

2002

PULASKI COUNTY MASTER GARDENER JANUARY 2002 BOARD MEETING

The Pulaski County Master Gardener Board Meeting was held on Tuesday, January 8, 2002, at 10:00 a.m. at the State Extension Office Administration Building at 2301 South University. The meeting was called to order by the President, Jane Druff. Board members present were Beth Phelps, Suellen Roberts, Lou Sanders, John Prather, Nancy Kirsch and Jean Moffett.

It was reported that Mary Evans was having surgery, and a card was signed by all.

The Minutes of the November 2001 meeting were accepted. The Minutes of the December 13 meeting were corrected to read in the next to last paragraph "...the association would pay expenses for a speaker doing a demonstration and also buy a door prize." The Minutes were then accepted as corrected.

The two door prizes for today were shown---a Master Gardener license plate and a garden rake.

John presented a treasurer's report. He stated that expenses for December had been low. These included paying for the Christmas party and ordering 1,000 stake labels. For the year 2001, we are ahead \$1935.60. John has all the information ready to turn over to the audit committee. Ann Cooper will chair this committee; Don Thompson and George Harper will also be on the committee. Suellen moved that the treasurer's report be accepted; Lou seconded the motion, and it was passed. John will represent us on the advisory committee for state finances. Beth asked that he bring to the meeting the fact that Pulaski County Master Gardeners are paying to use our meeting facility through an anonymous donation; therefore, it is being paid for.

Beth stated that the blinds and bulletin board for the Master Gardener room at the county extension office had cost \$58.00. John will make a check to Betty Oliver, staff chair at the extension office, to pay for these items.

Suellen and Cheryl Kennedy will make up a new committee called "3 peas in a pod". These represent publicity, public relations and promotion. Suellen says it is hoped that Master Gardeners will get to know each other better and people will be more acknowledged. For those who turn in a time sheet each month, there will be a drawing for a Master Gardener license plate. Nell Stevens will be a greeter and take care of attendance forms at each meeting. Suellen stated that we will encourage people to contribute to the plant table, we will still have old copies of magazines to be sold at 50 cents each, our projects will get more publicity and Master Gardeners will get more public exposure.

We now have embossed Pulaski County Master Gardener note cards. We hope to get more embossed with just Master Gardener so they could be sold at the State Meeting. The State Advisory Commission will sell Master Gardener license plates at the State Meeting.

Nancy recommended having a skit at one of the monthly meetings as the skit at one of the last training sessions had been so much enjoyed.

Jane said she would bring up at the meeting today that applications for the educator program must be turned in to Beth by January 18.

Beth stated that we have additional garden stakes. Up to 50, or more as needed, will be supplied to each project.

Jane will tell the general meeting today that there would be \$100 provided for each project, plus more, if needed.

We will begin collecting dues today at the general meeting. Envelopes will be passed around for checks;

cash is to be given directly to John.

We were given copies of the Pulaski County Annual Master Gardener Report for 2001. Under paragraph 2, Female was changed to read 217.

Beth said she had sent out letters to inform each member if he/she had completed the required time for projects, committees and continuing education to remain active. A new roster will be included in the next Master Minutes.

Sandy Harrison asked that it be reported that a Continuing Education meeting will be held on January 15 at 9:00 a.m. at Barnes and Noble.

Jane stated that the State Advisory Board is developing an advanced Master Gardener program which will include advanced training sessions to begin this summer. Jane is concerned if Pulaski County classes before that time will be counted. It is hoped that the Advisory Board will give credit toward advanced Master Gardener credit to our members who took training for the landscape class in 2001.

Beth said that those members with e-mail capability will soon be informed about the State Master Gardener meeting. Others will get this information through Master Minutes.

Nancy stated that there still is not a chairman for the coming year for the travel committee. There also is no chairman for the Contemplation Garden project. We also need to be sure that information regarding the monthly meeting speakers gets to the newsletter on time. Linda Moyer will chair this committee this year.

Coleen Vollman will be the speaker at the general meeting today.

Monthly Board Meetings will, in the future, begin at 10:30 a.m. before the general meeting at noon.

With no further business, the meeting was adjourned.

Respectfully submitted, Jean Moffett

PULASKI COUNTY MASTER GARDENER BOARD MEETING
APRIL 9, 2002

Present: Jane Druff, Beth Phelps, Nancy Kirsch, Suellen Roberts, John Prather, Carolyn Newbern and Jean Moffett.

