Polk County Master Gardeners Steering Committee Meeting
Date: November 19, 2018
DRAFT – subject to approval at January 2019 Meeting.

Call Meeting to Order –

Attendees:

<table>
<thead>
<tr>
<th>Attendee</th>
<th>Co-Attendee</th>
<th>Services</th>
<th>Gardening</th>
</tr>
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<tbody>
<tr>
<td>Isabella Hurless-Banks</td>
<td>Sandie Sydnes</td>
<td>X Stephanie McAdam</td>
<td>X Dick Chavannes</td>
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<tr>
<td>Mary Howell-Williams</td>
<td>Ruth Doxon</td>
<td>Sue Travis Haefner</td>
<td>X Patrick Schmitt</td>
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<tr>
<td>Jean Roe</td>
<td>Dean Brand</td>
<td>Eric Hand</td>
<td>X Sandie Hamilton</td>
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<tr>
<td>Paula Winslow</td>
<td>Christine Barker</td>
<td>Jodie Hand</td>
<td>X Matt Dore'</td>
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<td>Sherri Soich</td>
<td>Jen Firzlaff</td>
<td>Kent Friese</td>
<td>X Jean Schustek</td>
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<td>Laurie Barrick</td>
<td>Randy Campbell</td>
<td>Sharon Schoonover</td>
<td>X Cheryl Fridl</td>
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<tr>
<td>Bob Helvey</td>
<td>Katherine Howsare</td>
<td>X Ike(Nancy) Eichmann</td>
<td>Paul Gibbins</td>
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<td>Earl Hinnenkamp</td>
<td>Jerry Eisenhower</td>
<td>Charlene Butz</td>
<td>X Judi Pierick</td>
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<tr>
<td>John Hagen</td>
<td>Mary Poulter</td>
<td>X Rose Surber</td>
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Reading and approval of prior meeting minutes: Motion by Jean Schustek, second by Kent Friese to accept minutes of the previous meeting dated 9/17,2018. Motion approved.

Financial Report: Stephanie McAdams reported that it is not available at this time, hopeful that it will be available in January.

Project Reports: new updates since the publishing of the November Green Thumb:
- **Discovery Garden** – new co-chair announced: Earl Hinnenkamp
- No other new news from the projects.

Reports and Updates from the MG Program Coordinator – Ike Eichmann
- Extension Office will be closed 11/28/2018 for an off-site meeting
- Tuesday, 11/27/2018 – MG Trainee graduation and potluck – 6PM, booth style meet and greet for the interns and projects
- Nancy is asking the interns to have a plan and goals to meet their required hours to become a certified MG. Nancy shared a template that will be located out of the PCMG site that will assist the interns.
- Calendar is being provided on the PCMG that will assist interns and MG with the various dates and how to sign up for volunteer opportunities.
- Entry of your MG hours is technically due on 12/31 of the year in which you completed these hours. The Fall Harvest Banquet has generally been held in mid-October. This throws a small wrench into the graduation and awards, since technically folks don’t have to have hours input into the system until 12/31.
- Recommendation to move graduation and awards to March April timeframe.
- **Discussed adding required hours at the 3 PCMG sponsored gardens (in addition to the 6 hours required at the Greenhouse).** Ruth Doxon motioned to add 6 hours of required volunteer time at the PCMG sponsored gardens (Demonstration, Discovery, Enabling). Jerry Eisenhower seconded the motion. Motion approved.
- Iowa State University is asking for 2019 Event Calendar.
- Nancy will provide a link so that projects can get ideas for speakers from other counties.

Old Business:
1. **Review Guidelines Document** – discussed and more changes proposed.
2. **Sustainability of the MG Program and focus group:**
   a. Response rate was pretty good; even with the fact that some MGs reported that they didn’t receive the survey
b. Discussed high-level feedback from the survey and focus group.
c. Will provide individual feedback to the projects.

New Business:
3. **Nomination and Election process**: Discussed that the Treasurer and Assistant Treasurer should also be added to the nomination committee process.

4. **Location for 2019 Steering Committees**:
   a. Requirements:
      i. Needs capacity to seat 30-40;
      ii. Must be able to reserve for no cost;
      iii. Preferred options for the ease of Steering Committee and potential attendees:
         1. Would like meetings to be at the same place for each meeting
         2. Would like meetings to be held the same night (all Thursdays, all Mondays, etc.)
   b. Judy Pierick and Jerry Eisenhower are checking options for Urbandale Library, Johnston Library and Lyons Club in Johnston and retirement communities with large rooms.
   c. To be discussed in January meeting.

**Adjournment**: Motion to adjourn the meeting was made by Steph McAdam, seconded by Jean Schustek. Motion approved.

**Next Meeting Date** – Thursday, January 17, 2019, 6:00PM CST, Location: Polk County Extension Office