

**Dallas County Master Gardener Association
Board Meeting Minutes
October 8, 2024**

Attending:

Monica Nagle – President
Abbe Bolich – Immediate Past President, Chair of the Nominating Committee
Leslie Densmore – Secretary
Sue Smith - 2nd Vice President, Membership
Sara Burke – Director-at-Large (Awards/Recognition, Scholarships)
Debbie Wood – Director-at-Large (Community Outreach)
Neal Howard - Director-at-Large (Technology)
Barbara Anderson – Parliamentarian
Rick Coke – Chair, Budget Committee / Co-Chair Help Desk
Helen Dulac - Nomination Committee Member
Cynthia Jones – Co-Chair Communications; Nominating Committee Member
Zandra Faris – Chair, Financial Review; Co-Chair Communications
Jadi Oliver – TMG Director’s Meeting Liaison
Lisa Reese – Chair, Master Gardener School
Lorraine Hellinghausen – Potential Marketing Position

Absent:

Nancy Black - 1st Vice President, Fundraising
Sue John - Treasurer
Glen McGee – Director-at-Large (Volunteer Engagement & Project Liaison)
Joellyn Nobbe – Chair, Investment Committee; TMG Dir. Meeting Liaison; School Project Liaison
Tig Thompson – Chair, Statistics
Khristal Oduwole – Dallas County Horticulture Program Assistant
Cindy Large – Chair, Continuing Education; Financial Review Committee Member
Barry Bloom – Chair, Garden Consultation
Gwen Cassel – Master Gardener School
Xiomara Diaz – Dallas County Extension Director
Lewis Frias – Nominating Committee Member
Chris Geyer – Chair, Safety
Margaret Ghose – TMG Director’s Meeting Liaison – Alternate
Joe Labay – Financial Review Committee Member
Cookie Peadon – Chair, Speaker’s Bureau
Stephen Seewoester – TMG Director’s Meeting Liaison – Alternate
Val Reiss – Master Gardener School

Guests:

Mark Jones
Janet Lane

Quorum: The meeting was held via Zoom. It was called to order by President Monica Nagle at 10:01 with a quorum present.

Approve Minutes from the September Board Meeting

Monica Nagle made a motion to approve the minutes from the September 2024, DCMGA Board Meeting. Abbe Bolich seconded the motion. The motion passed.

Treasurer's Report – Sue John

The September Treasurer reports have been distributed; please contact Sue with any questions.

New Business – Monica Nagle

2025 Budget – Rick Coke

The Project Budget Committee has collected budget requests from all DCMGA projects and budgeted functions such as administrative activities. **Note:** The budget spreadsheet referred to throughout the budget discussion is attached.

The objective for this meeting is for the Board to review the proposed budget and give preliminary consideration and approval to all the budget items with the exception of Raincatchers and RB1. At the next meeting, the remaining projects and total approved spending will be reviewed.

The Fundraising Activities section includes Merchandise Sales, DCMGA Fundraisers, 1st VP Fundraising expenses, and Garden Tour expenses. These are all association-wide fundraising events; project specific fundraisers are included in the relevant project budgets.

Leslie Densmore made a motion to approve the preliminary 2025 Fundraising Activities budget as stated in the budget spreadsheet: \$9,200 income, \$5,050 expenses. Abbe Bolich seconded the motion. The motion was approved.

The Other Revenue Sources section includes donations, dues from members and interest income.

Abbe Bolich made a motion to approve the preliminary 2025 Other Revenue Sources budget as stated in the budget spreadsheet: \$30,000 revenue, \$50 expenses. Monica Nagle seconded the motion. The motion was approved.

In the Project Expenses section, 'flexible spending' refers to garden consumables, 'restricted spending' includes larger expenses with a longer lifespan and are requested to use the procurement process. Individual line-item budgets were reviewed for each project.

The first group of projects reviewed included: Anne Frank Elementary, Armstrong Elementary, Farmers Branch Community Garden, Juliette Fowler, and Oak Cliff Parks. The status of funding and expenses for the Farmers Branch Community Garden is pending and will be reviewed in the next meeting.

Monica Nagle made a motion to approve the preliminary 2025 Project Expense budgets for Anne Frank Elementary, Armstrong Elementary, Juliette Fowler, and Oak Cliff Parks as stated in the budget spreadsheet: \$1830.86 expenses. Leslie Densmore seconded the motion. The motion was approved.

The second group of projects reviewed included: Sacred Spaces, Salvation Army, Temple Emanu-el, TDG Demonstration Garden, TDG Greenhouse and White Rock Lake Demonstration Garden. The TDG Tree Project is complete and was removed from the list.

Monica Nagle made a motion to approve the preliminary 2025 Project Expense budgets for Sacred Spaces, Salvation Army, Temple Emanu-el, TDG Demonstration Garden, TDG Greenhouse and the White Rock Lake Demonstration Garden as stated in the budget spreadsheet: \$7000 expenses. Sara Burke seconded the motion. The motion was approved.

