

**Dallas County Master Gardener Association
Board Meeting
Date: November 9th, 2021**

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)
Fern Brown - Director-at-Large
Margaret Marshall - Director-at-Large
Mark Jones - Director-at-Large
Rick Coke - Director-at-Large
Cynthia Jones - Communication
Barbara Anderson – Parliamentarian

AgriLife:

Absent:

Jeff Raska, Horticultural Program Coordinator for Dallas County
Stephen Seewoester

Guests:

Tig Thompson - Statistician
Ned Buxton - future Director At Large
Janet Lind – R&B1
Neal Howard -
Lynn Prude – Financial Review Committee
Lisa Centala – Raincatcher's
Denise Strueber – future Director At Large

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 November Monthly Meeting will be held in-person on November 11th, from 11:30am to 1:00pm, at Jubilee Hall in Preston Hollow Presbyterian Church. The guest speaker, Sam Kieschnick, will present the talk, "Moths." The meeting will be recorded for those who cannot attend in-person.

Joellyn Nobbe will check with Dorothy Thompson about a Zoom link for the meeting.

Lisa Meyer, Community Outreach, will be showing her display on soils at the "Going Green Family Event at the STEM Center of Excellence". This Girl Scout event will be held Saturday, November 20th from 10am to 3pm at Camp Whispering Cedars. Other organizations that will be there are: the Dallas Arboretum, BRIT, Trinity River Audubon Center, and Texas A&M AgriLife.

Abbe thanked Rebecca Murphy (Intern 2021) and her group "Les Dames d'Escoffier" for their generous designated donation of \$2000 for propagation and food production for R&B1.

The Financial Review Committee has completed their report from the January thru June 2021 Financial Review. They reported that "all is correct and well documented". Abbe Bolich reviewed the September bank reconciliation report as requested by Lynn Prude, the Financial Review Chair. Abbe thanked Lynn Prude for her support.

Approval of October 12th, 2021, Board Meeting Minutes

Zandra Faris made a motion to accept the amended meeting minutes from the October 12th 2021, DCMGA Board meeting as presented. Mark Jones seconded the motion. The motion passed.

Joellyn Nobbe made a motion to accept the meeting minutes from the October 28th 2021, DCMGA Business meeting as presented. Margaret Marshall seconded the motion. The motion passed.

Treasurer's Report: Julia Matthews

The bank statements for October and bank reconciliations were sent.

Margaret Marshall inquired about the money made from Raincatcher's pansy sale. The amount was not known yet.

Julia Matthews commented that \$600 was received from R&B1. Joellyn Nobbe asked if R&B1 is keeping track of their expenses and income.

Margaret Marshall asked Abbe Bolich if R&B1 has a plan to submit their financial plan through Dec 31st. Abbe Bolich will follow-up.

Texas AgriLife Extension Service Report - Jeff Raska

Absent.

Past Presidents Report:

No report this month.

1st VP Report: Fundraising: Barbara St. Clair

Barbara St. Clair reported that a record \$6037 was donated to DCMGA from the North Texas Giving Day.

The next fundraising event will be a proceed sharing day at Lake Highlands Fish City Grill. DCMGA will receive 15% of the proceeds on December 7th for their lunch and dinner shifts, including takeout. There was a follow-up discussion about advertising for the event.

- Joellyn inquired about placing the event on the website (public and MG-only).
- Barbara Anderson commented that it should be posted on Nextdoor.
- Barbara St. Clair said she will send the information needed for Cynthia Jones to post it on Facebook.

Abbe Bolich asked to have the day of the week included in the advertising.

2nd VP Report: Membership: Joellyn Nobbe

Web Content:

Joellyn Nobbe edited the Project Spotlight, Speaker Showcase and Question of the Month for both November and the new website going live in January.

Monthly Meetings:

The October monthly meeting was conducted via Zoom on Thursday, October 28, with 100 participants. 184 people had registered for the meeting but Zoom limited participation to only 100. As a result, the vote was extended for new Board members to those who registered but couldn't or didn't attend the Zoom meeting. The meeting was recorded and posted on YouTube.

The November 11th meeting will be the first in-person meeting since the pandemic began. Jeff Raska gave Abbe Bolich his approval for the in-person meeting.

