

DOUGLAS COUNTY MASTER GARDENERS
Executive Board Meeting
November 8, 2023

Call to Order: The meeting was called to order at 10:00. There were 16 in attendance including President Julie Stanbery, Vice-President Andrea Collins, Past President Nancy Fuller, Treasurer Dawnetta Loomis, Membership Kay Livermore, OMGA Rep Patrice Sipos and Secretary Bonnie Courter.

Agenda Approval: Add Awards Social, Black Apparel, and Plant Expo Vendor Coordinator.

Minutes Approval: The minutes were approved as posted.

OFFICER REPORTS

Past President - Nancy Fuller: She attended Jackson County's Winter Dreams conference. by Zoom. It was excellent. She encouraged people to attend next year. It's worth 12 hours of Continuing Education, two weekends in a row.

Membership - Kay Livermore: Kay is moving into her new home on November 18th. As soon as she's moved in, she can receive dues at her new address. Dues are coming in, and the response to DocuSign has been very good.

OMGA - Patrice Sipos:

(Chris Rusch sent in the following report):

We held our 4th quarter OMGA Board meeting this past Friday, November 3, via Zoom. Our meeting agenda was full. Here are some highlights:

Oregon Garden Research Project Fund – Sherry Sheng discussed a proposal to fund garden research at the OSU Garden Ecology Lab that focuses on the study of home gardens. The Garden Ecology League will provide advice and feedback on the Garden Ecology Lab projects, including research findings. They also plan to provide printed research-based garden information to gardeners. (You can check out four of these briefs - native plants, biocontrol, bee vision, and petal cutters at www.gardenecologylab.oregonstate.edu) Sherry shared that the goal for the OSU Garden Ecology League is to raise \$100,000 annually to supplement OSU funding for the Garden Ecology Lab. Sherry has committed \$50,000 for the League and she is looking for commitments from others to raise the additional \$50,000. This project fits perfectly with the OMGA Mission Statement. OMGA pledged \$1000 towards the project for 2024.

OMGA Treasurer, Janet Magedanz, gave a financial report for the 4th quarter to date and the 2024 proposed budget for OMGA. The draft 2024 budget was 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 scheduled for July 12 and 13, 2024. SAVE THE DATE! We are in the planning stage now. If you are interested in joining the

planning committee, please send me an email. Our next planning meeting will be November 13 at 3:00 PM via Zoom.

Next item of discussion was the progress made to revise our OMGA Job Descriptions, and P&P. Leslie Ray is leading this committee to do this important work. Leslie presented a first reading of the document and took questions. We will vote on the final document at our next meeting.

OSU hosted the final interviews November 2-3 for the Statewide Master Gardener Program Manager. I hope everyone was able to take the time to listen to the presentations and provide input. Two terrific candidates presented their ideas and answered questions. We hope our new Program Manager will be on board soon.

Lastly, we held our OMGA Executive Board election for 2024. Nominations included Chris Rusch President, Leslie Ray Vice-President and Janet Magedanz Treasurer. We still need to fill the President-elect and Secretary positions. Please consider applying for these positions. If you are interested, send me an email.

Our OMGA end of year retreat will be December 1 at 3 PM via Zoom. We will review our 2023 Goals and set some new ones for 2024.

Treasurer - Dawnetta Loomis:

- For the Fred Meyer Rewards for July-September we made \$17, but we won't get a check until we reach \$25.
- If you have any outstanding receipts still, get them turned in to Dawnetta by December 15. You can mail them to her, or leave them in the Plant Clinic or greenhouses.
- Our Charles Schwab account value went down by around \$2,000.

Vice-President - Andrea Collins: Next week's Continuing Education will be given by MG Gerry Crane, speaking on cardiac issues with gardening.

President - Julie Stanbery: We discussed the two candidates for Statewide MG Program Manager who were interviewed last week. Nancy, Bonnie and Julie favored Jennifer Marquis who seemed the most qualified.

