



**Fort Bend County Master Gardeners, Inc.  
Board of Directors Meeting  
January 13, 2009**

**Attendees –**

*Board Members Present:* James Buckley, Robert Goehring, Peg Turrentine, Nat Gruesen, Marilyn Almon, Ginny Grant, Glenn Dresner, Brenda Dresner, Jane Gray, Cindy Fairbanks, and Susan Peacock.

*Board Members Absent:* Mary Beth McCaughey, Jodie Douglass, and Barbara Brannon.

*AgriLife Extension Advisor Present:*

Master Volunteer Coordinator, Fort Bend County – Margo McDowell

*AgriLife Extension Advisor:*

CEA - Horticulture – Open position

*Quorum Present? Yes*

**Call to Order** – Nat Gruesen called the Board of Directors meeting to order at 6:42 p.m.

**Approval of the Minutes** – After a motion by Brenda Dresner and a second by Peg Turrentine, the minutes of the November 12, 2008, Board meeting were approved by all.

**Officer and Committee Reports:**

President – Nat Gruesen

- Nat welcomed the new Board members Peg Turrentine and Susan Peacock in the positions of Treasurer and Secretary, respectively.
- Nat also thanked Marilyn Almon for remaining on the Board by accepting the position of Member Relations Director.
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Vice President – Glenn Dresner

- No report.

Secretary – Susan Peacock

- No report.

#### Treasurer – Peg Turrentine

- Peg reported that she has been working with Mike Greenwood and QuickBooks to prepare for her duties as treasurer.
- Peg also brought up for discussion the application for a Sam's Club membership for FBCMG. The annual fee is \$35.00 and will allow two specified Board members to purchase supplies/materials at a discount and avoid sales tax. Discussion was held and it was decided to proceed on purchase of the membership and to list Jodie Douglass as the initial cardholder with a second cardholder to be determined at a later time. After a motion by Ginny Grant and a second by Marilyn Almon, the decision was unanimously approved.
- Peg stated that she would need a check request for this application fee and for stamps.

#### Past President – Mary Beth McCaughey

- Mary Beth was not present at the meeting but sent word that she was working on the Fruit Tree Sale.

#### Awards – Jodie Douglass

- Jodie was not present at the meeting but her report on the Awards Banquet is attached to the minutes.

#### Communications – Robert Goehring

- Robert announced that Barbara Buckley was asked and has agreed to serve as backup to him in his absence for FBMG.com operations. She will access the website when necessary and make changes when he is unavailable. He will be working with her to familiarize her with these functions.
- Robert also asked that more photographs of garden activities be sent to him for posting on the web site. He requested these in a .jpg format and asked Cindy and Jane to communicate this to garden chairs.

#### Community Relations – Brenda Dresner

- Brenda reported that the January speaker for the FBMG monthly meeting is Ray Sher from Urban Harvest who will present a 2-hour long program entitled Care of Citrus and Fruit. This meeting is being held on the fourth Thursday, January 22nd, rather than on the third Thursday of the month. Board members are invited to meet with Ray for dinner at McAlister's at 5 pm before the meeting.
- Brenda is waiting on confirmation for a speaker for the February meeting which will held on February 19, 2009.
- The topic for the March meeting on March 19, 2009 is Water Conservation with a speaker from the Brazos River Authority (BRA).
- Brenda reported that the Green Thumbs seminars are going well. Marilyn Almon gave a very popular presentation on propagation in January. In February, Jeff McMullan will present a program on Fruits and Nuts.

### Fundraising – Barbara Brannon

- Barbara was not present but Brenda Dresner gave a report on preparations for the upcoming Fruit Tree sale on February 14<sup>th</sup>. There will be a mandatory meeting for sale volunteers on Tuesday, February 10<sup>th</sup>. A pot luck supper will begin at 5:30 pm followed by a presentation by Heidi Sheesley on the sale plants from 6:30 – 8 pm and a business meeting by Barbara at 8 pm. Pre-orders will be taken from volunteers only. Set-up for the sale will be held on February 13<sup>th</sup>, the day before the sale. The sale will be held from 9 am – 1 pm on the 14<sup>th</sup> with a pre-sale talk by Heidi from 8 – 9 am. A hotline table will be offered again at the sale. For safety reasons, security is being requested between 8:30 am and 2:30 pm the day of the sale.

