

MASTER GARDENERS OF RUTHERFORD COUNTY, TN BOARD MEETING

JANUARY 3, 2017

MINUTES OF THE MEETING

Board Members in Attendance:

Autumn Shultz
Lee Etta Cadotte
Warren Anderson
Jenny Byrum
Lisa Brent
Linda Lunday

Other Members in Attendance:

Richard Lee
Floyd Adams

The meeting was called to order by President, Autumn Shultz.

The December 2016 Board minutes were approved. A correction was made to the minutes: "Gift cards" was changed to 'Cash.'

The Financial Report was approved as presented by Lee Etta Cadotte. The reconciled book balance states there is \$13,239.63 in the checking account, while the bank statement indicates a balance of \$13,817.43. Four checks are outstanding that were written at the end of the year for expenses for MG awards and expenses for the December Christmas meeting. The fourth quarter financial report was also presented and Farmers Market sales were reviewed.

Dues are due as of January 1, 2017. Members discussed the timeline for payment of dues as detailed in the Association By-laws. In the MOA, descriptions for lifetime (10 year memberships) descriptions need to be changed per the UT guidelines. These members need only to log 25 combined hours for volunteer and education categories.

Verizon made a matching contribution for the value of volunteer hours logged by Edwina Shannon. It is not known if additional contributions will be made in the future. In 2016, the Verizon contribution was recorded as "Miscellaneous income." Upon discussion, the Board determined that a line item for "Contributions" should be included in the proposed Budget with a value of \$1.00. We also decided to identify that the Verizon contribution is set aside for a future capital project, which will be determined by Association members at a later date.

A motion was made by Lee Etta Cadotte to replace Richard Lee's name as signer on the checking account to with Autumn Shultz's. Richard also suggested that the Board should formally set a policy to plan in November to change the signers on the checking account to both the President and Treasurer (if those holding these offices change in the upcoming year). The process for making changes to bank account signers takes (2) months.

OLD BUSINESS:

Information Signs: March 25th – Info signs in the demo gardens install date. Floyd is checking to see about concrete & making plans for the installation. Autumn will type and distribute a list of signed-up volunteers.

The budget is ready for approval at the January Association meeting and is on the MG website.

Sales tax for concession & merchandise sales at the Farmer's Market, will not need to be filed, because the estimated value of total sales is not over \$4,800.00. Per the State of Tennessee, they will not issue a sales tax license to RCMG, unless sales exceed \$4,800.00. Separate envelopes will need to be used for tracking of merchandise & concession sales at the Farmers Market.

Regarding Progress Reports: These are still needed from some projects. Also, programs needing funds must make a request in their Progress Report. Janie or Linda Lindquist need to be asked if demonstration garden plaques for Frank Crawford's memory have been ordered.

JANIE BECKER reported that the TN MG Handbook is being finalized & will include teaching and study guides, power points, and other helpful topics. There will be 15 – 16 chapters in the book. This will replace the current Handbook used to train Interns in 2018. Janie also discussed the Tennessee Extension MG Program 2017 events in all regions. Every 4th month, there will be a digital session/ zoom meeting for people to attend. Regional meetings will be held this year, alternating with State meetings the following year.

TREE DAY: TN Environmental Council is sponsoring the planting of 100,000 trees will be held on February 24th. Rutherford County residents can pick up trees, they reserved. Each resident can get up to 20 trees or make donations for additional trees, in bundles of 5 trees.

The Growth Team meets on January 4th. The MG Certification class has 14 applicants to date. There is 1 more week to register. The Garden Basics class has 1 applicant to date.

MG Hours for 2016 are due by January 15th to report to State. There is a suggestion to put default password in the annual directory and also that member's keep their password as the default password. The MG Password/ User Name can be set up by each member, but many forget theirs. The Growth Team is to be asked to have interns set up using MG Password as their User Name.

THE PRESIDENT'S REPORT– Autumn Shultz

An E-mail was sent out asking Board members about whether to change the board meeting night to the first Monday of the month. Upon discussion, several members are committed to other events & all agreed to leave the meetings as scheduled on the first Tuesday of the month at 6:00 p.m. Jenny moved to permanently change the December and January meetings to meet on the 2nd Monday of those months so as to avoid getting too close to Christmas or MLK day. Motion carried.

Autumn spoke with Eddie Tomlinson on January 3, 2017. He is forgoing his job as VP of the Demo Garden due to his injury & rehab. Other candidates were discussed to fill this vacancy. Regarding the replacing of Eddie Tomlinson, Jenny is going to ask Marty if he might be interested in the VP of Demo Gardens position. He likes organized work days. The position requires that the VP be able to contact volunteers and arrange materials. It is important to involve interns in the Demo Gardens to retain interest and participation.

Janie said that the MG Bylaws state officers are required to attend 8 board meetings a year. Board members discussed changing the number of meetings required for members to attend in a year as stated in the bylaws and for the President or Vice President to call Board members if they miss more. Richard suggested that after members miss 2 meetings in succession, the President should call to check with them on future attendance and after 4 missed meetings, they should be contacted to let them know, they need to resign. This needs to be updated in the Bylaws. The intent is for there to be active participation & communication among Board members. Wording of any update to the By-laws, needs to be carefully planned. Prospective Board members should be informed of their expected duties & to be told what the Bylaws state.

Jenny Lisa Brent has agreed to oversee will be talking the Vegetable garden. The Memorandum of Understanding with UT will be ready for submittal by January 15th.

VICE PRESIDENT'S REPORT – Lisa Brent

There is a need for speakers at some upcoming Association meetings. The goal is to have all speakers for 2017 booked by the end of January. There was discussion about having a Saturday meeting with a speaker at someone's home.

VICE PRESIDENT'S REPORT – Jenny Byrum

There needs to be a process for selecting a Saturday Association meeting date. It will then need to be put on the MG calendar when it is planned. Everyone was asked to think of a person who could host a Saturday meeting in their home.

Jenny reported that William Mitchell is taking over the RCMG 2017 calendar booklet project. January 10th is the deadline for the MG calendar. A cork board with MG information, sign-up sheets and updated calendar, is planned for installation in January. It will be placed where we have meetings. There is a Theme Contest on Facebook. MG T-Shirts need to be worn when working in the community. There will be a Welcome Party for the new MG Certification Class. Once a quarter the garden leader groups need to meet after the Association meeting.

VICE PRESIDENT'S REPORT (Education) – Warren Anderson

Warren has 108 power point presentations available; 2 instruction presentations on "How to do a Power Point" and he is working on 12 presentations to be completed on various topics. Warren is taking over the Rain Garden. He will be pruning the vineyard with Dr. Johnston, of MTSU.

Richard Lee addressed the Board and reviewed questions which were raised by former Treasurer Joy Anderton at the October Board meeting. It was suggested to look into whether RCMG is required to have a Business License for Farmer's Market sales. As Joy mentioned, each member signs a MOA which includes their Social Security number & concern was voiced as to how these are secured in the UT Extension office? Board members agreed that confidential information should be securely locked to prevent disclosures. E-mails sent out with scheduling changes for meetings should be included in the minutes.

Kiosk vs. mailboxes in Demo Garden were discussed. Purchase vs. building a Kiosks was discussed, also. Jenny agreed to speak with Justin Hydrick about kiosk ideas he mentioned on our FaceBook page.

Motion to adjourn was made by Jenny Byrum and seconded. The meeting was adjourned.

Submitted by,

Linda Lunday, Secretary