circle, and they met yesterday. They will be looking to fill the President and Treasurer positions. We still need someone to take over Publicity as well.

We also need to have our annual audit which takes place normally in June. Steve volunteered to retrieve last year's documents from the office and will get them to Toni. Toni will work on organizing an audit committee to meet soon.

Bruce mentioned that Elva Sellens should contact Sara Runkel about food safety precautions that should be taken when making compost tea. Steve said that compost should be aged for at least 90 days before using it to make tea.

We will have a chapter meeting on Wednesday, June 24, 10:00. The meeting will be conducted on Zoom and we will be presenting the proposed budget for approval. Steve will set up the Zoom meeting. The topics will be the approval of the budget, the audit, recruitment of officers and an OMGA report from Chris.

Julie noted that MG Dean Fernandes's wife, Rochelle, passed away June 8. Also Ann Severson's son is having major surgery in Portland.

Adjournment: The meeting was adjourned at 11:15 AM

11:33 AM
06/09/20

Douglas County Master Gardeners
Account Balances
As of June 9, 2020

	Jun 9, 20	
	Debit	Credit
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	31,991.58	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,005.10	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	1,067.70	
TOTAL	<u>38,064.38</u>	<u>0.00</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
May 13 through June 9, 2020

	<u>May 13 - Jun 9, 20</u>
Income	
43400 · DONATIONS	
43410 · Contributions	1,100.25
43420 · Amazon Smile Foundation	25.17
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Total 43400 · DONATIONS	1,125.42
45000 · Interest Income - Bank	4.64
46400 · PROGRAM SERVICE PROJECT (PSP)	
46440 · Soil Testing	50.00
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Total 46400 · PROGRAM SERVICE PROJECT (PSP)	50.00
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Total Income	1,180.06
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Gross Profit	1,180.06
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Expense	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61300 · OMGA Dues	1,547.00
61500 · ADMINISTRATION	
61560 · Newsletter Printing & Postage	52.46
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Total 61500 · ADMINISTRATION	52.46
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Total 61000 · MANAGEMENT & GENERAL	1,599.46
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63130 · Garbage Dump Fee	15.00
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Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	15.00
66000 · UTILITIES	
66010.2 · Electricity - 82346502 - HLC	527.47
66020.2 · Electricity - 81156829 - Pump	25.13
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Total 66000 · UTILITIES	552.60
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Total 60000 · EXPENSES	2,167.06
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Total Expense	2,167.06
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Net Income	-987.00
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06/09/20
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	10,794.95	0.00	10,794.95
43420 · Amazon Smile Foundation	38.45	40.00	-1.55
43430 · Kroger Community Rewards	25.01	5.00	20.01
Total 43400 · DONATIONS	<u>10,858.41</u>	<u>45.00</u>	<u>10,813.41</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	19.17	70.00	-50.83
46400 · PROGRAM SERVICE PROJECT (PSP)			
46440 · Soil Testing	430.00	1,200.00	-770.00
46450 · Spring into Gardening - REFUND	250.00	1,200.00	-950.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	<u>680.00</u>	<u>2,400.00</u>	<u>-1,720.00</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>19,029.26</u>	<u>47,998.00</u>	<u>-28,968.74</u>
Gross Profit	19,029.26	47,998.00	-28,968.74
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>

06/09/20
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	1,547.00	1,736.00	-189.00
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	130.98	250.00	-119.02
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>263.96</u>	<u>1,440.00</u>	<u>-1,176.04</u>
Total 61000 · MANAGEMENT & GENERAL	<u>1,815.96</u>	<u>6,411.00</u>	<u>-4,595.04</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>

06/09/20
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>

06/09/20
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	15.00	175.00	-160.00
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)	1,308.55	10,336.00	-9,027.45
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

06/09/20
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	1,574.25	4,400.00	-2,825.75
66020.2 · Electricity - 81156829 - Pump	25.13	400.00	-374.87
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>1,793.65</u>	<u>6,000.00</u>	<u>-4,206.35</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>12,646.67</u>	<u>50,437.67</u>	<u>-37,791.00</u>
Total Expense	<u>12,646.67</u>	<u>50,437.67</u>	<u>-37,791.00</u>
Net Income	<u>6,382.59</u>	<u>-2,439.67</u>	<u>8,822.26</u>