

DALLAS COUNTY MASTER GARDENER ASSOCIATION

BOARD MEETING

February 09, 2021

Attending:

Abbe Bolich – President

Zandra Faris - Immediate Past President

Joellyn Nobbe - 2nd Vice President (Member Services)

John Ellis – Treasurer

Monica Nagle – Secretary

Mark Jones - Director-at-Large

Rick Coke - Director-at-Large

Fern Brown - Director-at-Large

Margaret Marshall - Director-at-Large

Barbara Anderson – Parliamentarian

AgriLife:

Jeff Raska

Absent:

Barbara St. Clair - 1st Vice President (Fundraising)

Guests:

Cynthia Jones

Tig Thompson

Lynn Prude

Lisa Myer

Lisa Centala

Colleen Murray

Janet Lind

Stephen Seewoester

Quorum:

The meeting was held via Zoom. It was called to order by President Abbe Bolich at 10:01am with a quorum present.

Opening Remarks / President's Report (Abbe Bolich):

President Abbe Bolich welcomed the DCMGA board members and guests to the meeting. There were no questions about the President's Report. A copy of the report follows the minutes.

Approval of Minutes from the January 12 2021, Board Meeting (Monica Nagle):

Margaret Marshall, Director-At-Large, made a motion to accept the January 12th, 2021 meeting minutes as presented. Fern Brown, Director-At-Large, seconded the motion. The motion carried.

Treasurer's report (John Ellis):

President Abbe Bolich asked if there were any questions about the Treasurer's Reports. There were none. Copies of the reports follow the minutes.

Discussion:

Some income was generated through the collection of late dues.

Expenses included new badges, awards, and DCMG merchandise purchased by Denise Strueber.

Monica Nagle, Secretary, made a motion to approve the January 12th, 2021 Financial Reports. Margaret Marshall, Director-At-Large, seconded the motion. The motion carried.

Financial Review Committee (Lisa Meyer / Janet Lind):

The Financial Review Committee thanked the board for the opportunity to review the financial records. A final report for the year-to-date August 2020 financial activity was required due to the resignation of the DCMGA Treasurer. As a result, the Financial Review Committee submitted a final report to the DCMGA Board of Directors dated September 28, 2020. This report covers the period January 1, 2020 through August 31, 2020.

A separate review of DCMGA's books and financial records was performed to cover the remainder of 2020. This review covers the period from September 1st, 2020 through December 31st, 2020.

Overall, the Committee concluded that existing financial controls and processes sufficiently protect DCMGA financial assets. The Financial Review Committee recommends that the Board consider resuming the process of having a Board member receive a copy of the bank reconciliations to review on a quarterly basis.

DCMGA has been generating income during the pandemic.

Forty-five percent of expenses were sampled from Raincatchers and Rowlett Road as part of the January 2020 through August 2020 financial report review. No issues were found.

Over half of income deposits were also sampled with no issues found.

A review of the balance sheet found a minor sales tax discrepancy.

The Financial Committee would like to encourage groups to turn in money in a timely manner.

The Financial Committee asked to have a DCMGA board member review account balances for reconciliation.

The Financial Committee thanked John Ellis for stepping up to become the treasurer.

Janet Lind commented that the info was clear and easy to correlate.

Reports submitted:

- The Financial Review Committee's report covering the period September 1, 2020 through December 31, 2020.
- Review of Deposits and Expenses,
- Balance Sheet Asset Review
- Financial Committee Minutes Summary.

Fundraising Opportunity for TDG (Colleen Murray):

Colleen Murray proposed an art sale fundraiser to support facilities updates for the greenhouses at the Texas Discovery Garden.

- The proposed date for the event would be in conjunction with Earth Day (April 22nd).
- Proceeds of the art sales would be split evenly between the artists and TDG.
- The fundraiser will be held in collaboration with the local galleries.

