

PULASKI COUNTY MASTER GARDENERS
Board Meeting Agenda
Tuesday, January 17, 2006
10:00 a.m.

Minutes

Treasurer's Report

Old Business

- Committee Chair Collections Reporting Forms
- New Committee Chair Orientation Program

New Business

- Leave of Absence Request: Susan Wilcoxon
- Reinstatement to PCMG: Laurie Pierce
- Award Nominations for 1) Friend of PCMG and 2) Project of the Year
- Contributions for 1) State MG Meeting, 2) International Meeting, and 3) Hurricane Relief Efforts for MG Programs
- *Master Minutes* needs an editor
- *County 76* Report and ... Survey 2005
- Consideration of PCMG Pictorial Dictionary

Announcements

- Sharon Davis??
- Note to Carl Hunter Family
- Pulaski County Extension Budget Cuts-Expected Effects on PCMG
(One staff position cut, which might necessitate MG help with new MG's telephone time orientations)

General Meeting Agenda

- Thanks to Social Committee members for the Holiday Party.
- Reminder of Inclimate Weather Policy (Meeting cancelled if LR schools are cancelled.
- Project Assignments are being finalized.
- Collection of 2006 dues begins today.

Hold for future Meetings:

Pulaski County Master Gardeners Association
Statement of Financial Condition
As of December 31, 2005

| | | |
|-------------------------------------|---------------------------------|------------------|
| Balances at December 1, 2005 | PCMG Account | 17,055.60 |
| | Extension Office Account | 500.32 |
| | TOTAL | 17,555.92 |
| Deposits | | |
| | Clothing | 1,953.05 |
| | Dues | 60.00 |
| | Old State House | 1,214.75 |
| | Social Committee | 1,815.00 |
| | Travel | 108.55 |
| | Memorial Fund | 50.00 |
| | Misc | 987.58 |
| | Total | 6,188.93 |
| Expenses | | |
| | Clothing | 846.22 |
| | Other Projects | 21.29 |
| | Printing | 203.19 |
| | Social Committee | 1,011.08 |
| | Training | 31.48 |
| | Travel | 180.72 |
| | Bank Charges | 4.70 |
| | Misc | 1,897.98 |
| | Total | 4,196.66 |

| | | |
|--------------------------------------|---------------------------------|------------------|
| Balances at December 31, 2005 | PCMG Account | 16,695.45 |
| | Extension Office Account | 2,852.74 |
| | TOTAL | 19,548.19 |

| | RECEIPTS | | EXPENSES | | Balance |
|----------------------|-------------------|--------------------|-------------------|--------------------|-------------------|
| | Monthly | YTD | Monthly | YTD | |
| Clothing | 1,953.05 | 2,281.85 | 846.22 | 1,703.26 | 578.59 |
| Greenhouse | 0.00 | 5,511.87 | 0.00 | 4,285.21 | 1,226.66 |
| Dues | 60.00 | 4,785.00 | 0.00 | 0.00 | 4,785.00 |
| Old State House | 1,214.75 | 2,905.25 | 0.00 | 2,561.33 | 343.92 |
| Other Projects | 0.00 | 0.00 | 21.29 | 1,290.81 | (1,290.81) |
| Printing | 0.00 | 0.00 | 203.19 | 2,091.52 | (2,091.52) |
| Continuing Education | 0.00 | 2,550.00 | 0.00 | 2,400.26 | 149.74 |
| Social | 1,815.00 | 2,805.00 | 1,011.08 | 2,776.67 | 28.33 |
| Training | 0.00 | 6,947.50 | 31.48 | 4,542.10 | 2,405.40 |
| Travel | 108.55 | 3,523.80 | 180.72 | 3,246.10 | 277.70 |
| Memorial Fund | 50.00 | 905.00 | 0.00 | 0.00 | 905.00 |
| Bank Charges | 0.00 | 0.00 | 4.70 | 51.50 | (51.50) |
| Misc | 987.58 | 2,657.21 | 1,897.98 | 3,464.06 | (806.85) |
| Heritage Grant | 0.00 | 6,710.00 | 0.00 | 7,856.82 | (1,146.82) |
| TOTALS | \$6,188.93 | \$41,582.48 | \$4,196.66 | \$36,269.64 | \$5,312.84 |

PCMG Checking Account Deposits \$4,999.10

Pulaski County Master Gardeners Association
Statement of Financial Condition
As of November 30, 2005

| | | | |
|-------------|-------------------|--------------------------|------------------|
| Balances at | November 30, 2005 | PCMG Account | 13,532.63 |
| | | Extension Office Account | <u>8,168.84</u> |
| Deposits | | TOTAL | 21,701.47 |

| | |
|----------------------|----------|
| Clothing | 0.00 |
| Greenhouse | 387.47 |
| Continuing Education | 0.00 |
| Training | 201.50 |
| Travel | 2,053.00 |
| Misc | 885.00 |

Total 3,526.97

| | | |
|----------|------------------|----------|
| Expenses | Greenhouse | 0.00 |
| | Old State House | 637.51 |
| | Travel | 1,768.97 |
| | Printing | 368.44 |
| | Training | 4,029.86 |
| | Social Committee | 708.55 |
| | Bank Charges | 4.00 |
| | Misc | 155.19 |

Total 7,672.52

| | | | |
|-------------|-------------------|--------------------------|------------------|
| Balances at | November 30, 2005 | PCMG Account | 17,055.60 |
| | | Extension Office Account | <u>500.32</u> |
| | | TOTAL | 17,555.92 |

| | RECEIPTS | | EXPENSES | | Balance |
|----------------------|-------------------|--------------------|-------------------|--------------------|-------------------|
| | Monthly | YTD | Monthly | YTD | |
| Clothing | 0.00 | 328.80 | 0.00 | 857.04 | (528.24) |
| Greenhouse | 387.47 | 5,511.87 | 0.00 | 4,285.21 | 1,226.66 |
| Dues | 0.00 | 4,725.00 | 0.00 | 0.00 | 4,725.00 |
| Old State House | 0.00 | 1,690.50 | 637.51 | 2,561.33 | (870.83) |
| Other Projects | 0.00 | 0.00 | 0.00 | 1,269.52 | (1,269.52) |
| Printing | 0.00 | 0.00 | 368.44 | 1,888.33 | (1,888.33) |
| Continuing Education | 0.00 | 2,550.00 | 0.00 | 2,400.26 | 149.74 |
| Social | 0.00 | 990.00 | 708.55 | 1,765.59 | (775.59) |
| Training | 201.50 | 6,947.50 | 4,029.86 | 4,510.62 | 2,436.88 |
| Travel | 2,053.00 | 3,415.25 | 1,768.97 | 3,065.38 | 349.87 |
| Memorial Fund | 0.00 | 855.00 | 0.00 | 0.00 | 855.00 |
| Bank Charges | 0.00 | 0.00 | 4.00 | 46.80 | (46.80) |
| Misc | 885.00 | 1,669.63 | 155.19 | 1,566.08 | 103.55 |
| Heritage Grant | 0.00 | 6,710.00 | 0.00 | 7,856.82 | (1,146.82) |
| TOTALS | \$3,526.97 | \$35,393.55 | \$7,672.52 | \$32,072.88 | \$3,320.57 |

PCMG Checking Account Deposits \$3,526.97

PULASKI COUNTY MASTER GARDENERS

Board Meeting

Tuesday, January 17, 2006

10 a.m.

The Pulaski County Master Gardener Board met at St. James Methodist Church on Tuesday, January 17, 2006 at 10 a.m. Present were Dick Blankenkemper, Marilyn Tilley, Jackie Wright, Mary Freeman, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, and Beth Phelps. Chair, Sandy Harrison, presided.

The minutes of the last meeting were approved as circulated and corrected.

The treasurer's report was approved. Treasurer, Mary Freeman, noted that our December 31 balance is \$2000 higher than last year but we have some more bills to pay. She added \$4999.99 to the PCMG checking account. That balance is now \$16,695.45. The year end total balance is \$19,548.19.

Old Business:

Treasurer, Mary Freeman, reported that the Stuff Committee Chair, Claudia Barone, developed an Excel worksheet that will make it possible to verify all purchases. The Travel Committee does not deposit checks until they know that the planned trip will have enough travelers to make expenses.

The New Committee Chair Orientation Program will be on Thursday, January 26 at the Hays Center in North Little Rock. Several board members will make presentations.

New Business:

- Leave of Absence Requests:
 - Susan Wilcoxin for 2006 was approved.
 - Sharon Davis for 2005 was approved.
 - Reinstatement to PCMG: Laurie Pierce, approved. She went inactive five years ago
- Two awards will be voted on at the General Meeting: Friend of PCMG and Project of the Year. These nominees will be submitted for the Arkansas State Master Gardener Awards.
- Contributions were approved as follows:
 - \$300 to the State Master Gardener Meeting which will be in Hot Springs
 - \$100 to the LSU AG Center for Hurricane Katrina relief projects.
 - A contribution to the International Meeting in 2007 was discussed. There will be no State Meeting that year.
 - Fellowship and Volunteer Recognition Committee of County 76 Survey 2005 was discussed. Board members assisted Sandy in filling it out. A copy of the survey is filed with today's minutes.
 - The Chair, Sandy Harrison, announced that Bob Bumgardner, George Harper and Carlee Adams agreed to serve on the Audit Committee.
 - A pictorial directory for PCMG was discussed but held for the next meeting.

Announcements:

- Jim Dyer will serve bananas foster to everyone at the General Meeting, after the February meeting. The board approved \$100 to cover expenses for this treat.
- A note from Carl Hunter's family was read thanking PCMGs for memorials. This will be put on the sticky board for all members to see.
- The Pulaski County Extension Service suffered budget cuts. This resulted in one part-time staff position being cut. This cut will directly affect Master Gardeners working the telephones. We now have only one part-time horticulturist to aid those working the telephones. Beth will ask experienced master gardeners to volunteer to help with orientation of new telephone volunteers.

Respectfully submitted,

Jackie Wright, Secretary

*Fellowship and Volunteer Recognition Committee of County 76
Survey 2005*

Fellowship:

Is there a fellowship time at your monthly meetings?

If so is food and/or drink served?

Who is responsible for the food/drinks?

Do you have fellowships other than listed above?

If so how often and what kind? Such as Christmas party, fish fry, picnic, etc.

Are these a yearly event, on the calendar or do you decide on these as the year goes on?

If food is served at these, is it _____ Snacks (finger foods)
_____ Potluck
_____ Catered

Are these fellowships well attended? _____ 75% or more, _____ 50-75%, _____ less than 50% of membership.

Recognition:

Do you choose a Master Gardener of the year? If so how are they chosen, and recognized? If not, then why?

Do you choose a Friend of Master Gardener? If so how, recognition? If not why?

Do you do any thing special for your members? Honor birthdays, 5 or 10 year recognition, hours turned in on time, attendance a meetings, door prizes, etc. Please tell what and how? And who is responsible.

Do you have a project of the year?

Do you have a newsletter?

Does your county plan any trips for its members?

- _____ Members gardens
- _____ Public gardens
- _____ Garden centers
- _____ Other-please elaborate.

How many (**TRIPS**) do you (**PLAN**) per year?

Are these well attended? _____ 75% or more _____ 50-75% _____ less than 50
% of members.

PULASKI COUNTY MASTER GARDENERS
Board Meeting Highlights

The Pulaski County Master Gardener Board met at St. James Methodist Church on Tuesday, January 17, 2006 at 10 a.m. Present were Dick Blankenkemper, Marilyn Tilley, Jackie Wright, Mary Freeman, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes of the last meeting were approved as circulated and corrected.
- The treasurer's report was approved. Treasurer, Mary Freeman reported the year end total balance is \$19,548.19.

Old Business:

- Treasurer, Mary Freeman, reported that the Stuff Committee Chair, Claudia Barone, developed an Excel worksheet that will make it possible to verify all purchases.
- The New Committee Chair Orientation Program will be on Thursday, January 26 at the Hays Center in North Little Rock.

New Business:

- Leave of Absence Requests:
- Susan Wilcoxin for 2006 was approved.
- Sharon Davis for 2005 was approved.
- Reinstatement for Laurie Pierce, approved. She went inactive five years ago
- Contributions were approved as follows:
- \$300 to the State Master Gardener Meeting in Hot Springs
- \$100 to the LSU AG Center for Hurricane Katrina relief projects.
- A contribution to the International Meeting in 2007 was discussed. There will be no State Meeting that year.
- County 76 Report and Survey 2005 was discussed.
- The chair announced that Bob Bumgardner, George Harper and Carlee Adams agreed to serve on the Audit Committee.
- A Pictorial Directory for PCMG was discussed but held for the next meeting.

Announcements:

- Jim Dyer will serve bananas foster after the February meeting. The board approved \$100 to cover expenses for this treat.
- A note from Carl Hunter's family was read thanking PCMGs for memorials.
- The Pulaski County Extension Service suffered budget cuts. This resulted in one part-time staff position was cut. This cut will directly affect Master Gardeners working the telephones. We now have only one part-time horticulture program assistant to aid those working the telephones. Beth will ask experienced master gardeners to volunteer to help with orientation of new telephone volunteers.

