

DOUGLAS COUNTY MASTER GARDENERS
Executive Board Meeting, HLC
June 9, 2021

Call to Order: The meeting was called to order at 10:03 AM. There were 12 in attendance, including President Julie Stanbery, Vice-President Diana Woodward, Past President Nancy Fuller, Membership Kay Livermore, Treasurer Diane Smith-Lewsadder, OMGA Alt.Rep. Kish Doyle and Secretary Bonnie Courter.

Agenda Approval: The agenda was approved as posted.

Minutes Approval: The minutes were approved as posted.

Agent's Report - Steve Renquist: Not present. No report.

OFFICER REPORTS

Membership - Kay Livermore: We still have 231 members. Kay is very happy with the numbers as we only lost 13 from last year. We usually lose 30 each year.

OMGA - Kish Doyle: Nothing new to report. Mini-College and International Conference are both open to the public. Kish is printing flyers of these events to post in her local Post Office and encouraged everyone to do same. Publicity Chair Cheryl Caplan will send out PSA's to our local news outlets. Steve might be able to do a radio spot.

There has been no response for scholarships so far, and they are seeing low numbers of signups for Mini-College as well.

Treasurer - Diane Smith-Lewsadder:

Additional monies have been deposited since her last report: \$184.10 for Bottle Drop, \$200 for soil tests, \$283.75 post plant sale, and \$101 for compost tea.

Nathan had to purchase more worms for the worm bins because of an overabundance of pill bugs and needs to know what category to designate for his expenses? It was decided to charge this to HLC Maintenance for this year, but we will add worm expenses into the budget in the future.

Vice-President - Diana Woodward: The next Level Up continuing education session was held yesterday, June 8, on unique winter vegetables to grow. The next chapter meeting is at Kay Livermore's. Everyone will be encouraged to bring a sack lunch in lieu of a potluck.

Past President - Nancy Fuller: Despite Steve's latest pest report saying he didn't find many Brown Marmorated Stink Bugs - Nancy has lots!

President - Julie Stanbery: Julie reminded everyone about our policy for notification of change in committee heads. Quoting from our Policy & Procedures:

"Whenever there is a change in committee leadership, the outgoing individual or their committee head (e.g. the Discovery Garden Coordinator for a Discovery Garden garden head) should notify the President.

The President then notifies the following individuals:

- *Membership Director*
- *Treasurer*
- *Webmaster*
- *Newsletter Editor*
- *E-mail Communications Coordinator*

The President announces the change at the next board and chapter meetings.”

COMMITTEE REPORTS

Awards - Diana Circle: Diana is resigning her post as of today. She has turned in her digital files on DCMG history to Laura at the Extension Office and brought totes of all the physical items of what she's collected so far to the meeting for storage. The Board and members present expressed their appreciation for all the hard work Diana has done.

Banquet - Judy Huntley: Not present. Her report: She is planning on holding the annual awards banquet the 3rd or 4th week in October at the First United Methodist Church where she's made a tentative reservation. She plans on offering 4-5 nice door prizes.

Community Outreach - Leo Grass: Not present. There's been no one requesting MG participation - it's just not a normal year. Julie reminds us it's important to do personal contacts as much as possible.

Discovery Garden - Julie Stanbery:

- Mark Schmoll is moving to Oregon City next week. Ernie Amabisca will take over the Japanese Garden. Jeanie Owen might put together a little going away party next Tuesday if he's there. Linda Thames will send him a thank-you card.
- Pavilion gutters and fascia: Overhead Door gave us a bid which depends on the cost of lumber and how much wood needs to be replaced. \$180 to seal corners, \$300-\$500 to repair and replace flashing, \$120 for the gutters, \$200-\$500 replacing the fascia, totaling \$800-\$1300 dollars overall. This bid is discounted as we've done business with them many times in the past. **Toni Rudolph made a motion that we set aside \$1500 to repair/replace the gutters. Kish seconded the motion. The motion passed unanimously.** The motion will be presented to the general membership at this month's chapter meeting, and if approved, the job will be done in July or August.
- The new water storage tank is now located behind the hedgerow sign and will supply river water for the Children's Garden, Hedgerow as well as the dahlia and iris beds.

Fair Booth - Diane Smith-Lewsadder: We have not been approved by OSU to man a booth at the fair yet due to COVID so this is still on hold.

Fundraising - Nathan Baily: Not present - no report.

Greenhouse East - Bruce Gravens: Not present - no report.

Greenhouse West - Joy Keeling: The crew is working on cleaning and dividing plants.

Hallmark - Linda Thames: Not present - no report.

