

**Dallas County Master Gardener Association  
Board Meeting  
Date: February 8th, 2022**

**Attending:**

Abbe Bolich – President  
Zandra Faris - Immediate Past 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  
Stephen Seewoester – TMGA Director  
Lynn Prude – Financial Review Committee  
Nancy Black – DCMGA Garden Tour

**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**

Abbe Bolich attended part of the first class of the Master Gardener school yesterday. The students are energetic and seem to be very committed to the program.

There were no questions pertaining to the President's report.

### **Approval of January 11<sup>th</sup>, 2022, Board Meeting Minutes**

Amendments to 1/11/22 meeting minutes:

- Under Merchandise Sales at the Monthly Meetings, change to: “Joellyn Nobbe asked Denise Strueber if she would like to sell merchandise at the January meeting. Denise replied that she was concerned about low attendance and would decline the invitation.” Abbe hopes that the February meeting will be face-to-face and asked Denise Strueber if she would like to sell merchandise at that meeting. Denise responded that, yes, this can be tentatively scheduled.
- Rick Coke requested an amendment to clarify the committee’s name that was approved by the board to review the budget request procedures and communications for projects and activities to the board. He would like to call this the Budget Review Committee. The purpose of the committee is to review the entire budgeting process and make recommendations to the board for revisions to that process.  
Barbara Anderson recommends calling the committee the Budget Procedures Review Committee (BPRC), so it’s not confused with the group who reviews the budget requests. This was agreed upon by the board.
- Under JOT Form training in the meeting minutes, Zandra corrected the spelling of JOT Form to Jotform. Zandra also stated that Neal Howard has prepared the Jotform document. They are requesting critical users (Barbara St. Clair, Jeff Raska and others) to be invited to a meeting to be trained on the document. Abbe Bolich commented that an email was sent to Neal to setup the training session. Zandra Faris will follow up with Neal at the Garden Tour Mtg tomorrow (2/9/22), when the Jotform ticket sales are finalized. Zandra would like to include Margaret Marshall on the list of people invited to the meeting to confirm her concerns were addressed to ease the burden of getting documents signed.

Ned Buxton made a motion to accept the minutes from the January 11<sup>th</sup>, 2022, Board meeting minutes as corrected. Rick Coke seconded the motion. The motion passed with the amendments made above.

### **Treasurer’s Report - Julia Matthews**

Joellyn Nobbe read in the financial statement that R&B1 spent \$7630 and commented that she didn’t see any budget amounts in the Assets column from the grants.

Julia replied that she is keeping up with the grant spending through spreadsheets because the funds are being used quickly.

R&B1 started on January 1<sup>st</sup>, 2022, with \$7017. This is the balance of the 2 grants together.

- Les Dames d’Escoffier has \$148 remaining.
- EcoLabs has \$928 remaining.
- The remainder of the balance is regular budgeting.

The expense amount of \$7600 is a combination of the grants plus some other money.

Julia Matthews commented that DCMGA received a \$750 donation from TI Innovation because of Betsy Sees' efforts. Betsy would like to use this money for the TDG free-education project. Julia asked if Betsy Sees is required to submit a budget to the Board to use the donation money. Zandra Faris replied, 'I think so.' because the Board needs to track expenses vs. grant money (designated fund income).

This grant could help with the education piece of the Tree Identification Project at TDG through the purchase of brochures, plant identification signs or some other method of providing information to the public.

Joellyn Nobbe noticed that some projects show assets that are greater than the approved budget amount. Is this a carry-over from the prior year? Julia Matthews affirmed that the money is from carry-over funds.

For the most part, unspent money from projects is put back into undesignated funds at the end of the year. However, some projects do have carry-forward funds from dedicated donations that were not used up.

Julia Matthews commented that Denise did a physical inventory of the Dallas County Master Gardener merchandise. More physical inventory was counted compared to what was carried on the books. In general, every time merchandise is sold, half of the money is deducted from inventory. Per Denise, this is not always the case, which requires an adjustment.

#### **Texas Agrilife Extension Service Report - Jeff Raska**

##### Master Gardener school:

The 2022 Dallas County Master Gardener school has started and is going well.