Discussion:

What are the MGs being asked to do for TDG? Raise money to make repairs to the greenhouses (example: HVAC, plumbing, electrical).

Colleen commented that the money raised for TDG would be a designated donation to the greenhouse.

Jeff Raska, Texas A&M AgriLife, liked the approach. He cautioned that there should be a system in place to control where the money goes.

Barbara Anderson asked who owns the property. She also commented that contract bidding may be required. Need to lay the groundwork.

Margaret Marshall, Director-At-Large, requested accounting input from John Ellis. John Ellis, Treasurer, commented that DCMGA could make a grant with the money to TDG for a specific purpose. The grant would need to be inline with the DCMGA mission statement. TDG greenhouse is one of DCMGA's projects.

DCMGA does not own the property – no liability.

Colleen responded that the proceeds from the art sale will go to the arts council, who would then donate half to the greenhouse. Restrictions will be placed on the money so it goes towards a specific application. DCMGA would not take over the construction project.

Barbara Anderson, Parliamentarian, asked if TDG is applying to a For-Profit entity, then DCMGA can't raise money for them.

Jeff Raska, Texas A&M AgriLife asked if TDG were to become a for-profit entity, would DCMGA be able to support it?

Tig Thompson requested Colleen to take the proposal to the TDG Board of Directors.

Abbe Bolich, President, recommended tabling the discussion to next month (March, 2021) so that questions regarding ownership, 5013C status, and collaboration can be answered.

Texas AgriLife Extension Service Report (Jeff Raska)

DCMG school is going well.

Good feedback was received from students on the new format.

Recurring/Unfinished Business:

DCMG Past President's Report (Zandra Faris):e

There were no questions regarding the Past President's report.

1st Vice President Report: Fundraising (Barbara St. Clair)

Barbara St. Clair was not present for the meeting.

She is working on the Japanese Maple sale.

Cynthia Jones, Communications Committee, commented that they are close to launching sign-up genius for volunteer time slots. There will be a meeting tomorrow (2/10/21) at 4pm to finalize the details.

Advertising on social media will feature a different maple tree each week.

A concern was expressed that the number of trees ordered may not be sufficient to meet the demand. One hundred trees were ordered.

2nd Vice President Report: Membership (Joellyn Nobbe)

Speaker procurement for the monthly meetings is mostly complete.

A question was asked about appropriate compensation for the honorary speakers. Response: \$50-\$100.

Joellyn will write a segment for Helping Hands to communicate the monthly schedule.

2021 students will be invited to the monthly meeting.

Awards:

Award distribution logistics are still being finalized.

Recipients will be permitted to delegate someone to pick-up their award.

DCMGA may take pictures of some members picking up their awards for future publications.

Monthly Meetings:

Margaret Marshall, Director-At-Large, asked Joellyn to update the DCMGA website to clarify who is invited to the monthly meeting.

A question was asked about the incentive to move the monthly meetings to the unlisted section of YouTube. Joellyn commented that speakers were concerned about their presentations being available to the public. Margaret Marshall, Director-At-Large, responded that the presenter would get more exposure to their business if it were made public.

Action: Jeff Raska, Texas A&M AgriLife, will talk to other county horticulture agents for their input. Jeff prefers that the meetings be made public because Texas A&M AgriLife is an education institution.

Joellyn offered to ask for the speaker's preference on making their presentation public.

Zandra Faris, Past President, commented that the initial concern was making the MG school documents and presentations public.

How many people are viewing the presentations on YouTube? ~ 77-78% of the members.

Cynthia Jones, Communications Committee, commented that the speakers bureau is not united in their concern to be private.

Jeff Raska, Texas A&M AgriLife, asked if the presentations could be uploaded based on the speaker's preference (public vs. private).

Joellyn asked if there were any concerns with the list of speakers? There were none.

Communications Report (Cynthia Jones)

Cynthia Jones sent out the communications report.

The report focuses on revising the COVID-19 protocol.

