

St. Charles County Master Gardeners Association
General Membership Monthly Meeting Minutes
July 24, 2025

**If you have any questions, comments or corrections before these minutes are approved,
please contact your MG secretary Sandra Newsom at sandra.newsom@gmail.com**

Social Time: 6:00 p.m. (Arboretum Tour and samples of fruit harvested from the arboretum)
Program: 6:30 p.m. | **What's Bugging You?** - Patrick Bellrose, former owner of Fahr Nursery/Greenhouse and Integrated Pest Management Consultant

A Zoom link was provided for the meeting.
Program does count for Continuing Education credit.
Business meeting counts toward Vol Hours, Master Gardener Meeting

President Laura Steimel welcomed the attendees at 6:30 p.m. and introduced Patrick Bellrose for the program. His topic of Integrated Pest Management was very well received with much audience participation. He stressed the importance of understanding the pest cycle and identifying the pest and shared DIY recipes for disease control spray and insecticide spray. He shared entertaining stories of pest control management of the many plants that were grown at the Fahr Greenhouse.

Business Meeting: President Laura Steimel called the business meeting to order at 7:50 p.m.

Extension Master Gardener Program Coordinator: Eli Isele | No report.

Secretary's Report: Sandra Newsom | The minutes of the June 26, 2025 General Membership meeting were posted in the 7/21/25 *Monday Blooms* newsletter and made available at the meeting. A motion to accept the minutes as presented was seconded and unanimously approved.

Treasurer's Report: Mary Coyle | The June 2025 and July 2025 financial reports will be presented at the August General Membership Meeting. Laura introduced Mary Coyle as the new treasurer and said that the transition of files had been accomplished. Access authorization to the bank accounts has not been finalized.

President's Report: Laura reported that Donna Lindsey had investigated the opportunity for the MU Extension Garden to become designated as an All-American Selections (AAS) Garden. AAS was founded in 1932 as an independent non-profit organization that tests new, never-before-sold varieties for the home gardener. That designation has been granted to the MU Extension Garden. The first year will be a learning experience as beds are identified (Stone Bed and Square Foot Garden) to grow the selected seeds and signage is added to the property. Leslie Mitchell will lead this initiative. Benefits of becoming an AAS Display Garden include access to free seeds and plugs to grow for display in MU Extension Demo Gardens and signage for the AAS plantings. Plants that are not used for Demo Garden display can be sold, and we have the opportunity to purchase new plants that are not available.

We have been invited to tour Maize-10-Maze with Dr. Sunghu at the Danforth Plant Science Center field research site. The tour will be Monday July 28, 2025 at 9 AM. The address is 4195 MO-94, St Charles, MO 63301. Register on the sign-up sheet or contact Laura.

Committee Reports/Updates

Membership Committee: Kevin Lynch | A Master Gardener badge was presented to Deb Raymer and a Master Gardener Emeritus badge was presented to Vee Clark. Orders for new badges are submitted

monthly around the 3rd day of the month. The orders are receiving timely processing. There are currently 245 active members of the SCCMGA.

Continuing Education/Advanced Training: Bonnie Winkeler | Continuing Education and Advanced Training opportunities are reported weekly in the *Monday Blooms*. Advanced Training Guidelines are being revised for publication on the SCCMGA Website.

Public Education: Patti Kolek | In the Garden Class is scheduled for September 13th from 9-noon. Presenters include Candy Boyle – flower bulb planting and care; Kevin Minard – garlic planting; Chuck Baur – fall lawn care and renovation. The class fee is \$20 and registration will open to the public on August 1st. Registration for the MGs will be in September depending on openings. A limited number of volunteers are needed to prepare for this event. Contact Patti if you are interested in volunteering.

Speakers Bureau is slow but expected to pick up in the fall with organizations starting to book their 2026 meeting schedules. If anyone would like to shadow a current speaker and learn from them, please contact Patti.

