

**DOUGLAS COUNTY MASTER GARDENERS**  
**Executive Board Meeting (Zoom)**  
**February 10, 2021**

**Call to Order:** The meeting by Zoom was called to order at 10:10 AM. There were 15 in attendance, including President Julie Stanbery, Vice-President Diana Woodward, Past President Nancy Fuller, Membership Kay Livermore, OMGA Kish Doyle, Treasurer Diane Smith-Lewsadder, and Secretary Bonnie Courter.

**Agenda Approval:** The agenda is approved as posted.

**Minutes Approval:** The minutes are approved as posted on the website.

**Agent's Report - Steve Renquist:**

Due to our County COVID status, we have to continue acting remotely. We can continue to work in the Discovery Garden doing maintenance, observing COVID protocols. Steve's Monday Zoom classes are continuing and doing well in attendance. February 15 at 10:00, Jim Leet will present on vegetable gardening. Pruning at the garden will continue on Fridays, 1:00-4:00.

Steve met with the Umpqua Valley Wine-Growers Association whose members are feeling pinched, unable to fundraise or do community events. Steve asked MG's to support them as much as possible.

**OFFICER REPORTS**

**Membership - Kay Livermore:** We have 226 members currently, probably the final numbers. We've lost only 18 members, which is pretty good under the circumstances. Membership cards will be in available for pick up by members in the green mailbox by the Eastside greenhouse by Friday of this week. Badges were ordered last week by Anita Clark. Kay will send the dues money to the Treasurer soon.

**OMGA - Kish Doyle:** Fundraising for OMGA is usually done through the silent auction or "Send a Friend" at Mini-College. This year they're considering 5 ways to fund mini-college: (1) Each Chapter would donate gift cards or stays in hotel, (2) have regional drop-off points, (3) add a shipping charge on donated items over \$5, (4) each chapter donate a \$250 check, (5) skip the Silent Auction and explore other ways to raise money. These will be discussed at the next meeting in March.

**Treasurer - Diane Smith-Lewsadder:** No news to report. We are leaving the budget as is with no spending until we know what income, if any, we will have. The budget expires the end of April. We will wait until the Board meeting in April to see if the Plant Sale is approved. We have the money to fund our projects right now. A donation form thanking Brockway Winery for their donation of pipe fittings will be sent to them - Linda Thames will send a nice thank-you card.

**Vice-President - Diana Woodward:** February 9 was the Level-Up OSU presentation on "multi-functional hedgerows" and is now available to watch online.

**Past President - Nancy Fuller:** Nancy has her own Zoom account so if anyone needs to set up a Zoom meeting, they are invited to make use of it. It's limited in time to 40 minutes. Contact Nancy to set it up.

**President - Julie Stanbery:** (see discussion under "Awards")

## COMMITTEE REPORTS

### **Awards - Diana Circle:**

Julie has been concerned about volunteer recognition during these times and how important each individual is to the whole group. She would like to see Master Gardener of the Year and Behind the Scenes MG of the Year recognition go back to the way it was. Maybe recognize them in June or July in our county prior to Mini-College, using past honorees to choose these two awards instead of the Awards Committee. A more timely recognition, instead of the 18 month lapse, would benefit the organization. Discussion ensued.

Diana Circle stated that the Policy and Procedures had been changed and approved by the membership last year. If we want to change it, the policy will need to be changed and voted on by membership. Members on the committee are all past honorees. She doesn't see the need to split it up.

Julie will write up a policy recommendation to go back to the previous policy. Now is the time to change Policy and Procedures as these are revised at the first of the year annually.

**Community Outreach - Leo Grass:** Sylvia Andino presented a video talk on seeding and will do more of those kinds of presentations.

**Discovery Garden - Julie Stanbery:** The weekly pruning sessions in the Discovery Garden are going well, however, there will be no pruning this Friday due to weather. February 19th will be roses, hydrangeas and shade trees, from 1:00-4:00.

**Fundraising - Nathan Baily:** Not present. Toni Rudolph stated that money is in the account for the Blue Bag recycle fundraiser - a check will be sent to us directly.

**Greenhouse East - Ann Severson:** Four volunteers are working on different days, cleaning up plants.

**Greenhouse West - Barbara Robinson:** Not present, no report.

**Hallmark - Linda Thames:** (Not present - here's her report:)

- Jan Turley fractured her ankle. Linda sent a card in January.
- Fred Alley fractured his hip and is scheduled for surgery.
- Roselle Benesh fractured her hand.

