

Explanation of Wilson County Handout Documents – May, 2005

History

The WCMGA (Wilson County Master Gardener Association) had its beginnings around 1995. A small group of gardeners worked with an Ag. Ext. representative to form this group. Like all other organizations this group had its “ups” and “downs” over the years.

Around the year 2000 the monthly meeting attendance would vary from 6 to 12 attendees. In 2001 President Tom Hoffman and a very energetic Executive Board worked hard to rejuvenate the organization.

In 2002 I had the opportunity to work with a very talented and dedicated Executive Board. We were able to continue the work begun by the previous Board. With the guidance of the Board and much work by committee and project Chairs our ranks swelled to 138 members. It took the efforts of many Master Gardeners over 2 years to “grow” the organization.

The succeeding 3 Presidents and Boards have continued the growth of our organization.

Purpose

These documents are offered for the purpose of giving MG leaders ideas that might be of help in their individual associations. We subscribe to the philosophy of “not reinventing the wheel”. By sharing ideas our work may be made easier and our association may be more successful. We do not claim that our way of “doing business” is the ultimate model. These are things we have done that have worked for us. Each succeeding Executive Board has amended procedures to fit their style.

Please note that some information would need to be amended to fit state guidelines.

Contents

Planning

Exhibit 1: “Brainstorming Items from December, 2001 Board Meeting (as listed)”; This two page document was the result of a “brainstorming” session by the incoming Executive Board. This raw data was then converted into “Exhibit 2”.

Exhibit 2: “Brainstorming Items from December, 2001 Board Meeting (by Category)”; This document contains the same information as Exhibit 1 but has been placed in categories to help with planning and prioritizing.

Exhibit 3: “SURVEY OF 2001 MEMBERSHIP ROSTER”; This document was used to ascertain the interests of our membership. Most of the results of the survey were used to plan monthly programs and the types of projects we would undertake.

Exhibit 4: “Guidelines for Board Members”; The content of these pages was originally “borrowed” from the Hamilton County MGA. Our thanks for their help.

Students

Exhibit 5: “2003 Student Information”; This packet of information is distributed to the MG students to help acquaint them with the organization and to encourage their involvement. The last page (6) is the form used by students, candidates and members to propose a new project.

Logistics

Exhibit 6: “Attendance & Sign-in Form”; This form is used for each member and candidate to sign-in at our monthly meetings. In addition to “attendance” we use this form for recording A.C.E. hours and for our door prize drawing.

Exhibit 7: “Information Sheet”; Used to update member information for our database.

Meetings

Exhibit 8: “Agenda Form”; Basic form for monthly meeting agenda

Exhibit 9: “Agendas”; These are the agendas for the 2002 association year.

Please note that regular agendas were printed for distribution to the membership. Also, the “detailed agendas” were printed only for the Executive Board to help with the flow of the meeting.

Other

Exhibit 10: “Policies, Constitution and By-laws”; Please note that this document has not yet been reviewed for compliance with State MG guidelines.

Exhibit 11: “Fair Demonstration Garden Inspection Sheet”; This is the sheet we use for the daily inspection of the vegetable/flower garden we maintain at the Wilson County Fair Grounds.

Thoughts and Contacts

My thanks to the past and present officers of the WCMGA and our advisor for their hard work and dedication.

If you are interested in the original “Word”, “Excel” or “Works” documents for the exhibits in this handout you may contact me at clar0710@bellsouth.net. Our current President, Mr. Bill Markie, is also a good source of information. He can be reached at wmarkie@earthlink.net.

Lastly, I encourage all MG Associations in the state to send copies of their newsletters to the other local presidents. By sharing ideas and information we can only make our associations stronger and more successful.

Good Luck!

Tom Clark, 2002 President, Wilson County Master Gardener Association

Brainstorming Items from December, 2001 Board Meeting (as listed)

What Brought You to Master Gardeners

- 1 Meet People
- 2 Gardening and the love of gardening
- 3 Neighbor was a MG
- 4 Learn the proper way to ...
- 5 Work with the Fair
- 6 Volunteer Work
- 7 Home for Habitat

What Do You Like About the Organization?

- 1 Projects
- 2 The President, Tom Hoffman, was friendly
- 3 Knowledge of Members
- 4 Refreshments
- 5 Newsletter
- 6 Door Prizes
- 7 Plant Swap
- 8 Continuing Education Program
- 9 Communications
- 10 Sign-in
- 11 Lawn Care information

What Would We Like to See?

- 1 Business, Refreshments, then Program
- 2 Continue Name Tags and add "Class of ..."
- 3 Introduce members by class to the group
- 4 Short, sweet business meetings
- 5 United Association; one county
- 6 Coordinate Programs
- 7 Questionnaire
- 8 Outreach with Invitation to former members
- 9 Socials, picnics, families, games, opportunity to meet
- 10 Graduation on a social night
- 11 Meeters and Greeters at door
- 12 VP introduce visitors on agenda
- 13 Follow-up on everyone who takes class
- 14 Projects; evaluate for need considering the number of people
- 15 Activities when people can attend
- 16 Explain procedure for certification to classes
- 17 Every volunteer gets a call
- 18 Committee sign-up; explain each project
- 19 Consider the sign-up to be a commitment
- 20 An officer knows each month who needs hours
- 21 More entries by MG members at Fair
- 22 Photo album; archives
- 23 External Communications

Brainstorming Items from December, 2001 Board Meeting (as listed)

- 24 Recognize outgoing officers
- 25 Recognize member's accomplishments
- 26 Utilize expertise of members
- 27 Maintain a relationship with J.W.
- 28 We need to know our responsibilities with certification
- 29 Develop and maintain Calendar; report changes at each meeting, monthly calendar in newsletter, make available to candidates
- 30 Encourage use of ID items
- 31 Adequate money
- 32 Date and 3 hole punch correspondence and initial
- 33 Seek all phone numbers
- 34 Start A.C.E. Program
- 35 Stationary
- 36 Set budget to meet program needs
- 37 Projects organized and fun
- 38 Network with other MGAs
- 39 CC emails to Hoffman and McGuire
- 40 Confirm financial arrangements prior to project
- 41 Year-end reports from committees with guidelines for what is needed
- 42 Recognize those who help us
- 43 Include Health and Welfare in Agenda
- 44 Encourage carpooling
- 45 There is a difference between volunteer hours and paid hours
- 46 Utilize others' money when we furnish labor
- 47 Equality
- 48 What resources are available to us?
- 49 Who donates to us
- 50 Encourage candidates to be involved

Brainstorming Items from December, 2001 Board Meeting (by Category)

Administration

- 1 Maintain a relationship with J.W.
- 2 We need to know our responsibilities with certification
- 3 Develop and maintain Calendar; report changes at each meeting, monthly calendar in newsletter, make available to candidates
- 4 Adequate money
- 5 Date and 3 hole punch correspondence and initial
- 6 Stationary
- 7 Set budget to meet program needs
- 8 What resources are available to us?
- 9 Who donates to us

Candidates

- 1 Explain procedure for certification to classes
- 2 An officer knows each month who needs hours
- 3 Encourage candidates to be involved

Communications

- 1 Newsletter
- 2 Communications
- 3 Questionnaire
- 4 Outreach with Invitation to former members
- 5 Follow-up on everyone who takes class
- 6 Photo album; archives
- 7 External Communications
- 8 Seek all phone numbers
- 9 Network with other MGAs
- 10 CC emails to Hoffman and McGuire
- 11 Recognize those who help us

Education

- 1 Continuing Education Program
- 2 Lawn Care information
- 3 Learn the proper way to ...
- 4 Knowledge of Members
- 5 Coordinate Programs
- 6 Utilize expertise of members

Miscellaneous

- 1 Gardening and the love of gardening
- 2 Neighbor was a MG
- 3 The President, Tom Hoffman, was friendly
- 4 United Association; one county
- 5 Encourage use of ID items
- 6 Start A.C.E. Program
- 7 There is a difference between volunteer hours and paid hours

Brainstorming Items from December, 2001 Board Meeting (by Category)

8 Equality

Meetings

- 1 Refreshments
- 2 Door Prizes
- 3 Plant Swap
- 4 Sign-in
- 5 Business, Refreshments, then Program
- 6 Continue Name Tags and add "Class of ..."
- 7 Introduce members by class to the group
- 8 Short, sweet business meetings
- 9 Meeters and Greeters at door
- 10 VP introduce visitors on agenda
- 11 Recognize outgoing officers
- 12 Recognize member's accomplishments
- 13 Include Health and Welfare in Agenda
- 14 Encourage carpooling

Projects

- 1 Work with the Fair
- 2 Volunteer Work
- 3 Home for Habitat
- 4 Projects
- 5 Projects; evaluate for need considering the number of people
- 6 Activities when people can attend
- 7 Every volunteer gets a call
- 8 Committee sign-up; explain each project
- 9 Consider the sign-up to be a commitment
- 10 More entries by MG members at Fair
- 11 Projects organized and fun
- 12 Confirm financial arrangements prior to project
- 13 Year-end reports from committees with guidelines for what is needed
- 14 Utilize others' money when we furnish labor

Social

- 1 Meet People
- 2 Socials, picnics, families, games, opportunity to meet
- 3 Graduation on a social night

WILSON COUNTY MASTER GARDENERS

SURVEY OF 2001 MEMBERSHIP ROSTER

January 21, 2002

Goal: Survey the membership for suggestions to improve the Master Gardener Club to meet the needs of the membership and provide benefit to the community.

Instructions: Please answer the following questions very candidly and provide any additional comments in the spaces provided or on additional sheets. Please return your completed survey to Tom Clark in the enclosed envelope.

NAME _____ **Year of Class** _____
 (NAME IS NOT REQUIRED)

Questions:

1. INTEREST LIST FOR EDUCATIONAL TOPICS

Indicate 5 for highest Interest and 1 for lowest interest your preferred topics.

	5	4	3	2	1
Diseases and Disease Control					
Equipment & Tools					
Fruit Production, Small					
Fruit Production, Tree					
Herbaceous Ornamentals					
Herbs					
Insects and Insect control					
Interior Plants					
Irrigation					
Landscape Design					
Lawn grasses, turf grass					
Organic Gardening					
Plant Science					
Soil and Amendments					
Vegetable Gardening					
Wildlife Management					
Woody Ornamentals					
Perennial and Annual Flowers					
Flower Division and Seed Collection					
Greenhouse Growing and Maintenance					
Home Pest Control					
Container Gardening					

2. INTEREST LIST FOR VOLUNTEER PROJECTS

Indicate 5 for highest Interest and 1 for lowest interest your preferred project.