MG Program Coordinator - Logan Bennett: Not present - no report.

COMMITTEE REPORTS

Awards Social - Ann Severson: Ann would like have the awards social in the fall instead of March, and also not use Phoenix School like last year. Patrice Glasscock suggested using Umpqua Community Center or Sutherlin Community Center.

Black Apparel - Ann Severson: She shouldn't have to pay out of her own pocket for the apparel, then get reimbursed by Dawnetta. She paid \$700 out of her own pocket this year. She would also like to keep an inventory on hand so they are available ahead of time. Karin Seder said we already have an account at Prints Charming, so Ann could just put it on our account and send the invoice to Dawnetta. Ann wasn't aware we had an account. We can address keeping an inventory of apparel at the chapter meeting next week. Dawnetta will also put a notice in the Newsletter, that if you have a big purchase, she is willing to meet you to pay for it.

Blue Bags - Dawn Shumack: 8 bags turned in so far for November. Bags have been restocked in the green shed at the Discovery Garden.

Community Outreach - Dawn Shumack: Cheryl is still in Mexico. No requests have been received for outreach events.

Discovery Garden - Julie Stanbery: Tomorrow is a big work day at the Discovery Garden. She hopes a lot of new trainees come out. She is willing to set up a Saturday work day for any new trainees who work during the week to get in their hours. Once they're trained, they can come out anytime and work.

Greenhouse West - Carol Bolt: They had a great turnout yesterday with new trainees doing propagating and winterizing plants. They could need more helpers. Working Tuesdays and some Thursdays.

Greenhouse East - Ann Severson: They had 11 workers last week and yesterday many new trainees. 6 out of the 30 trainees came out on October Saturdays. They're doing propagation, lots of cleaning up and working with Bruce. They will work just Tuesdays for now.

Hallmark - Dawn Shumack: I sent a card for a speedy recovery to Barbara Horst for breast cancer surgery. Also a "feel better" card will be sent to Joy Keeling.

Newsletter - Bonnie Courter: The December Newsletter deadline will be **Tuesday, November 28**, and the January Newsletter deadline will be **Friday, December 29**. I would like to discuss the print version and whether it's practical to still offer it. Subscribers are fewer each year, so if in January there's 5 or less, we should think about having them printed at Extension instead of ESD. Discussion followed. This will be addressed in January again, depending on the numbers.

Plant Clinic - Chris Rusch: I want to thank everyone who worked in October at our Plant Clinic!! The Plant Clinic is one of our DCMG programs that reach out to our community to help people solve a wide range of gardening and landscape questions. We were busy with over 100 contacts in October. We are going to winter hours for November through January: Monday and Wednesdays, 1-4. If you are in town, please stop by for a visit.

Our training for the new class began in October. Class members can still sign up for their initial orientation. It is great to work with our new volunteers. We are lucky to have had a great team this year with Leo Grass, Doralee Hayden, Ken Parry, Diane Smith-Lewsadder, and Chris Rusch.

Plant Sale - Karin Seder: Our budget is set, and we're in the process of contacting coordinators to see if they're willing to return next year. This month we will take inventory of the plants we have. We're counting on the new trainees to get involved.

Publicity - Cheryl Caplan: Not present - no report.

Soils - Gloria Cettina: Soil samples are put on hold as we're waiting for some chemicals to come in that were backordered. The company says they will be sent in December or January. This year we're done 136 samples.

Spring Into Gardening - Chris Rusch: Mark your Calendars for March 9, 2024. This is a terrific community education event where we can bring our OSU Extension program on sustainable gardening to our greater community. It is also an opportunity for MG's to get recertification hours by attending classes. If you want to help with the planning, please contact me.

Swinger Bars - Kay Livermore: She may not have a report next week, depending on Vicki getting the data to her by next week's chapter meeting.

