



**Fort Bend County Master Gardeners, Inc.  
Board of Directors Meeting  
February 14, 2007**

**Attendees –**

*Board Members Present:* Glenn Dresner, Mary Beth McCaughey, Sallie Bourgeois, Peg d’Hemecourt, James Buckley, Marilyn Almon, Lynn McKillop, Carolyn McDaniel, Brenda Dresner, Mike Greenwood, and Nat Gruesen *via phone*.

*Board Members Absent:* Barbara Brannon, Ginny Grant

*Cooperative Extension Staff Present:*

CEA-Horticulture - Mark Countryman  
Master Volunteer Coordinator – Margo McDowell

*Quorum Present?* Yes

**Call to Order** – Mary Beth McCaughey called the Board of Directors meeting to order at 9:02 a.m.

**Approval of Minutes** – After a motion by Sallie Bourgeois and a second by Peg d’Hemecourt, the minutes of the January 10, 2007 Board Meeting were approved.

**Appointment of Communications Director** – Mary Beth announced that Lynn McKillop had agreed to serve as Communications Director for 2007. Sallie made a motion, seconded by Brenda Dresner, to appoint Lynn to the position. Approval was unanimous.

**Officer and Committee Reports:**

Treasurer – Mike Greenwood

- Mike presented the January 2007 Profit and Loss Statement to the Board. A copy is attached to the minutes.
- The bank register balance as of January 31, 2007, was \$49,022.47.
- Mike reported that fruit tree sale proceeds of \$44,146.50 were deposited. This amount included pre-sales, books, and fertilizer sold.
- Mary Beth reported that 422 invoices were used and that 95% of the merchandise was sold. The rise in sales and attendance was attributed to increased publicity.

President – Mary Beth McCaughey

- Mary Beth announced that the Spring 2007 class would begin on February 14.
- She asked that all comments regarding the Fruit Tree Sale be directed to Barbara Brannon, Fundraising Director, for use in future planning.
- The Plants in the Classroom Committee held a teacher in-service training on February 12.
- Mary Beth reminded Board members to use “FBMG” in the subject line of all emails.

#### Vice President - Peg d'Hemecourt

- No report.

#### Secretary – Marilyn Almon

- Marilyn announced that the December 2006 minutes had been amended and were ready to be sent to Robert Goehring, FBCMG webmaster, for website posting.

#### Awards – Carolyn McDaniel

- Carolyn announced that the state awards had been submitted.
- Sallie added that she would be attending the state awards committee meeting March 15 and 16. Winners will be selected at that time. She will be ordering extra award plaques this year to ensure having enough plaques available in the event of ties.
- Mike questioned the payment of state dues. Mary Beth made a motion, seconded by Marilyn, for a check to be sent to Texas Master Gardener Association for \$262 (131 members as of February 15 @ \$2 each). The motion was approved.
- Carolyn commented that FBCMG did not submit either a mass media or a publication award entry for 2006.

#### Communications – Lynn McKillop

- Lynn presented the website status report from Robert Goehring, FBCMG webmaster, which is attached to the minutes. The old website is still online.
- Lynn stated that Robert anticipates that website revisions will be completed by March 1st. Peg suggested placing an “under construction” message on the website in the interim.
- Sallie will send pictures taken at the Fruit Tree Sale to Robert for posting on the website.
- Lynn will be handling publicity. She received a list of contacts from Dea Friloux, who formerly handled publicity, and will consult with Mary Beth on the contact list. Lynn asked Mary Beth to continue handling the publicity for the Perennial Sale in March.
- Brenda mentioned using The Spotlight, a free newspaper available throughout town, for publicity.
- Mary Beth will continue as editor of The Grapevine. Articles for the next issue will be due by the last week of February.

#### Community Relations – Brenda Dresner

- Brenda stated that she was working on post-February programs for the monthly meetings.
- It was announced again that the monthly master gardener meetings will be held on the third Thursday of the month beginning in March.
- David Lobpries, from Texas Parks and Wildlife, will speak on Waterfowl and Wetlands on February 22, 2007.
- Mary Beth commented on the effectiveness of tying the January program to the Fruit Tree Sale. Peg suggested coordinating the February speaker next year with the Perennial Sale in March.
- Brenda stated that she is trying to schedule programs at least 12 to 14 months in advance.
- In the Garden Seminar planning will begin soon.

