

# UW-Extension Wood County Master Gardener Association

Wood County UW Extension

August 2017

The Wood County Master Gardener Association is a non-profit organization with a mission to educate and share information with its members and the community alike. In addition, it is our charge to promote the UW Extension from which we are founded. We are a diverse group interested in the latest research-based horticultural information.

## WCMGV Program Information

### Growing Friends: Wisconsin Rapids Community Gardens

**August 22, 6:00 pm:** (note early start time) **Corner of Hill and Spruce Ave. near Riverview Hospital**

**Tour of the gardens followed by Business Meeting 7:00**

The gardens were established in 2013 and have grown to 72 plots with nearly 50 gardeners. Our Master Gardener Karen Houdek will give us an overview of the development and purpose of the gardens, gardening methods used, crops grown, and composting and integrated pest management that is in place. Come and see how the Wood County Master Gardener Volunteers use these gardens to promote community, education, and donation.



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### Cranberry Program by Matt Lippert

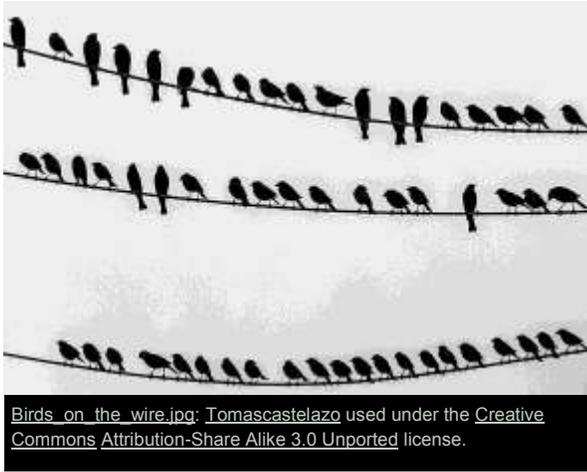
**September 26, 7:00 pm**  
Wood County Court House

Matt Lippert has been the UW Extension Agricultural Agent for Wood County since 2003. He also provides programming across seven central Wisconsin counties as part of the Central Wisconsin Ag Specialization Group where he serves as the Dairy and Cranberry production specialist.



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## From the President's Notebook

Over the past almost three years as President, I have focused on the WCMGVA Mission to educate and share information with members and the community alike. In addition, it is our charge to promote the UW Extension from which we are founded. Together we have made progress towards fulfilling that mission.

Over the next few months I will highlight some of the programs WCMGVs presented in 2017 that

focus on the education of ourselves and of the community.

**Wildwood Zoo “Using Natives in a “Know” Maintenance Planting:** Kathy Poehnelt and her team, researched an effective use of native plants, so that over time, they turned the zoo gardens into an easier to maintain grounds by using a more natural way to control weeds. They also developed a teaching plan for zoo crew to sustain the gardens when volunteer help is no longer available. In addition, they created an outdoor classroom to educate the public.

**Garden Herbs...what, why and how:** Karen Houdek and her team presented a hands-on herb program at the WR Community Gardens with handouts/recipes and a tasting event. The attendants went out into the herb gardens to feel, taste, smell and learn the properties of each herb.

**Shodden Succulents:** Sue Wilford and Peg Klinkhammer held a hands-on event at the Vesper Library Gardens on using succulents to create a boot or shoe garden. Adults and youth alike now have their creations hanging in the Children's Garden Art Gallery at the library that was built 2 years ago with funds from a WIMGA grant.

**Sustainable Rose Culture:** Tom Ptak enlightened us at a membership meeting with his knowledge of roses and assured us that anyone can grow roses. Along with his very educational program members took home handouts and practical ideas to help grow roses in their own gardens.

**Florida Everglades Adventure:** Jan Sabin took us on a virtual trip through the Florida Everglades in March. We learned that the Everglades are much more than alligators. Jan's photography presentation was so educational since she noted the names of each plant and tree as they appeared on the screen. Members even had a test/informational handout to take home.

In 2016 a new way of Project Evaluation was introduced. For several years a committee would perform the evaluations. In 2016 the evaluation of the projects was shifted to the project leader and team. The results are being shared with everyone. The evaluation

comments are randomly picked. Project names are omitted but the project leader may recognize a comment. The comments reflect the educational value of our projects. More to come in next newsletter!

- Project draws all ages working together to produce food. We do presentations and garden classes to adults and youth. Have a handicap accessible garden bed.
- Project is educational in nature as we offer a variety of theme gardens for public to learn about. Several events are held at site; educational signage is put up prior to each event. Information available in brochure holder.
- Project receives several hundred visitors each year. We give tours, answer questions, and provide educational materials in brochure holder.
- Our colorful garden Welcome Sign project is an invitation to the public to walk the mowed trails in the natural area. Brochures are available in a holder to provide information when we are not working in gardens. We make regular visits to check on garden and educational materials.
- We mulch which saves on weeding. We have a bee/butterfly area, a long bloom and repeat blooming garden, we choose plants that are low maintenance. We have many people stop/ask questions and express how beautiful our gardens are (we are located on a busy walking trail). We provide educational materials in a holder.
- We are a small isolated garden...so we provide signage, educational information, articles on gardening and label plants. The building is used often by the public so they pick up information while visiting gardens. We just rearranged our garden; will donate extra plants to the plant sale. Use newspaper, low maintenance plants, and mulch to reduce garden work.
- Container gardens placed along Main Street, plants labeled and a sign has container gardening information. Welcome Signs with Pink Petunias, labels, information and a geo-caching location to attract visitors!

Enjoy the variety of gardens throughout Wood County. The weird weather this year has produced some unusual happenings in the world of horticulture. The blooms are outstanding, my tomatoes ripened early with the best flavor ever, native blackberry vines are loaded with delicious ripe blackberries, the Farmer's Markets are overflowing with a huge variety of delicious, fresh produce, apples are beginning to ripen, the Black Birds are gathering into huge flocks to discuss their travel plans to their winter home, and the grass in our lawns has finally slowed down growing!

As we leave my least favorite season, I feel energized by the thoughts of a long colorful autumn, warm days, cool evenings, color rides, hot cider, collecting and preserving colored leaves, yummy pumpkin pie, and baked acorn squash with a dash of cinnamon!

Enjoy beautiful autumn ....a season with unlimited offerings! Please check out the forms at the end of this newsletter.

*Ruth Cline*

## RHI—Responding to Horticulture Inquiries

### Article #3

In the last two newsletters, June and July, the articles addressed how to answer horticultural questions from the public. They were based on a lecture called, “Strategies for Effectively Answering Horticulture Questions in a County UW-Extension Office.” This lecture was at the Marathon County Extension office coordinated by the State Extension office, in May of this year.

