

**Treasurer:** The Treasurer shall be custodian of the funds of the Association and shall maintain a bank account for the purpose of the Association. The Treasurer shall pay bills as directed by the membership. The Treasurer shall collect the membership dues, provide receipts, keep a balanced account of all collections and disbursements and file receipts for the same. The Treasurer shall make a report at each regular meeting and present a yearly written report at the January meeting. The Treasurer shall also keep record of membership certification and status.

**State Board Representative –** The State Board Representative attends Wisconsin State Master Gardener programs as well as their bi-annual meeting. The State Board Representative will keep the membership informed on news from the State level.

**Members-At-Large –** Two (2) Members-At-Large shall attend Executive meetings to provide member representation and coordination of projects, events and information on an as needed basis.

**Recording Secretary:** The Recording Secretary shall keep and report the minutes of the Association member meetings. This position is a non-voting member of the Executive Board.

### **Section B: Appointed Members**

**Education Committee Representative -** The Education Committee shall appoint a representative to the Executive Board. This member will provide the link between the Education committee and the Executive Board.

**Fundraising Committee Representative -** The Fundraising Committee shall appoint a representative to the Executive Board. This member will provide the link between the Fundraising Committee and the Executive Board.

**Communication Committee Representative -** The Communication Committee shall appoint a representative to the Executive Board. This member will provide the link between the Communication Committee and the Executive Board.

**Project Coordinator –** Shall be appointed by the Executive Board. This member will provide the link between the general membership and the Executive Board.

### **Section C:**

**Advisor:** The Advisor to the organization shall be the Outagamie County UW-Extension Crops/Soils and Horticulture Agent or Department Chairperson.

### **Article VI**

**Elections:** Elected positions shall be effective for *two (2)* calendar years. Officer candidates will be nominated in September of each year. Elections shall be held in November and those officers elected at this time shall begin to serve their term in the following January. Elected positions may serve for up to 3 consecutive years and may serve in the same office for consecutive terms as duly elected by the membership. Any Board member, who has served for one year on the Executive Board, may choose to run for the office of President. The departing President will continue to serve on the Executive Board for one year in an advisory, non-voting capacity as ex-officio.

### **Article VII**

**Committees:** Committees shall be entrusted to carry out and accomplish the goals of the Association. The standing committees shall consist of the following:

Executive Board – The Executive Board shall consist of those positions listed above in Article V. This committee shall be responsible for setting and following the agenda for each Association meeting.

Education Committee – The Education Committee shall be comprised of *certified* Master Gardeners for a one year commitment. The Program Chair will work with this committee to provide guest speakers for monthly meetings and advanced seminars and special events. The Education Committee will also plan the basic class with the class facilitators and the Horticultural Agent.

Fundraising Committee – The Fundraising Committee shall be responsible for setting up and coordinating all fund raising events and activities.

Communication Committee – The Communication Committee will provide a quarterly newsletter for the Outagamie County Master Gardeners and develop other methods of communication for the Outagamie County Master Gardeners Associations members.

Audit Committee – The Audit Committee shall consist of three members who are Master Gardeners in good standing and shall exist so as to verify that accounts receivable and accounts payable at the conclusion of the year are fiscally sound They shall also be appointed to perform any other related tasks requiring an unbiased or third party presence. One new committee member may be selected annually at the November Association meeting for a three-year term. Existing committee members would be eligible for re-election.

### **Article VIII**

**Meetings:** Monthly Association meetings shall be held on the third (3<sup>rd</sup>) Thursday of each month, beginning promptly at 6:30 p.m., unless otherwise notified.

Executive Board meetings shall be held on the first (1<sup>st</sup>) Thursday of each month, beginning promptly at 6 p.m., unless otherwise notified.

### **Article IX**

**Amendments:** Any section of these by-laws may be altered, amended, or rescinded and new by-laws may be adopted by a two-thirds vote of the membership present at any Association meeting as long as a quorum is established. A quorum shall be defined as 15 active members.

### **Article X**

**Parliamentary Authority:** Rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the by-laws and any special rules or order the association may adopt.

*Amended this xx day of xxx, 2010.*

NAME: Outagamie County Master Gardeners Association  
FEIN: 39-2009258

#### Part IV. Narrative Description of Activities.

The mission of Outagamie County Master Gardener Association (the “organization”) is to educate and serve the community, utilizing university and research-based horticultural information.

