

**Dallas County Master Gardener Association
Board Meeting Minutes
February 13, 2024**

Attending:

Monica Nagle – President
Abbe Bolich – Immediate Past President
Nancy Black - 1st Vice President (Fundraising)
Sue Smith - 2nd Vice President (Member Services)
Sue John - Treasurer
Leslie Densmore – Secretary
Neal Howard - Director-at-Large
Glen McGee – Director-at-Large
Sara Burke – Director-at-Large
Debbie Wood – Director-at-Large
Barbara Anderson – Parliamentarian
Barry Bloom – Garden Consultations
Rick Coke – Budget Committee
Cynthia Jones – Communications
Cindy Large – Continuing Education; Financial Review Committee
Zandra Faris – Nomination; Financial Review; Communications
Joellyn Nobbe –TMGA Director; Investment Committee; School Liaison to the CEA
Jadi Oliver – TMGA Director
Lisa Reese – Master Gardener School
Gwen Cassel – Master Gardener School
Tig Thompson - Statistician
Katerina Graham – AgriLife, Dallas County Horticulture Extension Agent

Absent:

Chris Geyer – Safety Coordinator
Margaret Ghose – TMGA Director – Alternate
Mark Jones – Procurement
Cookie Peadon – Speaker’s Bureau
Stephen Seewoester – TMGA Director – Alternate

Guests:

Helen Dulac

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

Approve Minutes from the January 2024 Board Meeting

Abbe Bolich made a motion to approve the minutes from the January 2024, DCMGA Board Meeting. Nancy Black seconded the motion. The motion passed.

President's Report – Monica Nagle

The Public Knowledge Sharing roundtables are complete. A huge THANK YOU to the team that organized the sessions and to the Master Gardeners who attended. The sessions resulted in numerous great ideas for the Master Gardeners to earn PKS hours.

Monica also reported that the MG school is off and running to a great start, the Garden Tour team is working hard and all the people on the monthly meeting group led by Sue Smith are doing a terrific job.

Monica proposed a membership policy that Board members and committee members need to renew their membership by November 1st of the prior year to assuming membership. All Board members and committee members must be DCMGA members in good standing during their time in office and leadership. It was also suggested that the nominating committee advise prospective nominees of this dues requirement.

Monica Nagle made a motion that membership dues for all Board and Committee members (both nominated and continuing) must be paid by November 1 of the prior year of assuming office. Sue Smith seconded the motion. The motion passed.

Glen McGee has researched sources for canopies, tablecloths, runners and banners to be used for outreach activities including the Garden Tour and Help Desk. These items are included in the current budget; since the amount (\$1419.90) is over \$1000 Board approval is required.

Monica Nagle made a motion to approve \$1419.90 for canopies, tablecloths, banners, runners to be used for outreach activities including the garden tour, help desk and other activities representing DCMGA. This amount is subject to price fluctuations when the order is placed. Abbe Bolich seconded the motion. The motion passed.

1st VP Report: Fundraising - Nancy Black

Nancy Black submitted a fundraising request for the Japanese maple sale and a fundraising request from Raincatchers to hold a plant sale May 7; Raincatchers is also requesting a tax-free day. The plant sale has projected income of \$5500 with projected expenses totaling \$500.

Leslie Densmore made a motion to approve the fundraising request for the Japanese maple sale for March 6 through March 13. Monica Nagle seconded. The motion passed.

Sue John made a motion to approve the fundraising request from Raincatchers to hold a plant sale on May 7 and to use a tax-free day. Sara Burke seconded. The motion passed.

Investment Committee Policy – Joellyn Nobbe

The proposed Investment Committee would give the Investment committee oversight of association assets. These assets include the Raymond James money market and CD accounts as well as the Oakwood money market accounts. This would not include the Bank of America checking account.

Barbara Anderson suggested that the Investment Committee should be referenced in the Bylaws with the Nominating Committee and the Financial Review Committee. The Investment Committee policy would then provide the oversight and notify the Board when approval is required.

The Investment Committee meets February 13 to establish guidelines and make a recommendation regarding inclusion in the Bylaws. This is tabled until this is complete.

Master Gardener School – Lisa Reese

The first 2024 MG School class was Wednesday, February 7. After basic “housekeeping” issues were addressed, the group viewed presentations intended to give an overview of TAMU / AgriLife / Texas Master Gardeners Association / Dallas County Master Gardeners Association. Tig Thompson guided Interns in accessing vms.texasmg.org. After lunch, a Pre-Course Survey was completed. Interns participated in introduction activities, and class was adjourned at 3:30.

There is a full class of 45 members in the MG school.