- The meeting will be held at the Preston Hollow Presbyterian Church.
- Abbe Bolich and Joellyn Nobbe met with the church management. The Walnut Hill church has agreed to \$100 per Master Naturalist meeting.
- The guest speaker will be Sam Kieschnick, Urban Wildlife Biologist for Texas Parks & Wildlife, who will speak about moths.

- Zoom attendance will be available for those who are uncomfortable meeting in-person. A recording of the meeting will be available on YouTube.
- The church audio-visual equipment is available to use.
- Masks are required.
- Zandra Faris asked if a limit of 100 people was reasonable for a live zoom meeting. Has the November zoom payment been made yet? If so, Zandra will not renew it for December. (This will save \$50.)
- DCMGA should advertise that merchandise will be sold at the Nov. 11th monthly meeting.

Monthly Meeting Budget:

- The estimated meeting budget for the year 2022 is \$2750. This includes \$1600 for food, a speaker allowance, space, and door prizes. The Monthly Meeting budget does not include zoom costs, which are covered by the communication budget.
- A motion was made by Margaret Marshall to approve the meeting budget for space, lunch, speakers' fees, and door prizes. Monica Nagle seconded the motion. The motion passed anonymously.

DCMGA Board Member Voting:

- 184 people registered for the business meeting.
- Four were duplicate registrations.
- One was the guest speaker.
- Six were not DCMGA members in good standing. (Based on Tig's roster from VMS on Oct. 25th).
- The remaining 173 votes were from eligible voters who registered for the meeting,
- 90 eligible voters voted during the meeting.
- 35 out of 83 remaining eligible voters who registered responded by email.
- Zandra Faris published the results of the vote on November 1st.
- Joellyn Nobbe will send Monica Nagle the list of how each person voted for record keeping purposes.

Rick Coke requested an email template which includes the new board members. Abbe Bolich asked Cynthia Jones to put this together.

Directors' Report: Website: Margaret Marshall

LiquidFly has completed the Consulting & Architecture phase of the website overhaul. This includes:

- assessing the website needs,
- the scope of the project, and
- what is needed for the rebuild.

Phase2, Build Out & Customization

LiquidFly is currently in Phase 2, generating pages for the website. There was a quick preview on Zoom last month with Margaret Marshall and Sandi Means Bannon, Interim Webmaster. Sandi has been meeting with LiquidFly personnel to review progress and any roadblocks they may be encountering, and to ensure the content is being updated properly.

The website reconstruction will include links to other articles embedded on the same page the user is reading.

Search Engine Optimization (SEO) is being set up that will have the ability to change the keywords as needed. Additionally, the administrator will be able to monitor the views per month.

Mark Jones made a motion to approve \$7829.58 for the total website budget for 2022. Rick Coke seconded the motion. The motion passed using an anonymous vote to Barbara Anderson.

Margaret Marshall thanked everyone on the DCMGA Board for their continued support of the website rebuild. Margaret is excited about passive gardening education.

Abbe Bolich thanked Margaret Marshall for overseeing the project.

Directors' Report: Rick Coke – Scholarships

Scholarship applications were received from two fully qualified, but significantly different candidates, Hope Miller and Urzula Carrillo.

One candidate will be given an award based on her accomplishments. The other candidate will receive an award to encourage future accomplishments.

Rick Coke and Fern Brown reviewed the applications and propose that each candidate be awarded \$1250.00.

Prior to the next scholarship cycle, Rick Coke requested that the Board provide the qualities they would like to reward with these scholarships. This will help to avoid split decisions in future evaluations. For this round, the shared award seems to be the fairest approach.

Mark Jones asked if the award should be split based on the candidate's needs. Rick Coke responded 'No.'

The award is for tuition to pursue an education in horticulture / agriculture.

Margaret Marshall thanked Rick Coke for finding a candidate who may be the first in her family to go to college.

The board members thanked Rick for leading the DCMGA scholarship activity.

Rick asked the Board to split the award between the 2 candidates, granting \$1250 to each. In general, more than 1 check might be written for each award to split the money between class breakouts for the given academic year. DCMGA would keep track of this.

