

**Dallas County Master Gardener Association
Board Meeting Minutes
March 12, 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
Tig Thompson – Statistician
Mark Jones – Procurement
Helen Dulac - Nomination Committee
Katerina Graham – AgriLife, Dallas County Horticulture Extension Agent

Absent:

Gwen Cassel – Master Gardener School
Chris Geyer – Safety Coordinator
Margaret Ghose – TMGA Director – Alternate
Cookie Peadon – Speaker’s Bureau
Stephen Seewoester – TMGA Director – Alternate

Guests:

Lisa Centala
Lewis Frias
Jon Maxwell

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 February 2024 Board Meeting

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

New Business (Part 1)

Lisa Centala provided an update on the new Greenhouse installed right by the shade pavilion at Raincatchers. Installation was a tremendous team effort including 24 participants led by Lisa Centala and Jon Maxwell. The greenhouse installation includes PVC for irrigation and conduit for electrical and is securely anchored in place. For now, water will be provided from a nearby faucet, power will be rented from the church, but power required will be minimal until fall; the fan is solar-powered. The greenhouse will be heavily utilized by both the vegetable team and plant sale team. Current church insurance covers the shade pavilion because it is located 'on campus'; Lisa Centala will research whether the greenhouse is covered by the church insurance policy or whether it needs to be itemized separately. Monica Nagle asked what support Raincatchers might need from DCMGA. Lisa responded that for right now ongoing expenses are covered in the 2024 budget.

Katerina Graham asked about exit strategy plans; Lisa said that the original project agreement states that the Master Gardener Association owns the shade pavilion, but a detailed exit strategy has not been developed. Rick Coke asked whether other projects have an exit strategy; it was noted that Raincatchers and RB1 are the only projects that have Master Gardener-provided structures; Temple Emanu-el paid for the structure on their site. Any project that has capital structures should have an exit strategy. Barbara Anderson suggested that a template agreement for exit strategy could be developed which would apply to any project if needed. Katerina agreed that Extension owns the exit strategy responsibility.

Glen McGee is working with Procurement to create a tax-free agreement with Home Depot. Jon Maxwell asked about creating a tax-free agreement with Southwest Nursery as well.

Rick Coke is working on defining a policy for in-kind donations which would cover items other than garden consumables.

Nancy Black presented the fundraising request for an Herb Class that will be offered by Cynthia Jones and team on May 4 from 10am to 12pm at Raincatchers; attendance will be capped at 30 and a nominal charge of \$10 will be required. Expenses will not exceed \$150.

Monica Nagle made a motion to approve the fundraising request for a May 4 Herb Class at Raincatchers with maximum attendance of 30 people and expenses capped at \$150. Abbe Bolich seconded the motion. The motion passed.

Cynthia Jones nominated Nita Rausch for Emerita status as she has now retired from the MG program. Among her many accomplishments, Nita served as head of the Speakers Bureau revamping the processes, training many of our speakers and reaching out to the community to schedule presentations throughout Dallas County and beyond. Nita also served as head of the Hospitality Committee and was a coordinator for the MG school for several years. She received the President's Volunteer Service award after completing 4,000 hours of service and overall has provided 8,204.5 hours of service.

Monica Nagle made a motion to nominate Nita Rausch for Emerita status for Nita Rausch. Debbie Wood seconded the motion. The motion passed.

Communications – Cynthia Jones/Zandra Faris

Visits to Facebook and to the DCMGA website are steadily increasing. Neal Howard will serve as assistant webmaster, and Shea Mayberry will be our new Instagram assistant. Georgeann Moss is assistant editor for *Grow, Know & Go*.

President’s Report – Monica Nagle

The Public Knowledge Sharing focus has been gaining momentum. Thank you to everyone who has helped in the fanout.

The PKS team is working on developing the PKS roundtable summary. Monica thanked Lisa Centala and Jon Maxwell for the Raincatchers greenhouse update, Lisa Reese and her team for a successful start to the Master Gardener school, the Garden Tour team for their fantastic efforts, Sue Smith for the planning and organization of the monthly MG meetings, and Sara Burke for the great awards ceremony in February.

Treasurer’s Report – Sue John

The February financial reports and Income Summary report have been distributed including Statement of Activity, Statement of Financial Position, and YTD Budget-to-Actual reports.

Past President’s Report – Abbe Bolich

There is no report for February.

Director-at-Large – Neal Howard

Technology Strategy channels have been identified. There is progress on both the Garden Tour and Maple Tree sales forms. Current efforts include definition of AgriLife PKS staffing metrics capture and establishing a MG document storage strategy.

AgriLife Updates – Katerina Graham

The focus of the Master Gardener school is on hands-on and informal teaching techniques. Katerina made a presentation at the Spring IPM workshop. There were 24 participants in the District Entomology contest, which was a substantial increase in participation. An offer has been made for the Volunteer Programs Manager position and finalization is pending Dallas County HR department processing and background check. Installation of the greenhouse at RB1 should begin soon; Dallas County has allocated \$25,000 to install irrigation, electricity, the foundation, future maintenance and exit strategy. The procedure for the new PKS reporting is being rolled out to the membership. The Citizen Garden Training class is continuing.

New Business (Part 2)

The Jelly Team is planning to purchase bird netting for the RB1 vineyard to cut down on losses from the birds during the summer.

A list of questions regarding the proposed TMGA program endowment has been distributed for review. These questions will be shared with Jayla Fry, TMGA, and her answers will be provided to the Board for discussion on the consideration of donating to the endowment.

