

JCMG Steering Committee

Wednesday, April 12, 2023, 6:30 pm, Zoom Meeting

Minutes

1. **Call to order 6:35 pm** (16/23 Quorum - yes)

Present:

Doug Geraets, Chair
Jackie Wellborn, Vice-Chair, Yard and Garden Information
Jean Holzhammer, Treasurer
Barb Robinson, Secretary
Melissa Serenda, Thymes
Lavon Yeggy, Plum Grove Gardens, Buckets of Flowers, 4H Scarecrows
Carolyn Murphy, Plum Grove Gardens, Butterfly House
Mike Murphy, Butterfly House
Michael Hesseltine, Ecumenical Tower
Emil Rinderspacher, Plant Sale & Flea Market
Chris Sedrel, Demo Garden, Fairgrounds Beautification
Laurie Roehl, Demo Garden, Fairgrounds Beautification
Megan Garrels, Speakers Bureau
Kay Mohling, Yard and Garden Information
Karen Martinek, Coralville Schoolhouse
Beth Fisher, Social Events

Absent:

Darlene Clausen, Plum Grove, Plant Sale & Flea Market
Linda Schreiber, Downtown City Gardens
John Weeg, Ecumenical Tower
Mary Starry, Hortline
Barb Schlintler, Firefighters Memorial
Melanie Hauptert, Hospice Garden
Vickie Siefers, Oaknoll
Sharon Jeter, Past Chair

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

2. **Approval of March 2023 meeting minutes** - approved with corrections:

- a. Sharon Jeter, Past Chair added in roll call for both February and March minutes.
- b. February meeting minutes were approved (**not** November, 2022).
- c. Corrected spelling of Rinderspacher

3. **Treasurer's Report**

- a. General Fund: **\$23,443.95**
- b. Plum Grove: **\$1,395.73**
- c. Butterfly House: **\$4,026.42**
- d. New or Known Pending Receipts:

- Reimbursement: Chris Sedrel (MG General) Plant Sale, compost for potting events, \$30.40
- Reimbursement: Chris Sedrel (MG General) Demo Garden, seeds & office supplies, \$113.50
- Fair Award Sponsorships (MG General) \$350.00
 - Gardening and Horticulture Exhibit: Junior, Intermediate and Senior Awards, \$50 each; if there is a tie in any category an additional \$50 will be awarded (potential extra \$150 if all 3 categories have ties)
 - Scarecrow Contest: most creative \$25, most colorful & use of materials \$20, honorable mention \$20
 - Buckets of Flowers: most creative \$25, most colorful \$25, best use of plants \$25, honorable mention in each category \$20 (\$60 total)
 - Discussion: Carolyn and Lavon would like to increase award amounts for the Scarecrow Contest and Buckets of Flowers. Beth moved to add \$10 to each category, totaling \$90. Chris seconded, unanimously approved.
 - Discussion: Lavon would also like to add an additional award, Best of All Buckets for \$50. Shannon explained that it is not possible for this year because award information has already been published.

4. **Review of JCMG Steering Committee Meeting Calendar (Doug)**

a. April

- Project coordinators should be getting in contact with volunteers to get spring cleanups scheduled.
- Prep for Taste of Heritage Garden
- Plant Sale & Flea Market planning, Emil will update.

b. May

- Taste of Heritage Garden at Plum Grove menu planning meeting,
- Plan for the Tomato Taste; Darlene is coordinating and a date has not yet been set. Carolyn will discuss with her Saturday at the Plum Grove clean-up.

c. June

- Prep for Tomato Taste

5. **Extension Report/Announcements** (Shannon)

a. Kirkwood scholarships

- (2 x \$1000) have been sent for fall 2023. Shannon inquired about additional need. There were 10 applicants, so we could offer another scholarship.
- Discussion:
 - Jean suggested 2 x \$500 additional scholarships.
 - Doug asked about eligibility. Applicants must be 2nd year students pursuing a horticulture related degree, have a minimum GPA of 2.5, and be a resident of Johnson County.
 - Emil noted that it would help to know the selection criteria and suggested that awarding 2 x \$500 might complicate Kirkwood's selection process.
 - Carolyn suggested that we offer another \$1000 for this year and ask how the winners are chosen. Then we can revisit funding an additional scholarship for the fall of 2024.
 - Carolyn moved that we offer a third \$1000 for fall of 2023. Megan seconded. Motion passed unanimously.
 - Shannon will send \$1000 with a one-time designation to be reconsidered next year.

b. Fair Award Sponsorships: Shannon will send a letter outlining the new award amounts.

c. We received a thank you from Trees Forever for Nick McGrath's honorarium.

d. IDALS Woody Certificate for Plant Sale: Shannon has received the certificate.

e. Corn Crib update:

- Doug and John have reinforced the structure. It is fine for now but will need more repairs in the future.

d. JCMG Facebook page administration:

- Because the Facebook page carries the ISU brand we should have a staff person serving as an administrator. Now that we have a marketing person (Jillian) Shannon wants to give her administration privileges. Currently Master Gardeners (Linda Schreiber, Melissa Serenda, Alice Linhart, Carolyn Murphy) are serving as administrators of the Facebook page. They will help to get Jillian added.

f. Garden clean-ups:

- Shannon has been getting emails from project coordinators about garden clean-ups and will forward those to membership.

