

CALL TO ORDER: Rhoda Hiller at 12:08 pm at the Country Store.

ATTENDANCE: Rhoda Hiller, Alan Baker, Margo Carroll, Mike Barron, Glenda Wisdom, Linda Glenn, Gregg Upchurch 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: Rhoda Hiller Approved: All in favor

Treasurer: Alan Baker: Through 11/14/22 total income was \$22,970 and total expenses were \$17,890. The net income was \$5,080 and the book cash balance was \$13,852. The memorial bench fund remains at \$108. We currently have 46 people paid for the holiday luncheon and therefore the net cost to CCMG is estimated at about \$300 including gratuities. I'll request that all members submit any re-imbursement or check requests by Dec. 10th so we may close the books for 2022 at the Dec. board meeting.

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

Moved: Julia Wood Seconded: Rhoda Hiller Received: All in favor

Vice President: Rhoda Hiller: There will not be a speaker at the December meeting as this is our holiday luncheon. We will have a slide show, holiday music, toy/book collection and an ugly sweater contest. We will not conduct a business meeting at the luncheon. The new board will need to decide if they are doing the pizza at the January meeting. Historically the Jan. Member Meeting presents the committees.

President: Jewell Wilhoite (not present, no report)

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

OLD BUSINESS: None

- **Holiday Luncheon Committee:** Margo Carroll: The venue changed to Bldg. 3 at the Community Complex due to a paying rental of Bldg. 2. Fortes will cater the banquet. Margo is working to have sound and projection. Rosie is on board to help with beverages. Guests have been invited, Gregg Upchurch, Walt Hitch, Shalena Durkot, Jennifer Barnes and Ellen Branham. Doors open 12:30 and lunch about 1:15. Collected donations of toys and books need to go to local children. Christmas on the Mountain is not distributing toys this year so we need another local charity. Margo will work this out to keep toys local and let membership know of changes.

NEW BUSINESS

Transition to New Board: At the December Board Meeting (Dec. 15 at 1 p.m. at the Country Store) the outgoing board will transition to the 2023 Board. Training and materials handoff will need to be outside that meeting.

- 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.
- The new board plans to have a proposed budget ready for the new year.
- 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.
- The new board needs to determine who will send emails. Alan has handled emails and is willing to continue.
- 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. Gregg Upchurch archives messages he receives, and Alan maintains emails on the server

- Technically the secretary is supposed to maintain the membership list. However, members aren't members until Gregg certifies them and they have paid dues. The treasurer takes dues and has actually maintained the member list. The new board will need to determine how membership list will be maintained.
- Gregg Upchurch will need to send out the UT required volunteer agreements. All will need to complete these. This is a source of current member information.
- Important records have been placed on the cloud accessible to the board. Once the new board is settled, old board members will be removed. Alan will invite new members to the cloud storage.
- Conduct of business by the board or the membership needs to have a quorum. Julia has checked sign-in sheet at meetings and counted heads minus guests to determine if a quorum (25% of membership) is present.
- New Board will need to visit the bank (First National Bank of Tennessee) in early January and get authorized on the account. They will need a copy of November General Meeting Minutes that shows they were elected.

Membership List: We need to speed up the process for re-certification. It was proposed that we provide Gregg with the list of our current membership and 2022 interns and in January let us know if they are certified. Then we know from whom to collect dues. Some members have extenuating circumstances to make their hours. 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. and Holiday Luncheon. The new board will need to delay directory until spring after Gregg's certification and dues for 2023 are paid.

Address Change: We have not been getting mail picked up at the box. So we need to change mailing address to the Extension Office, P.O. Box 483 to assure we get mail in timely manner. Two signatures are needed to change the address at the bank.

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

Storage Area: The board authorized Linda Glenn to have a second copy of the key made. It will be kept in Shalena Durkot's office at the PDG and will have a sign-out/sign-in log. This is necessary since some have not returned the key promptly or the Extension Office may be locked during a time we need to access storage. This will be convenient for events at the PDG.

PDG Vandalism: Linda Glenn reported that the cows had been vandalized. We request the Umbrella Committee address how we protect décor and plants from vandalism.

Meeting Openings: There was discussion about how we open Member Meetings with grace prayer but not Pledge of Allegiance. Should we continue prayer? Should we be more non-denominational? It is up to the new board to determine future agendas.

2023 Fundraising: Mike Barron: Committees have autonomy to develop plans for presentation to the board. Minutes will be made for two meetings held yesterday. Other committees have yet to meet.

- **Raising and Selling Plants-** We will stick with peppers and tomatoes and hostas. We do not have additional greenhouse space. This committee needs a chair.
- **Classes and Speakers:** We will schedule no classes in Dec. thru Feb. Mike expects we will have about 25 classes. If a class has costs, we will charge for the class to at least cover costs. Rosie

Drechnik will chair this committee. We will not offer refunds for classes with pre-registration fees. Class Brochures should be black and white to keep the cost down.

CALENDAR

1. Holiday Luncheon: Tuesday: Dec. 6 Bldg. 3 at the Community Complex, doors open at 12:30 pm
2. Umbrella Committee: Dec. 8 at 1 pm at the PDG.
3. December Executive Board Meeting: Dec 15, 1 pm at the Country Store
4. Bird Seed Wreath: production schedule TBD
5. Jan. Member Meeting: Jan. 6 5:30 pm, Pizza night.

ADJOURNMENT: The meeting adjourned at 1:14 pm

MOTION: "I move to adjourn the meeting."

Moved: Julia Wood Seconded: Rhoda Hiller Approved: All in favor

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

Moved: Seconded: Approved:

Respectfully submitted:



Julia Wood, Corporate Secretary