### Fundraising – Barbara Brannon

- Barbara was not present.
- Mary Beth commented that the planning committee for the Fruit Tree Sale would have a follow-up meeting during the week of February 19th.
- Mary Beth thanked people for handling equipment for the sale. She said that there is a need to purchase new 8 foot tables for future sales, especially since it is easier for customers to view the Perennial Sale stock when it is placed on tables. The budget line for Fundraising Tools and Equipment will need to be evaluated. Tables will also be needed for the future outdoor education center.
- Glenn pointed out the importance of storing tables properly to protect them from the weather.
- Margo McDowell stated that Ginny Grant is researching tables with adjustable height features for the Junior Master Gardener program.
- When questioned about obtaining new tarps for wind abatement at the sales, Mary Beth commented that the planning committee would handle that task.

### Greenhouse – Glenn Dresner and James Buckley, co-chairs

- James and Glenn reported that progress is being made in the greenhouse.
- Seeds and cuttings are in place under the misting tent. Collaboration with Doug Staff and experimentation with the nozzles are ongoing to achieve the optimal flow of mist. The misting tent needs to be reconstructed.
- Sunshine mix #3 and slow release fertilizer have been ordered. Materials will be stored in labeled containers.
- Master gardeners are working in the greenhouse on Wednesdays and it is hoped that Wednesdays will become the informal greenhouse workday.
- James reported that the group picture of Board members who visited the Museum of Natural Science in December was published in the MNS newsletter.
- James is sharing information that he obtains as a volunteer at the MNS greenhouse with FBC master gardeners in the FBCMG greenhouse.
- Materials are onsite for repairing the greenhouse roof. Utilizing his past experience, Mark Countryman will advise on this project. Volunteers and good weather are the remaining requirements for job completion.
- Ficus trees are occupying valuable space in the greenhouse and need to be relocated.

### Member Relations – Sallie Bourgeois

- Sallie reported that there were 131 certified members as of February 14 and that membership renewal pace is similar to prior years.
- Renewing members will receive membership cards for 2007.
- A new password will be sent out soon for the Members Only section of the website.
- Mary Beth added that the list of businesses offering master gardener discounts should be assessed and updated since it was clear that no definitive list exists. Once it is current, the list should be made available to certified members.
- Peg inquired about the possibility of acknowledging and possibly promoting these businesses on the website and in The Grapevine. Mary Beth commented that this would have to be taken under consideration later since it has not previously been the policy to accept advertisement in either media form.

### Youth Activities – Ginny Grant

- Ginny was not present.
- Margo reported that 22 fourth and fifth grade teachers participated in the in-service held on February 12 which was coordinated and presented by the Plants in the Classroom committee.

### Landscape – Nat Gruesen - via phone

- Nat reported that due to the unpleasant weather, only 12 people attended the February workday.
- Cheryl Huber will be moving and a replacement chair will be needed for the Japanese Garden.
- Valerie Mazzagatti will chair Yardwise and will be assisted by Diana Montiso.
- A Water Garden chair is still needed.
- Nat reported that he and Vince Mannino walked the gardens to select a site for the future rainwater harvesting project. Under consideration is the area between the barn and the Vegetable Garden, but Extension approval will have to be obtained.
- Pete Pavlovsky will remain as the Vineyard chair until a replacement chairperson can be found.
- There is still no replacement chairperson for the Herbal Knot Garden.
- Nat announced that a Landscape Design seminar would be held on Saturday, February 17th from 9 to 12 to offer advanced training hours. Mark Fox will be the presenter and 33 master gardeners have registered to attend.
- Nat commented that there was positive response to the January workday advanced training. He has not received any negative feedback about the increase in the volunteer hours requirement for 2007.
- Mary Beth asked Nat and Mark to work together devising a plan to integrate citrus into the gardens.
- Mary Beth challenged the garden committee chairs to contact members who have volunteered for their committees. She suggested having a website bulletin board so that members could monitor activities and be responsible for their own participation.

### **Cooperative Extension Advisor Reports:**

#### CEA-Horticulture – Mark Countryman

- Mark recounted his first experience with the FBCMG Fruit Tree Sale and estimated that 1000 people attended.
- He continues to work on gaining public awareness for Extension.

#### FBCMG Master Volunteer Coordinator – Margo McDowell

- Margo announced that 24 people have registered to attend the Spring 07 Master Gardener training class that begins on February 14, 2007, at 6 pm.

