

**DENTON COUNTY MASTER GARDENER ASSOCIATION
BOARD MEETING
February 3, 2010
Extension Office Conference Room
10:00 a.m.**

I. CALL TO ORDER

President Connie Gregory called the DCMGA Board of Directors meeting to order at 10:02 A.M. at the Texas Agrilife Extension office in Denton, TX. "Remember Teamwork makes the Dream Work".

In attendance were Joe Bendzick, Zoe Broxson, Annell Burns, Lucille Del Vecchio, Janie Farler, Wally Gehrke, Connie Gregory, Sue Hudiburgh, Janet Laminack, Maurine LeBeau, Shirley Manfredi, Mary Morrow, Martin Richards, Cindy Reese, Caroline Tinner, Laurel Wallace, and Donna Wolfe. Anita

II. MINUTES

Minutes for the January Board meeting were forwarded to the Board via e-mail by Sue Hudiburgh, posted to the website and available at the meeting. The minutes were approved as presented.

III. TREASURER'S REPORT

Joe provided a banking year-to-date summary, including income, expences and current assets. Joe said that the \$200 charge to the speaker's bureau for graduation was a fee to Stephen Chamblee—it will be re-categorized. The treasurer's report was accepted as presented with that correction. Noted that \$19

Audit was completed on 1-11. Betsy Faulkner and Adell Petty on the comittee. Shirley and Peggy Widmer coordinated. Carolyn commented for the future that normally the treasurer doesn't participate in an audit—for the future.

Shirley said that Vicky Kuithe has agreed to take the tax job.

For 2009, we will have to file the long form for our Federal Income Taxes. Shirley has talked with a CPA, Victoria L. Kuithe, who has non-profit experience, and who estimates the cost to prepare our taxes at <\$1000 (@ \$55/hr). Shirley recommends that we engage someone this month. The consensus was that Shirley should pursue engaging and working with Victoria, so she will go forward with that. The treasurer's report was accepted.

IV. COMMITTEE REPORTS

A. Project Administration (Connie for Martin)

After last meeting Cindy Reese submitted a project initiation meeting, which martin forwarded to the board. The board voted and approved it.

Tour for the interns on March 6. Connie or Martin will be working with Maurine on that.

Donna said she has received several project initiation forms and wanted to know how to proceed with those. Connie said that Janet should review first and then should go to vice president, who would contact the project manager to present to the board at a meeting after forwarding form to the board. (Janet has already reviewed Wally's.)

- B. Communications – Lucille Del Vecchio Donna sent email asking members if they would like to work on publicity writing for hours. Response was not very good, so she said that it will be necessary to get info early for the 3 publicity members to get work done. She will ask interns and they will present at a brown bag to interns. Mary said that one intern has newsletter, etc. experience, and Janet said one is a freelance writer (Barbara Brown). Lu can do next Tuesday. Zoe will put her down for then (12:15). We need a photographer and technology experience, too. Mary said she will take care of photography.

Connie mentioned that we could check the membership renewal forms might indicate some who are interested. Shirley will forward to Lu. Annell said that she sent Mary info about adjunct projects for the rototeller and she gave the info to Lu at the meeting.

Martin said master naturalists had an article in the record chronicle had a nice writeup about graduation. Lu said she wasn't notified with details about graduation prior to the event (except info about Dennis). She said Mary shares info. She said she needs 2 months lead time for mags and 2 weeks at least for newspaper and 2 weeks for online. Several committee members have connections with publications. Best to send info to Lu. Lu has a new email, so might be a good idea to follow up with phone call. Lucille@lucilledelvecchio.com (Connie mentioned that we need a roster update.)

Met with Beth at fm library and with Mary Karish about library series. Beth is doing news articles. Met with Carolyn and Susan about garden tour. Article about passalong plants. Also trying to get the tour on calendars, e.g. Neil Sperry. Connie suggested the state calendar, too. Also inspirational piece was discussed. Lu said good response to bi-monthly calendar, so she will keep that up with workdays, etc. Lu and Mary coordinate. Will hand out at meetings. Mary will email Mary K to see if she needs help with flyers. Lu will forward Mary K's news forms to Mary M and Janie.

