

2023 **Approved** Board Minutes

10/8/22

Northeast Wisconsin Master Gardeners Annual Meeting

STEM Center

10:58 am

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.

July 12, 2023

NEW Master Gardener Association Board Meeting
In Person Meeting Minutes

Present: Edie Brandt, Don Buntman, Steve Herro, Bernie Jansen, Paula King, Eric Kropp, Bruce LaSota, Terri Lewis, Peggy Loritz, Eileen Rueden, Melissa Wass, Annette Weissbach

Absent: Ritalyn Arps, Kate Fix, Michelle Montoya, Mary Mullins, Sherrill Revolinski, Nancy Whitfield

Staff: Eben Erhard

1. The meeting was called to order by Vice-president Bruce LaSota at 6:03 pm.
2. Annette Weissbach introduced the scholarship recipient, Kadin Baxter of Oconto High school. He is pursuing a degree in Forestry Management. We wish him the best of luck in his studies.
3. The minutes from the May 10 meeting were approved. The motion was made by Steve Herro and seconded by Terri Lewis.
4. Event dates were updated:
 - a. Locktender Garden is holding tours on July 13 and July 18, both at 11:00 am. Their open house is July 19 from 5 - 7 pm.
 - b. Aging and Disability Resource Center is having their open house on August 5 from 8 - 12 pm, with a Seed Saving Harvest Event at 10 am.
 - c. Open house for Tank Garden at Heritage Hill is August 15 from 3 - 5 pm. For members only, use Gate 3.
 - d. MGV will have a Farmers' Market booth on August 2 from 3 - 8 pm.
 - e. Mongin Garden open house is August 17 from 4:30 - 6:00, rain date August 18. Dates and times of these events will be posted on Facebook and listed on our website.
5. The financial report of a mid-year summary was given by Eric Kropp.
6. Eben Erhard gave an update on the new projects that were approved at the last meeting.

7. Board members were reminded that if they have new business items to contact the president to get these items on the September agenda.
8. Eileen Rueden mentioned that if there is interest in working a Senior Expo booth at the Resch center, she has information and to contact her.
9. A motion was made to adjourn the meeting at 6:52 by Annette Weissbach and seconded by Bernie Jansen.

The next board meeting is scheduled for September 13 at the STEM Center.

May 10, 2023

NEW Master Gardener Association Board Meeting

Present: Edie Brandt, Don Buntman, Kate Fix, Steve Herro, Bernie Jansen, Paula King, Eric Kropp, Bruce LaSota, Terri Lewis, Peggy Loritz, Eileen Rueden, Melissa Wass, Annette Weissbach, Nancy Whitfield

Absent: Ritalyn Arps, Michelle Montoya, Mary Mullins, Sherrill Revolinski

Staff: Eben Erhard

The meeting was called to order by Kate Fix at 6:04 pm. Roll call was taken.

The minutes from the March meeting were reviewed and approved. The motion was made by Bruce LaSota and seconded by Steve Herro.

The financial report, updating the past two months, was given by Eric Kropp.

Annette Weissbach provided a history of the Endowment Funds managed by The Greater Green Bay Community Foundation. Only one applicant applied for a college scholarship, therefore, there was no need for a review committee this year. The recipient is invited to our July meeting.

Eileen Rueden, our WIMGA Representative, mentioned that the May Newsletter provided information about a WIMGA webinar series with a discount for members. WMGA educational grants were dispersed and recipients were the Mongin Garden Speakers series for Speaker Fees and Seed Savers to educate the Brown County community about seed saving.

Peggy Loritz reported that Facebook continues to increase followers, new pages have been created and added to the website, and a new google email account has been created by request from the project committee.

Eben Erhart reported on the Outreach Committee. We are offered discounts as MGV's at Green Bay Nursery, Wery's Blossom Creek and Schroeder's Flowers. The purchase of a canopy tent for events was suggested. It was tabled until more quotes can be presented. A subcommittee is planning the next event which is the plant sale. After that, volunteers will be needed for our next event, Breakfast on the Farm on June 4 at the Collins Farm in Greenleaf.

Eric Kropp reported for the Project Committee with sharing proposals for new projects. Melissa Wass proposed that we move forward with the YMCA East project, and Peggy Loritz seconded the motion. Motion carried. Kate Fix proposed that we accept the proposal for the Mini Garden at the Locktender House, and Bruce LaSota seconded the motion. Motion carried. Peggy Loritz proposed that we move forward on the Neville Museum short term project, and Eric Kropp seconded. Motion carried. Kate Fix proposed that we accept the proposal for the Brown County Shelter project and Melissa Wass seconded the motion. Motion carried. Currently, there is one more additional proposal being evaluated. Eben Erhart will send out a Sign Up Genius this week for volunteer interest at these newly added sites: YMCA East, the Neville Museum, and the Brown County Shelter.