The June newsletter article described how we provide customer service as employees/volunteers of the extension office. The July newsletter addressed the first two steps of the process. This month I want to focus on the next two steps: collecting information from the client and researching the problem. The basic steps for Diagnosing Plant Problems are:

1. Identify the problem
2. Identify signs and symptoms
3. Collect information from client
4. Research the problem
5. Collect resources
6. Follow up with client

**Step 3:** Collect Information from the Client. Getting all pertinent information from the client is imperative. Let them know you will be asking a lot of questions so they are not intimidated. Sometimes you may have to call them back more than once to get additional information. Take extensive notes to include:

- Plant history – what has been the plants overall health, age of plant, what have they done to the plant, watering practices, fertilizer they have used, how was it planted, mulching, what type of mulch. What? When? How?
- Any pesticide use – what did they use and how did they apply it? Was it directly on the plant or around the plant indirectly?
- Environment around the plant – where the plant lives and what is around it. The kind of soil they have, drainage, PH, compaction, soil type. Explore hours of sun/shade, wind breaks, buildings, roads, sidewalks. Are the plants crowded with little air circulation? Is it protected in winter or does snow removal and salt affect it? Lastly, is there any black walnut tree living nearby that may affect the plant?
- Consider multiple years of weather – extreme cold, extreme dry, and/or excessive rain/wet weather that may affect the plant. Other weather conditions such as lightening or flooding could also affect the plant health.

**Step 4:** Research the Problem. It is very helpful to have a sample, which is large enough to see all of the plant structure. Not only to identify the plant correctly, but to see how all of the plant is affected. You certainly can ask for a bigger sample or have them email additional pictures. When considering the problem, is it biotic (living) or abiotic (non-living)? Biotic could be fungi, phytoplasm, virus, insects, mites or wild animals, pets or humans. Abiotic could be nutritional problems, weather related such as temperature, water, hail, lightening or injuries.

Once all questions have been asked and you have the correct plant identity, then you need to



continue the detective work. As before, I enter key words into the internet search engine, such as “yellow spots on buckthorn”. Once I found a name that I suspect may be the issue, I then search that name. This leads me to a path of what the disease may be and my research continues. Once the plant disease/ issue is identified, then what to do about it?

These yellow spots were found on both invasive buckthorn in the woods as well as the fine line buckthorn (non-invasive) at Vesper Library. What is it and should we treat it or leave it alone? After much research it was determined it was ‘oat crown rust’ and confirmed by Brian Hudelson from the UW Plant Disease Diagnostic Clinic.

So researching is a big part of the time required to get to a solution. What is the plant? What is the issue? What to do about the issue? The internet and resources take you down various paths, so one needs to stay focused, and finally you will find the answer. It takes patience! And if you are unable to determine an answer, there are excellent resources at the Wood County Extension office and the State of Wisconsin departments to assist.

Next month we will explore what to do about the issue, **Step 5** - collecting the research based documentation and **Step 6** - following up with the client.

## Spider flower, *Cleome hassleriana*

Spider flower is fast growing, self-seeding annual with delicate and airy flowers in showy, exotic looking heads of pink, white or purple. These eye-catching plants provide a splash of color from summer through frost when planted in mass or as a backdrop for shorter companions in the annual or mixed garden. Learn more about this cottage garden favorite at:

<http://wimastergardener.org/article/spider-flower-cleome-hassleriana/>.



## WCMGV Required Hours Reminder

This is just a gentle reminder of what is required for WCMGVs to certify for 2017. Volunteer and continuing education hours MUST be turned in to UW Extension, WR Courthouse by October 1st, 2017. The timesheet must be filled out and submitted via email, US mail or in person at UW Ex. Office at Wood County Courthouse in WR. A minimum of 24 hours of volunteer service, and 10 hours of continuing education are required annually to recertify.

If you are having difficulty finding areas in which to earn hours—either volunteer service or continuing education—please contact Ruth Cline or any board member for suggested areas. Do not wait to earn hours until a week before hours are to be submitted. Remember our calendar for 2017 hours is October 1st, 2016 to September 30th, 2017. Let us work together to meet our goal: every member turning in the required number of hours in each area on or before October 1st, 2017.

## You know you are under attack when.....



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- You come home from a week's vacation and your beautiful green grape arbor has become an ugly lacy brown mess.
- Even though you have never used chemicals in your garden, you nevertheless find yourself in the chemical aisle of the hardware store contemplating the purchase of Sevin.
- You contemplate ripping out all your grapes, roses and brambles.
- You dream of finding the perfect biological control.
- You get a certain degree of satisfaction in squashing the ugly little buggers.
- You find yourself saying words you ought not to the beetles as you knock them into your bucket of soapy water.

## WCMGV Open Board Positions Filled

The three positions of President, Vice President, and a Director from South Wood County area each have members (listed in order) interested in each position. November 2017, WCMGV monthly meeting is our annual elections, with the positions starting January 1st, 2018. At the elections in November the floor will be open to any additional candidates who may be interested in any of the three positions. Thanks to the three members: Famia Marx, Paula Klevene and Jen Fane who have shown interest in the open positions for 2018.

Wisconsin Rapids Plant Sale Team Co-Chairs for 2018: Thanks to Annette Bowden, Julie Carlson, Paula Klevene, Barb Kleifgen and Apollonia Virsnieks for stepping forward to volunteer to be Co-Chairs in 2018.



## Fall Plant Sale: Help Wanted

### TOP REASONS TO PLANT IN FALL

Soil is warmer in fall than spring so roots get a good head start.

You can still see what's in the garden. By spring we forget and many plants have died back.

Good sales at nurseries and the plants are larger.

The soil is easier to work up in the fall. In spring, soil can be compacted and soggy.

You can plant almost anything except annuals in the fall.

The weather is crisp, but not too cold to be outside.

Many nurseries have more varieties of plants available in fall.

Seasonal rains will take care of most of the plants watering needs.

Plant now and you will have time to spruce up other areas of your yard in spring.

Planting spring-blooming bulbs, perennials and shrubs will produce lovely gardens after a long winter.



#### **Wanted:**

A few good volunteers to help set up.

**Friday September 15:** 9:00 AM - 6:00 PM

**Saturday Sept. 16:** 9:00 AM - 4:00 PM

**Sunday Sept 17:** 9:00 AM - 2:00 PM **and** 2:00 PM to end for teardown in Marshfield.

Volunteers to bring plants from Wisconsin Rapids on Friday and/or Saturday morning.