Tig Thompson proposed allocating the entire award in the budget, with the understanding that it may take over 1 year to spend the money. Does this work with accounting? Julia Matthews replied that the money would be placed in a bucket to draw from.

Rick Coke commented that DCMGA needs a budget for fall 2022 of \$2500.

Rick Coke / Barbara Anderson recommend that DCMGA allow for up to \$2500 for year 2021 and up to \$5000 for year 2022.

Joellyn Nobbe / Zandra Faris clarified that designated funds will carry over to the next year; they don't need to be re-budgeted.

Rick Coke made a motion to approve Hope Miller and Urzula Carrillo for scholarships and award \$1250 to each candidate for 2021. Margaret Marshall seconded the motion. The motion passed. As president, Abbe Bolich will notify the candidates.

Rick Coke made a motion to grant \$2500 for year 2022 scholarship awards.

Margaret Marshall seconded the motion. The motion passed.

Communications Report: Cynthia Jones

Communications budget:

Zoom charges \$50 per month to increase the meeting attendance. Is this still needed?

Response: It depends on what happens with the pandemic. DCMGA should expect to always use Zoom. Zandra Faris commented that this should be added to unanticipated/miscellaneous expenses.

Julia Matthews mentioned that a Zoom charge of \$349.99 (= \$299.99 annual + \$50 monthly participant increase) was paid automatically in Oct.

Margaret Marshall made a motion to approve the year 2022 communications budget for \$1739.89. Zandra Faris seconded the motion. The motion passed.

Helping Hands:

A possible editor has been identified for "Helping Hands." The potential candidate has an issue with computer access. Would she be able to take home an AgriLife computer? She already has access to MailChimp. Jeff Raska and Abbe Bolich are looking into this. The Board believes that Helping Hands will continue using its current format, pending the outcome of the communications team meeting.

PlantTAGG:

The SoPac Trail Pollinator Garden and Jill Stone Garden at Temple Emanu-El are the latest additions to the PlantTAGG-enabled list. The new QR codes are working well. There was a usage increase of over 100% by visitors in October.

In addition, 91 plant profiles were completed, and a check for \$910 was sent by Andrew Levi of PlantTAGG to DCMGA. To date, over \$3000 has been donated as a direct result of the completed profiles.

All gardens featured in the Spring 2022 DCMGA Garden Tour will be PlantTAGG enabled in the coming months. In preparation, the At-Home Botanists team is focusing on 250 additional plants from those gardens that were added to the PlantTAGG library.

The next At-Home Botanist Meeting will be Tuesday, November 23 at 2:00 pm. To participate in this meeting, please click on the following link:

<https://zoom.us/j/96949506366?pwd=WHJ3ZWN6WjhPZDVJVitwOC9jTzkzQT09>

A Zoom meeting is scheduled for Wednesday, November 10th to introduce PlantTAGG to the Collin County MGA Board following a previous presentation last month to Brad Voss, CEA-Horticulture in Collin County and Janet Laminack, CEA-Horticulture in Denton County.

Miscellaneous Communications:

Margaret Ghose continues to write a Help Desk Question each week, which is posted to Facebook along with reminders to send horticultural questions to the Help Desk email address. One question is adapted each month to be included as an article for the Grow, Know, Go newsletter.

JotForm has an issue with images that needs to be resolved.

Beverly Millican has not received all the school budgets.
Lipscomb Elementary will not be listed on the website.

DCMG Intern Rebecca Murphy presented Cynthia Jones with a designated donation of \$2000 from Les Dames d'Escoffier for plant propagation and protection at R&B1 Urban County Farm. Her letter specifies the items that may be purchased with this donation, subject to board approval.

Directors' Report: Advisory Committee: Fern Brown

There were no questions pertaining to the Advisory Committee report.

Directors' Report: Project Leadership: Mark Jones

See budget section.

Statistics/Data Report: Tig Thompson

Certification:

Some interns are only 5-6hrs away from being certified, but others have NO hours.

This year's class will have a low graduation rate.

DCMG School:

A proposal was made to offer the DCMG class to people who are not interested in being part of the DCMG program for an additional fee. Some counties already do this. Jeff Raska has the final authority for this. Barbara Anderson suggested that the topic be tabled until the next meeting.

