

**St. Charles County Master Gardeners (MG)
Steering Committee (SC) - Minutes
Friday, November 11 – 2022 09:00AM (FINAL)**

In person only, no Zoom

Steering Committee: Rebecca Poon (Treasurer), Laura Steimel (Vice-President), Cindy Platzer (Demo Garden lead), Eli Isele (Program Coordinator)

Invitees:, Marsha Brown, Donna Lindsey, Waneta Parmenter, Nancy Torke, Sydney Turner, Deana Dothage

9:05 Call to order: President – Laure Steimel

Quorum Count and Attendance: Quorum was 3 and attendance was 10.

Secretary's report: Monthly meeting minutes for October 14, 2022 were approved as written.

Treasurer's report: : Rebecca Poon- The financial report for end of October 2022 was provided. Net monthly change and cash in bank were identified. Revenue and Expense totals with Net Income for 2022 were shown.

MU Horticulturalist Specialist/Coordinator: Eli Isele Hort Specialist St Louis and St Charles Said hello and was just attending meeting nothing to report on

Extension Council: Patti Kolek, Deana Dothage
Deana advised of cameras on property. Also noted that Patti Kolek wrote an article about Mg for extension newsletter which was approved by both Eli and Joe.

501(c)(3) update. Marsha Brown stated we have are charter and EIN number. Would be working on setting up our own accounts and transferring funds

Standing Committee Reports -

A motion made and approved to allow amount not to exceed \$250 for MG cost for supplies and meat for Holiday Party,.

It was also motion and approved for all proceeds from silent auction to be donated to J and A food pantry.

1. Membership: Waneta Parmenter, Sydney Turner

It was discussed by Waneta that Membership committee along with Eli would follow the guidelines they set up for MG exceptions for active status. This will no longer be done at January steering Committee meeting, it was also brought up whether we needed to make it a requirement to work in 5 hours in demo gardens, This issue was tabled for discussion at another time, Over all everyone agreed that the Program Coordinator with discussion with membership committee will determine exceptions and guidelines .

2. CE and AT: Bonnie Winkeler AT list updated for MM news

3. Education Committee Patti Kolek, Cindy Heider

Cindy Heider is continuing to refine the speakers list. No updates at this meeting,

4. Plant Sale, Greenhouse, Hoop House:

Plant Sale Activities Marsha Brown

We do have for all seeding parties and opening greenhouse,
They will be early seeding in greenhouse on December 14 and 17. Invites will be done on sign up
genius due to limited space,

5. Communication Mary Medina, Mary Carey, Laura Steimel, Roger Davis, Jan Carron
Online trainees have been added to the email list.

6. Demo Gardens: Cindy Platzer

Demo garden leads meeting scheduled for Dec. 10th at 9:00 AM.
Working with Eli on documenting footprint for Master Naturalist area on campus.

7. Hortline update: Patti Kolek

Being handled at home.

8. Farmer's Market Table Update Patti Kolek
Done for the year

9. Upcoming Speakers and meetings: Mary Medina (not present)

Dec. 2nd (Friday): Holiday party
Room reserved for Dec. 2nd (Friday)
Mary Medina has assembled a planning team

10. St. Charles Historic Gardens Terri Scheer
We will not be volunteering there in 2023 – **See New Business**

Other status and information reports

Old Business:

1. Master Gardener T-Shirts Status – Sydney Turner. She is currently waiting on approval for our logo from MU. Still checking on shirts. Hopes to have samples next meeting if logo is approved.

New Business:

Question: Should we consider implementing a standard form for requesting approval of offsite/projects for volunteer hours? It was discussed yes, we should have some form for this. Scope of work form with timeframe and Program Coordinator approval.

- a. Projects offsite sometime go on for too long, and their original objective evolves. Such as the First Capital Historic gardens. Projects should be reviewed occasionally and reported accurately.

- b. Note: With the new system, membership & with our administrator rights Membership can add & delete the list of projects for recording hours.

Good of the Order:

Any thoughts on a mentorship program? We have new MGs finishing level 1 soon and we want to get them on board with the program quickly. Tabling for a separate meeting,

Val's comments: If new members could take on a pantry raised bed or 1/2 a bed it would pull them in quickly and would solve the need for workers in the pantry garden.

It was brought up we would need to consider buying a laptop or iPad for mg use only and setting up and an email for business use only,

Also brought for discussion was buying Items for handing out at farmers market with out hortline information on them, Items suggest we order more garden planting slide rules, Pens, magnets, sticky note pads, rain gauges, bookmark with seeds attached, etc., More research in the new year.

Next Monthly January 27, 2023

Do we need a special a meeting/workshop with some goal setting and laying out a calendar for the 2023 year before the scheduled monthly meeting? Could include committees. Everyone likes the idea of a separate meeting,

Adjournment:

Membership's revised proposals for Exception Policy for when a member does not meet all annual hour requirements:

Issue: Each year this is a difficult conversation at the January Steering Committee Meeting - and the exception guidelines differ each year.

Objective: To define and approve the exception policy/guideline prior to the January 2023 Steering Committee meeting. Each January is when the Steering Committee must review those who have not met the annual hour requirement and determine set Inactive or allow exceptions.