**Qualifications:** A big heart and willingness to give up some of your time.

**Also needed:** Plants, dry material for arrangements, scarecrows, fall containers and assorted items for resale.

**WOOD CO. MASTER GARDENER'S FALL SALE** *same weekend as Maple Fall Fest*

Sat. Sept. 16, 9 AM - 4 PM  
Sun. Sept. 17, 9 AM - 2 PM

Perennials/Trees/Fall Containers  
Scarecrows/Dried Arrangements & Garden Treasures

**GREAT PRICES!**

Wild Wood Park & Zoo Marshfield

## Christmas Tree Walk and MG 20<sup>th</sup> Anniversary

The South Wood County Historical Museum is again hosting a Christmas Tree Walk during December, 2017. Last Year, the Museum MGs decorated a tree using dried plant materials from the museum gardens along with your contributions.

Since this year is the 20<sup>th</sup> Anniversary for WCMGA, the theme of the tree will be our anniversary of education, community service projects, etc. What we could use from all the projects is a picture of your project. We will add titles and put the pictures into a decorative cardstock frame. We will also be using the displays and materials the 20<sup>th</sup> anniversary team placed in the local libraries.

In addition some dried plant materials will also be added to the tree, but to a lesser extent than last year.

We will keep reminding you of this event for a while, but if you have questions, please contact Micky Erickson or Chris Griffith.



### Continuing Education Report: Upcoming Fall Seminar

Our Fall Seminar is planned for October 28<sup>th</sup> at UW-Marshfield Campus. Please put this date on your calendar. Posters and signups will take place this summer. But here is the lineup for an exciting morning in Marshfield.

The first speaker is Ben Futa of Allen Centennial Garden and his topic is “Building a Bulb Lawn: Adding a New Dimension to your Lawn.” This practical, step-by-step presentation will illustrate how to create a beautiful “bulb lawn/meadow”—an arrangement of bulbs planted in your lawn can delight throughout the entire growing season.

The second speaker is Rob Zimmer and his topic is “The Important Role of Conifers in the Home Landscape” and will touch on native vs. hybrids, dwarf conifers for smaller yards as well as cultural conditions needed such as amount of light and types of soils and winter protection required.

Many thanks go to our Continuing Education Team members: Jeremy, Maria, Micky, Jennifer, Barb, Karen and Purvi. We always ask for your suggestions for future seminars for you. Please contact any of us with suggestions. And thanks to those who baked and brought snacks for our attendees. Our guests from outside the area and our membership were impressed with our hospitality.

Submitted by Micky Erickson

## WCMGV Meetings and Notices

**August 22:** Farm Tech. Team meeting prior to Membership meeting, 5 p.m.  
Input from WCMGV welcomed

**August 22:** August Membership Meeting, 6 p.m. — WI Rapids Community Gardens

**August 29:** Central Wis. State Fair Marshfield (WCMGVs assist with Judging –Jr. Fair Horticulture Dept.) Contact Jeremy Erickson to sign up for shift to work.

**September 16 & 17:** Marshfield Fall Plant Sale at Maple Fest

**September 26:** Membership Meeting, 7 p.m.— WI Rapids Courthouse

**October 1:** Volunteer Hours Form due at UWEX office (24 volunteer hours and 10 Continuing Education hours needed for recertification)

**October 24:** Membership Meeting, 7 p.m.— MARS

**October 28:** Fall Garden Seminar — UW Marshfield

**November 28:** November Membership Meeting, 7 p.m.— MARS

**April 14, 2018:** Marshfield Children's Festival (more news later). Please announce your planning meeting dates.

**April 21, 2018:** Wisconsin Rapids Children's Festival (more news later).

## Spotted Deadnettle *Lamium maculatum*

Look no further than spotted deadnettle for a tough but showy groundcover. With variegated leaves that shine in shade and a long bloom time, *Lamium maculatum* is an eye-catching plant throughout the year. Choose from cultivars with green and white striped or silver leaves and white, purple or pink flowers. Learn more about this adaptable, low-growing perennial at <http://wimastergardener.org/article/spotted-deadnettle-lamium-maculatum/>.



**Wood County Master Gardener Volunteers  
Tour of Zoo Gardens, Wildwood Zoo, Marshfield, July 27, 2017; 1 Hour Continuing Education**

**Meeting was called to order at 7:00 pm.** Thank you to Kathy Poehnelt and her team for Zoo Garden tour and education.

**Minutes 6/27/2017:** Bea Kohl moved to accept past minutes as written, seconded by Audrey Brundidge, motion carried.

**Financial report:** Financial report given by Barb Herreid. Motion to accept reports as presented was made by Barb Kleifgen. Seconded by Julie Carlsen. Motion carried. Requested MGCV to turn in ticket money and Garden Walk signs ASAP. There are 3 XL blue MGCV T-Shirts still available.

**Old Business/Announcements:**

**Info Table/sign-in:** Attendance, time sheets, WCMGV brochures, and Farm Technology Day brochure passed around.

**Garden Walk:** July 8<sup>th</sup> – Thank you to all who helped. Attendance between 370-390 participants. Money was left in MGCV apron; will put into newsletter and if unclaimed, will add to MGCV account.

**New Business/Announcements:**

**Extension Update:** Susan Mahr and Mike Maddox continue to work on Caregiver Background Check process, which has not been easy. If complaints, send via designated email. MGCV training completed and all passed test. Emails went out to project leaders for those with new MGCV (interns). Jeremy Erickson will begin a “Ask a Wood County Master Gardener” booth at the WI Rapids from 9-1pm on Thursday. Anyone can join him, if interested. Karen Houdek is presenting “Herbs in the Garden” at the WI Rapids Community Gardens on Monday August 7<sup>th</sup> at 7pm. Let Karen know if attending.

**Fall Seminar Update – October 28<sup>th</sup> @ UW Marshfield:** Ben Futa and Rob Zimmer. See July newsletter for details. Will have posters at August membership meeting.

**Fall Plant Sale – September 16<sup>th</sup> & 17<sup>th</sup> @ Marshfield Wildwood Park:** Will have sign up for working at August meeting. Will need help building scarecrows. Looking for dried flowers; small potted planters such as Styrofoam planters, gourds, succulents and sedums. Ruth/Bob Cline will store garden treasures from garden walk for now. MGCV can bring plants to August meeting or on Friday, September 15<sup>th</sup>. Clock Tower plant dig coordinated by Peg Harvey and Janet Wiemann.

**Project Leaders/Committee/Team Updates/Information:** New plant stands available for \$1 per stand. Betty Havlik will create the labels, just email her the labels needed. Board approved the cookbooks to be sold for \$15. Anyone wanting to sell at their events, contact Sue Wilford.

**Continuing Education and Volunteer Hours:** Due October 1<sup>st</sup>.

**Year End Tally of Community Education Numbers:** Due October 1<sup>st</sup>. State requiring our contacts with the public.

**WR Plant Sale Team needs Co-Chair for 2018:** Annette Bowden, Julie Carlson, Barb Kleifgen, Paula Klevene, and Apollonia Virsnieks volunteered to be five person co-chair. Thank you!

