

DOUGLAS COUNTY MASTER GARDENERS
Executive Board Meeting
August 12, 2020

Call to Order: The virtual meeting by Zoom was called to order at 10:00 AM by President Nancy Fuller. Board members Nancy Fuller, Toni Rudolph, Bonnie Courter, Kay Livermore, Kish Doyle, Diana Woodward and Chris Rusch were in attendance along with 8 others.

Agenda Approval: The Agenda was approved.

Minutes Approval: The Minutes were approved as posted.

Agent's Report - Steve Renquist:

- Steve has been trying to balance what OSU wants us to be doing and what we can be safely doing during these disruptive times. The University has decided to go almost entirely remote in their education classes this fall with only 10% in person (mostly labs). They are taking a very cautious approach.
- Steve has found that pest pressure has been pretty modest this summer. The spotted wing drosophila started early and now is fading with the onset of higher temperatures. BMSB numbers are pretty modest too. Codling moth has not been much of an issue this season. Disease pressure has also been light.
- Advanced Diagnostics sessions would be a good tool for the new class to be a part of, helping them hone their skills for the Plant Clinic as well as adding to their in-the-field education. Into the fall, Steve will set up agendas for some in-person classes, with size limits of 15-20. He will select different locations in cooperation with other MG's.
- Usually Steve gives classes to local farmers and ranchers for their required pesticide credits, but these have been cancelled. OSU has set up some online classes for those who need to get their pesticide credit.
- Kish Doyle asked about the feasibility of MG's having a booth at the Farmer's Markets. The Andino's would like to do that starting in the fall. Steve says that would be fine with him, and entirely up to volunteers being comfortable doing so.

OFFICER REPORTS

Membership - Kay Livermore: We have 250 members presently. Ashley Clinard, an Americorps student from last session, asked to be dropped from our email list. Kay asked if maybe we should remove her from the membership list. It was agreed that it should be done. Steve was asked how we deal with Americorps students, and he stated that he always emphasizes to them that they will have to go through the same process as any volunteer who takes the class. The goal is to get them properly educated in sustainable gardening concepts so they will know how to teach their young people. This coming year, due to the restricted size of our winter training class to only 14, we will not be allowing any commercial or Americorps students. Kish will start calling people on the waiting list this week, and will be doing some

serious vetting, letting applicants realize they will be required to wear a mask all day and social distance, etc.

OMGA - Kish Doyle: OMGA grants awarded us with \$400 to support Spring Into Gardening, and \$250 from the Karl Carlson grant for signage in the herb garden. The next OMGA meeting will be September 11 at 1:30 PM by Zoom. Chris Rusch has sent out a survey to all the chapters to evaluate what other chapters are doing with all the COVID restrictions. She will compile the surveys to see how different counties are being affected. Barbie Hamby will fill out the DCMG survey and return it to Chris.

Treasurer - Toni Rudolph: Toni mentioned again the 2 grants from OMGA. Bruce Gravens got the two heaters for the greenhouses and paid for them. The financials show we paid for 2 months of electricity and a 1 month water charge. We have spent a little over half of the Cow Creek grant so far.

Vice-President - Diana Woodward: The August chapter meeting on the 27th will be held under the fir trees by the Victory Garden. Installation of officers will also occur. Everyone should bring their own chairs, and if desired, bring their own food and drinks. Masks will need to be worn. The meeting will be at 9:00 AM.

Past President - Chris Rusch: No report.

President - Nancy Fuller: Skyler Knox, a 7th grader at Fremont school, writes excellent articles for the News-Review. She would like to do an article on the Discovery Garden and take photos. Julie Stanbery will help supply any information she may need for her article.

Nancy thanked everyone for supporting her presidency these past two years. This meeting is her last official meeting as President.

COMMITTEE REPORTS

Awards - Diana Circle: Diana requested that we have awards recognition at the September chapter meeting if possible. There will be no banquet this year as in past. We could have an outdoor chapter meeting at 10:00, then do the presentation of certificates and awards. It would be for members only (no friends and family), no shared food or door prizes. The idea seemed to be agreeable with everyone. In order to save money, there will be no gifts. It was asked if it would be okay to offer cupcakes for refreshments. Cheryl Caplan asked that if we do have cupcakes, they be bagged individually. Diana will email an invitation through Shirley to the membership with an RSVP attached in order to see who will be coming. The cutoff for turning in hours is September 1, so get your hours turned in either to the Westside Greenhouse or in the Plant Clinic.

