

St Charles County Master Gardener  
Steering Committee Meeting Minutes **(Final)**

Friday, 12 February 2021

Attendees: Joe Walker, Laura Steimel, Rebekah Davis, Rebecca Poon, Cindy Platzer, Marsha Brown, Justin Keay, Jan Carron, Libby Wilson, Waneta Parmenter, Mary Medina

Call to Order: Joe Walker called the meeting to order at 9:04 AM

Quorum Count and Attendance: Beka Davis confirmed Quorum. The Steering Committee met virtually on Zoom

Secretary's Report: Rebekah Davis- Steering Committee Meeting Minutes for 8 January 2021 were approved as written.

Treasurer's Report: Rebecca Poon- Rebecca reported the net monthly change for January (\$-2,247.31). End of January 2021 cash in bank was identified. Unallocated dollars were shown. Remaining Demo Garden allocation was shown. Remaining Plant Sale Allocation was shown. Revenue, expenses and net income were shown and compared to the last several years.

MU Horticulturalist Specialist: Justin Keay-

Update on Plant Sale tax remittal process- Justin Keay reported that he had a meeting with Alex Reichert, Jan Brown, Marsha Brown, Joe Walker, and Libby Wilson to discuss this matter. Justin is anticipating an update of information from Alex Reichert.

Justin reported that there are no changes at this time to COVID restriction numbers on-site during Demo and Greenhouse activities. He also reported that there is no known changes to the Memorandum of Understanding (MOU) with the Extension Council.

Extension council meeting representation by MGs – The Council will provide a member list and get SC onto the mailing list for meetings.

### **Committee Reports-**

Membership: Waneta Parmenter, Bonnie Winkeler-

Waneta Parmenter reported on 2021 Membership Accomplishments to date per the items listed on agenda. Waneta mentioned activities the Membership Committee is planning to do for the next month and the Committee's plans for the rest of 2021.

2021 plans for Membership committee:

- Form of team to review Membership year end procedures in order to identify issues and improvements to reduce / share the effort
- Review Annual extension requirements
- Discuss & document requirements per Jan Brown & Justin Keay
- Provide an overview of Master excel files

Demo Gardens: Cindy Platzer, Marsha Brown- Joe Walker reported on Cindy Platzer's behalf- Cindy Platzer reported that the next Demo Leads meeting will be scheduled soon. Volunteering in the Demo Gardens, improving public education, and 2020 successes and shortcomings will be discussed.

Status of activities- Cindy Platzer is working with several others on developing a self-guided garden tour. Kevin Minard has lined up the Grass Mowing Team for 2021.

Staffing of gardens- Cindy Platzer will present the annual request for help at the March MG meeting.

Greenhouse: Laura Steimel, Nancy Torke-

The Greenhouse is running and there are some plants under lights. Joe Walker mentioned that the propane has been topped off. Laura Steimel reported that the watering crews were postponed a week due to the cold temperatures. Greenhouse COVID precautions and restrictions were discussed.

Plant Sale: Marsha Brown, Libby Wilson-

Marsha Brown gave an update on recent Sale Committee activities. Seeding is being scheduled, Mary Carey has put a banner for the Plant Sale on our MG website. The Plant Sale ordering and pickup processes were discussed.

Speakers: Val Mertz- Joe Walker reported on Valerie Mertz's behalf-

Valerie Mertz is coordinating with Tom Conley on the monthly quiz topic with information relative to the speaker topic. No field trips will be scheduled until COVID abates

February 25 MG Meeting: Wayne Kinney of Midwest Streams is speaking on stream characteristics, bank stabilization, and the particulars of repairs at the extension center.

March 25 MG Meeting: Dr. Jennie Atkins, Univ Of Ill Champaign Urbana; "What are Growing Degree Days and how do they help gardeners?" Valerie Mertz will evaluate whether the March 25th talk could be authorized for Advanced Training (AT) credit.