**WCMGV 20<sup>th</sup> Anniversary Celebrate 2017 Update:** Trifolds displayed at libraries and will be there until end of August. Very good response from public; taking lots of brochures. With increased interest, will advertise WCMGV email address for public to communicate with our organization. Email address: [woodcountymga@gmail.com](mailto:woodcountymga@gmail.com). Micky Erickson asked to use all the trifolds and display items with the South Wood County Historical Museum for the Christmas Tree and 20<sup>th</sup> Anniversary.

**FTD Kewaunee Bus Trip July 11<sup>th</sup> report:** Micky Erickson gave report on visit to FTD. Will formalize committee at Sept/Oct meetings with goal to get commitment for working on FTD in some capacity. Basic plan is to set up booth (Ask a Wood County Master Gardener) in Family Living Tent with various types of gardens displayed. More info to follow. FTD team continues to meet 1 hour before the membership meetings. Anyone welcome to attend.

**Additional New Business:** Garden Walk date changed to July 21, 2018 due to FTD. Portage County Walk will be July 14<sup>th</sup>. Mary Czaja shared festivities at her farm on August 12<sup>th</sup> after being named Tree Farmer of the Year 2016.

**Motion to Adjourn at 7:50pm** was made by Mary Czaja, seconded by Famia Marx, motion carried.

**Next meeting:** August 22<sup>nd</sup> Wisconsin Rapids Community Gardens

Respectfully Submitted – Sue Wilford, Secretary

**Members Attending:** Nancy Alger, Margie Austin, Annette Bowden, Audrey Brundidge, Julie Carlsen, Bob Cline, Ruth Cline, Mary Czaja, Eliz Erdmann, Micky Erickson, Jennifer Fane, Laurie Francis, Fern Fregien, Christine Griffith, Peg Harvey, Barb Herreid, Barb Kleifgen, Paula Klevene, Bea Kohl, Leonore Look, Jane Maciejewski, Famia Marx, Judy Miller, Tammera Newmann, Kay O'Shasky, Patricia Paulus, Kathy Poehnelt, Sally Sadowska, Gail Snorheim, Judy Sternitzky, Roberta Stolt, Connie Stout, Donna Streiff, Roxanne Tomkowiak, Apollonia Virsnieks, Margaret Weister, Shelby Weister, Janet Wiemann, Sue Wilford, Mary Zahn. UW Extension Educator: Jeremy Erickson. Guests: Don Erdmann, Daughter Cindy and husband Jerry of Pat Paulus.

**Meeting Program:** “Using Natives in a ‘Know’ Maintenance Planting” by Kathy Poehnelt

## UWEX Request for help from WCMGV's

As we are now on to the month of August, the Central Wisconsin State Fair is just around the corner, running from August 30-September 4, 2017. Each year, Wood County Master Gardener Volunteers assist with the Junior Fair Plant Judging. This will be taking place August 29, 2017, 2 p.m. to 8 p.m. See below for time slots and schedule:

Marshfield Fairgrounds John C. Lang Building

1<sup>st</sup> Shift arrive at 1:30 p.m. (Judging 2 p.m. to 5 p.m.)

2<sup>nd</sup> Shift arrive at 4:45 p.m. (Judging 5 p.m. to 8 p.m. or those inline are judged)

Thank you,

Jeremy Erickson

Horticulture Educator

Wood County Courthouse

400 Market St, PO Box 8095

Wisconsin Rapids, WI 54495-8095

715.421.8440

Fax: 715.421.8476

## Ask a Wood County Master Gardener

As some of you may have heard, we now have a "Ask a Wood County Master Gardener" booth at the Marshfield Farmers Market. This initiative serves as a way to get out and be interactive with the community, puts a face to the Wood County Master Gardener Association, and also serves as a resource for the public to visit us at the Farmers Market and ask about different horticultural topics. We are looking to duplicate this effort at the Wisconsin Rapids Farmers Market on Thursday mornings from about 9am-12noon. This will count towards Volunteer Service Hours, under Adult and/or Youth Education. If you are interested, please contact Jeremy Erickson.

We will also be setting up a 'Ask a Master Gardener' booth at the fair this year and we are looking for volunteers to help answer questions from fair attendees and be a face for the WCMGA. Again, please contact Jeremy if you are interested in helping with either of these.

**Everyone is invited** to join the meeting on Tuesday, October 2-3:30 pm at the extension office to discuss what the future of 'Ask a Wood County Master Gardener' will look like for our organization. This meeting will be a 'brain storming' session. Then we can bring our ideas to the next Board meeting for discussion and confirmation. Currently we are trying to staff the extension office on Monday mornings. We have begun to have a booth at the farmer's market in Marshfield and with efforts to duplicate this in WI Rapids mall, as well as other events like the County Fair, plant sales, etc. We will share what other counties are doing for garden hotlines/garden clinics. Mark you calendar for **Tuesday, October 3, 2017 2-3:30 pm at the extension office.**

# September Garden Guide

from [Portage County Master Gardeners Volunteers](#)

- Allowing September rose blooms to stay on plants aids in winter protection. Watch for black spot on roses and remove infected leaves.
- Lift gladiolus corms when leaves begin to brown. Dry in sun a few days.
- Divide most perennials except asters and mums, which haven't bloomed.
- Divide and replant peony roots. Avoid planting too deeply.
- Bring coleus, geranium, caladium and begonias indoors.
- Place amaryllis in cool basement for a 3-month rest period.
- To set buds, Christmas cacti require a rest period and cool nights (55 degrees.)
- Sow snapdragons, cornflowers and other hardy annuals a few weeks before the first frost date. Mark where planted to avoid damaging seedlings in spring.
- Carefully inspect spring flowering bulbs before planting. Discard soft bulbs.
- Remove newly set tomatoes, blossoms and new growth five weeks before expected frost because they won't have time to mature.
- Sow annual ryegrass or oats for winter cover and green manure in beds that won't be planted until late in spring. Keep watered.
- Remove all weeds from garden before they go to seed.
- Pinch out the growing points at the top of Brussels sprout stems so bottom sprouts will reach maturity.
- Watch for early frosts. Cover the garden when frost is predicted to obtain up to another month of growth. Water plants well for greater frost protection and maximum growth.
- Cut back perennials after frost.
- Dig and pot parsley, chives and tender herbs for transfer indoors to sunny window.
- For better keeping, harvest carrots, beets and turnips before first frost kills foliage.
- Gather squash, pumpkins and gourds when ripe and before frost damage. Leave 2-inch stem on vegetable for better storage.
- Clear garden beds immediately after harvest. Destroy any diseased plants by burning, composting in a hot pile or sealing in container for disposal.
- Early September is the latest time to plant spring-flowering shrubs.
- Aerate lawn when temperature is 60-70 degrees.
- Stop planting evergreens by mid-September.
- Harvest pears when light green. Separate from branch with slight twisting motion.
- Harvest grapes. Fertilize with one-cup bone meal per plant.
- Harvest apples. Rake leaves and fallen fruit from apple trees to control disease and inspect problems next year. Be careful not to injure long-lived fruiting spurs when harvesting.
- Cut out spent raspberry and blackberry canes after fruiting.