### **Standing Committee Reports:**

#### Governance Committee

- The committee met on January 30 to update the Operations Manual.
- Proposed revisions made by committee members Sallie Bourgeois, Barbara McCormick, and Marilyn Almon were submitted to the Board.
- After Board members discussed the revisions, Brenda Dresner made a motion, seconded by Lynn McKillop, to accept all of the proposed changes with the exception of Section 29, Ownership of Educational Works. Section 29 will be tabled for future consideration by the committee. Approval was unanimous.

- The February 14th updated version of the Operations Manual will be distributed to the Spring 2007 class.
- Glenn requested that guidelines for the Speakers Bureau be written and added to the Operations Manual as an appendix. Brenda will formulate the guidelines.
- During the discussion of the revisions, Mary Beth stated that the Texas Cooperative Extension logo should be used on all master gardener presentations.
- Content of all programs presented by master gardeners must first be approved by Mark or Margo before presentation.
- Mary Beth also mentioned the need for new procedures for chemical control, as well as communication making master gardeners aware of previous chemical usage in the gardens. Mark, Nat, Glenn, and James will collaborate on a possible solution to this issue. Glenn suggested publishing an article in The Grapevine reminding members that the gardens are public gardens and not just master gardener gardens. Mark is working on an article explaining why the term organic does not necessarily mean nontoxic.

### **Old Business:**

#### Open Garden Days –

- Peg, Nat, Mary Beth, Glenn, James, and Margo serve on the committee.
- Open Garden Days would provide an opportunity for the public to visit while master gardeners are present in the gardens on workdays. The Hotline would be staffed to answer questions.

### **New Business:**

- Margo reported that the most recently purchased laptop is operating slowly. She posed a question about obtaining a wireless internet connection. Margo, Lynn, and Mary Beth will assess the situation with both laptops and explore costs for servicing and updating.
- Sallie presented a survey form, designed by Peg, for members who chose not to renew in 2007. Board members agreed that the survey form would be a good way to obtain feedback. Mary Beth suggested sending out the membership renewal letter with the survey just in case members changed their minds about renewing. Margo requested that Entomology be added to the list of volunteer opportunities on the registration materials.
- Margo requested that a survey form be sent to renewing members to obtain ideas and input. Sallie will work on this form to be sent out at midyear.
- The 2006 Financial Review report was sent to board members via email prior to the Board meeting. The report is attached to the minutes.
- Marilyn will send a reminder to everyone to electronically route all reports to all members of the Board in advance of the monthly Board meetings.
- There will be a high level financial report presented to the membership at the March monthly meeting. Mike, Marilyn, and Mary Beth will be responsible for the report.
- The May Board of Directors meeting is tentatively scheduled to be held in the evening rather than at 9 a.m.

The next Board meeting will be held on Wednesday, March 14, 2007 at 9:00 a.m.

There being no further business, Brenda made a motion, seconded by Sallie, and approved by all, to adjourn the meeting at 12:05 p.m.

Respectfully submitted,  
Marilyn Almon  
Secretary, Fort Bend County Master Gardeners, Inc.

## Website Update

**From:** Robert Goehring [mailto:ctmcm.retired@gmail.com]  
**Sent:** Tuesday, February 06, 2007 7:36 AM  
**To:** 'Lynn McKillop'  
**Cc:** Mary Beth  
**Subject:** RE: MG Website

Lynn,

Here are some things I'm working on with the FBMG website:

- Revising all public pages to include flowered background. Additionally, changing font colors to meet W3C standards
- Revising all public pages to include common heading and common footer. Will ensure all pages have links to Member's Page, Site Index, Contact Us, Upcoming Programs, Our Garden Photos, and Hotline and FAQ. This will give the site a common look on every page.
- Reworking FAQ pages. Will submit pages to Hotline and Mark the Horticulturist for completion and accuracy checks.
- Reviewing and will revise Member's section. Some changes will include backgrounds, common headers and common footers.
- Investigating the feasibility of adding a search engine for FBMG site only.
- Removing extraneous files from the server including .WAV and .PPS.
- Verifying every link on every page manually to remove dead links.
- Changing all references to "Association" to "Fort Bend Master Gardeners, Inc."

Changes will be rolled out at one time for public pages. In other words, once I get the all of pages changed, I will upload all at the same time. I will update dead links when I find them.

Hope this helps you in your presentation. If there are any suggestions or recommendations, please let me know.

