

**September 14, 2022**

6:00 pm

Northeast Wisconsin Master Gardeners Association Board Meeting

STEM Center

Board Present: Ritalin Arps, Eben Erhart, Nancy Fictum, Steve Herro, Bernie Jansen, Paula King, Eric Kropp, Terri Lewis, Peggy Loritz, Mary Mullins, Eileen Rueden, Mary Sprangers, and Nancy Whitfield

1. The meeting was called to order by Eileen Rueden at 6:01 pm.
2. The agenda was altered so Al Nass could speak first.
3. Al Nass shared ideas about the possibility of getting a shed built near the STEM greenhouse. The construction costs and use of the shed would be shared with Community Gardens and Land and Water Conservation. He suggested he may have a proposal to share at the November meeting.
4. The minutes were reviewed and Nancy Whitfield made a motion to approve the minutes; Mary Mullins seconded the motion. The minutes were approved.
5. Nancy Fictum presented the budget and reported that monies are being spent within the budget, and no new requests were made since the last report. A motion was made by Mary Sprangers to approve the budget; seconded by Nancy Whitfield. The budget was approved.
6. In Annette Weissbach's absence, Nancy Fictum reported on the Scholarship and Unrestricted Funds. Due to the stock market, the funds have been going down.
7. Eileen Rueden provided an update on WIMGA with reminders that it is time to start logging hours into ORS, there was a virtual presentation on Monday night that was taped for members to view, WIMGA is looking for people to serve on the Communications Committee, October 1 is the due date for grant applications, and if you are not opening communications from WIMGA (ie. newsletter), you may get kicked out of their system and not receive further communications.
8. Peggy Loritz presented an update on the Communications Committee. Facebook continues to increase followers. Some additions have been made to the website, and we are always looking for new suggestions to improve the site. Thank you to Steve Herro for filling in on sending the eblast out in Eben Erhard's absence.
9. Nancy Fictum reported on the Project Committee. They are developing a form to be accessed on the website for people wanting to submit a project proposal. Project leads will be evaluating the current projects at year end.
10. In Kate Fix's absence, Eben Erhard reported on Community Outreach. There has been a request to present at the Green Bay Home and Lifestyles Experience

in February 2023. If anyone is interested in giving a 45 minute presentation, please contact Eben Erhard. He also mentioned the confusion this year with our role with Brown County Extension. If you have questions, please email Eben.

11. Eileen Rueden reported on the Membership Committee. She shared a draft of the Enrollment form that will be used annually. She showed us an example of the new name tags with our logo. Once people enroll for next year, these will be ordered. A paper sample of everyone's name tag will be at the October Annual meeting for your review.
12. The revisions to the bi-laws due to changes at the state level were reviewed, plus a few other changes suggested by Board members. The revised bi-laws will be going out in the next eblast and will be voted on at the annual meeting.
13. There are two board members, Mary Sprangers and Nancy Fictum, that have served two terms. We thank them for their service. Mary Mullins, Nancy Whitfield, and Paula King have served their first term and will consider a second term. We are in need of more names to add to the ballot. Please consider nominating someone or yourself to serve in this role.
14. Brown County is in the process of starting a seed saving library. A presentation by Peggy Loritz was given to the board. Nancy Fictum made a motion that we become involved in this endeavor; and Paula King seconded. The motion was approved. If you are interested in finding out more, or becoming part of this seed library group, please contact Eileen Rueden. There will be an organizational meeting on Monday, September 19.
15. GBBG is again having Fall Family Fest on September 24. It is at the Botanical gardens from 9 - 4. Help is needed at our booth. If you are interested and can help for a few hours, please contact Eileen Rueden.
16. Senior Expo is from 8:30 - 12:30 at the Kroc center on October 5. If you are interested in helping with the "make and take" project, please contact Eileen Rueden.
17. Mary Mullins reported on the Mongin Garden Series. Reserve February 4 for an all day presentation on Native Plants by some of our local MGVs. Options for other speakers are being researched.
18. The Annual meeting will be held at the STEM Center on October 8 from 9:30 - 12:30.
19. Mary Sprangers made a motion to adjourn the meeting; seconded by Nancy Fictum. The meeting was adjourned at 8:56 pm. Motion approved.