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

- The greenhouse report is attached to the minutes.

### Landscape –Cindy Fairbanks and Jane Gray, co-chairs

- Cindy and Jane reported that they have been working with the budget and “pruning” committee requests in line with the proposed 2009 Budget.
- Cindy reported that the soil meter for the gardens has been ordered, received and given to Margo.
- A date sometime in February will be set to put mulch around the garden’s trees. This is anticipated to require approximately 8 yards of mulch.
- The subject of the sprinkler system needing an overview evaluation was introduced and Margo will send an email to Jim regarding this. There was discussion among Board members of the desirability of educating the garden committee chairs on the functioning of the sprinkler system to take an increased role in its proper use. This will be communicated to the garden chairs by the co-directors and a time for an advanced training session in this investigated.
- Discussion on the proposed fence was tabled for future discussion as needed.

### Member Relations – Marilyn Almon

- Marilyn reported that she has received the 2009 dues payment for 128 out of 165 FBCMG members and Board members congratulated her on her hard work in getting this return.
- She reported that the return by members of the survey form has been <25%, however, with little information supplied in general. Feedback on this has been that the survey requires too much time.
- Marilyn is working on updating the membership roster spreadsheet with email addresses and current information as she receives renewals from certified members. She will continue to update the file as renewals are received and information changes. Complete information from the spreadsheet will be made available to Board members and a condensed version will be posted on the Members Only page for certified members.

- The password for the Members Only page of the FBMG website will be changing this week. Newly certified members will be receiving this password on Friday.

#### Youth Activities – Ginny Grant

- Ginny's report is attached to the minutes.
- Ginny reported that the meeting with Sheffield Elementary had to be rescheduled.
- The Katy Home and Garden Show is scheduled for next weekend on January 24 - 25, 2009 and the potting shed activity for kids will be given.
- *Trees Across Sugarland* volunteer activity will take place this year on January 31, 2009. It is expected that this will again be a popular family and scout activity.
- Ginny reported that the JMG Day Camp is being scheduled for the week of June 6 – 12, 2009.

#### **Standing Committee Reports:**

##### Governance Committee

- No report.

#### **Extension Service Advisor Reports:**

##### CEA – Horticulture – Open

##### Master Volunteer Coordinator, Fort Bend County – Margo McDowell

- Margo reported that the application for the Fall 2009 class will have the authorization for YPS background check attached to it.
- Four applications for the Fall 2009 have been received to-date
- Margo reported that there have been an increasing number of requests of the Speaker's Bureau for speakers recently.
- Margo told the Board that the decision was made to participate in the Katy Home and Garden Show this year, possibly for the last time. There will not be a booth but the potting shed activity for kids will be offered.
- The Cabbage Canning class will also be offered on January 24<sup>th</sup> and 8 -10 people have signed up.
- Margo reported that Texas Ag Expo will be taking place in April and the next planning meeting will be held on 2/20/09 or 2/24/09.
- Margo will be giving a program on FBCMG to the Welcome Wagon organization.

#### **Old Business:**

##### 2008 Unfinished Business

- The FBCMG 2008 Unfinished Board Business as of November 12,2008 list was discussed.
  - The following items were removed as completed:
    - # 1 Website warning about links; reference Children's Privacy Protection Act

- # 7 Obtaining a metal sign between buildings
    - #13 Posting entomology info on website
  - Remaining items were discussed and various Board members volunteered to research/be responsible for the following items:
    - # 3 Master gardener opinion surveys – Marilyn
    - # 4 Creating hour options for physically limited master gardeners – Margo
    - # 5 Hospitality committee for workdays – Marilyn and Margo
    - # 8 Change of monthly meeting hours – Brenda
    - #10 Create office and garden equipment inventory – Margo
    - #12 Implement mentoring program – Margo
    - #14 Removal of two diseased citrus trees – Cindy and Jane
    - #15 Outdoor classroom dedication – Brenda
    - #16 Flag design contest guidelines – Brenda
    - #17 Create storm prep check list for website – Cindy and Jane
    - #18 Updating of Operations Manual for website posting – Marilyn
  - Other items were held for later review:
    - # 2 Guidelines for future cases of endorsement
    - # 6 Obtaining a garden historian
    - # 9 Guidelines for Outdoor Classroom usage
    - #11 Equipment manager for workdays
    - #19 Other
- Nat will create an ongoing table of Unfinished Business items for Board review.