**Newsletter - Bonnie Courter:** Nothing to report.

**Plant Clinic - Chris Rusch:** (Not present - here's her report:)

Usually February in the Plant Clinic is consumed with introducing our new class to the Plant Clinic. We all are missing that.

Unfortunately our Plant Clinic remains closed due to COVID restrictions imposed by OSU. The Plant Clinic continues to receive emails at our address [douglasmg@oregonstate.edu](mailto:douglasmg@oregonstate.edu). Interesting insect, orchard, pruning and garden questions continue to come in. The Plant Clinic records show we had 16 emails in December and a whopping 20 for January.

Let's continue to remain hopeful that our Clinic will be open by summer. Until then, make sure you take advantage of all the excellent classes and webinars available both through Steve and OSU in the advanced skills training and Growing Gardeners' series.

**Plant Sale - Bonnie Durick:** Bonnie sent our action plan for the sale to the County for their approval, and met with Laura Corder again.

**Publicity - Cheryl Caplan:** She is working with Ann on "de-publicizing" Trash to Treasure since it has been cancelled. Cheryl asked if we can invite the public to participate in our Blue Bag project, but was told we can't encourage people to come out to the Garden at our risk level right now.

**Trash to Treasure - Ann Severson:** Trash to Treasure has been cancelled by the Regional OSU Director due to the County's current risk level.

## **OLD BUSINESS**

## **NEW BUSINESS**

Ann Severson discussed the possibility of another fundraiser since we might not be able to have our Bake Sale again in November either. Her idea is to host a Christmas Bazaar at the Winston Community Center in November, and not as an official MG event. We could include vendors who have been shut out of selling and charge them for a booth. The facility is capable of holding 40 booths. Ann will need to do more research on this including insurance questions.

## **ANNOUNCEMENTS**

Chapter Meeting: February 25, 2021, 10:00 (Zoom)

**ADJOURNMENT:** The meeting was adjourned at 11:16 AM.

Respectfully submitted,  
Bonnie Courter, Secretary

10:24 AM  
02/04/21

Douglas County Master Gardeners  
Account Balances  
As of February 4, 2021

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	Feb 4, 21	
	<u>Debit</u>	<u>Credit</u>
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	29,028.89	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,006.78	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	1,731.27	
<b>TOTAL</b>	<b><u>35,766.94</u></b>	<b><u>0.00</u></b>

Douglas County Master Gardeners  
Cash Flow - Profit & Loss  
January 13 through February 4, 2021

	<u>Jan 13 - Feb 4, 21</u>
<b>Income</b>	
43400 · DONATIONS	
43410 · Contributions	160.00
Total 43400 · DONATIONS	160.00
44800 · DUES- MEMBERSHIP	
44810 · Membership Dues	2,050.00
44820 · Newsletter	192.50
Total 44800 · DUES- MEMBERSHIP	2,242.50
46400 · PROGRAM SERVICE PROJECT (PSP)	
46440 · Soil Testing	100.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	100.00
47000 · SPECIAL EVENTS	
47100 · PLANT SALE	
47150 · Sales - Pre Event	18.00
Total 47100 · PLANT SALE	18.00
Total 47000 · SPECIAL EVENTS	18.00
<b>Total Income</b>	<u>2,520.50</u>
<b>Gross Profit</b>	2,520.50
<b>Expense</b>	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61500 · ADMINISTRATION	
61580 · Postage for Exec Board	6.60
Total 61500 · ADMINISTRATION	6.60
Total 61000 · MANAGEMENT & GENERAL	6.60
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63180 · Victory Garden	121.40
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	121.40
65000 · SPECIAL EVENTS	
65100 · PLANT SALE (PS)	
65150 · Next Year's Supplies - PS	119.34
Total 65100 · PLANT SALE (PS)	119.34
65190 · PROPANE TANKS	
65191 · Eastside Greenhouse #1 75532	179.92
65193 · Eastside Greenhouse #2 MO327516	111.78
Total 65190 · PROPANE TANKS	291.70
Total 65000 · SPECIAL EVENTS	411.04

10:26 AM  
02/04/21  
Cash Basis

Douglas County Master Gardeners  
Cash Flow - Profit & Loss  
January 13 through February 4, 2021