Form for news is on the website.

Donna requested that communications committee could be on lookout for big events that they don't receive communications form. (Mary M. and Lu have been sharing info. Janet did write a tip sheet about Dennis, and it did get on neighbor's go, but didn't get on record chronicle., even tho it was submitted.)

Website.

B. Education – Wally Gehrke

Working on getting committee's together.

- a. Adult Education: Monique is meeting with her committee today.
- b. Children's Education: DCLA youth fair workshop on the 20th with L. Harvy talk about earthkind. On the 13th they will meet to get plants. Good response of volunteers for tagin. We will also need lots for judging on the 24th. Info is on the website. Mary has added links to calendar for more info.
 - i.

Connie mentioned that we have a new org chart to show relationships of board/committees to help with confusion. We have a Ways and Means chair – Brenda Wellenwriter. Carol Fitch also (not sure of position.)

D. Delegate at Large – Annell Burns

106 members have paid dues to date. (of 148, including class of 2009). 80 membership renewal forms also. Shirley is working on a spreadsheet of interests. Kudos to Shirley. Cutoff for dues is 15th of Feb, so Annell will follow up after that. Connie said state dues are due March 1st, which is based on number of members. Mary said we don't have to include trainees, but we need clarification on that. Last year we paid for 160. We budgeted for 200.

Shirley will send project manager a copy of the spreadsheet after the 15th.

E. County Coordinator – Janet Laminack

1st day of class this week. It went really well. Kudos to the team.

Doty Woodson has asked us to get involved in a rainwater harvesting specialist training here. 2 people per county but we may get more. No date yet or how many can participate—probably in June. She and Billy would train. They would install a rainwater system as part of the class: African American museum or at demo garden. If we charge enough for class it could help pay for system. We would need a group of people to do hospitality work—meeting space. Recommended hotels, etc. Peggy Durate has experience in this area?? Probably 3 day class. Usually 20 people participate per Donna, cost \$200. Maurine went to a 1-day class of about 75 people a few years ago. Copeland center? Janet will contact Peggy.

F. Volunteer Coordinator – Donna Wolfe -- nothing today

V NEW BUSINESS

- A. Tom Harpool Scholarship: handout. We had no applicants last year and have none this year. Might want to redirect funds to internal grant (youth,

this year—SWAT). Might want to change to 'Denton county horticultural education grant'. Would be \$1000—same as before. Each year pm's could apply and a committee could decide. Stay within mission.

Could require a bylaw change, which would require members to vote. We could just keep the name and have it go to a project rather than a student (per Janet). We would have to change the handbook for that. Bylaws don't say it goes to a college student. Will need new guidelines for the scholarship committee (Mary M). Mary will rewrite purpose and guidelines. Moved by to redirect Could be directed toward people other than mgs. Could be offered to any project—not just mg project. Mary will get a committee together to work on guidelines.

B. Budget

Connie presented the budget after reviewing the last few years. Last year we didn't do volunteer screening, but they cost \$10 per for 65 people this year—state requires screening every 3 years. All Master volunteers must be done and state has a list. No longer just if you work with children. Interns filled out forms yesterday. \$500 for riding the rails. Liability insurance for the board -- \$1000/year. Umbrella insurance is \$900/year. We would not need additional event insurance. (Connie is still checking with other mg groups.) SWAT isn't in the budget because connie is proposing TH scholarship go to it.

Projects (1410) broken out. 3000 for Sandy Reed for garden shop. Expect to double that. Plans for booth at redbud and other events.

Budget for plant sale—higher expenses as well as higher income budgeted.

Shirley said last year plant sale had \$2500 budget, but we had a presale of roses and plants and money was reinvested and spent on plants for public sale. Security was an expense last year. Budget includes printing, signs, security, etc this year and will try to trim costs this year with DIY to purchase more plants. Table rental and security are two biggest costs. Clarice Luce's daughter works for the police dept, so might be a security resource. Marti Wingo was a police officer, as was Martin.