## Garden Etiquette

We're still in the midst of garden visitations. Whether we're visiting public or private gardens, it's important to keep in mind certain guidelines. Many public gardens publish a set of rules and I've referred to them in preparing this listing.

- Stay on pathways and mowed lawn areas of the garden – do not walk in mulched or planted garden beds.
- Please leave flowers and plants for everyone to enjoy. Do not collect or remove seeds, flowers, fruits and vegetables, labels **without permission**. ***This includes what you might believe to be a weed.***
- Do not litter – dispose of waste in recycle bins when appropriate.
- Wear appropriate clothing including shirts and shoes.
- Before picnicking in a public garden, check to be sure that it's allowed.
- Garden benches are meant for sitting, not laying down so that other visitors may have a seat.
- Only assistance animals are welcome.
- Do not wade or swim in ponds, streams or fountains.
- Supervise children at all times.
- No climbing, running, sports or games. Two-wheeled scooters, skates or skateboards are generally not allowed.
- Weapons and firearms are usually not permitted.
- A public garden reserves the right to ask a visitor to leave for inappropriate or offensive behavior. Visitors will be held liable for any damage to property.

## WIMGA EDUCATIONAL GRANTS

Each year, the Wisconsin Master Gardener Association offers Educational Grants to each of our local associations. Wood County has been able to take advantage of several of these grants in the past. Some of the projects that were fully or partially funded by these grants include:

Purchase of 2 canopies and banners to set up the 'Ask a Master Gardener' booths at local Farmers Markets

Funding for informational signs, label makers and plant labels for the beautification projects  
Gardening books were donated to six of our local libraries

There are 3 different grant amounts that are available -- \$100, \$250 and \$400. Project Leaders, if you've hesitated to implement an educational initiative in your project due to how it would affect your overall funding, this is an opportunity to "increase the pot." It's very easy to apply for and members of the board will gladly help you with the paperwork – we just need to become aware of your idea. The **deadline of October 1<sup>st</sup>** will be here quickly. If you have an idea or further questions, please contact Ruth Cline or Barb Herreid.

We can submit more than one application and multiple grants are approved each year. The grants are awarded in November so you will have the dollars to spend in 2018.

# Fall Garden Seminar



Date : Saturday, October 28, 2017

Time 8:00 - 12:00

UW-Marshfield Campus, Multi-Media Room #131  
2000 Fifth St. Marshfield

(8 - 8:30) Registration      Presented by:  
Wood County Master Gardener Volunteers

Early Registration Recommended.  
Public invited – Limited Seating.

Deadline October 25      UW-Extension 715-421-8440.  
Refreshments available before and at break      Fee: \$10 Payable at Door

## 8: 30 - 10:00

**Ben Futa**, Executive Director of Allen Centennial Garden at University of Wisconsin, Madison.

Presents: ***"Building a Lawn: Adding a New Dimension to your Lawn."*** This practical, step-by-step presentation will illustrate how to create a beautiful "bulb lawn/meadow" - an arrangement of bulbs planted in your lawn, can delight throughout the entire growing season.

## 10:30-12:00

**Rob Zimmer**, Author, Gardener and Outdoor Writer in Appleton Wisconsin.

Presents: ***"The Important Role of Conifers in the Home Landscape."*** The topic will touch on native vs. hybrids, dwarf conifers for smaller yards as well as cultural conditions needed such as amount of light, types of soils, and winter protection required.

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and Americans with Disabilities (ADFA) requirements.

# 2017 WCMGV Board of Directors

**President—Ruth Cline**  
[stonegate@tds.net](mailto:stonegate@tds.net)  
 715-569-4202

**Vice President—Julie Carlsen**  
[carlsens@hotmail.com](mailto:carlsens@hotmail.com)  
 715-886-4466

**Secretary—Sue Wilford**  
[swilford@tds.net](mailto:swilford@tds.net)  
 715-652-6129

**Treasurer—Barb Herreid**  
[bherreid@wctc.net](mailto:bherreid@wctc.net)  
 715-325-2075

**Director—Karleen Remington**  
[remington@tznet.com](mailto:remington@tznet.com)  
 715-387-1863

**Director—Bob Cline**  
[stonegate@tds.net](mailto:stonegate@tds.net)  
 715-569-4202

**Director—Karen Houdek**  
[khoudek842@aol.com](mailto:khoudek842@aol.com)  
 513-823-1312

**Director—Donna Streiff**  
[streiffonclay@tds.net](mailto:streiffonclay@tds.net)  
 715-207-6218

**Communications Rep.—Chris Grimes**  
[chgrimes@wctc.net](mailto:chgrimes@wctc.net)  
 715-424-2878

**Historian-South—Michaeleen Erikson**  
[GaryMicky@charter.net](mailto:GaryMicky@charter.net)  
 175-435-3616

**Historian North—Position Open**

**Immediate Past President and WIMGA Rep—Barb Herreid**  
[bherreid@wctc.net](mailto:bherreid@wctc.net)  
 715-325-2075

**Newsletter Editor**  
**Peg Klinkhammer**  
[mklinkhammer@assumptio.ncatholicsschools.org](mailto:mklinkhammer@assumptio.ncatholicsschools.org)  
 715-569-4271  
 Please send items for inclusion in the newsletter by the 10th of the month.

**Public Relations Chair**  
**Karen Thlachac**  
[ktlachac@yahoo.com](mailto:ktlachac@yahoo.com)  
 715-697-3911

Lead time for television and newspaper is four weeks. Call Karen for clarification of dates and deadlines.

**Wisconsin Master Gardeners**  
**Website:** <http://wimastergardener.org>

**Wood County Extension**  
**Website:** <http://wood.uwex.edu>

**WVMGV Website:** <http://www.wood-county-master-gardeners.org>

The Wood County Master Gardener Association is a non-profit organization with a mission to educate and share information with its members and the community alike. In addition, it is our charge to promote the UW Extension from which we are founded. We are a diverse group interested in the latest research-based horticultural information.

