

PULASKI COUNTY MASTER GARDENER BOARD MEETING
January 14, 2003

The Pulaski County Master Gardener Board met at the State Extension Office Building on January 14, 2003. President, Carolyn Newbern called the meeting to order at 10:00 am. In the absence of secretary, Pat Green, Rochelle Greenwood took minutes. Present were Carolyn Newbern, Jane Druff, Mary Freeman, Nancy Kirsch, Rochelle and Beth Phelps. Jennifer Gibson, an assistant for Janet Carson, attended as a guest.

John Prather was absent today but sent the treasurer's report. The ending bank balance for 12/31/02 was \$12,046.28. Jane moved that the report be accepted as presented. The motion was seconded and passed.

Carolyn presented the color brochure outlining Master Gardener projects and other public gardens. She said that Rose Hogan had been instrumental in seeing that this project was done. These will be sent out with a letter going to project hosts. Beth and Carolyn will prepare a letter to go out with these to other community and state persons with an interest in our program.

Carolyn reported on a letter received from Peter Rausch regarding plaques for trees donated to Trees for Tomorrow. The trees will cost from \$100 - \$150, depending on the type of tree, and the plaque will cost \$55. Rochelle and Mary will establish procedures to determine the wording on the plaques, acknowledgements, and type of trees to be selected. At this time, there is \$25 in memorial funds for Adrian Williamson. When other memorial funds are received and the total reaches \$175- \$200 a donation will be made to the Trees for Tomorrow program.

(Pat Green arrived and continued taking minutes.)

Minutes of the last meeting were mailed to members before today. The following corrections were made: Add Nancy Kirsch to the list of attendees and in the paragraph beginning "The retention committee ..." strike the word "sent" and replace with "used by committee making calls". Jane moved that the minutes be accepted as corrected. The motion carried.

The board discussed the \$15 annual membership dues. The question has been raised as to whether this fee can cover a couple or should each member pay the \$15 dues. Minutes of previous discussions on the matter are not clear. Beth suggested that the membership be given an opportunity to voice their opinions to board members before a final decision is made. It was agreed that Carolyn would make this announcement at today's general meeting and that a limited discussion by the membership will precede a vote at the February General Meeting.

Marian Berry has requested that volunteer hours by Master Gardeners working in the Junior Master Gardener Program at Pulaski Heights Elementary be accepted for credit towards certification. After discussion, Jane moved that Master Gardeners who have

been active for at least one year be allowed to count volunteer hours on official Junior Master Gardener projects towards volunteer work hours to remain an active Master Gardener. The motion was seconded by Rochelle and approved by voice vote.

Debbie Cummings has asked the board to reconsider its decision regarding the rehab program at St. Vincent's Hospital. Nancy moved that a review of current and prospective projects take place in August. Rochelle seconded the motion and it was approved by voice vote.

Nancy reported that letters to project hosts are still being revised but will be mailed soon. Letters to project chairs were mailed 1/13/03 inviting them to the Chairman Orientation at the Fletcher Library on February 6. Project descriptions are being revised and will be available for the February 6 meeting. It was noted that notebooks are needed for the new standing committees and for the two new projects, Historic Arkansas Museum and Oak Forest Community Gardens. Carolyn presented written duties and guidelines of various officers and committees. Jane shared information regarding policies for Pulaski County Master Gardeners that is not included in other materials. The duties and policies will be included in the appropriate notebooks.

A discussion followed regarding the appropriate use of the \$100 project allotment. Jane moved that project funds be to be spent on garden related materials (e.g. edging, plants, fertilizer, mulch) only. The motion was seconded and carried.

Anita Chamberlin has a Magic Electric Box that she will give to the Master Gardeners for use as an educational tool.

Beth presented a list of Master Gardeners who have asked to be placed on an inactive list and those who have been dropped due to lack of completion of volunteer hours. The list will go to the Retention Committee who will contact these members to conduct a survey. She also reported that 2003 rosters will be mailed with February's Master Minutes.

Carolyn reported that information is being collected to send to the state Southeast District, to share with other Master Gardener programs at the April 12 district meeting in Dewitt.

The meeting was adjourned at 11:50 AM.

Pat Green
Secretary

PULASKI COUNTY MASTER GARDENER BOARD MEETING
January 14, 2003

The Pulaski County Master Gardener Board met at the State Extension Office Building on January 14, 2003. President, Carolyn Newbern called the meeting to order at 10:00 am. In the absence of secretary, Pat Green, Rochelle Greenwood took minutes. Present were Carolyn Newbern, Jane Druff, Mary Freeman, Nancy Kirsch, Rochelle and Beth Phelps. Jennifer Gibson, an assistant for Janet Carson, attended as a guest.

John Prather was absent today but sent the treasurer's report. The ending bank balance for 12/31/02 was \$12,046.28. Jane moved that the report be accepted as presented. The motion was seconded and passed.

Carolyn presented the color brochure outlining Master Gardener projects and other public gardens. She said that Rose Hogan had been instrumental in seeing that this project was done. These will be sent out with a letter going to project hosts. Beth and Carolyn will prepare a letter to go out with these to other community and state persons with an interest in our program.

Carolyn reported on a letter received from Peter Rausch regarding plaques for trees donated to Trees for Tomorrow. The trees will cost from \$100 - \$150, depending on the type of tree, and the plaque will cost \$55. Rochelle and Mary will establish procedures to determine the wording on the plaques, acknowledgements, and type of trees to be selected. At this time, there is \$25 in memorial funds for Adrian Williamson. When other memorial funds are received and the total reaches \$175- \$200 a donation will be made to the Trees for Tomorrow program.

(Pat Green arrived and continued taking minutes.)

Minutes of the last meeting were mailed to members before today. The following corrections were made: Add Nancy Kirsch to the list of attendees and in the paragraph beginning "The retention committee ..." strike the word "sent" and replace with "used by committee making calls". Jane moved that the minutes be accepted as corrected. The motion carried.

The board discussed the \$15 annual membership dues. The question has been raised as to whether this fee can cover a couple or should each member pay the \$15 dues. Minutes of previous discussions on the matter are not clear. Beth suggested that the membership be given an opportunity to voice their opinions to board members before a final decision is made. It was agreed that Carolyn would make this announcement at today's general meeting and that a limited discussion by the membership will precede a vote at the February General Meeting.