Financial Review Committee Report, Lynn Prude, Janet Lind, Betsy See (January-June 2021)

Financial Review: Lynn Prude

The bylaws require that a review be performed annually and when there is a change in Treasurer.

The committee sampled 40% of deposits and 40% of expenditures.

There were good safeguards in place.

The finances showed good liquidity.

Recommendations:

- Bank records should be reviewed separately.
- Check requests: there 5 instances when the project coordinator did not sign the check.
- Accounting procedures should be put in place. Julia Matthews sent Lynn Prude the procedures originally provided by John Elis. This looks to be adequate, but the Financial Committee will review them.

Amendment to the July 13th, 2021 board notes:

The July 13th, 2021, Board Meeting Minutes are to be amended to state the Financial Committee chair is now Lynn Prude.

Margaret Marshall made a motion to amend the July 13th, 2021, DCMGA Board Meeting Minutes to state that Lynn Prude is the chair of the financial review committee. The members of the committee are Janet Lind and Betsy See.

Barbara St. Clair seconded the motion. The motion passed.

Zandra Faris clarified that Monica Nagle should add the amendment to this month's minutes, not modify the July 13th Board Meeting Minutes.

New Business

PlantTAGG:

Are physical plant tag purchases needed if we're using PlantTAGG? Yes, because some plants are very challenging to specifically identify.

Year 2022 Budget for Projects

Abbe Bolich will notify the project leaders the results of the budget vote.

Coppell Elementary:

Larry Thompson requested \$1950 to be used for educational material, plants/seeds (garlic, cover crop, pollinator plants & seeds), a first aid kit, fuel for the tiller & weed eater, and parts to maintain the equipment.

Barbara Anderson commented that these are proposed costs. Coppell ISD pays Larry for his support of the garden as part of their \$50k in grants. Why aren't they paying for some/all of the budget items? Larry has 3 volunteers + teachers + students.

Cynthia Jones asked if Larry has any signage at the garden to show it's an AgriLife project. Abbe Bolich replied that she didn't know.

Joellyn Nobbe / Mark Jones commented that the budget seems high when only 3 Master Gardeners are involved. Abbe Bolich replied that it covers a large footprint.

Rick Coke made a motion to approve the year 2022 budget request for Coppell Elementary of \$1950. Joellyn Nobbe seconded the motion. The motion passed.

Lipscomb Elementary:

There was no budget vote for Lipscomb Elementary.

Can Lipscomb Elementary transfer their First Aid Kit to Coppell?

Lipscomb Elementary did not use any of the Karen Tomlinson money. What will happen to this? Table this discussion for later.

Lakewood Elementary:

Zandra Faris made a motion to approve the Lakewood Elementary budget request of \$850.

Margaret Marshall seconded the motion. The motion passed.

Anne Frank Elementary:

Margaret Marshall made a motion to approve the Anne Frank Elementary budget request of \$385. Joellyn Nobbe seconded the motion. The motion passed.

R&B1:

Is there an update on Ned Buxton's site visit to review the irrigation system? Janet Lind responded that Jeff Raska believes they can do it all themselves after the food is harvested.

Margaret Marshall asked if this was communicated to Jodi Oliver? Janet Lind responded “Yes, and Jeff has communicated this as well.” Ned Buxton also confirmed that Jeff Raska is aware of it.

The Board recommends changing the R&B1 discretionary funds to miscellaneous to match what Raincatcher’s is doing.

Joellyn Nobbe asked for clarification of the food budget. Barbara Anderson said she will follow-up with Linda Seidel.

Rick Coke asked what the money allocated to education materials and supplies is to be used for. Janet Lind responded that it covers miscellaneous expenses for training and handling of food supplies.

Lisa Centala offered to meet with Janet Lind to compare the R&B1 budget to Raincatcher’s budget for consistency. Zandra Faris suggested modifying the budget based on the meeting discussion to \$8450 and keep \$400 for discretionary spending (team building).

R&B1’s budget was originally supposed to be split between DCMGA, the Horticulture Committee, and commercial in-kind donations. Their budget request doesn’t reflect this. Abbe Bolich said she would discuss with Jeff Raska how much money will come from each of the 3 sources.