Present: Hiroko Allcox, Ritalin Arps, David Bonham, Don Buntman, Lynn Clark, Jennifer Classon, Julie Cole, Rob Dreher, Eben Erhart, Nancy Fictum, Kate Fix, Bernie Jansen, Paula King, Bruce LaSota, Terri Lewis, Peggy Loritz, Shirley Maenner, Doris Magyar, Kendra Meinert, Michelle Montoya, Mary Mullins, Alan Nass, Jim Radey, Mary Rass, Susan Roulette, Eileen Rueden, Yvonne Schauer, Claudia Schultz, Mary Sprangers, Matt Steeno, Shirley Triest-Robertson, Donna Trousil, Melissa Wass, Annette Weissbach, Nancy Whitfield, Cindy Ziolkowski

1. Meeting called to order by President Eileen Rueden at 10:58 am.
2. Al Nass moved and Bernie Jansen seconded approval of the Annual Meeting agenda; agenda approved.
3. Lynn Clark moved and Melissa Wass seconded to approve the minutes of the Oct. 2, 2021 Master Gardener Annual Meeting. Minutes approved.
4. Nancy Fictum presented the financial report. She reminded people to submit reimbursement requests; 2023 membership dues are due December 31, 2022. Contact Nancy if you would like a detailed budget.
5. Annette Weissbach reported on the Community funds. Two scholarships were paid out this year. Since 2016, \$21,600 has been paid out in scholarships.
6. Eben Erhard acknowledged the new 2022 Master Gardener volunteers. Suggestions and ideas were shared about ways to recruit new members.
7. Eben discussed the ORS/CANVAS system. Links and helpful information can be found on the "Interest to Members" page on our website.
8. Eileen provided a WIMGA report. She mentioned the webinars that WIMGA has offered this year for educational hours.
9. Committee reports were given for the Membership, Communications, Projects and Community Outreach.
10. Eileen reviewed the by-law changes page-by-page. No additional changes were suggested. Bruce LaSota made a motion to approve the by-law changes as presented and Al Nass seconded. Motion carried.
11. Eileen thanked outgoing board members Nancy Fictum and Mary Sprangers. A slate of newcoming Board members were moved by Al Nass, seconded by Ritalyn Arps, and approved; new Board members, 2023-2025, are Sherrill Revolinski, Bruce LaSota, Melissa Wass, Don Buntman, Michelle Montoya and Edie Brandt.
12. Project reports were given by Terri Lewis (Heritage Hill Tank Garden), Kate Fix (ADRC), Bruce LaSota (Mongin Garden), Melissa Wass (Children's Edible Garden), Claudia Schultz (Lockender Garden), and Eillen Rueden and Ritalyn Arps (YMCA Garden).

13. Melissa Wass provided insight to the Brown County Seed Library that is in its developing stages. She is our representative this year on the steering committee with other county agency representatives. The start date for this new program is February 2023.
14. Mary Mullins reported that three events are being planned for the Mongin Garden Series. February 4 will be on Pollinators, March is still in the planning stage, and April 15 will be on Peonies.
15. Doris Magyar made a motion, seconded by Mary Mullins, and approved adjournment was at 12:35 pm.

**10/2/21**

Northeast Wisconsin Master Gardeners **Annual** Meeting

STEM Center

10:30 am--11:59 am

Present: Bruce LaSota, Nancy Fictum, Terri Lewis, Stacie Rosera, Bernie Jansen, Mary Rass, Alan Nass, Annette Weissbach, Mary Mullins, Steve Beerntsen, Sue Roulette, Ritalin Arps, Doris Magyar, Pat Kazick, Shirley Maenner, Peggy Loritz, Eric Kropp, Nancy Whitfield, Kate Fix, Michelle Montoya, Emily Henrigillis, Rob Dreher, Jane Michalik, Jim Radey, Melissa Schmitz, Matt Steeno, JoAnn Holloway, Kendra Meinert, Eben Erhard, Eileen Rueden, Steve Herro