Marian Berry has requested that volunteer hours by Master Gardeners working in the Junior Master Gardener Program at Pulaski Heights Elementary be accepted for credit towards certification. After discussion, Jane moved that Master Gardeners who have

been active for at least one year be allowed to count volunteer hours on official Junior Master Gardener projects towards volunteer work hours to remain an active Master Gardener. The motion was seconded by Rochelle and approved by voice vote.

Debbie Cummings has asked the board to reconsider its decision regarding the rehab program at St. Vincent's Hospital. Nancy moved that a review of current and prospective projects take place in August. Rochelle seconded the motion and it was approved by voice vote.

Nancy reported that letters to project hosts are still being revised but will be mailed soon. Letters to project chairs were mailed 1/13/03 inviting them to the Chairman Orientation at the Fletcher Library on February 6. Project descriptions are being revised and will be available for the February 6 meeting. It was noted that notebooks are needed for the new standing committees and for the two new projects, Historic Arkansas Museum and Oak Forest Community Gardens. Carolyn presented written duties and guidelines of various officers and committees. Jane shared information regarding policies for Pulaski County Master Gardeners that is not included in other materials. The duties and policies will be included in the appropriate notebooks.

A discussion followed regarding the appropriate use of the \$100 project allotment. Jane moved that project funds be to be spent on garden related materials (e.g. edging, plants, fertilizer, mulch) only. The motion was seconded and carried.

Anita Chamberlin has a Magic Electric Box that she will give to the Master Gardeners for use as an educational tool.

Beth presented a list of Master Gardeners who have asked to be placed on an inactive list and those who have been dropped due to lack of completion of volunteer hours. The list will go to the Retention Committee who will contact these members to conduct a survey. She also reported that 2003 rosters will be mailed with February's Master Minutes.

Carolyn reported that information is being collected to send to the state Southeast District, to share with other Master Gardener programs at the April 12 district meeting in Dewitt.

The meeting was adjourned at 11:50 AM.

Pat Green
Secretary

PULASKI COUNTY MASTER GARDENER BOARD MEETING
January 14, 2003

The Pulaski County Master Gardener Board met at the State Extension Office Building on January 14, 2003. President, Carolyn Newbern called the meeting to order at 10:00 am. In the absence of secretary, Pat Green, Rochelle Greenwood took minutes. Present were Carolyn Newbern, Jane Druff, Mary Freeman, Nancy Kirsch, Rochelle and Beth Phelps. Jennifer Gibson, an assistant for Janet Carson, attended as a guest.

John Prather was absent today but sent the treasurer's report. The ending bank balance for 12/31/02 was \$12,046.28. Jane moved that the report be accepted as presented. The motion was seconded and passed.

Carolyn presented the color brochure outlining Master Gardener projects and other public gardens. She said that Rose Hogan had been instrumental in seeing that this project was done. These will be sent out with a letter going to project hosts. Beth and Carolyn will prepare a letter to go out with these to other community and state persons with an interest in our program.

Carolyn reported on a letter received from Peter Rausch regarding plaques for trees donated to Trees for Tomorrow. The trees will cost from \$100 - \$150, depending on the type of tree, and the plaque will cost \$55. Rochelle and Mary will establish procedures to determine the wording on the plaques, acknowledgements, and type of trees to be selected. At this time, there is \$25 in memorial funds for Adrian Williamson. When other memorial funds are received and the total reaches \$175- \$200 a donation will be made to the Trees for Tomorrow program.

(Pat Green arrived and continued taking minutes.)

Minutes of the last meeting were mailed to members before today. The following corrections were made: Add Nancy Kirsch to the list of attendees and in the paragraph beginning "The retention committee ..." strike the word "sent" and replace with "used by committee making calls". Jane moved that the minutes be accepted as corrected. The motion carried.

The board discussed the \$15 annual membership dues. The question has been raised as to whether this fee can cover a couple or should each member pay the \$15 dues. Minutes of previous discussions on the matter are not clear. Beth suggested that the membership be given an opportunity to voice their opinions to board members before a final decision is made. It was agreed that Carolyn would make this announcement at today's general meeting and that a limited discussion by the membership will precede a vote at the February General Meeting.

Marian Berry has requested that volunteer hours by Master Gardeners working in the Junior Master Gardener Program at Pulaski Heights Elementary be accepted for credit

towards certification. After discussion, Jane moved that Master Gardeners who have been active for at least one year be allowed to count volunteer hours on official Junior Master Gardener projects towards volunteer work hours to remain an active Master Gardener. The motion was seconded by Rochelle and approved by voice vote.

Debbie Cummings has asked the board to reconsider its decision regarding the rehab program at St. Vincent's Hospital. Nancy moved that a review of current and prospective projects take place in August. Rochelle seconded the motion and it was approved by voice vote.

Nancy reported that letters to project hosts are still being revised but will be mailed soon. Letters to project chairs were mailed 1/13/03 inviting them to the Chairman Orientation at the Fletcher Library on February 6. Project descriptions are being revised and will be available for the February 6 meeting. It was noted that notebooks are needed for the new standing committees and for the two new projects, Historic Arkansas Museum and Oak Forest Community Gardens. Carolyn presented written duties and guidelines of various officers and committees. Jane shared information regarding policies for Pulaski County Master Gardeners that is not included in other materials. The duties and policies will be included in the appropriate notebooks.

A discussion followed regarding the appropriate use of the \$100 project allotment. Jane moved that project funds be to be spent on garden related materials (e.g. edging, plants, fertilizer, mulch) only. The motion was seconded and carried.

Anita Chamberlin has a Magic Electric Box that she will give to the Master Gardeners for use as an educational tool.

Beth presented a list of Master Gardeners who have asked to be placed on an inactive list and those who have been dropped due to lack of completion of volunteer hours. The list will go to the Retention Committee who will contact these members to conduct a survey. She also reported that 2003 rosters will be mailed with February's Master Minutes.

Carolyn reported that information is being collected to send to the state Southeast District, to share with other Master Gardener programs at the April 12 district meeting in Dewitt.

The meeting was adjourned at 11:50 AM.

