

## St. Charles Master Gardener

### Steering Committee Minutes

November 10, 2023

**Attendees:** Joe Walker, Laura Steimel, Rebecca Poon, Catherine Ebone, Cindy Platzer, Patti Kolek, Eli Isele, Marsha Brown, Donna Lindsey.

**Call to Order:** Joe Walker called the meeting to order at 9:05.

**Quorum and Attendance:** Catherine Ebone verified quorum and attendance.

**Secretary's Report:** Catherine Ebone—Steering committee minutes for October 2023 were accepted as revised.

**Treasurer's report:** Rebecca Poon—Funds remaining at the end of October were given. There was no income in October. The report was accepted as presented.

**MG Horticulturist/Coordinator:** Eli Isele—Eli reported that the in-person Master Gardener class has 15 paid attendees. He is still seeking more students. Laura Steimel said she would put it on Facebook. Flyers have also been distributed. A facilitator checklist has been generated. He also reported that there is a waiting list for the Master Naturalist program.

**501 (3) (c):** Marsha Brown—990 N tax report must be filed before April 15<sup>th</sup>. Some of the procedures have not been finalized. Marsha stated that individual MGs should not be setting up tax exemptions.

**Membership:** Sydney Turner, Waneta Parmenter, Bonnie Winkler—Training hour requirements were clarified. Training hours are reported as volunteer hours—not as CE or AT hours. At seeding parties, the educators can use their hours as teaching, but they are still volunteer hours.

**CE and AT:** Bonnie Winkler—The class list continues to be updated. Bonnie would like to step down at some time. A replacement is being sought. Also creating a policy for determining what qualifies as CE and AT is being considered.

**Education Committee:** Patti Kolek--" In the Garden" public classes are being developed and speakers have been identified. Evenbrite is being used for registration. The \$20 fee is not refundable. In case of inclement weather, a \$20 voucher for the plant sale was suggested.

**Plant Sale:** Marsha Brown, Catherine Ebone—Coordinators are getting together several times.

**Greenhouse:** Laura Steimel, Nancy Torke—Greenhouse will open Feb. 3. The doors are in. They are still waiting on the French door kit. There should be enough propane in the tank. On Dec. 9<sup>th</sup> propane will be tested.

**Hoophouse:** Donna Lindsey—The propagation garden has already used 400 pots with a total of 911 plants to date.

**Demo Gardens:** Cindy Platzer—Policy and procedures need to be redone. Budgets are due at the quarterly leads meeting. Budgets for 2024 will be scrutinized.

**Hortline:** Patti Kolek---Calls are being taken from home. Hortline training will be offered next year, probably in March.

**Farmers Markets:** Patti Kolek--Farmers markets will be starting in April or May.

**Upcoming Speakers:** Val Mertz—Val has some leads on speakers for next year. One is a field trip to the Hays home at Matson Hill in St. Charles.

**Old Business:** Holiday party is scheduled for Dec. 1

**New Business:** A motion was made to make the plant sale coordinator a voting member of the steering committee. The bylaws allow no more than 3 additional voting members to serve on the Steering Committee. Currently we have 2. The motion was discussed and approved.

**Creation of 2024 budget:** The creation of a budget was discussed. The need for a catastrophic emergency fund was discussed. A motion was made and approved to move \$3000 into savings. Budgets will be based on needs versus wants. A proposed budget was presented based on 2023 numbers plus 5%.

The meeting was adjourned at 11:18.

Next steering committee meeting is Dec.8.

Respectfully submitted,

Catherine Ebone