Farmers Markets: Master Gardeners will participate in local farmer's markets including:
St. Charles Market (Main St. between Clark and Monroe) – 1st Saturday: May 3 -November 29
Volunteers are needed for the September 6th market from 7:30-noon.

Upcoming Speakers: Val Mertz | Val appreciates all the speaker suggestions from the members.

August 28	Forest ReLeaf of Missouri , an organization dedicated to planting and growing a resilient tree canopy across Missouri, to support healthy people, healthy habitats, and a healthy planet.
September 25	Speaker is not confirmed.
October 23	Our Missouri Native Hollies and More presented by Joe Corio, an active Emeritus Gardener in Jefferson County. Joe is currently the board chairman of Kress Farm Garden Preserve.
November	No monthly membership meeting.

Plant Sale: Donna Lindsey, Catherine Ebone, Cindy Heider	The 2026 Plant Sale Team is hard at work planning for the 2026 Plant Sale events. New tray tags will be produced.
Greenhouse: Jeanne DeBold, Nancy Torke	
Hoop House: Donna Lindsey, Cindy Heider	

Demo Gardens: Cindy Platzer, Beka Davis | A tour of the Fruit Arboretum was offered on Thursday, July 24 just prior to the monthly membership meeting and following the meeting's conclusion.

Phebe Martin will host an **Eating What We Grow** class on Wednesday, July 30 and Wednesday, August 27. Registration is requested via signup on the *Monday Blooms* newsletter. Eighty pounds of beets from the Pantry Garden have been donated. Potatoes and onions have been harvested and are being cured before donation.

Kevin Minard provided an update on the status of mowing equipment and string trimmers.

New Business: Laura reported that a response to MU Extension was required by August 1 on the matter of SCCMGA's status as a 501(c)(3) entity. Three options were offered by MU Extension: 1. Dissolve the 501(c)(3); 2. Register with the University of Missouri, 3. Remain a 501(c)(3) but operate independently. The Steering

Committee has reviewed these options at recent meetings and approved a motion that Laura should begin the process of gathering the required information to submit the necessary forms by August 1, 2025 to obtain registration with the University of Missouri. Laura will consult Eli on this task.

Old Business: The Steering Committee has reviewed the 2024 Audit Committee report of the financial review that was conducted in March. The report represents an internal audit performed annually by a committee of MGs appointed by the president. Jackie Johnson chaired the Audit Committee with the assistance of Karen Graves and Cindy Heider with Mary Coyle observing. The report is attached to these minutes.

Laura is working with Joe Walker to update the Master Gardener Classifications page of the SCCMGA Website.

Good of the Order: The Steering Committee will meet on August 8, 2025. The meeting is open to all members.

Adjournment: A motion to adjourn the membership meeting was unanimously approved at 8:10 p.m.

Respectfully submitted,



Sandra Newsom

Meeting Resources: June 26, 2025 General Membership Meeting Minutes
 ~~June 2025 Treasurer's Report~~
 Answer Key for July Continuing Education Quiz (also available in the *Monthly Blooms*)

University of Missouri (MU) Extension Volunteer Annual Code of Conduct
https://missouri.qualtrics.com/jfe/form/SV_3XcCMH9n9Og9M6F

Steering Committee for 2025:	Laura Steimel, President	llsteimel@charter.net
	Jackie Johnson, Vice-President	southerngirl9308@yahoo.com
	Mary Coyle, Treasurer	coylemp3425@gmail.com
	Sandra Newsom, Secretary	sandra.newsom@gmail.com
	Cindy Platzer, Demo Garden Co-Lead	cineater@aol.com
	Beka Davis, Demo Garden Co-Lead	rdbirds19@yahoo.com
	Patti Kolek, Education Committee	patti.kolek@gmail.com
	Donna Lindsey, Plant Sale Liaison	dlind0@hotmail.com

Attachment: Audit Committee Report on review of financial statements for the year ending 12/31/2024.