Donna mentioned that magnets have been popular and are almost gone. Cost was approx. \$300 last year. Was under publications last year?? Mary asked if publicity costs should go under projects or publicity, and Connie said project. Suggested that magnets go under publicity (only 100 now, since costs were transferred to each project.) Connie will find a spot for magnets.

Zoe mentioned that we have reserve funds that members ask what we are doing with it. Does budget have to balance? Zoe requested that we use \$1000 for seed money for the demo garden. We expect to get other donors, but we need money to get started. (from reserve funds, probably). Connie is agreeable to this. Zoe proposes adding this to the budget that the membership will vote on next week. Carolyn asked if the demo garden will eventually generate income, and Zoe replied that there are discussions

currently in progress about that. Zoe said that we can start next month and could be educating people next month. Carolyn suggested that we also put the income expectations in the budget, in addition to the \$1000 expenses. Cindy said there is a brainstorming meeting on fundraising this Friday, but much of this is to build garden above the \$300 allocated in the budget. Maurine asked if we know what rules are about raising money on county property. AgriLife rules? Fees? We can't charge for training but we can sell stuff.

Connie: modify budget to put \$500 in income and add \$1000 → \$1300 expenses for demo garden. Also \$650 for screening and put magnets (as last year \$400→520) in publications.

Motion to approve the budget with these changes by Mary Morrow.
Second by Annell. No additional discussion. Vote passed with only Martin objecting.

C. Other

a.

VI. ANNOUNCEMENTS/GROUP DISCUSSION

- A. State Conference Delegate Second Martin will be paid for. If Martin cannot attend; do we need a backup? No, we will deal with that if it happens. We need alternate delegates to the state convention—anyone interested contact Connie.
- B. Mentors – Maurine LeBeau Maurine said first day class was very smooth.
- C. Spring Tour – Carolyn Tinner We have 5 gardens: Patsy Day (Pilot Point), Laurel Wallace (Cross Roads) Point, Terri Smith (Flower Mound), Imogene and Don Wier (Denton), and Brent Bloechle (Double Oak). The Wier's live near the plant sale. Sue and Janie will help with publications.
- D. Plant Sale - Shirley Manfredi plant to meet on Friday. Inventory of resource room. Linda Krimm will consult on plant sale. Have gotten on delivery schedule of major nursery. Renee will go on pre-tour on the 8th. Carolyn and Shirley will host kickoff on 12th. On the 10th, monica will give pre-sale of roses and marlene will talk about passalongs. Brownbag on the 16th. On 23rd monica and Shirley about passalongs, roses, etc. Take orders, etc at the March membership meeting.

Last year we discounted \$1/\$10 if they had a tour ticket or bought one. Was popular. Should we do that again? Last year sold \$1200 tickets at sale. Shirley will have tickets at the cashier and have it on the invoice. Consensus is to do it again. Shirley will add a line on the form for discounts and tickets so that we can track. (Last year we didn't keep receipts, so we can track this year and Shirley will spreadsheet.) Carolyn is still looking for a captain for Brent—he works so probably weekends.

Annell said that plant sale was picked over early by member presale last

year. Shirley said there will be no presale this year, but will offer perennials and roses to order this year. Chamblee's has \$1000 minimum order (@\$4.50-4.75/each for roses) to get them delivered. Last year we piggy backed with Grapevine to make minimum—and this time we can't, so may be tight to get minimum. If we don't have them delivered, we will need to figure out how to get them.

Intern Class – Zoe Broxson Great class. We want to offer them logo clothes, and Zoe needs to find out from Donna when. Brown bags being scheduled with project managers. Should we do a mini board meeting for interns? Maybe in March? Well received last year. Zoe said March 16, 30, April 13 open. Try for March 9th at 12:00.

- E. Demonstration Garden – Zoe Broxson, Cindy Reese, Anita Fund raising meeting on Friday at 10 at extension to brainstorm. Anita is second in command PM and Zoe is consulting on PM. Plans to start work in March. Already have potential donors. Ben E. Keith. Contributors need a copy of our 501c3 letter. Shirley has a copy. Anita is working on a detailed breakdown of expenses/plans.
- VII. OPEN DISCUSSION
- A. Mary rototeller deadline is Feb 12.

The meeting was adjourned at 12:37 P.M.