

Johnson Co. MASTER GARDENER STEERING COMMITTEE MEETING

Wednesday, January 11, 2022 at 7pm, Zoom Meeting

JCMG Meeting Minutes

1. Call to order (13/23 Quorum-Yes)

Present: Doug Geraets, Darlene Clausen, Linda Schreiber, Chris Sedrel, Emil Rinderspacher, Esther Retish, Jean Holzhammer, Carolyn Murphy, Mike Murphy, Vickie Siefers, Ann Tvedte, Jackie Wellborn, Beth Fisher

Not Present: Cindy Parsons, Barb Schintler, Melanie Hauptert, Lavon Yeggy, Ann Ruppenkamp, Michael Hesseltine, Alice Linhart, Melissa Serenda, Doug Parsons, Sharon Jeter

Others Present: Shannon Bielicke, Laurie Canady, Mary Hensley, Carl Hensley

Others Not Present: Betty Kelly, Joanne Leach, Marilou Gay

2. Approval of Prior Meeting Minutes – Unanimously approved.

3. Treasurer's Report

- a. General Fund: \$8,385.04 Balance
- b. Plum Grove: \$1,166.65 Balance
- c. Butterfly House: \$2,167.04 Balance
- d. New or Known Pending Receipts: None.

4. Review of JCMG Steering Committee Meeting Calendar (Located in Bylaws)

January

- Annual meeting (publicize date and alternate date in advance)- Not being held this year.
- Report budget-Noted in November meeting minutes.
- Announce officers-Looking for someone interested in being the vice-chair.
- Discuss interim volunteers and Master Gardener service-16 new students were apart of the Fall 2021 class. A student list will be emailed out to the project leaders & a Sign Up Genius project sign up survey will be emailed out to all JCMGs.
- Prep for Annual Winter Awards Meeting & Potluck-Not being held this year. Awards will be mailed once ready.
- Prep for Plant Sale/Flea Market –Emil is communication about donations and has scheduled a planning committee Zoom meeting on Jan. 26. The committee will be reviewing where discussions were left off and brainstorming Covid precaution options.
- Prep for Plum Grove Gardens Seed Selection-Project leaders will coordinate a meeting to be efficient in ordering and share when possible. They will contact Shannon if they need help setting up a Zoom meeting.

February

- Review approved core applications- We will continue to work on a project review process.
- Annual Winter Awards Meeting & Potluck - Not being held this year. Awards will be mailed once ready.
- Yearly Reports & Past Year Summary Notes; Roster; Project Hours Summary, JCMG State Rank, Project Report Yearly Summary (Extension staff responsibility)- Year end project hours summary was emailed to the leaders. JCMG State Rank has not been published yet. Membership letters with contact update form. Once these forms are returned an updated roster will be emailed out.
- Prep for Seed Share (March)- Linda Schreiber is working on this.

- Prep for Education Sunday (March)-Save the Date for March 6 (back up March 20). Speakers are setup including Tyler Baird Iowa City, Mike Anderson Linn Co., and Grow Johnson Co. Staff. Covid protocols will be reviewed. Classes will be held at the Johnson County Extension office and Channel 4 will be helping to record the sessions to be put on Youtube and live stream on Facebook. For In-person viewings preregistrations will be required.
- Plum Grove Gardens Seed Selection Meeting - Project leaders will coordinate a meeting to be efficient in ordering and share when possible. They will contact Shannon if they need help setting up a Zoom meeting.

5. Old Business

- a. Year End Annual Project Reports: Missing Demo Garden, Fair Grounds, & Firefighters' Memorial. Chris is working on the Demo Garden & Fair Grounds report. Shannon will touch base with Barb Schintler on the Firefighter's Memorial report.

6. New Business

- a. Extension Staff update- Thomas Viner has been hired as the new Office Assistant and will be working in the front office. Johnson County is back to full staff and hoping to be able to get back to a normal workload.
- b. Update of meeting procedures; timing of project reports, funds, etc. – In order to be more efficient and timelier with information the financials will be posted as part of the agenda. And leaders will be asked to submit a 2-3 sentence project update due the Friday before our meeting. These will be included with the agenda so that others have time to review ahead of time.
- c. Project Review procedures- We will continue to work on a project review process. Linda has been working on some documents that will be helpful.
- d. New JCMG event procedures- If you are planning a new project or event please contact Shannon at the extension office first. We need to make sure we are following ISU extension procedures and policy as well as following steps to make a plan of work including a budget plan.
- e. Mentoring Program- We need to be thinking about how to mentor and recruit new project leaders to take over when current leaders are needing to step down. We also need to find ways to mentor new students joining the JCMGs. Suggestions included an Open JCMG project weekend or scavenger hunt as well as looking into what other counties do.
- f. Year End Summary Status - Year end project hours summary was emailed to the leaders.
- g. New webpage format - The Johnson County webpage www.extension.iastate.edu/johnson/ has been transferred to a new format. And the Member's Only page has been incorporated into the new Master Gardener webpage www.extension.iastate.edu/johnson/master-gardener-program . Please take time to bookmark and review the new pages.

7. Additional Notes:

- a. Linn Co. Garden Winter Fair will be February 19 and the sign up is available.
- b. Shannon will look into the recordings of the ISU webinars that have been offered recently and will see if there is an opportunity to watch the ones that have been missed.
- c. Jackie will share the link to a UNI New Garden Ethic webinar.

8. Adjourn (Meeting time 7-8:15pm)

- a. Date of Next Meeting: February 9, 2022
- b. Thymes Newsletter Deadline: January 28, 2022