	5	4	3	2	1
EXTENSION SERVICE OFFICE ASSISTANCE (Help from time to time at the Ag. Ext Office)					
FARM CROPS AND GARDEN EXHIBITS (Assist with check-in the afternoon before the Fair starts)					
FAIR VEGETABLE AND FLOWER GARDEN (Preparation, planning, planting and maintaining the garden at the Fair)					
FIELD TRIPS (Planning and communicating information to members)					
MEMBERSHIP (Assisting with maintaining and increasing membership)					
NEWSLETTER (Planning, writing, assisting with mailing, researching)					
PROGRAMS (Planning topics based on survey results, helping find presenters)					
PROGRAM PRESENTER (Willing to present programs or mini-programs at MGA meetings)					
SOCIAL ACTIVITIES (Planning events for MG members to socialize, helping with logistics and refreshments)					
DISPLAY GARDEN AT EXTENSION OFFICE (Planning, preparing, planting & maintaining a new garden site near the Ag. Ext. Office)					
LANDSCAPING PROJECTS, MAINTAINING (Help to maintain current projects such as the Ag. Office, Libraries, etc.)					
LANDSCAPING PROJECTS, DESIGNING & IMPLEMENTING (Working on a new site and creating from scratch)					
CATALOGING OF UT EXTENSION SERVICE PUBLICATIONS AND/OR OTHER PERTINENT					
INFORMATION - ASSOCIATION LIBRARY (Help pull together appropriate resources for Libraries and/or the MG Library)					
MASTER GARDENER BOOTH (Build and maintain a MG booth for the fair and other events in the county)					
MASTER GARDENER BOOTH AT FAIR (Help man the MG Booth to inform the public about who we are, what we do, and how to become a MG)					
DEMONSTRATION GARDEN AT FAIR (Help during the Fair to answer questions about the garden)					
CHECKING IN FIELD CROPS AT FAIR (Several hours the day before the Fair starts)					
UTILITIES EXPO PROJECT (Help with preparing and serving food for this major MG fundraiser)					
ASSOCIATION ARCHIVES (Procuring, assembling and displaying pictures and artifacts related to MG activities, classes, etc.; scrapbooks, etc.)					
HELPING WITH COUNTY CHRISTMAS PROJECT (Help with the Christmas For All Program)					
GREETING/HELPING WITH CANDIDATE CLASSES (Help at the class site with greeting students, serving refreshments, answering questions and encouraging students to become active in the MGA)					

GARDEN TOUR (Help the garden owners in preparation, showing and touring)					
HABITAT FOR HUMANITY (Help with the landscaping of the Habitat For Humanity houses and educating the home owners)					
MASTER GARDENER SUPPORT GROUP (Help other MG members with on site trouble shooting their garden problems)					
OTHERS (List any other projects you want to suggest)					

3. Did you want to become a part of the Master Gardener Association when you took the training? YES NO

Comments:

4. What would you suggest as a fund raiser?

Comments:

5. What would you suggest the Master Gardener Association do to become a County wide Association?

Comments:

6. Do you want to become more active in the Association? YES NO

Comments:

7. Do you want to chair a work Project? YES NO

Comments:

8. Would you ever want to be on the Board for the Master Gardener Association? YES NO

Comments:

9. Do you feel you have input into the operation and management of the Master Gardener Association? YES NO
 Comments:

10. Would you like to attend some of the Master Gardener meetings of other counties? YES NO
 Comments:

11. Would you like to present a topic to the Master Gardener Association ? YES NO
 Comments:

12. What types of gardening do you do?

Flower		YES		NO	
Vegetable		YES		NO	
Fruit		YES		NO	
Landscape		YES		NO	
Farming		YES		NO	
Container		YES		NO	
Raised Beds		YES		NO	
Butterfly		YES		NO	
Birds		YES		NO	
Rock Garden		YES		NO	
		YES		NO	

13. What field trips / fun activities would suggest we take as a group?
 Comments:

14. What additional gardening or non-gardening training would you want the Master Gardener Association to provide?
 Comments:

15. If the Master Garden Association had an internet web site, would you use it? YES NO
What would you want to see on a web site?
Comments:

16. What other garden associations/clubs do you know of in the area?
Comments:

17. How can we improve the Master Gardener Association?
Comments:

18. What do you like the most about the Master Gardener Association?
Comments:

19. What do you like the least about the Master Gardener Association?
Comments:

20. Would you like to enter something in the Wilson county Fair? YES NO
Comments:

Master Gardeners of Wilson County

Guidelines for Board Members

All board members of the organization are to strive to attend and effectively participate in all (but at least 75% of) board meetings (usually coordinated and scheduled by the President); membership meetings (usually held the first Tuesday of each month); and membership events. If the board member is unable to attend a meeting, he/she should notify the president and e-mail (gdummer1@comcast.net) or fax (453-1190) any reports for the board meeting to the President. If absent, he/she will need to contact the Secretary or board member after the meeting to be updated on association business.

The board member shall:

1. Assist the President and other board members in managing the organization according to the by-laws.
2. Participate in the setting of direction and objectives for the organization. These tasks may include activities and schedules for the upcoming year, guidance to committees, and developing and approving budgets for projects and the organization.
3. Assist the board in developing plans to implement the organization's objectives such as appointing chairpersons, monitoring the project's progress, and expenditures.
4. Participate in determining measurements to track progress of objectives.
5. Assist in keeping plans on target.
6. Help manage unplanned events.
7. Be an effective, encouraging, "champion" of the organization.

Master Gardeners of Wilson County

Guidelines for President

The president shall call, attend and effectively participate in all (but at least 75% of) of the board meetings; membership meetings (usually held the first Tuesday of each month); and membership events. If the president is unable to attend a meeting, he/she should call the vice president to preside over the meeting. If absent, he/she will need to contact the vice-president and/or secretary after the meeting to be updated on association business.

The president shall:

1. Strive to sustain leadership, foster full membership participation, direct internal activities to maintain a level of community service that is in full cooperation with the Agriculture Extension Service of Tennessee.
2. Establish the day and time of board meetings and special meetings and develop the outlines for board and membership meetings, covering all agriculture agent's material, unfinished as well as ongoing issues and any new business.
3. Work closely with Ag Extension Advisor and vice president to determine and select appropriate speakers/topics for monthly meetings.
4. Officiate at general meetings, as well as presiding over the board meeting.
5. Introduce speaker or host at monthly meetings.
6. Present member, candidate and award certificates as necessary..
7. Introduce operating changes or new procedures which are deemed appropriate by the board.
8. Provide interpretation of by-laws as required.
9. Always promote the mission of the Master Gardeners and present the "big picture" as it relates to public relations and community involvement.
10. Appoint committee chairpersons for Standing Committees and Special Projects.
11. Appoint the nomination committee in October for the November elections.
12. Preside over the election of new board members
13. Provide assistance and guidance to new board during the following year as required/requested.

Master Gardeners of Wilson County

Guidelines for Vice President

The Vice President shall strive to attend and effectively participate in all (but at least 75% of) board meetings (the time and place to be determined by the President); membership meetings (usually held the first Tuesday of each month); and membership events. If the vice president is unable to attend a meeting, he/she should call the president in order to update the president on committees. If absent, he/she will need to contact the president and secretary after the meetings to be updated on association business.

The vice president shall:

1. Officiate at the general meeting, as well as presiding over the board meeting in the absence of the president.
2. Introduce guests/visitors at monthly meetings.
3. Preside over, conduct and tabulate any surveys deemed appropriate by the board.
4. Always promote the purpose of the master gardeners and present the "big picture".
5. Promote continuity within the organization.
6. Be conscientious in promoting the benefits of the organization as it relates to public relations and community involvement
7. Chair and appoint a program committee.
8. Provide information to the newsletter chairperson and board regarding upcoming programs, including changes in programs.
9. Provide "thank you" form to newsletter chairperson for mention in the monthly newsletter.
10. Provide "thank you" forms and letters to president for signature for acknowledgements to providers/speakers/contributors.
11. In the event of absence of president, introduce speaker or host at monthly meetings.

Master Gardeners of Wilson County

Guidelines for Secretary

The secretary shall strive to attend and effectively participate in all (but at least 75% of) board meetings (the time and place to be determined by the President); membership meetings (usually held the first Tuesday each month); and membership events. If the secretary is unable to attend a meeting, It is the responsibility of the secretary to find a replacement to take the minutes for the current meeting.

The secretary shall:

1. Take the minutes at board and membership meetings, including attendance
2. Prepare 3 copies of the minutes for:
 - a. the president to prepare his/her agenda for the succeeding meeting
 - b. the newsletter editor to publish pertinent information in the monthly newsletter
 - c. for records
3. Read the minutes at the board meeting and request approval of membership meeting minutes at the membership meeting
4. Keep a notebook for the purpose of reference and bring to each meeting. This notebook should contain:
 - a. the association's articles of incorporation.
 - b. the organization's by laws.
 - c. a copy of the guidelines for each office.
 - d. copies of minutes.
 - e. copies of the monthly newsletter
 - f. an up to date membership roster
 - g. copies of forms such as ACE reporting, speaker form, project site form.
5. This notebook will be passed on to the next secretary in order to insure continuity in the organization.
6. Construct a recap of the year to be available in December.
7. Assist the vice president in preparation of letters of acknowledgement for any speakers or providers of goods and/or services to the organization. (The president and/or vice president should provide the secretary with the details of speakers who have been secured for speaking to the organization.

Master Gardeners of Wilson County

Guidelines for Treasurer

The treasurer of the organization shall strive to attend and effectively participate in all (but at least 75% of) board meetings (the time and place to be determined by the President); membership meetings (usually held the first Tuesday of each month); and membership events. If the treasurer is unable to attend a meeting, he/she should notify the president and fax the monthly treasurer report to the agricultural center to be presented to the board. If absent, the treasurer will need to contact the secretary and the president after the meeting to be updated on association business.

The treasurer shall:

1. Obtain the bank form to change the signature and address on the master gardener checking account for the incoming treasurer.
2. The incoming treasurer shall complete the form and return to the bank the updated information.
3. Check the status of the master gardener certificate of deposit, update the board on the expiration date-renew if needed.
4. Receive the master gardener post office box key(s). Box needs to be checked frequently (especially when yearly dues are due and for special events).
5. Prepare and maintain a list of paid members for the board and newsletter chairperson.
6. Handle the financial affairs of the association:
 - a. make deposits
 - b. pay association expenses (receipts needed for record keeping)
 - c. balance monthly statements
 - d. order checks when needed
 - e. keep supply of deposit tickets (obtain from bank)
 - f. purchase stamps for outgoing mail
7. Prepare monthly, dated statement (treasurer report) of bank deposits and paid expenses-present at monthly board and membership meetings. Prepare 3 copies for the:
 - a. the president
 - b. the secretary
 - c. the treasurer notebook

Master Gardeners of Wilson County Guidelines for Certification Officer

The Certification Officer shall strive to attend and effectively participate in all (but at least 75% of) board meetings (the time and place to be determined by the President); membership meetings (usually held the first Tuesday of each month); and membership events. If the certification officer is unable to attend a meeting, he/she should call the president in order to update the president on newly certified candidates. If absent, he/she will need to contact the president and secretary after the meetings to be updated on association business.

