

DOUGLAS COUNTY MASTER GARDENERS
Executive Board Meeting at Pavilion
September 8, 2021

Call to Order: The meeting was called to order at 10:05. There were 14 in attendance, including President Julie Stanbery, Vice-President Diana Woodward, Treasurer Dawnetta Loomis, OMGA Reps Kish Doyle and Barbie Hamby, Secretary Bonnie Courter, and Membership Kay Livermore.

Installation of New Officers: Julie Stanbery administered the oath of office to Kish Doyle (OMGA Rep) & Barbie Hamby (Alternate OMGA Rep).

Agenda Approval: Agenda stands as posted.

Minutes Approval: Minutes stand as posted.

Agent's Report - Steve Renquist:

FTC Class: All 19 students have been interviewed by Kish. Masks will be required except for presenters while they are giving their lectures. September 28th is the first day. Since there are only 7 weeks of actual instruction, Steve is adding Thursdays in October at the HLC to cover topics not covered in class. The optional sessions will be from 1:00 to 3:00, covering such topics as composting, propagation from the greenhouse crew, and xeriscape plants. Veterans are welcome to come as well. Steve's last session on turf will be held at a location to be determined, possibly at Cooper Ridge nearby.

Steve has been currently working with commercial people.

OFFICER REPORTS

Membership - Kay Livermore: Nothing to report.

OMGA - Kish Doyle/Barbie Hamby:

OMGA 3rd Quarter Report, August 6, 2021, Zoom Meeting (from Secretary Sharon Bordeaux's notes:

2022 Master Gardener Trainings:

Trainings will be held for MG volunteers in 2022, however, the structure will be different than in previous years due to COVID concerns and lack of available instructors. The training program should consist of three parts: online MG courses for horticulture lectures, volunteerism in the community, and hands-on workshops and learning opportunities.

MG Awards:

Nominations are due May 15, 2022. OMGA encourages all the chapters to start discussing their annual MG nominations as soon as possible. All submissions will be online.

OMGA supports Diversity, Equity, and Inclusion (DEI): DEI has become a “big focus” of OMGA’s work. Efforts include the Culture of Gardening blog, speakers, film series, and even modest changes in language such as changing “Ask a Master Gardener” to “Let’s Talk Plants.”

Gardener’s Pen newsletter

The quarterly “Gardener’s Pen” newsletter has a new editor, Ann Kinkley. The newsletter will include articles from OMGA and its chapters, as well as educational articles and announcements.

Treasurer - Dawnetta Loomis:

- Remember to turn in budget requests by September 20.
- A proposal for dues membership is to be voted on in October by membership. Kay Livermore is recommending we raise dues to \$20 with a 50% discount if paid by January 1. January 15 is the deadline to be included on the roster. After that, people will have to go into the Extension office to sign forms. Kay will present her recommendation to the membership at the chapter meeting in September.
- The \$100 extra from class tuition will be put in a separate account under “Class Fees”. When students complete their 60 hours, their \$100 will be refunded to them.
- Since there is no money budgeted under hospitality for the chicken for our welcome potluck on September 30, **Kay Livermore moved that we give hospitality \$100 to cover hospitality expenses for the fall training class. Toni Rudolph seconded the motion. It passed unanimously.**
- Liability insurance went up again. **Toni Rudolph moved that we Increase the insurance budget by \$150 and Kay Livermore seconded it. It passed unanimously.**
- Next year we will look at starting the budget process earlier so incoming Treasurers aren’t faced with that task right away.

Vice-President - Diana Woodward: The next LevelUp class is “Gardening with Native Plants for Pollinators”, presented by Gail Langellotto on September 14.

Past President - Nancy Fuller: Not present. No report.

President - Julie Stanbery: There is now a second drop box in the greenhouse for receipts or any business matters so MG’s don’t have to go into the Extension Office. Time sheets are not to be dropped off the Plant Clinic. Instead they must be dropped off at the greenhouse or mailed directly to Vicki McAlister.

Julie is working on confirming committee heads this month.

COMMITTEE REPORTS

Awards Team - Ann Severson: Ann will reorganize the Awards box, and try to get some people to help her out. She plans on having an awards event celebration in January sometime, but it will not be an evening banquet as in the past.