Newsletter - Bonnie Courter: Nothing to report.

Plant Clinic - Chris Rusch: Not present - no report.

Plant Sale - Bonnie Durick: Not present - no report.

Publicity - Cheryl Caplan: The PSA's on soil testing went out to local news outlets.

Spring Into Gardening - Chris Rusch: Not present. She will report at the next chapter meeting.

Trash to Treasure - Ann Severson: Not present - her report: Ann wants Cheryl to place a classified ad under "Garage Sales" at the News-Review, Craig's List, and post it on FaceBook. The sale will be advertised also on the Winston Community reader board. The setup and sale are on July 9-10. Flyers are available in the Westside Greenhouse to distribute. We also can sell plants there.

Victory Garden - Carolyn Ruzicka: Not present. Kish gave her report. They've had an invasion of striped cucumber beetles recently, so sprayed Spinosad. Gophers are eating the garlic. Harvesting peas this week.

OLD BUSINESS:

Nominations: Dawnetta Loomis has expressed interest in the nomination for Treasurer and is on the slate of nominees. She homeschools her daughter, Neesha, who will be coming to the meetings as well. Dawnetta will be shadowing Toni and Diane at the meetings in order to get familiar with the task.

Old budget issues:

The members present discussed again the situation of two MG's who have outstanding receipts from past years who would like to be reimbursed. Legally, if receipts were turned in late for reimbursement, the Treasurer would need to file an amended tax return, which places an undo burden on the Treasurer as well as OMGA. The consensus was that we should not make exceptions for MG's who were told repeatedly of the deadline date for turning in receipts.

Kish Doyle made a motion that, based on pandemic restrictions and numerous communications from Board meetings during 2020, any expenditures not authorized after the March 31, 2020 deadline to turn in receipts will not be reimbursed. Toni Rudolph seconded the motion. The motion was approved unanimously.

NEW BUSINESS:

Membership Dues - Kay Livermore

Retention of our members has been fantastic, but it required a lot of time and effort on Kay's part. A quarter of our membership still hadn't signed up by the January deadline this year. So, after discussion with the Board, Kay made the following motion:

Beginning in 2022, DCMG dues will increase to \$20. Members who pay their dues before January 1st will pay \$10 (a 50% discount). Members who pay their dues after January 1st will pay the full \$20. Diane Smith-Lewsadder seconded the motion. The motion was approved unanimously.

Agenda Item Requests - Julie Stanbery - Instead of her requesting agendas for our meetings each time, Julie would like members to be responsible and let her know on their own if they want to add to the agenda, or the item can be added on at the beginning of each meeting.

ANNOUNCEMENTS

Chapter Meeting: Thursday, June 24, 10:00AM, hosted by Kay Livermore
Trash to Treasure Sale: Setup July 9 starting at noon, sale July 10.

ADJOURNMENT: The meeting was adjourned at 11:35 AM.

Respectfully submitted,
Bonnie Courter, Secretary

2:01 PM
06/04/21

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

	Jun 4, 21	
	Debit	Credit
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	36,050.62	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCO...	5,007.81	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	1,464.10	
TOTAL	<u>42,522.53</u>	<u>0.00</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
April 29 through May 26, 2021

	<u>Apr 29 - May 26, 21</u>
Income	
43400 · DONATIONS	
43410 · Contributions	7.50
43420 · Amazon Smile Foundation	36.47
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Total 43400 · DONATIONS	43.97
44800 · DUES- MEMBERSHIP	
44810 · Membership Dues	37.50
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Total 44800 · DUES- MEMBERSHIP	37.50
45000 · Interest Income - Bank	3.75
46400 · PROGRAM SERVICE PROJECT (PSP)	
46440 · Soil Testing	117.00
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Total 46400 · PROGRAM SERVICE PROJECT (PSP)	117.00
47000 · SPECIAL EVENTS	
47100 · PLANT SALE	
47130 · Sales - Event	7,041.64
47140 · Sales - Post Event	717.00
47150 · Sales - Pre Event	620.00
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Total 47100 · PLANT SALE	8,378.64
47220 · Compost Tea	251.00
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Total 47000 · SPECIAL EVENTS	8,629.64
Total Income	<hr/> 8,831.86
Gross Profit	<hr/> 8,831.86
Expense	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61100 · AWARDS & BANQUET	
61110 · Awards	323.42
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Total 61100 · AWARDS & BANQUET	323.42
61500 · ADMINISTRATION	
61560 · Newsletter Printing & Postage	18.83
61580 · Postage for Exec Board	11.00
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Total 61500 · ADMINISTRATION	29.83
Total 61000 · MANAGEMENT & GENERAL	353.25
62000 · PROGRAM SERVICE PROJECT (PSP)	
62400 · DISCOVERY GARDEN (DG)	
62449 · Maintenance DG	56.58
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Total 62400 · DISCOVERY GARDEN (DG)	56.58
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	56.58