Membership Committee was reported by Kate Fix. A membership list went out in the last eblast with members and the projects they are assigned to work. Eileen Rueden explained Honor status and that this ranking comes from the state. To be "honored" in our association, documentation needs to be presented at the time of yearly enrollment (October - December). A proposal for an internship program is still in the planning stages.

Seed Savers was reported by Melissa Wass. The monthly newsletter, published by MGVS, not only includes seed saving information, but other horticulture related topics to help with local gardening. Any MGVS can submit articles to seedsavers@newmastergardeners.org, or on the website "contact us" page. Information about seed saving can be found on our website, a new additional page. Project leads have been contacted about designating a person at each project to contact the Seed Savers Team when they have seeds that need to be harvested. These are educational experiences to teach the community about the art and science of collecting seeds. There are five books on seed saving, available at the STEM Center, with a self-checkout system. Due to the large success of the seed library, another Seed Packing Event is being held on June 13 at the Brown County Central Library from 5:30 - 7:30 pm. Everyone, young and old, are invited.

The horticulture bus tour is now open to the public to fill the bus. The tour is on Friday, June 16.

Peggy Loritz made a motion to adjourn the meeting; seconded by Eileen. Meeting was adjourned at 8:09.

The next meeting is July 12 at the Green Bay Botanical Garden, and all members are invited to attend the meeting and tour the grounds afterwards.

3/8/23

NEW Master Gardeners Board Meeting

6:06 pm

Present: Steve Herro, Nancy Whitfield, Ritalyn Arps, Donald Buntman, Sherrill Revolinski, Bruce LaSota, Paula King, Eric Kropp, Kate Fix, Terri Lewis, Annette Weissbach, Edith Brandt, Eileen Rueden, Melissa Wass

Absent: Mary Mullins, Michelle Montoya, Peggy Loritz

Staff: Eben Erhard

Kate Fix called the meeting to order at 6:06 pm

Roll was taken.

The Board approved the 3/8/23 agenda and the 1/11/23 Board minutes.

Steve provided the secretary's report. No one had a problem receiving the meeting materials.

Eric summarized the financial report. Fees have been paid to the IRS and the State of Wisconsin for our annual nonprofit renewal. WIMGA dues have been paid. Steve asked that the financial report could more clearly outline monthly revenue and expenses. Sherrill and Eric agreed to consider a more descriptive and detailed financial report form

Annette reported on the two Greater Green Bay Community Foundation endowed funds. Scholarships have been paid for our second semester scholars. Annette is also working with the Foundation so people can contribute online to our two funds.

Annette also noted that we should hear in about two weeks who our 2023-2024 scholarship candidates are. Eben and several Board members will examine the applications and make a recommendation to the Greater Green Bay Community Foundation.

Eric will transfer Jerry Gorchel's speaker honorarium to our scholarship fund, per request of the speaker.

Eileen reported on behalf of WIMGA. Our grant applications to WIMGA have been submitted. Eileen noted that the new WIMGA newsletter has been sent, with many good educational offerings and a notice of our first Bob Mangin Forum speaker.

Eben reported on the nature of his position. His position has changed from a University of Wisconsin position to a Brown County position. He also described how his work has changed since ORS went public and we became a more autonomous body. Per Kate's request, Eben is also the chair of the Outreach Committee.

Eben should have project assignments made by April 1, 2023. Eben will also share a recap of his discussion with the project leads. Eben works five hours a week on average.

Steve reported on behalf of Peggy Loritz for the Communication Committee. There are 203 followers of our Facebook page. The Website has been repaired and Steve reported that new officers becoming are being oriented to our google applications. The Board approved a \$200 award to the repairer of the Website, Charlie Ray.

Annette reported for the Project Committee. A project form has been designed with other protocols for project submission and selection. The committee will finalize the window of time between approval and beginning of the project. There have been no requests submitted via the project request form yet. Annette noted that we are full up for projects now; Eben has received three requests that have not been officially submitted and vetted through the Project Committee.

