

**RUTHERFORD COUNTY MASTER GARDENER'S EXECUTIVE BOARD MEETING:
January 8, 2019**

Attendance:

- Officers Present: (7)
 - President Jennifer Salter
 - 1ST VP Brenda Cross
 - VP of Outreach Teresa Fly
 - Vice President of Demonstration Lecia Anderson
 - VP of Education Warren Anderson
 - Treasurer Lee Etta Cadotte
 - Secretary Terri Rodriguez
- Officers Absent: (0)
- Extension Agent(s): Rachel Painter
 - Others in Attendance: (4) Jack Smith; Autumn Shultz; Miranda Tindale; Keith Miller.
- Total Attendance: (11) Members including Board, (00) Interns, and (1) Extension Agent
- Total Attendance: (12)

The meeting was called to order by President Jennifer Salter at 6:00 p.m. in the Classroom of the Lane Agri Park Community Center.

TREASURER'S REPORT: Lee Etta Cadotte

- Lee Etta brought before the Board the current checking account balance is \$14,947.64 with \$130.00 in deposits for December, early submission of 1 membership and Garden Basic Fees. There were no checks written in December. Lee Etta reviewed the 2019 Budget with the group in November and Ken Roberge posted it on the website for review, comments, and approval; she reports she has not received any objections. 2019 Budget report to be voted on at the January Association Meeting.
- Talked about Martin's charging sales tax on purchases. Management asked that those making purchases for MG's say so before the transaction begins to take place. Has to do with how purchases are entered into the system. Store should have a copy of tax exempt status on file at Martin's, South Branch, Lowe's, Home Depot; document is due to expire June 2019.

PRESIDENT'S REPORT: Jennifer Salter

- Led discussion on the required annual reporting. Distinction between MG's reporting requirements and Rachel's as the Extension Agent reporting requirements were explained.

There was discussion among the group covering the current form being used to capture demographic data and questions raised on whether it meets the reporting requirements. If not, then Jennifer states she will alter the current document to capture the required reporting information to satisfy MG'S annual reporting requirements. This document would be saved on Google drive (is not currently there) so each project leaders would have access to this document for each event they manage. Rachel is wanting the project leader to report the event information immediately by entering it in the database. In the past, these forms have been filed and consolidated at the end of the year for submission. Keith Miller volunteered to build the spreadsheet to capture required information for reporting so that it will become a database to feed reports for better information management. **Motion by Brenda Cross & second by Lee Etta Cadotte, for Keith Miller to begin drafting a generic form to capture reporting information for MG projects/ events. It will be tweaked later. Approved.**

- Project Leaders presentations due for February Association Meeting; Autumn Schultz coined a name for this event as the JOB Fair for Master Gardeners.
- Jennifer will post "dates to remember" before next meeting.

VICE PRESIDENT OF EDUCATION REPORT: Dr. Warren Anderson

- Presented information about MTSU developing a Public Service Day featuring Pollinators; one in the Spring and one in the Fall. MTSU has solicited funds from the RC Bee Keepers Association and possibly getting funds from the Flower growers and Stones River Watershed Association. Does RCMG want to get involved with this program for the purpose of developing Wildflower Areas for Bees?

VICE PRESIDENT OF DEMONSTRATION REPORT: Lecia Anderson

- Meeting with Demo Garden Leaders at 5:00 pm
- Need assistance with the distribution of the Trees when they arrive. Would be an excellent opportunity for the interns to gain their volunteer hours.

EXTENSION AGENT'S REPORT: Rachel Painter

- William Mitchell is working on the calendar. Ken Roberge is the primary contact for updates on the website and we should have someone trained in his absence; preferably more than one alternate.
- Draft artwork for the Rain Garden & Perennial Garden signs in the DEMO Gardens were passed around for the board to approve. Funding has been approved in the 2018 budget and carried over into 2019. **Motion by Lee Etta & seconded by Teresa Fly to approve sign design & proceed with sign construction. Motion carried.**

- Rachel brought before the Board an opportunity for the MG's and County Extension Agents to present landscaping designs to be presented to the City Council for designated space by the historic Courthouse in Murfreesboro.
- Intern orientation start 2 February 2019, in this building. Orientation will be shortened this year from 9-11 on a Saturday morning. Participation is requested. Classes will be held on Tuesdays 1-4 pm.

There being no further business the meeting adjourned at 7:05 p.m.

Respectfully submitted,

Terri Rodriguez, Secretary