DOUGLAS COUNTY MASTER GARDENERS Executive Board Meeting October 11, 2023

Call to Order: The meeting was called to order at 10:00. There were 13 in attendance, including President Julie Stanbery, Vice-President Andrea Collins, Membership Kay Livermore, Treasurer Dawnetta Loomis, OMGA Rep Patrice Sipos, and Secretary Bonnie Courter.

Agenda Approval: The agenda was approved as posted.

Minutes Approval: The minutes were approved as posted.

OFFICER REPORTS

Past President - Nancy Fuller: She is happy fire season is over and that it's raining.

Membership - Kay Livermore: She will accept dues at the next chapter meeting. She will have dues forms there as well. Kay will be moving to Hucrest next month, so will not accept dues by mail until she gets her mailbox set up. When she does, she will send out her new address through Shirley so MG's can mail their dues to her.

OMGA - Patrice Sipos: The 4th Quarter OMGA Zoom meeting was held last Friday. She turned in updates for new DCMG chairpersons.

Brooke Edmunds gave an update on our statewide program as follows: the Statewide MG Program Manager search committee is scheduling interviews for November; Portland Metro Professor of Practice offer has been made; Linn-Benton County Outreach Program Coordinator, interviews are complete and information is with the hiring manager & HR; Tillamook and Clatsop County Outreach Program Coordinator searches, position description was sent to HR; the Douglas County Outreach Program Coordinator position is still on hold as of October 6; the Curry County Education Program Assistant position is closed, unsure of status; Josephine County EPA is leading the program through the spring training season (with support from Jackson County faculty member). Will revisit with a plan to rehire once county funding stabilizes.

Update on the funding raised during OSU's Dam Proud Day: of the \$24,353 raised, half is earmarked to update the Sustainable Gardening textbook and the other half to provide printed booklets for the Seed to Supper Program. This has been put on hold until we get our new Statewide Program Manager, so for now, the textbook will be available in its current version. The new publication, "An introduction to Being a Master Gardener Volunteer" will be available soon. It's a high-level guide that covers statewide policies and will complement what the county program coordinators have available.

OMGA Treasurer, Janet Magedanz, gave a financial report for the 4th quarter to date. We also discussed the 2024 proposed budget for OMGA. The draft 2024 budget will be sent out to all OMGA reps prior to our November 3 meeting for review. We added a new line item for 2024 for the Oregon Garden Research Fund. This is an opportunity for us to support home garden research projects based at the OSU Garden Ecology Lab. Gail Langellotto and Sherry Sheng are coordinating this important effort. Look for more information on this program in our minutes.

We discussed our 2024 OMGA Joy of Gardening Conference. We are looking forward to beginning the planning for our 2024 conference soon. The date will be July 12-13. If you are interested in joining the planning committee, please contact Chris Rusch.

Next item of discussion was the progress made to revise our OMGA Bylaws, Job Descriptions and Policies and Procedures (P&P). Leslie Ray is leading this committee to do this important work. Our goal is to have our P&P's ready for approval at our November meeting. We have been meeting weekly.

Lastly, we will have our OMGA Executive Board elections at the November meeting. Please consider applying for these positions or look to your membership for MG's willing to fill our leadership positions for 2024. We need to fill the President-elect, Secretary and Data Base Manager positions. If you are interested, please send Chris an email.

Our 4th Quarter OMGA Board meeting will be November 3, followed by a goal-setting retreat on December 1.

Treasurer - Dawnetta Loomis:

- DC Farmer's Coop people who sign for expenses still have to turn in an expense form so Dawnetta knows where to put it in the budget.
- She turned in the water bill \$1,005 for 5 months.
- Hospitality There is no money in the budget for supplies. There was confusion whether it should come out of class expenses or hospitality. A motion is needed to increase hospitality for this year because of outstanding bills. Patrice Sipos moved that we add \$200 for hospitality for this year. Kay Livermore seconded, and the vote was unanimous.
- Julie said to ask the class to bring their own mugs to class to save on styrofoam cups.
- · Dawnetta has some checks to hand out.

