

## Master Gardeners of Rutherford County Board Meeting

November 1, 2016

Officers Present: President Richard Lee, Vice President, Autumn Shultz, Secretary, Lee Etta Cadotte & VP Outreach, Jenny Byrum.

Other Recognized Members: Floyd Adams, Keith Miller, Gloria Kane, Teresa Fly, Janet Whitmore, Linda Lindquist & Janie Becker (Extension Agent).

The regular monthly meeting of RCMG Board was called to order at 6:08 p.m. in the Community Center Building at Lane Agri Park in Murfreesboro, TN. Motion by Jenny and seconded to approve the October Board minutes as printed. Financial report for October 2016 was given. Cash on hand as of 10/31/16 was \$13,253.97. There is an additional \$167.65 from Kroger Rewards & more Farmers Market money to be deposited. Financial report was accepted & filed.

Keith Miller presented a review of Farmer's Market concession sales. He has prepared the money received for August to October for deposit. The net profit from 2016 Farmer's Market concessions is \$1702.33 & \$75.00 from merchandise sales. Keith tried to purchase supplies as needed, using the money received for the same month. He reviewed the system of tracking expenses & revenue from Farmer's Market concessions which he uses. Keith also explained how an inventory is kept of supplies.

Janie gave her report:

- 1) 2017 MG Intern class: Rebecca Cowan is helping to organize class dates & speakers. Registration will begin in November & end in January 2017. The fee will be \$150/ person or \$225/ couple. Our class size is limited to 20. Janie is unsure of the cost of materials. We need 30 binders (1 ¼") for Interns & Growth Team & more orange "intern" badges should be purchased also. The class will begin 2/4/2017 & includes (2) scheduled Saturdays, most likely in March. The new text books are still under review. Various means of advertising this class were discussed as well as noting that the Ag Office includes the class in their monthly newsletter.
- 2) Garden Basics: Class schedule is unknown, but should start in late January 2017. Ken Roberge has announced an informal meeting of anyone interested in helping with instructing for Garden Basics, prior to the November Association meeting.
- 3) TN Smart Yards Program: Five members from RCMG attended this training. The training focused on water/stormwater issues for homeowners, consumer/residential landscaping, everything from pruning trees, habitats in yards, using pesticides etc. There are (9) modules which can be taught separately or together. Participants in the Smart Yard program will receive a sign to post in their yard stating Smart Yard certified.
- 4) Survey of Master Gardeners: Janie is developing a survey for members of RCMG to complete concerning this volunteer group. She asked that each member of the Board submit idea for questions to her. The format for questions can be fill-in the blank, multiple choice or choosing a measure between 1 to 10.

Keith Miller addressed the Board concerning the Farmer's Market. He reported that his review of receipts for August to October has been completed. He has scanned a copy of the receipts & submitted those to the Treasurer.

Janet Whitmore addressed the Board: She is volunteering as our Historian. Janet has read the RCMG minutes from 2004 to 2015. She noted where the Association has been, what happened & where we're going. Janet is looking to prepare a report of history showing valuable highlights & activities of RCMG. She raised the idea of how to involve more youth in gardening, logging hours, PR for RCMG & then determined that a year in review report would be appropriate. Janet also indicated that she would review the project reports for 2015 & 2016 by writing a summary.

Questions about payment of Sales tax for merchandise & concession sales were reviewed. Food sales tax is 2% less than the merchandise tax rate. Kerry Byrum answered questions about this tax. He advised the Board that taxes are paid on

the revenue collected, not the net sale amount after purchase of supplies. The price of items should be set to include payment of sales tax in amount collected. By implementing these changes, filing sales tax & adjusting the structure of our sales, we are setting up a process to sell other items such as seed packets.