President Jane Druff presided. The Minutes of the March general meeting were approved.

The treasurer's report was submitted by John Prather. As of March 1, 2002, our bank balance was \$11,036.26. John stated that we still do not have dues from all members. The treasurer's report was accepted.

Beth stated that the paper work is in to dissolve our corporation. It was necessary to get a Court Order. This has been done and has been filed with the Secretary of State. We are waiting for confirmation.

We have obtained a written resignation from Lou Sanders for First Vice President due to health problems. Our Bylaws state that the Master Gardener President can appoint someone to fill this position for the remainder of the year. Jane has appointed Carolyn Newbern

Congratulations were extended to Beth in being named to Staff Chair Person for the Pulaski County Extension Service.

We discussed the spring picnic which will be held May 9 at the Lakeside Resort Area. A motion was passed and accepted that the Treasury pay all expenses over the tickets which will be \$10.00 per person.

We were told that the county extension office has lost one of their secretaries, and the spot will not be filled at present. Mrs. McKinney will, therefore, have more responsibilities. There is a possibility that those needing extra work hours will be able to help with some secretarial work.

It was stated that Beth will be reimbursed for her out-of-pocket expenses for the upcoming State Meeting.

A thank-you card from Nancye McGowan was read. The treasury paid one-half of her fee for the Master Gardener Educator training.

We will have our usual second Tuesday meeting in June. In addition, the tour of Master Gardener homes will be held on June 4.

With no further business, the meeting was adjourned.

Respectfully submitted, Jean Moffett

**PULASKI COUNTY MASTER GARDENERS
BOARD MEETING MINUTES
MAY 14, 2002**

Present: Jane Druff, Suellen Roberts, Carolyn Newbern, John Prather, Nancy Kirsch, Beth Phelps. **Absent:** Jean Moffett

President Jane Druff presided. The Minutes of the April 2002 meeting were approved. John presented the April Treasurer's Report. The ending bank balance on April 30, 2002 was \$12,126.23. April revenue totaled \$2809.46. Expenditures totaled \$1908.41. The Treasurers report was accepted.

The state meeting was discussed. Jane reported the 2003 meeting will be held in Searcy and the 2004 meeting in Conway. The Searcy Master Gardeners requested ideas for program topics. Since Beth has not yet received the pins and certificates, it was decided that the five and ten-year members who were recognized at the state meeting will be presented with their pins and certificates in the June meeting.

It was reported that \$275 has been generated from the sale of Master Gardener note cards. \$245 was generated at the state meeting and another \$30 was generated at the MG picnic.

The following upcoming events and other items to be discussed at the general meeting were reviewed.

- The Junior Master Gardener Program was conducted today, May 14. The PCMG purchased a set of the program books for the MG library.
- MG help at Curran Hall on May 15 is needed in preparation for grand opening will on Saturday May 18 from 11:00 – 1:00.
- The MG Wine and Cheese Party at the Good Earth will be held at 6:15 on May 15. Good Earth will offer a 20% discount on all purchases. Those attending will be charged \$3.00 to cover the cost of the refreshments.
- A PCMG continuing education course on Perennials to be conducted on May 21 and 22. Nine vacant slots are still available to PCMGs.
- The PCMG annual tour of MG gardens will be held on June 4.
- St. Vincent Infirmary is sponsoring an Enabling Garden Workshop on June 19 from 8:30 – 12:30.
- A \$300 donation was received from the Little Rock Garden Clubs for assisting with the recent Garden Clubs tour.
- Information on the PCMG and each project is available on the Pulaski County Cooperative Extension Website.

Jane and Carolyn reported that Carolyn will be doing a background analysis on current MG projects in preparation for considering new project requests. A questionnaire will be sent to each project chair to complete as part of the background analysis. Carolyn will also chair the Project Evaluation Committee, which will consider new project requests.

The Publicity Committee has begun development of a PCMG brochure, which will include information on each project. The Board voted to support the project.

The meeting was adjourned.

From: <Jeanmeili@aol.com>
To: <bphelps@uaex.edu>, <l_moyer@netzero.net>
Date: 6/13/02 8:06AM
Subject: June MG Board meeting

PULASKI COUNTY MASTER GARDENER BOARD MEETING
June 11, 2002

Present: Beth Phelps, Carolyn Newbern, Nancy Kirsch, John Prather, Suellen Roberts and Jean Moffett

In the absence of Jane Druff, the meeting was presided over by Carolyn Newbern. There were no additions or corrections to the May Minutes of the Board Meeting and the General Meeting.

