

**RUTHERFORD COUNTY MASTER GARDENER'S EXECUTIVE BOARD MEETING:
JULY 2, 2019**

Attendance:

- Officers Present: (6)
 - President** Jennifer Salter
 - 1ST VP** Brenda Cross
 - Vice President of Demonstration** Lecia Anderson
 - VP of Outreach** Teresa Fly
 - Treasurer** Lee Etta Cadotte
 - Secretary** Terri Rodriguez
- Officers Absent: (1) **VP of Education** Warren Anderson
- Other Members: (2) Jack Smith, Keith Miller
- Extension Agent(s): (1) Rachel Painter
- Total Attendance: (9)

The meeting was called to order by President Jennifer Salter at 6:15 p.m. in the Classroom of the Lane Agri Park Community Center.

Vice President Report: Brenda Cross

- This month's Association Meeting Speaker will be Ph. Dr. John DuBois from MTSU Department of Biology speaking on Propagating Grapevines.
- Gave out info on Garden Basics Class and went over with Board
- Jennifer Salter asks Brenda to post a list of our speakers on Facebook as members are asking about both past and upcoming speakers.

Treasurer's Report: Lee Etta Cadotte

- Current checking account balance is \$15,010.76. 1 deposit for June 30. 1 billing from Association Picnic at Oaklands Park was for the meat.
- Moved around some funds inside the DEMO Gardens Budgeted Funds to eliminate negative balances but the overall DEMO Budget remains the same.

President's Report: Jennifer Salter

- Complemented all leaders of Demo Gardens and those who volunteer. After visiting gardens while at Central Regional Conference in Gallatin on June 27, our gardens are in wonderful shape.
- Fall Gardener's Event on September 27th. No Volunteers yet. Rachel suggested we put a deadline on signing up; low participation, then we cancel the event.

- We are 6 months into our Board post. Please start talking to anyone who might be interested in running for the Board. Elections in October. Invite members to attend Board meetings.

Extension Agent's Report: Rachel Painter

- Sherry Mosier was in charge of the Junior Master Gardeners Class. It went well. The comments by the campers were shared with the board.

NEW Business:

- Keith Miller presents to the board the idea of doing an After Action Report/Review to be performed after an event is conducted by Master Gardeners. The intent is to capture opinions on "What was the intended action? Did we achieve this? What actually happened? What went well? Where can we improve? What needs to be added/ taken away?"
- Keith Miller reports he will begin medical treatment once more and is seeking volunteers to assist with Farmers' Market.
- Keith Miller disagreed with the paperwork needed for the fund dispersal process for initial Farmer's Market concession supplies due to the fact that the funds are already budgeted. A canceled check acts as a "receipt". Board denied the request to eliminate the Advanced form as it functions as an accounting for the receipt of funds until a receipt is generated. This action was originated due to the peer review audit of previous years finding a need for documentation for cash advance and no receipt submitted. **Lecia Anderson made the Motion to approve the cash advance form for money received without a receipt. The form must be completed, submitted, and signed by Treasure and is made retroactive. Teresa Fly seconds, all in favor, motion is passed.**
- Teresa Fly presents she has been approached by several Master Gardeners about having a nicer Christmas Party this year. She is nominated to head the committee to gather options for a nicer Christmas Party and present options to the August Association. Rachel Painter looks into changing the date of the meeting on the calendar.
- Garden Basics Schedule was discussed.

There being no further business the meeting adjourned at 7:23 p.m.

Respectfully submitted,

Terri Rodriguez
Secretary