Richard presented his report:

- 1) The Association's updatable calendar on our website is outdated. Our annual calendar books are now in draft form. Any corrections or additions to this book should be directed to Janie. The goal is to have these done & ready to distribute in January 2017. Linda Lindquest suggested that our Calendar book include dates for activities, even if details are unknown. This will reserve that date for a specific activity. Jenny agreed to contact surrounding MG groups for information on activities which would be of interest to our members as well.
- 2) Richard reviewed the working condition of our association's AV/ audio equipment. Transmitter #1 should be replaced & Transmitter #2 is functioning well. It was decided that a new transmitter should be purchased to replace Transmitter #1. Also a surge protector with 10' extension cord is needed. In an effort to encourage members to log their hours, computers are being setup at our meetings. The newer computer is best suited for this task.
- 3) The Board identified a need for some members to help staff our welcome table at meetings. This task is very important for the success of our Association. Richard reminded us that guests should be greeted, members reminded about checking in & all should be welcomed so that no one feels unimportant. Our goal is to retain members. Linda Lundey volunteered to help with this task.
- 4) Richard has appointed the Audit Committee. They are the (3) members who also performed the 2016 audit. They will perform the audit in January 2017. Members of the audit committee are: Anna Paddon, Joyce Stiles & Karla Hagan.
- 5) Questions raised by Joy Anderton (former Treasurer) at our October Association meeting are tabled until the December Board meeting.
- 6) Richard discussed how important he feels the input of former Association Officers & Presidents is for the success of our current Board. He mentioned that many times as President he sought advice from past Presidents. Members of our Board are newer to this Association & do need guidance to ensure that our Association is successful & is being managed properly. Both Linda Lindquist & Keith Miller offered to assist. Autumn also encouraged past Presidents to attend our Board meetings & noted she welcomes their input.
- 7) Because of concerns raised about the timeliness of posting of our Association minutes at the October meeting, Richard requested the minutes be prepared (1) week after the meeting. This would give everyone ample time to complete their review. He also added that information is fresher soon after the meeting.
- 8) New Board members in 2017: Richard stated that each Board member should have notes prepared, hints, & duties listed for their elected office & be prepared to share those with incoming Board members.
- 9) RCMG website: Ken Roberge is our contact for posting items on that web page. We don't want to place all responsibility for this with Ken & Richard feels that other members can be trained to assist Ken. Communication with members is essential. Richard added that Ken should be contacted to see if others have been trained or what he feels is needed to cover maintenance of our website. If help is needed, then some should be trained.

Autumn gave her report:

- 1) She met with Linda Brent (incoming VP for 2017) to discuss & review the duties of Association Vice President. Autumn has confidence that Lisa will not have problems assuming the Vice President's role. There are several speakers already scheduled for upcoming Association meetings.
- 2) After discussion, it was agreed to schedule our December Board meeting the "Just Love Coffee" location on Highway 96. Autumn will post the address & meeting location change on Face Book.

Jenny gave her report:

- 1) She is working to finalize the format including application & process for Giving Back Gardens (suggested by Katharine Addison). She outlined the purpose of this project, as a community outreach of MG, frequency to be scheduled two times a year, once in Spring & the other in Fall. Members will nominate someone they feel who is in need of help. It has been suggested to plan this event for May & October. Each participant assisted, will be furnished with (3) references who can help maintain their yard in the future. Dates will need to be set for 2017. Jenny determined that a coordinator with other members will review projects, including interviewing the prospective candidate. Proposals will be submitted to RCMG Board for final approval. Motion by Autumn & seconded to approve Giving Back Gardens as a project for RCMG with a funded budget of \$250 each (\$500 total) for (2) projects in 2017.
- 2) Happy Harvest Party is scheduled for Saturday, November 5, 2016. Eddie should get a mailbox which can be installed on the outside of our Potting Shed.
- 3) The February Association meeting has been chosen as a welcome party for the members of our intern class. Jenny is requesting educational items for display, an overview of the Association, flow chart, hand outs and project reports with a brief summary for each garden area. The interns will then pick which area of the Demo Gardens they chose to volunteer in.
- 4) Sam's Club business membership card: There are (2) cards issued for RCMG. Periodically, the Board will validate who has possession of these cards. Currently, Jenny Byrum & Keith Miller, each have a card.
- 5) Welcome Committee: Jenny also supports the need for a Welcome Committee for such tasks as sending get well, sympathy & congratulation cards to member. Teresa Fly volunteered to work within the Welcome Committee. She also requested stamps & was advised she could purchase them & be reimbursed.