Plant Clinic - Chris Rusch: Chris had to buy a toner cartridge for the printer costing \$75. Toni Rudolph said the Executive Board supply budget will cover it, and to turn in a reimbursement form and receipt to her.

Plant Clinic is going well. Leo and Chris are including one trainee with them on Mondays and Wednesdays. Chris admits it's rather awkward having to wear masks the whole time, but they are managing. It's been pretty busy in the clinic with lots of questions by phone and emails, and

people dropping off samples. There are some empty spaces for trainees on Mondays and Wednesdays. Chris would like to prioritize people who haven't been in before or have only one experience in the clinic so far. Kish or Bonnie will send out a reminder to the new students that there are openings.

Chris asked Cheryl Caplan, Publicity Chairperson, to send out a news release about the Plant Clinic being now open Monday through Friday. Vicki McAlister also should be notified to change our website so it shows we are open Monday-Friday now. The hours are 1:00-3:00, though sometimes a volunteer may stay longer to finish things.

OLD BUSINESS

Zoom Meetings - Nancy: New student Terril Lowe sent a plan to Nancy on how to increase membership participation in Zoom meetings. She suggested we do a couple of practice meetings and have one or two "coaches" to help walk people through the process of getting connected. Nancy hopes to have one this month, and asked for MG's to volunteer to be coaches.

NEW BUSINESS

Emeritus Member Nomination - Kay Livermore: A MG can be nominated for Emeritus status, in which they are exempt from paying dues, if they qualify. Qualifications are that they made a substantial contribution to the chapter, participated greatly in the chapter activities, volunteered a significant quantity of hours, reached a point where they can no longer participate, and must be a dues-paying member. Kay would like to nominate Barbara MacPherson, who has been a member since 1996, has volunteered a total of 4600 hours, and has recently fallen and sustained a debilitating injury so that she cannot volunteer anymore. **Kay moved that we award Barbara MacPherson with Emeritus status. Toni Rudolph seconded and it was unanimously carried.** This will be presented to the membership at the August chapter meeting for final vote.

2021 Plant Sale - Bruce Gravens:

- Eastside operations: the changeup in irrigation system is well underway. The type of emitters being installed have not clogged at all this season. They give off a low mist level. The two heaters will be delivered this afternoon.
- Plant Sale: Bruce feels we need to proactively plan on how we can do the sale safely next spring. He proposes we set up a special committee to address all the issues involved, including what venue to use since the Fairgrounds may not be available. The committee would work with the Health Department to make sure safety measures are up to par. Chris Rusch said some chapters are doing virtual sales. Bonnie Durick thinks it should be held out at the HLC as that would save \$4000 right off the top. We would have to talk it over with the Parks Department to see if that would be feasible. She thinks a virtual sale would be hard logistically as buyers want to see the plants physically, not on a computer screen. She's open to head up such a committee and will put out a call through Shirley for volunteers to join it. It should also include the Westside crew of course. Face-to-face committee meetings would be best. Steve would like to be informed as well and is eager to help.

ANNOUNCEMENTS

Chapter Meeting Aug. 27, 9:00 AM Discovery Garden
Executive Board Meeting September 9, 10:00 (Zoom)

ADJOURNMENT: 11:13 AM

Respectfully submitted,
Bonnie Courter, Secretary

6:12 PM
08/11/20

Douglas County Master Gardeners
Account Balances
As of August 11, 2020

	Aug 11, 20	
	Debit	Credit
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	33,002.34	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,005.52	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	839.03	
TOTAL	<u>38,846.89</u>	<u>0.00</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
July 8 through August 11, 2020

	<u>Jul 8 - Aug 11, 20</u>
Income	
43400 · DONATIONS	
43440 · Grants	650.00
Total 43400 · DONATIONS	<u>650.00</u>
45000 · Interest Income - Bank	5.73
47000 · SPECIAL EVENTS	
47100 · PLANT SALE	
47150 · Sales - Pre Event	397.00
Total 47100 · PLANT SALE	<u>397.00</u>
47220 · Compost Tea	385.00
Total 47000 · SPECIAL EVENTS	<u>782.00</u>
Total Income	<u>1,437.73</u>
Gross Profit	1,437.73
Expense	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61500 · ADMINISTRATION	
61560 · Newsletter Printing & Postage	15.23
61580 · Postage for Exec Board	22.00
Total 61500 · ADMINISTRATION	<u>37.23</u>
Total 61000 · MANAGEMENT & GENERAL	37.23
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63110 · Annual Pumping Expense (Diver)	300.00
63120 · Eastside Greenhouse Maintenance	861.30
63160 · Toilet Repairs & Supplies	5.98
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	<u>1,167.28</u>
66000 · UTILITIES	
66010 · Electricity - HLC	
66010.2 · Electricity - 82346502 - HLC	482.68
Total 66010 · Electricity - HLC	482.68
66020 · Electricity - Pump	
66020.2 · Electricity - 81156829 - Pump	57.34
Total 66020 · Electricity - Pump	57.34
66050 · Water - Heleck Hall Meter	238.31
Total 66000 · UTILITIES	<u>778.33</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
July 8 through August 11, 2020