1. Meeting called to order by President Eileen Rueden at 10:31 am.
2. Al Nass moved and Nancy Fictum seconded approval of the Annual Meeting agenda; agenda approved.
3. Judy Knudsen provided an update from the Extension Office. She is not sure when Andrea Ackerman will return from Reserve leave and she thanked Doug Hartman for his help desk service. She also acknowledged Al Nass' service in the green house. She also commented on enhancements on the lot around the STEM Center.
4. Motion moved and seconded to approve the minutes of the Oct. 22, 2020 Master Gardener Annual Meeting. Minutes approved.
5. Nancy Fictum presented the financial report. The plant sale fundraisers were very successful. The fiscal year is now the calendar year. She reminded people to please submit reimbursement requests; 2022 membership dues are due Feb. 15, 2022. Acceptance of the report was moved, seconded, and approved.
6. Eben Erhard introduced the new 2021 Master Gardener volunteers and reported on additional changes from the Extension Office.
7. Eben and Steve Herro demonstrated the ORS system. Eben also clarified the use of CANVAS to access learning materials. An upcoming eblast will provide necessary user information about CANVAS and ORS.
8. Doris Magyar provided a WIMGA report. She reminded people to pay attention to the WIMGA newsletter and WIMGA website (password is wimga19).
9. Revision of by-laws  
The greatest proposed changes are eliminating classifications which are not in the State Master Gardener by-laws. There are also minor grammatical changes. Melissa Schmitz

moved and Annette Weissbach seconded approval of the proposed changes. Changes approved unanimously.

10. Board membership

Steve Herro thanked outgoing board members Al Nass, Joanne Kondro, Steve Beerntsen, and Melissa Schmitz. A slate of newcoming Board members was moved, seconded, and approved; new Board members, 2022-2024, are Kate Fix, Bernie Jansen, Eric Kropp, Teri Lewis, and Ritalyn Arps.

11. Project reports were given by Emily Henrigillis (Heritage Hill Tank Garden), Kate Fix (ADRC), Bruce LaSota (Mongin Garden), Melissa Schmitz (Children's Edible Garden), Annette Weissbach (for Claudia Schultz--Lockender Garden), and JoAnn Holloway (Square Foot Garden)

12. Other matters

Eileen shared about the Master Gardener exhibit at the Green Bay Botanical Garden, available Master Gardener literature, and initial Master Gardener training. There was a short discussion about the use of the Extension office greenhouse.

13. Motion to move, second, and approve adjournment at 11:59 am.

**July 13, 2022**

6:00 p.m.

NEW Master Gardener Association Board Meeting

Green Bay Botanical Gardens

Board Present: Ritalin Arps, Nancy Fictum, Steve Herro, Kate Fix, Bernie Jansen, Paula King, Terri Lewis, Peggy Loritz, Eileen Rueden, Annette Weissbach, and Nancy Whitfield

1. The meeting was called to order by Eileen Rueden at 6:02 pm.
2. Kate Fix moved to approve the agenda; Steve Herro seconded the motion. The agenda was approved.
3. Kate Fix moved to approve the March 9, 2022 meeting minutes; Nancy Fictum seconded the motion. The minutes were approved.
4. Nancy Fictum presented the budget and discussed the need to increase funding for the Bob Mongin Garden. Peggy Loritz made a motion to increase the budget for the Bob Mongin Garden \$500 more this year; Kate Fix seconded the motion. The budget was approved.
5. Annette Wiessbach reported on the two funds at Greater Green Bay Community Foundation noting the downward current market. She also introduced a scholarship recipient, Halle Johnson, who gave a nice thank you presentation.
6. A WIMGA update, provided by Eileen Rueden, included a sympathy card sent on behalf of our association on the passing of Bryon Hacker, a reminder to those who received WIMGA grant money to send in midyear reports, and announced the virtual speaker presentation called "Underutilized Bulbs for the Fall" by Zannah Crowe, on September 12th at 6:30pm.