Audit Committee:

Karen Graves
Cindy Heider
Jackie Johnson
Mary Coyle, Observer

The audit committee met on March 27, 2025, to perform the audit of the SCCMG financial statements for the year ending December 31, 2024. Treasurer Rebecca Poon was also present and provided access to all supporting documentation for the 2024 receipts and disbursements and to answer questions.

As requested, we performed the audit procedures as outlined in the SCCMG document titled 'Audit Procedures'. We believe the audit procedures were sufficient and that the financial statements are materially correct. Our audit also included tests of certain SCCMG expense policies and procedures.

Our recommendations:

It is important that all expense reimbursement forms have two signatures for approval, which was not always the case.

When items purchased online are delivered to the SCCMG, the packing slip/invoice should be signed as part of the receipt information to ensure that the entire shipment was received in full. If a shipment is incomplete, that should be clearly noted by the MG accepting delivery. This is currently not being done.

The membership of the SCCMG should be informed that reimbursement requests need to be submitted in a timely manner, and it should be very clearly stated that reimbursement checks must be cashed within 60 days or the check may be voided.

Policies should be instituted that recognize that, on occasion, items may be ordered that are not received for more than 60 days. Members may be required to pay for the order and should be able to be reimbursed with the understanding that the plant material (primarily seeds but could also include soils, plants/trees and pot supplies) may not be shipped for more than 60 days. If the MG member and garden lead approve the purchase, the member should be reimbursed with the understanding that further verification by packing list or invoice will be provided as soon as the supplies are delivered.

Since the Clover and Eventbrite receipts account for a large portion of the income, it makes sense to print the Clover and Eventbrite reports every month and save them in the files along with all the other documentation the Treasurer keeps. Not currently being done. As Clover and Eventbrite disbursements are handled differently (regarding the fees that are charged and when they are deducted), this would help clarify the paper trail.

For 2025 and beyond, we want to stress the importance that at least one member of the Steering Committee obtain the bank statements and reviews the bank reconciliations each month. The Steering Committee should investigate any reconciling items that are outstanding for more than 60

days. The Steering Committee should take advantage of QuickBooks options that allow another user to review transactions ("review only" permission, not able to change anything). This would show more oversight into the Treasurer's activities.

In addition, the organization's expense policies and procedures should be made easily accessible to all MG's. We suggest a communication to all MGS that they should review these newly created policies and procedures and ask for their diligence in fully completing any SCCMG forms when required.

The Audit Procedures document has been updated and clarified for next year's use.

General Comments: Overall, the Audit Committee finds that the SCCMG accounting practices and procedures are working well. A tremendous thank you should be given to the current Treasurer, Rebecca Poon, for her outstanding organizational skills and attention to detail.

St. Charles County Master Gardeners Association

General Monthly Meeting Attendance

July 24, 2025

Annalee Mamy

Sandra Dawson

Catherine Eboze

Patte Kohn

TOM NAGHE

JOE WALKER

Janet Head

Barbara Bauer

DAWN TUCKER

Cindy Platzer

DJ Stoltz

Kevin Minard

THERESA GOLDKAMP

Leslie Mitchell

Jill Zupac

Candy Boyle

Steven L. Nardone

Kim Banyski

Rebecca Poon

Karen Daugherty

Chuck Baur

Cynthia Menschen

Neal Menschen

Tilden Leigh

Rebekah Davis

Kristine Freschi

Karen Graves

RON WEPPELICH

Jim Stellan

Martha Hoesker

Sydney Turner

Webbie (Wedges)

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Kelly Kise

Deb Verkeg

Lueg Eaton

Kevin Lynch

Melanie Elko

Jo Andrew

Deb Raymer

Phoebe Martin

Vee Clark

7-24-2025

SIGN IN

1. Laura Steime
2. Paula Matoset
3. Donna Lindzeg
4. Sharon Booker
5. Tom Wright
6. Tammie Wright
7. Nancy TORICE
8. Wesley Stephen
9. Elizabeth Orf
10. Paul Orf
11. Al Winkler
12. Bonnie Winkler