

Master Gardener Steering Committee Meeting Minutes

8.11.2021	07:00PM	Master Gardener Steering Committee Meeting Location: Johnson Co. Extension -Zoom Virtual meeting
Attendees	<p>(14/23 Quorum-Yes) Present: Sharon Jeter, Doug Geraets, Darlene Clausen, Jackie Wellborn, Beth Fisher, Linda Schreiber, Chris Sedrel, Emil Rinderspacher, Esther Retish, Jean Holzhammer, Carolyn Murphy, Mike Murphy, Alice Linhart, Melissa Serenda</p> <p>Not Present: Cindy Parsons, Doug Parsons, Barb Schintler, Melanie Hauptert, Lavon Yeggy, Ann Ruppenkamp, Vickie Siefers, Ann Tvedte, Michael Hesseltine</p> <p>Others Present: Shannon Bielicke, Laurie Canady</p> <p>Others Not Present: Betty Kelly, Joanne Leach, Marilou Gay, Amanda Baker, Mary Hensley</p>	
Secretary's Report:		
Minutes from last meeting approval. Unanimously approved.		
Treasurer's Report:		
<p>Report: Jean Holzhammer–</p> <p>Plum Grove: \$1,502.91 Balance</p> <p>General: \$9,701.78 Balance</p> <p>Butterfly Garden: \$2,397.87 Balance</p> <p>Reimbursement Requests/Expenses:</p> <ul style="list-style-type: none"> • Darlene Clausen, reimbursement requests \$63.81, JCMG Plum Grove funds, Plum Grove Garden items, manure & plants. • Carolyn Murphy, Plum Grove Gardens, Plum Grove account, \$31.90, oversized prints <ul style="list-style-type: none"> ○ Plum Grove Total=\$95.71 • Coming purchase light weight plastic folding tables for Attended Displays 2 x \$60=~120 <ul style="list-style-type: none"> ○ Attended Displays Total= ~120 • Linda Schreiber, Downtown City Gardens, MG General account, \$35.97, seeds • Linda Schreiber, Downtown City Gardens, MG General account, \$101.57, plants-coneflowers <ul style="list-style-type: none"> ○ Downtown City Gardens Total=\$137.54 • Linda Schreiber, Demo Garden, MG General account, \$104.60, Corncrib signs from Harry's • Sharon Jeter, Demo Garden, MG General account \$175.82, seeds, fertilizer, paint, plants, other supplies • Sharon Jeter, Demo Garden, MG General account \$149.72, plants • Sharon Jeter, Demo Garden, MG General account \$143.84, plants • Sharon Jeter, Demo Garden, MG General account \$149.55, plants, seeds, soil • Sharon Jeter, Demo Garden, MG General account \$166.07, plants, seeds, straw • Coming purchase Wood sign for the Demo Garden ??? <ul style="list-style-type: none"> ○ Demo Garden Total=\$889.60 + ???Wood sign • Carolyn Murphy, Butterfly Garden, Butterfly Garden account, \$119, ice, sale merchandise, water, table clothes, oversized posters. • Forever Green, Lucy Hershberger, Butterfly Garden, Butterfly Garden account, \$1,131.00, butterflies for the county fair. <ul style="list-style-type: none"> ○ Butterfly Garden Total=\$1,250 • Carolyn Murphy, Steering Committee, MG General account, \$5.43, kid's day crayons <p>Donations/Income:</p> <ul style="list-style-type: none"> • Linda Schreiber sold Dahlias and the proceeds \$25 was donated to the JCMG General fund. • \$1,019.12 raised at the Butterfly House during the fair to go towards the expense of paying for butterflies. • Plant in-kind donations were received from various businesses to the Demo Garden. 		

