**Ozaukee Master Gardeners**

**Executive Board Meeting**

**February 10, 2020 – 6:45PM**

**Tellos Grill & Cafe** **BOARD ROOM, 200 W Grand Ave., Port Washington**

**Present:** Kathleen Awe,Lou Hefle, Kit Keller, Sue Kinas, Diane Niksa, Stephanie Plaster, Kitt Pullar, Walt Schmitz, Heidi Janous, Erin Schanen, Laurie Yingling. **Absent:** 0

**Meeting Called to Order: 6:45PM** by Heidi Janous

**Approval of Minutes From Last Meeting:** Minutes were not approved; add to next meeting’s agenda.

**President’s Remarks:** Welcome!Heidi introduced each board member. (See list/roles at end of minutes.) Each board member shared the year they graduated from the Extension’s Master Gardener program and their favorite plant.

**Treasurers Report:** Kitt explained Excel and advocated its use for OMG financial records rather than Quicken. *Diane moved, Laurie seconded to use Excel and to terminate our Quicken program access and obtain a refund if available. Passed.* Just a reminder that financial statements are not posted to the list serve. Laurie will update reimbursement form on the website to provide the correct information for our new treasurer.

**Project Committee Report:** Laurie gave an update.

* **4H Youth Horticulture**: All but one garden bed in the 4H demonstration garden at the Fairgrounds will be transformed from vegetables into pollinator gardens. One will continue to be used for vegetables. Mariette Nowak, author of Birdscaping in the Midwest will speak to the class and also teach them to make table arrangements using native plants and flowers. Cindy Behlen is working on a presentation for the Columbia City Spring Symposium on 3/29. Next year they want to reach out to schools. Cindy asked whether the amount requested for the project ($2,000) was budgeted. Kitt said yes. It was suggested that all project chairs be notified of their approved 2020 budgets.
* **County Fair**: Laura Herzog is leaving the committee.
* **Plant Sale:** First meeting is set for 2/13 in the County Administration Building auditorium.
* **Triangle garden:** Major goal is to eliminate plants that attract deer.
* **Webster Garden**: The kids will be learning how to make plant dyes and are collecting plastic lids to be used to make a recycled plastic bench for the school. [There was a wonderful article in the News Graphic!]

**Operations Committee Report:** Walt gave an update.

* **Level 1 Training**: large incoming class (51 students), meets on Tuesdays at the County Fairgrounds.
* **Membership**: Calls made about missing dues/hours.
* **Publicity**: See symposium update.
* **Yard & Garden Line**: Have new volunteers.

**UW-Extension Agriculture Agent’s Report:** Stephanie gave an overview of her role for new Board members. She is a non-voting member who provides information on state and county policies and answers the hard questions. She holds ultimate approval of hours, not of use of funds.

* **Hales Trail Community Garden** in Port Washington: OMG handles the finances for them, pursuant to a year-to-year contract. A new Port Park & Rec Friends groups has formed which can take over this role in 2021. Steph recommended continuing to handle the books in 2020. Consensus agreement.
* **Pavilion use policies**: County owns the facility, but events are scheduled by the City of Cedarburg (Mary Sheffield works to rent out the facility). OMG can use the North building for free, and will pay $50 to use the South building. The county doesn’t have anyone to open the Pavilion after hours. OMG needs to designate a person to be responsible for picking up and returning the key from the Extension office. Walt volunteered for this duty and said he would arrive by 6pm for OMG meetings.
* **Printing policies**: All printing must be done at the Extension office and picked up by an OMG volunteer for the OMG meetings. NOTE that a fillable form must be completed for each printing request: [https://ozaukee.extension.wisc.edu/taking-care-of-business-contacting-extension-ozaukee-county /](https://ozaukee.extension.wisc.edu/taking-care-of-business-contacting-extension-ozaukee-county%20/).
* **AV equipment**: Diane said the Education Committee purchased its own laptop after discovering the OMG laptop had been compromised.
* **Washington County Community Garden** will transition to the Washington County Master Gardener program.
* **Youth volunteer certification**: If master gardeners are not state certified, they cannot work with youth or handle money.

**Old Business**

* **Education Committee update:** none.
* **Symposium update**: Erin reported that to date, 196 general admission tickets have been sold along with 23 VIP tickets. The goal is 230 total tickets sold. 15 tickets were purchased last week. Ads have been placed. A volunteer meeting has been held. Silent auction requires Pay Pal (2.2% plus $.30/transaction). We can get up to five devices to use at other OMG events, and will change user name and password after each event.
* **Marketing Focus update for 2020**: PR vs. marketing tasks. New signage for all OMG garden sites. Moving all membership meetings to Cedarburg offers opportunities. Need a consistent look/logo. As part of the UW Extension program transitioning to management by the UW in Madison, there will be a new logo for us to use. For now, we can use the old logo, create a new one, or use the one previously created by the UWMG program. Starting 10/1/2020, there will be new policies and memos of understanding. There have been a few hiccups in the UW Extension transition, as UW Madison is not used to coordinating operations in all 72 counties. Key issues are risk management and communication.

**New Business**

* **OMG Passion Project** (Rename?) Discussion: At the annual meeting in January, Erin introduced the idea of doing a “one big thing” project to use some of the cash we’ve raised. Ideas discussed:
* Ozaukee Washington Land Trust – Vineyards project/Clay Bluffs Nature Preserve (-------)
* Near Austin, Texas, Mueller Park (dog friendly) offers two lakes, a 5-mile bike/walk/hike trail, sculpture garden, purple martin houses, community education through interpretive signs/placards, and is maintained by a maintenance crew. (Heidi)
* Bellevue, Washington is transitioning master gardeners to one single project. (Diane)
* Teaching garden is something many master gardener groups have. (Erin-learned at the International conference in PA)
* To get the public more involved, in our gardens, offer a demonstration garden with tastings. Could add a community garden. Start small, add to it each year. (Lou)
* Proving grounds garden. Maybe at MATC in collaboration with the horticulture class. (Walt)
* Rain gardens are useful and work for most people. (Kathleen)
* Water feature, garden art. (Kitt)
* Offer a small sensory garden. The Milwaukee MGs and DNR offered a reflective garden at State Fair Park. (Laurie) Tendick Park was also mentioned.
* Seek to do a project at a location that would be a win-win, such as one that would offer a public space for OMG meetings. Initial idea: Mequon Nature Preserve. (Kit)
* MATC scholarships were also mentioned.
* **Any Other New Business**
* **Tax return**: The IRS did not receive OMG’s 2018 tax return. As a result, the has sent OMG notice to pay a penalty for late filing.
* **Insurance**: Jerry, Steph, Heidi reported on this. County use to pay OMG’s insurance, but has stopped doing so. OMG has paid the bill for this year. The group is adjusting to new procedures as Dan O’Neil used to handle all of these details for OMG.

**Adjourn**: *Erin moved to adjourn, 8:30pm, Kathleen seconded. Passed.*

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**NEXT MEETING**: Monday, March 9th at 6:45pm. **Location**: to be determined.

**2020 Executive Board – Ozaukee Master Gardeners**

* Past President: Erin Schanen
* President: Heidi Janous
* President Elect: Sue Kinas
* Treasurer: Kitt Pullar
* Secretary: Kit Keller
* VP Operations: Walt Schmitz
* VP Projects: Laurie Yingling
* Member at Large: Lou Hefle
* Member at Large: Diane Niksa
* Member at Large: Kathleen Awe
* Non-voting Extension Agent: Stephanie Plaster

**Legend:**

Underlined – add to next meeting agenda.

*Italics underlined* – motions for the record.