Bruce stated the importance of us getting a firm grasp on our capacity to continue existing projects. Kate wondered how we could invite new project proposals on our Website if we are at

capacity with our existing commitments. Now that the Website is functioning again, outside entities requesting consideration should submit their request via our Website.

Bruce and Kate reported for the Outreach Committee. Leadership of the committee is transitioning to Eben. A draft letter has been produced to request partnerships with businesses and our Website has a link for group presentation requests. Melissa also cited our outreach through the Brown County Seed Library, the kickoff of the Mangin Series, our presence at Farmer's Markets, etc.

Kate reported on behalf of the Membership Committee. 63 people have completed the 2023 enrollment form; eight people have not returned their enrollment form. Kate also described her dream of an internship to attract people to consider becoming a Master Gardener. We might also subsidize their state Master Gardener training. Annette asked if our endowed scholarship fund could be used for interns; she will inquire of the Greater Green Bay Community Foundation.

Eileen asked that we form an ad hoc committee to explore this topic and report at our May Board meeting. Board moved, seconded, and approved formation of an Internship Task Force.

The Mongin Garden Series kickoff went well on March 4. The next presentation is April 15.

Melissa reported on behalf of the Brown County Seed Library. Melissa and Peggy Loritz are forming a seed steward curriculum. The March 4 kickoff, with our partnering organizations, attracted about 700 people. Kate asked how the leaders will insure that the most popular seeds are readily available.

Eric and Steve confirmed that the audit will occur with past and present treasurer and two Master Gardeners at 5 pm on March 15 at Nancy Fictum's house.

New business

Kate reported on storage offered by Judy Knudsen in the STEM Center (for flyers, extension cords, office supplies, display boards, banners, etc.). Steve asked about the security of this arrangement. Board supported the storage offer from Judy Knudsen.

Kate summarized upcoming events:

March 19—pruning workshop (contact Jennifer Classon)

March 25—planting seeds and care of plants (at STEM)

April 8—Heritage Hill Spring Fling (contact Paula King)

April 15—Mongin Series presentation followed by all chapter meeting at STEM Center (Mary Mullins, Kate Fix)

April 29—volunteer at STEM Family Day (contact Eben Erhard)

May 11-13—Plant sale (contact Eileen Rueden)

May 31—Table at Green Bay Farmers Market (contact Eileen Rueden)

July 22—Garden Walk (contact Eileen Rueden)

Aug. 2—Green Bay Farmers Market (contact Eileen Rueden)

Meeting adjourned at 8:07 pm

January 11, 2023
NEW Master Gardener Association Board Meeting
Virtual Meeting Minutes

Present: Ritalyn Arps, Edie Brandt, Don Buntman, Eben Erhard, Kate Fix, Steve Herro, Paula King, Eric Kropp, Bruce LaSota, Terri Lewis, Peggy Loritz, Mary Mullins, Sherrill Revolinski, Eileen Rueden, Melissa Wass, Annette Weissbach, Nancy Whitfield

1. The meeting was called to order by Kate Fix at 6:05 pm. Role call was taken and new members were welcomed.
2. No changes were made to the agenda and it was approved.
3. The minutes from the November meeting were reviewed and approved. The motion was made by Annette Weissbach and seconded by Eric Kropp.
4. The financial report was given by Eric Kropp. Discussion included using the terminology of Endowment Fund when referring to the investments, and adding a grants section in the reports. Mary Mullens made a motion to approve the 2022 Year End Report and the 2023 Proposed Budget, second by Ritalyn Arps.
5. Annette Weissbach provided a history of the Endowment Funds managed by The Greater Green Bay Community Foundation. She shared that there was a loss this past year in both the Unrestricted and Scholarship funds.
6. Eileen Rueden, our WIMGA Representative mentioned that the January Newsletter came out with lots of continuing education opportunities. NEWMG dues include WIMGA dues.
7. Eben Erhard, our Volunteer Coordinator, clarified the greenhouse heating bill, mentioned we may have volunteer help through the Americorp program, and reported that there is a new Community Garden Coordinator, Annie Schmitz.
8. Peggy Loritz reported on the Communications Committee and welcomed members to join this committee. This committee oversees our Facebook account, the website, our google account and puts out the eblast.
9. Annette Weissbach reported on the Project Committee. There is a process to submit a new project and the form is posted on the website.
10. Kate Fix reported on the Community Outreach Committee. They are surveying members for preferred shopping locations, creating an internal speaker list, and has generated a seed list from all the projects for starting plants.
11. Eileen Rueden reported on the Membership Committee and mentioned that they are following up with the past members that have not completed the enrollment form, or the Brown County volunteer form, or have not paid their dues for 2023, By not completing the membership process, members may miss out this year on getting a new name

badge. The membership list will be coming out after March 1, when membership payment is due to WIMGA.

