

**Polk County Master Gardeners Steering Committee Meeting  
January 17, 2019**

**DRAFT – until approved at the March 14<sup>th</sup>, 2019 meeting**

The Polk County Master Gardeners met at the Polk County Extension Office. Members present were: Chair Bob Helvey, Chair-Elect Christine Barker, Treasurer Stephanie McAdam, Secretary Sandie Sydnes, Ruth Doxon, Katherine Howsare, Dick Chavannes, Dean Brand, Jean Roe, Patrick Schmidt, Jen Firzlaff, Isabella Hurless-Banks, Jean Schustek, Cheryl Fridl, John Hagen, Sherri Soich, Kent Freise, Nancy (Ike) Eichmann, Paula Winslow, Sandie Hamilton, Mary Poulter, Jerry Eisenhower and Charlene Butz. Paul Gibbins and Emma Christianson were also present.

Motion by Paula Winslow, second by Sherri Soich, to accept, as amended, minutes of the previous meeting dated November 19, 2018. Motion carried.

Stephanie McAdam passed out the financial reports. Motion by Dean Brand, second by Charlene Butz, to have the financial statements adjusted for \$3000 beginning balance per project and correct the known errors (bus trip) then the reports sent out to be reviewed, reconciled and reported back to Stephanie before the next meeting. Motion carried.

**Projects-** new updates since the publishing of the January Green Thumb:

**Greenhouse Project Committee:** Jean Schustek said the committee and Dr. Gladen developed a plan to build a poly carbonate greenhouse for \$700,000 to \$1m. They need help to determine if we have the support to sustain a greenhouse going forward. Discussion followed. Motion, second by Kent Friese, to table the discussion until after talking to the City of Johnston about Renes Greenhouse. Motion carried.

**Reports and Updates from the MG Program Coordinator – Ike Eichmann:**

The Fall Harvest Celebration is not in sink with reporting deadline for Awards Service Recognition and reporting of annual volunteer hours. Motion by Jean Schustek, second by Ruth Doxon, to have a Spring Awards Ceremony in April. Motion carried. This ceremony would fall under the leadership of the Program committee. It was recommended that Bob mention it in the Green Thumb and Nancy was going to make a few calls on individuals that may be interested in participating.

Motion by Jen Firzlaff, second by Jean Schustek, to sponsor the 2019 Iowa State Fair Heirloom Tomato Contest (\$100 prize) and the Polk County 4-H Fair Clover Kids Prize (\$100 maximum – prize is \$1.00/child and excess returned to PCMG). Motion carried.

Recommend addition of an Ambassadors Committee to connect our volunteers with projects primarily by making phone calls (or face to face meetings) to welcome:

- a. MG Transfers (from other counties or state)
- b. Re certifying MG (ME who have been inactive)
- c. Touch base with Interns to ensure they are making progress with their 40 hours
- d. Assist committees with special volunteer needs (for example: carpenter skills, web development)

FYI – Winter webinar will be held Wednesday, 1 pm, at the Urbandale library on 2/6, 2/13 and 2/20.

**Old Business:**

**Steering Committee Guidelines:** Motion by Dean Brand, second by Stephanie McAdam, to amend the guidelines as per discussion. Motion carried.

Motion by Dean Brand, second by Jean Roe, to accept the guidelines as amended. Motion carried.

**Nomination and Election Process:** Motion by Paula Winslow, second by Kent Friese, to change title Vice Chair to Chair Elect and under Treasurer to change “requires an accounting background” to “accounting background recommended”. Motion carried.

Motion by Sandie Hamilton, second by Charlene Butz, to accept the Nomination and Election Process as amended. Motion carried.

**Meeting Location:** Jerry Eisenhower reported the Urbandale library and WDM library are booked up through June. Suggested he contact the Clive library.

**Survey & focus group feedback:** Christine requested we look at the handouts she provided, and prepare to discuss at the March steering meeting.

**New Business:**

**Rewards and Recognition-** Bob explained the Honorary MG certificate. Ike showed example of the Recognition of Appreciation certificates that are available and suggested using them for individuals. She also has thank you cards with MG logo that we could use.

**Social events in 2019 for PCMG to inter-mingle more** – nothing to report so tabled for old business in March.

Motion by Isabella Hurless-Banks, second by Jerry Eisenhower, to adjourn. Motion carried.

Next meeting date – Thursday, March 14, 6PM at Polk County Extension Office.