Old business:

- 1) Interpretive Signs update: Janie asked Floyd to explain the process for installing these signs. According to Floyd, we need (32) holes dug & each filled with 18" of concrete. The estimated need is for 2 yards of concrete. He explained that using ready-mix was preferable, but presented challenges due to the need to work quickly. Cost estimate for concrete is \$200. The Ag Center does have a tractor with bucket available to assist us. Holes would need to be drilled with a 12" auger & prepped for concrete. It is estimated that (6) people would be needed to successfully handle the work needed for each hole, pour concrete & set the bolts.
- 2) Payment of Sales Tax for concession & merchandise sales: A sales tax license must be applied for. The Association's Federal Tax ID & bank account information are needed to apply. Payment is remitted electronically & our bank account must be used for this. Kerry Byrum will assist with this application.
- 3) Project Reports: Janie shared copies of Project Reports for 2016 with members of the Board. She presented an overview of which reports were received and how this document was prepared with a key to make it easier to read & review. Per Janie, these reports are important to ask key questions, explain what the project accomplished, what was not accomplished as expected, explain what needs to be worked on & expand on the educational opportunity of each project. She also listed the Project Reports which were not completed & asked Board members to assist with requesting responses for those reports. Janie also requested that the President send e-mail requests to those whose reports are missing as well.
- 4) We still need someone to assume the role of Leader for the Rain & Veggie Gardens.
- 5) Linda Lindquist, Don Richardson & Ken Roberge worked together & sent e-mails to those members whose file shoes they are not qualified & advised them of the requirements to remain certified as a Master Gardener. Each of our interns were also sent e-mails reminding them of their need to complete 40 hours of volunteer work for certification as Master Gardeners. Janie noted that the number of hours logged to date, is substantially down

from last year. She explained that those members, who do not meet the requirements for certification, become inactive members who can't hold office, vote, teach or lead a project. Those privileges are lost for the upcoming year. The requirement to attend (4) meetings is stated in our By-Laws. Janie can exempt members from this requirement; however, she will not do so willingly. After discussion on the topic of meeting attendance & based on the fact that our January meeting is many time disrupted by weather, the Board made an exception. Motion by Jenny & seconded to allow all members of RCMG credit for attendance at the January Association meeting counted as 1 of 4 meetings attended for year).

New business:

- 1) RCMG Budget for 2017. Copies of our proposed budget, including funds requested for projects were presented to the Board. After discussing line items & comparing YTD expense/ revenue with last year, it became evident that too many questions were unanswered. Lee Etta advised the Board that the revenues & expense lines in the budget must be equal & given the project funds requested, money from cash on hand would be needed to satisfy the revenue requirement. The Board reviewed Project fund requests & revised many of them. Janie explained that the Association has only functioned with a working budget for three prior years. This is the fourth year that our Association will have a budget. Further, she advised that given the lengthy meeting & time, the budget be tabled until the Board's December meeting. A brief discussion followed concerning the inclusion of Farmer's Market concessions & merchandise sales, estimates for them & sales tax expense. The Budget must be approved by the Board & presented at the next Association meeting for a 30 day review. Then, the entire Association votes on the Budget at the following meeting.

Motion by Jenny & seconded to adjourn the meeting. Meeting adjourned at 9:45 p.m.

Respectfully submitted,

*Lee Etta Cadotte*

Lee Etta Cadotte, Secretary