PULASKI COUNTY MASTER GARDENER BOARD MEETING
February 11, 2003

The Arkansas State Extension Office Building was the meeting site of the Pulaski County Master Gardener Board on February 11, 2003. The meeting was called to order by President, Carolyn Newbern at 10:00 am. In attendance were Carolyn, John Prather, Mary Freeman, Nancy Kirsch, Beth Phelps, Jane Druff and Pat Green.

Minutes of the January meeting were reviewed and approved.

John presented the treasurer's report. Following a discussion, John moved that the Board recommend to the membership that dues continue as they were last year at \$15 per member. The motion was seconded and passed. Additional discussion led to a suggestion to have the Retention Committee monitor a list of members who have not paid their dues or turned in hours by mid-year. Application to advanced training and attendance at state meetings require that members "be in good standing". The bank balance as of 1/31/03 was \$11,818.07. Jane made a motion to approve the report as presented. The motion was adopted.

Carolyn announced that Bob Bumgardner and Mary Lee McHenry have been asked to serve as auditors.

The Volunteer Guide is near completion with much appreciation to Jane, Carolyn, and Beth. Carolyn noted that the guidelines for the offices of Secretary and Treasurer have been omitted. These will be prepared before the March meeting. The board discussed the possibility of selling notebooks to the membership to use for the guidelines, Master Minutes, membership roster, etc. Beth and Jane will look into costs and determine if there is an interest.

Jane reported on the Pulaski County Master Gardener booth being planned for the Arkansas Flower and Garden Show. The theme will be "Backyard Art". The "Magic Box" will be available to provide an educational tool for those visiting the booth. Handouts containing information on the Master Gardener web-site and applying for Master Gardener training will also be available. Various examples of yard art will be used to decorate the booth along with a display board with information on the Master Gardener program.

Beth reported that Sharon Priest has asked the Master Gardeners to design container plantings for the downtown Little Rock area. Nancy moved to accept the proposal and it was adopted. Mary Freeman agreed to chair the design team and will recruit help.

The Little Rock Council of Garden Clubs has asked Master Gardeners to act as "garden experts" during the garden tours again this year. Volunteers may count the time spent as hours towards certification. April 26 is the date for the tours. Master Gardener Steve Lopato will handle recruitment. The board approved the request.

April 26 is also the date of "Earth Day at the Zoo". The board discussed sponsoring a booth at the Zoo on that day. It was decided that Carolyn would present the idea to the membership at today's meeting. If there are enough volunteers to support this event, Master Gardeners will also be allowed to count these volunteer hours.

The Arkansas Master Gardener State Meeting is to be held in Searcy on May 19-21. John moved to co-sponsor the event with a \$200 donation from the Pulaski County group. The motion was adopted.

Carolyn led a discussion on "Project of the Year" nominations for the state meeting. A decision was reached to have Carolyn ask for nominations from the membership at today's meeting and then have the membership vote.

Silent auction items will be needed for the state meeting. Jane said that a number of items have already been received.

The Pulaski County Extension Office Project has been selected as a finalist for the Keep Arkansas Beautiful awards in the *Government* category. The Pinnacle Mountain State Park project has also been selected as a finalist for this award in the *Community Involvement* category.

Jane Gulley shared results from the Retention Committee's contact with members who left the program in 2002. "No one left disgruntled". Jane said that all the past members left because of situations in their personal lives. Much praise was given for the Pulaski County program. Beth and Mrs. McKinney were specifically mentioned as having created such a positive experience.

Jane Gulley is also working with a small committee of the state organization in developing ideas for a Master Gardener Sustainer program. She presented some of the issues that have been raised. Jane Druff suggested the title of Master Gardener *Emeritus*. After a discussion, Nancy moved that Jane Gulley go back to the committee with an approval of the concept from the Pulaski County Board. The motion carried.

Beth asked the board to provide feedback on any parking problems today. She has just learned that UALR is planning to build on the site now being used as parking.

The meeting was adjourned at 11:45

Pat Green
Secretary

ok

PULASKI COUNTY MASTER GARDENER BOARD MEETING
February 11, 2003

The Arkansas State Extension Office Building was the meeting site of the Pulaski County Master Gardener Board on February 11, 2003. The meeting was called to order by President, Carolyn Newbern at 10:00 am. In attendance were Carolyn, John Prather, Mary Freeman, Nancy Kirsch, Beth Phelps, Jane Druff and Pat Green.

Minutes of the January meeting were reviewed and approved.

John presented the treasurer's report. Following a discussion, John moved that the Board recommend to the membership that dues continue as they were last year at \$15 per member. The motion was seconded and passed. Additional discussion led to a suggestion to have the Retention Committee monitor a list of members who have not paid their dues or turned in hours by mid-year. Application to advanced training and attendance at state meetings require that members "be in good standing". The bank balance as of 1/31/03 was \$11,818.07. Jane made a motion to approve the report as presented. The motion was adopted.

Carolyn announced that Bob Bumgardner and Mary Lee McHenry have been asked to serve as auditors.

The Volunteer Guide is near completion with much appreciation to Jane, Carolyn, and Beth. Carolyn noted that the guidelines for the offices of Secretary and Treasurer have been omitted. These will be prepared before the March meeting. The board discussed the possibility of selling notebooks to the membership to use for the guidelines, Master Minutes, membership roster, etc. Beth and Jane will look into costs and determine if there is an interest.

Jane reported on the Pulaski County Master Gardener booth being planned for the Arkansas Flower and Garden Show. The theme will be "Backyard Art". The "Magic Box" will be available to provide an educational tool for those visiting the booth. Handouts containing information on the Master Gardener web-site and applying for Master Gardener training will also be available. Various examples of yard art will be used to decorate the booth along with a display board with information on the Master Gardener program.

Beth reported that Sharon Priest has asked the Master Gardeners to design container plantings for the downtown Little Rock area. Nancy moved to accept the proposal and it was adopted. Mary Freeman agreed to chair the design team and will recruit help.

The Little Rock Council of Garden Clubs has asked Master Gardeners to act as "garden experts" during the garden tours again this year. Volunteers may count the time spent as hours towards certification. April 26 is the date for the tours. Master Gardener Steve Lopato will handle recruitment. The board approved the request.

April 26 is also the date of "Earth Day at the Zoo". The board discussed sponsoring a booth at the Zoo on that day. It was decided that Carolyn would present the idea to the membership at today's meeting. If there are enough volunteers to support this event, Master Gardeners will also be allowed to count these volunteer hours.

