



**Fort Bend County Master Gardeners, Inc.  
Board of Directors Meeting  
January 10, 2007**

**Attendees –**

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

*Board Members Absent:* Barbara Brannon, Nat Gruesen, Brenda Dresner

*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 9:05 a.m.

**Appointment of 2007 Directors** - Mary Beth asked for a motion from the executive board to accept the 2007 Directors. Marilyn Almon made the motion and Peg d'Hemecourt seconded. The vote was unanimous to accept the following members in Director positions:

Awards – Carolyn McDaniel  
Communications - Open  
Community Relations – Brenda Dresner  
Fundraising – Barbara Brannon  
Greenhouse – Glenn Dresner and James Buckley  
Landscape – Nat Gruesen  
Member Relations – Sallie Bourgeois

**Acceptance of Youth Activities Committee as a Standing Committee** – Mike Greenwood made a motion, seconded by Peg, to create the Youth Activities Committee as the 12th Board position. It was approved by a unanimous vote. This directorate will collaborate with Community Relations. Sallie Bourgeois made a motion, seconded by Carolyn McDaniel, to appoint Ginny Grant as the Director. The vote was unanimous again.

**Approval of Minutes** – After a motion by Sallie Bourgeois and a second by James Buckley, the minutes of the December 13, 2006 Board Meeting were approved as amended.

## **Officer and Committee Reports:**

### President – Mary Beth McCaughey

- Mary Beth directed attention to the updated version of the Planning Calendar for use as a planning and timing tool.
- Board meetings will be consistently held on the second Wednesday of each month, with some meetings being held in the evenings rather than mornings to accommodate Board members who work full time.
- Sallie will send out membership letters soon to members who recertified in 2006.
- Mary Beth announced that Sallie and Peg would serve as delegates to the Texas Master Gardener Association in 2007.
- Mary Beth introduced Mike Greenwood (F04) as FBCMG Treasurer for 2007 and Ginny Grant (S03) as the new FBCMG Youth Activities Director for 2007.

### Vice President - Peg d'Hemecourt

No report.

### Secretary – Marilyn Almon

- No report as secretary.
- As the former treasurer, Marilyn reported that the FBCMG books had been closed for 2006 and were ready for the annual financial audit.
- Marilyn obtained signature authority cards from Amegy Bank to add Mike Greenwood to the account as the new treasurer and to remove Barbara McCormick, the outgoing secretary. All four members of the executive board will have signature authority.
- The 2006 End of Year Financial Report was discussed and is attached to the minutes.
- The check register balance as of December 31, 2006, was \$49,615.51.
- The Board agreed to submit the annual County Extension Support Fund Request which asks for very basic information about FBCMG. No account balances or bank account numbers are requested.

### Treasurer – Mike Greenwood

- No report.
- Mike was welcomed to the 2007 Board of Directors.

### Awards – Carolyn McDaniel

- Carolyn stated that work on the submissions for State Awards was progressing.
- Awards will be shared statewide this year.
- FBCMG will enter the following categories this year:
  - Association Award – application submitted by Peg d'Hemecourt
  - Project Award – AgTivity Barn – application submitted by Ginny Grant and Margo McDowell
  - Multimedia – PowerPoint subject TBD – application submitted by Jodie Douglass
  - Individual Award – Ginny Grant will be entered as Master Gardener of the Year
  - It was decided that The Grapevine will not be entered this year because it did not contain enough educational articles written by FBCMG members.

### Communications - Open

- At an earlier date, Lynn McKillop requested to be replaced as Communications Director. She will be responsible for FBCMG publicity in 2007, replacing Dea Friloux who has stepped down from the position.
- Lynn reported that she cleaned the website before turning webmaster duties over to Robert Goehring (S06). The FAQ section was removed because it was outdated. The educational information on the website is possibly outdated and should be reviewed for relevance. Mark Countryman and Margo McDowell will evaluate it.
- Mark stated that he is promoting public awareness of FBC Extension, Master Gardeners, and the Hotline in local newspapers. He also expressed frustration over the lack of coverage being received. He has emailed garden clubs to offer Master Gardener programs, is attending high school career days, and is approaching school counselors to create awareness of the resources available through Extension.
- Lynn announced that she will be attending classes at The Houston School of Floral Design.

