

Rutherford County Master Gardener Board Meeting: February 2, 2016

Officers Present: President, Richard Lee; Vice President, Autumn Shultz; Treasurer, Joy Anderton; Secretary, Lee Cadotte

Others Present: Janie Becker, Linda Stevens, Marty Boyce, Floyd Adams, Teresa Fly, Keith Miller, Marilyn Rogan, Bruce Rogan, Eddie Tomlinson

Meeting was called to order at 5:45 by president, Richard Lee

Minutes of the December meeting of the board were approved. Since there was not a quorum at the January meeting, the minutes were not voted on. They will be posted so interested members can see what was discussed.

Treasurer Joy reported a balance of \$11,767.20 as of January 31, 2016. The treasurer's report was accepted. During 2015 MG received more than \$400 from Kroger's. *Note: When Janie asked if the amount was around \$400 Joy said yes without checking the correct amount. Upon checking, the amount was \$267.54.* Joy plans to promote the Kroger Rewards Program at the next Association meeting.

Janie had several items

- Wendell Curvin of Purple Martin Landlords of TN is installing purple martin houses by the pond. He and his group will maintain and monitor the houses.
- Market Manager, Nina Hanson, has compiled a list of volunteer roles at the market including a description of what is involved and the time commitment for each. These are to be shared with MG at the April Association Meeting.
- Janie has ordered six informational signs. They are 18" x 30", the surface is black powder coated and they have bases that will bolt into the ground. The cost is \$253 each for a total of \$1,518. Janie has asked for \$1,800 for the six signs and the balance will be used for installation.
- The design for the Herb, Butterfly and Vegetable garden signs will be displayed at the February Association meeting
- Janie has posted a request on Facebook for help planting a lot of trees. She has ordered a number of varieties of dogwood and redbud trees for the demonstration garden. She also ordered a magnolia tree in memory of Frank Crawford. The trees should arrive February 17th and she plans to plant them on February 19th. She will have an auger that day but also needs some strong people to help plant them.
- There are 19 participants for this year's Master Gardener class. No one has requested scholarship assistance. Orientation for the class will be February 13th from 2 to 4 pm.
- Stephanie Roach has posted an invitation from Master Gardeners of Davidson County. They charter buses for trips to various gardens. As their group does not fill the buses, they have decided to open the trips to other master gardener groups on a first-come basis. On April 16 they are going to Huntsville. The cost is \$36 and will cover transportation and admission to the gardens. Volunteers may sign up for the April trip beginning on February 11th at <http://goo.gl/forms/FVmd8g08Tx>.
- Janie has ordered signs to label all the demonstration gardens and some of the buildings, such as the livestock barn. They are 8 inches on a 30 inch post. The signs will be forward facing and be in addition to the educational signs. UT Extension will be purchasing eleven of such signs.

- We have received names of members who are interested in filling the (3) newly created Vice President Officer Positions. Vice President of Education: Warren Anderson. Vice President of Demonstration Gardens: Eddie Tomlinson. Vice President of Outreach: Marty Boyce. Prior to the February Association meeting, a slate of proposed Officers will be provided to Members. In addition, the Program Leaders will be e-mailed a request to draft a "Job Description" for their respective positions, including such items as whom to contact, where/ how etc. A deadline for submittal must be incorporated to have them readily available. These will become a worthwhile resource for the new VPs.
- Janie asked Marilyn Rogan to update the Board on Adventures in AG as she has represented MGRC at planning meetings. Adventures in Ag is scheduled for 4/9/16 at Lane Agri Park. The next planning meeting is scheduled for 2/25/16. To date, no one from MGRC has volunteered to chair this event. Marilyn has done so in the past, but she is chairing the MGRC Plant Swap this year & will not be doing Adventures in Ag also. She has spoken with Ag agent Carla Bush (Family FCS) about ideas for Master Gardener's demonstration at this event. They are looking into serving some food prepared from items grown in the gardens (a pre-event practice is planned to determine what will work best). Marilyn is also posting a request for someone to Chair Adventures in Ag on our MGRC Facebook page.
- Plant swap is scheduled for 4/23/16. Marilyn addressed the Board about this. It will be held from 9 – 12. She has secured an advertisement in The Tennessee Magazine & is working on securing others. There was significant discussion about whether to hold a Silent Auction during the Plant Swap or not. MGRC made \$700 on the auction in 2015. Many people who won were not available to collect their winnings. Joy compared the potential for more income from the Kroger Rewards Program which would pay MG 3% of receipts with none of the problems associated with an Auction. Garden books were of interest to folks & the option of selling them only, along with surplus seed will be reviewed. Motion by Joy & second by Autumn to not stage a Silent Auction during the Plant Swap, motion carried.