7. Peggy Loritz, from the Communications Committee, pointed out a new feature on the website, mentioned that a link to the calendar will be added to the eblast, and the logo has been resized to fit a name tag.
8. Nancy Fictum, from the Project Committee, reported that they will be presenting a proposal at the next meeting.
9. Kate Fix, from the Outreach Committee, reported on projects with open houses: ADRC on July 16, St. Mark Lutheran Church on July 20, and Mongin Garden on August 25.
10. Eileen Rueden, from the Membership Committee, shared that work is being done to update our bylaws and it will be ready for approval at the October annual meeting.
11. Plant sale follow up was given by Eileen Rueden. It was a great success and many thanks to everyone who helped with donating, planting and selling. Next year's dates are May 11th-13th.
12. A review of the first season using the greenhouse was given by Al Nass. Things went well and he agreed to head up the greenhouse again next year.
13. Eileen Rueden reported that the Spring UWGB Arboretum Tour and work day went well. It was suggested that we do this again in the Fall, as it is an opportunity to combine educational and work hours for members.
14. Annette Weissbach reported on Pollinator Week, as she was the guest speaker at the Pollinator Palooza held at the STEM Center. The Locktender Project also had an open house that week where the public could plant a plant and take a plant.
15. There was discussion about the Rose Garden at the STEM center that is not part of the Bob Mongin Garden. Any new project needs to go through the Project Committee before being recommended to the board.
16. Nancy Fictum made a motion to adjourn the meeting; seconded by Bernie Jansen. The meeting was adjourned at 6:49 pm Motion approved.

Next meeting is Wednesday, September 14, 2022 at the STEM Center.

### **May 11, 2022**

6:00 p.m.

NEW Master Gardener Association Board Meeting  
Virtual (Google Meet) and In Person (STEM Center)

Board Present: Ritalin Arps, Nancy Fictum, Steve Herro, Kate Fix, Bernie Jansen, Paula King, Terri Lewis, Peggy Loritz, Mary Mullins, Eileen Rueden, Mary Sprangers, Annette Weissbach, and Nancy Whitfield

1. The meeting was called to order by Eileen Rueden at 6:08 pm.
2. Steve Herro moved to approve the agenda; Nancy Fictum seconded the motion. The agenda was approved.

3. Steve Herro moved to approve the March 9, 2022 meeting minutes; Bernie Jansen seconded the motion. The minutes were approved.
4. Nancy Fictum presented the budget and discussed the need to increase funding for the Tank Cottage Garden. Nancy made a motion to increase the Tank Cottage Garden budget to \$600 this year; Mary Sprangers seconded the motion. The budget was approved.
5. Annette Wiessbach reported on the two funds at Greater Green Bay Community Foundation. Two scholarships were awarded for \$1,200 each, a total of \$2,400. The two recipients are invited to attend the next board meeting.
6. The WIMGA meeting was scheduled for the same time as our meeting, so Doris Maygar was attending the WIMGA meeting on Eileen Reuden's behalf.
7. In Eben Erhard's absence, Eileen shared that he is still looking for a few more volunteers to help at Breakfast on the Farm. Breakfast at the Farm is on June 5 at the Brickstead Farm in Greenleaf. Many of the projects were discussed and it appears all the projects are off to a great start for this growing season.
8. Mary Mullins is the lead for the Bob Mongin Garden Series.
9. The Communications Committee pointed out a few features of the new website and reported that Facebook has over 100 followers. A survey will be sent out to members and if they would like their contact information shared with all members, they can fill out the survey.
10. Nancy Fictum reported that the Project Committee has been meeting and will have a process for accepting and ending projects to share at the July meeting.
11. Kate Fix shared ideas that are being discussed in the Community Outreach Committee.
12. Eileen Rueden reported on the Membership Committee. They are working on defining membership levels. A July tour is scheduled for members at Solaris Farms on July 28 at 2:00 p.m. Immediately following this tour, there will be a second tour at Trout Creek Winery. All members are invited to attend.
13. Eileen Rueden reported on the STEM Center Open House held on April 30 where MGVs helped 300 children pot up plants to take home. There was estimated to be 15,000 people at the event.
14. The annual plant sale is May 12, 13, and 14 and will be held inside the STEM building due to the predicted weather.
15. The UWGB Arboretum Tour is at 9:00 am on Saturday, May 21, 2022. Following the tour is the opportunity to earn some volunteer hours with cleaning up the Native Gardens in the courtyard by Mary Ann Cofrin Center.
16. Mary Mullins made a motion to adjourn the meeting; seconded by Nancy Fictum. The meeting was adjourned at 8:00 pm Motion approved.