Cynthia will be meeting with Mark Jones, Director-At-Large, and Jeff Raska, Texas A&M AgriLife, to review the changes.

Jeff Raska will be meeting with the Texas A&M AgriLife Director (Dr. Hurly Miller) tomorrow to discuss options for COVID-19 protocol paperwork. Online? Apps? Once the COVID-19 protocol and emergency contact form changes are finalized, they will be introduced to the school students and DCMG volunteers.

The Communications Team is working with Sandi Means to use MailChimp for future communications. The advantage of MailChimp is that it allows for more attachments and has better aesthetics.

Directors' Report: Website (Margaret Marshall)

Margaret thanked everyone on the Board for getting their DCMGA email accounts up and running.

Margaret will be taking over this role from Tig Thompson and will assist volunteers who are having trouble using VMS.

Revision to the Director-At-Large Report:

Maggie Salcedo requested a grant for the Salvation Army garden for \$400. This money will be used to purchase pollinator plants that were lost due to irrigation problems.

Abbe Bolich, President, inquired about the status of the garden relocation. The response was that the garden will not move for 3 years.

The application was approved by the Board.

Monica Nagle, Secretary, put forth a motion to approve the grant.

Joellyn Nobbe, 2nd Vice President, Member Services, seconded the motion.

The motion carried.

Directors' Report: Scholarship (Rick Coke)

There was nothing new to report.

Rick is gathering scholarship information.

Directors' Report: Advisory Committee (Fern Brown)

Fern distributed the minutes from the most recent Advisory Committee meeting on January 20th, 2021. An important item in the minutes was archiving zoom sessions (see new business.)

Directors' Report: Vendors List and Procedures (Mark Jones)

Mark is currently advertising for a procurement manager.

Zandra Faris, Past President, asked if the position will be advertised. Fern Brown, Advisory Committee Chair, responded "yes".

Mark is working with Bonnie Plants to obtain vegetable plants for schools once they reopen.

Statistics/Data Report (Tig Thompson)

One new DCMGA member was added yesterday. There are now 463 members. Nine students have joined the association.

Cynthia Jones, Communications Committee Chair, will bring up the subject of membership with the interns again when they go out to the gardens.

Zandra Faris, Past President, asked how much of the DMGA dues goes to the state. Has an amount been decided on? (Tig Thompson commented that he thought that had already been decided, but that it was not critical.)

After the Board meeting, Tig Thompson will provide the number of DCMGA members, not including the 9 interns.

John Ellis, Treasurer, will give Tig Thompson an updated count, based on the # of checks received.

Cynthia Jones, Communications Committee Chair, commented that, historically, DCMGA has offered students the option of a scholarship. Is this still being offered? Scholarship money is absorbed by DCMGA.

Jeff Raska, Texas A&M AgriLife, commented that the scholarship conversation should be kept private. How many scholarships were given last year? Less than 5. Tig Thompson and Jeff Raska would like to offer the scholarship later in the class program.

Cynthia Jones is concerned about the number of students from the 2020 class who did not join DCMGA. Tig Thompson said only two-thirds of the 2020 class joined, and that "You can't make people pay the dues."

Zandra Faris mentioned that one of the significant items when talking about dues was attach a value to it - show exactly what it goes towards. Badges cost \$14.

Cynthia Jones will give a membership update next month.

Jeff Raska will try to do everything possible to get the students engaged. Every class has an open forum to discuss this.

New Business

1. Discussion on the communication and availability of Zoom Archive Videos, What next? Use the MG Only Calendar for Big events, Plant Sales, Graduation, etc.

Zoom Discussion:

Zandra Faris, Past President, said there are 2 calendars, 1 public, and 1 for DCMGs only. Zandra suggests putting big events on both calendars. Who is responsible for hosting this? Margaret Marshall, Director-At-Large, replied there is a form to submit for putting the information on the calendar. Jeff Raska, Texas A&M AgriLife, asked if the new project leaders are all aware of this. Margaret Marshall, Director-At-Large, asked Mark Jones, Director-At-Large, if this was discussed with the school leaders. Mark replied that they are familiar with the form but may need a refresher.