## 2017 Master Gardener Volunteer Programs

Date/Time	Location	Topic/Guest Speaker
August 22 6 pm	Wi Rapids	Wi Rapids Community Gardens Karen Houdek
September 26 7 pm	Wi Rapids	Cranberry Program Matt Lippert
October 24 7 pm	MARS	Member seed exchange Microgreens by Jeremy
November 28 7 pm	MARS	Italy with Paula Klevene

# WOOD COUNTY MASTER GARDENER ASSOCIATION – BYLAWS

## Article I Organization

**NAME:** Wood County Master Gardener Association

**ADDRESS:** UW Extension Office, 400 Market Street, P.O. Box 8095, Wisconsin Rapids, WI 54495-8095

## Article II Purpose

### Mission Statement

The Wood County Master Gardener Association is a non-profit organization with a mission to educate and share information with its members and the community alike. In addition, it is our charge to promote the UW-Extension from which we are founded. We are a diverse group interested in the latest research-based horticultural information.

### Membership Declaration

The association provides equal opportunities in membership, participation and programming, including Title IX and ADA. No applicant shall be refused membership on the basis of sex, race, creed or national origin.

Use of the Master Gardener credentials for any financial gain is **strictly prohibited**. Master Gardeners are volunteers who support the local UW Extension Program in their county and may refer to their Master Gardener title only when working on UW Extension-approved volunteer projects. Master Gardeners **are not to be** compensated for their work and are not permitted use of volunteer projects as professional reference.

## Article III Membership: Voting Members

Section 1: Certified Master Gardeners – Master Gardeners of good standing as certified by the UW-Extension. Good standing is accomplished by completing annual training/education and service requirements established by UW-Extension.

Section 2: Intern Master Gardeners – New members who have completed the UW-Extension Master Gardener training program but have not satisfied the service requirements for certification.

### Non-voting Members

Section 1: Inactive Master Gardeners – Master Gardeners who have not fulfilled the yearly educational and service requirements as established by the UW-Extension. Voting rights are suspended until all requirements for re-certification have been met.

Section 2: Student Master Gardeners – Students currently taking the UW-Extension classes but have not completed the Master Gardener training program.

- Must work with a Certified or Intern Master Gardener on any approved project.
- Will not represent them self as a UW-Extension Master Gardener nor give advice while representing UW-Extension until they become Intern Master Gardeners.

Section 3: Associates – People who join during the period when the UW-Extension training is not available but plan to comply with the standards set for Certified Master Gardeners at the next available training opportunity.

- Must work with a Certified or Intern Master Gardener on any approved project.
- Will not represent them self as a UW-Extension Master Gardener nor give advice while representing UW-Extension until they become Intern Master Gardeners.

## Article IV Officers

Section 1: President – It is the duty of the president to preside at all meetings of the WCMG association and board of directors, facilitate committee appointments and generally supervise the activities of the association.

Section 2: Vice President – In the absence or disability of the president, the vice president shall perform the duties of the office of president.

Section 3: Secretary – The responsibility of the secretary is to record and keep the minutes of all formal proceedings. The minutes from all general meetings of the association will be forwarded for publication in the newsletter prior to voting on approval at the next scheduled member meeting. In addition, the secretary will keep meeting attendance records.

Section 4: Treasurer – The treasurer is responsible for the care and custody of all WCMG funds. Investing of funds, securities and assets will be a joint decision by the Board of Directors to be acted upon by the treasurer. The treasurer will prepare a written finan-

cial statement for the elected officers at both the board and regular membership meeting.

Section 5: Directors – Four members-at-large will be elected to the position of Director (two each from the northern and southern membership areas) for the Board of the Wood County Master Gardener Association. Section 6: Historian – Maintain the history of Wood County Master Gardener projects, programs, activities, socials and other materials pertinent to the association, which will be kept in a format usable by the entire group.

Section 7: Immediate Past President – The immediate past president shall serve as a member of the Board of Directors until displaced by the annual election process.

Section 8: Extension Advisor – The UW Extension Advisor will serve as a member of the Board of Directors and as a liaison between the MG organization and the Wood County Extension.

The president, vice-president, secretary, treasurer, historian, four directors, immediate past president and the UW-Extension advisor compile the voting members of the Board of Directors. The Board of Directors of the WCMG association shall have all powers and duties necessary, incident to or appropriate for the management and administration of the affairs of the association. The Board of Directors will form committees as necessary.

### **Non-Voting Appointed Board Representatives**

The Board of Directors will appoint the following positions at the first meeting following the election of officers:

Position 1: Local WIMGA Representative – Will work as a liaison between the local association, the district director and the state association. Duties will include keeping the local association informed on WIMGA news or any other changes pertinent to WCMG.

Position 2: Communications Representative – Shall maintain technical membership information files, distribute newsletters and association memos, contact local newspapers and send courtesy correspondence as appropriate.

### **Article V Election of Officers**

Officers will be elected by a two-thirds vote of the members present at the general election meeting in November.

Section 1: Members of the board of directors will be elected at the last regular meeting of the year. Any member of the Board of Directors shall be a certified Master Gardener Volunteer.

Section 2: The terms of President, Vice President and Secretary will be one year and not more than (3) consecutive terms; the term of Treasurer will be one year and may be held for an indefinite number of consecutive years. Duties begin with the first board meeting of the year following their election.

### **Article VI Meetings**

Section 1: General membership meetings will be held each year, as scheduled by the Program Committee and Board of Directors.

Section 2: The parliamentary authority will be the current edition of “Robert’s Rules of Order” provided it does not conflict with any bylaws or special rules the association may adopt.

Section 3: Special meetings may be convened when deemed necessary by the board or membership.

### **Article VII Dues**

Dues are payable beginning with the October meeting and shall be due no later than November 15<sup>th</sup> or at the November monthly meeting. The finance committee will recommend any dues fee increase to the Board of Directors, with the final vote for approval put before the general membership. Dues include membership in the WIMGA.

### **Article VIII Amendments**

Section 1: Bylaws may be amended by a two-thirds vote of the members present at a general meeting.

Section 2: The Board of Directors will appoint a committee to review bylaws and make changes as needed.

Section 3: Removal for Cause: Any officer, elected or appointed as a member of the Board of Directors, may be removed by the Board, at a duly called meeting when in its judgment, the best interests of the Association are served. In the event of dismissal or resignation, the vacated Board position will be filled by appointment until the next annual election.

Section 4: Dissolution of the Association: Upon dissolution of the Wood County Master Gardeners, the Board of Directors after making arrangements for payment of all Association liabilities, shall disperse remaining funds to the local charitable community 501©(3) foundation/s. Any remaining assets not dispersed shall be disposed of by the Wood County Circuit Court.

Rev: 12/15

## Wood County Master Gardener Volunteers

### Project Forms and Instructions

Review complete form packet prior to filling out forms!

Fill out a form for each of your projects. For example, Marshfield Wildwood Zoo gardens and Bear Pen as two separate projects that would require a set of forms for each project.

If you are applying for a grant for youth/adult education, be aware that the project requires a short article for newsletter publication after project/event is complete or by October 1st.

