

Advisory Team Meeting Minutes
February 7, 2023, 1 p.m.
Coughlin Center Volunteer Room

Attending: Madisen Potratz, Linda Werner, Valerie Stabenow, Deby Voyles, Ruth Retzlaff, Linda Loker, Kathy Schulz via phone, Jean Reed

Call to order at 1:08 p.m.

1. **Communication** - who should be on which email trails?

Ruth said this came up because we are new at this. Are we going to include everyone on everything. The consensus was no, leadership team Kathy Schultz, Linda Werner, Valerie Stabenow, Ruth Retzlaff, Jean Reed, Anne Murphy, Madisen Potratz, Deby Voyles, Linda Loker.

Deby is going to create a leadership group on the Master Gardener email, so we can just use that group to send emails. We should add Kathy Procknow and Debbie Butch as well.

2. **Honorary status members** - Should the association pay for WIMGA dues each year? How do we know who has applied/been accepted for status?

Historically it was emeritus and the association paid the dues of the emeritus members. Deby recommended we continue paying the honored status members' dues. We are not allowed to know about the status of our members. Deby recommended that we ask our members who applied for honored status and received it. Deby will send an email on April 1 asking if they have received honored status. Then we can reimburse them. It was recommended to talk with members at the business meeting next month.

ORS has an email address that we can send a data request to. We will get the information within 5-10 days. We will only be able to do this once a year. They will start taking requests after April 1 as that is when the new batch of MG students will be finishing their classes.

3. **Money for plaques for deceased members**

Linda Loker now has three deceased members that she needs plaques for to add to our bench. Deby put together a small budget for the group. Items for things like the plaques, golden trowel awards, etc.

Income: class fees (in case we have a class), worm castings, clothing (do we want to have our own logo), membership dues, money for a grant

Expenses: community outreach education, garden tour gift cards, organization services—grant work, worm castings, WIMGA dues, meetings, awards and recognition

(plaques and golden trowel), social activities—summer picnic, sunshine committee, refunds, administration, other.

We need to let the meeting planners know to send Deby their expenses so she can reimburse them.

4. **New agenda item—Issues with Community First**

Deby informed the team about issues she has been having with Community First.

Deby Voyles and Ruth Retlaf have been authorized to look into moving our checking account to another financial institution. Valerie Stabenow moved and Linda Loker seconded. The motion passed.

5. **Annual Report for State** - discussion on if we need to fill out, if our status is correct with the State tax division, etc.

We have a nonstock corporation status. We are not tax exempt. Valerie will check with her lawyer contact if we still need nonstock corporation status.

6. **Farmers Market** - status of insurance for this event. What presence do we think we can support - once per month? more? Children's day? Need Madisen's input.

Madisen printed out the certificate of insurance and anyone working at the Farmers Market needs to go through UW Extension training on Canvass. The Association is not the agent, UW Extension is the agent thus the reason we need to be Extension volunteers at the Farmers Market. So if the Neenah Farmers Market wants Master Gardeners to attend, members can volunteer and Madisen can get a certificate of insurance for that as well. Madisen will find out what we need to do to become an Extension volunteer. That training will allow members to volunteer for the farmers markets, plant health volunteers, rain garden, or any other Extension volunteer opportunities.

Madisen will ask Debbie Butch to present the Farmers Market as an opportunity for Extension volunteers at the next meeting.

Discussion followed on how best to support the Farmers Market, weekly, biweekly, monthly.

The former Speakers Bureau was discussed. Requests went through the advisor, the advisor had access to previous created slides. Linda Werner has a request for a series at the Neenah Public Library.

Ruth asked who gets the master list for emailing purposes? Deby maintains our list based on who has paid dues. Deby will mail it to Madisen. Deby asked, "how long do we keep someone on our email list without receiving dues?" She will start calling the people who have not paid their dues and start removing them. Deby has a March 1 deadline for WIMGA dues.

7. **Bus trips and liability - discussion** - Madisen input needed.

Madisen liability waiver. Valerie and Linda have been contacted by McKay's Nursery in Waterloo to give us a tour. Also, for going to the Oneida Farm for a tour to see indigenous agriculture. No bus used just a tour on your own. Both of those tours will be considered education hours.

8. **Summer Garden Walks** - at projects? or individual member's homes? Do we still offer the gift card for hosting a walk?

We will continue to offer the gift card as a garden walk. Linda Loker said they are planning a tour at the Morgan house.

Valerie Stabenow moved that we accept the budget as presented by Deby Voyles. Linda Werner seconded. The motion passed.

March 14 and June 6 next meetings.

We need to remind people that we will need volunteers for next year starting at the end of 2023 and for 2024. We need to know who is interested to be on the teams by the first of August. We need to have members sign up for the roles so we can continue as an organization. We need the meeting team to let members know how much fun it was for the January get-together.

Ruth Retzlaff moved for adjournment and Valerie Stabenow seconded. The motion passed. Meeting adjourned at 3:21 p.m

Next Advisory Meeting—Tuesday, August 1, 2023 at 3:30 p.m.