To that end, the organization is one of 52 chapters of the Wisconsin Master Gardener program. Master Gardener volunteers are trained volunteers who assist staff at the University of Wisconsin—Extension by helping the community understand horticulture and its significance in the environment. Master Gardener volunteers are involved in a variety of community activities, including youth and adult education projects.

Among the organization’s activities are the following:

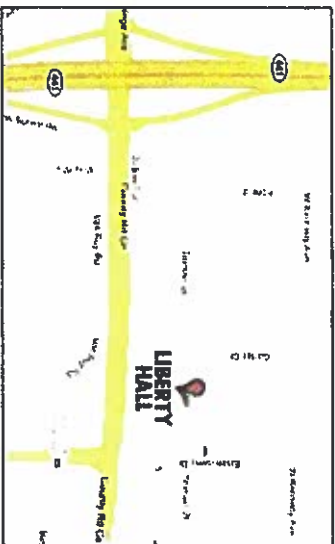
- Holding garden tours for public to tour various gardens in the community. Each garden offers a unique horticultural lesson and all are great examples of gardening principles and beauty.
- Hosts an annual Garden Expectation Conference. See attached brochure.
- Participates in the Downtown Appleton Farmer’s Market, a very large farmers market held on weekends late spring through fall.
- Holds free monthly educational programs at a local public library. Participants can learn about gardens across the US and the world. See attached brochures.
- The master gardeners volunteer their time in public gardens located within the community, including the Gardens of the Fox Cities, the Emergency Shelter of the Fox Valley, Mosquito Hill and several other community projects.

Activities are conducted year-round, with several taking place during the spring, summer and early fall seasons. Most of the organization’s time is spent on education and gardening activities, and a small portion of time on administration.

# DIRECTIONS

Liberty Hall

800 Eisenhower Dr. • Kimberly, WI



## YOU'RE INVITED TO THE ANNUAL GARDEN EXPECTATIONS CONFERENCE!

The event is hosted by *The Outagamie County Master Gardener Association*, a non-profit organization of volunteers dedicated to educating and serving the community.

Hear experts share their wisdom in an inviting atmosphere, browse through vendors, enjoy free resources and have a great time with other garden enthusiasts.

The Master Gardener Association is a program of the:



University of Wisconsin Extension

Extension of the University of Wisconsin is a program of the Wisconsin Department of Natural Resources. For more information, contact your local Extension office or visit us online at [www.uwex.edu](http://www.uwex.edu). We are here to help you succeed in your garden and in your life.

MASTER GARDENER



Cathy Schweiso  
W4028 Devine Ln.  
Appleton, WI 54913

# GARDEN EXPECTATIONS CONFERENCE

March 24, 2012

Liberty Hall  
Kimberly, WI



Presented by  
Outagamie County  
Master Gardener Association  
and  
UW Extension of Wisconsin



**Saturday, March 24, 2012 • Liberty Hall - Kimberly, WI**  
**8:45am - 3:30pm**

8:00am Registration (Entry & complimentary refreshments)  
 8:45am Welcome & Opening Remarks

## SCHEDULE

9:00am

### "Creative Plant Combinations"

**Presenter:** Chuck Stangel - Landscape Designer, Under Hey Landscape, Little Chute, WI

Combine color, form and texture to bring a new level of interest to your landscape. Learn basic design principles, color theory and horticulture knowledge that will help create eye-popping focal points and inviting feature plantings in your backyard.

Chuck Stangel is a Wisconsin registered landscape architect who has served as a board member of the Gardens of the Fox Cities and the Wisconsin Landscape Contractors Association, and has a Bachelor of Science degree in Natural Resources.

10:30am

### "Proven Perennials"

**Presenter:** Richard Hawke - Chicago Botanic Garden, Plant Evaluation Manager

Richard brings beauty and science together, gaining insight from his extensive research. Learn about ornamental plants that are not only attractive and beneficial, but can withstand the extremes of a Wisconsin climate, from its frigid cold in the winter to its stifling heat and humidity in the summer.

Richard Hawke, with a Bachelor of Science degree in science from UW Madison, has extensively researched erboaceous perennials to determine the best garden plants for the Upper Midwest and areas with similar climates, receiving the Award for Program Excellence from the American Public Garden Association in 2008.

