

**Dallas County Master Gardener Association
Board Meeting
Date: January 11th, 2022**

Attending:

Abbe Bolich – President
Monica Nagle – Secretary
Julia Matthews - Treasurer
Barbara St. Clair - 1st Vice President (Fundraising)
Joellyn Nobbe - 2nd Vice President (Member Services)
Ned Buxton - Director-at-Large
Denise Strueber - Director-at-Large
Mark Jones - Director-at-Large
Rick Coke - Director-at-Large
Cynthia Jones - Communication
Barbara Anderson – Parliamentarian

AgriLife:

Jeff Raska, Horticultural Program Coordinator for Dallas County

Absent:

Guests:

Tig Thompson - Statistician
Margaret Marshall
Stephen Seewoester – TMGA Director

Quorum:

The meeting was held via Zoom. It was called to order by President Abbe Bolich at 10:00am with a quorum present.

Opening Remarks/President's Report - Abbe Bolich

The new DCMGA website has launched. Sandi Means-Bannon and her team have done an exceptional job. The team needs volunteers to assist with positions for Content Manager and Webmaster. Job descriptions will be coming soon. Abbe asked the board members to think of qualified individuals who can help with these duties.

The yearly Charter Documents are being completed and will be filed soon.

A meeting of the Communications Team is needed to streamline the communication efforts.

Approval of December 14th, 2021, Board Meeting Minutes

Corrections / Additions:

Jeff stated that the Horticulture fund is taking over the jelly sales.

Dec 14th meeting was a board meeting.

Zandra Faris made a motion to accept the amended minutes from the December 14th, 2021, Board meeting with the corrections indicated above. Joellyn Nobbe seconded the motion. The motion passed.

Treasurer's Report - Julia Matthews

Julia is working through year-end adjustments to the budget with guidance from John Ellis.

- Financial statements were sent out to the board.
- Some journal entries were added before the budget was finalized.
- Barbara Anderson stated her understanding was that the budget process recommendation was to zero-out any unused funds at the end of the year and start again in the new year. Some unaccounted items will carry forward.
- Julia redid the budget from the December monthly meeting. Funds not used as of December 22nd were reverse allocated and then reallocated in January 2022.

Discussion:

- If Barbara St. Clair is not able to do the tree sale in 2022, what will happen to the \$1700 in the budget? A comment was made in the budget to reflect this.
- Budget items for the 2021 Garden tour (sponsors and ticket sales) will forward to 2022. Should this be on the balance sheet? Julia thought the budget submitted by Nancy Black was 'new' money, not a carryover from 2021. (2022 budget does not include prior funds.) Joellyn Nobbe said this will make it look like less money was made vs. actual. Denise Strueber recommends adding a comment that the success of the garden tour was shared across 2021 and 2022.
- \$10k was added for membership dues. Is this correct? Tig Thompson: Yes, we will have another 40 people coming in from the class of 2022. Students will join as part of their tuition. Student dues will be paid by the Horticulture Committee.
- Denise Strueber projected \$5k in merchandise sales for 2022 vs. \$10k in 2021. Denise commented that the success of merchandise sales will depend on the number of in-person meetings.

Monica Nagle made a motion to pass the projected overall 2022 budget with an '*' to explain that there's currently no leader for the tree sale (\$1700). The projected budget will show a deficit of \$2900. Mark Jones seconded the motion. The motion passed.

Julia Matthews made an appointment with a CPA firm for later in the month.

Texas AgriLife Extension Service Report - Jeff Raska

AgriLife Agent Hiring:

- Sarah Pinky has been hired to lead Better Living for Texas.
- Interviews are on-going to fill the Horticulture agent position. Jeff Raska hopes the position will be filled by March 1st.
- There were no applications submitted to fill the Director or 4H agent positions.

2022 DCMG school:

- Up to 40 students will be enrolled for the class of 2022.
- Classes will begin remotely (Zoom) through February. A meeting will be held on January 12th to work through the details.
- Last year's DCMG School Team did a great job using zoom.
- The class will have an additional 14 educators who will take the class virtually. They will become certified Master Gardeners if they satisfactorily complete the coursework and fulfill 50 volunteer hours with the option to do so in their own school gardens.
- The speakers for this year's class lectures are all lined-up.