The certification officer shall:

1. Coordinate, tabulate, certify and summarize candidate contribution hours for presentation to the president and the Agriculture Extension Advisor.
2. Tabulate and summarize member contribution hours for projects and programs associated with WCMGA.
3. Prepare member and candidate badges as required.
4. Prepare member and candidate certificates for signature by president and the Agriculture Extension Advisor as required.
5. Maintain current student information and contact files. Pass on up-to-date information to _____ at end of class.
6. Assist other board members with introduction of new programs and projects as necessary.
7. Promote continuity within the organization.
8. Be conscientious in promoting the benefits of the organization as it relates to public relations and community involvement

Master Gardeners of Wilson County

Guidelines for Newsletter Chairperson

The newsletter editor of, "Wilson County Master Gardener" newsletter, shall strive to attend and effectively participate in all board meetings (the time and place to be determined by the President); membership meetings (usually held the first Tuesday of each month); and membership events. In the event that the newsletter chair can not attend the meeting(s), he/she will provide necessary information to the secretary for distribution to the board

The newsletter editor shall:

1. Obtain information from board meetings, membership meeting minutes and member contributions that should be published in the newsletter.
2. Work closely with the secretary, other board members and MGA members to devise and assemble a newsletter of at least 2 pages (both sides), preferably 3 pages with the back of the page for an address label. (Currently newsletters are provided every month)
3. Publish the following important items:
 - a. President's letter
 - b. Previous meeting minutes
 - c. Meeting schedule Location, time and date of next meeting with program when available
 - d. Year end recap (in December/January)
 - e. The nominating committee's slate of officers (usually in November)
 - f. When dues are due (usually published February and March)
 - g. The newly seated officers and any committee members (usually in April)
 - h. Opportunities for service
 - i. Other pertinent information of interest to the membership.
4. Keep a notebook of all issues of "Wilson County Master Gardener" newsletter to be used as a reference at board meetings and membership meetings.
5. Use an up-to-date list of all members (provided by the Treasurer) who are current. (You will need this for the address labels for the newsletters.) Information on address changes should be shared with the Ag Office, Treasurer and President.
6. The newsletter chairperson is responsible for:
 - a. the construction of the newsletter and its contents.
 - b. making the copies of the newsletter (can be done at the Ag Ext Office), folding, stapling, labeling, stamping and delivering them to the post office. (If the chairperson so desires, she/he may have a committee to assist.)

8. Keep a notebook for historical purposes which should contain the following:
 - a. the charter of incorporation
 - b. our tax identification number
 - c. the organization's bylaws
 - d. the monthly treasurer's reports
 - e. the monthly bank statements
 - f. original checking account information
 - g. a copy of the certificate of deposit information
 - h. the change of account information
9. This notebook will be passed on to the next treasurer in order to insure the continuity in the organization.
10. Bring check book to monthly meetings for reimbursement
11. Pay \$20.00 to the state each June/July.



Wilson County Master Gardener Association
2003 Student Information

General Information and Background

The Master Gardener Program provides intensive training in horticulture to interested gardeners who then volunteer their time assisting with educational programs and activities for Wilson County, Tennessee residents through their Agriculture Extension Office.

Working with county Extension personnel, Master Gardeners provide such services to their communities as answering gardening questions, conducting plant clinics, working with youth or the elderly, beautifying the community, developing community or demonstration gardens and other horticultural activities.

The Master Gardener Program began in Tennessee in 1986 and is now active in 27 counties. The program is also conducted in nearly every state in the U.S. as well as in Canada. The intent of the Master Gardener Association and all related projects is to provide education to participants, advance various types of horticulture, support the local communities, meet others with similar interests and to HAVE FUN!

Phases of Participation

Upon successful completion of the Master Gardener coursework the Master Gardener student will become a Master Gardener Candidate. After the candidate completes the required thirty-five (35) A.C.E. (Agricultural Extension, Community Service and Education) hours and submits the completed A.C.E. Service Report Form to the Certification Officer he/she will become a certified Master Gardener. An explanation of A.C.E. hours is found in the document "Volunteer Service for Certification and Recertification".

Association Leadership

The elected officers of the WCMGA (Wilson County Master Gardener Association) serve as the Executive Board and manage the business affairs of the Association:

President – Gary Dummer, 901 Tinnell Rd., Mt. Juliet, TN 37122-3815; HPhn: 449-7111;
(gdummer1@comcast.net)

Vice President – Cathy Goelitz, H:758-5515, C:516-5615; 5386 Beckwith road, Mt. Juliet, TN 37122 (goelitz@tds.net)

Secretary – Amanda Huston, H:871-4165; 3960 Bell Road, # 614, Hermitage, TN 37076
(amandahuston@msn.com)

Treasurer – Elizabeth Turner, 217 Hillview Dr., Carthage, TN 37030; HPhn: 931-265-1325;
(eturner@earthlink.net)

Certification Officer – Pendency Reid, H:773-2167, W:889-8900; 1442 Trailridge Circle, Mt. Juliet, TN 37122 (jrreid123@earthlink.net)

Immediate Past President - Tom Clark, 6443 Sparta Pike, Watertown, TN 37184-4322; HPhn: 237-0710; CPhn: 289-9484; tomclarktn@aol.com

Advisor - J.W. McGuire, U.T. Agricultural Extension Service, 925 E. Baddour Pkwy, Suite 100, Lebanon, TN 37087; Phn: 444-9584, Fax: 443-2618; jmcguir2@utk.edu

Policies of the WCMGA (as found in the “Policies, Constitution and By-laws”)

The title “Master Gardener – Wilson County Agricultural Extension Service” is to be used only and exclusively in the Extension Master Gardener program in which the trained and certified Master Gardener answers gardening questions. In addition to the University training, Master Gardeners have diagnostic support via the Wilson County Extension Office and the University of Tennessee’s diagnostic laboratory. Master Gardeners are also provided Extension Service publications and can advise people to order copies of publications that discuss their plant problems. Thus, Master Gardeners are expected to identify themselves only when performing unpaid public service work in the Wilson County Extension Program.

A Master Gardener is advised not to advertise his name or his place of business, nor to be listed on the advertisements of business places as a Master Gardener. This is a Wilson County Extension public service program providing unbiased information. Appearing as a commercial activity, having association with commercial products or giving implied University endorsement of any product or place of business is improper.

When making recommendations that include the use of chemicals (e.g., insecticides, herbicides and fungicides), Master Gardeners are to follow published University of Tennessee (U.T.) recommended guidelines. Cultural (non-chemical) problems not specifically covered by U.T. recommendations may be handled by suggesting treatments that an experienced Master Gardener considers appropriate. Questions concerning commercial production of crops and pest control on such crops are to be referred to the County Extension Agents.

An individual must pass an examination administered by a Wilson County Extension Agent before he/she becomes a certified Master Gardener. This certification is restrictive in nature, covering one year, and is only valid when the individual is actively participating in the Master Gardener program. If an individual ceases active participation, then the certification as Master Gardener becomes void. Certifications will be renewed only to those individuals who make an annual commitment for participation in the Master Gardener program. Those not continuing in the program will not be re-certified and should be aware that if they represent themselves as Master Gardeners they are violating their original commitment to the program.

The training and experience gained by functioning in the Master Gardener program are valuable and may rightfully be listed and featured as qualifications when seeking employment. Once employed and while serving as a paid employee (private business or self-employed), a Master Gardener should not display Master Gardener credentials at the place of business unless it is specifically designated as a Master Gardener clinic location by the County Extension Agent.

Experienced Master Gardeners are likely to receive invitations to speak at group meetings. Always use tact and give constructive advice. Avoid making disparaging remarks concerning the procedures that you may have found in error. State your counsel in situations you wish to influence by saying “this would be more effective, give better results, etc.” without being damaging to the

Policies (Cont'd)

person or place of business receiving your suggestions. The best results come from guiding people in their decisions.

The Agricultural Extension Service is an Equal Opportunity Employer and offers its programs to all eligible persons regardless of race, color, national origin, sex, age, or disability. Master Gardeners working with the general public are agents of the Agricultural Extension Service and must abide by the above concepts.

Standing Committees of the WGMGA

1. **Programs Committee** is responsible for providing an educational program for each regularly scheduled meeting of the Association.
2. **Wilson County Farm Crops and Garden Exhibits Committee** is responsible for obtaining and organizing volunteers to help with the setup, receiving of entries, manning the booth during the fair, and helping with the takedown of the Exhibits Area.
3. **Wilson County Flower Exhibits Committee** is responsible for obtaining and organizing volunteers to help with the setup, receiving of entries, maintaining plant watering schedules during the fair and helping with the takedown of the Exhibits Area. Also, responsible for coordinating judges.
4. **Wilson County Wine Exhibits Committee** is responsible for obtaining and organizing volunteers to help with the setup, receiving of entries and helping with the takedown of the Exhibits Area. Also, responsible for coordinating judges.
5. **Wilson County Fair Vegetable and Flower Garden Committee** is responsible for planning, planting, maintaining, and clean-up of the vegetable and flower garden in Fiddlers' Grove.
4. **Membership Committee** is responsible for working closely with the Secretary and the Treasurer; maintaining a current membership list and providing it to active members; encouraging existing members to remain current and active; keeping a record of volunteer time of members; and aiding and encouraging Master Gardener candidates to complete volunteer hours quickly and become active members. The Membership Committee is also responsible for maintaining a list of all former Master Gardener Classes by year.
5. **Newsletter Committee** is responsible for organizing the information provided them into the newsletter; printing and folding of the newsletter, and coordinating the mailing with the Secretary; receiving horticultural questions from the membership, and publishing the questions and answers in the newsletter.
6. **Refreshments/Activities Committee** is responsible for planning, providing, and serving refreshments at Master Gardener Classes and Master Gardener regular membership meetings; planning and coordinating other social events during the year (such as covered-dish meal at Graduation and December social). The cost for refreshments for Master Gardener activities shall not exceed 30% of the Annual Registration Fees. For this reason, except for special events, normal procedure is to have members and participants voluntarily

provide refreshments, and foodstuff as deemed appropriate. (Examples: hot dishes, soups, cold plates, deserts, fruit plates, bread, etc.) Sign up sheets for volunteers for the following meeting are provided at each meeting.

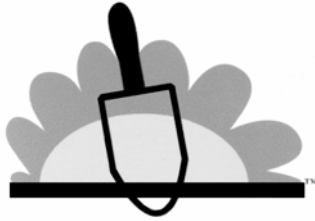
7. **Extension Service Office Assistance Committee** is responsible for giving the Extension Service Office and Master Gardener Extension Service Agent assistance as needed; organizing, with the oversight of the Extension Service Agent, the Annual Training Sessions for the Master Gardener Classes; assembling student training manuals; obtaining reservations for Master Gardener class meeting rooms; and performing other details needed for the class sessions.
8. **Field Trip Committee** is responsible for planning and organizing trips involving horticulture related activities for the Association's membership.