The Treasurer's Report was submitted by John Prather. The ending bank balance as of May 31, 2002, was \$13,069.36. The Treasurer's Report was accepted.

It was reported that 45 members still have not paid their 2002 dues. On the next Master Gardener Minutes, there will be a 'dot' beside the names of these members as a reminder. We discussed the possibility of forming a committee to contact these members whose dues have not been paid.

Beth stated that she had talked with Dr. Jim Robins with the Extension Office about the possibility of a greenhouse being constructed on the grounds of the State Extension Office. It would probably start out as being a greenhouse/propogating house. It was decided that Master Gardeners would support the concept and commit to the idea of involvement and might financially contribute.

It was reported that Jane Druff will appoint a nominating committee which will meet this summer regarding officers for the coming year. Suellen, as last year's president, will serve as chairperson.

Sandy Harrison is working on some minor changes of our By Laws. These are necessitated because of our being dissolved as a corporation.

Today's door prizes are a hibiscus plant, donated by Hines Nursery through Judy Bradsher, a body cooling neck wrap given by an anonymous donor, and a Master Gardener license plate.

Beth stated that the 100th birthday of 4-H is coming up this fall. Counties are conducting a food drive, and cans of food collected will be donated to the Arkansas Food Network through 4-H. Our Master Gardeners will be asked to bring a can of food to the September meeting.

Carolyn said that extra help is needed at Curran Hall since it is a new project; this can be done on Saturday as well as a week day. It would be another way for members to earn work hours.

Beth will send a thank-you note to members of the Continuing Education

Committee for the recent perennial work shop.

The Pulaski County web site is pulaski.uaex.edu. There is no www at the beginning.

No further business, the meeting was adjourned.

Respectfully submitted, Jean Moffettv

From: <Jeanmeili@aol.com>
To: <bphelps@uaex.edu>, <l_moyer@netzero.net>
Date: 6/13/02 8:23AM
Subject: found another mistake. j.

PULASKI COUNTY MASTER GARDENER BOARD MEETING
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Respectfully submitted, Jean Moffett

PULASKI COUNTY MASTER GARDENER BOARD MEETING
August 2, 2002

Present: Beth Phelps, Jane Druff, Carolyn Newbern, Nancy Kirsch, John Prather, Suellen Roberts, Sandy Harrison and Jean Moffett.

The meeting was called to order.

Beth said that Ila Newberry, chairman for the travel committee, had said that a fall foliage trip to Eureka Springs was being planned for October 22-24. The Travel Committee had asked about the possibility of the bus part of the trip being subsidized through the Master Gardener treasury. This was discussed by Board members. A motion was made and seconded that this not be done, and the motion was passed.

Beth stated that there have been inquiries about the possibility of Master Gardener husband/wife couples paying only one dues per year since they receive only one newsletter. This was discussed. A motion was made and seconded and voted upon, and it was decided that we would stay consistent with our policy of each Master Gardener member paying the \$15.00 yearly membership fee.

John gave a treasurer's report. He stated that there has been little financial activity during the last two months. The ending bank balance as of July 31 was \$12,584.92

Carolyn spoke of an up-coming survey of Master Gardener projects, old and new. This will be discussed at a Board Meeting on August 27 at 9:30 am at the County Extension Office.

A Board meeting concerning changes in the By-Laws is set for August 20 at 9:30 am at the County Extension Office.

The volunteer applications for fall training 2002 were looked at, and each Board member was given approximately 14 names to call and interview.

The meeting was then adjourned.

Respectfully submitted, Jean Moffett

Master Gardener Board Meeting
August 27, 2002

Attending: Beth Phelps, Carolyn Newbern, John Prather, Suellen Roberts, Jane Druff

We signed a card expressing sympathy to Nancy Kirsch whose mother died last week.

The Little Rock Garden Club Council wants to include the Old Mill in their tour of gardens in 2003. Carolyn will call and be sure the committee can support this.

St. Vincent Rehab sent the Master Gardeners a check for \$50 for supporting their workshop in June. We voted to return it to them with a note of thanks and suggestion to spend the money on plants for their project.