Respectfully submitted,

Jackie Wright, Secretary

Announcements:

- Jim Dyer will serve bananas foster to everyone at the General Meeting, after the February meeting. The board approved \$100 to cover expenses for this treat.
- A note from Carl Hunter's family was read thanking PCMGs for memorials. This will be put on the sticky board for all members to see.
- The Pulaski County Extension Service suffered budget cuts. This resulted in one part-time staff position was cut. This cut will directly affect Master Gardeners working the telephones. We now have only one part-time horticulturist to aid those working the telephones. Beth will ask experienced master gardeners to volunteer to help with orientation of new telephone volunteers.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting Agenda
Tuesday, February 21, 2006
10:00 a.m.

Minutes

Treasurer's Report

Old Business

▪

New Business

- Leave of Absence Request: Lurha Warren, Coy Hively and Sylvia Orton
- 2005 Audit Report
- Volunteers needed to help process soil samples for mailing.
- Don Davis – Possible Jacksonville Greenhouse

Announcements

- Sharon Davis
- Carolyn Newbern recognition by Quapaw Quarter Assn

General Meeting Agenda

- State Meeting Registration information is available on line or Beth can e-mail. Hard copies available on request.
- St. James Spring Work Day: Wednesday, March 15th, 1:00 pm
- Collection of 2006 dues being collected today. Due by next month.

Hold for future Meetings:

- **Pictorial Directories**
- **Report of Compliance Audit @ Extension Office**

PULASKI COUNTY MASTER GARDENERS
Board Meeting, Tuesday 21, 2006
10:00 a.m.

The Pulaski County Master Gardeners' Board met on Tuesday, February 21, 2006 at 10 a.m. at St. James Methodist Church. Present were Dick Blankenkemper, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- In the absence of treasurer, Mary Freeman, the Treasurer's Report was presented by Beth Phelps. Sixty per cent of the members have paid their dues. The report was approved.

Old Business

- The cost of the Bananas Foster treat at the January meeting was approved at \$107.25.

New Business

- Leave of Absence Request for Lurha Warren for 2005, and Coy Hively for 2006 were approved. Sustainer status for Sylvia Orton was approved.
- 2005 Audit Report found our finances in good order with no recommendations. A copy will be filed with the minutes.
- Four or five Volunteers are needed to box and code soil samples for mailing to the lab. They will need to work on Fridays for one or two hours.
- Don Davis gave a report on the possibility of using a greenhouse in Jacksonville, owned by and non-profit organization called Pathfinders. On Monday at 2 p.m. Don, Sandy, Dick, Beth, and any other interested board members will meet at Pathfinders to view the site.
- Dick Blankenkemper moved that a change be made in our dues structure – that dues be \$15 if paid by April 1, then increase to \$20 as a late penalty; that this be effective in 2007. The motion was seconded and was approved.
- Dick Blankenkemper moved that the 3Ps committee be asked to report at the next meeting on the estimated cost of a pictorial directory. The motion was seconded and passed.
- We were requested to have a booth at Earthday on April 14-15 from 9 am until 5 p.m. It was moved and seconded that we decline the invitation. The motion passed.

Announcements by Beth:

- A memorial of \$25 will honor deceased Master Gardener member Sharon Davis, to be contributed to the tree fund at McArthur Park.
- Carolyn Newbern was recognized by Quapaw Quarter Assn. This will be announced at the general meeting.
- Our volunteer work hours are valued at \$17.55 per hour. The value of volunteer hours for members of boards or committees is \$100 per hour.
- State Meeting Registration information is available on line or Beth can e-mail. Hard copies are available on request.
- St. James Spring Work Day will be Wednesday, March 15th, 1:00 p.m. Members are to bring pruners and other tools.
- Dues are due by next month. They will be collected at the meeting
- The Little Rock Council of Garden Clubs will have their annual garden tour May 6 and 7.

- The Extension Office recently had a Compliance Audit. We need to make some changes in the way we handle our checking accounts. Beth will obtain clarification and report back to the Board.
- Because Beth will not be able to attend the next board meeting at the regular meeting date, Sandy asked that the March board meeting be held on March, 15th at 11:00 a.m. Sandy will try to arrange lunch for us. The board consensus was that the meeting time should be changed. Final arrangements will be announced by e-mail.

The meeting adjourned at 11:12.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting Highlights

The Pulaski County Master Gardeners' Board met on Tuesday, February 21, 2006 at 10 a.m. at St. James Methodist Church. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- In the absence of treasurer, Mary Freeman, the Treasurer's Report was presented by Beth Phelps. Sixty per cent of the members have paid their dues. The report was approved.

Old Business

- The cost of the Bananas Foster treat at the January meeting was approved at \$107.25.

New Business

- Leave of Absence Request for Lurha Warren for 2005, and Coy Hively for 2006 were approved. Sustainer status for Sylvia Orton was approved.
- 2005 Audit Report found our finances in good order with no recommendations. A copy will be filed with the minutes.
- Four or five Volunteers are needed to box and code soil samples for mailing to the lab. They will need to work on Fridays for one or two hours.
- Don Davis gave a report on the possibility of using a greenhouse in Jacksonville, owned by and non-profit organization called Pathfinders. On Monday at 2 p.m. Don, Sandy, Dick, Beth, and any other interested board members will meet at Pathfinders to view the site.
- Dick Blankenbeker moved that a change be made in our dues structure – that dues be \$15 if paid by April 1, then increase to \$20 as a late penalty; that this be effective in 2007. The motion was seconded and was approved.
- Dick Blankenbeker moved that the 3Ps committee be asked to report at the next meeting on the estimated cost of a pictorial directory. The motion was seconded and passed.
- We were requested to have a booth at Earthday on April 14-15 from 9 am until 5 p.m. It was moved and seconded that we decline the invitation. The motion passed.

Announcements by Beth:

- A memorial of \$25 will honor deceased Master Gardener member Sharon Davis, to be contributed to the tree fund at McArthur Park.
- Carolyn Newbern was recognized by Quapaw Quarter Assn. This will be announced at the general meeting.
- Our volunteer hours are valued at \$17.55 per hour. The value of board members is \$100 per hour.

- State Meeting Registration information is available on line or Beth can e-mail. Hard copies are available on request.
 - St. James Spring Work Day will be Wednesday, March 15th, 1:00 p.m. Members are to bring pruners and other tools.
 - Dues are due by next month. They will be collected at the meeting
 - The Little Rock Council of Garden Clubs will have their annual garden tour May 6 and 7.
 - The Extension Office recently had a Compliance Audit. We need to make some changes in the way we handle our checking accounts. Beth will get clarification and report back to the Board.
-
- Because Beth will not be able to attend the next board meeting at the regular meeting date, Sandy asked that the March board meeting be held on March 15 at 11 a.m. She will try to arrange lunch for us. The board consensus was that the meeting time should be changed. Final arrangements will be announced by e-mail.

The meeting adjourned at 11:12.



Name of Group Pulaski County Master Gardeners

Purpose of Group Train and manage volunteers to serve with the University of Arkansas Division of Agriculture Cooperative Extension Service to conduct educational programs, answer consumer horticulture calls, maintain demonstration/beautification gardens in public areas and generally serve in support of the Pulaski County Extension Service's Urban Horticulture Program.

This is to certify that the above named Master Gardener Association is open to all eligible persons without regard to race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status.

Master Gardener in charge of Master Gardeners Association (print name) Sandy Harrison

Signature *Sandy Harrison* Date February 21, 2006 County Pulaski

Official Approval for Master Gardener Association

On the basis of the above purpose(s), the Pulaski County Master Gardeners is authorized to use the Master Gardener name and emblem in connection with its program and activities.

County Extension Agent – Staff chair
(Print name)

Beth Phelps

County Extension Agent – Staff chair
(Signature)

Beth Phelps

Date 2/21/06

Enter County Pulaski

AUDIT COMMITTEE REVIEW CHECKLIST

- Group budget and any addendum *NA*
- Treasurer's ledger reports *NA*
- Bank Statements *Regions Act Only*
- Year-end financial report *of monthly*

- Canceled checks and deposit slips *only*
- Receipts for all income *deposit slip only*
- Bills for all expenses
- Inventory Records *NA*

The audit committee found the following conditions:

NONE

The audit committee makes the following recommendations:

NONE

This certifies that the audit committee has reviewed the record keeping and financial balances and finds them:

(check one box)

- in order;
- in order upon implementation of recommendation;
- requiring further review and action.

Signatures of audit committee:

| | | | |
|------|--------------------------|----------|----------------------------------|
| Name | <i>Charles Adams</i> | Address: | <i>7300 Pontiac Dr. NLR AR</i> |
| Name | <i>George Haynes</i> | Address: | <i>26008 Kanis Rd CR AR</i> |
| Name | <i>Robert L. Bunting</i> | Address: | <i>#3 Cherry tree Ct. NLR AR</i> |
| Name | | Address: | |

Memorandum of Understanding
Between
The Cooperative Extension Service, University of Arkansas
And
The Pulaski County Master Gardeners

In order to clarify the relationship between the University of Arkansas Cooperative Extension Service and the Pulaski County Master Gardeners, this memorandum of understanding has been established.

Master Gardeners operate in many counties in Arkansas and serve to extend the educational resources of the University of Arkansas through horticulture education and community service related to horticulture.

Master Gardener Groups should follow the general financial guidelines for volunteer groups as outlined in the *Guidelines for County Financial Operations for Master Gardener Groups*.

Each Master Gardener county program must seek authority from the Associate Vice President for Agriculture-Extension to use the Master Gardener emblem, and title University of Arkansas Master Gardener. In general, the service mark registration confirms the University's right to prevent others from using confusing similar marks on similar goods or services in the State of Arkansas and possibly other geographic areas in which the mark is used.

Authorization for use of the Master Gardener title and Master Gardener emblem is for the period of one year. Form AFFACT-663, Annual Request for Official Approval of a Master Gardener Program and Certification of Nondiscrimination will be on file in the County Extension office for each Master Gardener program approved to use the Master Gardener title and emblem.

The Master Gardener programs are generally not incorporated, nor is it necessary to file tax returns. Master Gardener groups who have annual gross receipts of \$5,000, and/or accept charitable gifts or grants have the following options:

- 1) The Master Gardener group can deposit the funds into an Ag Development Council Account, or
- 2) The Master Gardener group can deposit the funds into their county extension bank account, or
- 3) The Master Gardener group can incorporate and seek tax-exempt 501c3 Status.

Master Gardener groups that do incorporate as a 501c3 organization will be responsible for all applicable federal and state tax and legal compliance issues. To be able to use the title University of Arkansas Master Gardener they must also have on file a MOU ----.

A. CES Agrees to:

1. Conduct its programs in such a way to maintain the public trust and safeguard the positive image of the organization.
2. Provide training opportunities for volunteer groups in horticulture knowledge and leadership skills, as well as assistance in conducting their financial affairs using sound accounting principles.
3. Accept certain fiduciary oversight responsibilities for these volunteer groups, including reviewing audit reports and providing a place where certain financial records can be kept.

B. Master Gardener groups agree to:

1. Conduct its organization in a professional manner consistent with the educational mission of the University of Arkansas Cooperative Extension Service.
2. Accept compliance responsibility for all federal and state laws and regulations pertaining to volunteer organizations set forth by the University of Arkansas Cooperative Extension Service.
3. Adhere to all civil rights laws, including open access to membership and programs.

Modification of Agreement

Either party may modify this agreement at anytime. The terms of the agreement must be mutually agreed upon to be in effect.

Approval

This agreement has been approved by:

Sandy Hamin
President

Oct 18, 2005
Date

Beth Phelps
County Agent

10-18-05
Date

Ivory W. Lyles
Dr. Ivory W. Lyles
Associate Vice President for Agriculture-Extension

11-2-05
Date

*Politely Decline
To Participate*

Subj: Fwd: Earth Day at Little Rock Zoo
Date: 02/06/2006 3:14:37 PM Central Standard Time
From: bphelps@uaex.edu
To: SPHARR72@aol.com, SummaReal@aol.com, dondavis102@comcast.net, jdver05@comcast.net, merilyntilley@comcast.net, jetcuffman@sbcglobal.net, js.wright@sbcglobal.net, rcblankenbeker@sbcglobal.net
Sent from the Internet (Details)

Sandy,

I am forwarding an e-mail from the LR Zoo about an Earth Day Celebration. They have asked the Master Gardeners to participate. I told them I would take the idea to the board. We can discuss at the Feb. meeting. I would not be able to help with planning or participate - there are already so many activities planned for the spring.