Other Projects of the WCMGA

1. EXTENSION SERVICE OFFICE ASSISTANCE (Helping with clerical tasks, phones, etc. from time to time at the Ag. Ext. Office)
2. FARM CROPS AND GARDEN EXHIBITS (Assist with check-in of farm crop and garden entries the afternoon before the Wilson County Fair starts and assist with tear down after fair)
3. FAIR FLOWER EXHIBITS (Assist with check-in of flower entries the afternoon before the fair starts and assist with tear down after fair)
4. FAIR VEGETABLE AND FLOWER GARDEN (Preparation, planning, planting and maintaining the demonstration vegetable and flower garden at the Fair)
5. FAIRGROUNDS FLOWER BEDS (Helping to prepare and maintain Fairgrounds flower beds. – Current count = 38 Beds)
6. FAIR WINE COMMITTEE (Responsible for check-in of wine entries for fair as well as coordinating judges and judging of entries)
7. PROGRAM PRESENTER (Willing to present programs or mini-programs at MGA meetings, the County Fair, or other organizations)
8. SOCIAL ACTIVITIES (Planning events for MG members to socialize, helping with logistics and refreshments)
9. DISPLAY GARDEN AT EXTENSION OFFICE (Planning, preparing, planting & maintaining a new garden site near the Ag. Ext. Office)
10. LANDSCAPING PROJECTS, MAINTAINING (Helping to maintain current projects such as the Ag. Ext. Office, Lebanon Library, Mt. Juliet Library, Watertown Library, Tucker's Crossroads Elementary, Grace UMC flower Beds, etc.)
11. LANDSCAPING PROJECTS, DESIGNING & IMPLEMENTING (Working on a new site and creating from scratch)
12. CATALOGING OF U.T. EXTENSION SERVICE PUBLICATIONS AND/OR OTHER PERTINENT INFORMATION – ASSOCIATION LIBRARY (Helping pull together appropriate resources for Libraries and/or the MG Library)
13. MASTER GARDENER BOOTH AT FAIR (Helping man the MG Booth to inform the public about who we are, what we do, and how to become a MG)
14. DEMONSTRATION GARDEN AT FAIR (Helping during the Fair to answer questions about the garden)
15. UTILITIES EXPO PROJECT (Helping with, preparing and serving food for this major MG fundraiser)

16. ASSOCIATION ARCHIVES (Procuring, assembling and displaying pictures and artifacts related to MG activities, classes, activities, etc.; scrapbooks, etc.)
17. COUNTY "CHRISTMAS FOR ALL" PROJECT (Helping the "Christmas For All Program" with procuring and distributing gifts for selected families)
18. GREETING/HELPING WITH CANDIDATE CLASSES (Helping at either class site with greeting students, serving refreshments, answering questions, and encouraging students to become active in the MGA)
19. HABITAT FOR HUMANITY (Helping with planning and providing landscaping for the new Habitat for Humanity sites)
20. FARM DAY (Instructing elementary students and teachers and helping them to plant seeds)
21. LIBRARY GARDEN TOUR (Provide support with Mt. Juliet Library tours of local area gardens conducted during the Spring.)

NOTE: New project suggestions can be submitted to the Executive Board on the WCMGA Project Proposal Form. (Next Page)



2003 PROJECT PROPOSAL

WILSON COUNTY MASTER GARDENERS

1. Project Description:

2. Estimated Manhours Required:

3. Estimated Cost:

4. Proposed Funding Source(s):

5. Additional Comments:

6. Your Name, Tel. and/or e-mail for additional questions:



Attendance Sign-In

Entry for Door Prize

Volunteer Hours

Exhibit 6

Print Your Name Clearly: _____ Has your phone, address or Email changed? Yes ___ No ___ If Yes: Please provide the updates on the changed information only: Home Street Address: _____ City: _____ Zip Code: _____ Home Phone: _____ Day Phone: _____ Cell Phone: _____ Email Address: _____

Tracking Volunteer Hours for Certified Master Gardeners Only. Record information since your last attendance at a Master Gardeners Monthly Meeting. Candidates must use standard form until you have obtained certification.

Table with columns: Date (MM/DD), Hours (A, C, E), Master Gardener's Only (Description of Activity & Organization), Education Only (# Audience)

Please Fold Page into 6 & Place into the Drawing Box

Thank you for Attending



Attendance Sign-In

Entry for Door Prize

Volunteer Hours

Print Your Name Clearly: _____ Has your phone, address or Email changed? Yes ___ No ___ If Yes: Please provide the updates on the changed information only: Home Street Address: _____ City: _____ Zip Code: _____ Home Phone: _____ Day Phone: _____ Cell Phone: _____ Email Address: _____

Tracking Volunteer Hours for Certified Master Gardeners Only. Record information since your last attendance at a Master Gardeners Monthly Meeting. Candidates must use standard form until you have obtained certification.

Table with columns: Date (MM/DD), Hours (A, C, E), Master Gardener's Only (Description of Activity & Organization), Education Only (# Audience)

Please Fold Page into 6 & Place into the Drawing Box

Thank you for Attending

WCMGA Information Sheet

I would appreciate your help to update our database. We use this information to contact you about meetings, projects and activities. Please correct any incorrect data and complete any applicable blanks. Please return to the box upon completion. Thanks.

Last Name First Name Middle Name/Initial

Nickname: _____, (Name you prefer to be called)

Mailing Address: _____

HPhn: _____

WPhn: _____

CPhn: _____

Pager: _____

OtherPhn: _____

Note: Work phone numbers should only be used if there is a need to cancel a meeting or activity. Most contacts will be made by home phone and/or email.

Email: _____

How often do you check your email?
Daily _____, Every 2 or 3 days _____, Weekly _____, Seldom _____.

AGENDA FORM

Welcome

Introduction of Guests

Approval of Minutes of the previous meeting

Secretaries Report (Correspondence, Health & Welfare, Calendar, etc.)

Treasurer's Report

Certification Officer's Report

Vice President's Report

President's Report

Reports of Standing Committees

Reports of Projects

Reports of Select Committees

Advisor Report or Comments

Unfinished Business

New Business

Announcements

Break

Program

Door Prizes

Adjournment

Wilson County Master Gardener Association

2002

Monthly Meeting Agendas

And

Detailed Agendas

(Note: The Detailed Agendas were used for the Executive Board Members only)

Brainstorming Items from December, 2001 Board Meeting (as listed)

What Brought You to Master Gardeners

- 1 Meet People
- 2 Gardening and the love of gardening
- 3 Neighbor was a MG
- 4 Learn the proper way to ...
- 5 Work with the Fair
- 6 Volunteer Work
- 7 Home for Habitat

What Do You Like About the Organization?

- 1 Projects
- 2 The President, Tom Hoffman, was friendly
- 3 Knowledge of Members
- 4 Refreshments
- 5 Newsletter
- 6 Door Prizes
- 7 Plant Swap
- 8 Continuing Education Program
- 9 Communications
- 10 Sign-in
- 11 Lawn Care information

What Would We Like to See?

- 1 Business, Refreshments, then Program
- 2 Continue Name Tags and add "Class of ..."
- 3 Introduce members by class to the group
- 4 Short, sweet business meetings
- 5 United Association; one county
- 6 Coordinate Programs
- 7 Questionnaire
- 8 Outreach with Invitation to former members
- 9 Socials, picnics, families, games, opportunity to meet
- 10 Graduation on a social night
- 11 Meeters and Greeters at door
- 12 VP introduce visitors on agenda
- 13 Follow-up on everyone who takes class
- 14 Projects; evaluate for need considering the number of people
- 15 Activities when people can attend
- 16 Explain procedure for certification to classes
- 17 Every volunteer gets a call
- 18 Committee sign-up; explain each project
- 19 Consider the sign-up to be a commitment
- 20 An officer knows each month who needs hours
- 21 More entries by MG members at Fair
- 22 Photo album; archives
- 23 External Communications

Brainstorming Items from December, 2001 Board Meeting (as listed)

- 24 Recognize outgoing officers
- 25 Recognize member's accomplishments
- 26 Utilize expertise of members
- 27 Maintain a relationship with J.W.
- 28 We need to know our responsibilities with certification
- 29 Develop and maintain Calendar; report changes at each meeting, monthly calendar in newsletter, make available to candidates
- 30 Encourage use of ID items
- 31 Adequate money
- 32 Date and 3 hole punch correspondence and initial
- 33 Seek all phone numbers
- 34 Start A.C.E. Program
- 35 Stationary
- 36 Set budget to meet program needs
- 37 Projects organized and fun
- 38 Network with other MGAs
- 39 CC emails to Hoffman and McGuire
- 40 Confirm financial arrangements prior to project
- 41 Year-end reports from committees with guidelines for what is needed
- 42 Recognize those who help us
- 43 Include Health and Welfare in Agenda
- 44 Encourage carpooling
- 45 There is a difference between volunteer hours and paid hours
- 46 Utilize others' money when we furnish labor
- 47 Equality
- 48 What resources are available to us?
- 49 Who donates to us
- 50 Encourage candidates to be involved

January, 2002 - Detailed AGENDA For Board Members

1. Call to order & Welcome - Clark
Introduction of Officers
2. Introduction of Guests – G. Smith
Also Introduce Present Members by Classes (Class of 94-2001)
3. Approval of Minutes of the previous meeting (as distributed) - Armstrong
 - a. Secretary moves passage of the minutes of the December 2001 Regular meeting as distributed. President handles motion.
 - b. Following passage, Secretary will sign and date at bottom and have President sign
4. Secretaries Report - Armstrong
 - a. Correspondence
 - b. Health & Welfare: Report & inform members to contact Sec. If aware of any
 - c. Calendar: (1) Board to Meet January 29; (2) Next regular meeting February 5
 - d. Report changes in Address, Phone, Email, etc. to Secretary
 - e. Any items for January Newsletter to Secretary by this Friday, Jan. 11
5. Treasurer's Report - Cooper
 - a. Glenda gives report and then moves acceptance of the report.
 - b. Clark handles Motion.
 - c. Report Dues now due and payable in January and February
 - d. Writing of checks ensues
6. Certification Officer's Report – Sanders
 - a. Candidates Needing Hours
 - b. Upcoming Classes: Schedule, Volunteers to help as needed; priority to Candidates needing hours
 - c. Seed & Plant Swap Table Monthly beginning February
7. Vice President's Report - Smith
 - a. Explain Survey
 - b. Explain How Survey will be used
 - c. Report that Board asks 2001 Project and Committee Chair to continue until Survey results are in and Plans for 2002 can be concluded
 - d. Announce that the Folder for newsletter questions AND ANY SUGGESTIONS is located on the information table.
8. President's Report - Clark
 - a. Recognition of 2001 Officers
 - b. ACE System
 - c. Association History and Archives
 - d. Suggest that members meet other members during refreshments prior to program
 - e. Thanks to other officers, including immediate past-president and advisor for diligent work planning and preparing for the 2002 MGA year
9. Reports of Committees and Project Chairs

10. Unfinished Business

11. New Business

Motion to continue 2001 budget until 2002 plans are completed and the new budget is approved (Motion to be made by Cooper)

12. Announcements

- a. Clark will ask Officers first
- b. Clark will ask the membership
- c. If no further announcements I invite the membership to share refreshments, make sure your name is in the door prize box, and visit with fellow MGs and guests prior to our program