The Arkansas Master Gardener State Meeting is to be held in Searcy on May 19-21. John moved to co-sponsor the event with a \$200 donation from the Pulaski County group. The motion was adopted.

Carolyn led a discussion on "Project of the Year" nominations for the state meeting. A decision was reached to have Carolyn ask for nominations from the membership at today's meeting and then have the membership vote.

Silent auction items will be needed for the state meeting. Jane said that a number of items have already been received.

The Pulaski County Extension Office Project has been selected as a finalist for the Keep Arkansas Beautiful awards in the *Government* category. The Pinnacle Mountain State Park project has also been selected as a finalist for this award in the *Community Involvement* category.

Jane Gulley shared results from the Retention Committee's contact with members who left the program in 2002. "No one left disgruntled". Jane said that all the past members left because of situations in their personal lives. Much praise was given for the Pulaski County program. Beth and Mrs. McKinney were specifically mentioned as having created such a positive experience.

Jane Gulley is also working with a small committee of the state organization in developing ideas for a Master Gardener Sustainer program. She presented some of the issues that have been raised. Jane Druff suggested the title of Master Gardener *Emeritus*. After a discussion, Nancy moved that Jane Gulley go back to the committee with an approval of the concept from the Pulaski County Board. The motion carried.

Beth asked the board to provide feedback on any parking problems today. She has just learned that UALR is planning to build on the site now being used as parking.

The meeting was adjourned at 11:45

Pat Green
Secretary

PULASKI COUNTY MASTER GARDENER BOARD MEETING
March 11, 2003

The March meeting of the Pulaski County Board was held at the Arkansas State Extension Office. Carolyn Newbern called the meeting to order at 10:00 am. Others attending the meeting were Beth Phelps, Nancy Kirsch, John Prather, Mary Freeman, Nancy McCowan, Dick Blankenbeker, Rochelle Greenwood, Jane Druff and Pat Green.

The minutes of the February meeting were reviewed. Nancy McCowan moved to accept the minutes as presented. The motion was seconded by Mary and approved.

The treasurer's report was presented. The ending bank balance on 2/28/03 was \$12,532.97. Jane moved to accept the report and the motion was approved.

Carolyn presented the report of the audit committee. Bob Bumgardner and Mary Lee McHenry did a complete audit of the organizations books and found them to be in order. After a brief discussion of the details of that audit, Rochelle moved that the report be accepted. Jane seconded the motion and it was approved. Jane then moved that the board adopt a policy allowing for an alternate check signer and that the signature of the president of the organization be added to the bank's records for that purpose. Rochelle seconded the motion and it was adopted by voice vote.

Nancy K. reported that the orientation meeting for new project chairs was held on February 11 following the general meeting of the membership. The meeting had been postponed from the previous week due to inclement weather. She said that she felt rushed and may follow up with a meeting this summer. Letters to the hosts of community projects will be mailed within the week.

Beth said the 2003 Arkansas Flower and Garden Show was a success with 600-700 more tickets sold this year than in 2002. The vendors reported an increase in sales as well. More than 250 volunteers participated in this year's event. Beth asked for comments on the shuttle bus service from War Memorial Stadium. New this year, the service seemed to have very positive feedback from those attending the show.

Mary reported that she had conferred with Peter Rousch on the memorial trees to be placed at MacArthur Park. Beth will choose the type of tree to be placed there in memory of her mother.

Mary also reported on the design team's plan for the metro containers. A notebook of plants for specific conditions, plant combinations and an outline of the care of those plants will be sent to Sharon Priest. Mary moved to have Master Gardeners help with the planting of the first containers. Jane seconded the motion and it was approved. Carolyn will ask at today's general meeting for volunteers who may wish to assist with some of the initial planting. A date for this has not yet been set.

The Volunteer Guide is at the printers and is to be mailed within the next two weeks. Guidelines and policies are completed and also to be sent out soon.

Carolyn announced that Epsilon Sigma Phi, the organization of extension professionals, has awarded the Pulaski County Master Gardeners a "Friend of Extension Award".

A press conference for the "Keep Arkansas Beautiful" award for the project at the Pulaski County Extension office will be held today at 2:30. A similar press conference will be held at the Pinnacle Mountain State Park project on Thursday, March 13 at 1PM. The awards will be presented at a luncheon on April 30. Nancy K. moved to purchase a table of 10 tickets for \$250. The motion was approved.

Jane Gulley made a brief appearance and reported that the group to establish a sustainer program for Master Gardeners met with Janet Carson and discussed details. Master Gardeners who have served at least seven years may obtain sustainer status. Janet will send details on the program to the county agents and information will come from them.

The following announcements were made:

A suggestion has been made to have a contest with the project notebooks as a motivator for accurate record keeping. This idea will be explored.

Nominations for "Friend of Master Gardeners" will be taken today at the general meeting.

The 3P's committee will not send photographers to each project workday but will come to special project events. Committee chairpersons are encouraged to photograph their project activities.

May 15 is the date of the Master Gardener spring picnic to be held in the ballroom on the grounds of the Governor's mansion.

The travel committee has planned a trip to Larry Lowman's Ridgecrest Nursery and Gardens for March 18.

Camp Aldersgate has requested that they be considered for an official project site for next year. Application forms will be sent to them.

Mary asked how we might handle requests to "advertise" products available outside of the "trading post". Should members be allowed to place business cards on the tables prior to meetings? A discussion followed. The "trading post" has traditionally been used for one-time ads of plants or materials Master Gardeners had to offer. The display of business cards or pamphlets presents problems of liability. The printing cost of the Master Minutes is high and new space for ads is not practical. Members may want to know what products and services others in the organization have to offer. John moved that the general membership be allowed to present "ads" for a Master Minutes insert to be produced once a year. This would be available to current Pulaski County Master Gardeners only. Dick seconded the motion and it was approved.

Rochelle said that the Retention committee would like to put up a board to list members who are ill or have concerns to be shared. Nancye Mc. moved to allow for a "Sunshine Board" to be used for this purpose. Nancy K. seconded the motion and it was approved.

Nancye Mc. then showed the tote bags and rain slickers the "Stuff" committee will offer in the next order. The items are from Personal Touch Embroidery in Cabot.