Next meeting is Wednesday July 13, 2022 at Green Bay Botanical Gardens. It will only be in person, not virtual, and all members are invited to attend.

## March 9, 2022

6:00 p.m.

NEW Master Gardener Association Board Meeting  
Virtual (Google Meet) and In Person (STEM Center)

Board Present: Nancy Fictum, Steve Herro, Kate Fix, Paula King, Eric Kropp, Terri Lewis, Peggy Loritz, Mary Mullins, Eileen Rueden, Mary Sprangers, Annette Weissbach, and Nancy Whitfield

Staff: Eben Erhard

Advisor: Andrea Ackerman

1. The meeting was called to order by Eileen Rueden at 6:09 pm.
2. Steve Herro moved to approve the agenda; Nancy Fictum seconded the motion. The agenda was approved.
3. Steve Herro moved to approve the January 12, 2022 meeting minutes; Mary Mullens seconded the motion. The minutes were approved.
4. Nancy Fictum presented the budget. Eric Kropp moved to approve the budget; Paula King seconded. The budget was approved.
5. Annette Wiessbach reported on our two funds at Greater Green Bay Community Foundation.
6. Eben Erhard reminded us that the deadline for the course, *Onboarding Lite* is March 15. He will be contacting membership to find out who has completed the course. The state Online Reporting System (ORS) is still not available to log continuing education and volunteer hours. The website states it will be back up the week of March 14th.
7. Our WIMGA Representative, Eileen Rueden, shared the upcoming "Plants and Human Well Being" presentation by Dr. Irwin Goldman on March 21 as a way to earn continuing education hours. She mentioned the election for WIMGA Board Member-At-Large and the voting link is in the WIMGA March Newsletter. <https://www.wimga.org/newsletters>
8. The Bob Mongin Garden Series completed its first session on March 8 about Mushrooms, and it was well received. The second session is April 2 with an in-person presentation about Native Plants by Justin Kroening.
9. Peggy Loritz from the Communications Committee explained that the [newmastergardeners.org](http://newmastergardeners.org) website is currently down due to the transferring of the domain. Peggy and Steve were thanked for their time and effort on the website transfer. With a few twists and turns, we now have a logo for our association and it should be available to see when our website is back in commission.
10. Eben Erhard informed us that at the 2022 Open House, the paperwork that needs to be completed to work at various sites will be ready for us, and that project selection will be much like last year's process. Open House is 11:15 at the STEM Center on Saturday, April 2nd.

11. Eileen Rueden expressed that we will need to make major changes to our By-laws. She encouraged us to read over our current document and send ideas and considerations for change to her. The goal is to have the draft ready for the July meeting for members to review and at the October meeting for general membership to vote on the changes.
12. Nancy Fictum shared and explained a document about proposed committees. A motion was made by Kate Fix to form three new committees; *Project, Membership* and *Community Outreach*. It was seconded by Eric Kropp. Motion approved. Contact Nancy Fictum to join a committee. It was suggested that this committee information be shared in the next eBlast.
13. Eileen Rueden reported on the Spring Plant Sale scheduled for May 12-14th at the STEM Center. Please contact her if you would have interest in helping plan this event. With Jumping Worms as a concern, Andrea Ackerman suggested that donated plants from our yards have the soil removed, roots rinsed, and the bare root plants be repotted. More information about this will be coming soon. With the STEM greenhouse starting up this Spring, some of the plants grown will be used in the sale.
14. In other matters, Andrea Ackerman conducted training for those interested in working on the Green House Project. They will start planting soon. Donations of seeds no older than three (3) years can be brought to the Extension office at the STEM Center. The other matter discussed is that we are no longer insured by the state of Wisconsin. Eileen Rueden researched liability insurance and provided pricing for our association. Annette Weissbach made a motion to purchase liability insurance for our association. Kate Fix seconded. Motion approved.
15. Nancy Fictum made a motion to adjourn the meeting; seconded by Mary Mullins. The meeting was adjourned at 7:28 pm Motion approved.