Vermicomposting - Dawn Shumack: She gave a demonstration for setting up a new worm bed in the Discovery Garden on October 31st - approximately 8 were in attendance. On November 4th, Dawnetta Loomis, Stefani Lavitt and Dawn attended the Lane County Extension Office's class on worm composting.

Victory Garden - Carolyn Ruzicka: Not present - no report.

OLD BUSINESS: None.

NEW BUSINESS - Plant Expo Vendor Coordinator: Ann Severson needs help with the website for online registration for vendors, someone with computer savvy, by the end of December. Julie will see if she can find one of the new trainees that could help with that.

SHOW AND TELL: None.

ANNOUNCEMENTS:

Continuing Education, 9:00, November 16

Last Chapter Meeting of the year, 10:00, November 16

ADJOURNMENT: The meeting was adjourned at 11:02 AM.

Respectfully submitted,
Bonnie Courter, Secretary

11:53 PM
11/07/23

Douglas County Master Gardeners
Account Balances
As of November 7, 2023

	Nov 7, 23	
	Debit	Credit
10000 · BANK ACCOUNTS:10103 · NWCC - MMK SAVINGS	73,221.11	
18600 · OTHER ASSETS:18601 · CHARLES SCHWAB ACCOUNT	72,370.87	
10000 · BANK ACCOUNTS:10105 · NWCC - 6 Month CD	17,898.37	
10000 · BANK ACCOUNTS:10102 · NWCC - RESERVE ACCOU...	5,013.86	
10000 · BANK ACCOUNTS:10101 · NWCC - CHECKING	1,301.50	
TOTAL	<u>169,805.71</u>	<u>0.00</u>

Douglas County Master Gardeners
Cash Flow - Profit & Loss
October 11 through November 7, 2023

	<u>Oct 11 - Nov 7, 23</u>
Income	
44800 · DUES- MEMBERSHIP	
44840 · Badges	3.00
Total 44800 · DUES- MEMBERSHIP	3.00
45000 · Interest Income - Bank	50.11
46400 · PROGRAM SERVICE PROJECT (PSP)	
46440 · Soil Testing	210.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	210.00
47000 · SPECIAL EVENTS	
47100 · PLANT SALE	
47140 · Sales - Post Event	40.00
Total 47100 · PLANT SALE	40.00
47235 · Black Apparel	618.00
Total 47000 · SPECIAL EVENTS	658.00
Total Income	921.11
Gross Profit	921.11
Expense	
60000 · EXPENSES	
61000 · MANAGEMENT & GENERAL	
61400 · GRANTS/GIFTS/SCHOLARSHIPS	
61480 · Scholarships	80.00
Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS	80.00
Total 61000 · MANAGEMENT & GENERAL	80.00
62000 · PROGRAM SERVICE PROJECT (PSP)	
62400 · DISCOVERY GARDEN (DG)	
62429 · Hummingbird Garden	75.47
62469 · Perennial Boarder	146.69
62477 · Rock Garden	223.36
Total 62400 · DISCOVERY GARDEN (DG)	445.52
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	445.52
63000 · HORTICULTURAL LEARNING CTR(HLC)	
63145 · HLC Maintenance	95.69
63160 · Toilet Repairs & Supplies	3.04
Total 63000 · HORTICULTURAL LEARNING CTR(HLC)	98.73

11:56 PM
11/07/23
Cash Basis

Douglas County Master Gardeners
Cash Flow - Profit & Loss
October 11 through November 7, 2023

	<u>Oct 11 - Nov 7, 23</u>
65000 · SPECIAL EVENTS	
65100 · PLANT SALE (PS)	
65170 · Supplies	222.66
	<u>222.66</u>
Total 65100 · PLANT SALE (PS)	222.66
Total 65000 · SPECIAL EVENTS	222.66
67000 · EXPENSE APPROVED NOT BUDGETED	
67050 · Class Fees	100.00
	<u>100.00</u>
Total 67000 · EXPENSE APPROVED NOT BUDGETED	100.00
Total 60000 · EXPENSES	946.91
Total Expense	946.91
Net Income	<u><u>-25.80</u></u>