Vice-President - Andrea Collins: October Continuing Education is Bruce Gravens speaking on garlic. November is Gerry Crane speaking on cardiac health related to gardening. January will be with Ann Severson speaking on greenhouses.

President - Julie Stanbery: MG hours must be turned in by October 31.

MG Program Coordinator - Logan Bennett:

- We're almost through the class with 2 more weeks left. He will meet with Patrice and Gloria to make up the field test at the Discovery Garden. He printed some class pictures and will be signing certificates to hand out at graduation.
- He's giving a soils class this Saturday at the HLC. The annular eclipse takes place at the same time, so will see how many come out.
- We have accessibility issues at the DG. He will have some professionals come out to see what can be done to enhance wheelchair accessibility.

COMMITTEE REPORTS

Blue Bags - Dawn Shumack: 25 bags were turned in for September.

Community Outreach - Cheryl Caplan: It's been quiet this last month. She is planning to update the information on the website about the Discovery Garden.

Discovery Garden - Julie Stanbery:

- We are looking into improving the paths Logan will bring cost estimates.
- Toilet crew Mugsy wants to step down, so Julie is looking for a replacement for her to join Rebecca Taylor (Class 2022).
- We are done with irrigation.
- We will have a workday in November sometime to get ready for winter.
- Sharon Bordeaux is working on the new native plant section near Waddington memorial.

Greenhouse East: Not present. They are cleaning up and weeding.

Greenhouse West: Not present. Elva Sellens reports they will work this Thursday to do some weeding, and work Tuesdays and Thursdays this month to catch up.

Hallmark - Dawn Shumack: MG Stormy Speaker passed away September 27, so she sent out a card. Martha Sinkula's husband, Joe Messenger, passed away too.

Insect Committee - Diana Woodward: Not present - her report: We had a new student come to our last insect meeting, Anna Kircher. She brought several insects. One of them was a jewel bug. You could see it was green with the naked eye not too clear, though. Under the microscope it was clear, not an EAB but one of the many sparkling green insects. She also brought a pine beetle with outstretched wings for our drawer collection. He was almost 2" long. We identified Julie's bees. They were yellow jackets and a mud dauber. We're working on the drawers too!

MG Training Class - Gloria Cettina: Only two weeks left. The last week, there is the field test at the Discovery Garden in the morning, and the final exam review with graduation in the afternoon. Will hand out certificates and pictures as well as their trainee badges. Veteran MG's and family are invited to come celebrate at 3:00 PM. This Saturday some new students will come out to take part in Logan's soils class and learn soils lab. Students are impressed with the high level of teaching.

Newsletter - Bonnie Courter: I invite any MG to send me photos for the Newsletter, documenting class activities or MG activities they are involved in.

Plant Clinic - Chris Rusch: Not present - her report:

First of all, I want to thank everyone who worked in September at our Plant Clinic!! During the month of September we had over 100 calls, emails and even some visits to the clinic. Questions for September were diverse, including questions regarding lawns, powdery mildew, plant and weed identification and lots of insects. In addition, we have been helping clients with landscaping and fruit tree questions.

The Plant Clinic will be moving into our fall hours beginning in October. We will staff the clinic on Mondays, Wednesdays, Thursdays, and Fridays from 1-4 PM. In October we started Plant Clinic training for our new volunteers.

Plant Sale - Joy Keeling: Not present. Her report:

- Everything is on an even keel. They made a total of \$1,174.75 total at their fall sale.
- Ed Barrett is in charge of the compost pile and wants to keep track of money made from compost. We need two separate cans for MG's to pay. We will also set up soil compost under income in the budget.

Publicity - Cheryl Caplan: Cheryl will be gone til mid-November.

- A Facebook event was created for October 16 Pavilion class
- Facebook posts for the October 16 garlic class, Soils 101 class, and soil testing.
- Press releases issued for the garlic and soils classes.

Soils - Gloria Cettina: Five soil samples were turned in yesterday. The soils class is on Saturday. Six new students want to be trained to do soils lab after class is over.

Swinger Bars - Kay Livermore: Kay came in yesterday to have the class fill out their addresses for her records. She explained how swinger bars work. Vicki McAlister didn't post hours in September, so no report. She will post them soon, so Kay will have a double report at the chapter meeting.