11:45am Lunch is Served  
 Entree, soup, refreshments and dessert

12:45pm

### "Veggies, Veggies, Veggies!"

**Presenter:** David Parsons - Former UW Horticultural Special Investigator & Horticultural Assistant

Many families, in an effort to control their consumption of unwanted pesticides and chemicals, are returning to growing and harvesting their own food. Learn about proven varieties and methods for growing and maintaining your own vegetables, whether you have a large plot or a few pots.

David Parsons has a Bachelor of Science degree in Biology and a Masters in Education. David also enjoys serving as a judge of Wisconsin Fairs.

2:15pm

### "Answers From the Experts"

#### Panel of Presenters:

**Kevin Jarek** (Soils & Turf) Outagamie Crops, Soil & Horticulture Agent - UW Extension

**Jessica Wickland** (Annals & Perennials) UW Extension Seasonal Horticultural Assistant

**Dave Parsons** (Vegetables) Former UW Horticultural Special Investigator

**Terry Tess** (Ornamental Shrubs & Trees) Landscape Architect & Horticulturalist - VanderHey's Landscape

**Chuck Stangel** (Landscape) Landscape Architect - Vander Hey Landscape

Didn't hear an answer to your most perplexing gardening question? Ask a panel of experts during this interactive and fun exchange.

## Registration Form

Please Print Clearly

(Your personal information will never be shared with outside parties)

Name:	
Address:	
Phone:	
Email:	

## Open to the Public!

### Conference Fee: \$35

- Lunch provided and included with registration
- Continental breakfast, snacks & refreshments
- Door prizes and a variety of vendors
- Register by March 16th - limited to 200 registrants

### Questions? Contact either:

Kathy Baum (920) 731-9385  
 katbaum2003@yahoo.com

Mary Learman (920) 739-9496  
 britmary7@yahoo.com

Checks payable to: Outagamie County Master Gardeners\*

Mail registration & payment to:

Cathy Schwieso  
 W4028 Devine Ln.  
 Appleton, WI 54913

\*All fees are non-refundable.

## PLUS... MARK YOUR CALENDARS!

### Annual Plant Sale

May 19, 2012

UW Extension Grounds

3365 W. Brewster St. • Appleton, WI

Thousands of perennials, annuals and vegetables! Get tried and true unique varieties shared from the personal gardens of Master Gardeners! Plus newly introduced varieties directly from the growers!





Outagamie County Master Gardener Volunteers Present:

## **On the Road with Master Gardener Volunteers**

**What:** A free, monthly Travelogue educational program offering information about horticulture, gardening and plants in areas near and far.

**When:** All presentations will take place from 6:30 to 8 p.m. on the first Monday of each month February through May 2012.

**Where:** Appleton Public Library

Attend to "visit" these destinations:

- **Feb. 6, 2012** - Wildflowers of Montana
- **March 5, 2012** - Kitchen Gardens of Nicaragua
- **April 9, 2012** - Gardens of New Orleans & Lower Mississippi
- **May 7, 2012** - The Gardens of Vancouver & Victoria, British Columbia



NAME: Outagamie County Master Gardeners Association  
FEIN: 39-2009258

Part V, Line 1a, continued.

6. Kevin Jarek, Advisory/Director  
3365 W. Brewster Street  
Appleton, WI 54914  
No compensation
7. Jessica Wickland, Coordinator/Director  
3365 W. Brewster Street  
Appleton, WI 54914  
No compensation
8. Sonnet Uhlenbrauck, Director  
3365 W. Brewster Street  
Appleton, WI 54914  
No compensation
9. Steve Schultz, Director  
3365 W. Brewster Street  
Appleton, WI 54914  
No compensation
10. Kathy Baum, Director  
3365 W. Brewster Street  
Appleton, WI 54914  
No compensation
11. Tom Wentzel, Director  
3365 W. Brewster Street  
Appleton, WI 54914  
No compensation
12. Coleen Reed, Director  
3365 W. Brewster Street  
Appleton, WI 54914  
No compensation
13. Judy Peters, Director  
3365 W. Brewster Street  
Appleton, WI 54914  
No compensation

NAME: Outagamie County Master Gardeners Association  
FEIN: 39-2009258

Part V. Line 3a.

1. Mary Learman, President/Director

Qualifications: Certified as a master gardener since 2004 and has been president since 2008

Hours worked: Approximately 66 per month.

Duties: Prepare the state accomplishment report for Outagamie County; review bylaws on annual basis. Prepare agenda for executive board meetings; preside at executive board meetings; prepare agenda for monthly member meeting; preside at monthly member meetings; phone calls to committees; attend committee meetings as needed/requested; keep in contact with other local organizations; research, write and circulate weekly newsletter.