11/08/23
Cash Basis

**Douglas County Master Gardeners
Actual vs Budget
January through December 2023**

	Jan - Dec 23	Budget	\$ Over Budget
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	75.00	-14.76
43435 · BottleDrop	906.00	1,000.00	-94.00
43440 · Grants	0.00	0.00	0.00
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	560.11	150.00	410.11
46400 · PROGRAM SERVICE PROJECT (PSP)			
46440 · Soil Testing	2,000.00	1,400.00	600.00
Total 46400 · PROGRAM SERVICE PROJECT (PSP)	2,000.00	1,400.00	600.00
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	1,812.00	1,000.00	812.00
47150 · Sales - Pre Event	4,549.39	3,500.00	1,049.39
47160 · Sales - Vendors' Booths	3,815.19	3,000.00	815.19
47170 · Tips for Volunteers	0.00	0.00	0.00
Total 47100 · PLANT SALE	45,100.54	39,700.00	5,400.54
47220 · Compost Tea	1,064.00	900.00	164.00
47235 · Black Apparel	754.00	623.00	131.00
47240 · Trash-To-Treasure	5,469.53	3,500.00	1,969.53
47245 · Soil Compost	60.00	100.00	-40.00
Total 47000 · SPECIAL EVENTS	52,448.07	44,823.00	7,625.07
48000 · OMGA Host Reimbursement	0.00	300.00	-300.00
Total Income	62,166.12	52,140.00	10,026.12
Gross Profit	62,166.12	52,140.00	10,026.12
Expense			
60000 · EXPENSES			
61000 · MANAGEMENT & GENERAL			
61100 · AWARDS & BANQUET			
61110 · Awards	350.00	350.00	0.00
61120 · Banquet	71.83	500.00	-428.17
61130 · Swinger Bars	86.00	200.00	-114.00
Total 61100 · AWARDS & BANQUET	507.83	1,050.00	-542.17

11/08/23
Cash Basis

**Douglas County Master Gardeners
Actual vs Budget
January through December 2023**

	<u>Jan - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
61200 · CONFERENCES			
61240 · OMGA Quarterly Meetings	0.00	300.00	-300.00
61250 · OMGA Travel	0.00	1,000.00	-1,000.00
Total 61200 · CONFERENCES	<u>0.00</u>	<u>1,300.00</u>	<u>-1,300.00</u>
61300 · OMGA Dues	1,119.00	1,484.00	-365.00
61400 · GRANTS/GIFTS/SCHOLARSHIPS			
61420 · 4-H Donation	0.00	80.00	-80.00
61440 · Gifts - Hallmark postage/cards	0.00	100.00	-100.00
61460 · Gifts - Officers	20.00	100.00	-80.00
61480 · Scholarships	400.00	400.00	0.00
Total 61400 · GRANTS/GIFTS/SCHOLARSHIPS	<u>420.00</u>	<u>680.00</u>	<u>-260.00</u>
61500 · ADMINISTRATION			
61520 · Check Print Charges	0.00	100.00	-100.00
61540 · Hospitality	243.28	500.00	-256.72
61550 · Liability Insurance	588.00	1,000.00	-412.00
61560 · Newsletter Printing & Postage	20.97	250.00	-229.03
61580 · Postage for Exec Board	62.75	112.00	-49.25
61590 · Supplies for Exec Board	62.75	100.00	-37.25
61596 · Computer - Supplies	579.00	600.00	-21.00
Total 61500 · ADMINISTRATION	<u>1,584.75</u>	<u>2,662.00</u>	<u>-1,077.25</u>
Total 61000 · MANAGEMENT & GENERAL	3,631.58	7,176.00	-3,544.42
62000 · PROGRAM SERVICE PROJECT (PSP)			
62110 · ADVANCED TRAINING			
62150 · FALL PROGRAM			
62160 · New Class - Supplies	200.00	200.00	0.00
62170 · Speakers	339.89	600.00	-260.11
Total 62150 · FALL PROGRAM	<u>539.89</u>	<u>800.00</u>	<u>-260.11</u>
Total 62110 · ADVANCED TRAINING	539.89	800.00	-260.11
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	<u>930.55</u>	<u>1,650.00</u>	<u>-719.45</u>
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	<u>0.00</u>	<u>1,320.00</u>	<u>-1,320.00</u>