Beth

Content-Type: message/rfc822
 MIME-Version: 1.0
 Content-Type: multipart/related;
 boundary="-----=_NextPart_001_01C6290A.6BC9F94E";
 type="multipart/alternative"
 Subject: Earth Day at Little Rock Zoo
 Date: Fri, 3 Feb 2006 15:40:15 -0600
 Message-ID: <D825557C276D974FAC1320C453DE8F38D955A6@itemail.littlerock.state.ar.us>
 From: "Friday, Zetta" <ZFriday@littlerock.org>
 To: <bphelps@uaex.edu>



Earth Day is planned for April 14th and 15th at the Little Rock Zoo in 2006 from 9:00 – 5:00.
Please note this is not the tradition Earth Day date.

I would like to invite you to join us for our celebration and I am making initial contacts to inquire about your organization's interest. I will be sending out information and applications in the next couple of weeks. Please advise if I have correct contact name from your organization and if you will be able to participate. If you have any questions please feel free to contact me by email or at 666-2406 ext 103.

Monday, February 06, 2006 America Online: SPHARR72

Hope to see you in April!

Zetta Friday
Special Events Coordinator
Little Rock Zoo
1 Jonesboro Drive
Little Rock, AR 72205
501-666-2406 ext 103
501-666-7040 Fax

PULASKI COUNTY MASTER GARDENERS
Board Meeting Agenda
Wednesday, March 15, 2006
11:00 a.m.

Minutes

Treasurer's Report

Old Business

- Jacksonville Greenhouse—Report on Findings

New Business

- Pinnacle Project Special Funding Request
- New MG Award Category—"Rookie of the Year"
- Leave of Absence Request:

Announcements

- Ray Sarmiento selected "Volunteer of the Year" by the AR Flower and Garden Show Board
- PCMG's on "Positively Arkansas (12:00 noon, KTHV):
Pam Adam-Smith—March 6th and Debra Redding—March 20th
- New MG—Former Perry County MG Carolyn Rush

General Meeting Agenda

- 2006 dues should be sent to Mary by the end of this month or you will be receiving a letter. These monies help offset newsletter expenses and support our projects.
- State Meeting (May 21-23) Registration information needs to be sent in now. The form is available on line at MG website or Beth can e-mail. Hard copies available on request.
- Upcoming Garden Tours & Seminars: LR Council of Garden Clubs—May 6&7;
Quapaw Quarters Gardens—May 7th, NLR Laman Public Library—Mar25, Apr 15,
May 6, June 17, July 15, and Aug 12.

Hold for future Meetings:

- Pictorial Directories—Would require a state contract which might delay progress of the motion from last month.
- Report of Compliance Audit @ Extension Office—Request for clarifications from state office is still pending.

Pulaski County Master Gardeners Association
Statement of Financial Condition
As of February 28, 2006

Balances at February 1, 2006 **PCMG Account** **16,691.45**
Extension Office Account **3,510.10**
TOTAL **20,201.55**

Deposits

| | |
|------------------|---------------|
| Clothing | 21.00 |
| Dues | 195.00 |
| Old State House | 0.00 |
| Social Committee | 0.00 |
| Travel | 45.00 |
| Memorial Fund | 0.00 |
| Misc | 7.00 |
| Total | 268.00 |

Expenses

| | |
|------------------|---------------|
| Clothing | 0.00 |
| Other Projects | 0.00 |
| Printing | 203.19 |
| Social Committee | 0.00 |
| Training | 0.00 |
| Travel | 0.00 |
| Bank Charges | 4.00 |
| Misc | 7.00 |
| Total | 214.19 |

Balances at February 28, 2006 **PCMG Account** **16,687.45**
Extension Office Account **3,567.91**
TOTAL **20,255.36**

| | RECEIPTS | | EXPENSES | | Balance |
|----------------------|-----------------|-------------------|-----------------|-------------------|-----------------|
| | Monthly | YTD | Monthly | YTD | |
| Clothing | 21.00 | 21.00 | 0.00 | 876.36 | (855.36) |
| Greenhouse | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dues | 195.00 | 1,815.00 | 0.00 | 0.00 | 1,815.00 |
| Old State House | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Printing | 0.00 | 0.00 | 203.19 | 203.19 | (203.19) |
| Continuing Education | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Social | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Travel | 45.00 | 45.00 | 0.00 | 0.00 | 45.00 |
| Memorial Fund | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank Charges | 0.00 | 0.00 | 4.00 | 8.00 | (8.00) |
| Misc | 7.00 | 24.00 | 7.00 | 110.28 | (86.28) |
| TOTALS | \$268.00 | \$1,905.00 | \$214.19 | \$1,197.83 | \$707.17 |

PCMG Checking Account Deposits \$0.00

PULASKI COUNTY MASTER GARDENERS

Board Meeting

Wednesday, March 15, 2006

11:00 a.m.

The Pulaski County Master Gardeners' Board met on Wednesday, March 15, 2006 at 11 a.m. at the home of Sandy Harrison. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that February was slow. Expenses came close to the same figure as deposits. We are \$707.17 ahead of last month. Our balance is \$20,201.55. Sixty per-cent of the dues are paid. The report was approved.

OLD BUSINESS

- The penalty for late-payment of dues was reconsidered. Jett moved that because the ByLaws provide that the due date for dues is May 1, the \$5 penalty for reinstatement will attach after that date. Jackie seconded the motion. The motion carried.
- Beth, Don, Dick, Dotty and Sandy met at the Jacksonville Greenhouse. They reported what they saw and a general discussion followed.
- Trudy Kumpe will investigate the Pictorial Directory possibilities.

NEW BUSINESS

- The Pinnacle Project made a special funding request of \$150, \$30 for Carl Hunter's book and the rest for the garden. Don moved the request be granted. Jim seconded the motion. It carried.
- The County 76 committee announced a new Master Gardener award category, "Rookie of the Year." There was a general discussion about the award. The consensus was that all of our new members deserve the award; therefore we will not participate.
- Don requested that some action be taken toward long range planning for the PCMG. Don and Beth will meet and come up with a plan.

ANNOUNCEMENTS

- Ray Sarmiento was selected "Volunteer of the Year" by the Arkansas Flower and Garden Show Board.
- PCMG members have appeared on a TV show, "Positively Arkansas," which airs at 12 noon on KTHV, channel 11. Pam Adam-Smith was on the show on March 6th and Debra Redding on March 20th. They talked about gardening.
- We have a new member, former Perry County Master Gardener, Carolyn Rush.
- Dick Blankenbeker will be interviewed on KUAR Public Radio, FM 89.1, for the show, "Yesterday, Today and Tomorrow. Bob Byers, from Garvan Gardens, will also be on the show. It will air on the 3rd Tuesday during evening drive-time.

- Upcoming Garden Tours and Seminars: LR council of Garden Clubs, May 6 & 7; Quapaw Quarter Gardens, May 7th; North Little Rock Laman Public Library programs on gardening March 25, April 15, May 6, June 17, July 15, and August 12.
- Beth expressed her appreciation for volunteers to help our new telephone volunteers, and volunteers who process soil samples for shipment.

Respectfully submitted,

Jackie Wright

PULASKI COUNTY MASTER GARDENERS
Board Meeting Highlights

The Pulaski County Master Gardeners' Board met on Wednesday, March 15, 2006 at 11 a.m. at the home of Sandy Harrison. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that February was slow. Expenses came close to the same figure as deposits. We are \$707.17 ahead of last month. Our balance is \$20,201.55. Sixty per-cent of the dues are paid. The report was approved.

OLD BUSINESS

- The penalty for late-payment of dues was reconsidered. Jett moved that because the ByLaws provide that the due date for dues is May 1, the \$5 penalty for reinstatement will attach after that date. Jackie seconded the motion. The motion carried.
- Beth, Don, Dick, Dotty and Sandy met at the Jacksonville Greenhouse. They reported what they saw and a general discussion followed.
- Trudy Kumpe will investigate the Pictorial Directory possibilities.

NEW BUSINESS

- The Pinnacle Project made a special funding request of \$150, \$30 for Carl Hunter's book and the rest for the garden. Don moved the request be granted. Jim seconded the motion. It carried.
- The County 76 committee announced a new Master Gardener award category, "Rookie of the Year." There was a general discussion about the award, but no action was taken.
- Don requested that some action be taken toward long range planning for the PCMG. Don and Beth will meet and come up with a plan.

ANNOUNCEMENTS

- Ray Sarmiento was selected "Volunteer of the Year" by the Arkansas Flower and Garden Show Board.
- PCMG members Pam Adam-Smith and Debra Redding talked about gardening on a TV show, "Positively Arkansas," which airs at 12 noon on KTHV, channel 11.
- We have a new member, former Perry County Master Gardener, Carolyn Rush.
- Dick Blankenbeker will be interviewed on KUAR Public Radio, FM 89.1, for the show, "Yesterday, Today and Tomorrow. Bob Byers, from Garvan Gardens, will also be on the show, on the 3rd Tuesday during evening drive-time.
- Upcoming Garden Tours and Seminars: LR council of Garden Clubs, May 6 & 7; Quapaw Quarter Gardens, May 7th; North Little Rock Laman Public Library programs on gardening March 25, April 15, May 6, June 17, July 15, and August 12.

- Beth expressed her appreciation for volunteers to help our new telephone volunteers, and volunteers who process soil samples for shipment.

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Wednesday, March 15, 2006
11:00 a.m.

The Pulaski County Master Gardeners' Board met on Wednesday, March 15, 2006 at 11 a.m. at the home of Sandy Harrison. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that February was slow. Expenses came close to the same figure as deposits. We are \$707.17 ahead of last month. Our balance is \$20,201.55. Sixty per-cent of the dues are paid. The report was approved.

OLD BUSINESS

- The penalty for late-payment of dues was reconsidered. Jett moved that because the ByLaws provide that the due date for dues is May 1, the \$5 penalty for reinstatement will attach after that date. Jackie seconded the motion. The motion carried.
- Beth, Don, Dick, Dotty and Sandy met at the Jacksonville Greenhouse. They reported what they saw and a general discussion followed.
- Trudy Kumpe will investigate the Pictorial Directory possibilities.

NEW BUSINESS

- The Pinnacle Project made a special funding request of \$150, \$30 for Carl Hunter's book and the rest for the garden. Don moved the request be granted. Jim seconded the motion. It carried.
- The County 76 committee announced a new Master Gardener award category, "Rookie of the Year." There was a general discussion about the award. The consensus was that all of our new members deserve the award; therefore we will not participate.
- Don requested that some action be taken toward long range planning for the PCMG. Don and Beth will meet and come up with a plan.

ANNOUNCEMENTS

- Ray Sarmiento was selected "Volunteer of the Year" by the Arkansas Flower and Garden Show Board.
- PCMG members have appeared on a TV show, "Positively Arkansas," which airs at 12 noon on KTHV, channel 11. Pam Adam-Smith was on the show on March 6th and Debra Redding on March 20th. They talked about gardening.
- We have a new member, former Perry County Master Gardener, Carolyn Rush.
- Dick Blankenbeker will be interviewed on KUAR Public Radio, FM 89.1, for the show, "Yesterday, Today and Tomorrow. Bob Byers, from Garvan Gardens, will also be on the show. It will air on the 3rd Tuesday during evening drive-time.

- Upcoming Garden Tours and Seminars: LR council of Garden Clubs, May 6 & 7; Quapaw Quarter Gardens, May 7th; North Little Rock Laman Public Library programs on gardening March 25, April 15, May 6, June 17, July 15, and August 12.
- Beth expressed her appreciation for volunteers to help our new telephone volunteers, and volunteers who process soil samples for shipment.

Respectfully submitted,

Jackie Wright

PULASKI COUNTY MASTER GARDENERS
Board Meeting Highlights

The Pulaski County Master Gardeners' Board met on Wednesday, March 15, 2006 at 11 a.m. at the home of Sandy Harrison. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that February was slow. Expenses came close to the same figure as deposits. We are \$707.17 ahead of last month. Our balance is \$20,201.55. Sixty per-cent of the dues are paid. The report was approved.

OLD BUSINESS

- The penalty for late-payment of dues was reconsidered. Jett moved that because the ByLaws provide that the due date for dues is May 1, the \$5 penalty for reinstatement will attach after that date. Jackie seconded the motion. The motion carried.
- Beth, Don, Dick, Dotty and Sandy met at the Jacksonville Greenhouse. They reported what they saw and a general discussion followed.
- Trudy Kumpe will investigate the Pictorial Directory possibilities.

NEW BUSINESS

- The Pinnacle Project made a special funding request of \$150, \$30 for Carl Hunter's book and the rest for the garden. Don moved the request be granted. Jim seconded the motion. It carried.
- The County 76 committee announced a new Master Gardener award category, "Rookie of the Year." There was a general discussion about the award, but no action was taken.
- Don requested that some action be taken toward long range planning for the PCMG. Don and Beth will meet and come up with a plan.