Victory Garden - Carolyn Ruzicka: Back to one day a week on Tuesdays. 9:00-Noon. Harvesting lots of produce still - beans are still producing (5 crates yesterday), tomatoes slowing down, butternut squash still left to pick. Great work crews, done in less than 2 hours. Total last week 585 lbs., home gardens 164 lbs. for a total of 749 lbs. and 8,770 lbs so total far for the season.

Worms - Dawn Shumack: She put them to bed with Elva's help. Emptied the worm bin and lined the empty box. Steve Hart will replace the hinges.

OLD BUSINESS: Garden Tour - Julie met with the two ladies from the League of Women Voters, and they thought it was great. They gave Julie a copy of last year's brochure. The tour is June 8, 10:00-5:00. We will get some MG's to take turns being out there in shifts and maybe have an information table there as well.

NEW BUSINESS: 2024 Budget Review

Discussion of the budget ensued.

SHOW AND TELL

<u>Cheryl Caplan</u> - She planted a cucurbit called "Jelly Melon" this year and brought some to share. This melon is also known as the horned melon, African horned cucumber, and blowfish fruit. It is very "spiky" and has a tart taste that she didn't really like.

ANNOUNCEMENTS:

Continuing Ed, October 26, 9:00, "Garlic" by Bruce Gravens Chapter Meeting October 26, 10:00

ADJOURNMENT: The meeting was adjourned at 12:12 PM.

Respectfully submitted, Bonnie Courter, Secretary

	Oct 10, 23	
	Debit	Credit
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	73,190.09	
18600 · OTHER ASSETS: 18601 · CHARLES SCHWAB ACC	72,370.87	
10000 · BANK ACCOUNTS:10105 · NWCC - 6 Month CD	17,879.49	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACC	5,013.65	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	1,397.41	
TOTAL	169851.51	0.00

	Sep 13 - Oct 10, 23		
Income 45000 · Interest Income - Bank 46400 · PROGRAM SERVICE PROJECT (PSP) 46440 · Soil Testing	48.47 		
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	110.00		
47000 · SPECIAL EVENTS 47100 · PLANT SALE 47140 · Sales - Post Event	1,203.75		
Total 47100 · PLANT SALE	1,203.75		
47235 · Black Apparel	136.00		
Total 47000 · SPECIAL EVENTS	1,339.75		
Total Income	1,498.22		
Gross Profit	1,498.22		
Expense 60000 · EXPENSES 61000 · MANAGEMENT & GENERAL 61100 · AWARDS & BANQUET 61130 · Swinger Bars	18.00		
Total 61100 · AWARDS & BANQUET	18.00		
61500 · ADMINISTRATION 61540 · Hospitality 61550 · Liability Insurance	90.93 588.00		
Total 61500 · ADMINISTRATION	678.93		
Total 61000 · MANAGEMENT & GENERAL	696.93		
62000 · PROGRAM SERVICE PROJECT (PSP) 62110 · ADVANCED TRAINING 62150 · FALL PROGRAM 62160 · New Class - Supplies 62170 · Speakers	200.00 339.89		
Total 62150 · FALL PROGRAM	539.89		
Total 62110 · ADVANCED TRAINING	539.89		
62200 · CLINIC & OFFICE 62280 · Soil Testing	90.85		
Total 62200 · CLINIC & OFFICE	90.85		
62300 · COMMUNITY OUTREACH 63050 · Materials and Supplies	29.51		
Total 62300 · COMMUNITY OUTREACH	29.51		

