

BCMG BoD Meeting
Thursday, August 15, 2019

Call to Order at 2:33pm.

Board Members Present: President Grace Emery, Vice President Lynn Cox, Treasurer Kathann El-Amin, Membership Director Arthur Vazquez, At-Large Members Michelle Hobbs (via phone) and Donna Armstrong

Absent Board Member: Secretary Angela Kirby

Non-voting Members Present: Lou Kellogg (Director of Education), Anna Vogler (Water Conservation Coordinator), Muriel Lanford (Parliamentarian), and Barbara Lutz (Past President).

Regular Attendee: CEA David Rodriguez

Absent Regular Attendees: Ruby Zavala, Youth Gardens Coordinator

Approval of July Meeting Minutes: Discussion on statement in Water Conservation Report in which Lou (non-voting member) had made a motion for BCMG to pay for conference lodging if not covered by another source; Kathann made the same motion and Lynn seconded it with motion carrying again. Lynn moved to accept minutes; Grace seconded. Motion carried.

County Extension Agent Report – David Rodriguez

- The matriarch of Fanick's Nursery, Patricia Fanick, passed away in early Aug. Lynn will send a card to the Fanick Family and also a card to the family of MG Judy Wells who also passed away in early Aug. Action Item: Develop a process for BCMG response when MG or friend of BCMG passes on.
- Thanks to all MGs who helped with this month's TNLA 2019 Nursery/Landscape EXPO, the largest in Texas and showcasing Texas Superstar® Plants; great ideas to make future EXPOs in San Antonio even better.
- Lou spoke about Advanced Training-Vegetables, 2-day course, held 13-15 Aug, and hosted by BCMG: 30 attendees from 19 counties with four PhD presenters; will hold here next year, but plan to schedule and incorporate CVGP and Culinary Garden.
- CVGP Orientation at SABOT is scheduled for Sep 7.
- First "Fall" Intern Class begins next week. Over 80 applicants participated in a continually improving selection process which resulted in selectees knowing they "earned" a space in the class. Grace will schedule individual members of the Board for introduction to the interns over the course of the program. Board members will arrive as scheduled at 1:15pm and then spend time at class break talking with Interns.
- David's Fall WOAI 1200 AM Lawn & Garden Radio Show will be airing Saturdays, 7-10 am, through December.
- David suggested the work of BCMG administrative assistants for AgriLife Speakers (which earns volunteer hours and CEUs) could be managed as an understudy or shadow program for MGs who potentially would join the Speakers Bureau. Action Item: Lynn will work this program.

Lynn moved to accept the CEA report; Grace seconded. Motion carried.

Youth Program Coordinator Report – Ruby Zavala (David noted Ruby now has 5 yrs with AgriLife and is regarded as extremely knowledgeable throughout the state.)

Ruby is working with Comal County MGs today on their JMG training and emailed her report:

- Thank you to BCMG for helping with the Junior Master Gardener Training with 24 educators in attendance.
- Currently recruiting for the Learn Grow Eat Go! Program; Carrol Bell confirmed and still looking for 2 more schools if possible.

- Looking for presenters for the CVG JMG lessons for Saturdays from Oct 5 thru Nov 30.
- Setting up agenda for Fall Youth Garden Educator Training to be held Sep 14 . Still need presenter to facilitate JMG lesson for teachers who teach Early Childhood age level.
- Ruby will be helping Region 20 with their garden expo on Sep19

Lynn moved to accept the Youth Program report; Grace seconded. Motion carried.

Water Conservation (WC) Report – Anna Vogler

- CULTIVATE! Fall Educational Seminar (Sep 7): Currently filling volunteer slots; publicity complete and social media pages posted with Cultivate! information. Still receiving confirmation from organizations for participation in Expo Hall (using both rooms as in spring).
- Get Outside Valero! (Sep 20): Health & Wellness Fair for Valero employees on a Friday, 11am to 1pm. BCMG's Ask A Master Gardener to be staffed by Ann Goode & Marci Rockne.
- SA Fall H&G Show (Fri, Sep 27 thru Sun, Sep 29) @ Alamodome: New company is Market Place Events (MPE) and POC Amanda Nelson. Since Robin Maymar cannot commit as the chair due to her responsibilities with the Herb Society, Anna will chair the Fall Show. Based on the performance of the new company this year, she will make a recommendation for future event participation. SAWS reimburses BCMG \$300 each day, but we pay for volunteer parking. Anna keeps that cost as low as possible. We will not have a plant sale at the event, just an Ask A Master Gardener Booth and speakers on the Garden Stage. She has coordinated BCMG speakers for this event; schedule will be sent as the event draws close:

*Bill Swantner- "Prepare Your Soil for Winter". Bill signed up to present all three days.