6. New Business – no new business

7. Old Business

a. Plant Sale & Flea Market planning updates

- The Sign-Up Genius deadline is Tuesday, but it will remain open until the sale. Emil will check next week to see where there are gaps and send out emails requesting more help.
- Lavon had difficulty trying to sign up and contacted the Geek Squad who said it was a Sign-Up Genius problem. Don't click on advertising on the site and you don't have to create an account to sign up. If anyone else has problems please contact Shannon or Emil.
- Cashier group meeting last week. Holly Hotchkiss will be taking over for Jean at this year's sale.
- Potting group met last week. Doug and Roger are coordinating along with the Perennial group.
- Jenny Loeser will be doing all the data base entry again at the potting events. Plant labels will be created from this.
- Louise Murray is working on signs. We will have photos of all perennials this year. Shannon facilitated getting us access to Missouri Botanical Gardens photo database.
- We are going to move into the buildings early this year beginning on Tues. Doug and Roger will work on getting help for Tues. since it isn't on the SignUp Genius. If we can get the buildings set up on Tuesday we can start moving Flea Market items, etc. on Wed.

- Chris asked if floor diagrams are ready. Darlene is working on that. Chris would like a wall for the gift table and to have the gift and woody plant areas close together.
- We will be using both buildings B & C and the tentative plan is to use the south entrance of B as the cashier area, doubling the number of stations from 3 last year to 6. The holding area may also be in building B. The flea market will likely be in B with the large garage door access. Then all the plant material will go in C...at least the perennials and hosta.
- Jackie asked about the location of the Garden Information table. It hasn't been decided.
- Emil is starting to get emails from people who are planning to donate plants. If you are going to donate, please email Emil even if you don't yet know amounts. Louise will begin to make signs for plants we know we will have.
- Chris asked about lists for woody plants and Emil would like those too.
- Michael asked about flea market item delivery. You can drop them off the 2 days (Thurs, Fri) before the sale.
- Shannon reminded us to be thinking about other non-plant material for the gift table and silent auction.
- Beth has offered to pot up baby cactus plants but doesn't remember who has them and asked for help finding out. Otherwise she has many small pots that can be used for potting gift table plants or she can make something for the silent auction.
- Emil will send out another email next week with drop-off information.

b. JCMG bylaws review discussion & voting

- p. 3 paragraph 2: "The treasurer or treasurer's designee ... shall oversee the financial operations of any income-generating project (e.g. sales or donation generating events)"
 - Carolyn asked about the Butterfly house and Plum Grove events. A procedure needs to be established whereby money will be brought to the Extension Office at the end of each day, counted and received by either Jean or her designee.
 - Jean reworked the wording of this statement to "*The treasurer or treasurer's designee shall monitor the financial state of the budget*"

and shall oversee the financial operations of any income-generating project, following established cash handling procedures for income-generating events (e.g. sales or donation generating events)”. It was unanimously accepted.

- p. 3 paragraph 4: The focus of all Master Gardener project is education and service.....Project selection is based on community need, geographic considerations that ensure access across Johnson County,
 - Unanimously approved as written
- p. 3 paragraph 5: “In order to provide leadership opportunities for all, each MG may serve as coordinator for only one project”.
 - Chris pointed out that there are not enough MGs willing to step up into leadership positions. Project coordinators need to work to identify volunteers who can be mentored to take over when they are ready.
 - There was discussion of possible approaches to recruitment of new coordinators. Emil pointed out that succession planning is important to every project. There should be a job description for the coordinator of each project.
 - Beth pointed out that many MGs still work full time and don't have the time to take on more responsibility.
 - Laurie Roehl suggested that we need to work at doing a better job of educating newer members as to what tasks are involved in running the various MG projects.
 - Melissa suggested that we may have too many projects if leaders must lead more than 1 project.
 - Megan pointed out that Lavon, Chris and Carolyn (leaders with more than one project) are doing fine.
 - Shannon - should we add language limiting a leader to 1 project if they are willing and able to perform their responsibilities.
 - Chris - project leaders should make efforts to train people to eventually take over.
 - Doug called the question. Addition of this statement **not** approved.

- p. 3 paragraph 5: “Each approved project shall have one coordinator who may serve up to five years in their role”.
 - Chris - 5 years is arbitrary. This statement is too limiting.
 - Emil - this statement is too limiting at this time but as an organization, we do need to work at encouraging new leadership.
 - Beth - MG numbers are going down. It isn't a good time to be limiting leadership roles.
 - Michael - if we enact this language it would give us 5 years to develop a succession plan and give us an incentive to enact it,
 - Doug - we should be developing a succession plan, but if someone wants to be a coordinator for a long time that's great. He will work to develop a description of project coordinator responsibilities.
 - Carolyn - these are good ideas to work toward but we don't need them in the by-laws.
 - Doug called the question. Addition of this statement **not** approved.
 - Shannon suggested we could hold a project leadership retreat in the future.
- p. 4 last paragraph: “These bylaws shall be reviewed every two years by three JCMG”.
 - Chris suggested that it would make sense to have people who have been active in the steering committee.
 - Carolyn asked who selects the reviewers. The Executive Committee appoints them.
 - Shannon pointed out that outside perspectives might be valuable.
 - Michael agreed that regular review of the bylaws is good but that it would help if there was some explanation of the rationale behind the recommendations.

- Shannon suggested leaving this until a later time so we can think about it. Doug and Michael will work together on some new wording.

8. Administrative Reports & Announcements

- a. Shannon thanked everyone for a good meeting.
- b. Doug announced Tree Tours of the UI campus:
 - April 22 (Saturday) and April 28 (Friday)
 - Information can be found at pentacrestmuseums.uiowa.edu

9. Adjourn (8:20 pm)

- a. Date of Next Meeting: **Wednesday, May 10**
- b. Thymes Newsletter Deadline: **Friday, April 28**