

# St Charles County Master Gardener - Approved

## Steering Committee Meeting Minutes

Friday, 8 January 2021

Attendees: Kevin Minard, Jan Carron, Rebekah Davis, Joe Walker, Cindy Platzer, Marsha Brown, Laura Steimel, Libby Wilson, Valerie Mertz, Waneta Parmenter, Justin Keay, Rebecca Poon, Fay Aubuchon. Nancy Torke and Mary Medina attended later.

Call to Order: Kevin Minard called the meeting to order at 9:04 AM

Confirmation of Newly Elected Officers: President- Joe Walker, Vice President- Laura Stiemel, Secretary- Rebekah Davis, Treasurer- Rebecca Poon, Overall DG Lead- Cindy Platzer. Motion for the nominated officers to be elected was approved.

Secretary's Report: Rebekah Davis- Steering Committee Meeting Minutes for 11 December were approved as written.

Treasurer's Report: Joe Walker- Joe reported the net monthly change for December (\$-1,522.03). December expenses were expected due to plant sale spending. End of December 2020 cash in bank was identified. Unallocated dollars are N/A. Remaining Demo Garden allocation are N/A. Revenue, expenses and net income were shown and compared to the last several years. Joe mentioned in his report that "Removing the impact of the erosion project, the net income would have been 2,436.75, compared to the average Net Income of 2,569.58 for the 3 years prior 2017-2019. This is good, and is due in part to the freezing of budgets, thus offsetting the reduced plant sale income in 2020 due to Covid.

MU Horticulturalist Specialist: Justin Keay-

MG of the Month- Potential February candidates were discussed via email and Waneta Parmenter agreed to be the next MG of the Month.

Dig-In 2021 Update- The registration through Eventbrite has been set up by Jan Carron, cost of admission will be \$12.50. Registration has gone live and the billboard is up, a flyer for the event was created by Alexandra Mckinney. Justin Keay will send out an event email through the newsletter mailing list soon.

Justin Keay will confirm new COVID-19 restrictions with Alex Reichert.

### **Committee Reports-**

Membership: Waneta Parmenter, Bonnie Winkeler- Waneta Parmenter provided and discussed the 2020 Year End Reports with the group. The reports detail an overview of volunteer hours and membership statistics. A total of 44 Trainees took the Level 1 core training in 2020. Of these 17 have completed core training (becoming Interns) and 12 have become certified Master Gardeners. Waneta reported there are currently 132 Active Master Gardeners in St Charles County.

Hours and Active Status: Waneta Parmenter reported that there were 15 Master Gardeners who did not meet their Education requirement in 2020. Justin Keay made the executive decision to waive the Education Hours requirement for maintaining Active status in 2020 due to COVID-19. The 15 MGs

will maintain active status though Waneta will mark them as “Active Exception, waived by Extension” for the year. The group also agreed that the 4 MGs who earned hours in 2020 that were previously “Inactive” will be made Active again.

**Awards Update:** The Steering Committee discussed awards, how awards will be presented, and how they will be distributed. It was previously agreed upon that those who earned awards would be announced at the January monthly meeting on Zoom. The group decided that the physical awards will be distributed at the next in-person meeting. The Steering Committee approved the expense of \$65 for the cost to engrave one commemorative brick, no new pins need to be ordered at this time.

**Demo Gardens:** Cindy Platzer, Marsha Brown- Cindy Platzer discussed the proposed 2021 Demo Garden Budget with the group. The proposed budget for the Demo Gardens prior to the plant sale is \$3,014. Joe Walker motioned for the SC to approve the whole budget as specified in the Demo Garden Budget Requests for 2021 document including how the amounts are broken down. The motion was approved.

Fay Aubuchon announced to the SC that the Extension Council made the decision to amend the Purchasing Agreement to allow Master Gardeners to spend up to \$100 a month on grounds maintenance without prior Council approval.

**Greenhouse:** Laura Steimel, Nancy Torke- Laura Steimel reported that her and Nancy are working on a watering plan. The propane tank looks to be at about 50% capacity. The Greenhouse is planned to be opened 1 February.

**Plant Sale:** Marsha Brown, Libby Wilson- Marsha Brown has started seeding in the Greenhouse with groups of about 5 people.

**MG Checking Update:** Marsha Brown discussed the progress of researching the potential of opening a separate checking account for Master Gardener use. Marsha will speak to Jan Brown and Justin Keay on what should be the next step and suggested scheduling a meeting with Joe Walker, Rebecca Poon, Jan Brown, Justin Keay and perhaps also David Trinklein for further discussion on this.

**Speakers:** Val Mertz- Val Mertz will plan to announce the Paul Hendricks award winner at the January monthly meeting. Wayne Kinney, president of Midwest Streams and project director for the stream erosion repair at the Extension Center, has agreed to speak via zoom at our February meeting. To facilitate the meeting, any questions related to our creek project should be sent to Justin Keay by Feb. 22.

Val is looking for ideas on Potential speakers for 2021.

**Hort Line:** Patti Kolek- Patti Kolek reported the Hort Line had approximately 200 contacts in 2020 with almost 1/3 concerning trees -diseases, pruning, insects, site selection, identification, and more.

**Education:** Jan Carron- Jan Carron reported that the Dig-In is set to go. The Education Committee plan to begin working on formal guidelines at their next meeting. Jan also announced to the group that we have a new official YouTube channel. Everything is ran by Justin Keay first before posting.

Mary Medina and Mary Carey are updating our website-  
<https://www.stcharlescountymastergardeners.com/>

New Business: The Steering Committee agreed that all of the following New Business items on reorganizing SC should be discussed via a separate meeting. Joe Walker will work on organizing this soon.

Justin Keay-

Discussion regarding changing structure of the SC.

- 1) Adding Education Committee Lead as a voting member.
- 2) Adding the immediate Past-President (if not currently serving as an elected member) as a voting member.
- 3) Adding a Member-At-Large as an elected/voting member who can become a SC officer.

-Rebekah Davis mentioned that some of the communication responsibilities could fall under the Secretary's role.

Joe Walker-

Brief discussion of the following- Bylaws changes:

- 1) Voting process during general membership meetings when conducted via Zoom (do we need an alternative or clarification of the process)
- 2) Expansion of Steering Committee to include (at least) the Education Committee Lead, and also the Immediate Past President, as voting members; this would be similar to Demo Garden Lead.

### Old Business:

Justin Keay- The Steering Committee discussed updating the Memorandum of Understanding (MOU) with Extension Council (XC). It was decided that this topic would be discussed at another meeting.

Joe Walker- Joe would like to review the long term and short term goals that were laid out in 2020 sometime in early 2021. The SC agreed to move the discussion to Plan and Review 10-Year Goals to another meeting.

Good of the Order: Justin Keay thanked everyone for their hard work despite all the challenges we faced in 2020. Justin will send a list of the new MG Trainees to the Steering Committee. Cindy Platzer commented that SC should consider ways of welcoming them into the fold.

Joe Walker- The next SC mtg is scheduled for 12 February at 9:00 AM on Zoom. The SC agreed that the 2<sup>nd</sup> Friday of each month in the morning still works best for everyone.

Jan Carron- Jan agreed to authorize Laura Steimel and Rebekah Davis access to the MG Zoom account to ensure several backups in case Jan is unavailable to host Zoom sessions.

Marsha Brown- Marsha met with Libby Wilson and Laura Steimel recently and it was agreed upon that Laura would be coordinating any communication or pictures regarding plants sale and Greenhouse matters.

Meeting was adjourned at 11:42 AM

Respectfully submitted,

Rebekah Davis