Next week's class will be held on Zoom.

The following week's class will be in person at R&B1.

##### Agrilife New Hires.

- Sara (**last name?**) will be the new Better Living for Texans (BLT) agent. She currently runs Learn, Grow, Eat, Go. Sara and Paula Butler, the regional program director for Family Consumer Health, will work with the new educators in the DCMG school and with DCMG on the school garden projects. They have funds budgeted from a federal grant for school garden projects to support the educators. Cynthia Jones will be the liaison between the educators and Sara. Rick Coke asked about the purpose of the Federal funding under Sara. Jeff responded that the Federal grant money will support Learn, Grow, Eat, Go.
- Katrina Graham - new horticulture agent. Katrina is from Oregon. She officially starts on 3/1/22. Katrina will take over support for the Master Gardener and Horticulture programs. Katrina has management experience. Her education is from Texas A&M, Oregon State and

LSU. Katrina speaks fluent Spanish. Jeff Raska will remain on-board for 2 years to assist in the transition to Katrina.

AB thanked Jeff for his support of the association and programs.

**New Business:**

1. Special Recognition for 25 Years of Membership, Sue John & Evelyn Womble

Abbe Bolich would like to do something to recognize Sue and Evelyn for their service year accomplishment. While cleaning out the storage facility, Abbe found two gift cards from North Haven Gardens with \$35 on each. She will see if they're still active.

If so, can the board sign a card for each recipient and give it to them with the NHG gift card? The board liked this idea.

2. Financial Review Report for 2021, Banking Recommendations-Lynn Prude

A financial review was conducted for July 1<sup>st</sup> through December 31<sup>st</sup> of 2021. (Note: A separate review of the finances from January 1<sup>st</sup> through June 30<sup>th</sup> of 2021 was performed earlier when John Ellis resigned from the board.) The committee reviewed check stubs, copies of each month's general ledger, journal entries, balance sheets & profit/loss statements, bank statements and support documentation. For the 6-month period, 31% of the expenses and 34% of the deposits made during this time were reviewed.

Overall, the accounts are in good shape.

Lynn commented that Julia Matthews is very thorough with bookkeeping.

Findings from the financial review are:

- Merchandise inventory was understated on the balance sheet by \$877. This has since been corrected.
- During the prior review, it was suggested that bank account reconciliations be reviewed by a second board member. Julia Matthews has sent the information to Abbe Bolich. Lynn asked that Abbe document that these were reviewed.
- There was a concern regarding a \$600 deposit made from a personal check for Jelly / Jam sales from R&B1. There was no documentation to show the number of items sold or that the full amount of funds collected is represented in the deposit.
- There were 8 unsigned check requests that were dated prior to the last financial review. This was a weakness pointed out in the last review. The board addressed this issue at the November 9<sup>th</sup> meeting. Everything comes to Julia Matthews from Janet Lind through the Treasurer's email, so Julia will print a copy of the emails to document she has reviewed them.
- John Ellis is still a signer on the BBVA (PNC) bank account. DCMGA plans to close this account and move it to another bank.

Lynn is pleased with the financial health of the association, mainly due to grants, gifts, and fund-raisers.

The areas of most concern are:

- BBVA / PNC account
- Lack of R&B1 deposit documentation.
- R&B1 expenses exceeded the approved budget without board approval by \$164.62.

Accounts:

There is an operating account at BoA and another account at the Oak Cliff bank at Preston Center.

The Financial Review committee suggests moving the BBVA account into the BoA account. The funds would still be under the FDIC insurance limit of \$250k. BoA has several branches which would make them easy to work with.

Julia asked if the money moved from BBVA to BoF should be placed in a separate account within BoA. Lynn replied 'Yes.' Lynn recommends putting the funds in a money-market account (or some other interest-bearing account).

Commented [ZF1]: BoA

Julia commented that a 2<sup>nd</sup> BBVA account exists with a small amount of funds, \$279.60. Lynn thought this may have been setup to collect interest from the operating account. The resolution was to include this account when transferring funds from BBVA to BoA.

