

Master Gardeners of Rutherford County Board Meeting

October 4, 2016

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

Other Recognized Members: Floyd Adams, Lisa Brent, Ken Roberge & Janie Becker (Extension Agent).

The regular monthly meeting of RCMG Board was called to order at 6:05 p.m. in the Community Center Building at Lane Agri Park in Murfreesboro, TN. Motion by Autumn and seconded to approve the September Board minutes as printed. Financial report for September 2016 was given. Cash on hand as of 9/30/16 was \$13,836.22. The 2017 budget will be discussed at our November meeting. Financial report was accepted & filed.

Janie gave her report:

- 1) Project Report forms were distributed to Leaders today for completion & to plan for 2017, including budget requests. Eddie suggested that Demo Garden Leaders should address the Association at meetings during the winter & familiarize members with plans. Another idea was for Leaders to coordinate huddle meetings prior to the Association meeting.
- 2) The Regional MG meeting is scheduled for 6/22/17 at Lane AgriPark in Murfreesboro.
- 3) Our hospitality committee met today & discussed working with the Growth Team. The Interns will not have a class project. Instead, we will concentrate on cleaning up & improving our existing garden areas. Jenny announced that the Association will host our new Interns at the February Association meeting. This is a formal way of welcoming them to the organization. We will not have a speaker planned for that meeting but, will concentrate on meeting the interns. The idea of using/ not using Mentors for the Interns was mentioned as well. Orientation is scheduled for Interns on 2/4/17.
- 4) ON 10/25/16 the TN Smart Yard program is offering a class to train the trainer. Class size is limited to 25. Those who attend must commit to holding workshops on this topic in their community. Janie has asked each person who voiced interest in attending this training to provide her with justification of why they should attend. Then, she will narrow her number of RCMG chosen to attend (we had too many, this is a regional training session).
- 5) Our new rain garden is looking much better. Ernie Flat & Warren Anderson organize a group who comes to the Farmers Market & these people have been removing the nut sedge in the rain garden. There is still some erosion work needed for that rain garden as well.
- 6) Janie has a summary report of volunteer hours which was provided to Don Richardson & Linda Lindquist. Ken Roberge was provided with a report for meeting attendance by members. We need an audit showing as of October, how people are logging their hours on the website. It was noted that there is still confusion about logging volunteer & CE hours for attendance at Association meetings.
- 7) Janie is hosting a luncheon on 10/18/16 for those people who have taught classes at RCFM.
- 8) There are donated iris bulbs available to take home. It is best to not plant iris in the Fall & store them now.

Ken Roberge addressed the Board with updates on our website. Weebi is the website manager & they have introduced some changes. These changes allowed Ken to make improvements to our Member only website. He has added the feature to allow searching for specific items such as minutes by date, bylaws, membership directory etc.

Ken continued discussing a list of (69) certified RCMG members compiled by Don Richardson for meeting attendance. Per Ken, our Bylaws state that members must attend (4) meetings a year to meet certification requirements. This item was changed in the Bylaws last year & there are no exceptions listed. The annual requirements for full MG certification are (8) hours CE training, (25) hours volunteer time & attendance at (4) Association meetings. We also offer the status of provisional members, spousal & inactive members. If the Board decides they want to change the meeting

requirement, which would require an amendment to the Bylaws. To amend the Bylaws requires: Resolution passed by the Board, 30 days written or e-mail notification of members & voting on the resolution at an Association meeting. Motion by Autumn & seconded stating the Board requests an updated list of member's hours/ meeting attendance be provided to us & to table further discussion of this topic until the November Board meeting. Motion carried.

We discussed the RCMG website & how information is shared, whether there are questions submitted & outcomes. According to Ken, questions are not being answered. Autumn asked Ken to provide Board members with details about the question area of our website.