Investment Committee – Joellyn Nobbe

In response to concerns raised at the last Board meeting, Betsy See and Joellyn Nobbe drafted language to establish an Investment Committee in the Association By-laws, as opposed to the Board approving a separate Investment Committee Charter as previously proposed. Betsy, Joellyn and Monica are meeting next week with a Raymond James representative for help in understanding their account statements and fee structure.

There were questions from the Board regarding the composition of the Investment Committee, eligibility requirements for members, terms for members, and nomination committee guidelines. A suggestion was made to mirror the process currently used for the Financial Review Committee. A meeting will be held to answer these questions and will be reviewed at the next Board meeting.

Master Gardener School – Lisa Reese

Class lectures focused on plant anatomy and related vocabulary, weeds, soil, plant propagation, vegetables and bed building. Class activities centered around ones that furthered Intern relationships, built an understanding of plant anatomy and related vocabulary, familiarized Interns with PowerPoint presentations, the Texas Discovery Garden, plant propagation and growing vegetables.

A project spotlight day is planned for March 13; representatives from each project will attend to introduce the interns to the project volunteer opportunities.

The graduation ceremony for the 2023 interns is tentatively scheduled for Saturday, June 1, 2pm – 4pm at Brookhaven College.

Bylaws Update – Barbara Anderson

A draft of the proposed bylaws has been distributed to the Board. Specific issues to be decided include intern class DCMGA membership, clarification of leave of absence versus inactive status, voting eligibility, quorum percentage of membership to conduct special purpose business, definition of full term service for Board positions, eligibility for nominees by the nominating committee, open nominations procedure, open meetings requirement, and clarification of required DCMGA membership for leadership positions.

Budget Committee and Procurement - Rick Coke

The Budget Committee has nothing to report.

The Financial Documents Work Group has made good progress updating the documents for Budget, Spending, Donations and Fund Raising. The plan is to have documents ready for the Board's consideration in April.

Help Desk – Rick Coke

The first spring 3rd Saturday help desk will be held March 16 at North Haven Gardens. Master Gardeners will also be at North Haven Gardens on April 20th and May 18th.

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.

Garden Consultation Team – Barry Bloom

Active matters included a meeting held on February 23 that resulted in the termination of the new "School Garden Team" ("SGT") that was comprised of a group of Master Gardeners ("MGs") "familiar with school gardens" who would have been handling all school garden consultations to the exclusion the GCT. Other active matters include: **(1)** satisfaction of a request for garden assistance on behalf of Friends of Irving Gardens at the Irving Bird's Fort Trail Park **(2)** a request from Texas Muslim Women's Foundation ("TMWF") for MG guidance in starting and maintaining a vegetable/herb garden **(3)** a request for the GCT to assist a 4th Grade teacher at Carrollton Elementary School in starting a garden for the 2024 -2025 school year **(4)** 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 **(5)** a request from a teacher at Dwight D. Eisenhower Elementary School to bring the Eisenhower garden "back to life" after sitting idle since the COVID-19 pandemic **(6)** a request from Temple Shalom for assistance in creating a "universal and accessible design" for the garden to enable individuals that are disabled to access the garden **(7)** a request for utilizing "rainwater catchment for small-scale irrigation" was recently received **(8)** a request from The Salvation Army for garden assistance at a Salvation Army activity center located in Oak Cliff.

Safety Committee – Monica Nagle for Chris Geyer

First-Aid kits will be purchased and available for the Garden Tour sites, then will be distributed to all the projects.

Public Education School Liaison – Joellyn Nobbe

Ruby Young is no longer designated as a Master Gardener project.

Speaker's Bureau – Cookie Peadon

Speakers provided 23 presentations during the month of February, reaching 706 individuals. Our Year to Date (YTD) total number of presentations is 46 and the total number of people reached is 1406. Of note is the expansion of our outreach to more diverse segments within the community. Much of that success is due to the recent focus on libraries and, recently, recreation centers.

Statistics / Data Report – Tig Thompson

Membership statistics and volunteer hours report have been distributed.

TMGA Director's Meeting – Joellyn Nobbe

There was no TMGA meeting this month.

1st VP Report: Fundraising - Nancy Black

The 2024 DCMGA Garden Tour will take place in seventy-one days. The Garden Tour team is asking all our Master Gardeners to please volunteer for a slot for one of the seven gardens. The SignUpGenius was sent to membership on March 8th and many slots have been filled. Fundraising is ramping up and Elaine Webster (Chairperson) is asking for any leads for potential sponsors to be sent to her.

2nd VP Report: Membership - Sue Smith

No report for this month. The March meeting will be held at St. Barnabas; 'Japanese Maples' will be presented by Cindy Bolz.

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

The awards meeting for February was successful. Email solicitations will go out to project leaders for Making a Difference nominations. Criteria for state awards are being researched in hopes of having nominees for 2024 which must be submitted by January 2025.

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

The canopies/banners/tablecloths for Outreach/Fundraising have been purchased. The 2024 Scholarship application is on the website and Meta. The Planting Possibilities workshop was completed with assistance from many Master Gardeners. There are several educational PKS opportunities planned in many of the projects.

Director’s Report: Community Outreach, Scholarships – Debbie Wood

Focus for February included working on newsletter outreach, “open to the public” event communications and anticipating new PKS event opportunities. There are two Earth Day events scheduled.

Adjourn:

Abbe Bolich made a motion to adjourn the meeting. Glen McGee seconded the motion. The motion passed. The meeting was adjourned at 12:54 PM.