We are excited about our brochure worked on by Cheryl Kennedy and Rose Hogan and the 3P Committee. However, since we are in the process of deciding on projects for next year, we suggested tabling the brochure so we can include up to the minute information.

Suellen has prepared a letter to go to the Arts Center officials requesting a meeting and suggesting that after 2003, the Master Gardeners will withdraw from that project if there is not better support from the customer.

We may use the same approach for other city projects. There are various problems with the Little Rock and North Little Rock projects. A meeting of concerned parties seems to be a good place to start. If there is no improvement, we can move on to other projects.

Carolyn has gathered very helpful information from each project. The Board went over each project discussing the number of project members, problems and potential solutions. It has been suggested we have a Saturday roving committee. We plan to send a letter out this year to all MGs asking for only those who wish to change projects to respond. With this information we will assign numbers and make changes.

We reviewed a list of potential projects. We eliminated very old requests, any that involved city property, and eventually got down to two. These require more research. There are still two more that might want to be considered. The Board will meet at a later time to finalize any new projects for 2003.

Jane Druff for Jean Moffett

From: <Jeanmeilli@aol.com>
To: <bphelps@uaex.edu>
Date: 8/21/02 9:06AM
Subject: Aug. 20 Minutes

PULASKI COUNTY MASTER GARDENER BOARD MEETING
August 20, 2002

Present were Beth Phelps, Jane Druff, Carolyn Newbern John Prather, Suellen Roberts, Sandy Harrison and Jean Moffett.

The meeting was called to order.

Beth told us that the parking rules have changed at the State Extension Office Building. The back door will now be locked, and all employees will park in the back of the building and use that door. Therefore, there will be more parking spaces in the front. Master Gardeners are asked to wear their name tags for security reasons.

Master Gardeners will be asked to each bring a can of food to the September meeting. This is a part of the '4 H Can Make a Difference' program. These cans will go to the Arkansas Food Bank.

Members of the Board discussed revisions to the current By Laws. Each Master Gardener member will receive a copy of the revised By Laws.

The meeting was adjourned.

Respectfully submitted, Jean Moffett

Passed at

PULASKI COUNTY MASTER GARDENER BOARD MEETING
September 10, 2002

Present were Beth Phelps, Jane Druff, Carolyn Newbern, John Prather, Suellen Roberts, Nancy Kirsch and Jean Moffett.

The meeting was called to order.

The Minutes of the last meeting were accepted as presented.

John gave the Treasurer's Report. The ending bank balance as of August 31, 2002, was \$11,725.00.

Beth gave us an updated report on parking for our monthly meetings. Now that UALR is in session, they do not have space for Extension employees to use their lot, so some will again have to park in the front lot. Suggestions were offered for Master Gardeners to carpool or to find a new meeting place. This will be taken up at a later date.

The question of couples having to pay two yearly dues has again been brought up. This will be discussed when the new Board takes office.

We talked about the Keep Arkansas Beautiful awards. Any Master Gardener project can apply.

The Old Mill project has been asked to be on the next Little Rock Garden Club Tour. This will be decided at a later date.

We are now in the process of discussing current work projects and adding new ones. Carolyn has met with a representative of the Historic Art Museum regarding a project there. The Museum has plans to renovate their grounds and add new projects relating to gardening.

A Board meeting has been set for September 23 to discuss current and possible future work projects.

Mary Ann Francis with the County Extension Office has requested extra funding to take out the privet hedge along the handicap ramp and replace it with another type hedge or bush. She has been asked to submit a firm cost, and this project will be discussed at the next Board meeting.

Beth told us that she has received a request from the City of Little Rock regarding the celebration of Arbor Day on November 6, 2002. Various 'stations' will be set up to explain to 5th graders all phases of trees from the seed through the growth to the recycling at the end of the tree life. We have been asked to have one 'station'. We would need a chairman and a committee.

We have received information on a supplemental accidental insurance that would cover Master Gardeners while volunteering on a project. We will try to get more details on this.

Jane told us that at our October Master Gardener meeting, Judge Villines with the Quorum Court will talk to us about a proposed sales tax increase. More information will be in our news letter.

Jane will introduce the new By Laws at meeting today. Voting will be at the October meeting.

Suellen spoke about the Three Peas in a Pod Committee. Someone in Little Rock and in North Little Rock is needed regarding photos and news for press releases. More will be in the newsletter. The membership will be asked if we want to continue door prizes, plant swap, 50 cent magazines and candy to those who wear their name tags.