Educational Programs:

- Jeff Raska will participate in the Dallas Public Library lecture series. The first topic will be IPM.
- Jeff Raska will conduct educational programs from Texas A&M at Northaven Gardens on the 3rd Saturday of each month. Lectures will begin on January 15th and will include some DCMG speakers. Topics for the first 3 sessions are: vegetable gardening, fruit trees, and pruning. DCMG members are eligible for CE hours if they attend. Jeff commented that Texas A&M AgriLife and DCMGA have a great partnership with Northaven Gardens (NHG). NHG did a good job rebuilding their education center.
- Jeff Raska gave a presentation for the North Texas Food Bank a few Saturdays ago. Future lectures will be posted on the DCMG calendar. The North Texas Food Bank plans to build gardens at their satellite locations. Jeff does not know yet if this will be a Master Gardener project. High school student volunteers will receive volunteer credit through their school.

Jeff Raska commented that there are additional opportunities to hold lecture series throughout the year. Jeff would like to work in conjunction with the new agent once this person is hired / available.

- Zandra Faris asked Jeff Raska to communicate this activity in an email.
- Cynthia Jones commented that Joanne Brennen has agreed to be a reporter for R&B1. Would Jeff be able to use her help to get the word out on his educational programs?
- Jeff said he will include the board on his highlights report.

Jeff Raska was interviewed by Subaru magazine. Cynthia Jones asked Jeff if he could provide a link to the interview so that it could be shared with DCMGs.

The City of Dallas Landscape Architect for Urban County is initiating a Give and Grow program. They are working with a firm from Kansas City that planted small orchards in communities to get this started. The firm will come down and visit with Jeff Raska in March.

Jeff praised the DCMGA program for the build-up of respect in the state.

Past Presidents Report – Zandra Faris

DCMGA Website Project Update/Communication Articles

- Zandra Faris asked the advisory board to provide news articles for the website. DCMGA board members with updates from a project are also encouraged to provide news articles.
- Articles should be given to Cynthia Jones or Zandra Faris.
- Proficiency at writing is not required to do this. The people managing the DCMGA Website will edit and rewrite the articles as needed.
- Article guidelines from Sandi Means-Bannon:
 - The article should be 300-500 words.
 - Include news that has a timestamp. Example: Speakers Bureau 2021 summary report and resource info.

JOT Form Training

- Neal Howard will prepare the JOT forms for fundraising and grant use.
- Zandra Faris would like to review the new JOT Forms with the critical users: Barbara St. Clair and Jeff Raska.
- Abbe Bolich will setup a training meeting based on Barbara St. Clair and Jeff Raska's schedules. Those invited to the meeting will be Abbe Bolich, Barbara St. Clair, Jeff Raska, Ned Buxton, Neal Howard, Zandra Faris, Beverly Millican, and Mark Jones.

TDG Tree Identification:

The team completed the identification portion of the Tree Project on the 7.5 acre site of Texas Discovery Gardens.

Sandi Means-Bannon will review the excel spreadsheet for corrections prior to sharing.

1st VP Report: Fundraising - Barbara St. Clair

The Tuesday fundraising event at Fish City Grill was a success. Approximately ~\$1200 was raised. Barbara St. Clair will try to expand this concept to other restaurants.

There will be no merchandise sales when DCMG monthly meetings are virtual.

Geneva Heights Garden Fundraiser:

- A 'Bring Your Own Shovel' fundraiser is in the works to sell plants from the Geneva Heights garden before the school is demolished. Proceeds will be split between their PTA and DCMGA. Jeff Raska has already agreed to this fundraiser.
- Zandra Faris asked if a date has been set for the event. Barbara St. Clair responded: "No. It will probably be in the fall of 2022 when the school is torn down."
- Ned Buxton made a motion to hold a fundraising event at Geneva Heights Elementary School. Barbara St. Clair seconded the motion. The motion passed.

Barbara St. Clair will not be able to support the Japanese Maple Sale in the spring of 2022. Will it be moved to the fall?

2nd VP Report: Membership – Joellyn Nobbe

The DCMG monthly meeting on January 27th will be virtual.

February's meeting will be the awards ceremony. A decision will be made at a later date to hold it in-person or virtual.

