



**Fort Bend County Master Gardeners, Inc.  
Board of Directors Meeting  
July 11, 2007**

**Attendees –**

*Board Members Present:* James Buckley, Peg d'Hemecourt, Brenda Dresner, Glenn Dresner, Ginny Grant, Mike Greenwood, Mary Beth McCaughey, Carolyn McDaniel, and Marilyn Almon.

*Board Members Absent:* Sallie Bourgeois, Barbara Brannon, and Nat Gruesen.

*Cooperative Extension Staff Present:* Master Volunteer Coordinator – Margo McDowell

*Cooperative Extension Staff Absent:* CEA, Horticulture – Mark Countryman

*Quorum Present?* Yes

**Call to Order** – Mary Beth McCaughey called the Board of Directors meeting to order at 9:05 a.m.

**Approval of Minutes** – After a motion by Brenda Dresner and a second by Peg d'Hemecourt, the minutes of the June 13, 2007, Board Meeting were unanimously approved.

**Officer and Committee Reports:**

President – Mary Beth McCaughey

- Mary Beth announced that the mid-year budget review was postponed because the July workday was rescheduled to July 14, which would occur after the Board meeting.
- FBCMG's most recently acquired laptop was running slowly and Mary Beth had her technician wipe it clean and reinstall the software. She cautioned that no software should be loaded indiscriminately in the future. Two antivirus programs were running at the same time, and now only AVG is running.
- Mary Ellen Twiss has been recruited to handle publicity and will assume that role in September.
- Mary Beth circulated a thank you note from the Rosenberg Red Hat Ladies who recently toured the demonstration gardens. Their picture is included in the upcoming issue of The Grapevine.

Vice President - Peg d'Hemecourt

- No report.

Secretary – Marilyn Almon

- No report.

#### Treasurer – Mike Greenwood

- Due to computer problems, Mike's monthly financial report will be distributed to Board members at a later date.
- Mary Beth reminded all Directors to review their budgets in preparation for next month's mid-year review.

#### Awards – Carolyn McDaniel

- No report.
- Mary Beth commented that it was time to begin planning the annual awards banquet.

#### Communications – Open position

- Robert Goehring, webmaster, has given instructions regarding calendar updates to Mary Beth. Mary Beth and Margo McDowell will handle all emailing of future calendar updates to Robert.
- The Texas Cooperative Extension banner and the Texas Cooperative Extension staff roster have been added to the website. Many of the older articles have been removed.
- Mary Beth again asked for recommendations for someone to fill the Communications Director position.
- The Grapevine will be published July 11<sup>th</sup> or 12<sup>th</sup>. Linda Rippert will become a regular contributor, writing an entomology column.
- Peg commented that it would be nice to report information in The Grapevine that was learned from the demonstration gardens. She suggested that perhaps Vince Mannino or Mark Countryman, both Extension personnel, could be enlisted to write about the purpose/learning opportunities presented by the gardens to elevate the gardens' importance to FBCMG's mission, versus the articles submitted by volunteers regarding the comradery of the participants. Articles could be written concerning the best varieties grown in the Vegetable Garden, for example. Peg added that Mark, as Horticulture Agent, could be the spokesperson, disseminating information in cooperation with FBCMG based on his involvement with the landscape committees and the records kept by each garden committee. Mary Beth responded that Mark is regularly asked to contribute articles to The Grapevine. Margo stated that she encourages garden chairs and others to contribute to the newsletter. She used to meet with chairs and any other interested people to have recognition and conversation/updates. Mary Beth suggested that when Nat meets with the garden chairs, that may be a good time to communicate the need to record and share information. The roving reporter concept was imparted again by Mary Beth.
- Mary Beth commented that FBCMG is in a maturing phase for communicating its value added to the community. The challenge still remains to find the best manner in which to leverage training and education into the community.

#### Community Relations – Brenda Dresner

- Brenda reported that this year's In the Garden seminar may be a half day program, offering tours of the gardens and 45 minute sessions presented by FBCMG specialists.

- A new tri-fold brochure designed to promote the Green Thumb seminars to be held at Sienna Plantation was presented. Mary Beth, Brenda, Margo, and Jodie Douglass collaborated to create the brochure. Brenda announced that the cost to print 400 copies would be \$560. She then made a motion to approve \$560 for a new line item on the budget to be designated for printing publications. Peg seconded the motion and then asked if more than one printing cost estimate had been solicited and if the brochures could be printed through the Extension print shop. Mary Beth responded that bids from Office Depot and OfficeMax were not obtained because their unit prices for four color print were higher than the unit prices on the actual bid received, and that Extension does not have the capability to print four colors. The motion was unanimously approved.
- Glenn suggested adding “see website for directions to Sienna Plantation” to the brochure. Mary Beth commented that in addition to general distribution, the brochures will be displayed at the Sienna Clubhouse and are necessary for rejuvenation of the Green Thumb program.
- Mary Beth distributed two proposed copies of the new brochure to Board members for their approval. After general discussion, Glenn made a motion, seconded by Mike and approved by all, to print the originally proposed brochure, with modifications as discussed among Board members and input from Extension.
- Mary Beth will obtain Vince’s final approval of the brochure before it is printed.
- Brenda announced that Dennis Jones will be the July monthly program speaker and the topic will be The Historical Perspective on the Plants of the Texas Gulf Coast Prairie. He will wear period clothing and his program will also qualify as advanced training for master naturalists. She requested a volunteer to introduce the speaker and handle door prizes in her absence that evening. Carolyn offered to substitute for Brenda.