ANNOUNCEMENTS

- Ray Sarmiento was selected "Volunteer of the Year" by the Arkansas Flower and Garden Show Board.
- PCMG members Pam Adam-Smith and Debra Redding talked about gardening on a TV show, "Positively Arkansas," which airs at 12 noon on KTHV, channel 11.
- We have a new member, former Perry County Master Gardener, Carolyn Rush.
- Dick Blankenbeker will be interviewed on KUAR Public Radio, FM 89.1, for the show, "Yesterday, Today and Tomorrow". Bob Byers, from Garvan Gardens, will also be on the show, on the 3rd Tuesday during evening drive-time.
- Upcoming Garden Tours and Seminars: LR council of Garden Clubs, May 6 & 7; Quapaw Quarter Gardens, May 7th; North Little Rock Laman Public Library programs on gardening March 25, April 15, May 6, June 17, July 15, and August 12.
- Beth expressed her appreciation for volunteers to help our new telephone volunteers, and volunteers who process soil samples for shipment.

PULASKI COUNTY MASTER GARDENERS BOARD MEETING

The Pulaski County Master Gardener Board met on Wednesday, April 18, 2006 at 10 a.m. at St. James Methodist Church. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Trudy Kumpe, Three Ps Committee was also present. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is \$20,255.36. Fifty-eight members have not paid their dues. The report was approved.

OLD BUSINESS

- Jacksonville Greenhouse: The Jacksonville Greenhouse was discussed with Lois Corley and she thought it is a great idea. There could be an overall committee and two subcommittees. Beth will meet again with Pathfinders to discuss the project.
- Beth and Don will meet and discuss long range planning.
- Trudy Kumpe, for the 3Ps Committee, presented a report on the proposed pictorial directory. Dick moved that we publish a black and white PCMG pictorial directory and place the printing contract with the University of Arkansas. Jett seconded the motion. The motion passed.

NEW BUSINESS

- The County office sprinkler system needs repair.
- Any Sanders requested reimbursement for garden supplies and food for lunch. Concensus was that only garden supplies should be reimbursed.

ANNOUNCEMENTS

- Beth announced that there needs to be a change in the Master Gardener Logo. This will cost us \$55.90 upcharge for screen printing for our "stuff."

The meeting adjourned.

Respectfully submitted,

Jackie Wright, Secretary

Pulaski County Master Gardeners Association
Statement of Financial Condition
As of March 31, 2006

| | | | |
|--------------------|----------------------|---------------------------------|-------------------------|
| Balances at | March 1, 2006 | PCMG Account | 16,687.45 |
| | | Extension Office Account | <u>3,567.91</u> |
| | | TOTAL | <u>20,255.36</u> |

| | | | |
|----------|------------------|-----------------|------------------|
| Deposits | | TOTAL | 20,255.36 |
| | Clothing | 0.00 | |
| | Dues | 1,110.00 | |
| | Old State House | 0.00 | |
| | Social Committee | 0.00 | |
| | Travel | 0.00 | |
| | Memorial Fund | 25.00 | |
| | Misc | 32.00 | |
| | Total | 1,167.00 | |

| | | | |
|----------|------------------|-----------------|-----------------|
| Expenses | | TOTAL | 1,743.19 |
| | Clothing | 82.84 | |
| | Greenhouse | 938.70 | |
| | Printing | 200.35 | |
| | Social Committee | 117.30 | |
| | Training | 0.00 | |
| | Travel | 0.00 | |
| | Bank Charges | 4.00 | |
| | Misc | 400.00 | |
| | Total | 1,743.19 | |

| | | | |
|--------------------|-----------------------|---------------------------------|-------------------------|
| Balances at | March 31, 2006 | PCMG Account | 16,283.45 |
| | | Extension Office Account | <u>3,395.72</u> |
| | | TOTAL | <u>19,679.17</u> |

| | RECEIPTS | | EXPENSES | | Balance |
|----------------------|-------------------|-------------------|-------------------|-------------------|-----------------|
| | Monthly | YTD | Monthly | YTD | |
| Clothing | 0.00 | 21.00 | 82.84 | 959.20 | (938.20) |
| Greenhouse | 0.00 | 0.00 | 938.70 | 938.70 | (938.70) |
| Dues | 1,110.00 | 2,925.00 | 0.00 | 0.00 | 2,925.00 |
| Old State House | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Printing | 0.00 | 0.00 | 200.35 | 403.54 | (403.54) |
| Continuing Education | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Social | 0.00 | 0.00 | 117.30 | 117.30 | (117.30) |
| Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Travel | 0.00 | 45.00 | 0.00 | 0.00 | 45.00 |
| Memorial Fund | 25.00 | 25.00 | 0.00 | 0.00 | 25.00 |
| Bank Charges | 0.00 | 0.00 | 4.00 | 12.00 | (12.00) |
| Misc | 32.00 | 56.00 | 400.00 | 510.28 | (454.28) |
| TOTALS | \$1,167.00 | \$3,072.00 | \$1,743.19 | \$2,941.02 | \$130.98 |

PCMG Checking Account Deposits \$0.00

PULASKI COUNTY MASTER GARDENERS

Board Meeting

Wednesday, April 18, 2006

10:00 a.m.

The Pulaski County Master Gardeners' Board met on Wednesday, April 18, 2006 at 10 a.m. at St. James Methodist Church. Present were Dick Blankenkemper, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Trudy Kumpe, Three Ps committee was also present. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is slightly down from last month, but \$230.98 ahead of last year. The balance is \$20,255.36. Fifty-eight members have not paid their dues. The report was approved.

OLD BUSINESS

- Jacksonville Greenhouse: The Jacksonville Greenhouse was discussed with Lois Corley and she thought it is a great idea. There could be an overall committee and two subcommittees. Beth will meet again with Pathfinders to discuss the project.
- Beth and Don will meet and discuss long range planning.
- Trudy Kumpe, for the 3Ps Committee, presented a report on the proposed pictorial directory. Dick made a motion that we publish a black and white PCMG pictorial directory and place the printing contract with the University of Arkansas. Jett seconded the motion. The motion was discussed then passed.

NEW BUSINESS

- The County office sprinkler system needs repair.
- Any Sanders requested reimbursement for garden supplies and food for lunch. Consensus was that only garden supplies should be reimbursed.

ANNOUNCEMENTS

- Beth announced that there needs to be a change in the Master Gardener Logo. This will cost us a onetime set-up charge of \$55.90 at Oxford Screen Printing.

The meeting adjourned.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS

Board Meeting

TUESDAY ~~Wednesday~~, April 18, 2006
12:30 p.m.

The Pulaski County Master Gardeners' Board met in a special session on Wednesday, April 18, 2006 at 12:30 p.m. at St. James Methodist Church. Present were Dick Blankenbeker, Sandy Harrison, Don Davis, Jim Dyer, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided. In the absence of Secretary, Jackie Wright, Sandy Harrison took minutes.

This special meeting was called in order to take immediate action on a request presented by Curran Hall Committee Chairman, Carlee Adams, for an additional ~~\$100~~ ^{\$300.00} for Curran Hall to purchase bedding plants. After discussion board members present granted the request.

Respectfully submitted,

Sandy Harrison

April 7, 2006

Howdy All:

Enclosed is the information Trudy Kumpe gathered concerning the printing of a pictorial directory. I thought it would be helpful for you all to have it ahead of time so we can discuss it at the April board meeting. Trudy is planning to attend the board meeting incase anyone has any questions.

See you all on the 18th.

A handwritten signature in cursive script, appearing to read "Bob". The signature is written in black ink on a white background.

Master Gardener Pictorial Directory Evaluation

In March, Master Gardener President, Sandy Harrison contacted me as the co-chair of the three P's committee to assess the cost and logistics for publication of a MG pictorial directory. After discussion with members of the committee, we outlined a basic plan for implementing the photography and directory set-up; however, we realized that such a project would require a great deal of time devoted to just the directory. While this project will require many hours, the first hurdle was to determine the cost of the directory.

With a Request for Bid, I went to the following vendors to obtain their proposals for two types of directories: black and white versus color photos. I chose four commercial vendors, and Cheryl Kennedy suggested that I inquire with the University of Arkansas State Extension printing office.

- Custom Printing Co. 1724 Pike Ave
- Balfour Printing Co. 320 W. 7th St.
- Fed Ex Kinko's 1121 Spring St.
- Kwik Kopy 100 S. Louisiana St.
- Eugene Thomas, U of A Extension Office, printing

In addition to the two types of printing, I requested that each vendor itemize the cost of binding the directories, in the event that our organization may want to do the task to save money. After obtaining quotes from everyone except Balfour Printing (no responses to my calls), I submit the information to the MG board for a decision.

In order to ease the vendor comparisons, I have made a brief summary of all. To document the submissions, I have attached the proposals. In each case, the coil binding was included in the quote for the black and white or color copies. For example, Custom Printing's job for black and white would be \$1045 for the printing only (\$1325 - \$280).

| Vendor | Black and White | Color | Binding |
|---------------|-----------------|-------------|----------|
| Custom | \$1,325 | \$7,459 | \$280 |
| Balfour | N/A | N/A | NA |
| FedEx Kinko's | \$2,594.84 | \$7,226.74 | \$900 |
| Kwik Kopy | \$7,771.32 | \$11,359.67 | \$425 |
| U of A | \$1,800 | \$8,212.50 | \$337.50 |

These prices assume that all of the formatting will be done and no problems occur in the set-up. As Eugene Thomas informed me, he included a couple of hours of their time to solve any set-up problems which can occur with such a large project.

Finally, if the board does make a decision to proceed with the directory, our committee requests the following considerations:

1. Group and committee photos be put "on hold" until all directory photos are completed

2. Biographical information for each person is obtained at the same time as the individual photos are made to eliminate errors. (This may require the individuals bring info with them when they are scheduled to have their photo session.)

We look forward to working with the board in providing a wonderful publication.

MS Pictorial Directory Bids

Telephone Directory

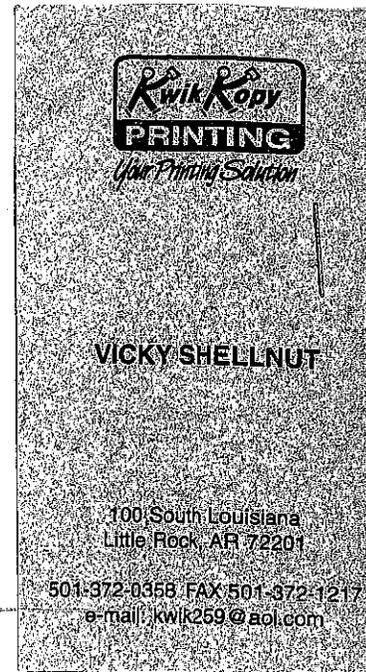
3/31/06

Kwik Kopy: Vicky

Color: \$11,359.67

Black & White: \$7,771.32

Binding: \$425.⁰⁰



Custom Printing

4/3/06

Ira Strack called:

Black & White: \$1,325

↳ with \$280 for binding ^{coil} added to this amt.

Color: \$7,459.⁰⁰

same amt. added for binding

includes heavier paper for cover...

U of A Printing

4/4 - 4/6/06

Eugene Thomas:

Black & White: \$3.25/copy X 450 copies = 1462.50

binding + 754 copy X 950 = 337.50

Total

\$1800.⁰⁰

Color: \$17.50/copy X 450 copies = \$7875.00

+ binding

337.50

\$8212.50

Added couple of hours

Signature of Jonathan



Office and Print Services

1121 S. Spring St.
Little Rock, AR 72202
Phone (501) 372-0775
Fax (501) 372-7004

Prepared for: Trudy Kumpe
Bid number: 0123-140
Description: Directory with black and white photos
Date: 3/22/2006

BID
PAGE 2 OF 2

| <i>Quantity</i> | <i>Description</i> | <i>Price</i> | <i>Line Total</i> |
|-----------------|----------------------------------|--------------|-------------------|
| 450 | Color - s/s cover gloss 8.5 x 11 | \$0.790 | \$355.50 |
| 11250 | BW - d/s f resume papers | \$0.097 | \$1,091.25 |
| 45 | Auxiliary - cutting per cut | \$1.490 | \$67.05 |
| 450 | Binding - comb cardstock cover | \$2.000 | \$900.00 |

All prices are based on volume and turn-around time discussed. Please contact me with any questions, changes or decisions, and refer to the bid number printed in the top section of this bid. When placing your order, please include a copy of this bid for reference. I look forward to serving you!

| | | |
|----------------|--------------------|-------------------|
| SUMMARY | Total | \$2,413.80 |
| | Tax Rate | 7.500% |
| | Tax Total | \$181.04 |
| | Grand Total | \$2,594.84 |

Brian Summers
Senior Customer Consultant
(501) 372-0775

Customer Approval

Date



Office and Print Services

1121 S. Spring St.
Little Rock, AR 72202
Phone (501) 372-0775
Fax (501) 372-7004

Prepared for: Trudy Kumpe
Bid number: 0123-139
Description: Directory with color photos
Date: 3/30/2006

BID
PAGE 2 OF 2

| <i>Quantity</i> | <i>Description</i> | <i>Price</i> | <i>Line Total</i> |
|-----------------|-------------------------------------|--------------|-------------------|
| 11250 | Color - d/s white, ltr, lgl, 3-hole | \$0.480 | \$5,400.00 |
| 450 | Color - s/s cover gloss 8.5 x 11 | \$0.790 | \$355.50 |
| 45 | Auxiliary - cutting per cut | \$1.490 | \$67.05 |
| 450 | Binding - comb cardstock cover | \$2.000 | \$900.00 |

All prices are based on volume and turn-around time discussed. Please contact me with any questions, changes or decisions, and refer to the bid number printed in the top section of this bid. When placing your order, please include a copy of this bid for reference. I look forward to serving you!

| | | |
|----------------|--------------------|-------------------|
| SUMMARY | Total | \$6,722.55 |
| | Tax Rate | 7.500% |
| | Tax Total | \$504.19 |
| | Grand Total | \$7,226.74 |

Brian Summers
Senior Customer Consultant
(501) 372-0775

Customer Approval

Date



Office and Print Services

1121 S. Spring St.
Little Rock, AR 72202

Phone (501) 372-0775
Fax (501) 372-7004

Wednesday, March 22, 2006

Trudy Kumpe
Pulaski County Master Gardeners

Little Rock, AR 00000
Ph.(501) 664-4906 Fx.