#### Unsigned Document Resolution:

In reference to the concern over unsigned documents, Zandra Faris asked if the Jotform document prepared for the check request would correct this issue. For other Jotform documents, checking a box means you signed the form. Can this be done with financial documents?

Lynn Prude replied that project managers are required to sign off that they reviewed the request. If the check request Jotform document were to come through the Treasurer email, you would know it was reviewed.

Zandra commented that a line could be added to the Jotform document to show the Project Leader has verified that the reimbursement is covered in that project's approved budget. A Jotform document is never approved until the Board approves it. Zandra also stated that Julia Matthews could get involved in the Jotform discussion with Neal Howard, Zandra Faris and Margaret Marshall.

Abbe asked if checking a Jotform document box would be similar to a DocuSign. Zandra responded that we can't use DocuSign because some folks may not have this capability. Joellyn Nobbe asked Julia Matthews how she typically receives the check request forms. Julia said that most people fill out the form by hand, take a picture of it, and then send that picture to her. Occasionally, the form is hand-delivered or mailed.

Joellyn thinks the BPRC should look at this, but Jotform documents would be a great way to do this.

Denise Strueber asked that, if the request is sent via email and is unsigned, does the email state that the request has been reviewed and approved?

Lynn responded that the project which has the most check requests was R&B1. Janet Lind sends an email to the Treasurer. The form states something to the effect that 'This is my signature.' Since the email is sent from the Project Leader to the Treasurer, it's documented as being reviewed by the Project Leader. Julia then makes a copy of the email to document that it was reviewed by the Project Leader.

Zandra requested that no new Jotform documents be worked on until the Garden Tour Ticket work is complete. Zandra believes the Jotform document sequence should be:

1. Do the check request first.
2. Use the Jotform document to submit dues. Noted that board approval is needed before doing anything.

Joellyn Nobbe commented that, at the last Communications Meeting, Jadi Oliver from R&B1 expressed frustration over the complexity of the forms used by DCMGA, particularly the Event Announcement form. Zandra replied that Jadi later clarified in the Communications Meeting was that she had not used the Event Announcement form yet. Zandra tried to assure Jadi that the Events Announcement form is easy to fill out and doesn't require much time.

Abbe Bolich thanked Lynn Prude, Betsy See and Janet Lind for their review.

### 3. Garden Tour Update – Nancy Black

The Garden Tour will be held on:

- Saturday, April 30<sup>th</sup> from 10am-4pm, and
- Sunday, May 1<sup>st</sup> from 1pm-5pm.

There will be seven gardens in the tour, all north of LBJ.

- Three gardens in Carrollton,
- One garden in Farmer's Branch,
- One garden in Addison,
- One garden in Richardson, and
- the school garden at Anne Frank Elementary in far North Dallas.

Garden owners are very committed.

Volunteer Sign-Up & Ticket Sales:

- Signup Genius is to be used for volunteer sign-up. The link is located in the DCMG website under Members.

Commented [ZF2]: Richardson

Commented [ZF3]: Members Only.

- Nancy hopes to have the ticket purchase link on the new website by 02/15/2022. The ticket price will be \$15 in advance or \$20 at the door.
- Nancy thanked Neal Howard and Margaret Marshall for leading the ticket sales effort.

Funding & Sponsorship:

- Sandy Stephens has been leading the sponsorship group for the Garden Tour since 2019.
- Sandy is currently wrapping up the collection of ads. Getting sponsors to submit their artwork has been challenging.
- There will be a silent auction online.
- There will be a raffle at four of the seven gardens.

Publicity:

- Some of the gardens were (or will be) featured in Grow, Know and Go articles.
  - Linda Seidel – January 2022 edition
  - Pam Smith – February 2022 edition
  - Pat Lockerd – March 2022 edition
  - Anne Frank – April 2022 edition
- The website will also feature gardens under ‘How Her Garden Grows’.
  - Cindy Bolz – January 2022
  - Paula Spletter – February 2022
  - Lynn Snyder – March 2022
  - Linda Seidel – April 2022

Social Media:

- Callie Works-Leary will add posts to Facebook and Instagram once ticket sales have been launched on the website.