11/08/23
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget
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	75.47	80.00	-4.53
62433 · Iris Garden	0.00	0.00	0.00
62437 · Irrigation	374.77	300.00	74.77
62441 · Japanese Garden	0.00	60.00	-60.00
62445 · Kiosk - Donor Board	0.00	100.00	-100.00
62449 · Maintenance DG	851.95	900.00	-48.05
62453 · Mulch/Gravel	0.00	300.00	-300.00
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	146.69	150.00	-3.31
62473 · Raised Beds (Dahlia-Lily)	46.39	300.00	-253.61
62477 · Rock Garden	223.36	235.00	-11.64
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)	2,613.17	4,055.00	-1,441.83
Total 62000 · PROGRAM SERVICE PROJECT (PSP)	4,083.61	7,825.00	-3,741.39
63000 · HORTICULTURAL LEARNING CTR(HLC)			
63110 · Annual Pumping Expense (Diver)	300.00	300.00	0.00
63120 · Eastside Greenhouse Maintenance	621.14	1,000.00	-378.86
63125 · Eastside Greenhouse Supplies	1,196.47	1,200.00	-3.53
63130 · Garbage Dump Fee	132.00	150.00	-18.00
63140 · HLC Fire Extinguishers	227.20	300.00	-72.80
63145 · HLC Maintenance	1,316.41	1,200.00	116.41
63150 · HLC Orchard	184.93	500.00	-315.07
63160 · Toilet Repairs & Supplies	35.02	150.00	-114.98
63170 · Tree Trimming Professional	0.00	2,000.00	-2,000.00
63180 · Victory Garden	140.17	750.00	-609.83
63185 · Victory Garden Signage	0.00	70.00	-70.00
63190 · Westside Greenhouse Maintenance	874.18	1,200.00	-325.82
63195 · Westside Greenhouse Supplies	322.88	375.00	-52.12
Total 63000 · HORTICULTURAL LEARNING CTR(H...	5,350.40	9,195.00	-3,844.60
65000 · SPECIAL EVENTS			
65100 · PLANT SALE (PS)			
65110 · Advertising	1,040.08	2,000.00	-959.92
65120 · Contributions - PS Volunteers	300.00	400.00	-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	6,548.77	7,000.00	-451.23
65180 · Vendor Costs	181.78	200.00	-18.22
Total 65100 · PLANT SALE (PS)	11,938.56	16,500.00	-4,561.44

11/08/23
Cash Basis

Douglas County Master Gardeners
Actual vs Budget
January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget
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	16,986.92	21,363.00	-4,376.08
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
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	62.57	1,500.00	-1,437.43
66060 · Water - Caretakers Meter	0.00	50.00	-50.00
Total 66000 · UTILITIES	5,498.39	7,700.00	-2,201.61
67000 · EXPENSE APPROVED NOT BUDGETED			
67013 · Extension Educator Grant - 2023	198.64	250.00	-51.36
67025 · Victory Garden-Stafford	0.00	786.00	-786.00
67050 · Class Fees	1,300.00	2,000.00	-700.00
Total 67000 · EXPENSE APPROVED NOT BUDGET...	1,498.64	3,036.00	-1,537.36
Total 60000 · EXPENSES	37,049.54	56,295.00	-19,245.46
Total Expense	37,049.54	56,295.00	-19,245.46
Net Income	25,116.58	-4,155.00	29,271.58