### **New Business:**

#### Approval of 2009 FBCMG Budget

- Nat reported that he had sent the latest update to the 2009 Budget earlier in the day and in addition to the changes discussed and made during the budget meeting, there have been adjustments to the demonstration gardens included.
- Nat asked Cindy and Jane to communicate to the garden chairs that budget trims have been made in line with historic spending and they should spend funds as approved. Review and adjustments will be made as needed during the year.
- A motion to accept and approve the 2009 Budget as amended was made by Robert, seconded by Brenda, and approved by all.

#### Fund Raiser – Potting Tables

- Glenn reported on the inquiry made about offering potting tables from the prototype made by Cliff and himself for sale as a fund raising source. He stated that material cost for the potting table was \$62 and \$10 for the potting stool. He estimated eight manual work-hours for the table and two for the stool, incurring a labor cost of \$59.

- The idea was discussed by the group and the decision made that this project was not worth the demand on Glenn and Cliff's time and should not be pursued.

After a motion by Nat, seconded by Brenda and approved by all, the meeting was adjourned at 9:15 p.m.

The next regularly scheduled Board meeting has been moved from its regularly scheduled date to be held on Wednesday, February 11th, at 6:30 p.m. in the Extension annex kitchen.

Respectfully submitted,  
Susan Peacock  
Secretary, Fort Bend County Master Gardeners, Inc.  
Amended and submitted 2/17/09

#### First Addendum to the Board Meeting Minutes – Approval of 2009 Director Positions

On January 21, 2009, Nat sent out an email request for a vote of approval for the following director positions:

- Awards – Jodie Douglass
- Communications – Robert Goehring
- Community Relations – Brenda Dresner
- Fund Raising – Barbara Brannon
- Greenhouse – James Buckley and Glenn Dresner
- Landscape – Jane Gray and Cindy Fairbanks
- Member Relations – Marilyn Almon was approved via e-vote in 12/2008
- Youth Activities – Ginny Grant

## **Awards Committee Report**

Closing Report ---

### **2008 – AWARDS DINNER**

Tuesday, December 10<sup>th</sup>, 2008

Committee Member set-up began @ 3pm, 6 Associates arrived @ 5pm, MG's w/ guests began arriving about 5:30 & 6:00pm. Dinner was served @ 7:00pm, program began @ 7:45pm and was completed @ 9:30pm followed w/ cleanup. Closedown/lock-up @ 10:30pm.

Attendance: 73 Master Gardeners w/ 11 Guests & 6 Associates = 90 total

Eleven round tables were used for seating & eating (8 people @ ea/table w/ small overflow). Two long tables were used for deserts; one long table was used for the drinks; three long tables were used for salads, sides & the meat. One extension cord w/ multiple plugs was provided for those bringing crock pots/slow cookers. White round tablecloths with square toppers were used on the 72" diameter round tables; white plastic roller paper was masking-taped to the serving tables. Food was set "buffet" style and everyone helped himself or herself with one Associate serving the meat. Because the serving tables/different stations were spread out, the flow was speedy and didn't take over 15 minutes. It was noted that the tables provided for the main course were a bit crowded. Perhaps a 4<sup>th</sup> table would have allowed more space.

Centerpieces were planned for 15 tables with the flexibility to reduce to 11 tables when the final count was made.

Stage decorations consisted of potted plants used in our County Fair exhibit. Because we no longer wanted these plants, they were raffled off at the end of the program using the tickets used at our monthly programs. It is believed that since we have the gift/hand-outs already, no purchased raffled items are necessary unless the same situation arises in the future (i.e.: centerpieces or stage decorations).

Because volunteer hours were being turned in after the cut-off date and the compiling of all MG hour awardees' names onto the program is such a time-consuming, last minute crunch, it was decided that future cut-off dates would stand. Future programs will include only a single-folded page, which will include the cover page w/ the back being a message from our President. Inside will include the evening's program/schedule of events and perhaps an inspirational poem or dates of upcoming events for the future year on the inside back page. Names of those receiving awards can be printed on a separate sheet to be passed out separately and not included on the program. If any hours are turned in after the cut-off date they could be read and awarded at the event, but not printed.