	<u>Jul 8 - Aug 11, 20</u>
67000 · EXPENSE APPROVED NOT BUDGETED	
67022 · ESG - 2020 Cow Creek Grant	963.99
Total 67000 · EXPENSE APPROVED NOT BUDGETED	<u>963.99</u>
Total 60000 · EXPENSES	<u>2,946.83</u>
Total Expense	<u>2,946.83</u>
Net Income	<u><u>-1,509.10</u></u>

Douglas County Master Gardeners
 Profit & Loss Forecast Overview
 January 2020 through April 2021

	Jan '20 - Apr 21	Forecast	\$ Over Forecast
Income			
43400 · DONATIONS			
43410 · Contributions	10.00	0.00	10.00
43420 · Amazon Smile Foundation	38.45	40.00	-1.55
43430 · Kroger Community Rewards	25.01	5.00	20.01
43440 · Grants	3,150.00	0.00	3,150.00
Total 43400 · DONATIONS	3,223.46	45.00	3,178.46
44800 · DUES- MEMBERSHIP			
44810 · Membership Dues	2,210.00	2,210.00	0.00
44820 · Newsletter	262.50	262.50	0.00
Total 44800 · DUES- MEMBERSHIP	2,472.50	2,472.50	0.00
45000 · Interest Income - Bank	30.35	70.00	-39.65
46400 · PROGRAM SERVICE PROJECT (PSP)			
46440 · Soil Testing	430.00	430.00	0.00
46450 · Spring into Gardening - REFUND	250.00	250.00	0.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	680.00	680.00	0.00
47000 · SPECIAL EVENTS			
47100 · PLANT SALE			
47110 · Raffle	0.00	0.00	0.00
47120 · Entrance Fees	0.00	0.00	0.00
47130 · Sales - Event	0.00	0.00	0.00
47140 · Sales - Post Event	0.00	0.00	0.00
47150 · Sales - Pre Event	11,755.78	0.00	11,755.78
47160 · Sales - Vendors' Booths	0.00	0.00	0.00
47170 · Tips for 4-H Volunteers	0.00	0.00	0.00
Total 47100 · PLANT SALE	11,755.78	0.00	11,755.78
47210 · Bake Sale	0.00	0.00	0.00
47220 · Compost Tea	484.00	950.00	-466.00
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
47255 · Grafted Apple Trees	350.00	0.00	350.00
Total 47000 · SPECIAL EVENTS	17,588.96	3,950.00	13,638.96
Total Income	23,995.27	7,217.50	16,777.77
Gross Profit	23,995.27	7,217.50	16,777.77
Expense			
60000 · EXPENSES			
61000 · MANAGEMENT & GENERAL			
61100 · AWARDS & BANQUET			
61110 · Awards	0.00	112.00	-112.00
61120 · Banquet	0.00	224.00	-224.00
Total 61100 · AWARDS & BANQUET	0.00	336.00	-336.00

Douglas County Master Gardeners
 Profit & Loss Forecast Overview
 January 2020 through April 2021