Robert

February 12, 2007

#### Greenhouse Report for FBMG Board Meeting

- Propagation heating pads with temperature controller have been installed on misting table. New mist nozzles have been installed to check if they can provide better watering of the new plant seeds and cuttings.
- The plastic for the greenhouse is on site and awaiting the right weather conditions for installation. FBMG volunteers will install this roof with the assistance of Mark Countryman. Mark has experience in this area because of his ownership of a nursery and greenhouse facilities.
- Bins have been put in place in the greenhouse to store Sunshine #1, Sunshine #3, and Osmocote fertilizer. (These bins will be labeled on the lids for better identification.) These materials will be used for starting new seeds and cuttings with the Sunshine #1 and the Sunshine #3 will be used for transplanting these plants once they have taken root.
- FBMG members are starting to use the misting table to start their seeds and cuttings. Approximately 80% of the table is being utilized at this time.
- Two tables have been assigned to FBMG Chair persons to use.
- There has been an exchange and teaching by FBMG on how to best plant seeds and propagate plants from cuttings. James Buckley, Becky Smith and Cliff Bergman have been sharing their experiences and information on these two areas.

Submitted by Glenn Dresner and James Buckley, Co-chairs - Greenhouse Committee



## Fort Bend County Master Gardeners, Inc.

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### INFORMATION SURVEY

Dear Former Member of the Fort Bend County Master Gardeners,

We are sorry that you did not renew your membership to the Fort Bend County Master Gardener organization in 2007. It is disappointing to lose a member, because we know that you have devoted your time to taking the master gardener class, and devoted your talents to FBCMG.

We would like to know why you have decided not to renew your membership. By gathering this information from former members, we can identify areas for improvement as we strive to strengthen the organization.

Please complete the following questionnaire and return it to the FBCMG office, either by mail, fax or in person, by [date]. Your response may be anonymous, if you wish. Thank you, in advance, for taking a few minutes to provide us with your feedback.

Sincerely,

Sallie Bourgeois  
 Director, Member Relations

**Reason(s) for not renewing my membership in 2007 (check all that apply):**

<input type="checkbox"/>	Moved out of Ft. Bend County
<input type="checkbox"/>	Re-certification requirements for advanced training are too great (12 hours/year)
<input type="checkbox"/>	Re-certification requirements for volunteer service are too great (24 hours/year)
<input type="checkbox"/>	New requirement that 8 hours of volunteer service be in demonstration gardens or hot line
<input type="checkbox"/>	Dues are too high (\$15)
<input type="checkbox"/>	Live in Ft. Bend County but too far away from county Extension facilities
<input type="checkbox"/>	Disappointed with advanced training opportunities (Please explain below)
<input type="checkbox"/>	Disappointed with volunteer service opportunities (Please explain below)
<input type="checkbox"/>	FBCMG failed to meet my expectations in other ways (Please explain below)

**Comments (continue on back if necessary):**


Class of \_\_\_\_\_ [insert year]

Name (optional): \_\_\_\_\_

## MEMO

To: Marilyn Almon  
From: Diana Jetter-Herring and Donna Martin  
Date: February 8, 2007  
Subject: 2006 Audit of Master Gardener's Financial Records

On January 24, 2007, two members performed a random audit on the 2006 Master Gardener's Financial Records as kept by the organization's treasurer, Marilyn Almon. The tested areas were:

1. Cash receipts, deposits and disbursements and record of same. The deposit dates were regular and the receipts agreed with the deposit slips.
2. List of receipts as compared to the deposit months for January 13, 2006 and February 23, 2006.
3. Check disbursements dated January 24, 2006, check No. 2332 in the amount of \$464.62 and November 11, 2006, check No. 2536 in the amount \$22.06.
4. Bank reconciliation started with the bank statement balance and reconciled to the general ledger. One check for \$9.54 was voided when it was reported lost by Payee. The Treasure was instructed by the Payee not to reissue a second check.
5. Deposit amounts tested to the general ledger.
6. Approval of disbursements by Mary Beth McCaughey.
7. Authorized payee signatures on checks.
8. Legitimate expenditures were observed.

It was our opinion that the 2006 FBMG treasurer records reflect a well organized accounting of the cash receipts and disbursements for this organization. All transactions were dutifully performed correctly within the policies and ethical considerations of the organization. Also financial requirements complying with a non profit organization were performed to the highest standards.

Marilyn Almon cooperated with providing the information as requested and she exhibited proficiency for researching the organization's information within the Quickbooks program that she had created. The Fort Bend Master Gardeners are very fortunate to have her as their financial officer.

With pleasure we submit this audit.