#### Fundraising – Barbara Brannon

- Barbara was not present.
- Brenda asked for suggestions regarding the In the Garden seminar. She and Barbara will plan a meeting of interested volunteers.

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

- Glenn’s report is attached to the minutes.
- Glenn reported that the mist tent is on a timer, with one side dedicated to seeds and the other side dedicated to cuttings.
- Propagation experimentation is continuing with Cliff Bergman sharing his expertise. A cardboard palm was recently air layered.
- Margo shared thank you cards from Rosenberg Day Campers who participated in the Kids in the Garden program on June 28th.

#### Landscape – Nat Gruesen

- Nat was not present.
- The July workday will be held on the 14th, with an advanced training program on bees provided by Jeff McMullan.
- Nat will meet with the garden chairs to discuss budgets during the workday.

#### Member Relations – Sallie Bourgeois

- Sallie was not present.

### Youth Activities – Ginny Grant

- Ginny's report is attached to the minutes.
- The AgTivity Barn project begins on September 28th and will be in operation until possibly October 5th. Cliff built a new incubator which was temporarily moved to the print shop.
- There will be a meeting of AgTivity Barn volunteers on July 23rd. FBCMG's allotted space will be expanded to include Aquaculture. Countryside Water Gardens will assist with the setup of Aquaculture. FBCMG will not be responsible for its operation, though it will be part of the AgTivity Barn display.
- Ginny suggested contacting Holly Dern and Pam Tatge, who recently completed the Junior Master Gardener specialist program, to ascertain their potential contributions to JMG.

### **Standing Committee Reports:**

#### Governance Committee

- The committee's approved verbiage to handle memorial contributions is attached to the minutes.
- Peg suggested adding the phrase "of \$100" to Item B. Marilyn made a motion, seconded by Carolyn and approved unanimously, to accept the proposed new Section 30 Memorial Contributions, with the inclusion of Peg's suggestion.
- Mary Beth commented that the new Section 30 should be included in Margo's APBees after it is posted on the website. Glenn recommended that members be informed by APBees to notify FBCMG when a memorial contribution situation occurs.

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

#### CEA-Horticulture – Mark Countryman

- Mark was not present.

#### FBCMG Master Volunteer Coordinator – Margo McDowell

- Margo announced that August 24th is the deadline for Grapevine articles for the next edition.
- So far, nine people have registered for the Fall '07 master gardener class which begins on August 8th at 9 a.m. Margo has discussed with Mark the possibility of suspending the night session next spring, possibly in favor of a morning session, but no decision has been reached. It is harder to obtain instructors for the night classes and other counties, excluding Harris County, hold only one session per year.
- It was the general consensus of the Board to hold the Spring '08 session in the morning rather than at night.
- Margo stated that many teachers would like to see the course offered during the summer. Mike added that CEUs could possibly be obtained by the teachers.
- Margo commented that mentoring of the Fall '07 class is still a goal.
- Mary Beth interjected that she would like to see a full analysis before making a decision regarding the scheduling of classes. She designated a task force/planning committee consisting of Peg, Marilyn, Nat, Margo, and Laurie Whittle (currently an associate) to explore the training program going forward, considering timing, size, frequency of classes, mentoring, and ways to involve more members.

- Brenda added that there has been a lot of publicity about FBCMG, via word of mouth, as well as substantial publicity resulting from the recent Fort Bend Herald article on the school group who named itself The Ghetto Gardeners. She suggested inviting retirement home and assisted living residents to visit the gardens. In order to gain a better understanding of how to facilitate senior citizen groups visiting the gardens, Mary Beth proposed working with a few groups from retirement/assisted living centers on tours of the gardens before issuing a broad invitation.
- Margo reported that she and Don Johnson coordinated Kids in the Garden within ten days. It was deemed a great success and a beneficial feedback meeting was held afterward. Mary Beth inquired about photo releases for the attendees and Margo responded that they had already been obtained by the camp sponsor – City of Rosenberg.
- Peg asked Margo if she will be out of the office at the end of the year and Margo replied that she did not expect any time away to be as lengthy as it was last year.
- Mary Beth reminded everyone that the FBCMG year ends on November 30th and that many 2006 awards are still unclaimed. Peg questioned whether or not members valued the items offered as awards since they still were not collected. Mary Beth asked Margo to send an email reminder to members who haven't picked up their awards before an attempt is made to mail them.