	Jan '20 - Apr 21	Forecast	\$ Over Forecast
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	239.00	-239.00
Total 61200 · CONFERENCES	0.00	239.00	-239.00
61300 · OMGA Dues	1,547.00	3,121.00	-1,574.00
61400 · GRANTS/GIFTS/SCHOLARSHIPS			
61420 · 4-H Donation	0.00	0.00	0.00
61440 · Gifts - Hallmark postage/cards	0.00	50.00	-50.00
61450 · Gifts - Miscellaneous	5.00	5.00	0.00
61460 · Gifts - Officers	0.00	0.00	0.00
61470 · Grant Purchases	0.00	0.00	0.00
61480 · Scholarships	0.00	0.00	0.00
Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS	5.00	55.00	-50.00
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	168.00	-35.02
61550 · Liability Insurance	0.00	505.00	-505.00
61560 · Newsletter Printing & Postage	165.04	415.00	-249.96
61570 · OMGA Search for Excellence	0.00	0.00	0.00
61580 · Postage for Exec Board	22.00	80.00	-58.00
61590 · Supplies for Exec Board	0.00	150.00	-150.00
Total 61500 · ADMINISTRATION	320.02	1,368.00	-1,047.98
Total 61000 · MANAGEMENT & GENERAL	1,872.02	5,119.00	-3,246.98
62000 · PROGRAM SERVICE PROJECT (PSP)			
62110 · ADVANCED TRAINING			
62120 · Continuing Education	0.00	0.00	0.00
62125 · Spring into Gardening	0.00	0.00	0.00
62150 · WINTER PROGRAM			
62160 · New Class - Supplies	8.99	29.00	-20.01
64170 · Speakers	450.00	1,100.00	-650.00
Total 62150 · WINTER PROGRAM	458.99	1,129.00	-670.01
Total 62110 · ADVANCED TRAINING	458.99	1,129.00	-670.01
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	56.00	-10.29
62250 · Library	0.00	0.00	0.00
62260 · Plant Clinic & Office Supplies	0.00	30.00	-30.00
62280 · Soil Testing	400.00	850.00	-450.00
62290 · Website Development	0.00	150.00	-150.00
Total 62200 · CLINIC & OFFICE	445.71	1,086.00	-640.29

Douglas County Master Gardeners
Profit & Loss Forecast Overview
January 2020 through April 2021

	Jan '20 - Apr 21	Forecast	\$ Over Forecast
62300 · COMMUNITY OUTREACH			
62310 · DC Fair Outreach Booth	0.00	0.00	0.00
62320 · Printing Materials 4 Outreach	0.00	0.00	0.00
62330 · Speakers Bureau	0.00	0.00	0.00
Total 62300 · COMMUNITY OUTREACH	0.00	0.00	0.00
62400 · DISCOVERY GARDEN (DG)			
62402 · Butterfly Garden	0.00	0.00	0.00
62405 · Children's Garden	24.99	25.00	-0.01
62409 · Compost/Biochar/Vermiculture	0.00	0.00	0.00
62413 · Easy Access (Container Garden)	241.95	242.00	-0.05
62421 · Entry Garden	0.00	0.00	0.00
62425 · Herb Garden	0.00	0.00	0.00
62429 · Hummingbird Garden	0.00	0.00	0.00
62433 · Iris Garden	199.87	200.00	-0.13
62437 · Irrigation	0.00	0.00	0.00
62441 · Japanese Garden	0.00	0.00	0.00
62445 · Kiosk - Donor Board	0.00	0.00	0.00
62449 · Maintenance DG	264.99	517.00	-252.01
62453 · Mulch	0.00	0.00	0.00
62457 · Orchard	0.00	0.00	0.00
62461 · Ornamental Garden	0.00	0.00	0.00
62465 · Pavilion	0.00	0.00	0.00
62469 · Perennial Boarder	0.00	0.00	0.00
62473 · Raised Beds (Dahlia-Lily)	0.00	0.00	0.00
62477 · Rock Garden	0.00	0.00	0.00
62481 · Shade Garden	0.00	0.00	0.00
62485 · Signage	0.00	0.00	0.00
62488 · Straw Bale Garden	0.00	0.00	0.00
62491 · Sun Garden	0.00	0.00	0.00
62498 · Xeriscape Garden	0.00	0.00	0.00
Total 62400 · DISCOVERY GARDEN (DG)	731.80	984.00	-252.20
Total 62000 · PROGRAM SERVICE PROJECT (P...	1,636.50	3,199.00	-1,562.50
63000 · HORTICULTURAL LEARNING CTR(HLC)			
63110 · Annual Pumping Expense (Diver)	300.00	300.00	0.00
63120 · Eastside Greenhouse Maintenance	1,571.14	3,370.00	-1,798.86
63125 · Eastside Greenhouse Supplies	160.58	188.00	-27.42
63130 · Garbage Dump Fee	32.52	225.00	-192.48
63140 · HLC Fire Extinguishers	52.00	60.00	-8.00
63145 · HLC Maintenance	178.00	484.00	-306.00
63150 · HLC Orchard	0.00	0.00	0.00
63160 · Toilet Repairs & Supplies	15.57	60.00	-44.43
63170 · Tree Trimming Professional	0.00	0.00	0.00
63180 · Victory Garden	237.39	473.00	-235.61
63185 · Victory Garden Signage	0.00	0.00	0.00
63190 · Westside Greenhouse Maintenance	98.22	367.00	-268.78
63195 · Westside Greenhouse Supplies	-59.00	104.00	-163.00
Total 63000 · HORTICULTURAL LEARNING CTR(...	2,586.42	5,631.00	-3,044.58

