

Dallas County Master Gardener Association

Board Meeting Minutes

July 9, 2024

Attending:

Monica Nagle – President

Abbe Bolich – Immediate Past President, Chair of the Nominating Committee

Nancy Black - 1st Vice President, Fundraising

Sue Smith - 2nd Vice President , Membership

Leslie Densmore – Secretary

Sue John - Treasurer

Sara Burke – Director-at-Large (Awards/Recognition, Scholarships)

Neal Howard - Director-at-Large (Technology)

Glen McGee – Director-at-Large (Volunteer Engagement & Project Liaison)

Debbie Wood – Director-at-Large (Community Outreach)

Barbara Anderson – Parliamentarian

Rick Coke – Chair, Budget Committee / Co-Chair Help Desk

Tig Thompson – Chair, Statistics

Joellyn Nobbe – Chair, Investment Committee; TMG Dir. Meeting Liaison; School Project Liaison

Lisa Reese – Chair, Master Gardener School

Cindy Large – Chair, Continuing Education; Financial Review Committee Member

Helen Dulac - Nomination Committee Member

Zandra Faris – Chair, Financial Review; Co-Chair Communications

Jadi Oliver – TMG Director’s Meeting Liaison

Absent:

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

Don Heaberlin - TMG Director’s Meeting Liaison – Alternate

Lorraine Hellinghausen – Potential Marketing Position

Cynthia Jones – Co-Chair Communications; Nominating Committee Member

Joe Labay – Financial Review Committee Member

Khristal Oduwole – Dallas County Horticulture Program Assistant

Cookie Peadon – Chair, Speaker’s Bureau

Stephen Seewoester – TMG Director’s Meeting Liaison – Alternate

Val Reiss – Master Gardener School

Guests:

Barbara Leedy

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

Approve Minutes from the June Board Meeting

Abbe Bolich made a motion to approve the minutes from the June 2024, DCMGA Board Meeting. Sue Smith seconded the motion. The motion passed.

President's Report – Monica Nagle

Monica expressed appreciation for the tremendous efforts of the Garden Tour team led by Nancy Black; the tour was highly successful and 'definitely raised the bar' for the next tour. Monica also acknowledged Rick Coke for all his efforts in leading the team to revise the DCMGA financial policy documents that will be reviewed later in the meeting.

Regarding the Cultural Awareness committee proposal, Monica met with Xiomara Diaz-Vargas, AgriLife Dallas County Extension Director; Xiomara approved formation of the committee and encouraged DCMGA to proceed. Monica had also contacted Collin County MGA and Denton County MGA to discuss cultural awareness and outreach activities. Denton County MGA has established a new position in their bylaws, Director of Outreach, which will focus on the underserved in Denton County. Monica noted that DCMGA bylaws have four Director-at-large positions; the responsibilities and emphasis of these positions are defined by the Board of Directors.

Regarding scholarships, Collin County MGA gives between \$10,000 and \$12,500 annually; Denton County MGA is planning to increase the number of scholarships as well. For next year, consideration of increasing Dallas County MGA scholarships might be evaluated.

Treasurer's Report – Sue John

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

DCMGA investments at Oakwood Bank earn approximately \$17 daily interest; Raymond James DCMGA investments earn approximately \$36 daily interest.

Past President's Report – Abbe Bolich

There is no report for this month.

Director-at-Large – Neal Howard

There is no report for this month

New Business – Monica Nagle

Nancy Black submitted a Request to hold a Fundraiser for the fall Japanese Maple sale, a budgeted fundraiser. This will be an online sale using Sign-up Genius; the pickup will be at the home of Cindy Bolz.

Abbe Bolich made a motion to approve the Japanese Maple Sale NBFR. Glen McGee seconded the motion. The motion passed.

Adoption of Financial Policy Documents – Rick Coke

Rick presented five proposed financial policy documents that had previously distributed to the Board:

- DCMGA Budget and NBFR Procedures
- DCMGA Spending and Reimbursement Procedures
- DCMGA Donations
- DCMGA Grants Policy
- DCMGA Fundraising Policy

The Budget process remains substantially the same. Flexible spending and restricted spending categories were created. Flexible spending encompasses the routine garden consumables; restricted category includes long term capital items. No approval is required for flexible spending within project budget restraints. Restricted spending requires Board approval item-by-item and can only be spent for approved item. The policy raised the limit for Board approval from \$1000 to \$2000; any purchase over \$2000 requires the participation of the procurement manager. Non-Budget Funding Request (NBFR) policies were also expanded to encompass emergency situation spending and urgent spending between Board meetings.