	Sep 13 - Oct 10, 23	
62400 · DISCOVERY GARDEN (DG) 62425 · Herb Garden 62473 · Raised Beds (Dahlia-Lily) 62498 · Xeriscape Garden	33.61 46.39 105.41	
Total 62400 · DISCOVERY GARDEN (DG)	185.41	
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	845.66	
63000 · HORTICULTURAL LEARNING CTR(HLC) 63120 · Eastside Greenhouse Maintenance 63125 · Eastside Greenhouse Supplies 63145 · HLC Maintenance 63150 · HLC Orchard	346.39 196.84 2.35 184.93	
Total 63000 · HORTICULTURAL LEARNING CTR(730.51	
65000 · SPECIAL EVENTS 65230 · Compost Tea	124.17	
Total 65000 · SPECIAL EVENTS	124.17	
66000 · UTILITIES 66010 · Electricity - HLC 66010.2 · Electricity - 82346502 - HLC	856.10	
Total 66010 · Electricity - HLC	856.10	
66020 · Electricity - Pump 66020.2 · Electricity - 81156829 - Pump	51.52	
Total 66020 · Electricity - Pump	51.52	
Total 66000 · UTILITIES	907.62	
67000 · EXPENSE APPROVED NOT BUDGETED 67050 · Class Fees	100.00	
Total 67000 · EXPENSE APPROVED NOT BUDGE	100.00	
Total 60000 · EXPENSES	3,404.89	
Total Expense	3,404.89	
Net Income	-1,906.67	

	Jan - Dec 23	Budget	\$ Over Bu
Income			
43400 · DONATIONS			
43410 · Contributions	274.42	0.00	274.42
43420 · Amazon Smile Foundation	116.91	100.00	16.91
43430 · Kroger Community Rewards	60.24 906.00	75.00	-14.76
43435 · BottleDrop 43440 · Grants	0.00	1,000.00 0.00	-94.00 0.00
43440 · Grants 43450 · Extension Educators Grant 2024	400.00	0.00	400.00
Total 43400 · DONATIONS	1,757.57	1,175.00	582.57
44800 · DUES- MEMBERSHIP			
44810 · Membership Dues	2,270.00	2,070.00	200.00
44820 · Newsletter - Income	129.50	222.00	-92.50
44830 · Class Fees	3,000.00	2,000.00	1,000.00
Total 44800 · DUES- MEMBERSHIP	5,399.50	4,292.00	1,107.50
45000 · Interest Income - Bank	510.00	150.00	360.00
46400 · PROGRAM SERVICE PROJECT (PSP) 46440 · Soil Testing	1,790.00	1,400.00	390.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	1,790.00	1,400.00	390.00
47000 · SPECIAL EVENTS			
47100 · PLANT SALE			
47110 · Raffle	1,401.69	1,200.00	201.69
47120 · Entrance Fees	4,352.00	3,000.00	1,352.00
47130 · Sales - Event	29,170.27	28,000.00	1,170.27
47140 · Sales - Post Event	1,772.00	1,000.00	772.00
47150 · Sales - Pre Event 47160 · Sales - Vendors' Booths	4,549.39 3,815.19	3,500.00 3,000.00	1,049.39 815.19
47100 · Sales - Vendors Booths 47170 · Tips for Volunteers	0.00	0.00 0.00	0.00
Total 47100 · PLANT SALE	45,060.54	39,700.00	5,360.54
47220 · Compost Tea	1,064.00	900.00	164.00
47235 · Black Apparel	136.00	623.00	-487.00
47240 · Trash-To-Treasure	5,469.53	3,500.00	1,969.53
Total 47000 · SPECIAL EVENTS	51,730.07	44,723.00	7,007.07
48000 · OMGA Host Reimbursement	0.00	300.00	-300.00
Total Income	61,188.01	52,040.00	9,148.01
Gross Profit	61,188.01	52,040.00	9,148.01