### Community Relations – Brenda Dresner

- Brenda was not present.
- It was announced again that the monthly master gardener meetings will be held on the third Thursday of the month beginning in March.
- Suggestions for speakers and topics were requested.
- Margo announced that the Katy Home and Garden Show would be held January 27-28 at the Merrell Center in Katy. FBCMG will be given a free 8x10 booth, which normally rents for \$800, if members will also help man the “Ask the Landscaper” booth. This will provide publicity for the upcoming Fruit Tree Sale on February 10th.
- Mark will present a program at 4:15 on Saturday at the Katy Home and Garden Show.

### Fundraising – Barbara Brannon

- Barbara was not present.
- Peg said that it is doubtful that Naturally Curious, a book vendor, will participate in the Perennial Sale on March 10.
- Dr. Bob Randall's book, *Year Round Vegetables, Fruits, and Flowers for Metro Houston*, will be available for sale at the January monthly program and at the fruit tree sale.

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

- James reported that 32 master gardeners attended the greenhouse procedures advanced training held during the January gardens workday event. James demonstrated seed germination techniques and use of the misting tent. The training will be repeated on a future Wednesday. Margo stated that she received positive comments about advanced trainings being held on Saturdays.
- Nine master gardeners signed up to serve on the Greenhouse Committee at the workday.
- Glenn said there would be a future request for volunteers to help replace the polyethylene covering on the greenhouse.

- Glenn requested that a link to the greenhouse procedures document be placed on the website and that it also be included in the Operations Manual. A copy of the document is attached to the minutes.

#### Landscape – Nat Gruesen

- Nat was not present, but had emailed the landscaping report to board members prior to the board meeting. His report is attached to the minutes.
- Thirty-one members attended the January workday.

#### Member Relations – Sallie Bourgeois

- Sallie announced that on January 11, she would be sending registration forms to all who reported hours. Not many individuals have turned in hours since the awards banquet. She will remind everyone about the change to the hours requirement for 2007.
- Sallie will help recruit volunteers for the upcoming fundraising events.
- The dates for the 2007 Texas Master Gardener quarterly meetings will be April 13, August 4, and December 1. There will be no February meeting this year.

#### Youth Activities – Ginny Grant

- Ginny announced that Cornerstones of Life Organization in Richmond has requested that FBCMG provide horticultural training to adult leaders and youth in the proper use of garden tools and equipment, and also be available on the April 21, 2007, service day to help answer questions and help solve gardening problems at various sites. The purpose of the day is to involve youth ages 8 to 18 in community service by assisting elderly and disabled homeowners in Ft. Bend County with community cleanup and beautification. Master gardeners would provide educational assistance only and no labor. FBCMG would not incur any expense.
- There will be information and a request for volunteers to work on this project in future APBees.
- Ginny will be attending the “Starting a Community and School Garden” seminar at Urban Harvest.

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

##### CEA-Horticulture – Mark Countryman

- Mark commented that the Vineyard has been neglected since there is no chairperson and questioned whether it should be replaced with something different.
- Mary Beth will ask Nat to follow up with Mark on the Vineyard issue.

##### MG Coordinator – Margo McDowell

- The next Master Gardener training class will begin on February 14, 2007, at 6 pm. Board members were encouraged to attend to welcome and meet members of the new S07 class.

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

##### Governance Committee

- The committee will meet at the end of January. Marilyn Almon, Sallie Bourgeois, and Barbara McCormick will serve on the governance committee.