How can MGs help?

- Buy a ticket.
- Volunteer at a garden on sign-up genius (runner, docent, spread mulch)
- Help promote the tour. Tell friends and neighbors

Barbara Anderson asked if people who signed up for the cancelled tour would still be signed up for the rescheduled tour. Karen responded that only the garden captain assignments were kept. Docents would need to sign-up again. Cynthia Jones encouraged people to test out the volunteer sign-up genius and the Jotform document for emergency information.

Denise Strueber asked how much money has been brought in to-date from sponsorships and ads. Karen Black responded that she expects to make the goal set in the budget. Prior to this year, \$10,450 was brought in. The budget includes \$12k for sponsorship and ads, but Karen expects to make another \$12k. Money has been set aside for the raffle and auction.

4. TMGA Report – Stephen Seewoester

The first quarterly meeting of the year was held last week.

The new TMGA officers for this year and next year are:

- Robyn Collins, President, from Galveston County
- Elizabeth Castro, 1<sup>st</sup> VP, from Montgomery County
- Roger Glow, Treasurer, from Randall County
- Katherine Wells, 2<sup>nd</sup> VP, from Denton County
- Theresa K. Thomas, Secretary, from Tarrant County,
- Louie McDaniel, Past President, from McLennan County

Award Entries:

- 81/87 counties submitted award entries
- Dallas County submitted 2 project entries: one for the Help Desk and another for PlantTAGG.

TMGA is working on their website for outreach and would like to verification that the Dallas information is correct.

Nicky Maddams handles the website and VMS requests.

Communication regarding the website and VMS can be made to:

[Nicky.Maddams@ag.tamu.edu](mailto:Nicky.Maddams@ag.tamu.edu)

TMGA is updating their Bylaws to define what a quorum means in a Zoom environment. Bylaws have not been updated in several years. The committee will discuss this in April.

Other comments:

- Jayla Fry is the State Coordinator. Her email address has changed: [Jayla.Fry@ag.tamu.edu](mailto:Jayla.Fry@ag.tamu.edu).
- Advanced training classes are now posted on the TMGA website.
- Jr. Master Conference Leader training registration is open now.
- The TMGA Annual Conference will be May 10-11<sup>th</sup>. A leadership component will be added on May 9<sup>th</sup>. Refer to the website for details. This year's theme will be: Community Connections.
- TMGA hopes to have an in-person quarterly meeting, possible in August.

Cynthia Jones asked what the best avenue is to explore additions to the TMGA newsletter. DCMGA had submitted 2 Texas Emeritus winners to be recognized in their newsletter and was told they would be put in queue for an article. However, Cynthia has yet to see an article that was submitted over a year ago. Cynthia is about to submit another Texas Emeritus winner for recognition and would like to understand the process. Stephen Seewoester responded that TMGA recently dropped their newsletter and now publishes everything on the website. He recommends that Cynthia reach out to Nicky Maddams.



### **Recurring / Unfinished Business:**

#### **Past President's Report - Zandra Faris**

There were no questions about the President's Report.

#### **1<sup>st</sup> VP Report: Fundraising - Barbara St. Clair**

Barbara St. Clair is attempting to reach out to the Preston Rd. Fish City Grill manager (former Lake Highlands manager) for a fundraiser.

Japanese Maple Sale:

- Barbara St. Clair sent an email to Chambersville Tree Farms to see if they would be interested in participating in a Japanese Maple tree fundraiser.
- Possible dates would be the 2<sup>nd</sup> or 3<sup>rd</sup> weekend of September 2022.
- Barbara is also looking for someone who can co-chair the event with her.
- Denise Strueber commented that the company Barbara mentioned, Chambersville Tree Farms, is different from last year's vendor, Metro Maples.
- Zandra commented that both companies sell Japanese Maples.
- Barbara St. Clair will reach out to both, Metro Maples and Chambersville Tree Farms.

There were no requests for fundraising from the Project Leaders this month.

#### **2<sup>nd</sup> VP Report: Membership: Joellyn Nobbe**

The current plan is to hold February's Monthly Meeting in-person.