Dear Trudy:

Thank you for your interest in Kinko's! We appreciate the opportunity to submit this quote to you, and we are committed to providing you with high quality results, excellent customer service, and on-time delivery.

Following are some details regarding your project.

Your Bid Reference Number is: 0123-A140

Project description: Directory with black and white photos

Additional details of your project: All pages except cover will be printed in black and white. Photo pages would be on 24# laser paper to prevent bleeding.

We are eager to become your document solutions partner and show you the value our support can add to your business operations.

If we can be of any future assistance, please do not hesitate to call.

Sincerely,

Brian Summers
Senior Customer Consultant

FedEx Kinko's
Office and Print Services

1121 S. Spring St.
Little Rock, AR 72202

Phone (501) 372-0775
Fax (501) 372-7004

Thursday, March 30, 2006

Trudy Kumpe
Pulaski County Master Gardeners

Little Rock, AR 00000
Ph.(501) 664-4906 Fx.

Dear Trudy:

Thank you for your interest in Kinko's! We appreciate the opportunity to submit this quote to you, and we are committed to providing you with high quality results, excellent customer service, and on-time delivery.

Following are some details regarding your project.

Your Bid Reference Number is: 0123-A139

Project description: Directory with color photos

Additional details of your project: All pages would be printed in color

We are eager to become your document solutions partner and show you the value our support can add to your business operations.

If we can be of any future assistance, please do not hesitate to call.

Sincerely,

Brian Summers
Senior Customer Consultant

Brian Summers
Senior Customer Consultant

FedEx Kinko's
Office and Print Services

1121 S. Spring Street
Little Rock, AR 72202-4849
Telephone 501.372.0775
Fax 501.372.7004
Mobile 501.240.2138
scc0123@fedexkinkos.com

Request for Bid

Our organization, Pulaski County Master Gardeners, is asking for a bid from your company for our pictorial directory. We will have approximately 400 photographs placed in a format like the enclosed example (#1) with a formatted text next to each photo. This format can be presented to you on a CD in either PageMaker 7.0 or as a Word document. Please let us know your preference.

Additional information about our parameters for our directory: Our format would have 4 photos per each side, resulting in 8 photos plus text per each side of paper, and finally 16 photos per sheet of paper (see example #2). We would need an additional page to list information (see example #3), and for the 450 directories, we would prefer card stock weight for paper covers.

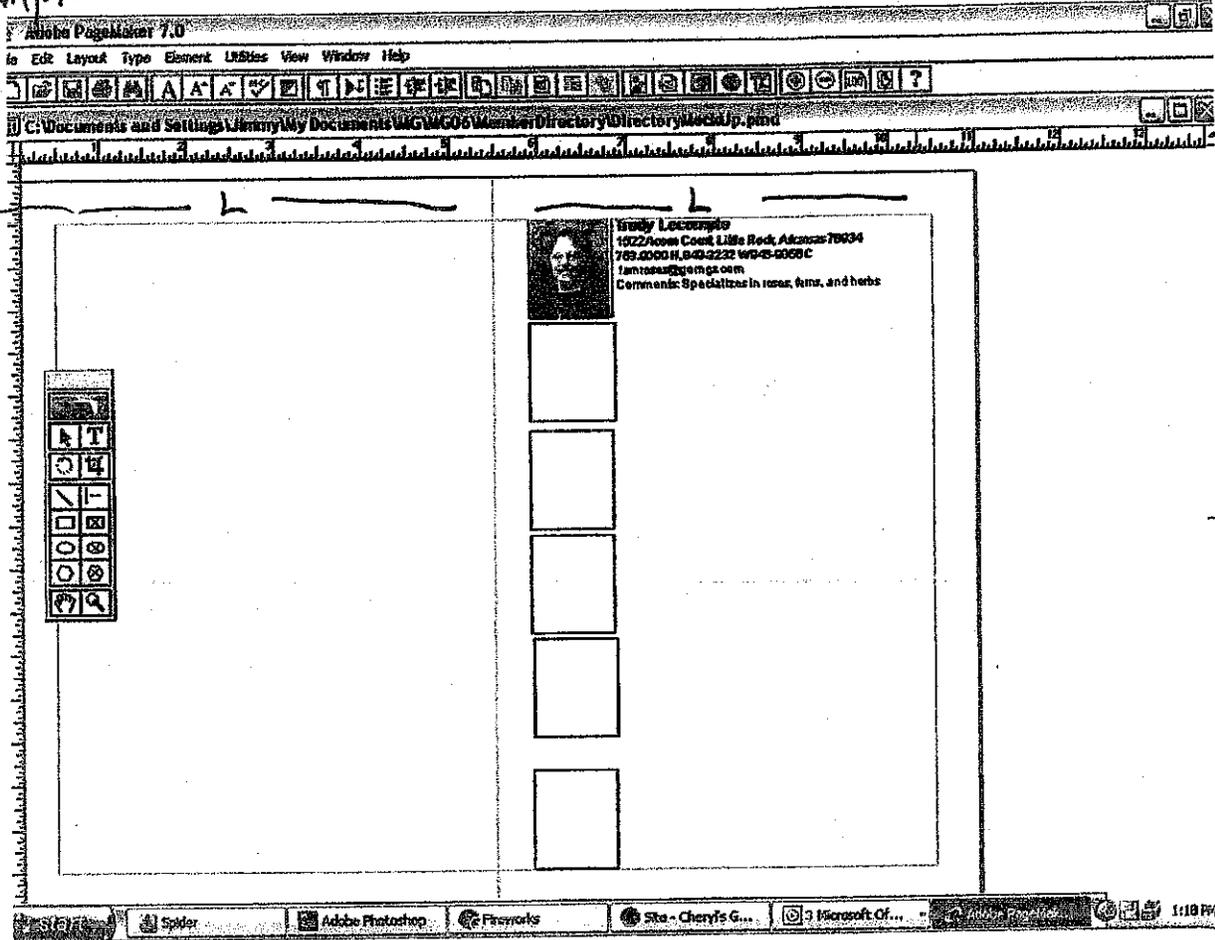
We request that the directory be bound with a plastic spiral, but it may be cost effective for us to do ourselves. Thus, we would like to have that task broken out of the bid as an option to save money.

Finally, we would like to have bids for 1) black and white photos, 2) color photos.

Thank you for your time, and if you have any questions please contact me.

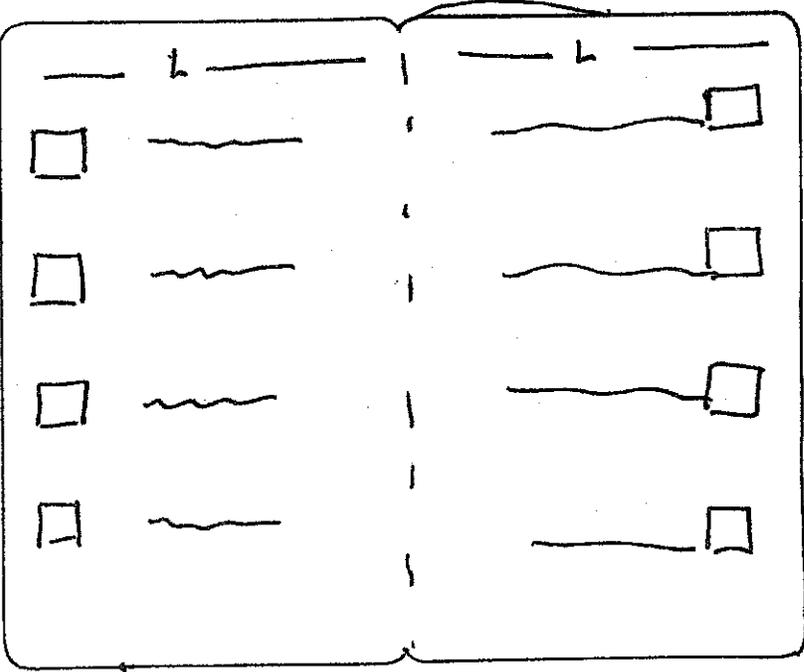
Trudy Kumpe
664-4906

Example #1



Handing
"L"

Example #2



8 photos

x 2 = for use of both sides of sheet of paper

1 side of sheet of paper

Example #3

Active Master Gardeners

OSU EXTENSION CENTER
4116 EAST 15 STREET
TULSA, OKLAHOMA 74112

This directory is for your information and the information contained herein is CONFIDENTIAL. It is printed for the exclusive use of the OSU Master Gardeners. Our policy is to be non-partisan, therefore, in accepting this book, you accept the responsibility of not giving the names, addresses and telephone numbers listed to anyone.



Front Garden

OSU Extension Center

Master Gardener Line 746-3701

Tulsa Garden Center

Master Gardener Line 746-5130

Pulaski County



**MASTER
GARDENER**

a program of

UofA

**UNIVERSITY OF ARKANSAS
DIVISION OF AGRICULTURE**

PULASKI COUNTY MASTER GARDENERS BOARD MEETING

The Pulaski County Master Gardener Board met on Wednesday, April 18, 2006 at 10 a.m. at St. James Methodist Church. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Trudy Kumpe, Three Ps Committee was also present. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is \$20,255.36. Fifty-eight members have not paid their dues. The report was approved.

OLD BUSINESS

- Jacksonville Greenhouse: The Jacksonville Greenhouse was discussed with Lois Corley and she thought it is a great idea. There could be an overall committee and two subcommittees. Beth will meet again with Pathfinders to discuss the project.
- Beth and Don will meet and discuss long range planning.
- Trudy Kumpe, for the 3Ps Committee, presented a report on the proposed pictorial directory. Dick moved that we publish a black and white PCMG pictorial directory and place the printing contract with the University of Arkansas. Jett seconded the motion. The motion passed.

NEW BUSINESS

- The County office sprinkler system needs repair.
- Any Sanders requested reimbursement for garden supplies and food for lunch. Concensus was that only garden supplies should be reimbursed.

ANNOUNCEMENTS

- Beth announced that there needs to be a change in the Master Gardener Logo. This will cost us \$55.90 upcharge for screen printing for our "stuff."

The meeting adjourned.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Wednesday, April 18, 2006
10:00 a.m.

The Pulaski County Master Gardeners' Board met on Wednesday, April 18, 2006 at 10 a.m. at St. James Methodist Church. Present were Dick Blankenbeker, Merilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Trudy Kumpe, Three Ps committee was also present. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is slightly down from last month, but \$230.98 ahead of last year. The balance is \$20,255.36. Fifty-eight members have not paid their dues. The report was approved.

OLD BUSINESS

- Jacksonville Greenhouse: The Jacksonville Greenhouse was discussed with Lois Corley and she thought it is a great idea. There could be an overall committee and two subcommittees. Beth will meet again with Pathfinders to discuss the project.
- Beth and Don will meet and discuss long range planning.
- Trudy Kumpe, for the 3Ps Committee, presented a report on the proposed pictorial directory. Dick made a motion that we publish a black and white PCMG pictorial directory and place the printing contract with the University of Arkansas. Jett seconded the motion. The motion was discussed then passed.

NEW BUSINESS

- The County office sprinkler system needs repair.
- Any Sanders requested reimbursement for garden supplies and food for lunch. Consensus was that only garden supplies should be reimbursed.

ANNOUNCEMENTS

- Beth announced that there needs to be a change in the Master Gardener Logo. This will cost us a onetime set-up charge of \$55.90 at Oxford Screen Printing.

The meeting adjourned.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS

Board Meeting

~~Tue.~~ Wednesday, April 18, 2006
12:30 p.m.

The Pulaski County Master Gardeners' Board met in a special session on Wednesday, April 18, 2006 at 12:30 p.m. at St. James Methodist Church. Present were Dick Blankenbeker, Sandy Harrison, Don Davis, Jim Dyer, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided. In the absence of Secretary, Jackie Wright, Sandy Harrison took minutes.

