

Eau Claire Area Master Gardener Volunteer Association
Board Meeting Minutes
Thursday, January 9, 2020, 1:00 PM
Eau Claire County Extension Office

In attendance: Paula Bonnin, Rita Gundry, Chris Southworth, Mary Jane Griffin, Ellen Terwilliger, Dick Lienhardt, Jeanne Chromey, Margaret Murphy, Louise White-Roach, Andy Heren, Ede Strand, Carla Pelzl, Nancy Spak (via phone)

Call to order: The meeting was called to order by President Mary Jane Griffin.

Election of New Board Officers: The election of new board officers was facilitated by Margaret Murphy, Horticulture Coordinator for Eau Claire, Chippewa, Dunn and Polk counties.

President: Chris Southworth nominated Ellen Terwilliger to fill the position of President of the Board. Seconded by Nancy Spak. The board approved the nomination. Ellen Terwilliger will serve as President of the Board.

Vice-President: Ellen Terwilliger nominated Andy Heren to fill the position of Vice-President of the Board. Seconded by Chris Southworth. The board approved the nomination. Andy Heren will serve as Vice-President of the Board.

Secretary: Ellen nominated Rita Gundry to fill the position of Secretary. Seconded by Andy Heren. The board approved the nomination. Rita Gundry will serve as Secretary of the Board.

Treasurer: Nancy Spak nominated Chris Southworth to fill the position of Treasurer. Seconded by Ellen Terwilliger. Paula Bonnin nominated Jeanne Chromey to fill the position of Treasurer. Seconded by Andy Heren. The board elected Chris Southworth to the position of Treasurer. Paula Bonnin made a motion that the board approve having a second person to serve as a back-up in the absence of the Treasurer. Seconded by Nancy Spak. The motion passed. Jeanne Chromey agreed to serve at times that Chris is unable to attend the meeting.

Secretary's Report: The minutes of the December 19th meeting were reviewed. Paula Bonnin made a motion to accept the minutes as written. Seconded by Dick Lienhardt. The motion carried.

Treasurer's Report: An account for our organization has been opened at Royal Credit Union (RCU). The account at Associated Bank will be closed. Ede Strand reviewed the Statement of Income and Expenses covering the period from January 31, 2019 – January 9, 2020. Most of the activity during this period was still under our account at Associated Bank. Our beginning Book balance as of December 1, 2019 was \$10,718.66. The current balance as of January 9, 2020 stands at \$6,798.58. Chris Southworth made a motion to accept the report as presented; seconded by Paula Bonnin. The motion carried.

Ede distributed the final Budget sheet for 2020, which had been passed at the December 2019 board meeting.

New Board Binders: Chris Southworth distributed copies of the binders which will be given to all members of the new board of directors. We reviewed the contents of the binders, which include:
- A brief summary of Robert's Rules of Order

- Procedures for handling a motion
- Bylaws
- List of current board members, their addresses and emails
- Prior board meeting minutes
- Treasurer's reports
- Budget
- Calendar of Events
- Monthly Education Meeting schedule for the year
- Standing Committees

Ede recommended keeping a master budget financial information binder in the Extension Office. The IRS requires this information, banks need the forms and legal "name change" documents and the filing information for our organization's non-profit status.

Ellen Terwilliger recommended keeping our board meetings to an hour and starting on time. She felt it would be helpful to have minutes of the board meeting sent out to board within a week after the meeting. Board members should review the minutes ahead. The President will call for agenda items and have the agenda ready for the meeting. The agenda can be updated as needed at the meeting, and the minutes can be approved or corrected promptly.

Our bylaws need to be updated. We will check with WIMGA for any information we need before doing the update.

Ellen asked that if we find outdated events listed on either our website or WIMGA's, we should let her know so she can remove those items.

Mentorship Program: Margaret Murphy reviewed a Draft for a Master Gardener Mentor Program. The goal of the program is to welcome and provide support to new Master Gardener Trainees. The mentorship will begin at the start of the Level I Training and continue through the completion of the new volunteer's intern service. Board members were asked to review Margaret's outline and be prepared to approve and/or suggest changes at the February board meeting. She would like to use the program for all four of the county MGV organizations she serves and hopes to have the program ready to use by March. Ellen proposed that one week before our February board meeting, board members should send their comments on the mentor program outline to Margaret so she can compile them for discussion at the board meeting.

The speaker for the January 20th Education Meeting is Joseph Malual who will talk about gardening practices in his native Sudan.

The next board meeting will be **Thursday, February 13th, at 1:00 PM at the Extension Building.**

Paula Bonnin moved that we adjourn the meeting; Seconded by Jeanne Chromey. The motion passed. The meeting adjourned at 2:15 PM.

Respectfully submitted,

Carla Pelzl