

**DENTON COUNTY MASTER GARDENER ASSOCIATION
BOARD MEETING
July 28, 2010
Extension Office Conference Room
9:30 a.m.**

Meeting Purpose: Discussion of ideas about how to handle vacancies on the board due to the resignation of Connie Gregory as President and Martin Richards as Vice President, in preparation for the regular Board Meeting on 8/4/2010.

Open discussion of the recommendations from this meeting will be welcome by all members attending the board meeting on 8/4. Following the discussion, there will be a vote by the elected members of the board. We encourage participation by all.

In attendance were Annell Burns, Sue Hudiburgh, Janet Laminack, Shirley Manfredi, Brenda Wellenreiter, Linda Williams, and Donna Wolfe.

The meeting was called to order at 9:25 A.M by Janet Laminack.

- I. Janet briefly outlined the relationships between the Extension, the Master Gardener organization, and the County Horticulture Agent.
- II. Discussion of how we address the remainder of 2010 and Elections for 2011:

Immediate Concerns:

A. Check signatures – options and how to move forward:

Currently, the bylaws specify that the President's signature must be on all checks, in addition to the Treasurer's signature, and the checks we use require two signatures. Shirley has researched options.

- 1. From a control standpoint, the CPA who does our taxes has said that our practice of reviewing all income and expenditure activity monthly at the board meetings provides good control, so that the requirement for two signatures isn't really necessary.
- 2. The bank has no requirement that we use double-signature checks with our account as a non-profit organization.
- 3. Due to a printing error by the bank, we already have single-signature checks for our account that have never been used. Shirley still has those checks.
- 4. Shirley suggested that we move to a single-signature process, perhaps with a cap on the amount of the check, such as \$1000. Disbursements over the cap amount would require approval by email, so that we have a record.
- 5. Currently, only the President (Connie) and Treasurer (Shirley) have signatures on file at the bank. We need an alternate person to have the authority to write checks in the event that the Treasurer is unavailable. It was proposed that the Member At Large be added to the signature authority at the bank.

Shirley will propose to temporarily allow a single signature with a cap, along with alternate authority for the Member At Large, at the meeting on 8/4.

- B. Chairing/presiding over the balance of the board and general meetings for 2010.
Some options discussed:

1. We could begin the search now for a new President and Vice President to serve the remainder of 2010. This might not be easy, and the nominating process for the 2011 board is due to take place soon, in the fall.

According to the bylaws, "In the event a vacancy occurs on the Board a person approved by majority of the Board and the CEA-Horticulture shall fill such vacancy for the remainder of the term.", so anyone who is interested in serving or nominating someone to serve should contact Janet, preferably before the meeting on 8/4.

2. We could leave the top two positions empty for 2010 and rotate chairmanship of the meetings monthly between the remaining board members. General meeting agendas could be set at the board meeting preceding the general meeting.

This seems like the most practical approach, given that the year is more than half over. Linda volunteered to chair the August meetings and Annell offered to take September. Annell will compose an email to send to the members to introduce the idea.

We will propose this solution for discussion at the meeting on 8/4.

Other ideas that we might discuss further at Retreat or a general meeting:

1. Rotating chairmanship of the meetings could be made permanent if it works well.
2. We could change our board structure to a "Board of Directors" with a "Chairman of the Board" rather than a President. The board could consist of a group of "directors", who each oversee individual areas. We could also have 'co-chairs' so that we have backups for the directors.
3. Should we consider changing our custom of requiring the VP to become the President the following year?

C. Projects that we need to address:

1. Donna will pull together a complete list of projects and will send out an email to ask PMs for updates.
2. Projects that need to be addressed for the remainder of the year:
 - Cool Shade for the 3rd Grade
 - InfoFest
 - RoundUp
 - Retreat
 - Class 2011 Coordination and Implementation
 - Nominating Committee/Election of Officers 2011
 - Christmas Party
 - Graduation
 - Hosting
 - Awards
 - Garden Tour 2011
3. Projects currently working or proposed that we need to discuss:
 - Demo Garden The DIG (very visible)
 - Children's Community Garden
 - SWAt
 - Website
 - Flower Mound – Community Garden at Green Acres Farm

The meeting was adjourned at 11:05 A.M.