

Dallas County Master Gardener Association

Board Meeting Minutes

August 13, 2024

Attending:

Monica Nagle – President

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

Sue Smith - 2nd Vice President, Membership

Sue John - Treasurer

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

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

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

Cynthia Jones – Co-Chair Communications; Nominating Committee Member

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

Jadi Oliver – TMG Director’s Meeting Liaison

Lorraine Hellinghausen – Potential Marketing Position

Absent:

Barry Bloom – Chair, Garden Consultation

Gwen Cassel – Master Gardener School

Leslie Densmore – Secretary

Nancy Black - 1st Vice President, Fundraising

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

Neal Howard - Director-at-Large (Technology)

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

Tig Thompson – Chair, Statistics Val Reiss – Master Gardener School

Guests:

Elaine Webster

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

Approve Minutes from the June Board Meeting

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

President’s Report – Monica Nagle

Elaine Webster recommends that the Garden Tour Chair for the 2026 event be determined soon. I would like to propose that the Chairperson of the Garden Tour Team be set in January, at the same time the other committee chairs are determined.

Jan Wier is requesting an \$800 grant (donation) for the Juvenile Detention Center at Youth Village/Medlock. We need a policy for non-project grant requests.

Planning is underway for the next series of Garden Muse Events at the White Rock Bath House.

Many thanks to the entire Board of Directors and especially to Barbara Anderson for their support in generating an MOU for PlantTAGG.

Thanks to Joellyn Nobbe and Jodi Oliver for their continued support in relaying the information gathered at the TMGA meetings to the Board; their detailed minutes are very helpful.

Treasurer’s Report – Sue John

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

A suggestion was made to implement a “Pay Now” button for payment of dues; we will follow up with Neal Howard. DCMGA bylaws allow an assistant to be appointed for any Board position; an assistant Treasurer would be helpful both for continuity and collection of dues. Currently, Master Gardener School dues do not cover the entire cost of their badges; raising DCMG school dues will be evaluated in time for the next class.

Past President’s Report – Abbe Bolich

Don Heaberlin resigned from his position on the Nominating Committee. Fern Brown has graciously accepted the position to complete his term (starting immediately and concluding on December 31, 2024) .

The Nominating Committee has been busy and will continue to identify possible candidates for the 2025-2026 board member positions. Only two positions are unfilled but there are potential candidates that have been contacted. A slate of qualified candidates is planned for publication before the September monthly meeting.

Abbe made a motion to accept the resignation of Don Heaberlin from the Nominating Committee and to approve Fern Brown as the replacement Nominating Committee member for the remainder of his term. Monica Nagle seconded the motion. The motion passed.

New Business – Monica Nagle

Jan Wier is requesting an \$800 grant (donation) for the Juvenile Detention Center at Youth Village/Medlock. Currently, there is not a policy regarding grant requests from Approved Volunteer Opportunities. The original intent of Approved Volunteer Opportunities is that hours spent are PKS hours as mentoring/education. Another consideration is that spending money outside existing projects opens the door to requests from other Approved Volunteer Opportunities which could snowball quickly outside the budget. One comment is this could be considered as a one-time gift rather than a donation. Possibly, these requests could be handled similarly to scholarships where a pre-determined amount is allocated in the budget and applications are approved. Also, what types of organizations would be considered as eligible for this type of grant? Typically, grant applications also define expectations if a grant is approved. This type of request could be considered more as a gift rather than a grant. Until a formal process is defined and communicated, there is not a mechanism to approve this request. A group will work on this and submit to the budget process.

Director-at-Large – Neal Howard

Preparation for the online support for the Fall Japanese Maple Tree Sale is ongoing. The AgriLife PKS staffing metrics capture has been placed on hold.

TMGA Directors Meeting – Jadi Oliver / Joellyn Nobbe

There was an update to the TMG Endowment request presented at the TMG Directors meeting. The goal is now \$5,000,000 (originally \$10,000,000) and the Texas A&M Foundation is no longer going to take a 5% fee. No money will be distributed from the proposed endowment until sufficient funds are earned from the endowment investments. The next step will be to reach out to the larger MG counties to discuss the TMG endowment fund participation. The decision regarding a DCMGA contribution to the TMG endowment fund has been tabled for now.