Bernie Paul is leading the committee for the next class graduation ceremony tentatively scheduled for June 1. In the past, the MG School will cover costs for the interns and one significant other with the MG Board potentially covering costs for additional guests. To lower the costs for additional guests of the interns and the certified MGs, the food will be something simple like sheet cake and coffee.

Treasurer’s Report – Sue John

Treasurer’s reports including complete 2023 fiscal year financial statements as well as January 2024 financial statements have been distributed. There were some questions on leftover budget funds; it was clarified that leftover DCMGA budget funds are not carried forward into the next year. Glen McGee clarified that the project leader agreements state this policy. Usage of donations and project-specific fundraising are being clarified in the rewrite of the financial procedure documents.

Sue John made a motion to approve financial reports through January 2024. Monica Nagle seconded the motion. The motion passed.

Past President’s Report – Abbe Bolich

There was no report for this month.

AgriLife – Katerina Graham

The quarterly meeting has been rescheduled to February 29 on Microsoft Team.

Activities included two presentations at Texas Nursery and Landscape Association Annual Horticulture Forum, participation in the 4H dairy cattle contest, organization of the 4H entomology county contest, visits to the Farmers Branch community garden and the Salvation Army MG garden, and organization of a pruning demonstration led by Matt Orwat.

Four new topics have been added to the Master Gardener school: teaching techniques, weeds, landscape design and composting. After the last MG school class, the interns will also attend a morning workshop on Volunteering in Dallas, Culture Awareness, Social Conditions and Ethnicity; an afternoon workshop on working with different generations will also be held. Katerina will explore if these sessions might be recorded.

Katerina thanked Tig for all his work on the changes to the new VMS reporting system. Neal is working on a JotForm for immediate reporting of all PKS or promotional activities instead of the monthly spreadsheet.

Candidates for the new Volunteer Assistant are being held over the next two weeks.

Greenhouse funds have been approved for foundation, water sources, electrical hookups and long-term maintenance.

Budget Committee and Procurement - Rick Coke

The Project Budget Committee does not have any budget activity to report. The Financial Documents Work Group met twice and is nearing completion of revisions of the general budget and financial procedures guideline document plus the guideline documents for donations, grants, and fundraising.

Margaret Hranitzky, Neal Howard and Glen McGee are working on a more automated process for Procurement; this would not change the policy, only the process.

Bylaws Committee – Barbara Anderson

The latest draft of the Bylaws will be distributed for review at the next Board meeting. There have been two new issues that have arisen during the drafting of the bylaws: intern dues and membership requirements for Board and Committee members which are now addressed in the draft. Before the next meeting, Board members are asked to review the draft and send any questions or comments to Barbara.

Communications – Cynthia Jones/Zandra Faris

Updates to the DCMGA website for 2024 include recent changes to the recording of hours and Publication Logos. PowerPoint slides will be submitted for the DCMGA monthly meeting. The search for a website assistant continues.

Joellyn mentioned that there is an official Brand guide on the Texas MGA website for reference. Katerina clarified that DCMGA logo, Dallas County logo, and the Texas A&M Extension logo are required. Cynthia mentioned that the DCMGA logo includes the Texas A&M Extension logo which Katerina commented should be OK.

Investment Committee – Joellyn Nobbe

The Investment Committee will determine how much money should remain in the Bank of America checking account which earns no interest. The Investment Committee will meet to consider changes in the Investment Committee Policy suggested by the Board as well as define and review all association investment assets.

Director-at-Large – Neal Howard

January activities included:

- Technology Strategy channels identified
- Progress on Garden Tour and Maple Tree sales forms
- AgriLife PKS staffing metrics identified

Work is continuing on linking PayPal to Jotform.

Garden Consultation Team – Barry Bloom

Active matters include:

- Determination of relationship of Garden Consultation Team and the new School Garden team
- A request for design guidance for a pollinator garden at Irving Bird's Fort Trail Park
- A request for guidance in planting indoor beds at Pioneer Technology & Arts Academy
- A request for Master Gardener guidance in starting and maintaining a vegetable/herb garden at property owned by the Vickery Meadow Youth Development Foundation
- A request for garden assistance at Northside Baptist Church in Garland
- A request for assistance in starting a garden at Carrollton Elementary School

There is a meeting planned at the end of February to determine the relationship between the School Garden team and the Garden Consultation team.

Help Desk – Rick Coke

There will be a table set up at North Haven Gardens the 3rd Saturdays of March, April and May. Other opportunities for public help tables are being explored. Any certified Master Gardener is welcome at public help desk tables. Glen suggested that public help desk activities are posted on the Members Only Events calendar with the notation to contact Rick Coke so that there aren't too many MGs present at any one event.