The Spending and Reimbursement procedures outlines how budgeted funds can be spent within the flexible category. Check request process guidelines state that check requests should be submitted within one month of purchase and all check requests must be submitted on or before December 31 of purchase year. Also, purchases over \$2000 should be processed through the procurement manager.

Monica Nagle made a motion to approve:

- 1) The Budget and NBFR Procedures policy as specified in the DCMGA Budget and Procedures document presented**
- 2) The Spending and Reimbursement Procedures policy as specified in the Spending and Reimbursement Procedures document as presented with the exceptions noted that in an emergency situation, an immediate phone notification to the President or Director-at-Large over Projects for approval of the spending and to align with the repairs and the 1st Vice-President should be removed as point of contact and replaced with the Director-at-Large over projects.**

Glen McGee seconded the motion. The motion passed.

The Donations Policy clarifies situations where Board approval would be required for a donation. Donations requiring Board approval and exceptions to Board approval requirement are listed in the Donations Policy document. Also, spending restrictions on monetary donations must be honored. The process for spending monetary donations to a project is outlined.

Monica Nagle made a motion to approve the Donations Policy as written. Nancy Black seconded the motion. The motion passed.

The Grants Policy defines grants, governs applications for grants and spending of received grants. Procedures for applying to a grant from DCMGA are also defined. A question was asked regarding policy if DCMGA is designated as a 'sub-awardee', a secondary recipient of a grant not the prime recipient. Approval of the Grants policy was tabled to research and address this situation.

The Fundraising Policy document outlines the guidelines for fundraising events. All project-approved fundraising events are DCMGA fundraisers. Money received from fundraising must be deposited in DCMGA accounts. If the fundraiser is a joint fundraising event with another organization, there must be a written agreement designating allocation of expenses and funds received. All funds received from a fundraiser must be spent only on DCMGA budgeted items or approved NBFR items.

Glen McGee made a motion to approve the Fundraising Policy as written. Monica Nagle seconded the motion. The motion passed.

There is now a DCMGA QR code for Zelle; it could be laminated and made available at events. The QR code will also be included in the Fundraising Policy document.

The Financial and Budget Policy documents will be posted on the DCMGA website.

Budget Committee and Procurement - Rick Coke

The first step of the budget process is to create a comprehensive list of projects and project leaders. The preliminary list was distributed, and feedback submitted to Rick. Scholarship has been added to the project list with Sara Burke as the leader. For now, the At-Home Botanist/PlantTAGG budget item has been removed from the project list but will be added if PlantTAGG re-engages.

Volunteer Opportunities have not been included in the 2025 Budget. Any funds requested for 2025 would be a donation request that would require board approval. Another possibility is that Outreach could include budgeted items targeted for a Volunteer Opportunity.

Help Desk – Rick Coke

Rick reported normal activity for Help Desk this month. Cindy Large will replace Maureen O’Hanahan coordinating Help Desk speakers. These speakers will be listed on the Continuing Education list and all MG members will be able to log in to these sessions.

Investment of Funds – Joellyn Nobbe

The current Investment Policy is posted on the website. There is currently \$228,000 in the Carolyn Bush Bush grant; the investment policy states that the investment corpus stays intact. It was suggested that language be added to the investment policy stating that funds from interest from the Carolyn Bush grant should be spent on education. However, funds are intermingled in investment accounts. To address this, it was suggested that earned interest from investments could be allocated as a percentage of source funds. It was also noted that the investment corpus itself has grown and that possibly some of that growth could also be spent and added to the Scholarship funds. Monica noted that the scholarship component of the Carolyn Bush fund was self-imposed by the Board and could be modified.

The investment committee will meet and make a proposal on the next Board meeting. The chartering of the Investment Committee has been transferred to the Bylaws committee per the revised 2023 Texas Master Gardeners Guide specifications.

Thank you to Sue John and Joellyn Nobbe for moving funds from savings accounts to investments providing a substantial increase in interest earnings.

Statistics / Data Report – Tig Thompson

Monthly statistics were distributed.

Tig explained that the new VMS reporting categories provide 8 possibilities of categories to post hours with description of specific activity. Only one category should be reflected in each VMS record; for example, don’t put both CE hours and non-CE hours in same record.

Both education and volunteer hours are higher than last year at this time; the Garden Tour had a significant impact on reported hours. There are 4 people who have reported no hours at this time.

Communications – Cynthia Jones/Zandra Faris

The number of Facebook public page followers continues to grow monthly and now surpasses 4400; there were 32 posts in June. The June 16th edition of *Grow, Know & Go* was sent to 2007 recipients. *Mark Your Calendar (MYC)* had 445 subscribers in June and is published on the 1st and 15th of each month.