WCMGV Funded Master Gardener Projects and Youth-Adult Educational Grants will receive an allocation not to exceed \$500 annually.

If a self-evaluation form for garden projects or a short article for youth/adult educational grant is not submitted by October 1<sup>st</sup>, funding may be denied.

All project/grant forms must be submitted by October 1<sup>st</sup> to Wood County Extension Office 400 Market Street , PO Box 8095, Wisconsin Rapids, WI 54495

The WCMGVs Voucher Form is due to WCMGV Treasurer by December 1<sup>st</sup>.

Questions regarding this form packet may be directed to the WCMGV Board of Directors and/or the Project Authorization Committee.

Reviewed/Revised-2017

**Wood County Master Gardener Volunteers**

Project Authorization and Funding Request Form

*Refer to WCMGV Standard Practice 1 and 2*

MUST BE SUBMITTED BY OCTOBER 1<sup>ST</sup> TO:

Wood County Extension Office

400 Market Street, PO Box 8095, Wisconsin Rapids, WI 54495

Project Authorization

Project Name & Location

Date:

Project Leader(s)/Team Members:

Project Description:

Describe Educational Component of Project:

Funding Request (**complete this part only if asking for WCMGV monies**)

**List materials needed for project** (See WCMGV Standard Practice 2 for approved materials)

a) Horticultural materials \$ \_\_\_\_\_

b) Educational materials \$ \_\_\_\_\_

WCMGV Funds requested: \_\_\_\_\_ Allocation not to exceed \$500 annually

Signatures: \_\_\_\_\_

( Project Leader)

Client Contact: \_\_\_\_\_

(Client Signature/s as available)

Project Auth/Fund revised2016-07reviewed2017

**Wood County Master Gardener Volunteers**  
**Grant Application for Youth/Adult Education Project**

MUST BE SUBMITTED BY OCTOBER 1<sup>ST</sup> TO:

Wood County Extension Office  
400 Market Street, PO Box 8095, Wisconsin Rapids, WI 54495

*Before completing this form, read "Grant Guidelines for Youth/Adult Education Projects." See below!*

Project Name & Location                      Date: \_\_\_\_\_

Project Leader(s)/Team Members

**Project Description and Goals:**

**Project Maintenance:** *(If there is any required maintenance, describe the tasks and responsible party.)*

**Will this be a multi-year project?**

*(This form must be completed every year for multi-year projects)*

**Materials needed to be purchased:** *(List approximate materials)*

**Estimated overall project cost:** \_\_\_\_\_

**WCMGV Funds requested for upcoming year:** \_\_\_\_ **Allocation not to exceed \$500 annually**

**Signature:** \_\_\_\_\_  
*(Project Leader)*

Grant Guidelines for Youth/Adult Education Projects: All projects **MUST** meet Standard Practice 1 and Standard Practice II. Read before filling out forms! Project Leader is to submit a short summary/article for newsletter publication after the project/event is complete. Send to WCMGV Newsletter Editor.

Wood County Master Gardener Volunteers  
Project Self-Evaluation Form  
*(Include photos if available)*

MUST BE SUBMITTED BY OCTOBER 1ST TO:  
Wood County Extension Office  
400 Market Street, PO Box 8095, Wisconsin Rapids, WI 54495

Project Name \_\_\_\_\_ Date \_\_\_\_\_

Project Leader(s)/Team members:

Describe public exposure: Conversation with public, questions, who attends (youth/adults) Number of attendees at gardens while you are working.

Describe public educational value of project (plant labels, signage, demonstrations/programs conducted)

Describe the appearance of project: What makes your garden appealing, aesthetically pleasing, and inviting to public?

Describe the good horticultural practices utilized at your project:

Project Update: (challenges, anything new, lessons learned, improved community exposure)

Signed: \_\_\_\_\_ Project Leader

ProjectSelfEvalrevised2016-07 reviewed2017



**Wood County Master Gardener Volunteer Standard Practice I**

**Community Service Volunteer Projects**

**Project Classifications**

- 1. Authorized Master Gardener Projects**
- 2. Funded Master Gardener Projects**

I. Garden projects for education and beautification purposes throughout Wood County that are referred to as **WCMGV Authorized Master Gardener Projects** must meet the following requirements:

- A. Agencies hosting a project must have non-profit status and/or 501(c)(3) status (for example, city and county owned parks or facilities, public libraries, fairgrounds, municipal buildings, public museums, and schools).
- B. The project must be chaired or co-chaired by a **certified** Master Gardener Volunteer.
- C. The project must be open to the involvement of all certified and/or intern Master Gardener Volunteers who wish to participate. (The project can accommodate and will welcome additional volunteers.)
- D. The Project Leader(s) will complete a **WCMGV Project Authorization and Funding Request Form** annually.
- E. The project will be evaluated annually by the Project Leader(s) and/or team members using the Project Self-Evaluation Form.
- F. **WCMGV Authorized Master Gardener Projects** are the only projects on which **intern** WCMGV's can earn volunteer hours credit.
- G. Gardens must be accessible to the public.
- H. Authorized Master Gardener Projects that are also Funded Master Gardener Projects, must meet the following requirements:
  - a. The project must meet the definition of an **Authorized Project**.
  - b. The project must be in good standing based on the Project Self-Evaluation Form.
  - c. The Project Leader(s) shall complete a **WCMGV Voucher Form** for reimbursement of funds spent on the project by the deadline indicated in Section V.

II. The **WCMGV Project Authorization and Funding Request Form and Project Self-Evaluation Form** must be submitted to the chairperson of the Project Authorization Committee by October 1. The Project Authorization Committee will review the forms/requests and forward them with recommendations for authorization (or not) to the chairperson of the Finance Committee no later than January 15<sup>th</sup>. The annual budget will be presented to the Board of Directors at the 1<sup>st</sup> quarter Board of Directors meeting (meeting to be held prior to March Membership meeting) and will contain recommendations for funding amounts for each project request.

III. A **WCMGV Funded Master Gardener Project** will receive an allocation not to exceed \$500 annually. Costs that exceed the allocated amount will not be considered for reimbursement.

IV. Funds provided by the Wood County Master Gardener Volunteers must be spent according to the guidelines in **WCMGV Standard Practice II**.

V. The appropriate **WCMGV Voucher Form** along with requested documentation must be submitted to the treasurer by the project leaders (s) for reimbursement of funds spent on a funded project. The **WCMGV Voucher Form** must be submitted by December 1 of the funding year.

