Prepared by Ann Sawyer

Issued March 13, 2024

EAB Meeting

Wednesday, March 20, 2024

9:15 to 10:15 AM

**ATTENDEES:**

|  |  |
| --- | --- |
| Nancy Allred | Lajuana Smouse |
| Pam Hanna | Susan Smouse |
| Marilyn Kinkel | Sophia Sterling |
| Neva Leigh | Catherine Salam – Board Chair |
| Ann Sawyer | Maxine Yoon – AAMG Coordinator |

Absent

Pam Hanna

Susan Smouse

1. **Chair’s Opening Remarks**

Meeting called to order.

Catherine Salam wished us all a happy spring.

1. **Approval of February Minutes.**

Motion by Nancy Allerd and 2nd by Sophie Sterling to approve the February Minutes. Vote passed unanimously.

1. **Coordinator’s Report**

**Financial**

*Discussion*

Maxine Yoon continues to work with Sam Millerto make the process better.

*Action/Person Responsible*

Maxine Yoon and Sam will meet April 1st or 2nd.

**Mt Cuba**

*Discussion*

48 of the 53 tickets have been sold. Maxine said 50 people was the point we covered the expenses but at 48 the uncovered cost is minimal.

Action/Person Responsible

Nothing new is needed.

1. **Coordinator’s Report**

**Outreach**

*Discussion*

Maxine Yoon continues to do events with the community.

*Action/Person Responsible*

Maxine Yoon will arrange more community events.

**VMS**

*Discussion*

Maxine discussed the need to update the drop down menu to reflect the current projects. She has been working with Carol Fullagar to update the menu. She asked the board to discuss and approve the changes. The need for MGs to get 20 hours of service to approved projects will continue. Any additional hours can be approved on a case by case basis.

*Action/Person Responsible*

Maxine will send out a spreadsheet showing the new drop down menu and what it includes to all Master Gardeners.

1. **Old Business**

*Discussion*

Catherine Salam shared that she touched base with Pam Dennison. Pam wanted to encourage Project Liaisons to visit their projects. It was suggested that all EAB members contact their Project Chairs to discuss the role of the EAB Liaison and ask chairs how they can help. EAB liaisons should also ask their chairs if the project met its goals from the 2022/23 year. This is part of our evaluation initiative.

*Action/Person Responsible*

Maxine Yoon will send out the 2022/23 End of Year Reports. She will try to locate the 2021/22 reports and send them out as well. Liaisons will review the reports for their projects and ask the chair for clarification if needed.

**Speaker for Monthly Meetings**

**May/ Plant Swap May 14**

*Discussion*

Marilyn KInkel will organize the event. It will be held at the Dairy Farm in the pavilion.

*Action/Person Responsible*

Marilyn Kinkel will organize, advertise, and do set up. Maxine Yoon will reserve the pavilion.

**June/July/Aug Final Plans**

*Discussion*

Maxine Yoon confirmed June/Howard Eco Works, July/Dairy Farm (Vegetable Garden), Aug/Dairy Farm (Ice Cream Social and Open House.

*Action/Person Responsible*

Maxine will coordinate with sponsors, identify dates, and communicate with members.

**Sept. or October/Kevin Kelly**

*Discussion*

Kevin Kelly is a Penn State master gardener. He has a variety of topics and it was decided to do a survey of board members to choose a topic. Kevin asks for an honorarium of $100 to be donated to the Penn state MG Program, Dauphin County. The university does not allow this expense.

*Action/Person Responsible*

Catherine Salam will confirm dates with Kevin Kelly. Maxine Yoon will check with Stephanie Pully to see if she can wok with her Penn State counterpart to waive the fees. Maxine will also send out a survey to EAB members so they can vote on a topic.

1. **New Business**

**Evaluation of Projects**

*Discussion*

The EAB Liaisons should work with their chairs to determine what Project Goals are being set and are they being achieved. The EAB should compare 20/22 reports to 22/23 to see if this information is available. EAB members need a rubric to follow when doing the evaluation.

*Action/Person Responsible*

Maxine Yoon will send out all reports to all EAB members. She will try and locate the 2020/2022 reports and make them available digitally. 2022/2023 is available digitally. Catherine Salam will create a rubric. The EAB members will select their chairs reports and do the evaluation.

**Demographics**

*Discussion*

A sub committee should review the demographic information that has been collected.

*Action/Person Responsible*

Catherine Salam, Marily Kinkel, Maxine Yoon, and Neva Leigh will form a sub committee to determine the process for the demographic review.

**Satisfaction Survey**

*Discussion*

The survey should have five response choices. An additional question might be “If you tried a new project please comment on your experience.”

*Action/Person Responsible*

Catherine Salam, and Maxine Yoon will make the changes and send out the survey to MGs.

**EAB Member Reports**

*Discussion*

Ann Sawyer reported that she had 19 participants at her 5 Steps to a Native Garden Presentation. She has the demographic information for Maxine. It was well received with 10 participants planning to implement specific ideas presented in their own gardens. Maxine Yoon asked about formal participant reviews. There is a slide with a QR code.

*Action/Person Responsible*

Ann Sawyer will make sure the Review Slide is included in the Power Point and will draw participants attention to it.

1. **Adjourn Meeting**

Catherine Salam adjourned the meeting at 10:24 am.

The next meeting will be April 17, 2024 at 9:15 am on zoom.