At this point, taking into account all association-wide fundraising, project fund raising, and projected project expenses, there is a budget deficit of \$30,000. This is only a preliminary estimate since the project budgets for Raincatchers, RB1 and Farmers Branch Community Garden have not been discussed or approved.

The next section of the budget is Other Expenses that includes Admin expenses, First Aid and Safety, Awards and Badges, Communications Outreach, Continuing Education, Taste of the Garden, Help Desk, Meetings Expenses, Gift Fund, Scholarships, Speakers Bureau, and Website Design and Maintenance.

Admin expenses (listed on the attached budget spreadsheet) for 2024 were \$9836 compared to \$8700 in previous years. The biggest item change for 2024 were the fees for Square, PayPal and credit card fees. Online dues payments are new this year and will drive up these fees. There is an option when dues are paid using PayPal that a donation can be made at the same time; in the past, donation amounts have covered the fees. For the 2024 Garden Tour, DCMGA absorbed the fees for the tickets sold which contributed to the 2024 fees; even though there won't be a Garden Tour this year, this should be considered for the 2026 budget planning. Rick will check with Sue John on the amount that should be budgeted for the Sales Tax line item and the fees for credit card, Square and PayPal. The amount on the insurance line includes both accident and liability insurance policies and covers the amount that will be paid during the 2025 calendar year. Rick will confirm the insurance amounts with Monica.

Approval of Admin Expenses was deferred to the next meeting. Adjustments made in the proposed preliminary budget included modifying the Agent Fee from \$3000 to \$1500, removing Taste of the Garden from Community Outreach and making it a separate line item.

Monica Nagle made a motion to approve the preliminary 2025 Project Expense budgets for First Aid and Safety, Awards and Badges, Communications Improvement, Community Outreach, Continuing Education, Taste of the Garden, Help Desk, Meetings Expenses, Gift Fund, Scholarships, Speakers Bureau and Website Design and Maintenance as stated in the budget spreadsheet: ~\$3540 expenses. Abbe Bolich seconded the motion. The motion was approved.

Monica thanked Rick Coke and his team (Mark Jones, Denise Strueber and Nancy Platt) for the all the effort and outstanding work in preparing the 2025 budget.

President's Report – Monica Nagle

The latest revision of the PlantTAGG MOU was approved by Andrew Levi so signatures will be obtained and the MOU finalized.

Monica thanked Janet Lane for stepping up and organizing the Taste of the Gardens events.

Xiomara Diaz has agreed to drop the PKS requirement for certification for 2025. PKS will still be entered into VMS but will not be reported separately. An open letter from Xiomara explaining the PKS change will be sent to the entire membership. DCMGs are still encouraged to support our mission to provide horticulture education to the public.

DCMGA dues collection is moving online this year. Options for payment will include checks, Square and PayPal.

Monica noted that DCMGA membership advantages have historically been extended to all certified Master Gardeners. This includes the official DCMGA membership badge presented at graduation. This cost has been absorbed by DCMGA and all interns received the badge whether they had joined DCMGA or not. Another question was access to the 'members only' section of the website. DCMGA membership is not required to be a certified master gardener. All interns and certified master gardeners should have access to the internal master gardener website information. The 'members only' tab on the website will be changed to 'MGs' only. The suggestion was made to explore other advantages that could be associated with joining DCMGA to encourage DCMGA membership. For the October business meeting, only DCMGA members are eligible to vote. DCMGA certified members will receive a card that entitles them to vote at the meeting. Also, there will be an outreach effort to the classes of 2023 and 2024 to encourage DCMGA membership.

The response to the PayPal button to pay membership dues has been outstanding. In just two days, 60 people had renewed. Monica thanked Neal for all his effort in setting up the PayPal button. This number does not include the members who renewed on Square or checks. At the time of the meeting 82 members had renewed.

Margaret Hranitsky submitted a NBR for \$129 for an Amazon Prime membership for the Procurement group currently using a trial subscription.

Monica Nagle made a motion to approve the \$129 Amazon Prime membership request for the Procurement group. Sara Burke seconded the motion. However, a quorum was no longer present so Monica will send an email for the vote.

Past President's Report – Abbe Bolich

No report this month.

Director-at-Large – Neal Howard

The Fall Japanese Maple Tree Sale Signup is COMPLETE! There is a new JotForm for Annual Membership Renewals. The AgriLife PKS staffing metrics capture creation is on hold. The search for a 'tech-inclined' member is ongoing.

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

The Making a Difference Award nominee is in process for October. Please consider making nominations for 2025. Presidential Volunteer Service Awards will be presented in November. The scholarship and the gift fund will need a communications update and rollout once the budget is approved and the amounts are finalized.

Help Desk – Rick Coke

Events are scheduled at North Haven Gardens in October and November; these events are open to all members to earn PKS hours and will be publicized on MYC. Cindy Large has done a tremendous job in lining up speakers for the monthly educational meeting.

Continuing Education – Cindy Large

An updated continuing education report was submitted. Links for the presentations will be available on the DCMGA website and through the Mark Your Calendar updates.

