

Greene County Master Gardener board meeting
December 2, 2020
via Zoom meeting

In attendance-Dan Denham-president, Garry Abfalter-vice president (past president), Carol Lea Brown-secretary, Charles (Skip) Mahan-treasurer, Jane Worth-member at large, Debbie Downes-member at large, James Hoffer-member at large, Pam Carter-member at large, Kim Hupman-Horticulture Program Assistant, Trevor Corboy-Extension Educator, ANR, Arlon Zabel-newly elected member at large and Sarah Preston-newly elected member at large.

1- At 08:34 am, Dan welcomed all to the meeting. Jane made a motion to accept the minutes from the November 4th board meeting, with a second by Garry. Motion passed.

2- The financial report by Skip.

November 2020 Summary

Received 1-30 Nov	\$ 00.00
Expenditures 1-30 Nov (non-rstr)	\$ 50.00

Checking account Balance Nov 30 - \$ 9,489.96

Restricted Funds Oct 31, 2020	(\$2,925.00)
Restricted Funds Spent in Nov	\$ 0.00
Checking Account Cash 11/30/20	\$6,565.00

Unspent Obligated 2020 Budget Fund (**\$7,257**)
Estimate of obligated expenditures in 2020 (\$365)

11/30/20 Available Cash	
Checking Acct.	\$6,565
Savings	\$2,060
CDs	<u>\$5,179</u>
Total	\$13,804
Reasonably Expected Revenue	
Dec 1 – Dec 31, 2020	<u>+ \$0</u>
Forecast Net Cash 12/31/20	\$ 7,202

Update on VMS shutdown-The items needed for recertification will be on the VMS from 12/1-12/15. Kim will be attending training of the new system and will train others asap.

3- Operations guide adoption-All the board have signed off and agree to adopt. Garry will send out via VMS and email. Note that corrections can still occur within the board. A motion to approve in current form made by Skip with a second by Pam. Motion passed.

4- Standing committee signups-

- Activities 5
- Awards 3
- Bylaws 4
- Finance 5
- Grants 2
- Meeting Support 5
- Programs 4
- Public Relations 5

We could use more MGVs in awards but the current MGVs need to stay on until May. Grants need 2-3 more but Skip noted that it is preferred that people on this committee have a knack for financials.

The PR committee is full and not accepting any MGVs. Kim reports that MGVs on the PR committee have a specific job description i.e. GreeneLine lead, social media expert, and the article editor.

The awards committee needs to continue with the current MGVs until May. There was discussion about requirements for interns. The committees need to meet soon and choose a chairperson and notify Dan.

5-2021 monthly meeting schedule

January 5th – Winter Gathering

Feb - May – Virtual

Jun - Aug – Face-to-face – outdoors? Social distancing...tentative... 6:30 pm...simultaneous face to face and virtual...

Aug or Sep – Fall Picnic – Leaning toward Aug

Oct – State Conf (No Business Meeting)

Nov – Annual Meeting

Dec – Board meeting only

Board meetings - virtual thru May. We will “roll with the punches”.

The majority MGVs that responded to the poll preferred 1 pm. Recording of meetings could be available from one hour to one day after meeting. Kim could email out link.

Pam Carter will head up the May plant sale because Chris has gone inactive. We may get an exemption to hold plant sale. Many unknowns...

Intern class 2022. Kim would need to start the application process January-August with interviews November-December and then send out acceptance letters. Orientation would probably be late January.

There was discussion regarding the fall picnic...fundraisers...competitions, etc.

6- Historian-There was much discussion. OSU policy to keep active records plus 5 years afterward. We presently have the president, secretary and finance keeping records. We will think about this and bring it up at the next board meeting and make a decision about going forward or not.

7- Virtual library-We will postpone any action until we know what VMS replacement is and what it can and cannot do. The Public Relations Committee could look at this.

8- 2021 Goals w/Supporting Objectives:

1. Develop a vibrant grant program
 - a. Establish a Grant Steering Group in 2021 (Treas, Coord, Pres)
 - b. Prepare and submit three (3) grant requests in 2021.
 - c. Provide all project managers with grant potential training in 2021.
 - d. Assist project managers in grant possibilities identification and documentation in 2021.
2. Increase GCMGV revenue streams
 - a. Conduct 2021 spring plant sale and a fall silent auction.
 - b. Develop one new fund-raising event for 2021.
 - c. Improve revenue from commercial awards programs by 50% in 2021.
 - d. Conduct at least six (6) one-on-one commercial awards training sessions in 2021.
3. Increase educational aspects of projects
 - a. Identify informational/educational signage additions for each project in 2021. (Grant possibility)
 - b. Identify projects to local schools and conduct educational "walk abouts" upon request in 2021.
 - c. Conduct one (1) on-site "Awareness Day" for each project in 2021.
 - d. Each project identify educational enhancement possibilities in its 2021 annual report.
4. Improve project and committee support
 - a. Provide project managers with grant potential training early in 2021.
 - b. Publish an Operations Guide in 2021 providing "how to" information for project managers and committees.
 - c. Develop a "Financial & Key Activities" milestone chart showing project managers and committee chairpersons the key events and financial schedule for 2021
 - d. Provide a key actions review for project managers and committee chairpersons in the spring of 2021.
5. Support 2021 State Conference effort
 - a. Provide key 2021 state conference committee representatives
 - b. Staff 2021 state conference committees

6. Assist 2022 intern class recruitment
 - a. Support 2022 Intern Class requests for assistance from program coordinator in 2021.
 - b. Provide personnel resources required to support intern recruitment in 2021.
 - c. Provide five (5) \$100 2022 tuition assistance offers for individuals in need during 2021. (Potential grant action)
 - d. Assist program coordinator in 2022 Intern Class planning activities.
7. Increase community involvement
 - a. Increase food contributions to local food bank by 50% in 2021.
 - b. Provide presentations to three (non-MGV) community organizations/clubs in 2021.
 - c. Provide two Community Awareness programs on current horticultural issues in the news in 2021. (e.g. Spotted Lanternfly and Asian Jumping Worms)
 - d. Provide informational booth at three (3) or more community festivals in 2021. (Supports 2022 Intern recruitment as well)
8. Improve member satisfaction
 - a. Increase meeting attendance to 50% in 2021.
 - b. Increase member involvement in meetings through occasional project status reports and committee status reports. One (1) of each per meeting in 2021.
 - c. Improve member retention to 90% to start 2022.
 - d. Develop simple questionnaire to determine why members drop out of the program.
 - e. Develop objectives for 2022 to address findings of satisfaction questionnaire.

There was much discussion. Some thought goals would take 3-5 years to implement. May need to prioritize goals.

9- Coordinator report-

- Winter Gathering January 5th at 6:30 pm via Zoom
- Newsletter-in house for right now.
- Pam Carter-plant sale manager

A huge thank you to Garry and Pam for serving on the MGVS board.

10- Open discussion-We are to keep putting our hours in VMS until December 31st. After that, keep a paper record until further notice.

January 5th will be the Zoom Winter Gathering. No need for the board to meet beforehand.

11- Motion to adjourn was made by Jane and seconded by Pam. Motion passed. Meeting adjourned at 10:25 am.

Respectfully submitted

Carol Lea Brown
Greene Co. MGV secretary