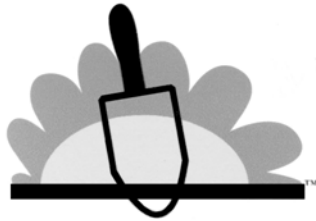
13. Refreshments

14. Program

- c. Jimmy Chaffin with hints and tips on winter attention to landscaping and lawns and related items
- d. Alice Trice with hints and tips on winter activities related to flowers

15. Door Prizes

16. Adjournment



Master Gardeners *of* Wilson County

February 5, 2002 - Regular Meeting Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests – Smith
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
5. Treasurer's Report - Cooper
6. Certification Officer's Report – Sanders
7. Vice President's Report - Smith
8. President's Report - Clark
9. Reports of Committees and Project Chairs
 - a. Archives
 - b. Tennessee State Iris Garden
 - c. Other
10. Unfinished Business
11. New Business
12. Announcements
13. Refreshments
14. Program
Charles Howard, Lebanon H.S. Vocational Agriculture Instructor and Students; Preparing and growing transplants
15. Door Prizes
16. Adjournment

*** Board Meeting February 26; Next Regular M.G. Meeting on March 5

February 5, 2002 - Detailed AGENDA For Board Members

1. Call to order & Welcome - Clark
2. Introduction of Guests – G. Smith
3. Approval of Minutes of the previous meeting (as printed in newsletter) - Armstrong
4. Secretaries Report - Armstrong
 - a. Correspondence: Newsletters have been sent to other Master Gardener Associations in the state and to the former members from the Class of 2000
 - b. Health & Welfare:
 - c. Calendar: (1) Board to Meet February 26; (2) Next regular meeting March 5
 - f. Report changes in Address, Phone, Email, etc. to Secretary
 - g. Any items for March Newsletter to Secretary by _____.
5. Treasurer's Report - Cooper
 - a. Glenda gives report and then moves acceptance of the report.
 - b. Report Dues now due and payable thru February
 - c. Thanks to 1st Annual February Soup and Bread Supper participants
6. Certification Officer's Report – Sanders
 - a. Candidates Needing Hours
 - b. Upcoming Classes: Schedule in newsletter, Sign-up sheet on table for volunteers to deliver and setup refreshments
 - c. Report on Seed & Plant Swap Table
 - d. Thanks to the Workers who assembled 55 M.G. notebooks at Ag. Ext. Office
7. Vice President's Report - Smith
 - a. Request that completed Survey forms be delivered to information table
 - b. Report blank forms on information table; if not yet completed...complete during meeting or return by mail to Clark A.S.A.P.
 - e. Report that survey results will be compiled during the next two weeks
 - f. Announce that the Folder for newsletter questions AND ANY SUGGESTIONS is located on the information table.
8. President's Report - Clark
 - a. ACE System
 - b. Association History and Archives
 - f. Suggest that members meet other members during refreshments prior to program
 - g. Project Request Form; thank Hoffman, direct attention to stack on table
 - h. Mailings – Newsletter and Surveys mailed to all members. NL & Survey mailed with cover letter to Class of 2000 non-members
 - i. Invitation to Speak 2/12/02 at Coffee MG Graduation
 - j. Program Committee – Make up and Initial Meeting – V.P. as Board Liaison; Hale Moss Suggestions
9. Reports of Committees and Project Chairs
 - a. Tanda Keltner to report on Tennessee State Iris Garden

b. Mary Smith to report on Archives materials

10. Unfinished Business

11. New Business

12. Announcements

a. Clark will ask Officers first

b. Clark will ask the membership

d. If no further announcements I invite the membership to share refreshments, make sure your name is in the door prize box, and visit with fellow MGs and guests prior to our program; Class sign-up sheet; surveys

13. Refreshments

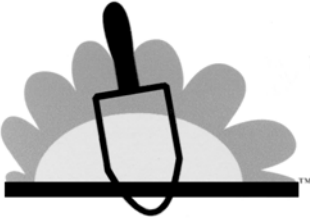
14. Program

Charles Howard, Lebanon H.S. Vo. Ag. Advisor and his students; producing transplants

15. Door Prizes

16. Adjournment

***Board Meeting February 26; Next Regular M.G. Meeting on March 5



Master Gardeners *of* Wilson County

March 5, 2002 - Regular Meeting Agenda

1. Call to order & Welcome - Clark
 2. Introduction of Guests – Clark
 3. Approval of Minutes of the previous meeting (as printed) - Armstrong
 4. Secretaries Report - Armstrong
 5. Treasurer's Report - Cooper
 6. Certification Officer's Report – Sanders
 7. President's Report – Clark
 8. Reports of Committees and Project Chairs
 - Farm Day
 - Mt. Juliet 3/7/02 Class
 9. Unfinished Business
 10. New Business
 - A.C.E. Procedures
 11. Announcements
 12. Refreshments
 13. Program
 - Janice Frizzell, Tennessee State Iris Garden
 14. Door Prizes
 15. Adjournment
- *** Board Meeting March 26; Next Regular M.G. Meeting on April 2; Newsletter Deadline March 19.

Master Gardeners *of* Wilson County

March 5, 2002 - Regular Meeting – Detailed Board Agenda

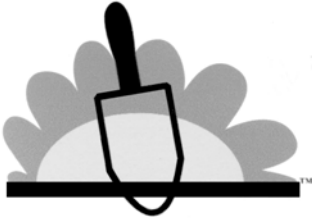
1. Call to order & Welcome - Clark
2. Introduction of Guests – Clark
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
 - A. Newsletter (March)
 - B. Correspondence
 - C. Health & Welfare
 - D. Newsletter (April) – Deadline March 19
5. Treasurer's Report - Cooper
 - A. Financial Report
 - B. Dues Collection
 - C. Soup and Bread Supper for Meeting – Thanks and Sign-up for April
6. Certification Officer's Report – Sanders
 - A. Classes – Sign-up to deliver Refreshments
 - B. Certificates for Beverly J. Smith, Pendency Reid, Alexa Moscardelli, & Betsy Hall
7. President's Report – Clark
 - a. Coffee MG Graduation Report
 - b. Survey Results
 - c. Program Committee
 - d. Committees & Projects (forms)
8. Reports of Committees and Project Chairs
 - A. Farm Day - Clark
 - B. Mt. Juliet 3/7/02 Class – Thursday – 6:30 p.m. meal – MG Visitors to talk about past projects
9. Unfinished Business
11. New Business
 - A.C.E. Procedures
12. Announcements
13. Refreshments

14. Program
Janice Frizzell, Tennessee State Iris Garden

15. Door Prizes

17. Adjournment

*** Board Meeting March 26; Next Regular M.G. Meeting on April 2; Newsletter Deadline March 19.



Master Gardeners *of* Wilson County

April 2, 2002 - Regular Meeting Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests – Smith
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
5. Treasurer's Report - Cooper
6. Certification Officer's Report – Sanders
8. President's Report – Clark
8. Reports of Committees and Project Chairs
 - A. Habitat – Candace Gilligan
 - B. Farm Day - Clark
 - C. Other
9. Unfinished Business

10. New Business

11. Announcements
12. Refreshments
13. Program - Landscaping – John Baker, Wilson County Ag. Extension Service
14. Door Prizes
15. Adjournment

Board Meeting April 30

Next Regular M.G. Meeting on May 7 – Graduation – Covered Dish – 6:30 p.m.

Newsletter Deadline April 23

Master Gardeners *of* Wilson County

April 2, 2002 - Regular Meeting Detailed Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests – Smith
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
 - A. Newsletter (April)
 - B. Correspondence
 - E. Health & Welfare
 - F. Newsletter (May) – Deadline April 23
5. Treasurer’s Report - Cooper
 - A. Financial Report or update
 - D. Dues Collection
 - E. Graduation Supper – Covered Dish
6. Certification Officer’s Report – Sanders
 - A. Graduation Information
 - B. Certificate for Sally Swain
9. President’s Report – Clark
 - a. Farm Day
 - b. Committees & Projects
8. Reports of Committees and Project Chairs
 - A. Habitat – Candace Gilligan
 - B. Farm Day - Clark
 - C. Other
9. Unfinished Business
10. New Business
11. Announcements
 - A. Graduation
 - B.
 - C.

- D.
- E.

12. Refreshments

13. Program - Landscaping – John Baker, Wilson County Ag. Extension Service

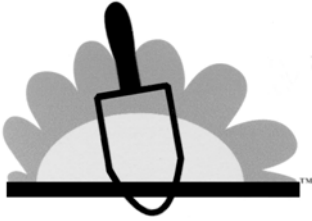
14. Door Prizes

15. Adjournment

Board Meeting April 30

Next Regular M.G. Meeting on May 7 – Graduation – Covered Dish – 6:30 p.m.

Newsletter Deadline April 23



Master Gardeners *of* Wilson County

May 7, 2002 - Regular Meeting Agenda
6:30 p.m. Covered Dish Supper Celebrating Graduation

1. Call to order & Welcome - Clark
2. Introduction of Guests – Smith
3. Approval of Minutes of the previous meeting (as printed) – Armstrong
4. Mt. Juliet Garden Tour – Barbara Howell and Richard Wright
5. Habitat Tree transplanting – Richard Wright
6. Utilities Expo Fundraiser – 5/9/02
7. Plant and Seed Swap
8. MGA Shirts
9. Committee & Project Sign-up
10. State Conference – Attendees with phone numbers
11. Graduation
12. President's Report
13. Old Business
14. New Business
15. Announcements
16. Door Prizes

Board Meeting May 28

Next Regular M.G. Meeting June 4, 7:00 p.m.

6/21-23/02 – State Conference Tennessee Master Gardener

8/16-24/02 – Wilson County Fair

Additional May Meeting Notes:

Procedure for Initiating new projects – Project Forms

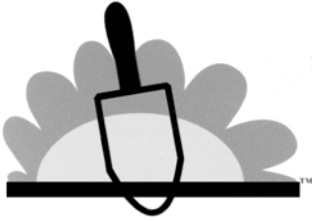
Graduation

- Clark comments
- Advisor Comments
- Student Comments
- Christi presiding
- Clark giving certificates

Reports of Committees and Project Chairs

- A. Habitat – Candace Gilligan
- B. Farm Day - Clark
- C. TNCEP
- D.