	Jan - Dec 23	Budget	\$ Over Bu
Expense 60000 · EXPENSES 61000 · MANAGEMENT & GENERAL 61100 · AWARDS & BANQUET			
61110 · Awards 61120 · Banquet	350.00 71.83	350.00 500.00	0.00 -428.17
61130 · Swinger Bars	86.00	200.00	-114.00
Total 61100 · AWARDS & BANQUET	507.83	1,050.00	-542.17
61200 · CONFERENCES 61240 · OMGA Quarterly Meetings 61250 · OMGA Travel	0.00	300.00 1,000.00	-300.00 -1,000.00
Total 61200 · CONFERENCES	0.00	1,300.00	-1,300.00
61300 · OMGA Dues	1,119.00	1,484.00	-365.00
61400 · GRANTS/GIFTS/SCHOLARSHIPS 61420 · 4-H Donation 61440 · Gifts - Hallmark postage/cards 61460 · Gifts - Officers 61480 · Scholarships	0.00 0.00 20.00 320.00	80.00 100.00 100.00 400.00	-80.00 -100.00 -80.00 -80.00
Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS	340.00	680.00	-340.00
61500 · ADMINISTRATION 61520 · Check Print Charges 61540 · Hospitality 61550 · Liability Insurance 61560 · Newsletter Printing & Postage 61580 · Postage for Exec Board 61590 · Supplies for Exec Board 61596 · Computer - Supplies	0.00 243.28 588.00 20.97 62.75 62.75 579.00	100.00 200.00 1,000.00 250.00 112.00 100.00 600.00	-100.00 43.28 -412.00 -229.03 -49.25 -37.25 -21.00
Total 61500 · ADMINISTRATION	1,584.75	2,362.00	-777.25
Total 61000 · MANAGEMENT & GENERAL	3,551.58	6,876.00	-3,324.42
62000 · PROGRAM SERVICE PROJECT (PSP) 62110 · ADVANCED TRAINING 62150 · FALL PROGRAM 62160 · New Class - Supplies 62170 · Speakers	200.00 339.89	200.00 600.00	0.00 -260.11
Total 62150 · FALL PROGRAM	539.89	800.00	-260.11
Total 62110 · ADVANCED TRAINING	539.89	800.00	-260.11

	Jan - Dec 23	Budget	\$ Over Bu
62200 · CLINIC & OFFICE			
62240 · Insects	0.00	100.00	-100.00
62250 · Library	0.00	100.00	-100.00
62260 · Plant Clinic & Office Supplies	0.00	300.00	-300.00
62280 · Soil Testing	930.55	1,000.00	-69.45
62290 · Website Development	0.00	150.00	-150.00
Total 62200 · CLINIC & OFFICE	930.55	1,650.00	-719.45
62300 · COMMUNITY OUTREACH			
62310 · DC Fair Outreach Booth	0.00	420.00	-420.00
62320 · Printing Materials 4 Outreach	0.00	600.00	-600.00
62330 · Speakers Bureau	0.00	0.00	0.00
62340 · Spring into Gardening	0.00	300.00	-300.00
Total 62300 · COMMUNITY OUTREACH	0.00	1,320.00	-1,320.00
62400 · DISCOVERY GARDEN (DG)			
62402 · Butterfly Garden	290.37	300.00	-9.63
62405 · Children's Garden	124.09	300.00	-175.91
62409 · Vermicomposting	65.71	80.00	-14.29
62413 · Easy Access (Container Garden)	198.38	300.00	-101.62
62417 · Educational Signage	0.00	150.00	-150.00
62421 · Entry Garden	0.00	50.00	-50.00
62425 · Herb Garden	33.61	150.00	-116.39
62429 · Hummingbird Garden	0.00	80.00	-80.00
62433 · Iris Garden	0.00	0.00	0.00
62437 · Irrigation	229.01	300.00	-70.99
62441 · Japanese Garden	0.00	60.00	-60.00
62445 · Kiosk - Donor Board	0.00	100.00	-100.00
62449 · Maintenance DG	895.30	900.00	-4.70
62453 · Mulch/Gravel	0.00	300.00	-300.00
62457 · Orchard 62461 · Ornamental Garden	0.00 0.00	0.00 0.00	0.00 0.00
62465 · Pavilion	0.00	0.00	0.00
62469 · Perennial Boarder	0.00	150.00	-150.00
62473 · Raised Beds (Dahlia-Lily)	46.39	300.00	-253.61
62477 · Rock Garden	0.00	235.00	-235.00
62481 · Shade Garden	0.00	0.00	0.00
62485 · Signage	76.97	150.00	-73.03
62491 · Sun Garden	0.00	0.00	0.00
62498 · Xeriscape Garden	105.41	150.00	-44.59
Total 62400 · DISCOVERY GARDEN (DG)	2,065.24	4,055.00	-1,989.76
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	3,535.68	7,825.00	-4,289.32