Our group will need someone who will be in charge of the Master Gardener tee shirts and other merchandise that we might want to sell. Time spent will be considered as volunteer time.

Beth still needs mentors for the upcoming class. If we do not have enough volunteers, we will not be able to have this mentor program.

Benton County Master Gardeners say they would like to make contact with other Master Gardeners around the state. We will obtain more information on this.

Carolyn spoke of having a committee to investigate why people drop out of Master Gardeners.

The meeting was adjourned.

Respectfully submitted, Jean Moffett

NOTES – PROJECT COMMITTEE and BOARD MEETING
SEPTEMBER 23, 2002

Attendees: Carolyn Newbern, Beth Phelps, Suellen Roberts, Nancy Kirsch, John Prather, Jane Druff

A productive meeting was held with NLR Parks and Recreation including MG's, Willie Elizandro, and others. A plan will be made for the Old Mill, better communications will be strived for. A better understanding of that communications chain was obtained.

We voted to recommend to the membership at the next meeting inclusion of two more projects: Historic Arkansas Museum 1 plus 3 – 4; Oak Forest Community Gardens 10 mentors in need of a chairperson.

We recommend putting the request from Wildwood on hold. We will communicate with them. We would agree to announce and publicize their work days for Community Outreach only at this time.

We voted to cover about \$100 expenses for Pinnacle Mountain Project for stepping stones to complete the path in the "Meadow".

We will talk to United Way regarding next year's September Day of Caring to offer planning/advisory assistance if they want it for planning their gardening efforts.

We discussed the "Brochure" publicizing the Pulaski County MG Program. The best price on printing from three sources was Shepherd's. Cost was

\$584 for 1000 copies

\$740 for 2500

\$920 for 5000

These would be used at Curran Hall LR Visitor Center, hotels, F & G Show, etc. It is a beautiful trifold prepared by Cheryl Kennedy and Rose Hogan.

PULASKI COUNTY MASTER GARDENER OCTOBER BOARD MEETING

The Pulaski County Master Gardener Board Meeting was held on Tuesday, October 9, 2001, at 10:00 a.m. in the auditorium of the Administration Bldg. at 2301 South University. The meeting was called to order by the President Jane Druff. Board members present were Beth Phelps, Lou Sanders, Nancy Kirsch, John Prather and Jean Moffett.

After a motion by John Prather a second by Lou Sanders and an affirmative vote, the minutes of the September meeting were corrected to spell Dr. Lyles name with a 'y' instead of an 'i'. The Treasurer's report stated that the beginning bank balance as of Sept. 1, 2001, was \$11,034.45.

It was decided that Jane would discuss with the general membership the proposal to Dr. Lyles and acceptance by him, including a shift in meeting time from noon to 1:30 pm, the fee of \$675.00/year to use our present meeting place. Other points to discuss were 1.) an increase in dues to cover rent and other expenses such as additional money to committees if needed, and 2.) to raise committee projects money from \$50 to \$75.

The State Leadership Development Training was discussed. It will be held on December 4 and 5. The first day the time is from 6:00 to 9:00 pm. The second day is from 8:30 to 3:30. John suggested that the Master Gardener budget pay the \$5.00 registration for Board members. All were in favor of this suggestion.

John further discussed the budget. He stated that we have some extra money, we could start paying for some things we have not done in the past. It was suggested that the budget pay for Beth's expenses to the State Convention. Lou made such a motion; Nancy seconded it, and this was approved by all board members. It was further discussed that the budget pay money not to exceed \$500 to the Social Committee to pay for some of the expenses of the Christmas party, and it would be a pot-luck supper. Susan Crisp, chairman of the social committee discussed this with the board members and with her committee, who gave their approval. Lou made a motion to approve the treasurer's report; Nancy seconded the motion, and it was approved.

Marie Jordan talked with the Board, telling about the expenses her committee has had on our Pinnacle project and requesting additional money. Beth suggested giving the group an extra \$100 over their current receipts for \$64.00. Lou moved that this be done; it was seconded by John, and approved by the Board.

Beth spoke about our booth at the Flower and Garden Show. It has been discussed that this be a State endeavor. Jane will bring this up at the next Advisory Meeting. If the State does not want to be a part of this booth, we will have it as a Pulaski County booth. Beth will request that we have a booth.