The logistics of having a hybrid meeting at the Walnut Hill Church still need to be worked out as the Walnut Hill Church A/V coordinator has been difficult to reach.

Joellyn Nobbe, Abbe Bolich and Jeff Raska will have a meeting once/month to review the highlights of Jeff's activities. Joellyn will then put these highlights, as appropriate, on the DCMG calendar.

- North Haven Gardens: Every 3<sup>rd</sup> Saturday will be AgriLife day. Jeff commented that the lectures fill up quickly. North Haven Gardens is a great supporter of DCMG.
- Shades of Green: This is a test pilot program for a lecture series. Shades of Green has an education room, like North Haven Gardens.

Project spotlights at the Monthly Meetings:

- March: Kiest Memorial Park. The Friends of Oak Cliff Parks are trying to raise funds for repairs to Kiest Memorial Park. Joellyn asked if Barbara could use the spotlight article on the website to raise awareness and perhaps provide a link to the Friends of Oak Cliff Parks to donate. Would the DCMGA Board be willing to contribute?
- April: R&B1. Joellyn asked if an article could be written about Michael Cook's visit to R&B1. No pictures were taken.

April Monthly Meeting at R&B1:

- Is there a plan from R&B1 about what to do for the April Monthly Meeting?
- Joellyn still needs a guest speaker for the April monthly meeting. Jeff will follow-up. Janet Lind and Jadi Oliver are the leads. Cynthia Jones commented that Joanne Brennan is the reporter for R&B1. Can she help write an article?
- Joellyn expects the April meeting to include a tour of R&B1.
- Per Jeff, the room at R&B1 has already been reserved for the meeting.

**Directors' Report: Website: Ned Buxton**

Ned Buxton recognized Margaret Marshall, Sandi Means-Bannon, Cynthia Jones and Zandra Faris for their efforts to improve the DCMGA website.

Ned Buxton attended a communications committee mtg on 1/31/22.

This committee is working on several projects. This includes finding a person to fill the void for the Webmaster position. Multiple prospects are being considered.

Cynthia Jones' volunteer from home release has been helpful to identify qualified candidates. Sandi Means-Bannon is developing the position description for Webmaster.

A Content Manager for the website is another open position.

- Cynthia Jones suggested to Abbe Bolich that she investigate the possibility of professional options for Content Manager. Abbe reached out to her nephew at TCU who identified a young man to help with content. The position is expected to require ~ 2 hrs /week. All information would be funneled to the Content Manager and that person would figure out, with guidelines, where it needed to go, and in what format.
- Cynthia Jones mentioned that Sandi-Mean Bannon also has a contact for the Webmaster position and the Content Manager position.
- Cynthia will pass on Abbe's contact to Sandi Means-Bannon.

Ned Buxton's activities:

- Ned attended the BPRC meeting headed by Rick Coke.
- Ned is assisting with the sharing of knowledge & resources between DCMGA projects, specifically on irrigation.
- Ned attended the last Texas Master Gardener Quarterly meeting. He recognized Stephen Seewoester's work with TMGA.

Zandra Faris and Cynthis Jones relayed an email from Sandi Means-Bannon with the numbers from the new website for last week.

- There were 525 unique visitors, up 4k%.
- There were 2,069 page views.
- 260 members logged in.

- The average amount of time spent on the website was: 3min 25sec. (58% more than last month)

Cynthia Jones commented about the benefits of linking Facebook articles to the DCMGA website for continued reading. Specifically, the North Texas Master Naturalists (NTMN) requested to share the article on Birds from Nancy Wilson.

- Cynthia had a discussion with NTMN regarding the publishing of articles from the DCMGA website homepage that are archived.
- The NTMN newsletter, The Dragonflyer, would then republish the article stating that permission was granted by DCMGA. This encourages cross-promoting.
- A question was asked about linking the DCMGA website from the NTMN website. Joellyn recommends that NTMN add a link on their newsletter that goes directly to the DCMGA website, as opposed to printing the article. Cynthia commented that Sandi Means-Bannon had given permission for NTMN to print the article.
- Zandra Faris commented that Master Naturalists have a strategic goal of collaborating with the Master Gardeners. Zandra thinks we should follow-up on this. Publicize and market information. Cynthia Jones agreed with Zandra and commented that NTMN asked if there were other related articles that can be shared.