Beth announced that Mrs. McKinney is retiring. Plans are being made to honor her at a future meeting.

The meeting was adjourned at 11:45.

Pat Green
Secretary

BOARD MEETING MINUTES, APRIL 8, 2003

The meeting was called to order by President Carolyn Newbern with all members present except Pat Green and John Prather.

Minutes were approved from March. Treasurer's report was submitted and approved. Balance on the report for the end of March was \$11,679.44. However, after additional obligated items are considered (\$795 for Memorials, \$880.26 for the Old State House, and \$730.77 for Advanced Training), the working balance as of 3/31/03 is \$9273.41.

Carolyn announced the long awaited Volunteer Manual had been released. All current members received one in the mail in the last week. In the future new members will get them in their handbooks. Pages are numbered and dated for easy updates.

Guidelines and policies for all officers and committee chairs have been finalized. Officers got a full set for their officer books. Each Committee Chair will get his/her pertinent guidelines. The official record on Beth's computer will be modified to include date on the bottom of all pages, table of contents, a separate file to include changes as they are presented until new editions are issued. A master copy will be put in a book at the state office for access of the membership.

A report of the Memorial fund plan was presented by Pete Rausch, LR Forester. Price of \$200 – 250 per tree covers the cost of tree, planting, mulch, stake, watering for 1 year, and a small plaque. Size of tree is 1-1/2 to 2 inches caliper. Watering is an ongoing problem. PCMG is to keep monies received as memorials until we have enough to put in a tree. The Memorial Grove in McArthur Park is a specific area for these trees. For now the Board and Beth picked one Lace Bark Elm, one Service Berry, one Washington Hawthorne. We will get back to him about wording on plaques. Make check out to Trees for Tomorrow.

A potential Sustainer status for Master Gardeners is being considered at the State level. A decision will be made at the next Advisory Board meeting April 28-29.

Regarding Metro District Containers, Mary reported that she has not been able to find out when we are to plant, but it will be a weekday, and volunteers are ready.

The Keep Arkansas Beautiful luncheon is April 30. We have two finalists. There are 14 places for us at lunch to include one for Beth, one for Carolyn, 6 for Pinnacle project and 6 for the County Extension Office project.

Oak Forest Community Center is a new project. Breck Campbell and Howard Stephens have met with community members and will have 2 Saturday mornings per month covered for assistance.

Any changes to roster of membership, project committees, etc. should go to Beth. One change for now is to delete the Saturday roving crew due to personnel changes there. Remaining Saturday folks will be assigned to specific projects for now.

The Board is considering a "MG Classified" announcement. It would be a once a year notification to allow MG's only to advertise gardening related items they may want to sell. Business card size ads would be compiled into an announcement or advertisement. Jane Druff and Nancy Kirsch moved and seconded that we proceed with this proposal as discussed.

Mrs. McKinney retired March 31. The Board voted to make her an Honorary Lifetime Master Gardener (moved and seconded by Rochelle and Dick). She will be a guest of honor at the May picnic where she will be presented with a card that members can sign at the May meeting or at the County Extension Office. We will also collect a monetary gift to present at that time. (moved and seconded by Nancy and Dick)

The Southeast District MG Meeting will be in DeWitt this Saturday, April 12 at noon. Carolyn and Jane will go and members will be encouraged in the general meeting.

The National Tour Association will have their convention March 24 – 29, 2004. We should plan ahead beginning now to ensure our MG Projects will look great at that time.

Camp Aldersgate has asked that we support a one day project to help plant their gardens with native plants in April or May. Nancy will call to tell them to pick a date and we will get it in the May calendar and announce it in our May meeting. We cannot provide all needed plants. Hours would be for community outreach. They will also submit an application for becoming a project for the August review.

Friend of MG nomination for the state meeting is almost complete. Jane will work on the last paragraph.

Discounts for MG at local nurseries were discussed. Local nurseries that provide this benefit need to contact Beth.

Education hours were discussed. The rule is that 20 learning hours are required each year. There is no year off for new Master Gardeners.

Summer Board meetings were discussed. They will be in July and August on the second Tuesday even though there is no general meeting. August will be the project review.

The magazine, Active Years, has indicated they want to feature Master Gardener projects and also MG personal gardens in their publication. Give any suggestions to Beth.

War Memorial project needs help. There are only 3 on that committee and they could use other committee members or just extra help.

Wednesday, May 14 will be Pulaski County Days at the River Market. From 11 am til 1:30 pm many county officials will visit the River Market. The PCMG will have a table. All Board members will go if they can with brochures and membership applications. Theme is Volunteerism.

City Greenhouse will have a sale April 10-11 to benefit Adopt a Park.

Future programs include Audubon Society in May, Zoo in June, West Nile Virus in Sept.

Jane moved meeting be adjourned. Mary seconded. Meeting was adjourned at 11:50 am.

BOARD MEETING MINUTES, APRIL 8, 2003

The meeting was called to order by President Carolyn Newbern with all members present except Pat Green and John Prather.

Minutes were approved from March. Treasurer's report was submitted and approved. Balance on the report for the end of March was \$11,679.44. About \$2400 of that is obligated.

Carolyn announced the long awaited Volunteer Manual had been released.

Guidelines and policies for all officers and committee chairs have been finalized. A master copy will be put in a book at the state office for access of the membership.

A report of the Memorial fund plan was presented by Pete Rausch, LR Forester. For now the Board and Beth picked one Lace Bark Elm, one Service Berry, one Washington Hawthorne.

A potential Sustainer status for Master Gardeners is being considered at the State level. A decision will be made at the next Advisory Board meeting April 28-29.

Regarding Metro District Containers, Mary reported that she has not been able to find out when we are to plant, but it will be a weekday, and volunteers are ready.

The Keep Arkansas Beautiful luncheon is April 30. We have two finalists. There are 14 places for us at lunch.

Oak Forest Community Center is a new project. Breck Campbell and Howard Stephens have met with community members and will have 2 Saturday mornings per month covered for assistance.

Any changes to roster of membership, project committees, etc. should go to Beth. One change for now is to delete the Saturday roving crew due to personnel changes there. Remaining Saturday folks will be assigned to specific projects for now.

The Board is considering a "MG Classified" announcement. It would be a once a year notification to allow MG's only to advertise gardening related items they may want to sell.