Community Outreach - Leo Grass: Not present. Leo led some garden clubs on the Discovery Garden tour.

Discovery Garden - Julie Stanbery: Watering continues through mid-September twice a week, then once a week. We could still use helpers at the Discovery Garden. Sharon Hopkins will meet with Julie and discuss the memorial bench for Anne Waddington. It will be located at the end of Steve's ornamental garden, near the Spider Gate, with a nice courtyard included.

Fundraising - Nathan Baily: Nathan brought blue bags to distribute. Currently BottleDrop is bringing in \$100/month, but we could double that easily. Amazon Smiles program gave us \$52 last month.

Greenhouse East - Ann Severson: Deer have been eating plants in the raised beds despite netting. Crews are cleaning, cutting back and propagating succulents.

Greenhouse West - Carol Bolt: Still dividing and cleaning up plants.

Hallmark - Linda Thames: Not present. Her report:

Linda sent out two cards, both related to COVID 19. Dean Fernandes passed away recently and Donica and JC Smith (2019 Class) are both recovering from the virus. JC's father died and Donica lost her mother as well.

Linda will be in Michigan from September 14-30 to visit family.

Newsletter - Bonnie Courter: Nothing to report.

Plant Clinic/Spring Into Gardening - Chris Rusch:

- Plant Clinic is picking up. We are enjoying more personal contacts as folks hear about our clinic being open again. It is really great to have a few new members to our clinic staff with Linda Estep and Diane Smith-Lewsadder taking on Thursdays. We are open to training the new class on a limited basis.
- Spring Into Gardening is coming together. We will hold it at the Phoenix School. The dates we are looking at are March 12 or 19.
- I am working on the budgets for the Plant Clinic, Spring Into Gardening and the DC Fair. Will get them submitted this week.
- Our OMGA 3rd Quarter meeting is this Friday, September 10, via Zoom. All are welcome.

Publicity - Cheryl Caplan: Cheryl has some ideas to do another soil testing PSA, and also one recognizing Steve's leadership and his upcoming retirement. Julie suggested she hold off on a soil testing PSA as they are revising the committee.

Swinger Bars - Kay Livermore: Nothing to report.

Victory Garden - Carolyn Ruzicka: Not present - her report:

We will go back to our original starting time of 9:00 next week. Last Monday we took in 509 pounds to UCAN and another 393 on Thursday. She will send out an email next Friday for signups for the following week.

Waddington Funds - Team: We have a full committee now. We hope to meet one day a month.

OLD BUSINESS: None.

NEW BUSINESS: Budget Prep/Preview (Julie Stanbery)

- We should “hide” the Bake Sale in the budget so we’re not counting on any income from it. Also hide “Grant Purchase”, “Historian”, “Straw Bale Garden”, and “Tomato Taste-Off”
- Under Awards Banquet expenses, Swinger Bars will be left under awards but should have its own line item.
- Add a line for Educational Kiosk.

Other New Business:

We will have the October Board meeting here at the Pavilion. The October Chapter meeting will probably be by Zoom unless the weather is nice, in which case it will be at the Pavilion. November meetings will have to be Zoom. The November Board meeting is on the 10th, followed by the Chapter meeting the next week.

We will have a dozen copies of the proposed budget available at the October Chapter meeting as well as send it out to membership online.

Policy and Procedures: Should be done by February. We will start talking about it in November.

SHOW AND TELL: Steve brought apples and figs to share from his orchard. He also brought leaf and fruit samples for us to try and diagnose diseases or insects affecting them.

ANNOUNCEMENTS:

September 30 Chapter Meeting at 10:00 will be followed by a welcome potluck for the new class at the DG Pavilion. New students will also be given the tour of the Discovery Garden at 9:00 that morning before the meeting.

ADJOURNMENT: The meeting adjourned at 11:40 AM.