Job Board: Fern Brown, Director-At-Large

So far, there are 5 opportunities to volunteer at home.

- Rowlett Road grant writer for greenhouse, plant material.
- PlantTAGG
- Raincatchers plant sale: provide / buy plants
- Procurement Manager to work as a liaison between DCMGA and the vendors.
- Seeds for Class of 2021

Jeff Raska, Texas A&M AgriLife, would like to collect pictures of volunteers working in the gardens to build a library. A volunteer could be responsible taking and filing the pictures. The pictures would be made available for presentations. Zandra Faris, Past President, responded that the website team has people who catalog photographs in Dropbox. Zandra recommends having a discussion with Sandi Means on how to file the photos.

John Ellis, Treasurer, asked if there is some way to coordinate cataloging pictures into PlantTAGG. Jeff Raska, Texas A&M AgriLife, replied this should be workable. Cynthia Jones, Communications Committee, said that collecting plant info to upload into PlantTAGG would be a non-contact activity. Andrew Levi, owner of PlantTAGG will train the volunteers how to do this. Jeff Raska suggested a zoom education/training opportunity on how to photograph flowers.

Rick Coke, Director-At-Large, emphasized that the help desk is an on-going project that is completely non-contact. Jeff Raska, Texas A&M AgriLife, asked if there's a research team built into the help desk team. Rick replied 'not yet'. Nearly all of the inquiries are submitted by email. Could there be some collaboration so that a subset of volunteers does the research?

2. Non-Contact Volunteer Hours:

There was a discussion on possible ways for members to earn non-contact volunteer hours, i.e., collecting seeds for new class, load information on PlantTaggs, etc.

Fern Brown, Director-At-Large, will review last year's list to see if any other non-contact volunteer opportunities are available.

3. Lisa Centala - Fundraising Plant Sales for Raincatchers Garden

A request was submitted to Barbara St. Clair, 1st VP of Fundraising, to hold a fundraiser for Raincatchers Garden.

Lisa Centala would like to have a plant sale in May of 2021. Lisa will coordinate with TDG so their plants sales are not on the same weekend. A decision will be as the date approaches on what COVID-19 precautions need to be made.

Lisa said she is looking for someone to make the COVID-19 decision. Jeff Raska responded that he and the DCMGA board will work as a team for guidance. It will be what the protocol is at the time of the sale.

Lisa commented that the main goal of the request is to get the approval of the board to hold a fundraiser.

Margaret Marshall asked that the COVID-19 preparedness plan be included in the motion.

Lisa requested that the decision for a contact vs. no contact sale be made by the April board meeting (30 days before). Does it need to be discussed at another board meeting?

Lisa also asked if an in-person event can be held if COVID-19 protocol is followed. Jeff Raska, Texas A&M AgriLife, responded 'yes', but he will also discuss this with Dr. Hurly Miller.

Lisa would like to have the customers make an appointment to limit the number of shoppers to small groups. This would reduce the contact with the volunteers. Can this decision be made outside of a board meeting?

Cynthia Jones, Communications Team, commented that everyone who attends the sale would need to have a COVID-19 screening form filled out. Abbe Bolich, President, said that documentation is needed through the 1st VP that there's a good process to adhere to COVID-19 restrictions.

Lisa Centala asked if a contactless sale is done, does the drive-by buyer still need to fill out a COVID-19 form? Jeff will ask Dr. Hurly Miller. This would also apply to the Japanese Maple sale.

Barbara Anderson, Parliamentarian, stated that the Board can approve the sale with the stipulation that the COVID-19 restrictions will be in compliance with the rules at the time of the sale through Jeff Raska and a DCMGA board member.

A motion was made to accept the Raincatchers spring plant sale with COVID-19 regulations in place.