12. Mary Mullins reported on the Garden Series. The proposed plan for Feb 4 was changed to February 18 with a speaker on 'Prairie Plants for Urban and Suburban Gardens', and this event is free to all members and a guest. Flyers for the March 4 speaker on 'Plants to Grow', and the April 15 speaker on 'Peonies' have been printed and distributed. Contact Mary if you would like flyers or posters to distribute.
13. Melissa Wass reported on the Brown County Seed Library and reminded us about the Community Outreach Event at the central library on March 4. Volunteers are needed and you can contact Melissa at seedsaver@newmastergardeners.org for more information.
14. Elections were held and our new Vice-president is Bruce Lasota and our WIMGA representative will continue to be Eileen Rueden.
15. We will be having an audit and Steve Herro, Eileen Rueden, and Kate Fix volunteered to assist in the process.
16. In other business, Eileen Rueden mentioned the posting of the Volunteer Coordinator position, provided background information about the charge card payment system we have used in the past, and was looking for feedback on scheduling events. Steve Herro and Eileen Rueden will work on creating a survey for this. Kate Fix informed us that both the July and November board meetings will be held at Green Bay Botanical Gardens.
17. Steve Herro made a motion to adjourn the meeting; seconded by Annette Weissbach. The meeting was adjourned at 6:47 pm

November 9, 2022

6:00 pm

Northeast Wisconsin Master Gardeners Association Board Meeting
STEM Center

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

Guests: Edie Brandt, Bruce LaSota, Michelle Montoya, Melissa Wass

The meeting was called to order by Eileen Rueden at 6:04 pm.

The agenda was approved.

The October 12 minutes were reviewed, and Steve Herro made a motion to approve the minutes; Mary Mullins seconded the motion. The minutes were approved.

Nancy Fictum reviewed the current budget.

Annette Weissbach reported on the Scholarship and Unrestricted Funds. The balance in both accounts continues to drop, as a reflection of the current market. Two scholarship payments were paid upon completion of the second semester.

Eileen Rueden provided an update on WIMGA with reminders from the newsletter. A special note was mentioned about the December 1, 2022 Annual Meeting that will be held on Zoom. Following a short meeting, there will be two guest speakers, Tovah Martin, with Houseplants by Design: Adding Plants to your Décor and Jay Dampier, State Horticulture Outreach Program Manager.

In Eben Erhard's absence, Eileen reported that he is tracking the Brown County volunteer forms.

Peggy Loritz presented an update on the Communications Committee and reminded everyone that they can send pictures and articles of interest to members for sharing on social media to communications@newmastergardener.org, or you can directly share on Facebook.

Nancy Fictum reported on the Project Committee. They are developing a form to complete online and will be posted on the website for easy access. In early Spring, project leads will meet with the committee to review and access each project.

Kate Fix reported on Community Outreach. Progress is being made for the 2023 Garden Series and three speakers are lined up. She also reminded people to complete the enrollment form and that the committee is gathering information on areas of expertise based off the survey results.

Eileen Rueden reported on the Membership Committee about the new name tags that will be ordered after we have an updated list of membership for 2023.

Melissa Wass reported on the Seed Saver Library and the afternoon of Saturday, March 4, 2022 will be the Kick-off at the Central Brown County Library. Anyone interested in participating in this event or would like to know more about this program can contact Melissa.

Mary Mullins reported on the Garden Series and the dates of February 4 (Pollinators), March 4 (Plants You Should Know and Grow), and April 15 (Peonies) have scheduled speakers.

Nancy Fictum presented the 2023 Budget. It was discussed that allotted endowment funds be included in income. There was also discussion about the greenhouse storage shed and that it is not an approved project. A motion was made to approve the budget with the removal of the amount budgeted for the storage shed by Mary Sprangers; seconded by Steve Herro.

Kate Fix presented the nomination of Eric Kropp to fill our 2023-2025 Treasurer opening, and there is still a search to fill the vice-president's position. Eric Kropp was elected as our new treasurer. Nominations for a vice-president will continue and election for this position will be on the January agenda.

Eileen reminded everyone that the next two board meetings, January and March, are virtual.

Paula King made a motion to adjourn the meeting; seconded by Mary Mullins. The meeting was adjourned at 7:30 pm.