This special meeting was called in order to take immediate action on a request presented by Curran Hall Committee Chairman, Carlee Adams, for an additional \$300 for Curran Hall to purchase bedding plants. After discussion board members present granted the request.

Respectfully submitted,

Sandy Harrison

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Tuesday, May 16, 2006
10:00 a.m.

The Pulaski County Master Gardeners' Board met on Tuesday, May 16, 2006 at 10 a.m. at St. James Methodist Church. Present were Dick Blankenbeker, Merilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes of the April meeting were approved as circulated.
- The minutes of a special meeting in April were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is \$19,676.17, slightly down from last month. The report was approved.

OLD BUSINESS

- Beth Phelps reported on the proposed pictorial update. Trudy Kumpe has asked for help on the project. She requested some photographers to help take the pictures. She has made an alphabetical schedule for the photos to be taken at several meetings and places. An offer from Christy Harward to put the directory together was reviewed and referred to Trudy.

NEW BUSINESS

- The Pinnacle Mountain Project requested an extra \$100 for replacement parts to repair their sprinkler. The request was approved.
- Don Davis and Beth Phelps presented their Long Range Planning report. The following action was taken.
 - A motion was made to appoint a standing budget committee, to consist of the First Vice President, the Treasurer, one 2d year member and two at-large members, to present a budget report at the November board meeting. The motion was approved. Merilyn will write the project chairs about the budget and ask them to include a project budget with their evaluation forms.
 - A motion was made to form an ad hoc committee to explore the possibility of building a new, larger greenhouse to meet project and program needs. The motion was approved.
 - A motion was made to form an ad hoc committee to survey the membership about our meeting place and to make a recommendation to the board.
 - Recommendations about retention and recruiting were held until the next board meeting.

The meeting adjourned.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting, Tuesday, May 16, 2006, 10:00 a.m., St. James Methodist Church

Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The April meeting minutes were approved as circulated.
- The minutes of a special meeting in April were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is \$19,676.17, slightly down from last month. The report was approved.

OLD BUSINESS

- Beth Phelps reported on the proposed pictorial update. Trudy Kumpe has asked for help on the project. She requested some photographers to help take the pictures..

NEW BUSINESS

- The Pinnacle Mountain Project requested an extra \$100 for replacement parts to repair their sprinkler. The request was approved.
- Don Davis and Beth Phelps presented their Long Range Planning report. The following action was taken.
 - A motion was made to appoint a standing budget committee, to consist of the First Vice President, the Treasurer, one 2d year member and two at-large members, to present a budget report at the November board meeting. The motion was approved. Marilyn will write the project chairs about the budget and ask them to include a project budget with their evaluation forms.
 - A motion was made to form an ad hoc committee to explore the possibility of building a new, larger greenhouse to meet project and program needs. The motion was approved.
 - A motion was made to form an ad hoc committee to survey the membership about our meeting place and to make a recommendation to the board.
 - Recommendations about retention and recruiting were held until the next board meeting.

The meeting adjourned.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Tuesday, May 16, 2006
10:00 a.m.

The Pulaski County Master Gardeners' Board met on Tuesday, May 16, 2006 at 10 a.m. at St. James Methodist Church. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes of the April meeting were approved as circulated.
- The minutes of a special meeting in April were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is \$19,676.17, slightly down from last month. The report was approved.

OLD BUSINESS

- Beth Phelps reported on the proposed pictorial update. Trudy Kumpe has asked for help on the project. She requested some photographers to help take the pictures. She has made an alphabetical schedule for the photos to be taken at several meetings and places. An offer from Christy Harward to put the directory together was reviewed and referred to Trudy.

NEW BUSINESS

- The Pinnacle Mountain Project requested an extra \$100 for replacement parts to repair their sprinkler. The request was approved.
- Don Davis and Beth Phelps presented their Long Range Planning report. The following action was taken.
 - A motion was made to appoint a standing budget committee, to consist of the First Vice President, the Treasurer, one 2d year member and two at-large members, to present a budget report at the November board meeting. The motion was approved. Marilyn will write the project chairs about the budget and ask them to include a project budget with their evaluation forms.
 - A motion was made to form an ad hoc committee to explore the possibility of building a new, larger greenhouse to meet project and program needs. The motion was approved.
 - A motion was made to form an ad hoc committee to survey the membership about our meeting place and to make a recommendation to the board.
 - Recommendations about retention and recruiting were held until the next board meeting.

The meeting adjourned.

Respectfully submitted,

Jackie Wright, Secretary

Pulaski County Master Gardeners Association
Statement of Financial Condition
As of April 30, 2006

| | | | |
|----------------------------------|---------------------------------|------------------|------------------|
| Balances at April 1, 2006 | PCMG Account | 16,283.45 | |
| | Extension Office Account | 3,395.72 | |
| Deposits | | TOTAL | 19,679.17 |

| | | |
|------------------|-----------------|--|
| Clothing | 39.00 | |
| Dues | 1,580.00 | |
| Old State House | 0.00 | |
| Social Committee | 0.00 | |
| Travel | 0.00 | |
| Greenhouse | 1,168.30 | |
| Misc | 58.50 | |
| Total | 2,845.80 | |

| | | |
|-----------------|-----------------|-----------------|
| Expenses | Clothing | 55.90 |
| | Greenhouse | 343.22 |
| | Printing | 200.84 |
| | Old State House | 291.15 |
| | Other Projects | 333.23 |
| | Travel | 0.00 |
| | Bank Charges | 4.35 |
| | Misc | 184.00 |
| | Total | 1,412.69 |

| | | | |
|-----------------------------------|---------------------------------|------------------|------------------|
| Balances at April 30, 2006 | PCMG Account | 16,279.10 | |
| | Extension Office Account | 4,833.18 | |
| | | TOTAL | 21,112.28 |

| | RECEIPTS | | EXPENSES | | Balance |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Monthly | YTD | Monthly | YTD | |
| Clothing | 39.00 | 60.00 | 55.90 | 1,015.10 | (955.10) |
| Greenhouse | 1,168.30 | 1,168.30 | 343.22 | 1,281.92 | (113.62) |
| Dues | 1,580.00 | 4,505.00 | 0.00 | 0.00 | 4,505.00 |
| Old State House | 0.00 | 0.00 | 291.15 | 291.15 | (291.15) |
| Other Projects | 0.00 | 0.00 | 333.23 | 333.23 | (333.23) |
| Printing | 0.00 | 0.00 | 200.84 | 604.38 | (604.38) |
| Continuing Education | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Social | 0.00 | 0.00 | 0.00 | 117.30 | (117.30) |
| Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Travel | 0.00 | 45.00 | 0.00 | 0.00 | 45.00 |
| Memorial Fund | 0.00 | 25.00 | 0.00 | 0.00 | 25.00 |
| Bank Charges | 0.00 | 0.00 | 4.35 | 16.35 | (16.35) |
| Misc | 58.50 | 114.50 | 184.00 | 694.28 | (579.78) |
| TOTALS | \$2,845.80 | \$5,917.80 | \$1,412.69 | \$4,353.71 | \$1,564.09 |

PCMG Checking Account Deposits \$0.00

| Summary of Project Expenses | | | |
|--|-----------------|-----------------|---------------|
| | 2004 | 2005 | 2006 |
| Ark Arts Center | 154.85 | 93.11 | |
| Curran Hall | 399.81 | 57.15 | |
| Jacksonville City Hall | 9.62 | 28.48 | |
| Historic Ark Museum | 194.90 | 101.54 | 51.54 |
| Gov Mansion Veg Garden | 100.00 | 61.52 | 77.23 |
| Contemplation Garden | 99.71 | 0.00 | |
| County Ext Office | 157.79 | 21.29 | |
| P.H. Hays Center | 64.49 | 16.61 | |
| Pinnacle Mt | 99.84 | 155.15 | 204.46 |
| Mt. Holly | 68.18 | 0.00 | |
| Baptist Rehab | 18.45 | 0.00 | |
| Park Hill Waterworks | 123.25 | 54.02 | |
| Camack Project | 72.85 | 0.00 | |
| River Market | 9.42 | 57.01 | |
| Amy Sanders Library | 86.31 | 97.98 | |
| 3 P's | 0.00 | 154.85 | |
| State Hosp | 0.00 | 244.42 | |
| | | | |
| | | | |
| TOTAL | 1,659.47 | 1,143.13 | 333.23 |
| | | | |
| * County Extension project has \$347.14 in donations from 2003 | | | |

PULASKI COUNTY MASTER GARDENERS
Board Meeting, Tuesday, May 16, 2006, 10:00 a.m., St. James Methodist Church

Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The April meeting minutes were approved as circulated.
- The minutes of a special meeting in April were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is \$19,676.17, slightly down from last month. The report was approved.

OLD BUSINESS

- Beth Phelps reported on the proposed pictorial update. Trudy Kumpe has asked for help on the project. She requested some photographers to help take the pictures..

NEW BUSINESS

- The Pinnacle Mountain Project requested an extra \$100 for replacement parts to repair their sprinkler. The request was approved.
- Don Davis and Beth Phelps presented their Long Range Planning report. The following action was taken.
 - A motion was made to appoint a standing budget committee, to consist of the First Vice President, the Treasurer, one 2d year member and two at-large members, to present a budget report at the November board meeting. The motion was approved. Marilyn will write the project chairs about the budget and ask them to include a project budget with their evaluation forms.
 - A motion was made to form an ad hoc committee to explore the possibility of building a new, larger greenhouse to meet project and program needs. The motion was approved.
 - A motion was made to form an ad hoc committee to survey the membership about our meeting place and to make a recommendation to the board.
 - Recommendations about retention and recruiting were held until the next board meeting.

The meeting adjourned.

Respectfully submitted,

Jackie Wright, Secretary

May 16, 2006

TO: Pulaski County Master Gardener Board

I think it will take me around 15-20 hours. I usually charge \$65 an hour but I can do it for \$50 an hour. This would make the total between \$750-\$1,000. This is estimated on doing 400 people and typing the information in as I go. This would be significantly less if the information is given to me in a Word file and all I had to do is cut and paste.

Hope this is okay. This is an estimate. I can work with you if I need to bring the price down. (if the woman who was going to do this could work on typing the information in or if you had a committee to do this, it would really help with the time.

THANKS,

Christy Harward
Graphic Designer-Communications & Marketing
CARTI
501.660.7606
charward@carti.com

Long Range Planning Meeting
Don Davis and Beth Phelps

We met and discussed a number of ideas, concerns, and opportunities that the Pulaski County Master Gardener Program will need to address in the next few years. We make the following recommendations to the board and encourage the board to begin planning for these needs.

1. **Budget** – We recommend that a budget committee be appointed and a budget developed for 2007. We encourage the budget committee to consider the present funding of projects – Should the funding remain at \$100.00 or be increased? If increased, how much? We also encourage the budget committee to begin maintaining a reserve fund for funding future needs (i.e. construction of a new greenhouse and the funding of its operation and/or the refurbishing of hospital greenhouse, etc). This committee will also need to address the possibility of increasing dues.

In the future a budget committee will be appointed each year and function as a standing committee.

2. **Greenhouse Exploratory Committee** – We recommend that a small committee be formed for the purpose of exploring the possibility of building a new, larger greenhouse to meet the project/program needs. This committee will consider location, design, funding, construction and operation. We also recommend that this committee meet with the State Hospital administration concerning the possibility of a long term lease of present greenhouse with the possibility of an expansion at the existing site and a continued partnership involving operation and utilities.

3. **Meeting Space** - We recommend that a committee be formed to address the need for a facility or facilities to adequately house future monthly meetings. This committee will consider all possibilities including 2 meetings a month - one north of the river and one south of the river. The Meeting Space Committee will be charged with gathering information from the membership concerning their ideas and interests as well as maintain an open communication with the membership through out this process. Upon completion of the committee's charge they will provide a written recommendation(s) to the Board. After studying the committees' report the Board will present its recommendation to the membership for the memberships' approval.

4. **Retentions and Recruiting** - The need to actively recruit minorities to become involved as volunteers and active members into the Master Gardener Program is seen as a continuing need of the Pulaski County Master Gardner Program.

We recommend that the Continuing Education Committee plan and conduct two instructional programs in 2007 (with possible expansion to more in 2008) for our Master Gardener membership as well as the general public. These workshops will be conducted in targeted communities i.e. minorities, Maumelle, Jacksonville, etc. The committee will be encouraged to use Master Gardeners as instructors. Cost of these workshops will be

covered by a workshop registration fee. The goal of these workshops is to offer continuing education for our members, provide community outreach, and recruit new Master Gardener Volunteers.

PULASKI COUNTY MASTER GARDENERS
Board Meeting Agenda
Tuesday, June 20, 2006
10:00 a.m.