	Jan - Dec 23	Budget	\$ Over Bu
63000 · HORTICULTURAL LEARNING CTR(HLC)			
63110 · Annual Pumping Expense (Diver)	300.00	300.00	0.00
63120 · Eastside Greenhouse Maintenance	766.90	1,000.00	-233.10
63125 · Eastside Greenhouse Supplies	1,196.47	1,200.00	-3.53
63130 · Garbage Dump Fee	112.00	150.00	-38.00
63140 · HLC Fire Extinguishers	227.20	300.00	-72.80
63145 · HLC Maintenance	1,220.72	1,200.00	20.72
63150 · HLC Orchard	184.93	500.00	-315.07
63160 · Toilet Repairs & Supplies	31.98	150.00	-118.02
63170 · Tree Triming Professional	0.00	2,000.00	-2,000.00
63180 · Victory Garden	140.17	750.00	-609.83
63185 · Victory Garden Signage 63190 · Westside Greenhouse Maintenance	0.00 830.83	70.00 1,200.00	-70.00 -369.17
63195 · Westside Greenhouse Maintenance	367.86	375.00	-309.17 -7.14
Total 63000 · HORTICULTURAL LEARNING CTR(5,379.06	9,195.00	-3,815.94
65000 · SPECIAL EVENTS			
65100 · PLANT SALE (PS)	1,040.08	2,000.00	050.02
65110 · Advertising 65120 · Contributions - PS Volunteers	300.00	400.00	-959.92 -100.00
65130 · Exhibit Fees	3,487.00	3,700.00	-213.00
65140 · Next Year's Seeds	0.00	1,200.00	-1,200.00
65164 · Plants - Eastside	380.93	800.00	-419.07
65168 · Plants - Westside	0.00	1,200.00	-1,200.00
65170 · Supplies	6,281.13	7,000.00	-718.87
65180 · Vendor Costs	181.78	200.00	-18.22
Total 65100 · PLANT SALE (PS)	11,670.92	16,500.00	-4,829.08
65190 · PROPANE TANKS			
65191 · Eastside Greenhouse #1 75532	1,116.57	1,000.00	116.57
65193 · Eastside Greenhouse #2 MO327516	869.28	1,000.00	-130.72
65196 · Westside Greenhouse #3 49518	873.57	700.00	173.57
65198 · Westside Greenhouse #500 48450	1,602.78	700.00	902.78
Total 65190 · PROPANE TANKS	4,462.20	3,400.00	1,062.20
65230 · Compost Tea	124.17	160.00	-35.83
65270 · Tee Shirts	0.00	80.00	-80.00
65275 · Black Apparel	0.00	623.00	-623.00
65290 · Trash-To-Treasure	461.99	600.00	-138.01
Total 65000 · SPECIAL EVENTS	16,719.28	21,363.00	-4,643.72
66000 · UTILITIES			
66010 · Electricity - HLC			
66010.2 · Electricity - 82346502 - HLC	5,305.24	6,000.00	-694.76
Total 66010 · Electricity - HLC	5,305.24	6,000.00	-694.76

	Jan - Dec 23	Budget	\$ Over Bu
66020 · Electricity - Pump 66020.2 · Electricity - 81156829 - Pump	130.58	150.00	-19.42
Total 66020 · Electricity - Pump	130.58	150.00	-19.42
66050 · Water - Heleck Hall Meter 66060 · Water - Caretakers Meter	62.57 0.00	1,500.00 50.00	-1,437.43 -50.00
Total 66000 · UTILITIES	5,498.39	7,700.00	-2,201.61
67000 · EXPENSE APPROVED NOT BUDGETED 67008 · Waddington Memorial 67013 · Extension Educator Grant - 2023 67025 · Victory Garden-Stafford 67050 · Class Fees	328.00 198.64 0.00 1,200.00	424.00 250.00 786.00 2,000.00	-96.00 -51.36 -786.00 -800.00
Total 67000 · EXPENSE APPROVED NOT BUDGE	1,726.64	3,460.00	-1,733.36
Total 60000 · EXPENSES	36,410.63	56,419.00	-20,008.37
Total Expense	36,410.63	56,419.00	-20,008.37
Net Income	24,777.38	-4,379.00	29,156.38