

**Missouri Master Gardener Association, Inc. Board Meeting Minutes**  
**March 4, 2016, 9:30 am-1:00 pm**  
**Location: Boone County Extension Office, 1021 Hwy UU, Columbia, MO**

**Call to Order** - President Blanche Kelly calls the meeting to order at 9:35 am. President Kelly welcomes twenty-four attendees and one non-member, Patty Garrett, Greene County attends via the audio system LYNC. Blanche announces an additional item is being *added to the agenda, Definitions of "Memorandum of Understanding" and "Guidelines" to be presented by Sharon Jenicek.*

**Secretary's Report** - Minutes of the Nov. 6, 2015 meeting were reviewed by members as they appeared in emails. Monica Fox moves and seconded by Mary Carey, that minutes be accepted as presented. Vote was affirmative.

**Treasurer's Report and 2014 Audit** - Treasurer Mary Medina reports a January 1, 2016 balance of \$14,920.25, a deposit of \$2,426.00 (dues and Lifetime memberships) and expenses of \$43.80 (Lifetime membership badges), \$93.32 (annual website renewal) and \$124.00 (Constant Contact @\$38 monthly) leaving an ending balance of \$17,085.13.

Treasurer Medina reports the 2014 audit was completed on November 9, 2014 and covered the period March 21, 2013 through December 31, 2014. The books were found to be in good standings. Items noted during the audit and/or suggestions listed in the written report from Barbara R. Wehde, Lincoln County Auditor were reviewed by the Executive Board and appropriately put into practice.

**Memorandum of Understanding & Guidelines** - Sharon Jenicek provides the following definitions for informational purposes prior to Dr. David Trinklein's report.

Memorandum of Understanding (MOU)-generally recognized as binding, even if no legal claim could be based on the rights and obligations laid down in them. To be legally operative, a memorandum of understanding must (1) identify the contracting parties, (2) spell out the subject matter of the agreement and its objectives, (3) summarize the essential terms of agreement and (4) must be signed by the contracting parties.

Guidelines-recommended practice that allows some discretion or leeway in its interpretation, implementation or use.

**MU Extension Report** - Dr. David Trinklein reports 51 people have signed up for the online CORE classes. Each of them have been given their respective local Master Gardener chapter contact information.

\*MU Extension Volunteer Conduct document may be viewed online ([extension.missouri.edu](http://extension.missouri.edu)) according to Dr. Trinklein. **Based on written clarification from Dr. Trinklein on March 14, 2016 to President Kelly, the Volunteer Conduct document has not officially become policy.**

\* Background checks - Prior to January 1, 2016, the background checks of volunteers working directly with youth 17 years old and younger were handled by the University of Missouri Extension 4-H program. **This is not longer the case; however, Dr. Trinklein is actively pursuing this service reinstated.** Stay tunes.

\*Operational guidelines - Currently the MU Extension State Advisory Council's plan is to finalize within the next two months operational guidelines pertaining to Master Gardener chapters. In order

to accomplish this, a MOU template between the Master Gardener chapter and its County Extension Council is being finalized.

\* Missouri Master Gardener Extension Program Guide for Volunteers - Dr. Trinklein states this guide is in the process of being written.

\*Tax exempt status - Dr. Trinklein states he will follow up with Dr. Tom Henderson regarding a written response to the question if funds donated to an Extension to be used by MGs are tax exempt due to using the EIN of the Extension.

**Leadership Report** - Jim Quinn reports he has nothing to add to Dr. Trinklein's report.

### **Committee Reports**

**Lifetime Membership Report** - Sharon Jenicek reports there is a total of thirty-seven lifetime members to date. Winnie McKinley upgraded to Gold, Karen Leslie and Chris Veach are new Silver Members.

**Membership Drive/Update** - Karen Kunz reports 37 chapters are members for 2016. Individual memberships total 1,158 persons. The Board unanimously agrees upon Karen's recommendation to close memberships after the June 3, 2016 Board meeting.

**MOMGA Communication** - Mary Medina reminds all chapters to email information to her ([medi720@aol.com](mailto:medi720@aol.com)) regarding plant sales, garden tours, etc. so she may include them in the monthly MOMGA Constant Contact.

**2016 MG Conference Report** - Chris Veach, Conference Chair along with Committee Chairpersons, Gisela Pursel and Karen Kunz give an overview of the 21<sup>st</sup> Annual Missouri Master Gardener State Conference to be held on September 16-18, 2016. They are members of Master Gardeners of Greater Kansas City, MO, which co-hosts the conference with MOMGA. Several tours, advanced education classes, renowned speakers, etc. will be part of the event. Complete details and registration information are planned to be on MOMGA's website by April 1, 2016.

President Kelly thanks all who volunteered and/or agreed to serve on the following committees:

**Audit Committee Appointment** - *President Kelly requests volunteers (3) and appoints Kathy Mills and Renate Ramirez leaving one to be named.*

**Marketing/Publicity Committee** - President Kelly requests volunteer(s) and appoints Mary Carey.

**Fund Raising Committee** - President Kelly gains approval not to appoint a member(s) to this committee as there is no need to fundraise at this time.

**Policy and Procedures** - President Kelly appoints Marie Pasley as the chair of this committee.

**Conference Liaison** - President Kelly and Sharon Gobber will serve on this committee

**Membership** - President Kelly appoints Karen Kunz.

**Lifetime Membership** - President Kelly appoints Sharon Jenicek.

**Finance** – President Kelly appoints Mary Medina.

**Nominating Committee** - President Kelly appoints Sharon Jenicek.

**Communications/Constant Contact** - President Kelly appoints Mary Medina.

### **Old Business**

**Monarch Project** – Mary Carey reports as Bob Lee is not available today. The Monarch Project is in its second year and has been very successful this past year. Monarch population increased by 14 %, however, progress is still needed. Mary shares the news that the Missouri Department of Conservation has taken over directing responsibilities of the project. Information will appear monthly in the MOMGA Constant Contact.

**501c3 Update** – President Kelly requests approval to table this matter as the status of the statewide Master Gardener program as it relates to this topic is uncertain at this time. Approval given unanimously.

### **New Business**

**Group Input** – President Kelly recognizes Elaine Fix, past President and Marie Pasley for their dedication in establishing by-laws and policies and procedures. Thanks to them we have a good foundation from which to move the organization forward. She then invites each representative to introduce themselves and to share anything of their choosing with the group.

President Kelly requests the representatives to divide into three groups (think tanks). She describes a single topic. Each group then writes down on a single sheet of paper thoughts/ideas on each topic. The topics are:

**Scholarships** – MOMGA approved issuing scholarships to attend the State Conference. One scholarship to be awarded in each region, one in Kansas City and one in St. Louis. What should we use as the criteria to determine who should be awarded these scholarships?

**Awards** – How can MOMGA recognize local chapter efforts at the State Conference? What types of awards should be considered?

**Logo** – Is the present MOMGA logo appropriate or does it need to be changed? If needs change, what are your suggestions?

**Meeting Protocol** – How do you see the format of the quarterly meetings?

At the conclusion of the exercise, the written remarks are collected and will be reviewed by the Executive Board and acted upon accordingly at a future meeting(s).

**Adjournment** – Monica Fox moves and Carol Buck seconded the meeting be adjourned at 1:00 pm. All in affirmative.

Respectfully submitted,

Sharon Gobber, MOMGA Secretary