Budget Committee and Procurement - Rick Coke

Project advocates are preparing to initiate contacts with projects to kick off the 2025 budget process. Rick thanked Sue John for the YTD Project Spending reports which has given the Budget Committee the information it needs to begin the budgeting process.

Help Desk – Rick Coke

There is nothing to report on the Help Desk; it is running smoothly.

Grant Policy – Rick Coke

The Grant Policy has been revised to include policy for the situation where DCMGA is a sub-awardee of a broader grant and the policy has been distributed. The Grant Policy document will be posted on the website.

**The revised Grant Policy was voted on by the Board by email as a quorum was no longer present.
The Grant Policy was approved.**

Investment of Funds – Joellyn Nobbe

During the annual review of the DCMGA Investment Policy at the July Board meeting, the committee was asked to revise the Investment Policy to add language about allocating earnings from the Carolyn Bush donation towards education, including scholarships and outreach to underserved areas. A suggestion was made to consider investing a portion of the Bush donation earnings instead of spending all the earnings.

Chartering the Investment Committee has been transferred to the by-laws committee after reviewing the TXMG Management Guide as revised in December 2023.

The Investment Committee has proposed the following Investment Policy and Procedures document for approval.

The Investment Committee is responsible for helping the Board of Directors fulfill its responsibility for oversight of the investment assets of the Association.

- *The investments of the Association currently include a CD and Money Market Account at Raymond James and a Money Market Account at Oakwood Bank.*
- *DCMGA also maintains a non-interest-bearing operating account at Bank of America.*

To achieve that objective, the Investment Committee will:

- *Meet at least quarterly.*
- *Monitor the status of all investment assets: to ensure CDs don't expire, for example, or to ensure that account risks are minimized by not exceeding FDIC or SPIC limits, or by suggesting funds be moved out of the operating account, where there is no value added, and into an investment account if Association needs allow it.*
- *Report to the DCMGA Board quarterly on the status of its investment assets.*
- *Annually submit the documented and approved investment Policy to the Board for review, discussion, and approval.*
- *If the Board has concerns or otherwise wants changes to the Investment Policy, the Investment Committee will research and suggest solutions for the Board to consider.*

Abbe Bolich made a motion to approve the Investment Policy and Procedures as stated above. Sue John seconded the motion. The motion passed.

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.

Speaker's Bureau – Cookie Peadon

The Speaker's Bureau scheduled 11 presentations for a total outreach of 323 PKS contacts for the month. That brings the Year-to-Date total to 143 presentations and 4752 contacts. With the help of Margaret Hranitzky, our Purchasing Agent, and Sue John, our Treasurer, we were able to take advantage of Prime Day and saved approximately \$500 on the acquisition of a new PC to replace a unit that died of old age. The Speaker's Bureau and the Help Desk joined together in a covered dish celebration on July 26.

Statistics / Data Report – Tig Thompson

Monthly statistics were distributed.

Communications – Cynthia Jones/Zandra Faris

The number of Facebook public page followers continues to grow monthly and now surpasses 4600; there were 25 posts in July. In the last 28 days, posts have reached over 377,000. We continue to cross promote events for neighboring county associations as well as TMGA and AgriLife news when appropriate.

The July 16th edition of *Grow, Know & Go* was sent to 2018 recipients and the team is working on strategies to increase the number of subscribers. Articles can be submitted by using the Updated Event Announcement Form or by emailing Carol Gonzales (carol@dreammaterial.com) directly. Carol has recently created the following link for subscribing: <https://mailchi.mp/e222db2f324e/sign-up-for-the-dcmg-newsletter>.

Mark Your Calendar (MYC) had 444 subscribers in July and is published on the 1st and 15th of each month.

More general interest articles are requested for the website, especially an article on the upcoming State Fair DCMGA plans.