PULASKI COUNTY MASTER GARDENER BOARD MEETING
December 10, 2002

The Pulaski County Master Gardener Board met in the home of President Carolyn Newbern at # 10 Ozark Point on Tuesday, December 10, 2002 at 10:00 AM. Attending were Carolyn, Beth Phelps, Dick Blankenkoper, Jane Druff, John Prather, Mary Freeman, Rochelle Greenwood and Pat Green. Mary and Rochelle were attending as the newly elected members-at-large.

Minutes of the previous Board meeting were reviewed. Jane moved that the minutes be approved. The motion passed. The minutes of the general meeting were also approved, with Dick moving and Nancy seconding.

John Prather gave the Treasurer's Report.

| | | |
|-------------------|----------|-------------|
| Beginning Balance | 11/01/02 | \$16,978.01 |
| Ending Balance | 11/30/02 | \$13,626.55 |

The group discussed building a memorial fund by making donations in memory of Master Gardener members. A \$25 donation will be made in memory of Adrian Williamson. Periodically donations will be made to "Trees For the Future". Carolyn will contact Pete Rausch to see if a plaque might be used to designate the memorial. One refund was given for the trip to Eureka in October. Nancy made a motion to accept the treasurer's report. The motion was seconded and passed. John will prepare a report of money spent by each project in 2002, to be used at the 2003 Orientation meeting.

Carolyn shared a thank you note that was received from Peter Rausch with the Little Rock Parks and Recreation for the Master Gardeners participation in the Youth Arbor Day.

The brochures outlining Master Gardener projects are being printed. Dick suggested that we ask the printer to bundle or box them in small quantities to prevent damage during storage.

Beth reported that approximately 12 people had already signed up to assist with the Arkansas Flower & Garden Show booth. Volunteer forms are available on line and will be sent out with the December/January newsletter. Jane will coordinate the booth with the State MG Advisory Board.

Dick will ask each standing committee chair to prepare guidelines, to be inserted in officer and committee notebooks. He also asked for suggestions for programs for next year.

Nancy provided a list of projects and chairs, noting that not all have chairs at this time. She will continue to seek chairs but some may be determined at the first meeting of a committee next year. Those with vacancies currently are Cammack-UA Systems, Mt. Holly, Oak Forrest Community Garden, Old Mill, and War Memorial Entrance.

A letter has been prepared to be mailed in January to project host contacts outlining policies

and expectations. Nancy went over the forms that are to be in the notebooks of Committee chairs and board members: description of the University Cooperative Extension Service Master Gardener Program, committee list, request form for Master Gardener funds (\$100 available per project), project description, information regarding project host contact. These forms are being updated and will be made available for new and old notebooks. Nancy will develop a new form for application for hosting a project.

The retention committee has developed a form to be sent to those Master Gardeners who did not complete their hours in 2002. John reported that 15 members did not pay dues in 2002. Beth shared information from the 2002 Pulaski County Annual Master Gardener Report. Total time reported as of December 1, 2002 was 16,293. (This figure includes community outreach, education and telephone time as well as project hours.)

The board discussed a recent newspaper article featuring Debbie Cummings, which stated that the rehab program at St Vincent Hospital is a Master Gardener project. Application for this project was not completed in time to be considered for a project this year. The board designated August as the time to evaluate projects.

February 4th or 6th 9:30 –11:30 was chosen as the possible dates and time for orientation for project and standing committee chairs. Beth will check on the availability of meeting rooms at the state office.

The Master Gardener logo has been registered as a trademark. Beth will e-mail the logo to the members of the board.

The Southeast District Master Gardener (of which Pulaski County is a part) will hold a meeting in Dewitt on April 12 at the Arkansas County Fairgrounds. Carolyn encouraged all of us to attend.

We discussed the need for a display board for meetings and events. Carolyn has found information for ordering a "Post-It" board that can be used on a tabletop easel. Nancy made a motion to purchase the board. The motion was seconded and carried.

The board discussed circulating survey cards periodically with the Master Minutes mailing. In an attempt to involve more members, questions could relate to future goals, assessment of the current program, or other topics. Suggestions for questions will be sought from each standing committee. The two new members a large will develop this idea, with assistance from Beth and Carolyn and will serve as liaisons to the Retention Committee.

Jane reported that Volunteer Guidelines should be ready by the January or February meeting. Jane and Carolyn will meet next week at the MG office to determine forms that need revision.

The meeting was adjourned at 1:00. A potluck lunch was shared by the board following the meeting.