Minutes

Treasurer's Report

Old Business

- Jacksonville Pathfinder's Greenhouse—Update?
- Pictorial Directory Update
- Longe Range Planning Report, Tabled Item #4—Don Davis

New Business

- Pinnacle Project Request for Permission to present Native Wild Flower Identification Seminar for Pinnacle Park Committee members for education hours.
- PCMG Sponsorship of the 2007 Intern'l MG Conference
- Nominations for Nominating Committee
- Nominations for Budget Committee
- Suggestions for Search Committee-for meeting time and space.
- Suggestions for Greenhouse Exploratory Committee (Karen Barris, Jim Robbins—suggested)
- August Meeting Date -- Review '06 Class applications and Project evaluations

Announcements

- Pinnacle Park Award from Partners for Pinnacle for Wildflower Meadow, Visitor Center beds, Visitors' Center Drive entrance beds.
- Curran Hall Concerns: Meeting for anyone interested, Tues., June 20, 5:00pm, Room 104, Robinson Center—for explanation of proposed changes.
- County 76—Order Form Accessories and Currently compiling a list for Speaker's Bureau
- Faulkner County Garden Tours—would like to tour Pulaski County Mg gardens. Contact-Dawn Jackson at (h)501-328-3333 or (c)501-240-8958
- NLR Laman Library—Summer Gardening Seminars
- AR Flower and Garden Show—Planning Committee Positions for Interested MG's.
- PCMG's on "Positively Arkansas" (12:00 noon, KTHV):
Susan Rose—June 12th and Pam Adam-Smith—June 26st
Debra Redding—July 3rd and Phyllis Barrier—July 17th

General Meeting Agenda

- Program: Panel of Master Gardeners—Gardening Questions and Answers

Hold for future Meetings:

Pulaski County Master Gardeners Association
Statement of Financial Condition
As of May 31, 2006

| | | | |
|--------------------|--------------------|---------------------------------|------------------|
| Balances at | May 1, 2006 | PCMG Account | 16,279.10 |
| | | Extension Office Account | 4,833.18 |
| Deposits | | TOTAL | 21,112.28 |

| | |
|------------------|-----------------|
| Clothing | 0.00 |
| Dues | 415.00 |
| Old State House | 1,753.33 |
| Social Committee | 1,233.00 |
| Travel | 0.00 |
| Greenhouse | 629.80 |
| Misc | 7.00 |
| Total | 4,038.13 |

| | | |
|-----------------|------------------|-----------------|
| Expenses | Clothing | 55.90 |
| | Greenhouse | 0.00 |
| | Printing | 236.21 |
| | Old State House | 530.74 |
| | Other Projects | 57.23 |
| | Social Committee | 1,387.24 |
| | Bank Charges | 4.35 |
| | Misc | 53.95 |
| | Total | 2,325.62 |

| | | | |
|--------------------|---------------------|---------------------------------|------------------|
| Balances at | May 31, 2006 | PCMG Account | 16,274.75 |
| | | Extension Office Account | 6,550.04 |
| | | TOTAL | 22,824.79 |

| | RECEIPTS | | EXPENSES | | Balance |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Monthly | YTD | Monthly | YTD | |
| Clothing | 0.00 | 60.00 | 55.90 | 1,071.00 | (1,011.00) |
| Greenhouse | 629.80 | 1,798.10 | 0.00 | 1,281.92 | 516.18 |
| Dues | 415.00 | 4,920.00 | 0.00 | 0.00 | 4,920.00 |
| Old State House | 1,753.33 | 1,753.33 | 530.74 | 821.89 | 931.44 |
| Other Projects | 0.00 | 0.00 | 57.23 | 390.46 | (390.46) |
| Printing | 0.00 | 0.00 | 236.21 | 840.59 | (840.59) |
| Continuing Education | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Social | 1,233.00 | 1,233.00 | 1,387.24 | 1,504.54 | (271.54) |
| Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Travel | 0.00 | 45.00 | 0.00 | 0.00 | 45.00 |
| Memorial Fund | 0.00 | 25.00 | 0.00 | 0.00 | 25.00 |
| Bank Charges | 0.00 | 0.00 | 4.35 | 20.70 | (20.70) |
| Misc | 7.00 | 121.50 | 53.95 | 748.23 | (626.73) |
| TOTALS | \$4,038.13 | \$9,955.93 | \$2,325.62 | \$6,679.33 | \$3,276.60 |

PCMG Checking Account Deposits \$0.00

PULASKI COUNTY MASTER GARDENERS

Board Meeting

Wednesday, June 20, 2006

10:00 a.m.

The Pulaski County Master Gardeners' Board met on Wednesday, June 20, 2006 at 10 a.m. at St. James Methodist Church. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is \$21,112.28. This is \$3,276.60 more than the January 1st balance. We received \$1,753.33 from the State Commission for use of the Old State House exclusively. The Spring Picnic cost \$1387.24, receipts for the picnic were \$1,233.00.

Old Business

- Don Davis, Beth Phelps, Linda Moyer and Dottie Heckenbach met with the Jacksonville Pathfinder's Greenhouse people and they are ready to go this fall. Beth will write a letter of understanding.
- Trudy Kumpe's committee is geared up for the pictorial directory. They will start taking pictures today. She will report at the September meeting.
- Item number 4 on the Long Range Planning Report, Retention and Recruiting, was discussed. Jim Dyer will contact school districts proposing that we give five minute talks on Master Gardeners to the retiring teachers in an effort to recruit more minority participants. Continuing Education Chair, Ila Newberry, will be asked to develop workshops and programs that will be open to the public.

New Business

- Pinnacle Project requested permission to present wild flower identification workshops for Pinnacle Committee members for education hours. After discussion the consensus was that they did not need board permission for this type program. Committees may have garden programs for our committees and earn one point per hour. This is within Continuing Education policies.
- Dick Blankenbeker moved that PCMG contribute \$1,000 to help sponsor the 2007 International MG Conference. Jeff Cuffman seconded the motion. The motion passed.
- Chair, Sandy Harrison, appointed Dick Blankenbeker to chair the nominations committee. She appointed Don Davis to serve on the committee and accepted suggestions for a third member.
- Sandy Harrison asked for suggestions for nominations for Budget Committee, Search Committee-for meeting time and space, and for Greenhouse Exploratory Committee.
- The Board will meet August 16 from 9 a.m. to 3 p.m. at the County Extension Office to Review '06 Class applications and Project evaluations.

Announcements

- The Pinnacle Park Committee received an award from Partners for Pinnacle for efforts in the Wildflower Meadow, Visitor Center beds, and entrance beds of Visitors' Center Drive.
- Curran Hall Concerns: Meeting for anyone interested, Tues., June 20, 5:00 p.m., Room 103, Robinson Center—for explanation of proposed changes.
- County 76 report — County 76 is offering Master Gardener accessories as a fund raiser and compiling a list for Speaker's Bureau.
- Faulkner County Garden Tours—would like to tour Pulaski County Master Gardener gardens and projects. Contact-Dawn Jackson at (h)501-328-3333 or (c)501-240-8958.
- NLR Laman Library—Summer Gardening Seminars are on the sticky board.
- AR Flower and Garden Show—Planning Committee Positions are available for Interested Master Gardeners.
- PCMG's on "Positively Arkansas" (12:00 noon, KTHV):
Susan Rose—June 12th and Pam Adam-Smith—June 26th
Debra Redding—July 3rd and Phyllis Barrier—July 17th .

Respectfully submitted,

Jackie Wright

PULASKI COUNTY MASTER GARDENERS
Board Meeting

The Pulaski County Master Gardeners' Board met on Wednesday, June 20, 2006 at 10 a.m. at St. James Methodist Church. Present were Dick Blankenkemper, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. President, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is \$21,112.28. The Spring Picnic cost \$1387.24, receipts for the picnic were \$1,233.00.

Old Business

- Don Davis, Beth Phelps, Linda Moyer and Dottie Heckenbach met with the Jacksonville Pathfinder's Greenhouse people and they are ready to go this fall. Beth will write a letter of understanding.
- Trudy Kumpe's committee is geared up for the pictorial directory. They will start taking pictures today. She will report at the September meeting.
- The Long Range Planning Report item, Retention and Recruiting, was discussed. Jim Dyer will contact school districts proposing that we give five minute talks on Master Gardeners to the retiring teachers in an effort to recruit more minority participants. Continuing Education Chair, Ila Newberry, will be asked to develop workshops and programs that will be open to the public.

New Business

- Pinnacle Project requested permission to present periodic wild flower identification workshops for the Pinnacle Committee members for education hours. The consensus was that they do not need board permission as this is within CE policies. Projects may have garden programs for our committees and earn one point per hour.
- Dick Blankenkemper moved that PCMG contribute \$1,000 to help sponsor the 2007 International MG Conference. Jeff Cuffman seconded the motion. The motion passed.
- Chair, Sandy Harrison, appointed Dick Blankenkemper to chair the nominating committee. She appointed Don Davis to serve on the committee and accepted suggestions for a third member.
- Sandy Harrison asked for suggestions for nominations for Budget Committee, Search Committee-for meeting time and space, and for Greenhouse Exploratory Committee.
- The Board will meet August 16 from 9 a.m. to 3 p.m. at the County Extension Office to review '06 class applications and project evaluations.

Announcements

- The Pinnacle Park Committee received an award from Partners for Pinnacle for efforts in the Wildflower Meadow, Visitor Center beds, and entrance beds of Visitors' Center Drive.
- Curran Hall Concerns: Public Hearing for anyone interested, Tues., June 20, 5:00 p.m., Room 103, Robinson Center—for explanation of proposed changes.
- County 76 Report — County 76 is selling Master Gardener accessories as a fund raiser and compiling a list for Speaker's Bureau.

- Faulkner County Garden Tours—would like to tour Pulaski County Master Gardener gardens and projects. Contact-Dawn Jackson at (h)501-328-3333 or (c)501-240-8958.
- NLR Laman Library—Summer Gardening Seminars are on the sticky board.
- AR Flower and Garden Show—Planning Committee Positions are available for Interested Master Gardeners.
- PCMG's on "Positively Arkansas" (12:00 noon, KTHV):
Susan Rose—June 12th and Pam Adam-Smith—June 26th
Debra Redding—July 3rd and Phyllis Barrier—July 17th .

Subj: Pinnacle Mtn Education Hours
Date: 06/14/2006 6:45:11 AM Central Daylight Time
From: ford-don@sbcglobal.net
To: spharr72@aol.com
CC: merlyntilley@comcast.net, summnareal@aol.com, jdyer@comcast.net, bphelps@uaex.edu
Sent from the Internet (Details)

Sandy,

As you know, all of our plantings at the Pinnacle Mountain gardens are supposed to be with native plants only. One of our problems is identifying our flowering plants, not only for plant labels for visitors, but identifying the desirable plants early in the juvenile stage when we are weeding and transplanting. We used to be able to count on the expertise of Carl Hunter, but must now do it ourselves. I would like to start a program to conduct a monthly 1 hour seminar by the Pinnacle Mtn. committee members for the Pinnacle Mtn. committee members to formally work to identify plants and allow members to count that time as part of our Master Gardener required education hours. These education seminars will be especially useful for new committee members as they are assigned. We don't want our new members or even one of our older members to accidentally "weed out" one of our rare native plants.

I envision the seminar to run as follows: Everyone who is able to attend that day will start a walking tour throughout the gardens where we will collectively identify all of the plants we can. Everyone who can will carry one or more reference books which we can use to try and identify or agree on the identity of plants if there are questions. (We have documentation of over 80 different plants in our gardens in the past.) We already do this in a limited informal way as we care for the gardens when we meet. By formalizing the program, we can focus better on the identification process. I think this program will quickly bring everyone up to a general level of expertise on identifying our wildflowers, but will also gradually raise the entire group's expertise level. On occasion, we might even invite a wildflower "expert" to help in one of our seminars. After attending each seminar, committee members would be able to count the time as either project work hours or education hours. If our identification seminars prove successful, we would be glad to let other Pulaski County Master Gardeners attend.

Obviously, we can start this "formal" seminar program by ourselves, but need Board approval to allow members to count seminar time as required education hours.

I did not have email addresses for all board members, so if someone could forward this to them, I would appreciate it.

Don Ford, Pinnacle Mountain Project Chairman

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Wednesday, August 16,
9:00 a.m.

The Pulaski County Master Gardeners' Board met on Wednesday, August 16, 2006 at 9 a.m. at the Pulaski County Extension Office. Present were Dick Blankenbeker, Merilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance is \$21,162.10 The report was approved.

OLD BUSINESS

Beth reported that 126 photos have been taken for the pictorial directory. More will be made in September and October. Weekend and evening times will be offered. They will also use contributed photos. A written report was given by the three P's Committee. There are a few MGs who do not want their photos in the book. A flower photo or something similar will be substituted for those.

Pursuant to the Long Range Planning study, a survey was sent to the members about meeting space and planning. The committee to search for suitable space submitted a written report that is included with the minutes. They met with the St. James staff and have arranged for additional space.

Beth announced that the Leadership Conference will be September 25-26 at the 4-H Center at Ferndale. A County 76 meeting will follow the Leadership Conference.