Mrs. McKinney retired March 31. The Board voted to make her an Honorary Lifetime Master Gardener (moved and seconded by Rochelle and Dick). She will be a guest of honor at the May picnic where she will be presented with a card that members can sign at the May meeting or at the County Extension Office. We will also collect a monetary gift to present at that time. (moved and seconded by Nancy and Dick)

The Southeast District MG Meeting will be in DeWitt this Saturday, April 12 at noon. Carolyn and Jane will go and members will be encouraged in the general meeting.

The National Tour Association will have their convention March 24 – 29, 2004. We should plan ahead beginning now to ensure our MG Projects will look great at that time.

Camp Aldersgate has asked that we support a one day project to help plant their gardens with native plants in April or May. Nancy will call to tell them to pick a date and we will get it in the

May calendar and announce it in our May meeting. Hours would be for community outreach. They will also submit an application for becoming a project for the August review.

Friend of MG nomination for the state meeting is almost complete. Jane will work on the last paragraph.

Discounts for MG at local nurseries were discussed. Local nurseries that provide this benefit need to contact Beth.

Education hours were discussed. The rule is that 20 learning hours are required each year. There is no year off for new Master Gardeners.

Summer Board meetings were discussed. They will be in July and August on the second Tuesday even though there is no general meeting. August will be the project review.

The magazine, Active Years, has indicated they want to feature Master Gardener projects and also MG personal gardens in their publication. Give any suggestions to Beth.

War Memorial project needs help. There are only 3 on that committee and they could use other committee members or just extra help.

Wednesday, May 14 will be Pulaski County Days at the River Market. From 11 am til 1:30 pm many county officials will visit the River Market. The PCMG will have a table. All Board members will go if they can with brochures and membership applications. Theme is Volunteerism.

City Greenhouse will have a sale April 10-11 to benefit Adopt a Park.

Future programs include Audubon Society in May, Zoo in June, West Nile Virus in Sept.

Jane moved meeting be adjourned. Mary seconded. Meeting was adjourned at 11:50 am.

PULASKI COUNTY MASTER GARDENER BOARD MEETING
May 13, 2003

The Pulaski County Master Gardener Board met at the State Extension Office Building on May 13, 2003 with Carolyn Newbern, President, presiding. Board members in attendance were: Nancy Kirsch, Dick Blankenbeker, Rochelle Greenwood, Mary Freeman, Jane Druff, John Prather, Beth Phelps and Pat Green.

The minutes of the April meeting were reviewed. Dick moved to accept the minutes as presented.

John Prather presented the Treasurer's report. The ending bank balance as of 4/30/03 was \$13,301.71. About \$3561 of the current balance represents "restricted funds". This may be used for designated spending only. The balance of approximately \$9800 is "non-restrictive" funds. Jane moved that the report be accepted as presented.

Jane reported that the State Advisory Board approved a Sustainer category for Master Gardener membership and also approved a broader "leave of absence" policy. Information on this will be forthcoming.

Mary Freeman reported that Master Gardener volunteers completed four containers as examples for shade and sun plantings for the downtown Little Rock area. City workers will use the examples for other containers.

The Pulaski County Extension Office project received an award from the Keep Arkansas Beautiful Commission. The award included not only a trophy but also a cash award of \$500. The money is to be used by the project committee at the project site.

Carolyn and Jane attended the southeast District meeting in DeWitt. Carolyn passed on to Beth the notebook received at that meeting.

Mary Freeman reported that the memorial trees are in place at MacArthur Park. Plaques are to be added later.

Camp Aldersgate has withdrawn its request to be considered for a special one-time spring project of the Master Gardeners. A request may be submitted for consideration in August as a Master Gardener project.

Pat said that the last two Master Minutes had used a combination of the minutes of the Board and General meetings. This creates some concern for accuracy. After a brief discussion it was agreed that Pat would talk to Libby Thalheimer about using a summary or "highlights" of the individual meetings if space is a concern.

Pulaski County Days will be held tomorrow at the River Market. Beth requested volunteers to be present to answer questions about the Master Gardener program.

Beth reported that a 4-H group that meets at Geyer Springs United Methodist Church has requested Junior Master Gardeners curriculum. Jane moved that Pulaski County Master Gardener funds of approximately \$100 be used to purchase the materials. The motion carried.

The board agreed to meet on July 29 at the home of Carolyn Newbern to review applications for new Master Gardeners. Board members will bring potluck for lunch.

Nancy will contact the current project chairs for a brief evaluation of the years' projects. The board will meet again on August 15 to consider any changes or additions.

The meeting was adjourned at 11:20.

PULASKI COUNTY MASTER GARDENER BOARD MEETING

May 13, 2003

The Pulaski County Master Gardener Board met at the State Extension Office Building on May 13, 2003 with Carolyn Newbern, President, presiding. Board members in attendance were: Nancy Kirsch, Dick Blankenkoper, Rochelle Greenwood, Mary Freeman, Jane Druff, John Prather, Beth Phelps and Pat Green.

The minutes of the April meeting were reviewed. Dick moved to accept the minutes as presented.

John Prather presented the Treasurer's report. The ending bank balance as of 4/30/03 was \$13, 301.71. About \$3561 of the current balance represents "restricted funds". This may be used for designated spending only. The balance of approximately \$9800 is "non-restrictive" funds. Jane moved that the report be accepted as presented.

Jane reported that the State Advisory Board approved a Sustainer category for Master Gardener membership and also approved a broader "leave of absence" policy. Information on this will be forthcoming.

Mary Freeman reported that Master Gardener volunteers completed four containers as examples for shade and sun plantings for the downtown Little Rock area. City workers will use the examples for other containers.

The Pulaski County Extension Office project received an award from the Keep Arkansas Beautiful Commission. The award included not only a trophy but also a cash award of \$500. The money is to be used by the project committee at the project site.

Carolyn and Jane attended the southeast District meeting in DeWitt. Carolyn passed on to Beth the notebook received at that meeting.

Mary Freeman reported that the memorial trees are in place at MacArthur Park. Plaques are to be added later.

Camp Aldersgate has withdrawn its request to be considered for a special one-time spring project of the Master Gardeners. A request may be submitted for consideration in August as a Master Gardener project.