Program - Landscaping – John Baker, Wilson County Ag. Extension Service
Quiz Show Format on Items in Master Gardener Notebook



Master Gardeners *of* Wilson County

June 4, 2002 - Regular Meeting Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests – Smith
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
5. Treasurer's Report - Cooper
6. Certification Officer's Report – Sanders
10. Vice President's Report
11. President's Report – Clark
12. Advisor
10. Reports of Committees and Project Chairs
11. Unfinished Business
12. New Business
13. Announcements
14. Program – Annuals, Perennials and Wildflowers
15. Door Prizes
16. Adjournment

Board Meeting June 25

Next Regular M.G. Meeting on July 2 – 6:30 p.m. Refreshments, 7:00 p.m. Meeting

Newsletter Deadline June 18

Master Gardeners *of* Wilson County

June 4, 2002 - Regular Meeting Detailed Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests – Smith
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
 - A. Newsletter Deadline
 - B. Information Sheets
 - C. Other
5. Treasurer's Report - Cooper
 - A. Shirts
 - B.
6. Certification Officer's Report – Sanders
 - A. ACE Form for Attendance and Door Prizes
 - B.
13. Vice President's Report
14. President's Report – Clark
 - A. Habitat – Candace Gilligan
 - C. Farm Day – Clark
 - D. Sign-up Sheets – Next Month
 - C. Other
15. Advisor
10. Reports of Committees and Project Chairs
 - A. Utilities Expo Fundraiser
 - B. Habitat
 - E. Mt. Juliet Garden Tour – Clark
 - F. Empower Me Day Camp – J. Moscardelli
 - G. Fiesta Day, Watertown Elementary
 - H. Byers-Dowdy Elementary Butterfly Garden
 - I. Fair Garden
 - J. Fair Flower Bed
 - D. Other
11. Unfinished Business
12. New Business

13. Announcements

14. Program – Annuals, Perennials and Wildflowers

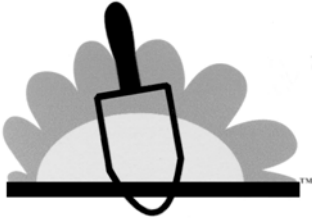
15. Door Prizes

16. Adjournment

Board Meeting June 25

Next Regular M.G. Meeting on July 2 – 6:30 p.m. Refreshments, 7:00 p.m. Meeting

Newsletter Deadline June 18



Master Gardeners *of* Wilson County

July 2, 2002 - Regular Meeting Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests – Smith
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
5. Treasurer's Report - Cooper
6. Certification Officer's Report
16. Vice President's Report
17. President's Report – Clark
18. Advisor
10. Reports of Committees and Project Chairs
11. Unfinished Business
12. New Business
13. Announcements
14. Program – Soil and Amendments, Insects and Insect Control, Diseases and Disease Control, Home Pest Control
15. Door Prizes
16. Adjournment

Board Meeting July 30

Next Regular M.G. Meeting on August 6 – 6:30 p.m. Refreshments, 7:00 p.m. Meeting

Wilson County Fair August 16-24 (Field Crop Check-in on August 15)

Newsletter Deadline August 22

Master Gardeners *of* Wilson County

July 2, 2002 - Regular Meeting Detailed Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests – Smith
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
 - A. Newsletter Deadline
 - B. Information Sheets
 - C. Other
5. Treasurer's Report - Cooper
 - C. Report
 - D. Shirts
 - E. August Refreshments
6. Certification Officer's Report
 - A. Candidates' Certificates
 - B. Master Gardeners' Certificates
19. Vice President's Report
Student Survey
20. President's Report – Clark
 - a. State Master Gardener Conference – Written report forthcoming
 - b. Association Network and Letters to U.T. Administration
 - c. Tennessee Wildflower Book by Jack Carmen
 - d. Ag. Extension Office Closure and Budget Concerns
 - e. Parrish Watercolor Painting, Framed and Matted by Jim Hupka
21. Advisor
10. Reports of Committees and Project Chairs
 - a. Fair Garden
 - b. Libraries
 - c. Ag. Extension Office Landscape
 - d. Empower Me Day Camp
 - e. Fair Flower Garden
11. Unfinished Business
12. New Business

13. Announcements

14. Program – Soil and Amendments, Insects and Insect Control, Diseases and Disease Control, Home Pest Control – Panel with Tom Hoffman, Josh Keller, Jimmy Chaffin, J.W. McGuire and State Expert (uncertain of name or attendance status)

15. Door Prizes

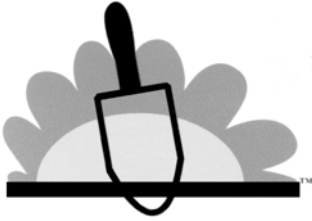
16. Adjournment

Board Meeting July 30

Next Regular M.G. Meeting on August 6 – 6:30 p.m. Refreshments, 7:00 p.m. Meeting

Wilson County Fair August 16-24 (Field Crop Check-in on August 15)

Newsletter Deadline August 22



Master Gardeners *of* Wilson County

August 6, 2002 - Regular Meeting Agenda

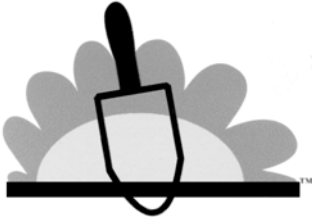
1. Call to order & Welcome - Clark
2. Introduction of Guests – Smith
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
5. Treasurer's Report - Cooper
6. Certification Officer's Report - Sanders
22. Vice President's Report - Smith
23. President's Report – Clark
24. Advisor
10. Reports of Committees and Project Chairs
11. Unfinished Business
12. New Business
13. Announcements
14. Fair Sign-up and Small Group work on Fair Projects
15. Door Prizes
16. Adjournment

Board Meeting August 27

Next Regular M.G. Meeting on Sept. 3 – 6:30 p.m. Refreshments, 7:00 p.m. Meeting

Wilson County Fair August 16-24 (Field Crop & Wine Check-in and on August 15)

Newsletter Deadline Sept. 17



Master Gardeners *of* Wilson County

September 3, 2002 - Regular Meeting Agenda

1. Program – Pat Regel – “Herbs...Generally Speaking”
2. Call to order & Welcome - Clark
3. Introduction of Guests – Smith
4. Approval of Minutes of the previous meeting (as printed) - Armstrong
5. Secretaries Report - Armstrong
6. Treasurer’s Report - Cooper
7. Certification Officer’s Report and Master Gardener Certificate Presentation - Sanders
8. Vice President’s Report - Smith
9. President’s Report – Clark
10. Advisor
11. Reports of Committees and Project Chairs
12. Unfinished Business

13. New Business

14. Announcements
15. Door Prizes
16. Adjournment

Board Meeting September 24

Next Regular M.G. Meeting on October 1 – 6:30 p.m. Refreshments, 7:00 p.m. Meeting

Newsletter Deadline Oct. 22

September 3, 2002 - Regular Meeting DETAILED Agenda

1. Program – Pat Regel – “Herbs...Generally Speaking”
Need Overhead Projector, extra bulb and extension cord
Handouts being copied by Clark
2. Call to order & Welcome - Clark
3. Introduction of Guests – Smith
4. Approval of Minutes of the previous meeting (as printed) - Armstrong
5. Secretaries Report - Armstrong
Newsletter Deadline
Clark to report on omission of Helen Mason, Flower Show, Lot 19 Small Sunflower,
Second Place.
Thanks to all who signed up and worked at Fair
MG Directory available on back table
6. Treasurer’s Report - Cooper
7. Certification Officer’s Report and Master Gardener Certificate Presentation - Sanders
Certificates to :
 - Carol Greer
 - Becky Owen
 - Mary Beth Nunnery
 - Mike Willey
 - Helen Mason
 - Cathy Goelitz
 - Chris Suddarth
 - Jeannine Meyers
 - Elizabeth Kasnick
 - Gary Drummer
 - Sue Sykes
11. Vice President’s Report - Smith
Student Survey
Election Committee and Election Procedures
12. President’s Report – Clark
Appreciation to all who made our portion of Fair such a success
Ward Ag. Center Greenhouse and soliciting volunteers for committee
Spring MG Symposium
Tennessee Coneflower seeds to be distributed at October Meeting
13. Advisor
Harvesting and storing seeds

11. Reports of Committees and Project Chairs
 - Library Landscaping – Connie Britton
 - Habitat – Gilligan
 - Ag. Center Flower Bed Rescue Committee – Pulley
 - W.A. Wright School Flower Bed Committee – Rice
 - Wine Show Committee – Sanders
 - Field Crop Check-in - Smith
 - Fair Demonstration Garden – Clark

12. Unfinished Business

13. New Business

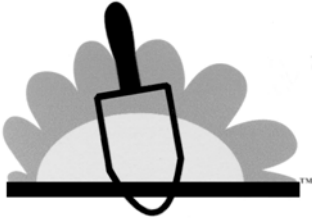
14. Announcements

15. Door Prizes

16. Adjournment

Board Meeting September 24

Next Regular M.G. Meeting on October 1 – 6:30 p.m. Refreshments, 7:00 p.m. Meeting
Newsletter Deadline Oct. 22



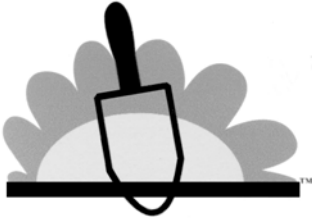
Master Gardeners *of* Wilson County

October 1, 2002 - Regular Meeting Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
5. Treasurer's Report - Cooper
6. Certification Officer's Report and Master Gardener Certificate Presentation - Sanders
7. President's Report – Clark
14. Advisor
15. Reports of Committees and Project Chairs
16. Unfinished Business
11. New Business
12. Announcements
13. Program – Fall Lawn Care, House Plants, Harvesting Seeds and the Tennessee Coneflower
14. Door Prizes
15. Adjournment

Board Meeting October 29

Next Regular M.G. Meeting on November 5 – 6:30 p.m. Refreshments, 7:00 p.m. Meeting
Newsletter Deadline November 19



Master Gardeners *of* Wilson County

November 5, 2002 - Regular Meeting Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Election of 2003 Officers
5. Secretaries Report - Armstrong
6. Treasurer's Report - Cooper
7. Certification Officer's Report and Master Gardener Certificate Presentation - Sanders
8. President's Report – Clark
9. Advisor
10. Reports of Committees and Project Chairs
11. Unfinished Business
12. New Business
13. Announcements
14. Program – Landscaping, Chuck Hartman, West Main Garden Center
15. Door Prizes
16. Adjournment

Board Meeting November 26

Next Regular M.G. Meeting on December 3 – 6:30 p.m. Refreshments, 7:00 p.m. Meeting

Newsletter Deadline November 19

Master Gardeners *of* Wilson County

November 5, 2002 - Regular Meeting - Detailed Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
Newsletter Deadline
MG Directory available on back table
5. Treasurer's Report - Cooper
December Meeting Meal, etc.
6. Certification Officer's Report and Master Gardener Certificate Presentation - Sanders
Certificates to :
 Amanda Huston
 Leanna Bone
 Cliff McClendon
7. President's Report – Clark
Health of Gary Smith
Tennessee Coneflower Seeds
Officer Transition – Tuesday, Nov. 26 (Place and Time TBA)
Urban Horticulture Specialist Position
17. Advisor
18. Reports of Committees and Project Chairs
Habitat – Richard Wright
Ag. Center Flower Bed Rescue Committee – Pulley
W.A. Wright School Flower Bed Committee – Suzette Rice (or Tom)
Fair Demonstration Garden – Clark
Ag. Extension Office Landscaping - Hoffman
Christmas for All – Initial Training December 2, 5:00 p.m. at Old K.O. Lester Bldg at 212
 Hartman Drive – Office open 9 a.m. to 8 p.m. on Week days through Dec. 21
Other

19. Election of 2003 Officers
 - President – Gary Dummer
 - Vice President – Bill Markie
 - Secretary – Amanda Huston
 - Treasurer – Elizabeth Kasnick
 - Certification Officer – Pendency Reid

20. Unfinished Business

21. New Business

13. Announcements

13. Program – Landscaping, Chuck Hartman, West Main Garden Center

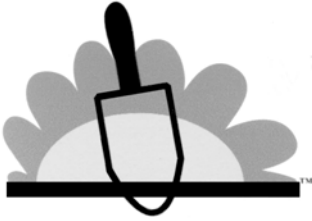
14. Door Prizes

15. Adjournment

Board Meeting November 26

Next Regular M.G. Meeting on December 3 – 6:30 p.m. Refreshments, 7:00 p.m. Meeting

Newsletter Deadline November 19



Master Gardeners *of* Wilson County

December, 2002 - Regular Meeting Agenda

1. Call to order & Welcome - Clark
2. Introduction of Guests - Smith
3. Approval of Minutes of the previous meeting (as printed) - Armstrong
4. Secretaries Report - Armstrong
5. Treasurer's Report - Cooper
6. Certification Officer's Report and Master Gardener Certificate Presentation – Sanders
7. Vice President's Report
8. Reports of Committees and Project Chairs
9. President's Report – Clark
10. Advisor
11. Unfinished Business
12. New Business
13. Announcements
14. Door Prizes
15. Passing of the Gavel
16. Adjournment

Happy Holidays to you and yours from the 2002 Executive Board!