2. Gail Clearwater, Vice President/Director

Qualifications: Certified Master Gardener and a member of the organization in good standing

Hours worked: Approximately 25 hours per month

Duties: Gail serves as the organization's vice president and in addition to volunteer activities, she assumes duties of president when the president is unavailable.

3. Chris Schaefer, Treasurer/Director

Qualifications: Chris has been a certified master gardener since 1987 and a member of this organization since 2001. He has been a board member since 2008. He has served as the treasurer/finance officer of four different nonprofits since the early 1960s and has been involved in the process of obtaining exempt status for two other organizations.

Hours worked: Approximately 25 hours per month.

Duties: Pay all bills and prepare financial reports for the executive board of the organization.

4. Anne Van Handel, Secretary/Director

Qualifications: Anne is an active member of the organization and was voted as secretary by the other members.

Hours worked: She spends approximately 4 hours per month attending the board meeting and preparing meeting minutes.

Duties: Her duties include taking minutes at board of director meetings, typing the minutes, modifying and editing the minutes, and forwarding the minutes to the board members.

5. Kate Langner, Project Chair/Director

Qualifications: Kate has been a member of the organization since 2005.

Hours worked:



NAME: Outagamie County Master Gardeners Association  
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Duties: Chairman of projects committee

6. Kevin Jarek, Advisory/Director  
Qualifications: BS and MS Degrees in Agricultural Education from UW-River Falls. Current rank is associate professor with Tenure for the University of Wisconsin Cooperative Extension Service (UWEX). Have served as the Crops, Soils, and Horticultural Agent for 12 ½ years and as the organization's advisor since its inception on November 18, 1999.

Hours worked: 80 hours per month on activities in role as an agent and advisor to the organization.

Duties: Provide horticultural related research-based information to community clientele through educational outreach efforts. Serve as the advisor and assist members in all facets of organizational development.

7. Jessica Wickland, Coordinator/Director  
Qualifications: Jessica has been a master gardener since 2009 and has served as the master gardener coordinator since 2010.

Hours worked: On average, about 20 hours per month in capacity as coordinator, but an additional 5-10 on volunteer activities.

Duties: Keep records of active members and dues; facilitate level 1 and 2 training classes; attend board meetings; educational committee meetings and fundraiser meetings monthly, write newsletter articles, contact farmers market coordinators to set up booth times and location for summer market; update UW-Extension Facebook page; fill-in during the "off-season" (Nov-March) at UW-Extension office as needed.

8. Sonnet Uhlenbrauck, Director  
Qualifications: Active member since 2009, Board member since 2010  
Hours worked: Approximately 10 hours per month  
Duties: Project coordinator of sanctioned projects and coordinator of the annual bus trip

9. Steve Schultz, Member At Large/Director  
Qualifications: A master gardener for 6 years, served as volunteer manager for 20 years, able to represent member issues

Hours worked: About 10 hours per month

Duties: To attend all board and member meetings; to represent member issues and listen to member concerns and bring to board meeting; to serve on website committee

10. Kathy Baum, Director  
Qualifications: Member in good standing for 13 years  
Hours worked: Approximately 15 hours per month

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Duties: Head of education committee; presides at committee meetings for purposes of educating members

11. Tom Wentzel, State Representative/Director

Qualifications: Tom has been a member in good standing for almost five years and was appointed to serve as representative for the state.

Hours worked: 4 to 6 hours per month.

Duties: Tom's duties are to coordinate communications between the local chapter of Master Gardeners and the State organization.

12. Coleen Reed, Director

Qualifications: Member in good standing since 2002

Hours worked: Approximately 6 hours per month, but can be more when working on newsletter, meeting agendas and updating email contacts

Duties: Oversee group of 12 people on the communications committee. Communications committee provides a quarterly newsletter for Outagamie County volunteers. Provides and updates website calendar of activities; provides informational emails to members on as-needed basis; updates contact list; sends out email to nonmembers regarding events; provides and maintains website for organization.

13. Judy Peters, Fundraising Chair/Director

Qualifications: Has been an active member of the organization since 2005.

Hours worked: 20 per month

Duties: Provide reports of fundraising events; prepare annual report; choose fundraising events and coordinate events including selection of date, set-up and take down, tally receipts from event and provide to treasurer, approve expenses and provide to treasurer; prepare agenda for fundraising meeting