

## **JCMG Steering Committee**

Wednesday, Nov. 15, 2023, 6:30 P.M., Hybrid Meeting

### **Minutes**

#### **1. Call to order 6:32 P.M. (20/25 Quorum – yes)**

##### **Present:**

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

##### **Absent:**

Mary Starry, Hort Line  
Barb Schintler, Firefighters Memorial  
Melanie Hauptert, Hospice Garden  
Vicki Siefers, Oaknoll  
Sharon Jeter, Past Chair

##### **Others present:**

Shannon Bielicke  
Sharon Rude, Buckets of Flowers, 4H Scarecrows  
Jan Dallas  
Melissa Close

#### **2. Consent Agenda**

a. Approval of Oct. 11 Meeting Minutes

b. Treasurer's Report (Jean)

- General Fund: **\$34,642.99**
  - Expense: \$37.80
- Plum Grove: **\$776.26**
  - Income: \$127.00 (Plum Grove Tomato Taste)
- Butterfly House: **\$4579.70**
  - No change from last month
- New or Known Pending Receipts: (as of 11/14/23)
  - John Weeg: \$14.40, MG General, Ecumenical Towers, compost & river rock
  - Carolyn Murphy: \$40.25, Plum Grove, Plum Grove gardens, compost & wire

c. Review of JCMG Steering Committee Meeting Calendar (Doug)

- November
  - Approve fiscal budget
  - Approve steering committee officers
  - MG approved projects review (Chair: move to January meeting)
  - Reporting hours reminder
- December – no steering committee meeting
- January
  - MG approved projects review
  - Prep for annual spring awards meeting and potluck (publicize date and alternate date in advance): report budget, announce officers, discuss interim volunteers and Master Gardener service

- Prep for Plant Sale/Flea Market – meeting date
- Prep for Plum Grove Gardens Seed Selection – meeting date
- Prep for Demonstration Garden Seed Selection –meeting date
- d. Consent agenda vote: unanimous approval of Oct. 11 JCMG meeting minutes, Treasurer’s Report and Steering Committee calendar

### **3. Extension Report/ Announcements (Shannon)**

- a. Year-end project report template
  - The template was attached to the most recent meeting announcement. Project coordinators will please complete and return to Shannon by Friday, Jan. 5, 2024.
- b. Final donation amounts for the 2023 Growing Together Grant: **3281.3 lbs**
  - Extended time was approved for reporting of final fall harvests.
- c. Wrap-up: The last JCMG fall training class was held Nov. 9, 6–7:30 P.M.
  - Core projects were presented and new interns began using a Sign-up Genius with QR codes with a deadline of Monday, Nov. 20 to complete signing up.
  - Shannon will send the intern Sign-up Genius results to project leaders after the Thanksgiving holiday. If anyone would like to have the list sooner, contact Shannon and she will share the SG link.
  - The full-membership Sign-up Genius will be available before the spring awards program.
  - Doug encouraged project leaders to contact new intern volunteers soon with an email describing the project and volunteer opportunities.
- d. The Memorial Garden Planning meeting will be addressed at a later time.

### **4. Old Business**

- a. Vote on final bylaws revision

- The bylaws revision passed with a vote of 19 yes and 1 no.
- The next full review will occur in two years. Until the next comprehensive review, a proposed amendment to the bylaws can be submitted to the Steering Committee membership two weeks prior to the next meeting. It will be reviewed, presented for discussion and voted on at the meeting.

b. Approve project (fiscal) budgets

- Budget requests are outlined in the Oct. 11 JCMG Steering Committee minutes.
- Chris requested an additional \$200 for the Demo Garden for a new wheel barrow, increasing the 2024 budget to \$700.
- 2024 project budgets were approved unanimously.
- Shannon clarified that a project leader may request additional funds during the year, and that a request over \$500 must be approved by the Executive Committee or Steering Committee.

c. Vote on Steering Committee officer (Vice-Chair)

- The election for vice-chair using paper ballots resulted in Melissa Close being chosen. She will begin her 2-year term in Jan., 2024.

## 5. New Business

a. Doug requested that project coordinators develop 3-5 minute oral presentations on their projects for the January meeting based on the annual project review.

- Linda suggested that it would be valuable to plan an event for the Steering Committee members to tour county-approved projects.
  - Shannon pointed out that there would be insurance considerations for group tours depending on transportation and attendance. JCMGs are covered by insurance, but guests or family members are not. She reminded us that any accidents or injuries must be reported promptly.
  - Shannon will look into details of insurance coverage and suggested that a continuing education class on garden safety might be a good idea.

- b. Linda asked when a final tally of 2023 volunteer hours would be available for including in for year-end project reports. Shannon will work to have these available by early January after she reviews and corrects reporting mistakes.
- c. Navigating the reporting system can be confusing and results in volunteer hours that are incorrectly entered in the reporting system, creating extra work for Shannon.
  - Carolyn suggested that coordinators could provide project-specific instructions to their volunteers in an email.
  - Shannon has developed a 'guide to reporting volunteer hours' for the MG class. It could be made available for the general membership.
  - Shannon suggested that a session on how to correctly report volunteer hours for the general membership could be provided as a continuing education option.

## **6. Administrative Reports & Announcements**

- a. The contact person on the fairgrounds staff is Tammy. She is on-site M,W,F from approximately 9:30 A.M. –4:30 P.M. There is no plan to have fairgrounds staff available by cell phone outside of these hours. The fairgrounds website is staffed by Stephanie. There are also fair board volunteers available at various times.
- b. The fairgrounds tree project needs to be discussed and organized.
- c. Beth announced the ICPL Project Green 2<sup>nd</sup> Sunday Garden Forums for 2024:
  - GIY (Grow It Yourself) Veggies 101, Sunday, Jan. 14, 2024 at 2 P.M. Lisa Hinzman Howard
  - Tending Iowa's Land, Sunday, Feb. 11, 2024 at 2 P.M. Connie Mutel
  - Trees—An Environmental Investment, Sunday, Mar. 10, 2024 at 2 P.M. Geoff Mouming from Impact7G Sustainable Environmental Solutions

## **7. Adjourn (7:32 P.M.)**

- a. Date of Next Meeting: **Wednesday Jan. 10, 2024**

- b. *Thymes* Newsletter Deadline: **Monday, Nov. 27, 2023** (this will be a combined December/January edition)