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	<u>Jan 13 - Feb 4, 21</u>
<b>66000 · UTILITIES</b>	
<b>66010 · Electricity - HLC</b>	
66010.2 · Electricity - 82346502 - HLC	542.16
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<b>Total 66010 · Electricity - HLC</b>	542.16
<b>66020 · Electricity - Pump</b>	
66020.2 · Electricity - 81156829 - Pump	0.00
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<b>Total 66020 · Electricity - Pump</b>	0.00
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<b>Total 66000 · UTILITIES</b>	542.16
<b>67000 · EXPENSE APPROVED NOT BUDGETED</b>	
67022 · ESG - 2020 Cow Creek Grant	395.99
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<b>Total 67000 · EXPENSE APPROVED NOT BUDGETED</b>	395.99
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<b>Total 60000 · EXPENSES</b>	1,477.19
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<b>Total Expense</b>	1,477.19
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<b>Net Income</b>	<b>1,043.31</b>
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Douglas County Master Gardeners  
Profit & Loss Forecast Overview  
January 2020 through April 2021

	Jan '20 - Apr 21	Forecast	\$ Over Forecast
<b>Income</b>			
43400 · DONATIONS			
43410 · Contributions	590.00	0.00	590.00
43420 · Amazon Smile Foundation	72.03	40.00	32.03
43430 · Kroger Community Rewards	50.76	5.00	45.76
43435 · BottleDrop	0.00	0.00	0.00
43440 · Grants	3,150.00	0.00	3,150.00
<b>Total 43400 · DONATIONS</b>	<b>3,862.79</b>	<b>45.00</b>	<b>3,817.79</b>
44800 · DUES- MEMBERSHIP			
44810 · Membership Dues	4,260.00	2,210.00	2,050.00
44820 · Newsletter	455.00	262.50	192.50
<b>Total 44800 · DUES- MEMBERSHIP</b>	<b>4,715.00</b>	<b>2,472.50</b>	<b>2,242.50</b>
45000 · Interest Income - Bank	57.95	70.00	-12.05
46400 · PROGRAM SERVICE PROJECT (PSP)			
46440 · Soil Testing	970.00	430.00	540.00
46450 · Spring into Gardening - REFUND	250.00	250.00	0.00
<b>Total 46400 · PROGRAM SERVICE PROJECT (PSP)</b>	<b>1,220.00</b>	<b>680.00</b>	<b>540.00</b>
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	12,410.03	0.00	12,410.03
47160 · Sales - Vendors' Booths	0.00	0.00	0.00
47170 · Tips for 4-H Volunteers	0.00	0.00	0.00
<b>Total 47100 · PLANT SALE</b>	<b>12,410.03</b>	<b>0.00</b>	<b>12,410.03</b>
47210 · Bake Sale	0.00	0.00	0.00
47220 · Compost Tea	707.00	950.00	-243.00
47230 · Tee Shirt Sales	0.00	0.00	0.00
47235 · Black Apparel	600.00	0.00	600.00
47240 · Trash-To-Treasure	4,449.18	3,000.00	1,449.18
47250 · Vermiculture - Worms	0.00	0.00	0.00
47255 · Grafted Apple Trees	350.00	0.00	350.00
<b>Total 47000 · SPECIAL EVENTS</b>	<b>18,516.21</b>	<b>3,950.00</b>	<b>14,566.21</b>
<b>Total Income</b>	<b>28,371.95</b>	<b>7,217.50</b>	<b>21,154.45</b>
<b>Gross Profit</b>	<b>28,371.95</b>	<b>7,217.50</b>	<b>21,154.45</b>
<b>Expense</b>			
60000 · EXPENSES			
61000 · MANAGEMENT & GENERAL			
61100 · AWARDS & BANQUET			
61110 · Awards	0.00	112.00	-112.00
61120 · Banquet	0.00	224.00	-224.00
<b>Total 61100 · AWARDS &amp; BANQUET</b>	<b>0.00</b>	<b>336.00</b>	<b>-336.00</b>

