

UC Master Gardeners of Nevada County
Executive Board Meeting Minutes
April 1, 2020 Started at 9:30 am – ended at 11:28 am
Meeting held online via Zoom software

Board Members present: Lisa Moody, Margaret Ervin, Jan Christofferson, Denise Ronalter, Connie Suddath, Stephanie Wagner, Alison Olsen, Dawn Bateman, Sylvia Wright. Also: Kevin Marini

Board Members absent: none

Members present: Pam Montgomery, Judie Tartaglia, Ginni Renfrew, Don Asay, Ralph Mertens, Rita & Bob Quade, Toni Smith, Theresa Thomas, Mike Crandall

Topic/Presenter	Purpose	Notes	Action
<p>Welcome & Introductions</p> <p>President –Denise Ronalter</p>		<ul style="list-style-type: none"> • Updates on COVID-19 impact: Board met twice in the past two weeks (March 20 and 30) in emergency session to reorganize our activities because of the novel coronavirus / COVID-19 pandemic and the associated stay-at-home orders. • Our sympathy goes to Lisa Moody, whose uncle passed away from COVID-19. • 40th Anniversary logo is available for use; Denise displayed 	
<p>Secretary – Sylvia Wright</p>	<p>Approval of minutes</p>	<p>Minutes of previous meeting on Mar 4, 2020: motion to approve by Alison, second by Connie</p>	<p>Approved</p>
<p>Treasurer’s Report – Alison Olsen</p>	<p>Review Budget vs Actual</p>	<ul style="list-style-type: none"> • Handout of Budget Update (via email, April 1) • Budget requests trickling in. Lisa has been a big part as facilitator for the Demonstration Garden, and she is looking at ways to create additional line items. As request forms come in, Alison will add to draft budget document and send as a draft to board, probably around April 8. 	<p>None</p>
<p>Vice President – Dawn Bateman</p>		<ul style="list-style-type: none"> • Field trips: <ul style="list-style-type: none"> ○ Mushroom farm trip was canceled. UC Davis Plant Sale canceled. • General meeting programs: <ul style="list-style-type: none"> ○ April speaker (Sweet Roots Farm) may happen, via Zoom; working on May speaker. ○ Asks Kevin if he could prepare a Zoom presentation for a general meeting so we could earn Continuing Education hours; he agrees. • Discussion: We could give the planned public workshops (now canceled) to the Master Gardeners for CE. Connie likes this idea; will contact the presenters and let Dawn know if there is interest. 	

<p>Facilitators' reports</p> <p>Administration – Jan Christofferson</p>	<p>Status reports</p>	<p>Jan asked Mark Renfrew to solicit technology needs from the membership, and she has included those in her 2020-2021 budget request.</p>	
<p>Public Information – Stephanie Wagner</p>		<ul style="list-style-type: none"> • Posted quickly on website that events were canceled: website, Facebook, NextDoor • Ann is writing article for Union re these and hotline cancellations • Radio is a possibility, if any Master Gardener wants to go to the radio station to broadcast • Sylvia suggests that on the website, when we post the Curious Gardener newsletter, we provide a list of the contents of that edition of the newsletter • Lisa is actively looking for content for our Instagram feed, which now has 150 followers 	
<p>Public Education – Connie Suddath</p>		<ul style="list-style-type: none"> • Connie likes the idea of having presenters offer their workshops to the Master Gardeners • Working on Search for Excellence submission re workshops; due end of April. Kevin advised her to use the application to submit. • Growers markets: Locations present challenges -- sun, crowding, parking. Wait and see how the COVID-19 crisis affects these. Ellen Dana is checking on Nevada City market. • Costco Connection magazine has a story on Master Gardeners • Home and Garden Show was rescheduled to Oct 17-18 • Sylvia asks if we could do public workshops via Zoom. Discussion: Have presenter(s) pre-record the workshop on Zoom and post online for on-demand viewing. Kevin notes that a stable Internet connection is needed for recording with Zoom. Test-run to members only. How to allow questions from the public? Denise will schedule a meeting for further discussion; will include Mark Renfrew. 	
<p>Demonstration Garden – Lisa Moody (<i>Lisa is new facilitator for board and administrator responsibilities. Steve Bond is still on-the-ground coordinator</i>)</p>		<ul style="list-style-type: none"> • Did a walkabout recently; all looks fine. • Working on combining the care and tending of the Meadow, Oak Woodland and Native areas (not Pergola) • Developing new line items (or restoring old ones) for better organization and specificity in budget • Updated the list online of DG project teams and their contact information. Looking for someone to take on Propagation. Will post the list in Cottage, too. 	

<p>Financial Resources – Margaret Ervin</p>		<ul style="list-style-type: none"> • Plant Sale: Growers are very busy with the seedlings. Plant Sale team meeting often to work out the details of the modified sale. We will offer a Second Chance Presale that will allow members to amend their presale orders (or make one) to include friends and family. Drive-up pickup by members only. Details in progress; we have to have all checks in by end of May. • Garden Guide: Big hoopla launch has been postponed. We'll wait for pandemic events to unfold before deciding how and when to proceed. API printers will honor our price quote unless materials or labor costs change. 	
<p>Kevin's Report</p>	<p>Status</p>	<ul style="list-style-type: none"> • Has updated the Hotline message. We are responding to questions that were on the machine. • NID had said the NID office property, including Demo Garden, was closed; Kevin wrote to manager but no answer. Nonetheless, the gates are open and many NID employees are at the building. He says that unless one has an absolute necessary reason to enter the DG, we should stay away. If we do go, keep it short. Lisa will email the membership with that information. Tart notes that one of the Orchard team will spray the trees soon, when weather allows; Kevin OKs that. Don Asay notes that sprayer malfunctioned last year; he had to repair; Tart said that Peggy's husband will fix. • Ann Wright did great job on website re workshop, hotline cancellations. Send her any other suggestions for website improvements. • If you need any materials from the office, arrange with Kevin. • Statewide conference: no news 	
<p>Old Business</p>	<p>Status of open items</p>	<ul style="list-style-type: none"> • Delayed deadline for posting job desc on VMS to June 30 • Mark working hard on plant sale; will get to VMS, Facebook, Instagram later • Postponed indefinitely: Garden Guide rollout and County Fair sales; Pavilion/Hoop House electric/solar • Hoop House sign -- Margaret working on • Research cost of buying tables vs renting: Lisa says ROI period is 10 years, so not economically feasible • Nominating Committee update -- Tart: Working on board position recruitments 	

New Business

Organizational Chart Update:

- Discussion led us to name the facilitator positions:
 - Gardening Q and A
 - Education
 - Garden Projects
 - Finance
- Agreed to move Soroptimist Tours from "Education" to "Gardening Q and A."
- Kevin notes that the org chart is a function of the bylaws. First membership must vote on the bylaws, then the org chart can be released. Denise will ask, by April 3, for a vote on the bylaws from members by April 12 via email. (10 days is required.) Denise's email will include a summary of the changes.
- The new bylaws (and therefore organizational structure) go into effect July 1.

Adjourned