Respectfully submitted,
Bonnie Courter, Secretary

10:42 PM
09/07/21

Douglas County Master Gardeners
Account Balances
As of September 7, 2021

	Sep 7, 21	
	Debit	Credit
10000 · BANK ACCOUNTS:10104 · NWCC - WADDINGTON ...	89,485.51	
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	39,064.50	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACC...	5,008.44	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	2,063.53	
TOTAL	<u>135,621.98</u>	<u>0.00</u>

Douglas County Master Gardeners
 Cash Flow - Profit & Loss
 August 7 through September 7, 2021

	<u>Aug 7 - Sep 7, 21</u>
Income	
43400 · DONATIONS	
43410 · Contributions	50.36
43420 · Amazon Smile Foundation	50.65
43430 · Kroger Community Rewards	40.90
43435 · BottleDrop	200.40
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Total 43400 · DONATIONS	342.31
45000 · Interest Income - Bank	16.59
46400 · PROGRAM SERVICE PROJECT (PSP)	
46440 · Soil Testing	100.00
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Total 46400 · PROGRAM SERVICE PROJECT (PSP)	100.00
47000 · SPECIAL EVENTS	
47100 · PLANT SALE	
47140 · Sales - Post Event	205.75
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Total 47100 · PLANT SALE	205.75
47220 · Compost Tea	202.00
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Total 47000 · SPECIAL EVENTS	407.75
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Total Income	866.65
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Gross Profit	866.65
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Expense	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61100 · AWARDS & BANQUET	
61110 · Awards	30.00
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Total 61100 · AWARDS & BANQUET	30.00
61500 · ADMINISTRATION	
61560 · Newsletter Printing & Postage	50.02
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Total 61500 · ADMINISTRATION	50.02
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Total 61000 · MANAGEMENT & GENERAL	80.02
62000 · PROGRAM SERVICE PROJECT (PSP)	
62400 · DISCOVERY GARDEN (DG)	
62402 · Butterfly Garden	0.00
62437 · Irrigation	0.00
62445 · Kiosk - Donor Board	0.00
62449 · Maintenance DG	59.37
62461 · Ornamental Garden	0.00
62488 · Straw Bale Garden	0.00
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Total 62400 · DISCOVERY GARDEN (DG)	59.37
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Total 62000 · PROGRAM SERVICE PROJECT (PSP)	59.37

Douglas County Master Gardeners
Cash Flow - Profit & Loss
August 7 through September 7, 2021

	<u>Aug 7 - Sep 7, 21</u>
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63145 · HLC Maintenance	0.00
63180 · Victory Garden	325.99
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Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	325.99
65000 · SPECIAL EVENTS	
65100 · PLANT SALE (PS)	
65168 · Plants - Westside	402.87
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Total 65100 · PLANT SALE (PS)	402.87
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Total 65000 · SPECIAL EVENTS	402.87
66000 · UTILITIES	
66010 · Electricity - HLC	
66010.2 · Electricity - 82346502 - HLC	142.15
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Total 66010 · Electricity - HLC	142.15
66020 · Electricity - Pump	
66020.2 · Electricity - 81156829 - Pump	22.64
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Total 66020 · Electricity - Pump	22.64
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Total 66000 · UTILITIES	164.79
67000 · EXPENSE APPROVED NOT BUDGETED	
67014 · Pavillion Repairs	654.00
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Total 67000 · EXPENSE APPROVED NOT BUDGETED	654.00
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Total 60000 · EXPENSES	1,687.04
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Total Expense	1,687.04
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Net Income	-820.39
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09/07/21
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	90,118.43	736.00	89,382.43
43420 · Amazon Smile Foundation	114.65	78.00	36.65
43430 · Kroger Community Rewards	81.68	66.00	15.68
43435 · BottleDrop	499.40	415.00	84.40
Total 43400 · DONATIONS	<u>90,814.16</u>	<u>1,295.00</u>	<u>89,519.16</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	50.63	35.00	15.63
46400 · PROGRAM SERVICE PROJECT (PSP)			
46440 · Soil Testing	827.00	810.00	17.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	<u>827.00</u>	<u>810.00</u>	<u>17.00</u>
47000 · SPECIAL EVENTS			
47100 · PLANT SALE			
47130 · Sales - Event	7,041.64	7,048.00	-6.36
47140 · Sales - Post Event	1,842.00	500.00	1,342.00
47150 · Sales - Pre Event	805.00	805.00	0.00
Total 47100 · PLANT SALE	<u>9,688.64</u>	<u>8,353.00</u>	<u>1,335.64</u>
47220 · Compost Tea	857.00	700.00	157.00
47240 · Trash-To-Treasure	4,530.30	3,500.00	1,030.30
Total 47000 · SPECIAL EVENTS	<u>15,075.94</u>	<u>12,553.00</u>	<u>2,522.94</u>
Total Income	<u>109,330.23</u>	<u>17,218.00</u>	<u>92,112.23</u>
Gross Profit	109,330.23	17,218.00	92,112.23
Expense			
60000 · EXPENSES			
61000 · MANAGEMENT & GENERAL			
61100 · AWARDS & BANQUET			
61110 · Awards	506.42	618.42	-112.00
61120 · Banquet	0.00	224.00	-224.00
Total 61100 · AWARDS & BANQUET	<u>506.42</u>	<u>842.42</u>	<u>-336.00</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>