Potential ideas for future speakers- If anyone has heard a good speaker or is interested in a particular topic please send the ideas to Valerie Mertz.

Hort Line: Patti Kolek- Joe Walker reported on Patti Kolek's behalf-

The HL is continuing to work from home on a call-in basis and will continue in this manner until the office is open. Business has been slow, as usual. General questions to Hortline will be routed to MGs. Dedicated volunteers usually sign up for a week at a time and check the emails at least once a day. Future Hortline training is postponed until after the office is open again. The Hortline laptop computer has been backed up.

Education: Jan Carron-

Jan Carron provided an update on the Education Committee has adopted a formal mission/vision statement. Currently being discussed in the Committee is public outreach, firming up their "Creation of Goals" document, further subdivision of the Education Committee, and identifying partners.

Dig-in status- Registrations going well with 89 people registered as of 2/9, and a net profit of just over \$900 reported.

Jan Carron motioned to amend the Master Gardener budget (request) \$150 to be allowed to Education/Dig-In budget. The motion was approved.

(NEW!) Video Media Subcommittee: Zack Blair-

Digital Media Sub Committee by Education committee created 1/12/2021 with Zack Blair as Committee Chair. Our new YouTube Channel is up and running, post launch viewings = 220.

First Meeting was 2/3/2021 and included an overview of the new subcommittee with a brainstorming session. Next Meeting is scheduled for 2/17/2021.

New Business:

St. Charles Historic Gardens-

Terri Scheer is requesting MG help in these gardens beginning in April or May tentatively. Planing to provide MG newsletter updates once per month on status of activities. Goals for this project include:

- Creating a three-year planting rotation
- Showcase slightly different gardens of both vegetable and flowers
- Creating an inventory of the current seed collection held by the site
- Starting the seedlings that require indoor care
- Documenting the above information

Future plans include:

- Staffing of gardens
- Determining how many volunteers will be needed
- Creating a scaled landscape diagram of the planting
- Creating a network heirloom seed providers and seed exchanges
- Identifying and sourcing a few replacement trees for the property

If interested in helping, please contact Terri Scheer.

Communication with Mary Medina, Mary Carey-

The Steering Committee discussed the following of how the flow of information should go and who to communicate specific types of information to. Justin Keay volunteered to assist creating a formal flow diagram illustrating the communication flow.

Mary Medina:

Various specific portals  
Monday Morning News  
MOMGA News  
St. Charles County MU Extension website  
MG Website  
Hotline number and email

Mary Medina, Justin Keay:

Extension Website  
University Website

Zack Blair:

YouTube Channel

Jan Carron, Beka Davis:

Zoom meetings  
Meeting protocols  
Anonymous polling as way to vote during general membership meetings

Mary Medina, Joe Walker, Kevin Minard.

Waneta Parmenter:  
Other MOMGA News

Mary Carey:

MG Facebook

MOMGA News -

We are looking for someone to monitor MOMGA meetings/newsletters and report back to SC and membership regarding updates to MOMGA activities, database rollout, etc. Joe Walker reported for Kevin Minard that the MOMGA Membership renewal dues have been paid for the 2021 year, Kevin sent MOMGA (via RJ Jacobs) our chapter's member list. Jan Brown has sent MOMGA our chapter's dues.

Good of the Order:

Justin Keay mentioned that the Extension has recently lost their 4-H Specialist and is relying on the Specialist from Jefferson County until the position can be filled.

MG of the Month- The March MG of the month will be discussed by the SC over email.

Joe Walker is investigating MG participation in the Boys and Girls Club Summer Blast Program.

The Steering Committee discussed possibly forming an Ad-Hoc committee for recruitment and placement of new MG's, Interns and Trainees using a formal mentoring process. This topic will be further discussed at the next SC meeting.

Meeting was adjourned at 10:31 AM

Respectfully submitted,

Rebekah Davis