Douglas County Master Gardeners
Cash Flow - Profit & Loss
April 29 through May 26, 2021

	<u>Apr 29 - May 26, 21</u>
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63145 · HLC Maintenance	38.53
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	38.53
65000 · SPECIAL EVENTS	
65100 · PLANT SALE (PS)	
65170 · Supplies	119.38
Total 65100 · PLANT SALE (PS)	119.38
Total 65000 · SPECIAL EVENTS	119.38
66000 · UTILITIES	
66010 · Electricity - HLC	
66010.2 · Electricity - 82346502 - HLC	383.51
Total 66010 · Electricity - HLC	383.51
66020 · Electricity - Pump	
66020.2 · Electricity - 81156829 - Pump	8.73
Total 66020 · Electricity - Pump	8.73
Total 66000 · UTILITIES	392.24
67000 · EXPENSE APPROVED NOT BUDGETED	
67012 · Signage - 2020 Karl Carlson	39.99
Total 67000 · EXPENSE APPROVED NOT BUDGETED	39.99
Total 60000 · EXPENSES	999.97
Total Expense	999.97
Net Income	<u><u>7,831.89</u></u>

06/04/21
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January through December 2021

	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
43400 · DONATIONS			
43410 · Contributions	590.92	736.00	-145.08
43420 · Amazon Smile Foundation	64.00	78.00	-14.00
43430 · Kroger Community Rewards	40.78	66.00	-25.22
Total 43400 · DONATIONS	<u>695.70</u>	<u>880.00</u>	<u>-184.30</u>
44800 · DUES- MEMBERSHIP			
44810 · Membership Dues	2,370.00	2,333.00	37.00
44820 · Newsletter	192.50	192.00	0.50
Total 44800 · DUES- MEMBERSHIP	<u>2,562.50</u>	<u>2,525.00</u>	<u>37.50</u>
45000 · Interest Income - Bank	22.76	35.00	-12.24
46400 · PROGRAM SERVICE PROJECT (PSP)			
46440 · Soil Testing	427.00	810.00	-383.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	<u>427.00</u>	<u>810.00</u>	<u>-383.00</u>
47000 · SPECIAL EVENTS			
47100 · PLANT SALE			
47130 · Sales - Event	7,041.64	7,048.00	-6.36
47140 · Sales - Post Event	717.00	500.00	217.00
47150 · Sales - Pre Event	805.00	805.00	0.00
Total 47100 · PLANT SALE	<u>8,563.64</u>	<u>8,353.00</u>	<u>210.64</u>
47220 · Compost Tea	251.00	700.00	-449.00
47240 · Trash-To-Treasure	476.00	3,500.00	-3,024.00
Total 47000 · SPECIAL EVENTS	<u>9,290.64</u>	<u>12,553.00</u>	<u>-3,262.36</u>
Total Income	<u>12,998.60</u>	<u>16,803.00</u>	<u>-3,804.40</u>
Gross Profit	12,998.60	16,803.00	-3,804.40
Expense			
60000 · EXPENSES			
61000 · MANAGEMENT & GENERAL			
61100 · AWARDS & BANQUET			
61110 · Awards	323.42	295.00	28.42
61120 · Banquet	0.00	224.00	-224.00
Total 61100 · AWARDS & BANQUET	<u>323.42</u>	<u>519.00</u>	<u>-195.58</u>
61200 · CONFERENCES			
61250 · OMGA Travel	0.00	229.00	-229.00
Total 61200 · CONFERENCES	<u>0.00</u>	<u>229.00</u>	<u>-229.00</u>
61400 · GRANTS/GIFTS/SCHOLARSHIPS			
61480 · Scholarships	0.00	300.00	-300.00
Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS	<u>0.00</u>	<u>300.00</u>	<u>-300.00</u>

06/04/21
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January through December 2021