**Commented [ZF4]:** Zandra thinks we should follow-up on this to publicize and market collaborative information.

What's going on with Helping Hands? Per Abbe, no decision has been made yet. The next communications meeting where this may be discussed is 2/18/2022. Cynthia Jones believes the website will be the main source of information going forward. This keeps it streamlined.

#### **Directors' Report: Scholarship: Rick Coke**

There was no scholarship activity to report on this month.

The Budget Procedures Review Committee (BPRC) has met 3 times. BPRC is making progress in creating a rational, across-the-board process to keep expense procedures consistent. This will make it easier for the board to review and approve prior to the next round of budgeting.

#### **Directors' Report: Advisory Committee: Denise Strueber**

Nothing to highlight.

#### **Directors' Report: Project Leadership: Mark Jones**

Mark Jones spoke to a couple of people about filling the Procurement Manager position.

Mark asked the Project Leaders to send their favorite vendor connections so they can be centralized.

#### **Statistics/Data Report: Tig Thompson**

Tig Thompson commented that DCMGA has a low inventory on some of the awards and that they will need to be replenished.

Joellyn Nobbe and Jessica Cruciger have the awards presentation wrapped up and 'looking good'.

### **Communications Report: Cynthia Jones**

Cynthia Jones thanked Ned Buxton for jumping into his website support role.

Dallas County Master Gardener School:

- Cynthia Jones is excited about the educators in this year's Master Gardener school. Jeff Raska has been supportive of programs that address the educator's needs.
- Cynthia plans to have a discussion with the new Better Living for Texans agent and Paula Butler to address collaboration between the groups.
- Teacher attendance at the school was supposed to be virtual, but since the **first-class** date of in-person instruction is President's Day (2/21/2022), teachers may be off and will be invited to attend in-person.
- Laura Garra (**spelling?**) (Hockaday School) has a long relationship with Master Gardeners. Laura was instrumental in getting 3 co-workers to become certified MGs through Hockaday. This will support Hockaday's plan to have a major addition to the campus and these teachers will influence where the garden will be. These 3 teachers, and 1 from Mockingbird, are fluent in two languages. Can we tap them for ideas on how to teach gardening in Spanish and French?
- Master Naturalists have an incentive to become certified, if more than that is achieved, they can become double-certified. Can the Master Gardener School do this? Abbe Bolich asked if this would be for educators only. Cynthia responded, 'No, anybody.'

Commented [ZF5]: Guerra

### **Next Meeting:**

The next DCMGA Monthly Board meeting will be held on March 8<sup>th</sup>, 2022.

### **Adjournment**

At the conclusion of business, Mark Jones made a motion to adjourn the meeting. Ned Buxton seconded the motion. The motion carried. President Abbe Bolich adjourned the meeting at 11:41pm.

### **Supporting Documents**

Agenda, Feb 2022

President's Report, Feb8

DCMGA Board Meeting Minutes, 020822

Treasurer / Financial Documents:

- Financial Review July to December 2021, Attachment 1

- Financial Review July to December 2021, Attachment 2
- January 2022 Journal
- Exhibit 3 Summary of DCMGA Board financial decisions July – December 2021
- 2022 Budget Approved by the Board January 11 2022
- 2021 Financial Review DCMGA
- DCMGA January 2022 Statement of Activity
- DCMGA January 2022 Statement of Financial Position

Past President's Report – Feb 2022

1<sup>st</sup> VP Fundraising Report, February 2022

2<sup>nd</sup> VP Membership Report, February 2022

Director's Report Projects

Director-At-Large Scholarship Report, February 2022

DCMGA Director-At-Large Report, 02-08-2022

Project Budget Committee Report, February 2022

Communications Update for February 2022

TMGA Directors Meeting, 02-04-2022

Advisory Committee Report, 01-20-2022

February Statistical Report, 02-04-22