

**Polk County Master Gardeners Steering Committee Meeting
November 21, 2019**

The Polk County Master Gardeners met at the Polk County Extension Office. Members present were: Chair Christine Baker, Chair-Elect Marietta Rives, Secretary Sandie Sydnes, Treasurer Stephanie McAdam, Assistant Treasurer Dick Chavannes, Isabella Hurless-Banks, Jean Schustek, Marialice Fecht, Sandie Hamilton, Dean Brand, Jean Roe, Jen Fizlaff, Sherri Soich, Paul Satre, Mary Poulter, Judi Pierick, Kent Freise, Bob Helvey, Rhonda Murphy, Charlene Butz and Ruth Doxon. Kalsa Parker Browning and John Hagen were also present.

Introductions were given.

Motion by Dean Brand, second by Ruth Doxon, to accept minutes of the September Steering Committee minute. Motion carried.

Stephanie McAdam said she just received October financial records from extension office today, so the financial statements handed out tonight were those handed out at the Harvest dinner as of September 30. Motion by Jean Schustek, second by Bob Halvey, to accept the financial statement. Motion carried.

Updates from MC Program Coordinator:

Kalsa handed out copies of Financial Procedures Document and discussed. Additional copies will be available if anyone wants them.

The Online directory is in progress and hopefully ready in Box.com in December. You will need to set up a Box.com account to use it.

Kalsa gave a CyBIZ overview. They are going hand in hand with the greenhouse project. Dr Gladon is working on the technical side while CyBIZ is doing a volunteer feasibility study for the greenhouse. They have surveyed the training class and are designing a survey for all Mgs. CyBIZ is also working with Dr, Gladon on greenhouse labor and maintenance costs. Mid December is their goal for completion.

Old Business:

Fundraising discussion on sponsoring a symposium. We are still looking for a location to hold a Spring plant sale. Central Iowa Greenhouse was mentioned and Bob Helvey is researching that option.

Bob said the City of Des Moines would build a greenhouse that they would own and manage but we would pay for it. They are looking at several locations. We will continue to communicate with them.

We decided to recommend gathering more information before proceeding with hiring Dr. Gladon.

New Business:

Marietta is looking into a spot on the West side for our committee to meet.

Motion by Stephanie, second by Isabella, to have Jan 16, March 19, May 21, July16, Sept 17, and Nov 19 for our 2020 meetings. Motion carried.

Judi Peirick gave recommendations from her committee to honor prior steering committee chairpersons since 2000, including a plaque on display at the extension office and starting a tradition of honoring the outgoing chair beginning with Bob Helvey at the Spring meeting with \$50 gift certificate. Motion by Isabella, second by Stephanie, to honor outgoing chair with \$50 gift certificate. Motion carried.

Motion by Kent Freise, second by Dean, to adjourn. Motion carried.