Pat said that the last two Master Minutes had used a combination of the minutes of the Board and General meetings. This creates some concern for accuracy. After a brief discussion it was agreed that Pat would talk to Libby Thalheimer about using a summary or "highlights" of the individual meetings if space is a concern.

Pulaski County Days will be held tomorrow at the River Market. Beth requested volunteers to be present to answer questions about the Master Gardener program.

Beth reported that a 4-H group that meets at Geyer Springs United Methodist Church has requested Junior Master Gardeners curriculum. Jane moved that Pulaski County Master Gardener funds of approximately \$100 be used to purchase the materials. The motion carried.

The board agreed to meet on July 29 at the home of Carolyn Newbern to review applications for new Master Gardeners. Board members will bring potluck for lunch.

Minutes Pulaski County Board Meeting
July 30, 2003

The meeting was called to order by President Carolyn Newbern at 11:00 a.m.

Present: Dick Blankenkaker, Jane Druff, Mary Freeman, Rochelle Greenwood, Nancy Kirsch Carolyn Newbern, Beth Phelps, John Prather, Jim Tyler.

Jim Tyler gave a report from the Meeting Facility Committee. Attached is a copy. There was discussion and the Board thanked the Committee for all their work. Sandy Harrison, Suellen Roberts and Jim Tyler served on the Meeting Facilities Committee.

John Prather made a motion that the Board made a decision about where the Pulaski County Master Gardeners will meet beginning in January 2004 and announce it at the September meeting and in the Master Minutes. Dick Blankenkaker seconded the motion, and it passed.

John Prather made a motion that St. James Methodist Church be selected as the meeting place since there is plenty of parking, a big enough room and they will not charge us. Nancy Kirsch seconded the motion.

After some discussion, Nancy Kirsch asked that the Committee visit with St. James about what will happen if there is a funeral and to see if it will be possible for us to return to our old meeting time of 11:30 a.m. Jim said he would get back with the Committee, and they will visit with St. James about these possibilities. John Prather seconded Nancy's motion. The motion passed; the Committee will report back about meeting times and information about what will happen if there is a funeral.

There was some discussion about whether or not we need a contract. Jim Tyler recommended that we keep the agreement informal, especially since St. James was allowing us to use the facility at no cost. Beth will get with Meeting Facility Committee and draft a letter thanking St. James for their generous offer. A committee of St. James's parishioners will serve as liaisons.

Beth reported that the Nominating Committee has met and their report will be in the August Master Minutes. President: Nancy Kirsch, First Vice President: Dick Blankenkaker, Second Vice President: Sylvia Orton, Secretary: Susan Crisp, Treasurer: Mary Freeman, At-Large: George Harper and Ila Newberry.

Beth reported that the Arkansas Flower and Garden Show Board had met and there will be no Master Gardener booth at the Flower and Garden Show in 2004, instead Master Gardeners and Extension will have an education center. A committee will be formed to design the center and Master Gardeners will serve on this committee. Master Gardeners will still be needed to answer gardening questions and the Master Gardener program statewide will be promoted.

Beth reported that Suellen Roberts has visited with John Pagan at the Arkansas Arts Center following our letter requesting that the water be turned on at the new entrance (west) and reminding them and Little Rock Parks and Recreation that there was a drainage problem at this entrance also. The Art Center Committee reports that they would like to continue the project in the courtyards and at the south entrance at the Art Center but drop any involvement with the landscaping at the new entrance. Nancy Kirsch made a motion that the Board accept the Art Center Committee's recommendation cutting the scope of Master Gardener involvement at the Art Center to the courtyards and the south entrance. Mary Freeman seconded the motion and it passed.

Beth asked the Board to help fund the meal, by purchasing the salad, for the Pulaski County Quorum as part of an Interpretive Event to be held the 4th Tuesday in September. The event will provide the Quorum Court members with an update of Extension Services activities. Funding from the Quorum Court is an important part of the Pulaski County Extension Service budget. Nancy Kirsch made a motion at the Board approve \$100.00 to be spent to provide the salad and/or other items needed for the event. John Prather seconded and the motion passed.

John Prather presented the treasurer's report and it was approved. A copy is attached.

The minutes of the June meeting were approved.

Carolyn Newbern reported that the Continuing Education committee is planning a seminar on heirloom gardening, March 18, 2004, at Ferndale and that state approval for Advanced Training credit is being requested. She also reported that the 3 P's committee has prepared flyers for six project garden that will be inserted in the Pulaski County Gardens and Master Gardeners brochure. Each insert elaborates on one particular garden, its history, design, etc. Printing costs were approved based on estimates.

Nancy Kirsch led the discussion reviewing current PCMG projects. In addition to the change in scope of the Arkansas Arts Center, recommendations were made regarding size of the various committees.

Applications for new projects will be discussed at the August 15 Board meeting.

Jane Druff reported on plans for the International Master Gardener Conference, to be held in Little Rock in Mat 2007. She represents the Southern District on the board that chooses the Awards of Excellence and selects where the International Master Gardener Conference will be held.

Earlier in the day, the Board had reviewed applications for the PCMG Training Class of 2003, dividing them for telephone interviews.

There being no further business, the meeting was adjourned.

PULASKI COUNTY MASTER GARDENER BOARD MEETING
August 15, 2003

The Pulaski County Master Gardener Board met in the home of President Carolyn Newbern on August 15, 2003. In attendance were Carolyn, Beth Phelps, Nancy Kirsch, John Prather, Rochelle Greenwood, Mary Freeman and Dick Blankenbeker.

The meeting was called to order at 9:15 AM.

Pat read the minutes of the July board meeting. Rochelle moved that the minutes be accepted. Mary seconded and the motion carried.

There was no Treasurer's report this month.

Beth reported that the Leadership Conference would be held October 7-8. John recommended that all newly elected board members who have not previously attended be sent to the conference both days and that those who have attended go on the second day only. If the slate of officers that has been nominated is elected in the September general meeting those attending the conference both days would be Sylvia Orton, Susan Crisp, Mary Freeman, George Harper, and Ila Newberry. Nancy Kirsch and Dick Blankenbeker would attend only on October 8.

After much discussion the board approved St. James United Methodist Church as the new meeting location for board and general meetings beginning in January of 2004.

The board then discussed the value of surveying the membership for interest and talents in order to better facilitate committee appointments. Mary and Carolyn will work up a "Gifts and Talents" survey form.