Why wasn’t the R&B1 budget approved?

1. The Board needs feedback from Jeff Raska on how much of the budget will be paid for by DCMGA vs. the Horticulture Committee.
2. How much of the budget is covered by the Les Dames d’Escoffier grant?
3. What about the EcoLab grant?

Zandra Faris commented that, since 2018, DCMGA has provided \$30k to R&B1. There’s a question about how much the Horticulture Committee fund will cover.

Les Dames d’Escoffier donated \$2000, for propagation and food production through Rebecca Murphy, a 2021 intern. R&B1 is a good fit for this designated donation. The R&B1 team created a wish list, that Cynthia Jones believes must be part of the approved budget.

Janet Lind thought the wish list contains items that were not in the budget request.

Cynthia Jones commented that, in the past, Stephen Hudkins provided information about which funds were paying for each item.

The check from Rebecca’s organization was handed to Julia Matthews. It will not be cashed until the items to purchase are understood.

Cynthia Jones recommends tabling the R&B1 budget for discussion outside of the DCMGA board meeting. Barbara St. Clair asked if the R&B1 budget request covers 100% of what they

believe is needed in 2022. Janet Lind responded “Yes.” If Horticulture Committee money is provided, they plan to use it for new beds.” Abbe Bolich requested to hold a breakout session within the next 2 weeks. The team agreed to meet between November 22nd-24th.

Cynthia Jones asked if the Board could vote on the Les Dames d’Escoffier grant terms at the meeting.

Abbe Bolich made a motion to approve the grant from Les Dames d’Escoffier to be used for propagation and protection. This includes propagation carts, seeds for propagation, utility carts, and tomato cages. Margaret Marshall seconded the motion. (Zandra Faris also approved the motion.) The motion passed.

Les Dames d’Escoffier requested a quarterly report to show how the grant money was spent. Janet Lind will provide this.

Raincatcher’s Garden:

Margaret Marshall thanked the Raincatcher’s team for everything they have done.

The Raincatcher’s Garden budget request was for \$7258.52.

Joellyn Nobbe inquired about the cost of the inventory. Lisa Centala responded that it was deducted before the profit was shown. Everything is prepaid. This year, ~\$2800 was made in the pansy sale (and some compost). Some of that money may be lost due to taxes.

Zandra Faris commented that typically a budget includes expenses and revenue, not just the net.

Fern Brown made a motion to approve the budget of \$7758.52 for Raincatcher’s Garden.

Zandra Faris seconded the motion. The motion passed.

TDG MG Garden.

Tom Wilten’s memorial fund has \$875 remaining. Can this be used for tree replacement?

It was advised to remove \$100 from the TDG budget to cover the tree.

Tig proposed planting around the tree.

This changes the TDG Master Gardener’s Garden budget to \$1640, with the caveat to use Tom Wilten’s memorial fund.

Joellyn Nobbe made a motion to approve \$1640 for the TDG Master Gardener’s Garden budget, with the understanding that money will be used from Tom Wilten’s memorial fund to supplement this. Margaret Marshall seconded the motion. The motion passed.

White Rock Lake

The gardens at White Rock Lake requested \$650 for their year 2022 budget.

Zandra Faris commented that the Bath House Garden at White Rock Lake has a designated fund with money still in it. This is where the requested budget money will come from. Cynthia Jones stated that they also received \$1k from Andrew Levi this year.

Zandra Faris made a motion to approve the year 2022 budget submission of \$650 for the White Rock Lake Gardens using their designated funds to draw from. Margaret Marshall seconded the motion. The motion passed.

Salvation Army:

Maggie Saucedo requested \$200 for the Salvation Army Garden.

Abbe Bolich made a motion to approve \$250 for the Salvation Army Garden for the year 2022 budget. Barbara St. Clair seconded the motion. (Rick Coke also approved the motion.) The motion passed.

Juliette Fowler:

The Juliette Fowler Garden requested \$1k for their 2022 budget.

Rick Coke asked what the educational materials would be used for. Cynthia Jones responded that some plants would need to be purchased to teach classes on grafting.