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
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	613.00	650.00	-37.00
61560 · Newsletter Printing & Postage	241.97	415.00	-173.03
61570 · OMGA Search for Excellence	0.00	0.00	0.00
61580 · Postage for Exec Board	28.60	80.00	-51.40
61590 · Supplies for Exec Board	123.21	250.00	-126.79
Total 61500 · ADMINISTRATION	1,139.76	1,613.00	-473.24
Total 61000 · MANAGEMENT & GENERAL	2,691.76	5,364.00	-2,672.24
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	129.39	150.00	-20.61
Total 62200 · CLINIC & OFFICE	575.10	1,086.00	-510.90



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...	1,765.89	3,199.00	-1,433.11
63000 · HORTICULTURAL LEARNING CTR(HLC)			
63110 · Annual Pumping Expense (Diver)	300.00	300.00	0.00
63120 · Eastside Greenhouse Maintenance	2,235.10	3,370.00	-1,134.90
63125 · Eastside Greenhouse Supplies	160.58	188.00	-27.42
63130 · Garbage Dump Fee	80.52	225.00	-144.48
63140 · HLC Fire Extinguishers	52.00	60.00	-8.00
63145 · HLC Maintenance	380.10	484.00	-103.90
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	368.18	473.00	-104.82
63185 · Victory Garden Signage	0.00	0.00	0.00
63190 · Westside Greenhouse Maintenance	98.22	367.00	-268.78
63195 · Westside Greenhouse Supplies	-69.00	104.00	-173.00
Total 63000 · HORTICULTURAL LEARNING CTR(...	3,621.27	5,631.00	-2,009.73

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	307.65	800.00	-492.35
65150 · Next Year's Supplies - PS	1,002.07	1,000.00	2.07
65164 · Plants - Eastside	174.96	475.00	-300.04
65168 · Plants - Westside	0.00	300.00	-300.00
65170 · Supplies	1,310.87	2,744.00	-1,433.13
Total 65100 · PLANT SALE (PS)	3,150.74	10,274.00	-7,123.26
65190 · PROPANE TANKS			
65191 · Eastside Greenhouse #1 75532	1,070.68	1,528.00	-457.32
65193 · Eastside Greenhouse #2 MO327516	912.74	1,526.00	-613.26
65196 · Westside Greenhouse #3 49518	516.66	1,291.00	-774.34
65198 · Westside Greenhouse #500 48450	353.94	753.00	-399.06
Total 65190 · PROPANE TANKS	2,854.02	5,098.00	-2,243.98
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
65280 · BottleDrop	0.00	0.00	0.00
65290 · Trash-To-Treasure	39.99	390.00	-350.01
Total 65000 · SPECIAL EVENTS	6,782.08	16,576.00	-9,793.92
66000 · UTILITIES			
66010 · Electricity - HLC			
66010.2 · Electricity - 82346502 - HLC	3,252.36	5,974.00	-2,721.64
Total 66010 · Electricity - HLC	3,252.36	5,974.00	-2,721.64
66020 · Electricity - Pump			
66020.2 · Electricity - 81156829 - Pump	274.09	325.00	-50.91
Total 66020 · Electricity - Pump	274.09	325.00	-50.91
66050 · Water - Heleck Hall Meter	1,017.07	1,094.00	-76.93
66060 · Water - Caretakers Meter	31.11	100.00	-68.89
Total 66000 · UTILITIES	4,574.63	7,493.00	-2,918.37

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

	<u>Jan '20 - Apr 21</u>	<u>Forecast</u>	<u>\$ Over Forecast</u>
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
67008 · BottleDrop Setup Expenses	0.00	100.00	-100.00
67011 · Rock Garden - 2019 Karl Carlson	56.30	200.00	-143.70
67012 · Signage - 2020 Karl Carlson	99.74	250.00	-150.26
67013 · Extension Educator Grant - 2020	0.00	400.00	-400.00
67021 · ESG - 2019 Ford Grant	2,239.67	2,239.67	0.00
67022 · ESG - 2020 Cow Creek Grant	2,105.67	2,500.00	-394.33
Total 67000 · EXPENSE APPROVED NOT BUDG...	<u>5,063.38</u>	<u>6,251.67</u>	<u>-1,188.29</u>
Total 60000 · EXPENSES	24,499.01	44,514.67	-20,015.66
68001 · Voids	<u>0.00</u>		
Total Expense	<u>24,499.01</u>	<u>44,514.67</u>	<u>-20,015.66</u>
<b>Net Income</b>	<b><u>3,872.94</u></b>	<b><u>-37,297.17</u></b>	<b><u>41,170.11</u></b>