

Master Gardeners of Rutherford County Board Meeting

May 3, 2016

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

Other Recognized Members: Linda Lindquist & Teresa Fly.

The regular monthly meeting of MGRC Board was called to order at 6:07 p.m. in the Community Center Building at Lane Agri Park in Murfreesboro, TN. Motion by Autumn and seconded to approve the April Board minutes. Joy presented the Financial report for April 2016. Motion by Autumn & seconded to accept the Financial report. Joy also discussed the Amazon Smile program & how RCMG could benefit. She sent an e-mail containing the agreement for Amazon Smile to Board members; however, the Board was not prepared to discuss it. We will plan to discuss this in more detail, next month.

Janie was out-of-town & unable to attend the meeting. Teresa Fly addressed the Board with her concerns about concession supplies for RC Farmers Market. The Farmers Market is scheduled to begin its 2016 season on May 13th. Teresa needs to replenish supplies such as cups & lids, prior to the opening date. She requested a check to offset these costs. Based on prior years, a check will be issued to Keith Miller for \$140 (\$40 for the cash box & \$100 to purchase supplies).

The Board discussed whether or not RCMG should take over merchandise sales at the Farmers Market. As Joy explained, our biggest unknown is whether this would negatively impact our status as a 501(c)3 and impact compliance with both IRS & State of Tennessee laws and regulations. There are issues associated with filing sales tax returns and questions about how to collect the tax (included in merchandise price or added on). Historically, sales have amounted to about \$1200 gross & \$600 profit. Another question was whether RCMG would need to secure insurance to cover the inventory? If the Association does undertake this responsibility, profits would be split with the Farmers Market. Due to the many unknown factors, it was determined that Joy should draft a letter with these questions for review by our Accountant. Again, discussion ensued about how the vending machines will affect our concession stand sales.

Linda Lindquist presented Board members with a detailed sheet listing duties performed by Association vs. Administration for RCMG within the Rutherford County Extension office. Linda is retiring from her job at Extension in June. She has personally handled "Association" duties as a volunteer but, no one in the Extension office will be providing these to MG once Linda retires. All of the duties listed for Administration will be covered by whoever assumes Linda's role, once she retires. Linda explained each of these entries to the Board. The topics covered were: Garden Basics (Prepare class roster, send notices, prepare graduation certificates / Linda. Accept application & payment/ Extension). Special Events such as Plant Swap, Classes, Workshops (Issue press releases & post to MG Facebook page/Linda. Prepare TV slides & post to RCEXT site/ Extension). MG Certification (Coordinate reporting with Janie/ Linda. Change intern status to Certified & maintain certification records/ Extension). MG Intern Training (Post to Facebook & website, take pictures of Interns/ Linda. Accept application & payment, prepare press release, prepare class handouts, prepare graduation certificates/ Extension). Farmers Market

(Update "Ask a Master Gardener" table/ Linda. Print & order handouts/ Extension). General as Needed (Reserve meeting space for events & meetings/ Linda. Reserve meeting space for Intern training/ Extension). RCMG Directory (Take photos, update demographics, fold & staple/ Linda. Make copies/ Extension). MG Forms/ Handouts/ Flyers (Prepare, distribute, send to office for printing/ Linda. Print items/ Extension). In addition, Linda has customarily monitored the MGRC g-mail account & answered e-mail, prepared & coordinated the newsletter for RCMG. The Extension Office routinely compiles evaluations, completes background checks, enters volunteer information in SUPER, maintains MG master list, stores official MG records, budgets, financial reports, maintains file for MOA & holds correspondence i.e. mail, dues, class payments for MG contact. Board members agreed It is apparent that Linda has been an extremely valuable asset to the Association & we will need to plan for others to oversee many duties, once she has retired.

Autumn reported on the Role Forms. She has received (5) responses thus far. The ultimate goal is to compile the information for use as a resource guide for future volunteers. Marty Boyce plans to setup a directory on our website.

There are still (2) unfilled Leadership Positions: Butterfly Garden Chair & Historian. Linda Lindquist volunteered to become Butterfly Garden Chair after she retires. (what happened with Historian?)

No Old Business. New Business: Joy advised the Board of an e-mail for MG "business" which is: mastergardeners.rc@gmail.com. There are 76 members which Joy has accounted for in 2016, including provisional.

Motion by Autumn & seconded to adjourn the meeting. Meeting adjourned at 7:59 p.m.

Respectfully submitted,

Lee Etta Cadotte

Lee Etta Cadotte, Secretary