Garden Consultation Team – Barry Bloom

GCT has the following pending active requests from:

1. Carrollton Elementary teacher wanting to start a garden this school year -
Stephen Seewoester & Larry Thompson
2. Northside Baptist Church for development of a 4-acre tract –
Cindy Large, Zandra Faris, Coy Poitier, Katrina Poiter & Anna Townsley
3. Eisenhower Elementary teacher hoping to bring a pre-pandemic garden back to
life - unassigned, no volunteers
4. Carrollton/Farmers Branch Outdoor Learning Center to start a 3-sisters garden -
Janet D. Smith & Jan Wier
5. Master Gardener intern to assist with Stone Park -
Janet D. Smith & Zandra Faris
6. Carrollton Elementary Life School to start a garden club & assist with planning -
unassigned, no volunteers
7. Paul Quinn College for help with installation of drip irrigation system –
Lisa Patterson & Debbie Williams
8. First Christian Methodist Church for landscaping assistance for prayer garden -
Jan Wier & Fern Brown
9. Lake Highlands Community Garden for help with its rain garden –
Deena Peterson, awaiting additional volunteers

Members of the tree team will meet with a team from the First Christian Methodist church to develop a 10-year tree plan and assess the health of the existing trees.

1st VP Report: Fundraising - Nancy Black

Nancy thanked Denise Strueber for June merchandise sales in the amount of \$160.22 and \$467.63 in July. North Texas Giving Day is September 19th; DCMGA is registered. The Japanese Maple Sale team is ramping up for the October 9 sale which begins at 8 AM on SignUp Genius. For the first time we will have the cultivar list on our DCMGA website, thanks to the Communications team. Also, we will offer a record number of maples — 155 trees.

Nancy submitted a Fundraising Request for the Jam and Jelly Sale to be held at Raincatchers in late October / early November.

Monica Nagle made a motion to approve the Fundraising request for a Jam and Jelly Sale to be held in late October/early November at Raincatchers. Abbe Bolich seconded the motion. The motion passed.

Garden Tour Recommendations – Elaine Webster

After the extensive planning and successful garden tour, the Garden Tour team wanted to share the following recommendations based on their experience this year:

- 1) Select the next Garden Tour lead earlier in the process possibly as early as the following January
- 2) Retain the same logo for ongoing garden tours – this would help with name recognition but also to avoid the intensive time and effort in creating a new logo
- 3) Schedule the same date for the tour every time (e.g. second Saturday in May, etc.)
- 4) Keep the garden tour to one day.

Board comments suggested that future garden tours may have a different theme and might want to change or adjust the existing logo. Another comment was that future garden owners might prefer a fall garden tour. A commitment was made to the sponsors that garden tour information would be available for six months after the tour

2nd VP Report: Membership - Sue Smith

The August MG monthly meeting will be held at the Arboretum. Roger Sanderson will be the speaker. Entrance and parking fees will be waived. Also, visitors are welcome to attend the meetings.

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

Making a Difference Award nominees are in process through October. DCMGA submissions for the TMGA 2024 Search for Excellence Awards are also in process; we are currently planning entries in 3 categories. Increasing the amount of the DCMGA Scholarship to \$5000 is under consideration. The Scholarship criteria that were updated last year will remain unchanged. The submission email has been changed to scholarships@dallasmga.com.

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. Also, there needs to be a clarification of which TDG volunteer activities qualify for DCMG volunteer hours. All the trees in TDG will be labeled and there will also be a handout created by Zandra Faris and Sandi Means-Bannon of the 19 smaller trees suitable for home landscapes.

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

The Taste of the Garden events are about to kick off again. Lorraine Hellinghausen will be coordinating the organization of the Approved Volunteer Opportunity gardens. In July 1573 pounds of fresh vegetables were donated to food banks. Project leads will be invited to a meeting on August 20th to learn and discuss the latest financial policy documents.

Master Gardener School – Lisa Reese

The coordinators discussed reaching out to underserved areas of Dallas County and improving the diversity of the MG School. Val Reiss created and posted online a Master Gardener School “interest survey”. Information gathered from the survey will serve to guide plans for future Master Gardener Schools. Khristal Oduwole will be the primary contact between AgriLife and MG School lecturers and presenters. MG School coordinators will reach out to selected DGMGA members with the goal of recruiting two people to observe operations of the 2025 MG School. The Application Window will be from September 2 - September 27, 2024. Lisa Reese will make changes to the 2025 MG School homework to make it more interactive as it is being completed.

Moving the DCMG school to Saturdays was discussed but will not be implemented because speakers would not be available. Also, the speakers expressed a preference for a northwest location for the school; Brookhaven is being considered.

Sara Burke made a motion to adjourn the meeting. Abbe Bolich seconded the motion. The motion passed. The meeting was adjourned at 12:35 PM.