#### **Old Business:**

##### Open Garden Days – No activity.

### 2007 Budget

- A budget committee meeting was held on January 3, 2007, to evaluate the 2007 budget prepared by Marilyn Almon. She revised it and routed it to board members in advance of the January Board meeting.
- Mary Beth asked for a motion to approve Budget Draft #2, dated January 8, excluding \$24,500 that would be placed into a capital budget allocated to the creation of an outdoor educational center.
- Sallie made the motion to accept the amended Budget Draft #2 and Peg seconded the motion. The 2007 budget proposes expenditures of \$38,989. It was unanimously approved.
- Mary Beth asked for a separate motion to approve a \$24,500 capital budget for 2007. Peg made the motion and Ginny seconded it. The vote was unanimous.
- Marilyn will route the approved 2007 budget to Board members.
- It was agreed that the budget will be re-evaluated at midyear for any necessary modifications.

### **New Business:**

- Mary Beth will electronically send out a collective "to do" list after the monthly Board meetings. Directors will be responsible for informing their committees about relevant items.
- Mary Beth reminded everyone that no chemicals can be used on the grounds without first obtaining prior approval. She asked Mark, Margo, and Nat to work together to oversee chemical control. Glenn suggested that a reminder be placed in The Grapevine. Only Doug Staff, Margo, and Mark have keys to the chemical room.
- Ginny announced that the Plants in the Classroom committee will have a seminar on using PowerPoint on January 18.

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

There being no further business, Sallie Bourgeois made a motion, seconded by Ginny Grant, to adjourn the meeting. The meeting was adjourned at 11:45 a.m.

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

**Ft. Bend County Master Gardeners, Inc.**

**Landscaping  
Workday Activity Report – January 2007  
Report to the Board  
Submitted by Nat Gruesen**

Volunteer Attendance: 31

Berry Patch – Tilling and weeding were on the agenda for this workday: however, due to recent rains this activity was postponed and committee chair/members helped in the Japanese Garden

Circle Garden – No work activity

Cottage Garden

Workday activity focused on, weeding, and pruning.

- Elsie Keeling resigned as Committee Co-Chair. Becky Smith will remain Chair until another co-chair can be found. Be sure to thank Elsie and Becky!!

Front Yard – Activity consisted of general cleaning of area and weeding beds.

Herb Knot Garden – No official committee work activity; however, there were volunteers weeding beds.

- Roberta Owens resigned as Committee Co-Chair: however, she will continue working in garden until another chair can be found. Be sure to thank Roberta!!

Japanese Garden – Walked garden with committee chair to discuss budget and 2007 plans for garden. Informed chair that clumping bamboo is an invasive, and therefore would not be approved in landscaping plans. Other plans submitted with budget were approved.

Workday activity consisted of weeding and digging trench for irrigation line.

Vegetable Garden - Tilling in rye grass for composting was on the agenda for this workday: however, due to recent rains this activity was postponed

- Workday activity focused on general cleanup of the beds and paths
- Trench composting:
  - Continuation of trench composting for soil improvement.
  - Reminder; the center trench in each bed is the "walking path", do not walk in the beds and the trench is not to be covered with soil, we will continue to fill with plant material.

Rose Garden – Work activity consisting of pruning the rose bushes and weeding.

- Mary Rollins has resigned the committee chair position due to health reasons. Steve Spears will assume the chair position. Be sure to thank Mary Rollins and Steve Spears!!

Texas Native Garden – Cathy Pennington presented 2007 hardscaping projects to the Landscaping Committee. The proposal consisted of constructing a "boardwalk" along the side of the shooting range building above the drainage swale. All members then walked garden along with committee chair Glenda Faragher to discuss ideas in detail. An additional project discussed was the construction of an entry reminiscent of an entrance to a ranch, which would be located near the windmill:

Recommendations of Landscaping Committee:

- We do not recommend construction of the boardwalk. Some of concerns noted:
  - Unstable construction w/o post foundation
  - Inconsistent width of walkway
  - Does not really address drainage issue
- Expansion of Native Garden. Garden would “jump” across concrete sidewalk and abut Japanese Garden fence. This issue has been discussed with Japanese Garden chair, Cheryl Huber. Cheryl was receptive to the concept.
- Move location of proposed entry (still in preliminary discussions). New location would be sited to span the concrete sidewalk as you enter the Native garden from the range/parking lot. Concepts are being researched to include a more grand entry to not only as an entry for the Native garden, but as a welcome for the gardens/grounds as a whole.