Six Associates helped with the serving: wore dark slacks, white shirts & red Master Gardener aprons. One helped with Host/sign-in table, 5 helped MG's placement of dishes brought, keeping them warm prior to serving, supplying serving spoons, etc. from the MG extra supply (many MG's did not bring serving utensils). Helped serve: coffee (w/ cream & sugar), ice tea (w/o condiments), ice tea (w/lemon & sugar), and water. The Associates helped with clean up & returning all materials to the Annex. Asking the Associates for their help was an excellent idea and their services will be asked for again.

Sign in sheets were created specifically for this event allowing space for the Master Gardener's signature w/ space beside it for their guest's signature (cost \$7/guest). It was decided that the regular sign-in sheets used for the monthly programs would have been sufficient and less confusing. Perhaps charging a guest either \$5 or \$10 would make the process smoother (no change necessary). This charge covers the cost of the meat.

Envelopes containing patches, shirt awards information, & year pins were organized prior to dinner. It was considered more personal if these envelopes were presented during the program, at which time a picture was taken of each group (100 volunteer hours, 200, 300, 400, etc. to 1,000), year pin presentations (3 year, 5 year). The picture taking really didn't involve any extra time and people enjoyed the personal attention given to details.

Barbequed chicken was purchased from The Swinging Door. The Swinging Door required the order be placed one week in advance. They were able to add to the order the small additional amount to match the RSVP's. Meat was picked up at 5:30 and kept warm in the ovens until serving time. Guests' comments concerning our selection of chicken only and its source were all positive. It is suggested that one individual serve the chicken to make sure everyone is served his or her portion.

Invitations were mailed to our Special Guests (Enchanted Gardens, Enchanted Forest, Weatherford Farms, Caldwell's Nursery, Treesearch) the Monday prior to the Friday deadline. These should have been mailed 2 or 3 weeks prior to the deadline – perhaps the week of Thanksgiving).

Invitations were e-mailed to Master Gardeners the Monday following Thanksgiving weekend. Although members had been advised of the set date months in advance, perhaps this invitation should have been e-mailed prior to Thanksgiving.

RSVP's for the dinner didn't really start coming in until the deadline date and continued to the day of the dinner. This made it difficult for the final meat count, tables needed, etc. However, we wanted everyone to attend, therefore, we accepted their RSVP and made contingents for this. Because the weather was really cold that particular evening, it was noted that several people who had RSVP'd decided not to come. Everything seemed to balance out.

Membership forms & surveys were e-mailed out in advance requesting their being turned in the night of the dinner. This appeared to work out really well as many were turned in that night. However, it kept the Treasurer & Membership Chairman quite busy during the evening.

The main program for the evening was a Power Point slide show of "The Past Year in Review." Mac & Barbara Buckley gathered pictures from many sources from the past year and compiled a very personable program in a month-to-month format. Everyone in attendance enjoyed the program. More pictures need to be taken this coming year for any future programs, the Grapevine & our web page.

Canvas Tote Bags were purchased as the special "give away" for attendance to the dinner. These were well appreciated and it is believed those receiving them will use them. We purchased 200. However, since the attendance at the 2007 Awards Dinner was less than 100 (including guests) and the attendance at this 2008 Awards Dinner was less than 100 (including guests) we believe we should have purchased only 125 maximum.

In order to curb future costs of renting tablecloths (\$200+ total), they were purchased for \$273. Their professional cleaning after the dinner was \$204. Perhaps having these professionally cleaned wasn't a great idea. This cleaning cost needs to be accounted for in future budgets or committee members commit to taking them home to wash. Because the holidays were upon us, because we saw the completion of a successful dinner, no one was in the mood to face washing & ironing 15 huge tablecloths w/ toppers. However, it has been noted that when a tablecloth is washed & removed immediately from the drier and hung on its hanger, no ironing is necessary. This needs to be relayed to whomever uses them in the future – thus, a sizable savings from future budgets.

The Awards Dinner Committee (consisting of 7 members) held only 2 physical planning meetings while any additional questions, suggestions, need for assistance was relayed between the members via e-mail. It is believed that no additional physical meetings were necessary. However, for future planning purposes, it is advisable to hold the first planning meeting during the later part of August so that all details are wrapped up prior to the County Fair and Thanksgiving.