Rochelle reported that twenty-eight persons had volunteered to serve as mentors for the new class members. They will meet with Rochelle following the general meeting on September 8.

The tour of Master Gardener projects will take place for new trainees on September 24. Nancy will notify project chairs to have projects ready for touring and have some committee members on hand to answer questions.

The board looked at the number of members eligible for "life" or "sustainer" status when the guidelines are announced this fall and how it might impact the Pulaski County program.

Three project proposals were received for consideration. Each proposal was discussed at length. Consideration was given to location, public access, educational value, host involvement, type of involvement by Master Gardeners being requested, and general interest to current membership. John moved that the proposals be recommended to the general membership for approval with the following stipulations:

Patrick Henry Hays Senior Citizen Center – Take on the two entrance beds and mentor non-Master Gardener volunteers in gardening activities with a committee limited to 15 members

Wildwood Park For the Performing Arts – Support for gardening related educational activities with a committee of no more than 8 members

Amy Sanders Library – Support continuing efforts in progress to enhance and maintain beds with a committee limited to 15 members

Dick seconded John's motion and it was approved.

The meeting was adjourned at 11:25 AM.

Pat Green,
Secretary

**Pulaski County Master Gardeners' Board Meeting
December 9, 2003**

The Board met at the Pulaski County Extension Service Building in Little Rock. Dick Blankenkaker, First Vice President, called the meeting to order at 10:10 a.m. Attending today were George Harper, Carolyn Newbern, Ila Newberry, Mary Freeman, Susan Crisp, Beth Phelps, Sylvia Orton and Nancy Kirsch.

Dick asked for changes in the Minutes of November 11, 2003, there were none and the minutes were approved.

Mary presented the Treasurer's Report and it was approved.

Discussed payment of dues.

Leave of Absences for four members, Adrienne Reese, Ruth Gibson, Coy Hively and Edwina Mann. Carolyn Newbern made a motion that working full or part-time would not be accepted as a reason for a Leave of Absence, but that an illness of member or family member would be excused. Dick Blankenkaker seconded the motion, and motion passed.

Member asking for Sustainer Status was discussed. George made the motion to approve and Ila seconded.

The following were granted Sustainer Status: Bonnie Cargile, Jim Christian, Jan Gauntt, Margaret Fizer, Mary Lee McHenry, Olivia Patterson, Leslie Scott and Martha Whitehurst.

All members will be kept on roster with an (L) for Leave and (S) for Sustainer.

Sylvia Orton announced that she is resigning her position as 2nd Vice President for personal reasons. She reviewed programs topics for next year.

The Board discussed replacements, Carolyn Newbern; Chair of the Nominating Committee will e-mail the Board on their proposed nomination

Review of proposed By-Laws changes for length of term for Members-At-Large. With the proposed change Article IV Section 4 will read - A. Officers shall serve for a term of one year or until their successors are selected. No officer shall serve more than two terms in the same office. Exceptions are the Treasurer, who is not limited to two terms, and the two Members at Large, who have two-year terms (one elected each year.)

Article IV. Section 5 will read - F. Board Members at large shall represent the membership of the PCMG at all Board meetings and serve on ad-hoc committees at the discretion of the President.

These changes will be printed in the February Master Minutes to be voted on at the March Meeting.

There was discussion of adopting the State Master Gardener policies with the following clarifications.
Sustainer Status – To change last sentence to read: “To be considered for the next calendar year, applications must be received by the County Agent, reviewed and approved by the Board by December 1st.” This section was approved.

Leave of Absence – Change last sentence to read: “The request may be granted up to one calendar year and must be requested, reviewed and approved by the Board annually.”

George Harper made the motion that since many Master Gardeners work and manage to complete their commitment, working full or part-time shall not constitute the entitlement of Leave of Absence. Carolyn Newbern seconded the motion and it was passed.

Carolyn Newbern proposed that additional information on categories be in the Pulaski County Master Gardeners Policies, such as dues being paid and members receiving newsletters. George noted that the Board of Directors are empowered to adopt membership policies. George seconded and the Board passed the motion.

In January, there will be a discussion regarding a person to head a committee in the participation of Arbor Day.

A request for PCMG to have a booth at the Arkansas State Fair was denied.

Mary Freeman presented the Gift and Talented survey.

Committee Chairman Report - several committee chairpersons not committed yet.

Mileage reimbursement for speakers will be presented by the 2nd Vice President to Board for approval.

Dick Blankenkaker presented a bill for mileage to Clinton to present a program on vegetable gardening to their Master Gardeners. Carolyn moved that it be paid, George Harper seconded, and the motion passed.

Beth Phelps spoke of upcoming awards for Master Gardeners in 2004. There was discussion and nominations for projects will be in January.

The Board voted to allow up to \$150.00 for the Master Gardner booth at the Flower and Garden Show. George Harper made the motion, Dick Blankenkaker seconded and the motion was passed.

Meeting adjourned at 12:25 p.m.

Susan Crisp
Secretary

**Highlights for the Master Gardeners' Board Meeting
December 9, 2003**

- ❖ Treasurer's Report approved.
- ❖ Discussed payment of dues.
- ❖ Reviewed, approved and denied Leave of Absences.
- ❖ Reviewed and approved Sustainer Status.
- ❖ All members will be kept on roster with an (L) for Leave and an (S) for Sustainer.
- ❖ Sylvia Orton resigned as 2nd Vice President for personal reasons. Program topics for 2004 were discussed.
- ❖ Nominating committee meets and recommends her replacement.
- ❖ Review of proposed By-Laws changes for length of term for Members-At-Large. Change in Article IV, Section 4, and Article IV, Section 5.
- ❖ Discussion of adopting the State Master Gardeners policies, with some clarifications, regarding Leave of Absence, Sustainer Status.
- ❖ Discussion regarding participation in Little Rock, and other, Arbor Day activities.
- ❖ A request for PCMG to have a booth at the State Fair was denied.
- ❖ Gifted & Talented survey was presented.
- ❖ Mileage reimbursement for speakers will be presented by the 2nd Vice President to Board for approval. A bill was submitted for payment.
- ❖ Nominations for State Master Gardener Project of the Year and Friend of Master Gardener Award will be at the January meeting.
- ❖ PCMG will allocate funds for booth at Flower and Garden show.