	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
61500 · ADMINISTRATION			
61520 · Check Print Charges	49.71	50.00	-0.29
61540 · Hospitality	0.00	35.00	-35.00
61550 · Liability Insurance	0.00	637.00	-637.00
61560 · Newsletter Printing & Postage	67.72	193.00	-125.28
61580 · Postage for Exec Board	28.60	106.00	-77.40
61590 · Supplies for Exec Board	0.00	127.00	-127.00
Total 61500 · ADMINISTRATION	<u>146.03</u>	<u>1,148.00</u>	<u>-1,001.97</u>
Total 61000 · MANAGEMENT & GENERAL	469.45	2,196.00	-1,726.55
62000 · PROGRAM SERVICE PROJECT (PSP)			
62200 · CLINIC & OFFICE			
62260 · Plant Clinic & Office Supplies	0.00	100.00	-100.00
62280 · Soil Testing	0.00	450.00	-450.00
62290 · Website Development	0.00	150.00	-150.00
Total 62200 · CLINIC & OFFICE	<u>0.00</u>	<u>700.00</u>	<u>-700.00</u>
62300 · COMMUNITY OUTREACH			
62310 · DC Fair Outreach Booth	0.00	100.00	-100.00
Total 62300 · COMMUNITY OUTREACH	<u>0.00</u>	<u>100.00</u>	<u>-100.00</u>
62400 · DISCOVERY GARDEN (DG)			
62417 · Educational Signage	0.00	150.00	-150.00
62449 · Maintenance DG	649.00	1,252.00	-603.00
Total 62400 · DISCOVERY GARDEN (DG)	<u>649.00</u>	<u>1,402.00</u>	<u>-753.00</u>
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	649.00	2,202.00	-1,553.00
63000 · HORTICULTURAL LEARNING CTR(HLC)			
63110 · Annual Pumping Expense (Diver)	0.00	300.00	-300.00
63120 · Eastside Greenhouse Maintenance	0.00	700.00	-700.00
63125 · Eastside Greenhouse Supplies	0.00	800.00	-800.00
63130 · Garbage Dump Fee	0.00	144.00	-144.00
63140 · HLC Fire Extinguishers	0.00	58.00	-58.00
63145 · HLC Maintenance	92.52	604.00	-511.48
63160 · Toilet Repairs & Supplies	0.00	94.00	-94.00
63180 · Victory Garden	121.40	226.00	-104.60
63190 · Westside Greenhouse Maintenance	0.00	269.00	-269.00
63195 · Westside Greenhouse Supplies	28.63	173.00	-144.37
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	<u>242.55</u>	<u>3,368.00</u>	<u>-3,125.45</u>

06/04/21
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January through December 2021

	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
65000 · SPECIAL EVENTS			
65100 · PLANT SALE (PS)			
65110 · Advertising	0.00	200.00	-200.00
65140 · Next Year's Seeds	0.00	800.00	-800.00
65150 · Next Year's Supplies - PS	119.34	800.00	-680.66
65164 · Plants - Eastside	0.00	150.00	-150.00
65168 · Plants - Westside	0.00	650.00	-650.00
65170 · Supplies	1,007.11	2,033.00	-1,025.89
Total 65100 · PLANT SALE (PS)	1,126.45	4,633.00	-3,506.55
65190 · PROPANE TANKS			
65191 · Eastside Greenhouse #1 75532	352.87	912.00	-559.13
65193 · Eastside Greenhouse #2 MO327516	281.13	825.00	-543.87
65196 · Westside Greenhouse #3 49518	0.00	574.00	-574.00
65198 · Westside Greenhouse #500 48450	0.00	399.00	-399.00
Total 65190 · PROPANE TANKS	634.00	2,710.00	-2,076.00
65210 · Bake Sale	0.00	75.00	-75.00
65290 · Trash-To-Treasure	0.00	475.00	-475.00
Total 65000 · SPECIAL EVENTS	1,760.45	7,893.00	-6,132.55
66000 · UTILITIES			
66010 · Electricity - HLC			
66010.2 · Electricity - 82346502 - HLC	1,746.29	2,964.00	-1,217.71
Total 66010 · Electricity - HLC	1,746.29	2,964.00	-1,217.71
66020 · Electricity - Pump			
66020.2 · Electricity - 81156829 - Pump	27.75	301.00	-273.25
Total 66020 · Electricity - Pump	27.75	301.00	-273.25
66050 · Water - Heleck Hall Meter	234.16	1,077.00	-842.84
66060 · Water - Caretakers Meter	0.00	69.00	-69.00
Total 66000 · UTILITIES	2,008.20	4,411.00	-2,402.80
67000 · EXPENSE APPROVED NOT BUDGETED			
67011 · Rock Garden - 2019 Karl Carlson	0.00	144.00	-144.00
Total 67000 · EXPENSE APPROVED NOT BUDGETED	0.00	144.00	-144.00
Total 60000 · EXPENSES	5,129.65	20,214.00	-15,084.35
Total Expense	5,129.65	20,214.00	-15,084.35
Net Income	7,868.95	-3,411.00	11,279.95