Richard presented his report:

- 1) We need to come up with a better setup for the computer at Association meetings. This is used to allow members access to enter volunteer/ CE hours. The screen on the old computer is too small & very difficult to read. Based on discussion, the Board decided to review the condition of all MG AV/ Computer equipment & compare that to our needs to see if changes are merited such as replacement or upgrade.
- 2) There have not been any mailboxes donated to RCMG for use in our Demo Gardens. We are looking for at least one now to attach on the Potting Shed.
- 3) Each year, we are required to have a committee of (3) members who audit the finances of the Association. Per the ByLaws, one member of the Audit Committee must have participated in the prior year's audit. The committee from 2015 was staffed by Anna Paddon, Karla Hagan & Joyce Stiles. As President, Richard will be contacting members to establish our Audit Committee for 2016.

Joy presented her report:

- 1) RCMG will need to apply for a sales tax number which can be requested on a blanket from available from the State of TN for sales of merchandise & concessions at the RCFM.
- 2) Based on her research, Joy raised the concern of whether or not RCMG is required to obtain a business license from the City or County to operate the concession & merchandise stands at RCFM. Joy suggested that we may need to do this to comply. Jenny volunteered her husband Kerry's assistance, due to his accounting background, to look into this matter further. She will ask him to provide an answer for our November Board meeting.

Autumn presented her report:

- 1) She has updated the Descriptions for Demo Garden Leaders as this tells everyone what is expected of the Leader. Autumn & Jenny will use interviews with members to complete any forms which have not been turned in. Goal: have a complete set of information for the Association to use as templates in the future.

Jenny presented her report:

- 1) She is still drafting plans for the Giving Back Garden Project. Her plan is to present a draft of the budget at next month's meeting. Our plan is to organize one of these in the Spring & another in the Fall of each year. The budget for each event will be \$250. Jenny is preparing an application & materials to present this program to the Association at our November meeting.

Eddie presented his report:

- 1) On 10/5/16 he has scheduled a meeting in the classroom at the Ag Center for anyone interested in participating in planning of the Demo Gardens for 2017. He will be looking to reinforce feedback on Janie's Project Report forms for what worked or not, what are our goals for next year etc. Eddie reminded us that part of the mission of MG is education.

- 2) Eddie feels that communication is of utmost importance to have successful Demo Gardens. There have been many concerns about volunteers doing work & getting negative feedback from another member. We all agreed that composting is one area where we have many concerns & need specific guidance on what to do & what not to do with each bin at the current time of year.
- 3) There are still vacancies for Demo Leaders in the veggie & rain garden areas.

Joy had additional concerns which she presented:

- 1) Items which are discussed by e-mail & Board roles should be included in Board meeting minutes.
- 2) Records stored in the office at Lane Agri Center include the TN volunteer application forms which include social security numbers. She questioned the confidentiality of the storage process used for these.
- 3) Joy explained that there were several copies of the ByLaw which were proposed & watermarked. Her concern is whether an official finalized copy of our ByLaws is stored & where they are kept?
- 4) Per the TN sales tax rules, if products are sold & sales tax is included, by law signage must be displayed to advise patrons that sales tax is included in the price.

Joy presented a motion to the RCMG Board stating that Lee Etta Cadotte assumes the duties of RCMG Treasurer at the completion of the October Board meeting. Joy is resigning as Treasurer effective 10/4/16 due to family needs. Motion seconded, all (3) remaining members voted to accept the motion with regret. President Richard Lee expressed his thanks to Joy for all of her service to RCMG & expressed our support to her at this difficult time.

New business: Linda Lunday presented receipts totaling \$70.87 for the NHC Horticultural Therapy program. The remaining budget for that program is \$33.62; however, the receipts total \$37.25 more. Motion by Lee Etta & seconded to increase the budget for Horticulture therapy to \$70.87 & reimburse Linda Lunday for her expenses. Motion carried.

Old business: Richard reminded us all that Autumn will post on Facebook the speaker for our October Association meeting is Rita Venable (Butterfly expert) & she will have her books for sale as well.

Motion by Jenny & seconded to adjourn the meeting. Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Lee Etta Cadotte

Lee Etta Cadotte, Secretary