Financial items per Joy:

Audit Report: Anna Paddon, Karla Hagan and Joyce Stiles comprised the peer audit committee and they followed the TN MG County Guide Handbook.

Recommendations:

1. The Board should decide who selects the members of the audit committee and one member from the prior year should serve the following year.
2. The Farmers' Market cash should be deposited no less than monthly. Written procedures need to be with the cash box.
3. Any and all use of concession inventory should be recorded to allocate the cost to an event's budget and to track items needing to be restocked to ensure an ample supply for the Farmers' Market.
4. Reimbursement forms need to be filled out completely.
5. Modify inventory sheets to clarify quantity on hand of items such as coffee (ounces or bags), creamers (canisters or packets).

They also extended thanks to Gloria Kane for performing the inventory, Marilyn Rogan and Janie Becker for their assistance, and Keith Miller for volunteering to handle concession purchases and Farmers' Market sales. Board members discussed these findings at length & determined that the February Association meeting should summarize specifics about the Farmers Market & what is needed.

2016 Budget will be presented at the February Association meeting for approval.

Welcome / Sunshine Committee was discussed. The importance of an active welcoming program at our meetings was stressed. The idea is that we want people to enjoy our meetings, feel welcome & continue to participate in future MG activities. The Board determined that a Welcome Team should be decided by the next meeting. We need to keep members active, interested & appreciated.

Janie announced that there are still some unfilled Leadership Positions. These were discussed: Butterfly Garden by Terri Rodriguez & Historian by Nancy Nelson. These members will be approached to volunteer. Also, a Facebook Manager is needed. *Note: the calendar on our website is 2 years old.*

Garden Basics: First meeting was just held with 38 attendees. This has given MG \$1800 revenue. Of note Ken Roberge put together gardening information on thumb drives including several MG presentations. These are being offered for sale to members. NOTE: The Tennessee Magazine is a resource for advertising classes such as Garden Basics & a minimum of 3 months lead time is required (suggested 4 – 5 months).

Savings account for Association: Joy presented rates for 6 month CDs at several banks. Rates were quoted for Regions Bank (.03%) & Franklin Synergy (.92%). The Board decided to review this again next month & requested rates from local credit unions as well. We are looking to invest \$5000.

Old Business: Janie discussed the Junior Master Gardener program. She has been approached by (3) members who expressed an interest in this. A curriculum review of the program is scheduled on 3/17/16 in Knoxville. Teresa Fly indicated that she plans to attend that meeting. Per Janie, this is a huge undertaking & requires organization along with the commitment of many members to successfully stage it. PR is also a factor and a Business Plan must be adopted. Motion by Joy & second by Autumn to learn about Junior Master Gardener program in 2016 by creating an exploratory committee, including a scholarship of \$25/ person for (4) members to attend the Program meeting in Knoxville.

The 2016 Membership Directory has not been completed. Pictures are updated each year at the January meeting & since that meeting was CX, those updated are incomplete. Directories might be compiled without some pictures due to the calendar date. *Note: the 2016 Calendar & Volunteer Hours Log is separate from the Directory. This is a useful tool to track your volunteer hours.* At the February Association meeting, members will be urged to review their demographic information for errors, especially typos with e-mail addresses. Updates should be conveyed to Linda Lindquist.

New Business: Earth Day is being recognized at the Murfreesboro courthouse square in April. MG has been invited but, it is the day before our Plant Swap. At this point, MG is not committing to that event as our emphasis is on staging a successful Plant Swap. The Board indicated that individual members may represent MG, if desired.

Motion to adjourn the meeting by Autumn & second by Joy. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Lee Etta Cadotte, Secretary