Rick Coke, Director-At-Large, placed the 1st motion.

Zandra Faris, Past President, seconded the motion.

The motion passed.

Lisa Centala would like to have an herb sale as a fundraiser for Rowlett Road.

Cynthia Jones, Communications Committee, had talked to Lisa about the possibility of raising plants with DCMG members. Lisa said she would welcome all donations. Fern Brown, Director-At-Large, will help to advertise this.

A Raincatchers facilities request has been submitted for the April 12th seed exchange. All Raincatchers plants are donated. The only expense would be plant tags from the printer at TDG.

Rain Catchers Garden would like to hold a Fall Pansy sale in early September. The format would be a wholesale drive-through where the buyer would purchase the plants ahead of time and pick-up them up at Raincatchers Garden. Plant pick-up would be sometime around Oct 20th. Lisa Centala would like to use one of the two tax exempt dates for the plant sale.

A motion was made for the Board to approve Raincatchers Fall Pansy sale. Joellyn Nobbe, 2nd Vice President (Member Services), voted for the motion. Fern Brown, Director-At-Large, seconded the motion, The motion carried.

4. Discussion on new COVID-19 Procedures

Jeff Raska, Texas A&M AgriLife, is meeting with Dr. Hurly Miller, regional director for Texas A&M. AgriLife, to review the COVID-19 protocol procedures.

Zandra Faris, Past President, asked if the forms should go into the meeting minutes. Response: Yes. Include the documents.

New Business:

Janet Lind, Finance Committee, received a fundraising request from Rowlett Road to sell jelly at the Urban Flea Market in downtown Garland.

Cynthia Jones asked if the Flea Market is in compliance with COVID-19 restrictions. Jeff Raska, Texas A&M AgriLife said he would review the request. Items of concern are: Is it legal? (Non-profit selling at a for-profit), and what are the COVID-19 restrictions in place at the Flea Market?

Adjournment

At the conclusion of business, Zandra Faris, Past President, made a motion to adjourn the meeting. Cynthia Jones, Communications Committee Chair, seconded the motion. The motion carried. President Bolich adjourned the meeting at 12:36pm.

Supporting Documents:

- DCMGA President's Report, February 2021, 1 page
- DCMGA January 2021 Board Meeting Minutes, 9 pages
- Balance Sheet as of January 31, 2021, 1 page
- General Journal as of January 31, 2021, 2 pages
- General Ledger as of January 31, 2021, 10 pages
- Income Statement, January 31, 2021, 1 page
- DCMGA Financial Review, January 26th, 2021, 3 pages
- DCMGA Financial Review, December 31st, 2020, Att. 1, 2 pages
- DCMGA Financial Review, December 31st, 2020, Att. 3, 5 pages
- DCMGA Immediate Past President's Report, February, 2021, 1 page
- DCMGA 2nd VP, Membership Report, page 1
- DCMGA Monthly Speaker Schedule, 1 page
- DCMGA Fundraiser Request, Pansy Sale, 2 pages
- DCMGA Fundraiser Request, Plant Sale, 2 pages
- DCMGA Grant Application, SA, Bring Back the Monarchs, 1 page
- DCMGA Grant Application, Salvation Army, 1 page
- Director-At-Large Report: Website Update, February 8th, 2021, 2 pages
- Director-At-Large Report: Scholarships, February, 2021, 1 page
- Vendor Report, 1 page
- Advisory Committee Meeting Minutes, January 2021, 3 pages
- Communications Update for February 2021, 1 page
- Statistical Report, January 2021, 1 page
- Statistical Report Graphs, January 2021, 1 page
- COVID-19 forms:
 - Updated guidelines and responsibilities for DCMG Volunteers
 - Updated guidelines and responsibilities for DCMG Project Leaders
 - COVID-19 Screening Form
 - Program Preparedness Plan Checklist
 - Project Leader Event Participation Recap Form