

## Master Gardeners of Rutherford County Board Meeting

March 8, 2016

Officers Present: President, Richard Lee, Vice President, Autumn Shultz, Treasurer, Joy Anderton, Secretary, Lee Etta Cadotte, VP Demo Gardens, Eddie Tomlinson & VP Outreach, Jenny Byrum.

Other Recognized Members: Janie Becker, Extension Agent.

The regular monthly meeting of MGRC Board was called to order at 5:50 p.m. in the Community Center Building at Lane Agri Park in Murfreesboro, TN. This is the first Board meeting for our new VPs and we extended a warm welcome to them. Motion by Joy and seconded to approve the February Board minutes. Joy presented the Financial report for February 2016. Motion by Autumn & seconded to accept the Financial report.

Janie addressed the following items:

Board members were each supplied with copies of Robert's Rules of Order for Dummies & a cheat sheet of Parliamentary Procedures. This was supplied to give all of us the recommended format for Association meetings which maintains order & keeps the meeting on subject.

Signs for the Demo Gardens have been received but, must be proofed. Janie plans to have some of them installed in April.

Janie explained that Verizon Wireless will make a contribution to RCMG of \$15 /volunteer hour donated to RCMG by an employee. Eddie Shannon works for Verizon and has documented 50 hours volunteered to RCMG. Janie expects Verizon will be contributing \$750 to RCMG. Janie asked the Board for input as to what projects should be funded with these donated dollars. It was decided that a "Wish List" should be developed of major projects which we envision for RCMG. In addition, the Board needs to determine some guidelines for use of these donations, i.e. who determines what is funded, how is that determined etc. The first item discussed was a Passive Solar Greenhouse at Lane Agri-Park. Based on feedback from Board members, questions arose about strategic plans for the Association. Janie explained that in 2015 a survey of members was conducted by members of the Strategic Planning Committee AND there is a strategic plan from years ago. This survey should be re-visited as we move forward. Janie added that survey input indicated the Association needed better communication with members & more people involved in communicative roles. Thus far in 2016, we are making progress with communication by adding the (3) new VP members to the Board.

Janie continued to discuss reporting of volunteer & CE hours. Don Richardson coordinated a project to review each member's hours & draft guidelines for reporting of hours. For 2016 onward, all hours for the prior year, must be reported by January 31.<sup>st</sup> For example, 2016 volunteer & CE hours must be reported by 1/31/17. Anyone who has not met the hours requirement as of January 31<sup>st</sup>, will not be able to lead projects or hold office in the upcoming year. Board members discussed various ways to remind members about the importance of reporting their hours. In this regard, a laptop computer will be setup & available at Association meetings for members to log their hours. Per the guidelines,

members may log .5 HR CE/ Association meeting (providing a topic is presented) AND 1.0 hour volunteer time. At the meeting, should a member help setup, help in the kitchen or prepare a topic for presentation, then additional time may be logged.

MG Volunteer roles at the Farmers Market were reviewed. Nina Hanson is acting as the Farmers Market coordinator & she has developed a list of jobs for volunteers. When discussed, Board members determined the Association needs a Sunshine Committee to reach out to members who have missed meetings, are ill or need a friendly hello. Teresa Fly has been unofficially doing this. Richard explained that one of his main goals as President is to setup structure for this Association. We need a List of names for those acting as Committee chairs. Autumn reviewed the Volunteer Role Form that she has updated. Each person who is filling a role for this Association should complete one of these & return it by the April Association meeting. This form should list the duties fulfilled, what are you responsible for, who do you report to, suggestions etc.

Board members discussed the upcoming publication of our annual Directory. We noted that Members do need to review their demographic information & update any errors in address, e-mail, contact phone number etc. There was discussion as to who should be notified of these updates and general agreement was to contact RC Extension Office. Linda Linquist can distribute information via e-mail to all members of RCMG. Question: whether the Directory could indicate a preferred method of contact for members? As for the new VP positions, Jenny clarified that she is the Board member who acts as VP of Outreach & Marty Boyce will assist her. No one has spoken with Dr. Warren Anderson who was elected as the VP of Education. The Board decided to ask Rebecca Cowan if she would contact Dr. Anderson to question how she might assist him. Justin Hydrick has agreed to manage the public & private RCMG Facebook page. There is still a need for Historian & Butterfly Garden Coordinator. We are unsure of Terri Rodriguez's status/ how can we help her to log hours & become qualified to lead a project?

### **Upcoming Events**

Lisa Brent agreed to coordinate the Master Gardeners role for Adventures in Ag. This is scheduled for 4/9/16. A status update is needed for this event. Both Winter School & Junior Master Gardener training will have been completed by the March Association meeting. Those who attend these events will report on the training at the March Association meeting. The Boro Garden Party is scheduled for March 18<sup>th</sup> – 20<sup>th</sup> at the Community Center. A MG information booth needs to be staffed by volunteers. On 6/4/16 from 10 – 4, the Secret Garden Tour (Discovery Center) is scheduled & volunteers will be needed.

### **Ongoing Projects**

Nancy Nelson provided a draft of job descriptions for the Butterfly & Demo Gardens. (Eddie Tomlinson requested the following: Scheduled work days at the Demo Gardens are the 1<sup>st</sup> Saturday & 3<sup>rd</sup> Tuesday of each month. A volunteer should be responsible for placing spoiled produce from the Farmers Market in the compost bins. He is suggesting we add an arbor to hide the compost bins from the street view.) We need a plan with ideas for the Demo Gardens to show what our goals are as compared to where we are presently at. It was announced that members are planning "craft days" to make new signage for the

Gardens. Some discussion occurred as to whether we use mulch or compost in the Garden plant beds? Natalie Manor is coordinating the compost bin project.

### **Old Business**

Joy reviewed interest rates available at some Credit Unions & Banks for CDs. The Association is looking to invest \$5000 in a CD. She will check on more options & report back at next month's meeting.

### **New Business**

Ideas were discussed to provide revenue for RCMG. Amazon has a program called "Amazon Smiles" which donates .5% of qualified purchases to 501-C organizations. Publix & Kroger have similar reward programs. The Board asked Joy to complete the necessary applications for RCMG to be involved with all (3) of these programs. We will need to convey the information about these reward programs to our members at an upcoming Association meeting. Thus, the more members who enroll in these programs, the greater impact in revenue for the Association.

Ken Roberge created thumb drives with lots of gardening information for the Garden Basics class. Some of these are available for purchase & Janie should have the details. Jenny spoke about the Saturday Farmers Market & the need for Outreach from RCMG at those markets. She asked Board members to consider ideas for this Outreach.

Motion by Jenny & seconded to adjourn the meeting. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

*Lee Etta Cadotte*

Lee Etta Cadotte, Secretary