

When you have a question..... please check here for whom to contact

From time to time as the Advisory Team, we get emails and phone calls with questions from the membership. In order to provide **an informed reply**, please forward any questions to the appropriate Team member. Team member should respond within 3 business days. **Consult the current membership list for up-to-date contact information:**

1. **Directors:** Share equal responsibility for administrative duties; make arrangements for Advisory Team meetings; create agenda for Advisory Team meetings and Business meetings; contact Meeting Teams to make sure arrangements are made for upcoming business meetings or socials. Respond to issues facing other Advisory Team members. Ensure the Education Team, Treasurer, Secretary, Website Administrator and Newsletter Administrator are able to fulfill their obligations. Contact: Ruth Retzlaff, Sandra Dennis.
2. **Financial/Treasurer:** Budget, reimbursement of expenses, payment of MG obligations, membership status/membership form. Contact: Deby Voyles
3. **Secretary:** Takes minutes of Advisory Team meetings (generally held during the month prior to a business meeting); takes minutes of business meetings; may be required to take minutes at other Advisory Team meetings outside of scheduled meetings. If unable to attend, makes arrangements and contact for a stand-in to take minutes. Contact: Petey Clark
4. **Education-related Questions:** Content, topic, presenter eligibility for Master Gardener certification. Does the topic meet State Program Office standards for topic (Horticulture) and presenter. (Please review the material in Canvas as it pertains to topic and presenter qualifications). May assist Meeting Teams with topic/presenter questions; also for suggestions of topics for presentations.
Contact: Linda Werner or Valerie Stabenow (Contact Valerie for questions on Certification, assistance with Canvas and/or the Online Reporting System (entering your education or volunteer hours).
5. **Website and/or social media questions/concerns:** Content, information, submissions, corrections, additions.
Contact: Madisen Potratz
6. **Newsletter:** Submissions (articles, photos, events) Contact: Madisen Potratz
7. **Project Inquiries:** Any organization looking for additional Master Gardener assistance or for a new addition to Project options. Organization must be vetted by the State Program Office to be considered for inclusion in the Online Reporting System in order for Master Gardeners to report Volunteer time towards annual certification.
Contact: Deb Butch