Douglas County Master Gardeners
Profit & Loss Forecast Overview
January 2020 through April 2021

	Jan '20 - Apr 21	Forecast	\$ Over Forecast
65000 · SPECIAL EVENTS			
65100 · PLANT SALE (PS)			
65110 · Advertising	355.19	1,555.00	-1,199.81
65120 · Contributions - PS Volunteers	0.00	0.00	0.00
65130 · Exhibit Fees	0.00	3,400.00	-3,400.00
65140 · Next Year's Seeds	0.00	800.00	-800.00
65150 · Next Year's Supplies - PS	0.00	1,000.00	-1,000.00
65164 · Plants - Eastside	174.96	475.00	-300.04
65168 · Plants - Westside	0.00	300.00	-300.00
65170 · Supplies	743.88	2,744.00	-2,000.12
Total 65100 · PLANT SALE (PS)	1,274.03	10,274.00	-8,999.97
65190 · PROPANE TANKS			
65191 · Eastside Greenhouse #1 75532	527.76	1,528.00	-1,000.24
65193 · Eastside Greenhouse #2 MO327516	601.45	1,526.00	-924.55
65196 · Westside Greenhouse #3 49518	515.66	1,291.00	-775.34
65198 · Westside Greenhouse #500 48450	352.94	753.00	-400.06
Total 65190 · PROPANE TANKS	1,997.81	5,098.00	-3,100.19
65210 · Bake Sale	0.00	75.00	-75.00
65230 · Compost Tea	148.33	150.00	-1.67
65250 · Taste-Off	0.00	0.00	0.00
65270 · Tee Shirts	0.00	0.00	0.00
65275 · Black Apparel	589.00	589.00	0.00
65290 · Trash-To-Treasure	39.99	390.00	-350.01
Total 65000 · SPECIAL EVENTS	4,049.16	16,576.00	-12,526.84
66000 · UTILITIES			
66010 · Electricity - HLC			
66010.2 · Electricity - 82346502 - HLC	2,056.93	5,974.00	-3,917.07
Total 66010 · Electricity - HLC	2,056.93	5,974.00	-3,917.07
66020 · Electricity - Pump			
66020.2 · Electricity - 81156829 - Pump	82.47	325.00	-242.53
Total 66020 · Electricity - Pump	82.47	325.00	-242.53
66050 · Water - Heleck Hall Meter	657.66	1,094.00	-436.34
66060 · Water - Caretakers Meter	29.39	100.00	-70.61
Total 66000 · UTILITIES	2,826.45	7,493.00	-4,666.55
67000 · EXPENSE APPROVED NOT BUDGETED			
67001 · Plant Clinic Office	212.00	212.00	0.00
67007 · Trash to Treasure	350.00	350.00	0.00
67011 · Rock Garden - 2019 Karl Carlson	0.00	200.00	-200.00
67012 · Signage - 2020 Karl Carlson	0.00	250.00	-250.00
67013 · Extension Educator Grant - 2020	0.00	400.00	-400.00

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Profit & Loss Forecast Overview
January 2020 through April 2021

	<u>Jan '20 - Apr 21</u>	<u>Forecast</u>	<u>\$ Over Forecast</u>
67021 · ESG - 2019 Ford Grant	2,239.67	2,239.67	0.00
67022 · ESG - 2020 Cow Creek Grant	1,269.95	2,500.00	-1,230.05
Total 67000 · EXPENSE APPROVED NOT BUDG...	<u>4,071.62</u>	<u>6,151.67</u>	<u>-2,080.05</u>
Total 60000 · EXPENSES	17,042.17	44,169.67	-27,127.50
68001 · Voids	0.00		
Total Expense	<u>17,042.17</u>	<u>44,169.67</u>	<u>-27,127.50</u>
Net Income	<u>6,953.10</u>	<u>-36,952.17</u>	<u>43,905.27</u>