

MASTER GARDENERS OF RUTHERFORD COUNTY, TN

BOARD MEETING

FEBRUARY 7, 2017, 6:00 p.m.

MINUTES OF THE MEETING

Board Members Present:

Jenny Byrum  
Autumn Shultz  
Marty Boyce  
Lee Etta Cadotte  
Lisa Brent  
Linda Lunday

Other Members Present:

Linda Stevens  
Keith Miller  
Floyd Adams

Meeting called to order by the President, Autumn Shultz.

The minutes from January 2017 meeting will be reviewed and voted on in March after corrections/additions are made.

FINANCIAL REPORT: Lee Etta Cadotte, Treasurer

\$1,630.00 for dues (\$1,200.00) and Garden Basics (\$430.00) was deposited. The checking account balance at end of January was \$14,401.51. There is one outstanding check for Garden Basics supplies.

Discussion regarding Quickbooks Online for updating records followed. Lee Etta updated the records at the beginning of 2017. She checked into the online version, \$15.00 per month, would allow different people to access the information from different venues, allowing a backup person to have access to the financial records. The Hardline Version is \$199.00 to purchase. Lee believes the time is right to make changes since it is close to the beginning of 2017 year. A motion was made by Marty Boyce and seconded by Jenny Byrum to purchase Quickbooks Online. Motion passed.

PRESIDENT'S REPORT: Autumn Shultz

The UT Memorandum of Understanding for the Annual Report was sent to Natalie Baumgardner in January.

VICE PRESIDENT'S REPORT – Lisa Brent

The following speakers have been asked and accepted for the MG Association Meetings:

MARCH – Natalie Manor - "Permaculture Tips – Chop and Drop"

APRIL – Intern Graduation

MAY – Ron Daniels- National Rose Society "Caring for Roses – Public Rose Gardens of Nashville"

JUNE – Lisa Bender - "Growing the Medicinal Herb Garden and Water-based Medicine"

JULY – Chase Coakley - "Private Lands Conservation – Wildlife and Natural Resources"

VICE PRESIDENT'S REPORT – OUTREACH – Jenny Byrum

Giving Back Gardens – applications are ready to email and are due 3/31. On May 13<sup>th</sup>, MGs will participate in the first Giving Back Garden event: 1 individual will be selected in Spring and another in Fall. The purpose of the program is to help people who require physical help in their gardens (yards),

i.e. pruning, adding mulch, low maintenance plantings etc. Discussion followed regarding putting a video on YouTube to televise Giving Back Gardens work after it is completed.

#### VICE PRESIDENT'S REPORT – DEMO GARDENS – Marty Boyce

Marty is a new member on the MG Board. He was thanked by the President, Autumn Shultz for accepting the position.

VICE PRESIDENT'S REPORT - EDUCATION - Warren Anderson – was not present.

#### COMMITTEE/PROJECT CHAIRS TO BE FILLED:

No empty chairs at this point – but things to note:

Web Team – Ken Roberge will head the team.

Welcome Committee = Carol Reese

Jenny Byrum prepared the MG Information Board for Welcome, Sign Up, and pertinent information to be displayed at the MG Association Meetings.

There was discussion about placing bird houses in the Demonstration Gardens.

#### OLD BUSINESS:

There will be further discussion in March regarding the status of the sign in memory of Frank Crawford for the Demo Garden. We will re-visit our discussion concerning the filing of Social security numbers on forms kept in the UT Extension Office in March. Board members want to ensure a secure location is provided.

The installation of a Kiosk for signs the Demo Gardens is on hold. Discussion regarding type and materials will take place at a later time. We reviewed the positive benefits when our Demo Garden groups meet after Association meetings & determined these meetings should be held on a regular basis.

Revisions to the MG Bylaws – are to be completed by the end of the year. Changes will be provided in November & voted on in December.

#### NEW BUSINESS:

Farmers Market Rules – Keith Miller:

The committee hasn't met yet. There was discussion how funds are handled and the need for a backup plan to turn in monthly deposits.

Keith advised the Board about procedures that volunteers for the Farmers Market concession follow and how the volunteers are to handle and report the money after the Farmers Market ends each day.

He plans to setup PDF files for Farmers Market concessions and needs the names of people with which to share the files.

Summary of the Peer Financial Review (annual audit) was covered by Lee Etta. Karla Hagan, Joyce Stiles & Anna Paddon conducted the review of RCMG financials, check book & physical assets. All items listed on the Asset Record & Depreciation list were accounted for except 1 microphone, and a 4 wheel cart with 225" of garden hose. The equipment inventory should be updated. Asset number tags need to be attached to every piece of equipment. The electronic equipment (microphone, headsets & computer) should be stored orderly in cases so that it is ready to be used for meetings. The committee recommended a tech team (of members) be formed to create a sign up schedule for electronic equipment & to be responsible for storage of those items. A glass shelf in the display cabinet in the Community Center is broken.

The Farmers Market T- Shirts were inventoried by the peer review committee; however, per Jenny Byrum, these are not assets of MG. Only the Farmers Market bags were purchased by RCMGs.

There were 77 bags in the original purchase and nine bags were identified as misprints. However, these were given to MGs and used for door prizes.

Farmer Market Concession & Merchandise funds should be deposited at least monthly. The concession receipts for August to October 2016 were turned in for deposit in November 2016, granted Keith was ill & that delayed the deposits. A backup plan should be in place to ensure receipts are deposited monthly, not dependent on (1) person. Coins should also be rolled & ready to deposit when deposits are turned in. It was recommended that the category "MISCELLANEOUS" should not be used for any items in the budget. All Project chairs should have a set budget and no additional funds are allowed, unless a request is presented to the Board.

There was discussion concerning things that are purchased for resale – Jenny Byrum advised that sales tax needs to be paid. Only items used by the Association such as paper products for meetings, are to be purchased tax free. We must maintain accurate & thorough records to track all revenue from sales & expenses paid for with receipts.

The Peer Review committee suggested that outside auditors should conduct the next review. Names of (2) outside non-profit management firms were listed in this report: Provident Consulting & Center for Non-profit Management ([www.cmn.org](http://www.cmn.org)). Recommendation: the next annual review should be conducted by a trained accountant or non-profit management firm, because we are non-profit someone should be found to do this review pro bono. The report did note a marked improvement in use of reimbursement forms & using them consistently.

Lost equipment: Jenny Byrum advised the Board about lost equipment – extension cords and batteries. Almost \$40 of batteries are gone & they were purchased a couple of months ago. We reviewed this problem at length & brainstormed about how to prevent it from happening in the future. Is a check out system needed? This will need to be tabled for next month.

Status of MG members dues for 2017: Per the Bylaws, dues are to be paid by 3/30/2017, but anyone who pays by or before February 28th will be included in the directory. Autumn will discuss with Janie about what point members who failed to certify in 2016, are identified and contacted.

Facilities: discussion on repairing broken items. Autumn will check with Janie regarding who owns the Pavillon & repair/ removal of the fan blades. There is also a broken plug which needs repaired in the meeting room. All keys needed for access to the Community Center building have now been included on (1) keychain.

Motion by Jenny Byrum & second by Marty Boyce to move the July 4<sup>th</sup> meeting to 7/11/2017. Motion carried.

Motion to adjourn was made by Jenny Byrum and seconded by Lisa Brent. Motion carried. The meeting was adjourned at 8:00 p.m.

Respectfully,

Linda Lunday, Secretary