WILSON COUNTY MASTER GARDENER ASSOCIATION

AGRICULTURAL EXTENSION SERVICE

THE UNIVERSITY OF TENNESSEE INSTITUTE OF AGRICULTURE

WILSON COUNTY AGRICULTURE EXTENSION SERVICE

POLICIES

CONSTITUTION AND

BY-LAWS

AS ADOPTED APRIL 3, 2001

WILSON COUNTY MASTER GARDENER ASSOCIATION

POLICIES

The title "Master Gardener – Wilson County Agricultural Extension Service" is to be used only and exclusively in the Extension Master Gardener program in which the trained and certified Master Gardener answers gardening questions. In addition to the University training, Master Gardeners have diagnostic support via the Wilson County Extension Office and the University of Tennessee's diagnostic laboratory. Master Gardeners are also provided Extension Service publications and can advise people to order copies of publications that discuss their plant problems. Thus, Master Gardeners are expected to identify themselves only when performing unpaid public service work in the Wilson County Extension Program.

A Master Gardener is advised not to advertise his name or his place of business, nor to be listed on the advertisements of business places as a Master Gardener. This is a Wilson County Extension public service program providing unbiased information. Appearing as a commercial activity, having association with commercial products or giving implied University endorsement of any product or place of business is improper.

When making recommendations that include the use of chemicals (e.g., insecticides, herbicides and fungicides), Master Gardeners are to follow published University of Tennessee (U.T.) recommended guidelines. Cultural (non-chemical) problems not specifically covered by U.T. recommendations may be handled by suggesting treatments that an experienced Master Gardener considers appropriate. Questions concerning commercial production of crops and pest control on such crops are to be referred to the County Extension Agents.

An individual must pass an examination administered by a Wilson County Extension Agent before he/she becomes a certified Master Gardener. This certification is restrictive in nature, covering one year, and is only valid when the individual is actively participating in the Master Gardener program. If an individual ceases active participation, then the certification as Master Gardener becomes void. Certifications will be renewed only to those individuals who make an annual commitment for participation in the Master Gardener program. Those not continuing in the program will not be re-certified and should be aware that if they represent themselves as Master Gardeners they are violating their original commitment to the program.

The training and experience gained by functioning in the Master Gardener program are valuable and may rightfully be listed and featured as qualifications when seeking employment. Once employed and while serving as a paid employee (private business or self-employed), a Master Gardener should not display Master Gardener credentials at the place of business unless it is specifically designated as a Master Gardener clinic location by the County Extension Agent.

WILSON COUNTY MASTER GARDENER ASSOCIATION

Policies (Cont'd)

Experienced Master Gardeners are likely to receive invitations to speak at group meetings. Always use tact and give constructive advice. Avoid making disparaging remarks concerning the procedures that you may have found in error. State your counsel in situations you wish to influence by saying "this would be more effective, give better results, etc." without being damaging to the person or place of business receiving your suggestions. The best results come from guiding people in their decisions.

The Agricultural Extension Service is an Equal Opportunity Employer and offers its programs to all eligible persons regardless of race, color, national origin, sex, age, or disability. Master Gardeners working with the general public are agents of the Agricultural Extension Service and must abide by the above concepts.

WILSON COUNTY MASTER GARDENER ASSOCIATION

CONSTITUTION

**Article I
Name**

**Article II
Affiliations**

**Article III
Purpose**

**Article IV
Membership**

**Article V
Management of the Association**

WILSON COUNTY MASTER GARDENER ASSOCIATION

CONSTITUTION

Article I Name

- Section I The name of the organization shall be: **Wilson County Master Gardener Association.**
- Section II The primary office of this organization shall be located in **Lebanon, TN 37087, at 925 East Baddour Parkway, Suite 100.**

Article II Affiliations

- Section I This organization is affiliated with the University of Tennessee, Agricultural Extension Service, and is subject to the Constitution and By-Laws of this body insofar as they affect and prescribe the functions of the Wilson County Master Gardeners and are not in conflict with this Constitution.
- Section II The Wilson County Master Gardener Association shall have a perpetual existence. However the form of its organization may be modified as needed by amendments to the Constitution and By-laws.

Article III Purpose

- Section I The purpose of the Association shall be to support and engage in the projects and activities which will foster horticulture and horticulture related activities and engage in any other projects and activities which it may deem advisable and which will enhance the quality of life of the residents of Wilson County, Tennessee. All such projects and activities shall be in cooperation with and approved by the Wilson County Agricultural Extension Service.
- Section II The title "Master Gardener – Wilson County Agricultural Extension Service" is to be used only and exclusively in the Extension Master Gardener Program in which the trained and certified Master Gardener answers gardening questions.
- Section III Further, it shall be the purpose of this Association to provide its membership horticultural expertise and leadership. The Association shall not protect, promote, or stimulate any business for profit.

WILSON COUNTY MASTER GARDENER ASSOCIATION

CONSTITUTION

Article III Purpose (Cont'd)

Section IV The Association shall be prohibited from participating in or supporting any candidate for public office.

Article IV Membership

Section I The membership of the Wilson County Master Gardener Association shall be open to all persons who have completed the required course of study and volunteer work and who have had the title of Master Gardener conferred upon them by the Extension Service, University of Tennessee, or by the Extension Service of any other state. All volunteer service must be for Master Gardener projects or for service directly to the Extension Office, either of which must have been approved by the Extension Supervisor. Furthermore, a Master Gardener must continuously hold a valid Master Gardener Certificate. This certification can be maintained by actively participating in the programs of the Association and by paying the annual membership fee.

Section II The officers of the Association shall make requests for honorary membership to the Extension Service, University of Tennessee. All persons who have had the title of Honorary Master Gardener conferred upon them by the Extension Service, University of Tennessee, shall have all the rights and privileges of a Master Gardener except they shall not hold office nor vote in elections or business of the Association.

Article V Management of the Association

Section I The elected officers of the Association shall serve as the Executive Board and shall manage the business affairs of the Association. Past elected officers may serve as advisors and as a resource to the Executive Board in order to ensure smooth transitions between terms. No officer or member of the Association or any other person shall make any statement concerning the position, views or works of the Association unless such statement is in the form of a written resolution that was adopted at a regular meeting of the Association by a majority vote of those members present. Nothing herein above restricts or prevents the officers or members of the Association or any other person from announcing any meetings, projects, events, or any other activity that is consistent with the purpose of the Association.

04/01

WILSON COUNTY MASTER GARDENER ASSOCIATION

CONSTITUTION

Article V

Management of the Association (Cont'd)

- Section II The treasurer's accounts and books shall be open to inspection by the President, the Executive Board, and any auditors or trustees who are authorized by the Executive Board.
- Section III The Constitution may be amended by a two-thirds (2/3) vote of the membership present at any regular or special meeting, provided that written notice of the proposed amendment has been mailed to each member at least ten (10) days prior to the date of such meeting.

WILSON COUNTY MASTER GARDENER ASSOCIATION

BY-LAWS

**Article I
Officers and Their Responsibilities**

**Article II
Government**

**Article III
Standing Committees**

**Article IV
Meetings**

**Article V
Elections**

**Article VI
Rules of Order**

**Article VII
Obligations and Responsibilities**

**Article VIII
Dues**

**Article XIX
Amendments**

WILSON COUNTY MASTER GARDENER ASSOCIATION

BY-LAWS

Article I Officers and Their Responsibilities

Section I - **President**: The President shall be the presiding officer at all meetings, including the Executive Board meetings. The President shall appoint the chairpersons and members of all standing committees. The President shall also appoint special committees as appropriate or at the direction of a majority of the officers and membership. Consideration and preference to committee participation will be given to volunteers.

Section II – **Vice-President**: The Vice-President shall assist the President as needed and shall perform the duties of the President in his or her absence. The Vice-President shall also become President for the un-expired term of the President upon his or her death and/or resignation.

Section III – **Secretary**: The Secretary shall be responsible for taking the minutes of all regular and special meetings and for keeping a permanent record of said meetings. The minutes should contain:

- (a) Date, place and time of meeting;
- (b) Whether it is a regular or special meeting;
- (c) Name of person presiding;
- (d) Name of secretary;
- (e) All MAIN motions, whether adopted or rejected;
- (f) Points of order and appeals, whether sustained or lost; and.
- (g) The names of the persons making the motions.

Note: The Minutes do not need to contain the names of those seconding motions nor motions that were withdrawn.

The Secretary shall also be responsible for:

- (a) Sending announcements and notices of all meetings to the membership (via local newspapers and notifying the Association's newsletter coordinator) and any other correspondence as directed by the Association; and
- (b) Shall be the custodian of all official records of the Association.

WILSON COUNTY MASTER GARDENER ASSOCIATION

BY-LAWS

Article I

Officers and Their Responsibilities (Cont'd)

Section IV – **Treasurer**: The Treasurer shall be responsible for collecting, receiving, holding, managing, investing, and expending of monies of the Association which include, but are not limited to:

- (a) Collecting dues, monies from gifts, monies earned through the Association's participation in activities and grants, and monies earned from other fund-raising activities in which the Association may participate.
- (b) Paying all bills approved by the Executive Board, or by a vote of the membership of the Association, in a timely manner. Receipts must be obtained for all expenditures. However, items in the on-going budget are considered as having necessary approval; e.g. newsletter production and mailing expenses, and refreshments for Master Gardener training classes.
- (c) Establishing a checking account with either the President or Treasurer's signature.
- (d) Preparing periodic financial reports for presentation to the Executive Board and membership at regular or special meetings. The Executive Board shall approve all investments proposed by the Treasurer or other members of the Association.

The Treasurer's report is not to be published in the newsletter. The treasurer should be bonded.