Next meeting is Wednesday May 11, 2022 at the STEM Center

### **January 12, 2022**

6:00 pm - 6:58 pm

NEW Master Gardener Association Board Meeting

Virtual - Zoom

Board Present: Nancy Fictum, Bernie Jansen, Paula King, Eric Kropp, Terri Lewis, Peggy Loritz, Mary Mullins, Eileen Rueden, Mary Sprangers, Annette Weissbach, Nancy Whitefield

Staff: Eben Erhard

1. The meeting was called to order by Eileen Rueden at 6:05 pm. New members were welcomed.
2. Bernie Jansen moved to approve the agenda; Nancy seconded the motion. The agenda was approved.
3. Nancy Fictum moved to approve the November 10, 2021 meeting minutes; Mary Sprangers seconded the motion. The minutes were approved.

4. Nancy Fictum reported that additions to the budget were WIMGA grants. Annette Wiessbach moved to approve the budget; Mary Sprangers seconded. The budget was approved.
5. Annette Wiessbach briefed the Board on the Horticultural Endowment Fund and the Scholarship Fund managed by Greater Green Bay Community Foundation. Applications for these funds are now open.
6. Eben Erhard discussed the state's changes regarding Master Gardeners . Andrea Ackerman is back from her leave and will be notifying all Master Gardeners about a virtual Coffee/Tea chat to discuss changes on January 25 at 2:00 pm. We were reminded that the November and December editions of the Volunteer Vibe would be a good resource for information on the current changes. All Master Gardeners will need to take the course, *Onboarding Lite*. Log into your Canvas account to do this. You will earn 5 hours of continuing education for completing this, however, you need to wait until February to report the hours. The state Online Reporting System (ORS) is currently unavailable. Eben also shared some pros and cons after talking to other associations about how we reorganize our projects and he has been researching liability options for us.
7. Eileen Rueden, our WIMGA Representative, reported that the Mongin Perennial Demo Garden, the 2022 Garden Speaker Series, and the Native Prairie Plants – Locktender House projects received grants from WIMGA. Name/email changes with WIMGA can be submitted to Eileen Rueden or Eben Erhart.
8. The Garden Series this year will be on March 8 with a virtual presentation about Mushrooms and on April 2 with an in-person presentation about Native Plants. A flier will be out soon.
9. As far as projects, Eben Erhart suggested that there will not be significant changes and that we will need to decide how to log them into ORS when we record our volunteer hours.
10. Establishing four committees for this year was suggested by Nancy Fictum. The *Communication* Committee is already functioning, so the additional committees would be *Project*, *Membership* and *Community Outreach*. Any member could participate, but it was suggested that board members be on at least one of these committees.
11. Eileen reported that the Plant Sale this spring is scheduled for May 12-14th.
12. In other matters, we were reminded that the Eblast goes out the first and third Fridays each month. It was mentioned that James Tubbs, a former Master Gardener, passed away. A link to his obituary is on our Facebook page. Eben will be sending out information about upcoming educational opportunities. The Communications Committee is planning to have a NEWMGA logo to share at the March meeting.
13. Paula King made a motion to adjourn the meeting; seconded by Nancy Fictum. The meeting was adjourned at 6:58 pm

Next meeting is Wednesday March 9, 2022, Virtual