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Business

Discussion

- Carolyn requested \$150 for a hose reel for Plum Grove, funds to be paid from the General fund due to low funds. Approved.
- The Extension office has extra hoses that will be given to the Demo Garden.
- Membership/Roster-New Roster was emailed out end of June.
- Leader's Retreat/Team Building/Job Fair/Fall Workshops & Educational Opportunities: Online Resources, Hours Reporting, Plant Insect ID, Fall Pruning class with practice North of the Extension office.- These are ideas for Fall trainings that Shannon is looking into.
- Fall Master Gardener Training Course – Begins Aug. 30 w/18 student +1 ProHort. Will be looking into some Meet & Greet opportunities for new and past MGs to get to know each other.
- Partnership Requests- A number of requests have come in. Shannon will forward them to Doug and Linda for help determining which are reasonable requests.
- Speakers Bureau request from Forever Green, Carolyn will be helping with butterfly tagging and pollinator seed ball promotions and events.
- Plum Grove – Lucas Farm Days- Help is needed contact Chris S. if interested.
- In Person vs. Zoom Steering Committee Meetings- Will continue on Zoom for now until further Covid concerns lighten. Options for In Person and hybrid meetings will be considered in the future.
- Are Food Banks Accepting Donations? Yes, a number of them are accepting donations including Table 2 Table, CommUnity, & Catholic Worker house. Call ahead to double check & masks are preferred.
- Core Project Review & New Core Project Requests- Kathy Erenberger submitted a request for the Solon Library to be considered a Core project. The committee discussed reviewing projects as a whole and how to proceed evaluating current projects before adding more. Kathy's request will be forwarded to the committee for further review and consideration.
- Budgets & Financials & Membership fees- IMPORTANT: Any purchases after today need pre-approval by me and/or the steering committee before purchased for projects that have gone over budget. It is important that approved budgets are maintained, and procedures as stated in the Extension policy and JCMG Bylaws are followed. Itemized receipts attached to the reimbursement form need to be turned in timely and approved in the meeting minutes prior to being turned into the office for reimbursement as stated in our procedures. Our schedule of tentative meetings is listed out in the bylaws including some months that no meeting is scheduled to occur. As well as any situations that arise when a meeting is canceled, or a quorum is not available. So please plan accordingly. Remember that if I am notified ahead of time there are ways that we can pay for items through extension without having you to pay out of pocket first. Take time to be financially aware and not take on any personal burden when not necessary. If you have any questions, please contact me. And please refer to our JCMG bylaws on our member's only page.
- Fall Get Together – Options continue to be considered.
- 2022: JCMG 40th Anniversary – Linda is working on assembling information the history. Thoughts are being discussed on celebration plans and possibly putting together a scrapbook.
- Shannon will look into who has not reported hours yet to see if a calling tree is needed to check in with folks and encourage them to volunteer or at least get their hours reported in the system.
- Work towards utilizing the online volunteer calendar on the Member's Only page more.

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	Additional Notes:
	<ul style="list-style-type: none">A lot of Thank yous to those that helped with the Butterfly house, Demo Garden, Attended Displays, & Buckets of Flowers during the Johnson County Fair.
Discussion	Date for Next Meeting: September 8, 2021
Discussion	Thymes Deadline: August 27, 2021

Committee Reports

Attended Displays: Chris Sedrel, Jackie Wellborn- Folks have been working with Backyard Abundance, Plum Grove Garden walks, County Fair, & Lucas Farms.

Butterfly House at Fairgrounds: Carolyn Murphy, Mike Murphy – Thank you for all of the Fair help.

Coralville Historical School House: Cindy Parsons, Doug Parsons – No additional report.

Demo Garden: Sharon Jeter, Ann Ruppenkamp, Chris Sedrel – No additional report.

Downtown City Gardens: Linda Schreiber- No additional report.

Ecumenical Towers: Michael Hesseltine, **Recruiting new co-leadership.** – No additional report.

Fairgrounds Beautification:

Rain Garden - Lavon Yeggy – No additional report.

Fair Grounds Flower Beds – **Recruiting new co-leadership.** - No additional report.

Firefighters' Memorial: Barb Schintler- No additional report.

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Fundraising/Flea Market: Emil Rinderspacher, Darlene Clausen- No additional report.

Hortline: - Esther Retish– Hortline folks are doing well and in the office.

Hospice Garden /Willow Creek Park: Melanie Hauptert- Mulching will be done at the Hospice Garden Aug. 28 @7am. Bring equipment if you have it.

Steering Committee Chairs: Sharon Jeter, Doug Geraets- No additional report.

JCMG Educational Training: Linda Schreiber, Jackie Wellborn, Doug Geraets – No additional report.

Memorial Garden: Lavon Yeggy, Doug Geraets- No additional report.

Johnson County Fair / 4 - H Buckets of Flowers, Scarecrow: Lavon Yeggy & Vicki Seifer- No additional report.

Oaknoll Garden Project: Vicki Siefers, Deb Cassell – No additional report.

Plum Grove: Lavon Yeggy, Carolyn Murphy, Darlene Clausen, Betty Kelly, Joanne Leach- No additional report.

Raptor Center Gardens: - Ann Tvedte, Alice Linhart– No additional report.

Speakers Bureau: Jackie Wellborn- No additional report.

Social Events: –Beth Fisher, Lavon Yeggy- No additional report.

Thymes: Doug Geraets, Melissa Serenda- No additional report.

Treasurer: Jean Holzhammer- No additional report.

Volunteer Hours/Secretary/Fall Training Course: Shannon Bielicke- No additional report.

Submitted by Shannon Bielicke, meeting was from about 7-8:30pm.