*Marybeth Parsons- "Gardening for Bees". Marybeth signed up to present Saturday.

*Owen Keiser- "Installation of Drip Irrigation". Owen signed up to present 2 days.

*Karen Gardner- "Fall & Winter Vegetable Gardening". Karen signed up to present on Saturday.

*Anna Vogler- "Texas! It's a Whole "Nuther Country." I signed up to present 2 days.

Lynn moved to accept the WC report and Kathann seconded. Motion carried.

Education Report – Lou Kellogg

New Texas Master Gardener Handbook is now available at \$100 (Aggie Bookstore) or \$80 (from the CEA), or \$50 if you received a coupon at the TMGA Conference. (A copy was circulated during the meeting.)

Aug 3rd TMGA Board Meeting:

- Trifold for the May 12-14, 2020 TMG Conference in Waco was distributed and all viewed an online presentation. TMGA website has links to conference hotels. 2021 Conference will be Apr 7-9 in with Denton County hosting.
- Search for Excellence Awards Program submissions will be accepted 1-30 Jan 2020; must be "in hand" on Jan 30, 2020. Ceremony for JMG awards may be combined with TMGA at the 2020 conference.
- TMGA donated \$1000 to the Texas County Agricultural Agents Assn (TCAAA) fund as in previous years.
- TMGA website now offers Merchandise and Name Badges for County organization use. TMGA is also planning to offer Conference Food & Catering Contract (using TAMU purchasing power). Action Item: Michelle will research possible use of TMGA merchandise and name badge as right source for BCMG (no inventory requirement) and present a recommendation on a Merchandise Plan with coordinator responsibilities. Action Item: Using the draft BCMG Member Badge design (without year or class number), Lou will research purchase options and present a recommendation at the next Board meeting. Lynn will send a digital copy of the design to Lou.
- Lou received a Cookbook at the meeting which will be used as a future BCMG meeting door prize.

Lynn moved to accept the Education report and Kathann seconded. Motion carried.

Membership Report – Art Vasquez

Art had emailed the July Summary Reports by Hours and by Project and the 2019 YTD Summary. Twenty-seven MGs have not recorded any hours for 2019. Art and the Membership Committee, plus Michelle as requested, will reach out to the 27 members and offer assistance with using VMS and encourage participation in volunteer events and CEU opportunities.
Lynn moved to accept the Membership report; Grace seconded. Motion carried.

Treasurer's Report – Kathann El-Amin

Financial Reports had been emailed for the Board's review. Kathann noted that the CD renewal plan is in progress and the first scholarship payments have been made to the two recipients. David suggested the scholarship recipients be introduced at a BCMG meeting; Grace will convey suggestion to Scholarship Committee. Kathann explained a format change with the addition of a section on Capital Electronics at the bottom of the YTD Approved vs Actual 2019 Budget Report. She plans to provide a projection for the rest of the Fiscal Year at the next meeting. Action Item: Kathann, Lou & Mike (Office Manager) will explore options, research and make a recommendation on BCMG copier equipment requirement. This will be used to make a decision on continuing maintenance and planning for next budget year.

Lynn moved to accept the Treasurer's report; Grace seconded. Motion carried.

Old Business

1. Final Badge Design: Lynn Cox presented two versions: one with year member became an MG and one without the year. After discussion, the Board agreed on the design without a year. (Closed)

2. New Canopies with Logo: Barbara researched cost of new canopies with logo and found a base price of \$495, plus cost for the artwork (BCMG logo). This includes a canopy, frame, poles, case and weights. Turnaround time is 7-10 days. Hi-Res copy of the logo will be required. BCMG has three generic canopies, one canopy with logo, and 2 canopies have no frames. No decision was made on how many or when to purchase. (Open)

3. Accommodations for One Water Summit in Austin: Per SAWS request, Anna had registered as part of San Antonio Delegation, but still has not received confirmation on accommodations being covered. She will update BCMG when she is notified whether she will need BCMG funding support. (Closed)