Barbara St. Clair made a motion to approve \$1k for the Juliette Fowler Garden for the year 2022 budget. Rick Coke seconded the motion. The motion passed.

Temple Emanu-El:

Mark Jones stated that the Temple Emanu-El budget was submitted late.

Mark also stated that it was rejected last year because they were building beds in a way that was not aligned with the teaching of the Master Gardener program.

Rick Coke commented that the beds in the new garden were built with 4x6 cedar timbers. One bed was replaced with 4x4 corner posts and 2x8 cedar planks for boxes.

The money requested is to be broken out over 2 years. (Zandra Faris said that construction of 16 beds would be hard to do in one year.) Abbe Bolich asked if the budget request should be split in half.

Zandra stated that, in the past, only \$500 was requested annually. This year is much higher.

Abbe replied that they have had many very generous legacy donors. Abbe would like to have these donations included in the budget process.

Rick Coke would like to see DCMGA support Temple Emanu-El's budget request because they are a great face to the community.

Joellyn Nobbe said that many of the DCMG gardens supply food to the community. This should be considered when looking for Outstanding MG of the Year award candidates.

Abbe Bolich requested a motion.

Rick Coke made a motion to approve the Jill Stone Community Garden budget of \$2826 for the year 2022, for 8 beds to be built in 2022 and 8 beds in 2023. Margaret Marshall seconded the motion. The motion passed.

Next Meeting:

The next monthly meeting will be held on Dec 14th.

A sub-committee consisting of Jeff Raska, Mark Jones, Abbe Bolich, Barbara St. Clair, and Janet Lind will meet before Dec 14th to discuss other projects which were not approved during the November monthly meeting. These include (garden tour, awards, badges, ...)

Adjournment

At the conclusion of business, Margaret Marshall made a motion to adjourn the meeting. Rick Coke seconded the motion. The motion carried. President Abbe Bolich adjourned the meeting at 1:12pm.

Supporting Documents: (Needs updated for Nov.)

AGENDA-Nov.2021

President's Report, Nov.

DCMGA Oct 2021 Board Meeting Minutes

DCMGA 1st VP, Fundraising Report, Nov 2021

Fish City Grill Fundraiser

DCMGA 2nd VP, Membership Report, Oct 2021

DCMGA 83812769500_RegistrationReport 10-28 FINAL

DCMGA Voting 83812769500_2021-10-28_PollReport 10-28 FINAL

ROSTER DOWNLOAD 10_25_21 with votes added 1031

Financial Files:

October 2021 Financials 1

October 2021 Financials 2

Attachment 3 – Summary of Board Financial Decisions Jan – June 2021

Financial Review Jan to Jun 2021

Financial Review

Advisory Committee Minutes 10-21-21

Director-At-Large Report: Website, Nov 2021

Director-At-Large Report: Scholarships, Nov 2021

DCMGA Essay

HM_Scholarship-App-For-Website-due-211015

HM_Rec for Hope

HM_Recommendation-Hope

HM_Scholarship about me

HM_Transcript-scholarship

UC-Application Signature

UC-Letter #1

UC-Letter #2

UC-Professor Letter of Recommendation

UC-UrzulaCarrillo-Transcript

Communications update for Nov 2021

Designated Donation Letter from Les Dames D'Escoffier

Statistics Reports:

MG 2021 November Statistical Board Report Graphs

MG 2021 November Statistical Report

Budget Submission Forms:

2022 R&B1 Budget Submission

Arboretum

Farmers Branch Community Garden

Farmers Branch Historical Park

Juliette Fowler

Oak Cliff Parks

Raincatcher's Budget Request 2022

Raincatcher's Signed 2022

RB1 Budget Request Sept 22 details

Sacred Spaces 2022

Salvation Army Budget 2022

2022 TDG Demo Garden Budget Submission Form

White Rock Lake

TDG Financial Procedures 2022

White Rock Lake Financial Procedures 2022

RB1 Financial Procedures 2022

22 Communications Budget

Ann Frank Budget

GH 2022 Budget Submission Form

Lakewood budget

NW Hills Budget Submission Form 8-23-2022 revised

Revised Coppell ISD School Budget Form 2022

Website Budget 2022