**Old Business:**

- Peg inquired about the number of non-renewing members, but the information was not available.

**New Business:**

- The financial review report of FBCMG operations, submitted by Gail Blair, is attached to the minutes.
- Mary Beth will appoint a nominating committee to select a slate of officers for 2008. Normally the Past President chairs the committee, but since that Board position is vacant, Mary Beth asked Board members to contact her if they were interested in serving on the committee. The slate will be announced to the membership in October and voting will occur in November.

After a motion by Carolyn, seconded by Brenda, and approved by all, the meeting was adjourned at 11:35 a.m.

The next Board meeting will be held on Wednesday, August 8, 2007, after first meeting the members of the new Fall '07 class at 9:00 a.m.

Respectfully submitted,  
 Marilyn Almon  
 Secretary, Fort Bend County Master Gardeners, Inc.  
 8/06/2007

## **Greenhouse Report June-July, 2007**

- Marilyn Almon and James Buckley conducted a teaching workshop for the Rosenberg Summer Camp students. Marilyn taught the campers how to propagate plants through the use of seeds and cuttings. James gave the groups an orientation tour of the workings of the greenhouse.
- Cliff Bergman led the construction of the misting tent for the greenhouse. The misting tent contains two separate sections. One section is for the propagation of seeds and the other is for cuttings. A water-misting controller was installed on the section for cutting propagation. This controller is programmable and at the present time is set to apply a mist of water for 2 seconds every 20 minutes. The progress of the cuttings will be monitored to see what if any adjustments need to be made to the watering times.
- There continues to be experimenting with the propagation of the various plants not only in the greenhouse but also those plants in the greenhouse as well. During the last week of June, air layering on the cardboard palm was initiated. The leaves taken off for the layering were planted in Sunshine Mix #5 to see if the plant can be propagated in this manner.

Submitted by Glenn Dresner  
7/07/2007

**JMG ACTIVITIES – July 8, 2007**  
**Ginny Grant**

Ag'Tivity Barn Meeting (Fair Group) – June 18, 2007 (Fair opens September 28<sup>th</sup>)  
Discuss displays, school days and parade. Master Gardener area will include horticulture, butterflies and the Aquaculture display this year.  
Conflict with another meeting, I didn't attend meeting.

4-H Day Camp Meeting – June 18, 2007  
Group discussed final arrangements for day camp. Conflict with another meeting, I didn't attend meeting.

Plants in the Classroom – June 20, 2007  
In-service training for FBISD science teachers. 13 teachers attended 3 hour session. PIC2 topics included vermiculture, the nutrient cycles, and a review of insects. Six Master Gardeners and Margo attended. PIC 2 target group grades 3-5 teachers.

JMG Orientation – June 27, 2007  
Spring '07 Class will attend JMG orientation and complete several JMG activities.

Entomology Group/JMG Activity/Greenhouse/Gardens – June 28, 2007  
Rosenberg Parks & Recreation Summer Camp  
36 children and chaperones. There were 8 project or activity stations that the children visited. JMG project was Grow Cards.  
28 Master Gardeners and Margo made the project a great success.

4-H Day Camp – July 19, 2007  
JMG Activity will be "Plant People," approximately 125 children are expected to attend. Master Gardeners will also be helping with the Community Service project—the attendees will plant small houseplants to be given to residents of nursing homes in their areas. Master Gardeners have been donating plants and containers to help with this project.

Plants in the Classroom – August 21, 2007  
In-service training for FBISD science teachers. PIC 1 topics will include soil science, botany, and insects. PIC 1 target group grades K-2 teachers.

### **30. Memorial Contributions**

FBCMG strives to recognize and honor the memory of its members and others who have had an association with or an impact upon the organization.

A. A contribution of \$100 may be made to honor the memory of a certified member of FBCMG. The master gardener must have been an active member in good standing at the time of death. Memorial contributions will not be made to honor spouses, parents, children, other relatives, significant others, or friends of Fort Bend County Master Gardeners.

B. At its discretion and by a majority vote, the Board of Directors may elect to make a memorial contribution of \$100 in the name of an individual who has had a significant association with or impact upon FBCMG.

C. In all cases, a majority vote of the Board of Directors will determine which organization(s) or fund(s) will receive the donation.

Approved July 11, 2007

To: Mary Beth McCaughey and Members of the Board  
From: Gail Blair  
Date: June 27, 2007  
Subject: Financial Review Subcommittee review

On June 27, 2007 I completed the review of the Ft. Bend Master Gardeners financial statements as presented to the board for January through May, 2007. I verified that the statements accurately reflected the activity on the Chapter's bank statements for that same period.

I verified deposits, checks and interest earned and found no discrepancies.

All documents required for this review were provided in a timely manner by the Treasurer, Mike Greenwood.

I will review June activity after Mike completes the bank reconciliation and then conduct the review on a quarterly basis.

I certify that the statements reflect all bank activity.

Respectfully,

Gail Blair