4. Volunteer Hours Analysis. Art checked with Lisa Nixon to verify actual number of members and found the current membership is at 238 total members: 218 MGs; 5 Interns; 15 Active Honorary; 20 Non-Active Honorary. Membership in 2018 was 274. He also provided a YTD (as of Aug 15) comparison:

CEUs: 2018 = 1871 and 2019 = 1575 with 296 less CEUs in 2019

Hours: 2018 = 12,307.65 and 2019 = 10,587.25 with 1,720.40 less hrs in 2019

The Board noted that some part of the variance in 2019 and 2018 could be attributed to lower number of total members in 2019 (36 less). David reminded the Board that August 2018 membership included a Spring Class of interns and the 2019 intern class is just starting next week. (Closed)

5. Help Desk Team Relocation: Grace has a meeting set for next week with some of the eight MGs working the Help Desk to determine what supplies and storage space are required and to insure digital copies of gardening information from the BCMG are being used to eliminate paper inventories and file cabinets. (Closed)

6. Plant Inventory Control: Kathann and Lynne have instituted changes to improve inventory control for plant sales. David needs sales data and any details that might have affected final sales at previous events. Processes are in place. Event Chairs need to follow all after action steps.

7. Contact Information for Garden Clubs (members of Garden Center): Donna Armstrong is still gathering names and email addresses for BCMG publicity efforts. (Open)
8. Security Service Meeting for Credit Card: Grace has a meeting at 9:30am on Fri, Aug 16. (Closed)
9. Overall Policy on Responsibilities of AgriLife Extension and BCMG: This new policy explains relationships and approval pathways. Kathann confirmed date of charter as 1992.
Lynn moved to accept the new policy; Grace seconded. Motion carried.

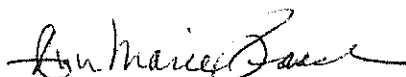
New Business

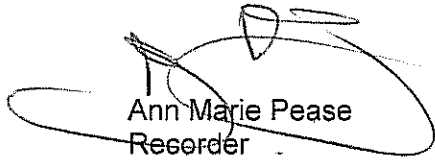
1. Nomination & Selection of MG of the Fall: Selection was made and will article will appear in September Scion Newsletter. (Closed)
2. TABLED – Poinsettia Sale: Set dates, select Chairperson and discuss Publicity.
3. TABLED – Activate Nomination Committee: Set dates, select Chairperson and review election process.
4. Review additional BCMG Policies:
 - F-1, Authority to Enter into Contractual Obligations. Kathann moved to accept as currently written; Grace seconded. Motion carried.
 - F-7, Document Destruction. Lynn moved to accept the revisions; Grace seconded. Motion carried.
 - M-4, Use of Membership Roster. Kathann moved to accept as amended; Grace seconded. Motion carried.
 - M-5, Reactivation of Master Gardener Certification. Suggestion was made to add words "current year" to 5th bullet for inactive for less than three years reinstatement: "Payment of current year Bexar County Master Gardener dues." The board decided to determine that differentiation between in state and out of state Master Gardener transfers will align with overall State policies. Policy M-5 remains under review. (Open)
5. TABLED – Define the position of Director of Education (DoE): What are the specific duties of the DoE? Who appoints the DoE? How long is the term of the appointment? Do we want to rename the position so it is not confused with a board position? Action Item: Lou and Grace will draft a position description to email to the Board for discussion at the September board meeting.
6. TABLED – Define the position of Water Conservation Coordinator (WCC): What are the duties of the WCC? What is the hiring process for the WCC? Evaluation yearly? Action Item: Lynn and Anna have a draft position description which will be emailed to the Board for discussion at the September board meeting.
7. Kathann requested that the GuideStar website be added to the Agenda for the next meeting. GuideStar gathers, organizes, and distributes information about U.S nonprofits.

Adjournment

Meeting adjourned at 4:42 pm.

Next meeting is scheduled for 3-5pm on Thursday, September 19, 2019.





Ann Marie Pease
Resorder

Grace Emery
President



3 Attachments

1. Agenda for Aug 15, 2019 BoD Meeting
2. Membership Report
3. Policies Reviews (F-1, F-7, M-4, M-5)