Speakers Bureau – Cookie Peardon

The Speakers Bureau scheduled 22 presentations for a total outreach of 555 PKS contacts for the month. That brings the Year-to-Date total to 175 presentations and 5531 YTD contacts. Our speakers continue to be fully engaged. If anyone has done advanced training, please share that expertise with our requesting organizations.

Statistics / Data Report – Tig Thompson

Monthly statistics were distributed. The value of Volunteer hours to date is approximately \$1.25 million. Total volunteer hours to date are almost equal to those at the end of October of 2023. There are 30 MGs that have met their certification requirements for 30/6 but have not met the PKS requirement. All but two interns have entered volunteer hours. Eleven interns have met the requirements for certification. Seven more have met the 50-hour requirement but not the 10/20 requirement. Pounds of produce and associated hours are now included in the Statistical Report.

Communications – Cynthia Jones/Zandra Faris

The number of Facebook subscribers is now 4756; there were 66 posts. Updates have been completed to facilitate the upcoming Japanese Maple tree sale. The budgets for communications and the website have been submitted in a timely manner.

Cynthia complimented Sara Burke for the wonderful articles that Sara writes for the Making a Difference awards. The Communications team is always happy to receive articles.

Garden Consultation Team – Barry Bloom

Active matters include:

- (1)** a Carrollton Elementary School teacher wanting to start a garden for the current school year - being handled by Stephen Seawoester and Larry Thompson
- (2)** Northside Baptist Church for development of a four (4) acre tract vegetable "farm"/fruit orchard - being handled by Cindy Large, Zandra Faris, Coy Poitier, Katrina Poitier and Anna Townsley
- (3)** a Dwight D. Eisenhower Elementary School teacher wanting to bring a pre-pandemic garden "back to life" - unassigned due to lack of volunteers
- (4)** a Master Gardener intern requesting assistance with Stone Park - being handled by Janet D. Smith and Zandra Faris
- (5)** a Life School Carrollton Elementary School counselor wanting to start a garden club at the school and to obtain assistance with planning - unassigned due to lack of volunteers
- (6)** Paul Quinn College request for assistance with the installation of a drip irrigation system at the "farm" - being handled by Lisa Patterson and Debbie Williams
- (7)** First Christian Methodist Church requesting landscaping assistance for a prayer garden to be constructed at the church - being handled by Jan Wier and Fern Brown
- (8)** a Lake Highlands Community Garden request for assistance with its Rain Garden - being handled by Deena Peterson, Lois Diggs, Lisa Patterson and Nancy Wilson
- (9)** a request for information about starting a community garden at an apartment complex is pending a response from the requestor concerning whether the landlord will consent to the garden installation.

Community Outreach, Scholarships – Debbie Wood

No report this month.

1st VP Report: Fundraising - Nancy Black

North Texas Giving Day concluded on September 19. DCMGA received seventeen donations; the final report from Communities Foundation will be sent later this month. Thank you notes have been sent to all donors with the exception of two who were anonymous. The DCMGA Fall Japanese Maple Sale goes live on October 9 via SignUpGenius. My heartfelt thanks to both Neal and Zandra for setting up SignUpGenius for our volunteers and buyers. All volunteer slots are filled. Merchandise sales for September were \$232.00 — many thanks to Denise Strueber for her continued efforts.

2nd VP Report: Membership - Sue Smith

The October business meeting will be held at CARE Church, 1504 E Campbell Road, Richardson, 75081; lunch will begin at 11:00am, the meeting starts at noon. A Sign-Up Genius is available for Association members to order lunch; the closing date for the sign up is October 21. If you have any special dietary requirements, please contact 2nd VP, Sue Smith.

Director's Report: Volunteer Engagement & Project Liaison – Glen McGee

Two Taste of the Garden events were held in September; two Taste of the Garden events are planned for October. In September 1281 pounds of fresh vegetables were donated to food pantries. Garden Liaisons (formerly Approved Volunteer Opportunities Garden Liaisons) has begun making an impact.

Project activities: Anne Frank held a large event, Temple Emanu-el has new greenhouse plans, Lakewood Elementary has a new chicken coop, Salvation Army has a new location plan, TDG plant sale, TDG State Fair activities, Urban Farm wine class and new equipment ordered, Raincatchers hosted a pre-school event and planning a rabbit fence.

Master Gardener School – Lisa Reese

School coordinators confirmed the dates, locations, and topics for the 2025 MGS schedule. As of 9/27/24, we have received 89 Applications to the 2025 MGS. In addition to other information, applicants provided the days and times most optimum for an in-person interview so that an interview schedule can be created. An Interview Committee has been assembled. Interview dates are set up for 4 days, Oct 22, 23, 24 and 26. MGS Coordinators will meet Thursday, October 17, 2024.

Monica Nagle made a motion to adjourn the meeting. Abbe Bolich seconded the motion. The motion passed. The meeting was adjourned at 12:25 PM.