Proposal:

1. Exceptions

- a. An exception shall be granted if a Master Gardener's total prior year hours (Vol. + Edu.) is at least **26** hours, with a minimum of **15** volunteer hours

AND –

- b. the MG has not received an exception in the prior **2** years (Allowing an exception at most once every **3** years)

2. When an exception is granted:

- a. The MG status is 'Active Exception' for the current year, maintaining MG voting rights.
- b. The current year will count toward Emeritus

This is being proposed as an Exception **Policy**. It is the coordinators discretion to establish policies of this type. It is better if discussed with the Steering Committee and modified if valid issues are identified and agreed upon. Allowing for special circumstances (exceptions) is also at the discretion of the coordinator, but that can be delegated to the Steering Committee. We do not want an open door to exceptions, but recognize the need for flexibility.

IMO (Joe): I agree with this policy as proposed. ~~If implemented as Policy, we need to communicate this policy to membership ASAP.~~ Strikeout comment is based on Membership feedback.

FYI Text being developed by Patti for Extension's newsletter.

Master Gardener News

Master Gardeners are individuals with a love of nature and gardening who take a course through the University of Missouri and become certified to answer questions from researched based sources. There is a nominal yearly volunteer time to remain certified.

The St Charles Master Gardeners have been busy putting our gardens on the Brown Road campus to rest for the winter season. They have also been dividing and taking donations of perennials like ferns and hostas to propagate and keep in the hoop house for the winter. Even at this time of year there is something to see in the gardens. Mother Nature is a popular spot for visitors to take a picture with.
(insert picture of Mother Nature)

Garden Tips

When shutting down your garden in the fall, don't pull everything out of your garden - leave flowers to provide seeds for birds and other beneficial animals. Cut larger rigid stalks of plants to 18-24" to leave nesting places for overwintering bees. Cut tomato and other wilted vegetable plants down at ground level, not pulling out the roots. Their roots contain beneficial microbes that will enrich the soil as they decompose. Rake the leaves off your lawn because they can smother the grass, but then put them in the garden or your compost pile. In the garden they will shelter ground dwelling bees and other beneficial insects over the winter and then decompose to help enrich the soil.

Keep your shrubs and trees watered until the ground freezes. Roots can be damaged if they go into the winter dry.

Recycle your pumpkins, don't just through them in the trash unless they are moldy. Pumpkins can be composted or cut them into pieces and put out as food for wildlife such as squirrels, possums, and deer. Let the seeds dry and put them out in feeders for birds or scatter on the ground.

Garden Spade is a great resource with interesting and useful articles for all ages: (provide a link)

The Horticulture Answer Line - HortLine - does not have a presence in the Extension office during the winter months, but help is still available by calling 636 875-7457 or sending an email to mgstcharles@gmail.com. If you are interested in taking the Master Gardener Core Course in the future send an email request to Dr David Trinklein at

SCCMG Speaker's Bureau Draft Report – October 10, 2022

Cindy Heider

(From October agenda, for reference)

Goals for 2023

1. Create a functioning webpage for speaker/educational options and information that is available to the public. Site needs to streamline the registration process and assure documentation of events held and numbers attending as well as an evaluation feature.
2. Conduct at least five onsite speaker's events.
3. Conduct at least three pre-scheduled tours of the Demonstration Garden.
4. Conduct at least five offsite speaker's events.

Val's comments: The goals for the speaker's bureau sets certain amounts of onsite and offsite programs. Setting a number is difficult to achieve and sets us up for discouragement. I would prefer to see the number listed in Parentheses as a goal. Ex. Onsite programing will be encouraged (goal of so many per year)

Tasks to accomplish goals:

1. Refine the speaker's bureau list of offerings – exact title, brief description, possible website photo for each offering, session requirements (in person or Zoom, adults only or children included, technology requirements, event location, charge (if applicable), special supplies needed, and anything else that I missed.
2. Confirm website assistance – Mary Carey, Roger Davis or MU staff or combination.
3. Develop, in conjunction with Extension staff and the MG, a process for receiving online requests for speakers or tours.
 - a. Link on website leading to Speaker's Bureau page
 - b. Speaker's Bureau page with title, photo and description and session availability
 - c. Request for a speaker/tour link with registration page.
 - d. Registration page includes name of person and/or group requesting, topic requested, date/time requested, estimated number in attendance, location requested, technology available, etc. Any special needs identified (e.g. large group – microphone needed or sunny location, PPT might not show well). Offsite groups must pay \$40 per speaker plus speaker travel reimbursement at 55 cents per mile. Checks payable to the SCCMG with mileage reimbursement to the speaker through office processes. Could include email contact for Speaker's Bureau Lead or Extension staff for questions. If it is a Demonstration Garden tour, the same information is needed but there is no cost.

- e. If registration page is completed and submitted, then automatic email/message to the speaker or Demonstration Garden Lead for review and approval/denial.
 - f. Demonstration Garden Lead and/or speaker need to respond to the request with 10 days either confirming or denying the request or option to reschedule based on availability with copy to speaker/Demonstration Garden Lead and Lead for Speaker's Bureau.
 - g. Evaluation form will be sent to the requester with the confirmation of the event. Form should include speaker's name, event/group, date of event, number attending, overall evaluation result (1-5 scale?).
Form should be returned to speaker and Speaker's Bureau Lead
4. By October 2023, complete an assessment of progress toward these goals and report to the Education Committee, Steering Committee and SCCMG membership.
 5. Set goals for 2024 by November 2023.