Safety Report – Monica Nagle for Chris Geyer

No report this month.

Public Education Project Oversight – Joellyn Nobbe

The Garden Consultation Team (GCT) is updating a form they distribute about how to start a school garden. GCT activities overlap activities proposed for the School Garden teams; a meeting will be held February 23rd to determine how to move forward.

Speaker's Bureau – Cookie Peadon

In January, our speakers made a total of 23 presentations and reached 645 individuals. Bookings for February indicate we may be near that total again next month.

Monica noted that there is a concern with MG participation in the Speakers Bureau with the new emphasis on Public Knowledge Sharing (PKS) and the recent retirement of multiple speakers.

Continuing Education – Cindy Large

Continuing education opportunities are compiled and posted on the DCMGA website. The education opportunities come from the Speakers Bureau, other County Master Gardener programs, garden clubs and area nurseries.

2nd VP Report: Membership - Sue Smith

Dates for meetings, venues, and speakers for 2024 have been published on DCMGA website.

A slideshow will be played before each monthly meeting for anyone to publicize an event, ask for volunteers, or any other reason where they want to reach out to the members.

Sue thanked Tig for his support of the DCMGA monthly meetings. Sue also thanked Janet D. Smith for her willingness to step in as the DCMGA speaker at the last minute and did such an outstanding job.

Director's Report: Awards/Recognition/Appreciation – Sara Burke

Kathy Lyon received the Making a Difference Award in January. Richard Lavery, owner of LeatherFace Tree Service, nominated in December, will receive a Certificate of Appreciation at the February meeting. Preparations are under way for the February Awards and Recognition meeting. All calculations and nominations are complete and awards/pins available.

Director's Report: Outreach – Debbie Wood

Focus for January included working on newsletter outreach, "open to the public" event communications and anticipating new event opportunities. AgriLife will also share DCMGA events on their communications.

Director's Report: Project Coordination / Scholarship – Glen McGee

Activities include:

- Working with a team to roll out our focus on Public Knowledge Sharing.
- PKS Brainstorming, PKS VMS Guidelines, and PKS education.
- NBFR for canopies/banners/tablecloths for Outreach/Fundraising.
- 2024 Scholarship application is on the website and asked everyone to please share this information with anyone that may be interested.

Glen thanked everyone that helped with organizing the Propagation Class to be held March 2 which is now sold out.

Financial Review – Zandra Faris

The Financial Review report has been distributed. The overall conclusion of the review is that existing financial controls and processes sufficiently protect DCMGA financial assets. Financial records are orderly and well maintained. We note that DCMGA has sufficient financial resources to continue to support its mission for the foreseeable future.

Specific recommendations included:

- Emphasize that the current check form requires two signatures; payee on the check should not be the person submitting the check request.
- Documents should be provided to the treasurer documenting Amazon purchases
- Budget-to-actual report is valuable and should be continued.
- All Non-Budgeted Fund Requests should be reflected in the Board minutes.

TMGA Director's Meeting – Joellyn Nobbe

At the quarterly Director's meeting, associations were asked to ensure that they are in compliance with the 501c3 requirements. (Note: Monica verified that DCMGA is in compliance with the 501c3 requirements.) There will be further opportunities to apply for a grant from TMGA in September and October 2024; some smaller county associations have previously applied for grants. There was a concern expressed about the proportion of VMS hours that are being spent maintaining demonstration gardens relative to other activities. It was suggested that associations make a separate VMS category for Public Knowledge Sharing (PKS). (Note: DCMGA has already made this change.) There are some Advanced Training opportunities planned; the Texas Master Gardener Management Guide has been updated. The Texas Master Gardener Conference will be held April 22-24; the conference will be virtual but requires a fee to attend. A vote was held to award AgriLife \$7000 to design and implement a recognition program (pins, etc) for Advanced Training and Emeritus status MGs. TMGA continues to solicit funds for the proposed endowment.

Statistics / Data Report – Tig Thompson

Tig reported that 36 2023 members have not paid their dues for 2024; in 2023 there were only 4 non-paying members. In 2023 there were 347 DCMGA members (not including interns); so far in 2024 there are 305. Sue Smith suggested that as membership vice-president she would be glad to send an 'exit interview' email to those members.

There was a question about the visibility of DCMGA to the intern classes. For this class, there will be a 'project morning' on March 13 for the interns to visit with the project leaders and members; there will be merchandise sales three times during the class. Information about DCMGA meetings will be shared with the class. Board members will be more visible during the intern class this year.

Adjourn:

Abbe Bolich made a motion to adjourn the meeting. Glen McGee seconded the motion. The motion passed. The meeting was adjourned at 12:23 PM.