Yardwise – No work activity.

- STILL searching for someone to chair the YardWise Garden.
- Walked area with James Buckley and Elizabeth Barrow. Discussed extending brick walkway throughout the YardWise area, and utilization of space within area.

Miscellaneous

- Landscape Design Committee met to review Native Garden proposed projects.
- Served ice cream.
- Advance training for greenhouse.

## Fort Bend Master Gardener

### Greenhouse Operating Procedures

The Fort Bend Master Gardener's Greenhouse is a support facility for the use of Master Gardeners to provide an environment for education and to enhance knowledge of plants and gardening in Fort Bend County.

#### **Purpose:**

The purpose of the Fort Bend Master Gardener's Greenhouse and Shaderoom facilities is to:

- Provide facilities to grow plants/trees to benefit the FBMG program
- Train and educate Master Gardeners on the benefits of the Greenhouse/Shaderoom facilities
- Provide areas for Master Gardeners to develop seedlings and plants for the various gardens on the site grounds
- Develop skills in plant propagation and growth
- Provide plants and trees for educational programs

#### **Greenhouse and Support Facilities:**

The Greenhouse contains all of the support facilities and materials including:

- Preparation area
- Water system
- Mist tents
- Controlled temperature environment
- Labels
- Fertilizer, storage, and mixing areas
- Shaderoom
- Various potting media
- Common fertilizers
- Standard pots and flats

#### **Hours of Operation:**

The normal working hours for the Greenhouse are 8:00am to 4:30pm Monday through Friday.

#### **Visitors:**

- Visitors are welcome but must obtain permission from the Master Gardener Volunteer Coordinator.
- Children must be under adult supervision.

#### **Greenhouse Committee:**

The Greenhouse Committee is composed of the Greenhouse Director(s), Chairperson, and Master Gardeners. Their responsibilities include but are not limited to:

- Participating on a regular basis by helping coordinate and working on Greenhouse activities
- Making recommendations for utilization of Greenhouse facilities
- Making recommendations on policy as necessary
- Being aware of the current budget
- Assisting in preparation of future budget
- Monitor conditions of greenhouse, shade room and plant life (i.e. check for pests, disease, and water requirements, etc.)

#### **Greenhouse Chairperson:**

The Greenhouse Chairperson supervises and participates in the proper care of plants grown in the Greenhouse to include:

- Ensuring Greenhouse users are knowledgeable of operational procedures
- Training, supervising, and scheduling of all volunteers
- Programming, monitoring, maintaining, and adjusting all environmental controls

- Coordinating space assignments and maintaining records on assignments
- Reviewing Greenhouse User Log Book to ensure documentation on projects is recorded regularly
- Coordinating routine maintenance
- Maintaining a stock of common supplies
- Approving installation of any supplemental equipment
- Ensuring the Greenhouse and Shaderoom are clean and orderly

**Greenhouse Users:**

Users are responsible for:

- Signing in and out on a regular basis
- Keeping Greenhouse User Log Book up to date on activities
- Planning and maintaining projects
- Maintaining plants within their assigned areas including potting/repotting, pruning, fertilizing, and monitoring insect/disease control and water
- Ensuring frequent and direct interaction with the Greenhouse Chairperson
- Submitting request for space in advance of anticipated start dates
- Obtaining approved non-stock materials and supplies as required (Approval is coordinated through Greenhouse Chairperson)
- Labeling stored items properly in the freezer/refrigerator with user's name and date of storage (Storage of food and drinks is prohibited)
- Maintaining projects in a professional manner by keeping areas neat and clean
- Disposing of all waste properly in trash containers
- Notifying Chairperson of any pests or disease problems (Action will be taken by the Chairperson)
- Becoming familiar with Greenhouse policies and procedures
- Washing and/or sanitizing tools used in the Greenhouse
- Returning tools to their proper storage area

**Available Supplies and Services:**

A supply of standard growing media and containers will be provided to include:

- Various potting media
- Common fertilizers
- Labels
- Standard pots and flats
- List of services/help