**VI. Other Community Service Volunteer Projects**

- A. Certified Master Gardener Volunteers may earn volunteer hours credit for service on education or beautification projects affiliated with organizations that meet the non-profit status as defined in Section I above.
- B. The Master Gardener Advisor or a member of the WCMGV Board of Directors must approve **Other Community Service Volunteer Projects**.
- C. A certified WCMGV as project leader or co-leader is not required.
- D. These projects cannot receive WCMGV funding.
- E. These projects are not advertised to other WCMGV's or to the public as **Authorized Master Gardener Projects**.
- F. Intern WCMGV's cannot earn volunteer hours credit for service on **Other Community Service Volunteer Projects**.

## WCMG Standard Practice II

### Volunteer Projects Spending Guidelines

**I. The Wood County Master Gardener Volunteers will fund** the following materials in conjunction with authorized Master Gardener projects:

Seeds - Soil amendments - Trees and Shrubs - Potting soil (reasonable quantities) - Insecticide - Mulch - Annuals and Perennials - Fertilizer - Weed killer/prevention - Plant Markers - Educational Signage - Deer/Rabbit proofing - Garden Soil - Special one-time needs

**II. The Wood County Master Gardener Volunteers will NOT** fund the following “hardscape” items and recommend alternative sources for funding be explored by the project leader.

Stone/brick edging - Bird baths - Tools or hoses - Park benches - Bird feeders - Park grills - Picnic tables - Garden gloves - Flag poles/flags - paving stones - Flowerpots/urns/containers retailing over \$30 each

**Exception: Master Gardener Youth/Adult/Special Needs student education projects** may use the Master Gardener funds for educational materials/garden tools/hoses/supplies needed to teach the classes. This may include lumber for raised beds/hand tools/hoses/materials that will enforce the lesson. This material may remain the property of the educational project.

**III. The Wood County Master Gardener Volunteers will NOT** fund costs of outsourced labor.

**IV.** Annually, members will receive copies of standard practices I,II, and III; project guidelines and the following WCMGV Forms: Project Authorization and Funding Request, Project Self-Evaluation, Voucher, and Grant Application for Youth/Adult Education.

**V.** Any project leader submitting a reimbursement request for non-funded materials will **NOT** be reimbursed for that portion of the project costs.

**VI.** Special requests will be considered, however priority will go to project requests submitted by the deadline (see Standard Practice I – section V).

**VII.** Exceptions to the above policies must be presented to the Project Authorization Committee (volunteer projects) before action is taken. The chairperson will forward the exception request to the Board of Directors if an amicable agreement/solution cannot be reached. The Board will make the final decision if necessary.

**VIII. If a Self-Evaluation form (for garden projects) or a short article for the WCMGV Newsletter publication (for youth/educational grants) is not submitted by Oct. 1<sup>st</sup> of current year; funding may be denied.**

Reviewed/Revised 2017

## WCMGV Standard Practice III

### Volunteer Committees

Committees shall be established to support and promote the Mission of the Wood County Master Gardener Association. The committees will include, but are not limited to those specified by the Board of Directors. All committee material, records, correspondence, etc., will be transferred to new committee chairpersons upon appointment. The Board of Directors will select chairpersons for all Standing Committees. A report from each committee chairperson should be prepared and forwarded to the WCMGV president previous to all board meetings.

Fundraising projects in support of Wood County Master Gardener Volunteer operations are required and will be undertaken when not in conflict with the WCMGA purpose and mission (See bylaws Article II).

I. WCMG Association depends on volunteer officers and committees to organize and manage its operation along with its commitment to the Wood County Extension office and specific community projects.

II. With the exception of the Board of Directors, committees shall be self-organizing within the volunteer committee chairperson's interpretation of organization procedure and policy.

III. All committees will manage their respective responsibilities in a professional and timely manner. Committees will consult with the Board of Directors or the Master Gardener Advisor as requested or necessary.

### Standing Committees

IV. Standing Committees are responsible for the annual operations of the WCMG Association.

V. Standing Committees members shall volunteer or receive appointment as practical.

VI. Each standing committee shall have officers as presented under **WCMGV COMMITTEES** (above). Standing Committees will execute their responsibilities in coordination with and support of the WCMGA Purpose and Mission, and WCMGV Board of Directors. (see Bylaws Article II)

Section 1: Finance – The Finance Committee will consist of the treasurer, president, WCMGV Advisor and one other member of the board of directors. The committee is charged with preparation and review of an annual budget, including volunteer project allocations in accordance with WCMGV Standard Practice I.

Section 2: Programs – The vice-president and four WCMGV members-at-large are charged with the responsibility of scheduling meetings which include, but not limited to, educational programs, horticultural-related, special-interest site and botanical garden tours. WCMGV Authorized Projects should be emphasized when possible. WCMGV Advisor attends when practical/available.

Section 3: Project Authorization Committee – The charge of this committee is to provide guidance and authorization of new and existing volunteer garden projects. WCMGV Standard Practice I and II shall be used as a reference for project characterizations. The WCMGV Advisor, two directors and three members-at-large will serve as the Project Authorization Committee. They will compile a list of UW-Extension approved volunteer opportunities, meet with the WCMGV Advisor to plan and

evaluate volunteer activities and prepare reports of volunteer involvement upon receipt of the annual Project Self-Evaluations.

Section 4: Continuing Education – Promote and develop educational opportunities outside of regular scheduled WCMGV meetings. A minimum of four members-at-large, one board member and the WCMGV advisor will serve on the Continuing Education committee. The Committee will receive funding to present programs as WCMGV and public educational opportunities.

Section 5: Nominations – Recruit members to run for the vacancies on the Board of Directors. A Board member and two members-at-large shall serve on this committee.

Section 6: Auditing – Perform an annual audit of the association finances and present a final report to the board of directors. One board member and two members-at-large shall serve on the Auditing Committee. The audit will be completed no later the March 31<sup>st</sup> of the following business year. Members will serve a three-year term with terms staggered for continuity.

### WCMGV Teams

WCMGV teams are organized and responsible for special projects, such as, but not limited to fund raising, publicity and community education. Teams are chaired by volunteer members with the approval of the Board of Directors. Teams are subject to change as deemed necessary by the Board of Directors and WCMGV activities.

#### VII. WCMGV Teams

Will be self-organizing.

Will focus on special projects as requested by the Board of Directors.

Shall forward a list of team members to the WCMGV Advisor upon team organization.

Will forward a report for the Board of Directors meeting, if requested.

Will forward a report to the WCMGV President when their particular team is working on a specific task.

#### **WCMGV Teams may include, but are not limited to the following:**

Garden Walk

Community Outreach and Education Team

Children’s Festival – Marshfield and Wisconsin Rapids

Communications

Plant Sales – Marshfield and Wisconsin Rapids

Horticulture Advisory Team

Community Garden Advisors – Marshfield and Wisconsin Rapids

Legacy (history)

Special Events

Central Wisconsin State Fair (Marshfield Junior Fair Judging)