Joellyn Nobbe inquired about continuing the plant raffle at monthly meetings. Six plants are typically given away at each meeting. The names for the raffle can be obtained from the meeting participant list. Dorothy Thompson will have a participant number attached to each name.

Tech Support:

Joellyn commented that she will need tech expertise for the meetings. The person who generates the PowerPoint presentation is no longer available.

- General Tech Support:
 - Joellyn Nobbe volunteered to setup a meeting with CA Hiscock, Mary Kay Eastep, Dorothy Thompson and Cookie Peadon to go over tech support details for the monthly meetings.
- Awards Ceremony:
 - Tig Thompson can generate a basic PowerPoint for the awards ceremony but needs someone else to add the bells & whistles.
 - Cynthia Jones asked if the amount of time volunteered by the award recipients can be added to the report. Tig responded that this would require a significant amount of time.
- YouTube Recordings for Monthly Meetings and DCMG School:
 - Someone familiar with YouTube is needed to post school lectures and monthly meetings.
 - This person would need some training by Jessica Cruciger.
 - Depending on the length of the recording, it could be several YouTube files.

- It was suggested that Sandi Mean-Bannon write a job description to find a volunteer. Sandi's interest-skills surveys could lead to a possible connection. She is doing this for 2 other positions as well.
- Filling Jessica Cruciger's role is a high priority. It needs to be done before the DCMGA school starts in February.
- Monica suggested looking at overlapping DCMGA / NPSOT members for YouTube expertise. NPSOT posts their classes on YouTube and has experience doing uploads.
- Denise Strueber suggested contacting Callie Works-Leary, who posts on YouTube frequently. Abbe Bolich will contact Callie.

Future Meetings:

- It was suggested to invite the Mushroom Grower from Arlington as a speaker. No date was set.
- Steve Chamblee was recommended as a speaker, but his fee is too high.
- Joellyn needs a speaker to be assigned from R&B1 for the April 28th meeting. Jeff Raska will assist in finding someone.
- The October 27th meeting will be at Raincatcher's. Will there be a speaker? Should food be served? Joellyn will reach out to Lisa Centala for her opinion. Abbe commented that the garden tour is enough.

Raincatcher's Personnel:

Abbe Bolich stated that Linda Alexander is stepping back from her role at Raincatcher's. They will need someone to lead the edible garden. Linda was also the driving force behind the education lunches.

Merchandise Sales at Monthly Meetings:

- Joellyn Nobbe asked Denise Strueber if she would like to promote merchandise sales at the January meeting. Denise declined the offer because merchandise sales are not on the website yet. The offer will be reconsidered when the website has been updated with merchandise information.
- Cynthia Jones commented that Mailchimp is free and available for Denise to send an email for sales, possibly with porch pick-up.
- Cynthia Jones and Denise Strueber will work together to update the website for merchandise sales.

Director's Report: Ned Buxton - Website

Nothing to report at this time.

Ned thanked Margaret Marshall for her assistance and mentoring.

Ned is also participating in the project budget meeting.

Comments from Margaret Marshall:

- The new website is up and running.
- Per Sandi Means-Bannon, changes are extremely easy.
- Volunteer positions are open for a new webmaster and for content manager.
- The construction of the new website was a good relationship with Liquidfly.
- Kudos to Sandi Mean-Bannon for overseeing this. It was a huge job.

Directors' Report: Rick Coke – Scholarships

No major scholarship activity this month.

One of the 2021 scholarship recipients, Urzula Carrillo, will go to Texas Tech next year and will have more substantial bills at that time.

In addition to the scholarship activity, Rick Coke is also leading the project budget committee. Rick met with Joellyn Nobbe, Denise Strueber and Ned Buxton to discuss 'budget and fund request' standardization. The goal of the meeting was to outline procedures and processes where DCMGA needs to spend money.