June Website statistics:

- Unique Visitors: 16,435
- Total Number of Visits: 27,042
- Visits per Unique Visitors: 1.64
- Total Pages Viewed: 127,482
- Pages per visit: 4.71

The goal is to encourage visitors to visit more often and view more pages per visit.

Garden Consultation Team – Barry Bloom

Active matters include: **(1)** a request from a 4th Grade teacher at Carrollton Elementary School in starting a garden for the 2024 -2025 school year is being handled by Stephen Seawoester and Larry Thompson; **(2)** a request for garden assistance at Northside Baptist Church for development of a four (4) acre area with a fruit orchard and community garden and some basic horticulture instruction for the church's youth groups is being handled by Cindy Large, Zandra Faris, Coy Poitier, Katrina Poitier and Anna Townsley; **(3)** a request from a teacher at Dwight D. Eisenhower Elementary School to bring its garden "back to life" after sitting idle since the COVID-19 pandemic is presently unassigned due to lack of volunteers; **(4)** a request from an Outdoor Learning Specialist at the Carrollton/Farmers Branch Outdoor Learning Center relative to starting a 3-sisters garden will be handled by Janet D. Smith and Jan Wier; **(5)** a request from a Master Gardener intern to assist with Stone Park is being handled by Janet D. Smith and Zandra Faris; **(6)** a request from the school counselor at Life School Carrollton Elementary School to start a garden club at the school and to schedule a time for someone to assist with planning is presently unassigned due to lack of volunteers; **(7)** a request from Paul Quinn College for assistance with the installation of a drip irrigation system at the "farm" is being handled by Lisa Patterson and Debbie Williams; and, **(8)** a request from First Christian Methodist Church for landscaping assistance for a prayer garden to be constructed at the church is being handled by Jan Wier and Fern Brown.

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. Cindy was thanked for maintaining such a comprehensive list of continuing education opportunities.

Speaker's Bureau – Cookie Peadon

The Speaker's Bureau scheduled 13 presentations; only 12 were provided. One of our speakers came down with COVID and the event was rescheduled. Given vacations and summer heat, attendance was down a bit. There was a total of 327 PKS contacts with whom we shared our gardening knowledge. That brings us to a total of 312 presentations provided this year so far, and to a total of 4428 attendees YTD.

The Speakers Bureau is hosting a team-building social event, scheduled for July 26. We are working with Cindy Large who recently began working with Rick Coke on Help Desk activities. There is no cost to DCMGA, but will be a great opportunity for Speakers, Help Desk workers, and Interns (potential speakers) to meet each other in a social environment. We remain desperately short of speakers; so please help us in our recruitment efforts.

1st VP Report: Fundraising - Nancy Black

Nancy thanked Denise Strueber for June merchandise sales in the amount of \$160.22. North Texas Giving Day is September 19th; DCMGA is registered.

2nd VP Report: Membership - Sue Smith

The August MG monthly meeting will be held at the Arboretum. Entrance and parking fees will be waived. Also, visitors are welcome to attend the meetings. There will be no meeting in July.

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

Making a Difference was awarded to Jan Wier. An organizational meeting was held to consider DCMGA submissions to the 2024 TMGA Search for Excellence Awards Program. The responsibility for the 2025 scholarship process as well as award pin and anniversary badge procurement has been moved to Awards and Recognition, Director-at-Large.

Community Outreach, Scholarships – Debbie Wood

Planning is in progress for the State Fair Educational events including a table in the garden at TDG. The preliminary plan is to support the table five days a week between 10am and 6pm. This PKS opportunity will be introduced at the August MG meeting.

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

The 2023 Scholarship has been awarded. Scholarship responsibility will be turned over to Sara Burke. Several educational events were held; there were donations of 2367 lbs. of vegetables. The Organizing of the Approved Volunteer Opportunity gardens has been placed on hold.

Activities regarding the RB1 grant have begun. Unfortunately, the barn has been condemned due to a termite infestation; it will be torn down and rebuilt. Construction for the new greenhouse and outdoor classroom should begin this fall. If MGs are going to use the tractor and Gator included in the grant, insurance liability and training for equipment will be needed. A van is also part of the grant; it has a dual purpose: to take education out to the students as well as bring students in; however, it will be driven by a County employee which is dictated by County insurance.

Master Gardener School – Lisa Reese

DCMG School Coordinators will meet July 18, 2024. Items to be addressed: school curriculum, school documents, application format, process, and dates, school interview questions and interview dates, monitoring of the dcmgschoolinfor@gmail.com, homework format and assessment, and shared attendance of DCMGA Board Meetings.

Abbe Bolich made a motion to adjourn the meeting. Glen McGee seconded the motion. The motion passed. The meeting was adjourned at 12:36 PM.