Section VI – **Certification Officer**: The Certification Officer is responsible for certifying the volunteer hours completed by Master Gardener Candidates. The Master Gardener Candidate shall keep a record of his/her volunteer time earned when working on approved committees and projects, or while performing office duties directly for the Extension Office. Committee Chairpersons, Project Chairpersons, and the Extension Office shall also record volunteer hours earned by candidates.

Upon completion of the required volunteer time, the record logs shall be given to the Certification Officer for certification to the Extension Supervisor. The Extension Supervisor will then approve the issuance of the appropriate Master Gardener Certificates and name badges for presentation at regular Master Gardener meetings.

Section VII – **Past Officers**: All past elected officers are eligible to serve as advisors to the Executive Board.

WILSON COUNTY MASTER GARDENER ASSOCIATION

BY-LAWS

Article II Government

Section I – The management of this Association shall be vested in the Executive Board as defined in Article V of the Constitution.

Section II – The Executive Board shall manage the Association and maintain control of all equipment, facilities, and property owned or entrusted to the Association.

Section III – Vacancies in the Executive Board or in any committee shall be filled either by succession or appointment by the Executive Board. Such successor or appointee shall serve for the duration of the term of the individual being replaced. New officers created in mid-term shall be appointed by the Executive Board and shall serve in that capacity until the next election.

Section IV – Any member of the Executive Board may be removed from office by a two-thirds (2/3) vote of the Executive Board. Such action then must be submitted to the membership for ratification by a simple majority vote of those members present at any regular meeting.

Article III Standing Committees

Section I – Committees shall consist of a Chairperson and at least one (1) member. The President and Vice-President shall be ex officio members of all committees.

A committee shall incur no debts until the chairperson has submitted a budget to the Executive Board and has received approval from the Executive Board or until a majority vote of the membership present at any regular meeting has been received.

Section II – There shall be a (1) **Programs Committee**, (2) **Wilson County Farm Crops and Garden Exhibits Committee**, (3) **Wilson County Fair Vegetable and Flower Garden Committee**, (4) **Membership Committee**, (5) **Newsletter Committee**, (6) **Refreshments/Activities Committee**, (7) **Extension Service Office Assistance Committee**, and (8) **Field Trip Committee**. Standing committees shall be added or deleted by the Executive Board as deemed proper and necessary to fulfill the objectives and purpose of the Association.

WILSON COUNTY MASTER GARDENER ASSOCIATION

BY-LAWS

Article III Standing Committees (Cont'd)

Section III – Descriptions of standing committees covered in this article:

- (1) **Programs Committee** is responsible for providing an educational Program for each regularly scheduled meeting of the Association.
- (2) **Wilson County Farm Crops and Garden Exhibits Committee** is responsible for obtaining and organizing volunteers to help with the setup, receiving of entries, manning the booth during the fair, and helping with the takedown of the Exhibits Area.
- (3) **Wilson County Fair Vegetable and Flower Garden Committee** is responsible for planning, planting, maintaining, and clean-up of the vegetable and flower garden in Fiddlers Grove.
- (4) **Membership Committee** is responsible for working closely with the Secretary and the Treasurer; maintaining a current membership list and providing it to active members; encouraging existing members to remain current and active; keeping a record of volunteer time of members; and aiding and encouraging Master Gardener candidates to complete volunteer hours quickly and become active members. The Membership Committee is also responsible for maintaining a list of all former Master Gardener Classes by year.
- (5) **Newsletter Committee** is responsible for organizing the Information provided them into the newsletter; printing and folding of the newsletter, and coordinating the mailing with the Secretary; receiving horticultural questions from the membership, and publishing the questions and answers in the newsletter.
- (6) **Refreshments/Activities Committee** is responsible for planning, providing, and serving refreshments at Master Gardener Classes and Master Gardener regular membership meetings; planning and coordinating other social events during the year (such as covered-dish meal at Graduation and December social). The cost for refreshments for Master Gardener Classes shall not exceed 30% of the Registration Fees.
- (7) **Extension Service Office Assistance Committee** is responsible for giving the Extension Service Office and Master Gardener Extension Service Agent assistance as needed; organizing, with the oversight of the Extension Service Agent, the Annual Training Sessions for the Master Gardener Classes; assembling student training manuals; obtaining reservations for Master Gardener class meeting rooms; and performing other details needed for the class sessions.

WILSON COUNTY MASTER GARDENER ASSOCIATION

BY-LAWS

Article III Standing Committees (Cont'd)

- (8) **Field Trip Committee** is responsible for planning and organizing trips involving horticulture related activities for the Association's membership.

Article IV Meetings

Section I – Regular meetings of the Association shall be held at such time and place as the Executive Board selects.

Section II – Annual nominations of officers shall be held at the September meeting of the Association each year.

Section III – A quorum shall consist of 15% of the membership of the Association and no business of the Association shall be conducted without a quorum present.

Section IV – Order of Business: Regular meetings shall begin with:

- (a) Approval of Minutes of the previous meeting;
- (b) Reports of Standing Committees;
- (c) Reports of Projects;
- (d) Reports of Select Committees;
- (e) Unfinished Business; and
- (f) New Business.

Article V Elections

Section I – At least ninety (90) days prior to the annual election, the President shall address the incoming class on the issues and responsibilities of the elected positions. A representative of the Executive Board shall address the membership.

Section II – Nominations may be made from the floor for any office expiring by any active member when the floor is open for nominations. The term of office shall be for one (1) calendar year, beginning in January, with the possibility of reelection for a second term if desired.

Section III– The annual election shall be held at the regular November meeting.

WILSON COUNTY MASTER GARDENER ASSOCIATION

BY-LAWS

Article V Elections (Cont'd)

Section IV – At the annual election there shall be elected a President, Vice-President, Treasurer, Secretary, and Certification Officer; all of whom shall constitute the officers of the Association and shall serve as the Executive Board.

Article VI Rules of Order

Section I – Roberts Rules of Order shall govern the proceedings of all meetings of the Association and its constituent parts, except as provided by these By-Laws.

Article VII Obligations and Responsibilities

Section I – Members shall participate in at least one (1) standing committee or one (1) special project.

Section II – Committee and project chairpersons shall maintain a record of Master Gardener and candidate volunteer hours. Chairpersons shall submit Master Gardener volunteer hours to the Membership Committee and candidate hours shall be submitted to the Certification Officer. The Membership Committee and Certification Officer will coordinate the reporting of this information to the Wilson County Extension Office.

Section III – The Wilson County Extension Office, prior to commitment to the Master Gardener program, shall determine the number of volunteer hours required to become a certified Master Gardener.

Section IV – The total volunteer hours required for a Master Gardener to maintain current membership shall be determined jointly by the Wilson County Extension Office and the Executive Board.

NOTE: Those not complying with the above will be placed on inactive status. Charter members and all elected officers, past and present, are exempt from the above requirements; however, all members are encouraged to participate in community service and turn in volunteer hours earned.

WILSON COUNTY MASTER GARDENER ASSOCIATION

BY-LAWS

Article VIII Dues

Section I – Annual dues shall be determined by a vote of the membership and payable by the March meeting date in order that a current membership list may be prepared for distribution to all members.

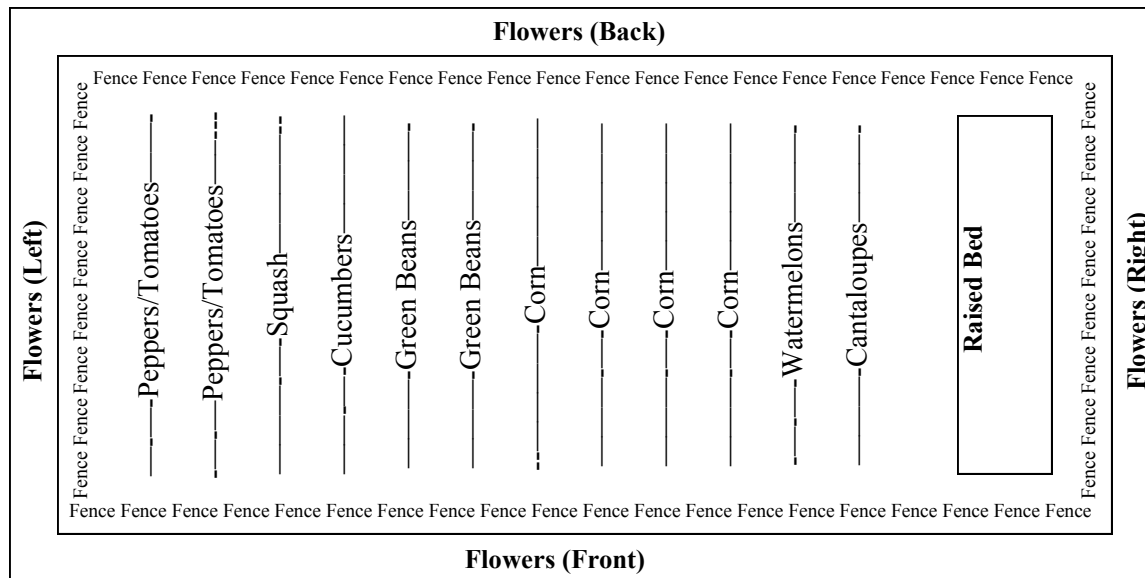
Article VIX Amendments

Section I – These By-Laws may be amended by a two-thirds (2/3) vote of the membership present at any regular or special meeting, provided that written notice of the proposed By-Law has been given to the membership at least ten (10) days prior to the date of such meeting.

WCMGA Fair Demonstration Garden Inspection Sheet—2003

DATE: _____, Time: _____ Day: _____; Date of Last Watering/Rain: _____

Rain Gauge: Amount: _____ inches — NOTE: *Empty Gauge after recording amount*



(1) Rain Gauge - Check rain gauge and record any rain amount. Look at previous days inspection sheets to determine last water/rain date.

INSPECTION: When inspecting flowers, herbs and vegetables you are looking for WILT, PEST DAMAGE, FUNGUS, OTHER DISEASE and DAMAGE to plants. If you find something that you think needs attention, place a circled number in the approximate area of the diagram and place same number on back of sheet with explanation of problem. Please contact Tom Clark (289-9484 Cell) or (237-0710 Home) with your inspection report. If Clark is unavailable, contact David Thompson (237-9962)

- (2) Walk perimeter to check flowers.
- (3) Check rows.
- (4) Check raised bed.
- (5) If watering is necessary follow the following procedure:
 - (a) obtain two packs of soluble plant food from storage container.
 - (b) unscrew bottoms of each feeder module and pour out clear water.
 - (c) fill each module with a pack of plant food, re-screw bottom to top.
 - (d) make sure hose is connected to hydrant and that spigot is off.
 - (e) set timer to one, two or three hours by pushing bottom upward and turning.
 - (f) turn on hydrant.
 - (g) walk around garden listening for any sounds that a hose connection may have separated.
 - (h) place inspection sheet in back of clipboard.

If you have any questions or concerns please contact Tom Clark or David Thompson.

Name of Crew member inspecting: _____.