Our expenditures for 2008 are attached below. Our budget for 2008 was \$2400, our expenditures for 2008 was \$2421.21. However, \$819.31 doesn't apply to 2008, therefore, a 2009 budget of \$2400 is sufficient.

It has been suggested by this committee that the 2009 Awards Dinner be set for Tuesday, December 8<sup>th</sup>.

Submitted by:  
 Jodie Douglass  
 Awards Chairman

## 2008 - Awards Dinner Expenditures

Meat	\$222.75	
Guest Dinners Paid	-\$119.00	
<b>Total Food Costs</b>		<b>\$103.75</b>

Tote Bags	\$495.00	
*Give-Aways 2007	\$789.14	
Vol Hour Patches	\$30.00	
10 Yr. Pins	\$17.50	
Pins	\$36.00	
Postage	\$16.50	
Awards shirts 2008	\$112.08	
**Sweatshirts & Shirts	\$30.17	
<b>Total Awards</b>		<b>\$1,526.39</b>

Tablecloths Purchase	\$273.00
Tablecloth Cleaning	\$204.00
Paper Goods	\$50.91
Printer Ink	\$143.96

Centerpieces	\$119.20	
<b>Total Supplies</b>		<b>\$791.07</b>
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<b>Total Expenditures 2008</b>		<b>\$2,421.21</b>
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* Carry over from 2007	-789.14	
** Should be under Member Relations	-30.17	
<b>Total 2008 Expenditures</b>		<b>\$1,601.90</b>
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## Greenhouse Report for December '08 and January '09

### Greenhouse Activities:

\* All the tables in the greenhouse were raised up so that it is less of a strain on the back of persons working at any of the 14 tables. When the tables were raised, it was necessary to cut the PVC water supply piping to each of the tables and lengthen the piping. To aid in any future repairs to the water piping to a table a shutoff valve and pipe union was added so that repairs can be made to a table without having to cut all the water off to the entire greenhouse. The mist tent that is divided in half for misting as well as for watering of new seedlings has also been modified so that it can operated as either two separate watering areas or as one mist area. Presently, it is configured for total misting to that all the new vegetable seeds can get the mist they need based on the timer/regulator settings.

\* Two potting tables were built so that work on propagation and other greenhouse activities can be done outside when the weather lends itself to this type of outside activity. We will be making two stools for each of the tables so that Master Gardeners can sit down or stand while doing their greenhouse activities. The tables are designed so that the tops will come off for easier transporting of the tables for where ever the Master Gardeners want to work. As soon as we can find or have patio umbrellas donated, we will make holes in the tops of the tables to that work outside with the sun shining is more accommodating.

\* Parts are in for repairs to the rear wall of the greenhouse that was pushed toward the entrance door during Hurricane Ike.

\* Enthusiasm is very high for the vegetable seed planting activities. James Buckley with the help of his wife Barbara has really generated a lot of help from the Master Gardeners for end product of vegetable plants for sale at the FBMG Perennial sale in March. They have done all the research and ordering of seeds for this project. On the Saturday work day on January 3, there were more than 30 Master Gardeners gathered in the Gazebo to hear a description of the project and how each Master Gardener can help. Please see James for additional details on this project plus training on the documentation that has been established to measure the success of this project.

\* A door stop has been added to the entrance door. During times of pleasant weather, the door can be securely fastened to the ground with out fear of the door slamming shut.

Submitted by Glenn Dresner  
January 11, 2009

**Youth Activities Report  
January 12, 2009**

- January 13, 2009 Jan Schiff Elementary Garden Committee – Missouri City Meeting to discuss garden plans and designs.
- January 24-25, 2009 Katy Home & Garden Show, Merrill Center – Katy JMG activity - Creating paper pots and planting seeds. Planning for 500+ children
- January 31, 2009 KSLB, Trees Across Sugar Land Project – Sugar Land Display about trees. Children will receive take-home project.
- March 28, 2009 Fort Bend Museum, Children’s Day – Richmond JMG activity planned. Estimating 300 children.
- June 8-12, 2009 JMG Day Camp scheduled.  
Initial committee meeting January 15<sup>th</sup>.
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