09/07/21
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	159.59	193.00	-33.41
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>237.90</u>	<u>1,148.00</u>	<u>-910.10</u>
Total 61000 · MANAGEMENT & GENERAL	744.32	2,519.42	-1,775.10
62000 · PROGRAM SERVICE PROJECT (PSP)			
62200 · CLINIC & OFFICE			
62260 · Plant Clinic & Office Supplies	0.00	100.00	-100.00
62280 · Soil Testing	254.58	450.00	-195.42
62290 · Website Development	0.00	150.00	-150.00
Total 62200 · CLINIC & OFFICE	<u>254.58</u>	<u>700.00</u>	<u>-445.42</u>
62300 · COMMUNITY OUTREACH			
62310 · DC Fair Outreach Booth	45.66	100.00	-54.34
Total 62300 · COMMUNITY OUTREACH	45.66	100.00	-54.34
62400 · DISCOVERY GARDEN (DG)			
62417 · Educational Signage	89.98	150.00	-60.02
62449 · Maintenance DG	1,010.59	1,252.00	-241.41
Total 62400 · DISCOVERY GARDEN (DG)	<u>1,100.57</u>	<u>1,402.00</u>	<u>-301.43</u>
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	1,400.81	2,202.00	-801.19
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	54.00	58.00	-4.00
63145 · HLC Maintenance	281.03	604.00	-322.97
63160 · Toilet Repairs & Supplies	0.00	94.00	-94.00
63180 · Victory Garden	507.23	226.00	281.23
63190 · Westside Greenhouse Maintenance	16.20	269.00	-252.80
63195 · Westside Greenhouse Supplies	28.63	173.00	-144.37
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	<u>887.09</u>	<u>3,368.00</u>	<u>-2,480.91</u>

09/07/21
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	402.87	650.00	-247.13
65170 · Supplies	1,477.02	2,033.00	-555.98
Total 65100 · PLANT SALE (PS)	1,999.23	4,633.00	-2,633.77
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	2,633.23	7,893.00	-5,259.77
66000 · UTILITIES			
66010 · Electricity - HLC			
66010.2 · Electricity - 82346502 - HLC	2,039.66	2,964.00	-924.34
Total 66010 · Electricity - HLC	2,039.66	2,964.00	-924.34
66020 · Electricity - Pump			
66020.2 · Electricity - 81156829 - Pump	72.08	301.00	-228.92
Total 66020 · Electricity - Pump	72.08	301.00	-228.92
66050 · Water - Heleck Hall Meter	607.42	1,077.00	-469.58
66060 · Water - Caretakers Meter	7.82	69.00	-61.18
Total 66000 · UTILITIES	2,726.98	4,411.00	-1,684.02
67000 · EXPENSE APPROVED NOT BUDGETED			
67011 · Rock Garden - 2019 Karl Carlson	143.70	143.70	0.00
67014 · Pavillion Repairs	654.00	1,500.00	-846.00
Total 67000 · EXPENSE APPROVED NOT BUDGETED	797.70	1,643.70	-846.00
Total 60000 · EXPENSES	9,190.13	22,037.12	-12,846.99
Total Expense	9,190.13	22,037.12	-12,846.99
Net Income	100,140.10	-4,819.12	104,959.22