

Cumberland County Master Gardeners, Inc.  
Executive Board Meeting  
October 20, 2022

**CALL TO ORDER:** Jewell Wilhoite at 1:04 pm at the Country Store.

**ATTENDANCE:** Jewell Wilhoite, Alan Baker, Margo Carroll and Julia Wood

**OFFICER REPORTS**

**Secretary:** Julia Wood: The September board meeting minutes were corrected.

**MOTION:** "I move to approve the minutes as amended"

Moved: Alan Baker      Seconded: Jewell Wilhoite      Approved: All in favor

**Treasurer:** Alan Baker: Through 10/12/22 total income was \$22,829 and total expenses were \$18,002. The net income was \$4,827 and the book cash balance was \$13,639. The memorial bench fund remains at \$108. Storage has been paid through December. It does not include sandbox and weed whacker. Check requests may still need to be submitted.

**MOTION:** "I move to receive the treasurer's report as stated."

Moved: Julia Wood      Seconded: Jewell Wilhoite      Received: All in favor

**Vice President:** Rhoda Hiller (not present): Melinda Hedgecoth will be the November speaker on weather folklore. Sheila McNeely our MG regional rep will also visit our meeting. December will not have a speaker.

**DIRECTOR'S REPORT-** Ernie Wood: (not present no report)

**OLD BUSINESS**

**Nominating Committee:** The slate has been proposed by the Nominating Committee (Alan Baker, Patricia Briney and Linda Ferris) The proposed slate of candidates for the officers 2023:

President: Mike Barron      Vice President: Rhoda Hiller      Secretary: Rita Reali

Treasurer: Glenda Wisdom      President Elect: open

**NEW BUSINESS**

**Post-Election Motion-** Alan Baker will develop language for a motion to authorize signature changes for Bank Authorization signatures.

**Address Change:** We have not been getting mail picked at the box. So we need to change mailing address to the Extension Office.

**Transition to New Board:** At the December Board Meeting (Dec. 15 at 1 p.m. at the /country Storewe will transition to the 2023 Board. Training and materials handoff will need to be outside that meeting. Are we all caught up for transition?

- The new board will need to decide who will be responsible for government filings that have been done by Alan Baker. These would normally be a function of the Secretary in co-operation with the Treasurer.
- We have not completed executing the records retention policy.
- The new board will need to review policies and determine what changes they want to make.
- Alan will maintain the current boards access to electronic files on the cloud until the new board is well settled.
- Email has worked well. The new board should maintain some control over what goes out. Shalena's emails have been "pre-authorized". We have over 660 people on the general mailing list. Alan will add those names that signed up as wanting more information.

**Holiday Luncheon Committee:** Margo Carroll: Fortes will cater the banquet. Menu is pork and chicken, potatoes, vegetable and dessert. With tip and tax will be \$19.20 per person (\$20/person) and a \$25 delivery fee Fortes needs a head count by Nov. 22. Do they provide a dinner roll? Fortes will

provide a server and serving utensils. They don't do drinks. Margo has some urns that we could use for hot water for tea or hot chocolate and ice tea. We usually make our own coffee. We will provide holiday plates, napkins, and cups. Jewell will talk to hospitality about using our utensils, water, coffee. Program will be minimal with introduction of guests, time for socialization, slide show and music:

- Julia will invite Walt Hitch, Gregg Upchurch, Shalena Durkot, Jennifer Barnes and Ellen Branham. Can hospitality budget provide utensils.
- Doors open 12:30 and lunch about 1:15
- Jewell, Alan and Margo will put together an email for ticket cost, menu etc.
- Alan will make tickets for sale at the November Member. He will check people in at the banquet. The only face-to-face ticket sales will be at the meeting. Alan can take credit cards over the phone or checks directly mailed to him before cut-off for head count estimated by 11/22.
- We will purchase Christmas plates, cups and napkins at a cost of no more than \$2.00 per person.
- Margo will develop slide show and music and confirm electronics, sound system availability.
- Julia Wood
- Instead of gift exchange, Jewell proposed that we collect toys or items for the elderly. Margo will determine for which organization we collect donations.

**MOTION:** "I move that we set the ticket price at \$15.00 per person and the board will make up the difference. (\$5.00 per person).

Moved: Julia Wood

Seconded: Alan Baker

Approved: All in favor

**Membership List:** Some members have extenuating circumstances to make their hours. Can other members donate hours? There is no method to do this. This year if they paid dues, they are members. In the past we had lifetime members. UT Extension sets the membership. By-laws say annual re-certification is required. Gregg can certify a master gardener with his discretion. Members should contact him if they have extenuating circumstances.

**Photo Directory:** Erin Fletcher Conley will take pictures at the Nov. meeting. The new board will need to delay directory until spring after Gregg's certification and dues for 2023 are paid. Alan recommends the new board submit our list of current members and ask him to make a determination before the end of Jan. as hours

**Dues 2023:** The new board will set the 2023 dues. Consider raising dues, and family membership in addition to an individual one.

**Ellen Branham's Retirement:** We would like the board or organization to thank Ellen for all her year's of support. Julia will obtain a gift card and card for board to sign just prior to the party Nov. 28.

**MOTION:** The board authorizes purchase \$100 gift card for Ellen.

Moved: Alan Baker

Seconded: Julia Wood

Approved: All in favor

**2023 Fundraising Meeting:** We need to send the outcome of fundraising meeting to the membership.

### **CALENDAR**

1. Hosta replanting: October 27, 2022 at 10:00 in the PDG large greenhouse: Contact Rhoda Hiller
2. Ellen Branham's retirement party: Fri. Oct 28 3-5 pm at the Country Store.
3. November Member Meeting: Tuesday, November 1, 2022 at 5:30 pm- Election of next years officers
4. November 5 Veterans Parade – Contact: Connie Farley
5. Hello Holiday Market Bird Wreath Sales Nov. 12-13. Contact: Shalena Durkot

6. Umbrella Committee Meeting: Dec. 8, 1 pm at the PDG
7. Fundraising Committee Meetings- Nov. 16 - Contact Mike Barron
8. Board Meeting: Thursday, Nov. 17, 2022 at noon at the Country Store
9. Christmas Tree Set-up – Tue. Nov. 29 at 8 a.m. First National Bank of Tennessee, 1386 N Main, Crossville
10. Bird Wreath Production: Tue. Nov. 29, 9 a.m. -noon at the PDG indoor classroom
11. Arrange Centerpieces and Set-up Decorations for Holiday Luncheon Dec 5. 11 a.m. at the Country Store
12. Holiday Luncheon December 6, 2022 at the Community Complex 12:30 pm doors open. Lunch 1:15 pm. Board and décor folks should arrive earlier to complete setting up.
13. December Board Meeting and Transition to the New Board, December 15, 2022 at 1:00 pm

**ADJOURNMENT:** The meeting adjourned at 2:24 pm

**MOTION:** Jewell Wilhoite moved to adjourn the meeting.

Moved: Julia Wood      Seconded: Alan Baker      Approved: All in favor

**MOTION:** “I move to approve the minutes as amended”

Moved: Alan Baker      Seconded: Rhoda Hiller      Approved: All in Favor

Respectfully submitted:



Julia Wood, Corporate Secretary