Communications Report - Cynthia Jones

DCMG School, 2021 Graduating Class

- There were 39 students from the Class of 2021 who met the certification requirements.
- Badges have been ordered for those students.
- Jen Bowers will do a drive-by pick-up for the badges in late January at two locations.
- Gifts have been ordered. Fern is checking with the sales rep for delivery expectation.
- Cynthia Jones is discussing an outdoor graduation celebration in the spring with Jeff Raska.
- The ceremony should also include the class of 2020 in this since they didn't get a graduation ceremony.
- Jeff Raska commented that graduation ceremonies vary by county. There was no guidance from Dr. Hurly. Jeff will discuss this with Dr. Daniels and will email an update. Guidelines will be specific to the facility.

PlantTAGG:

- 155 extensive plant profiles were completed as of December 2021.
- DCMGA has collected \$5800 from PlantTagg since March 2021. Andrew Levi predicts \$15k in donations from plant profiles 2022.
- There are currently over 6k plant profiles in the database.
- PlantTAGG has partnered with North Carolina State University, in addition to Texas A&M AgriLife.
- The DCMGA 2022 Garden Tour sites are PlantTAGG enabled.

Directors' Report: Advisory Committee - Denise Strueber

No report this month.

Denise asked when the advisory meeting is held. Response: 3rd Thursday of the month at 10am. Fern has sent the agenda in the past. Jeff Raska will make sure that Denise Strueber is added.

Directors' Report: Project Leadership - Mark Jones

Mark Jones would like purchases for DCMG projects to go through the Procurement Manager (Mark Jones) to streamline the process. This would allow for one account to be setup for each vendor, not a separate account for each project.

Vendors:

- BWI. R&B1 would like tomato cages for their vegetable garden. In support of this, a purchase application was submitted to BWI.
- Vego Garden:
 - Mark Jones contacted Vego Garden, a manufacturer of raised beds, for a procurement agreement.
 - A 15% discount would be applied to purchases made over \$5k.
 - Rick Coke asked if the \$5k amount needs to be on the same order. Mark responded that he assumes so.
 - It appears that there is currently a need for over \$6k of material.
 - Denise Strueber asked what material the raised beds are made from. Mark replied they are made of metal, with a zinc alloy on the interior. The beds are 'bottomless'.
 - The beds are manufactured in China and will last for 20-25 years.
 - Jeff Raska said he will discuss this with the R&B1 team on Thursday.
 - Two Vego Garden beds were donated to Raincatcher's.
 - Vego Garden website: www.vegogarden.com

Statistics/Data Report: Tig Thompson

Tig Thompson asked if any projects will be removed from VMS.

Jeff Raska responded that this will be discussed offline.

Jeff Raska will obtain the names needed for background checks and provide this to Tig Thompson.

New Business:

Finances:

Abbe would like the leader of the Financial Review Team, Lynn Prude, to form a committee to research options for investing money from the Carolyn Bush fund. The funds currently reside in the Oak Cliff bank, but a better interest rate may be available elsewhere.

The board would like to move its funds from PNC to another bank.

The date of the Financial Review for 2021 has not been set yet. This needs to be done in January per the charter.

Julie McKinney Bown Award:

Tig Thompson would like Julie McKinney Bown to be recognized for her service as a Dallas County Master Gardener. The award would come from the Texas Master Gardener Association and is the same award that was given to Tom Wilten and Carolyn Bush. Cynthia Jones wrote the awards presentation for Tom and Carolyn. Jeff Raska will follow up.

Communications Meeting:

A date for the initial Communications Meeting has been set for January 31st, 2022, at 10am. Invited attendees will be Cynthia Jones, Joellyn Nobbe, Zandra Faris, Ann Lamb (Raincatcher's), Jadi Oliver (R&B1 blog), and Kim Aman (Instagram),

Next Meeting:

The next DCMGA Board meeting will be held on Feb 8th, 2022.

Adjournment

At the conclusion of business, Zandra Faris made a motion to adjourn the meeting. Ned Buxton seconded the motion. The motion carried. President Abbe Bolich adjourned the meeting at 12:12pm.

Supporting Documents

Agenda-Jan.2022
Presidents Report-Jan.22
DCMGA Board Meeting Minutes_011122
Past President Report Jan 2022
2022 Final Budget
VP Fundraising 2022
GH Fundraiser Request
01 2022 2nd VP Membership Report
DCMGA Director-At-Large Report 1-22
RB1 Research Data-1
Communications Update for January 2022
BWI School Municipality Appl
MG 2021 December Statistical Report
STAT Report (email)