NEW BUSINESS

The Board considered two applications to be new projects. They decided not to take on new projects at this time, but may reconsider these next year.

The Board considered the applications for membership, then divided them to take home so each applicant can be called and interviewed about membership. The calls are to be completed by September 1.

The meeting adjourned.

Respectfully submitted,

Jackie Wright, Secretary

Pulaski County Master Gardeners Association
Statement of Financial Condition
As of June 30, 2006

| | | | |
|--------------------|---------------------|---------------------------------|------------------|
| Balances at | June 1, 2006 | PCMG Account | 16,274.75 |
| | | Extension Office Account | 6,550.04 |
| | | TOTAL | 22,824.79 |

| | | | |
|-----------------|------------------|--------------|------------------|
| Deposits | | TOTAL | 22,824.79 |
| | Clothing | | 0.00 |
| | Dues | | 35.00 |
| | Old State House | | 0.00 |
| | Social Committee | | 0.00 |
| | Travel | | 0.00 |
| | Greenhouse | | 0.00 |
| | Misc | | 38.00 |
| | Total | | 73.00 |

| | | | |
|-----------------|-----------------|--------------|-----------------|
| Expenses | | TOTAL | 1,622.17 |
| | Clothing | | 21.00 |
| | Greenhouse | | 0.00 |
| | Printing | | 721.51 |
| | Old State House | | 231.73 |
| | Other Projects | | 172.93 |
| | Memorial Fund | | 450.00 |
| | Bank Charges | | 4.00 |
| | Misc | | 21.00 |
| | Total | | 1,622.17 |

| | | | |
|--------------------|----------------------|---------------------------------|------------------|
| Balances at | June 30, 2006 | PCMG Account | 16,270.75 |
| | | Extension Office Account | 5,004.87 |
| | | TOTAL | 21,275.62 |

| | RECEIPTS | | EXPENSES | | Balance |
|----------------------|----------------|--------------------|-------------------|-------------------|-------------------|
| | Monthly | YTD | Monthly | YTD | |
| Clothing | 0.00 | 60.00 | 21.00 | 1,092.00 | (1,032.00) |
| Greenhouse | 0.00 | 1,798.10 | 0.00 | 1,281.92 | 516.18 |
| Dues | 35.00 | 4,955.00 | 0.00 | 0.00 | 4,955.00 |
| Old State House | 0.00 | 1,753.33 | 231.73 | 1,053.62 | 699.71 |
| Other Projects | 0.00 | 0.00 | 172.93 | 563.39 | (563.39) |
| Printing | 0.00 | 0.00 | 721.51 | 1,562.10 | (1,562.10) |
| Continuing Education | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Social | 0.00 | 1,233.00 | 0.00 | 1,504.54 | (271.54) |
| Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Travel | 0.00 | 45.00 | 0.00 | 0.00 | 45.00 |
| Memorial Fund | 0.00 | 25.00 | 450.00 | 450.00 | (425.00) |
| Bank Charges | 0.00 | 0.00 | 4.00 | 24.70 | (24.70) |
| Misc | 38.00 | 159.50 | 21.00 | 769.23 | (609.73) |
| TOTALS | \$73.00 | \$10,028.93 | \$1,622.17 | \$8,301.50 | \$1,727.43 |

PCMG Checking Account Deposits \$0.00

Pulaski County Master Gardeners Association
Statement of Financial Condition
As of July 31, 2006

| | | |
|---------------------------------|---------------------------------|-------------------------|
| Balances at July 1, 2006 | PCMG Account | 16,270.75 |
| | Extension Office Account | 5,004.87 |
| | TOTAL | <u>21,275.62</u> |

| | | |
|-----------------|------------------|-------------|
| Deposits | | |
| | Clothing | 0.00 |
| | Dues | 0.00 |
| | Old State House | 0.00 |
| | Social Committee | 0.00 |
| | Travel | 0.00 |
| | Greenhouse | 0.00 |
| | Misc | 0.00 |
| | Total | 0.00 |

| | | |
|-----------------|-----------------|---------------|
| Expenses | | |
| | Clothing | 0.00 |
| | Greenhouse | 0.00 |
| | Printing | 0.00 |
| | Old State House | 0.00 |
| | Other Projects | 74.52 |
| | Memorial Fund | 0.00 |
| | Bank Charges | 4.00 |
| | Misc | 35.00 |
| | Total | 113.52 |

| | | |
|----------------------------------|---------------------------------|-------------------------|
| Balances at July 31, 2006 | PCMG Account | 16,266.75 |
| | Extension Office Account | 4,895.35 |
| | TOTAL | <u>21,162.10</u> |

| | RECEIPTS | | EXPENSES | | Balance |
|----------------------|---------------|--------------------|-----------------|-------------------|-------------------|
| | Monthly | YTD | Monthly | YTD | |
| Clothing | 0.00 | 60.00 | 0.00 | 1,092.00 | (1,032.00) |
| Greenhouse | 0.00 | 1,798.10 | 0.00 | 1,281.92 | 516.18 |
| Dues | 0.00 | 4,955.00 | 0.00 | 0.00 | 4,955.00 |
| Old State House | 0.00 | 1,753.33 | 0.00 | 1,053.62 | 699.71 |
| Other Projects | 0.00 | 0.00 | 74.52 | 637.91 | (637.91) |
| Printing | 0.00 | 0.00 | 0.00 | 1,562.10 | (1,562.10) |
| Continuing Education | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Social | 0.00 | 1,233.00 | 0.00 | 1,504.54 | (271.54) |
| Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Travel | 0.00 | 45.00 | 0.00 | 0.00 | 45.00 |
| Memorial Fund | 0.00 | 25.00 | 0.00 | 450.00 | (425.00) |
| Bank Charges | 0.00 | 0.00 | 4.00 | 28.70 | (28.70) |
| Misc | 0.00 | 159.50 | 35.00 | 804.23 | (644.73) |
| TOTALS | \$0.00 | \$10,028.93 | \$113.52 | \$8,415.02 | \$1,613.91 |

PCMG Checking Account Deposits \$0.00

Three P's Committee Report

David Werling organized five photographers who took a total of 127 photos for our June MG photo session. After the session, David was successful in editing 175 photos of Master Gardener members, including last year's class. In addition, he has backed up the images onto CDs for use in the production of the pictorial directory. If, our current membership list is approximately 360 people, we have 185 photos to take—we're about half way finished! Surprisingly, we had a few members who said they did not want to be photographed, nor have their photo in the directory. In those cases, we may just want to substitute a flower photo for those who don't want or don't get their picture to us in time for the directory.

We are planning to set up and take photos again before and after the September MG meeting; hopefully, we'll get a "good turnout" of members who still need to have their photos taken. As we process people for the photos, we will obtain the remaining membership data. David and I need to set a time and place to obtain photos from those individuals who cannot attend a meeting but could come some evening or weekend day. Lynn Winningham is available to help with our September photo session, so she may also be involved in determining a date.

Finally, I continue to receive the forms/emails of the MG information, including a couple of digitized photos. I do have several volunteers who will enter the data, so I think we are in good shape for the next step of our production. A big thank you for all of your support.

Search Committee Recommendation

Our group has been charged with the task of searching out alternate meeting facilities that would house our future monthly meetings. This need was necessary due to our continuing growth in membership, also concerns were expressed that we don't have the opportunity to get to know our other members. We have discussed other options and our current meeting place at length. As you may or may not know, St. James is about to embark on a new building project that will increase their meeting facilities immensely and they are sincere in wanting us to keep our meetings there. After this project is completed in approximately 1 year, there will be more than ample meeting space for us and we felt that even if we were able to find another meeting facility at this time, it might jeopardize our returning to St. James in the future. Also there might be a possibility of incurring a monthly fee.

We decided that if we could find another area to gather in at our current location, this would free up considerable amount of space in Jones Hall. The sign in sheets would be moved, also the publications, stuff table and activities board. We discussed this with the Maintenance staff at the church & they also felt this would increase our seating capacity. This would also eliminate the congestion that occurs at the sign in area and back of room. The church has offered us access to the Welcome Center Hall that is in front of the sanctuary entrance and all of the previously mentioned tables & sign in sheets can be set up there. Our current entrance #3 will be our access also to the Welcome Center Hall since the sanctuary doors will be locked at all times. They have also offered to set up a coffee table if we request and make signs to put in the hall that will direct everyone to the new gathering area. We feel like this is a workable solution to our current problems and is something we could all live with for the next year.

Therefore it is our joint decision to make this recommendation to our board and hope this will negate the need to make a move at the present time. We respectively submit this on August 15, 2006.

Members- Judy Woodard, Suellen Roberts, Oneal Dedman, Nancy Wolford,
Cathy Fakouri

Pulaski County Master Gardener Project Proposal Form

Date: June 22, 2006

Project Name: Native wildflower/plant Beds-Witt Stephens Jr. Central AR Nature Center

Project Location: Nature Center grounds (500 Clinton Ave. Little Rock)

Host Organization: AGFC Witts Stephens Jr. Central AR Nature Center

Address: 500 President Clinton Avenue, Ste. 216, Little Rock, AR 72201

Person Responsible for making decisions: Neil Curry, Nature Center Director

Phone: 501-907-0636

Description of the proposed project including size of project area purpose of project, type of assistance needed from Master Gardener Volunteers. (Attach additional pages if needed)

The Center will have native plant beds attractive to wildlife such as butterflies, hummingbirds, and a variety of other insects and birds. These should simultaneously draw other natives such as small mammals, reptiles, and amphibians. Areas of beds are on attached site plan. Project is similar in scope to the Master Gardener project at the Crowleys Ridge Nature Center in Jonesboro. We have consulted Larry Lowman and Theo Whitsell in compiling plant lists for native landscapes that are suitable for central Arkansas. The beds will be incorporated into the total program of the center. (see attached site plan for bed locations)

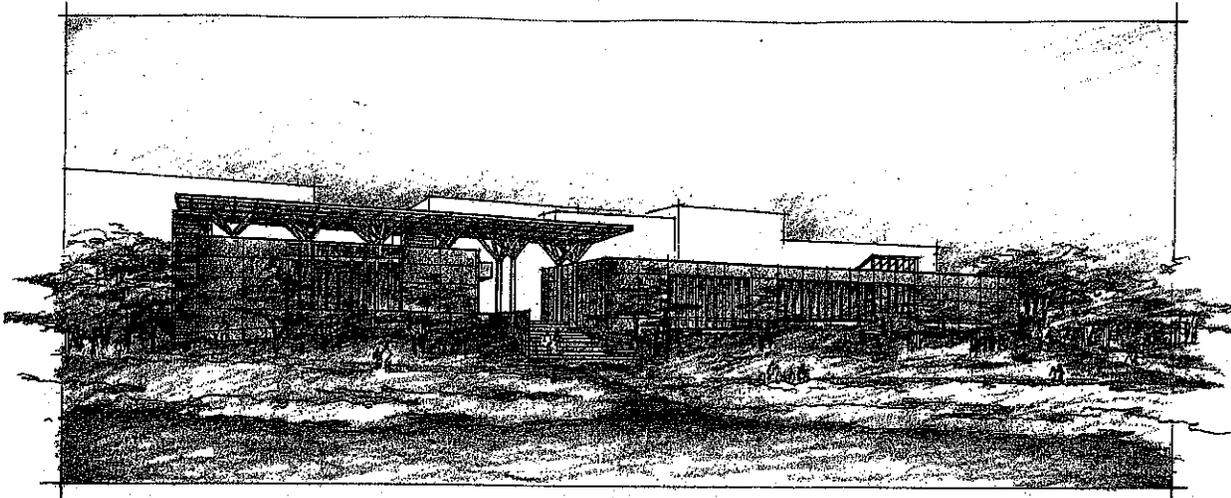
Public Access? Yes No

Educational Value: Anticipation of minimum 200,000 people over the course of one year on the building grounds. The grounds are within walking distance of the Rivermarket, Museum of Discovery and the Presidential Library.. This will become an outdoor educational opportunity for broadening the minds of not only children, but adults on nature. The interactions between native wildlife and native plants of Arkansas and how they work within a life cycle will be the focus of our garden area. The building is also a LEED certified "green" design and is planned to have a living plant material roof and display exhibit sponsored in part by the Heritage commission. The use of native plants will be used to show the importance of using plants that are already adapted to the environmental extremes of Arkansas.

Irrigation or watering system installed? Yes No

Construction of the irrigation system and beds is planned for mid 2007.

Funding Source for plants and supplies: Yearly maintenance budget from the Witt Stephens Jr. Central Arkansas Nature Center-Arkansas Game and Fish. Commission will provide support materials: hoses, major garden tools, utility vehicle, some yearly plantings after initial installation and landscaping supplies, signage labels etc..



W I T T S T E P H E N S J R.

Central Arkansas Nature Center

Questions and Answers

Q: Why build an urban nature center?

A: The citizens of Arkansas requested more exposure to urban nature education when voters passed the Conservation Sales tax in 1996. Many people would like the opportunity to learn about the natural world and the recreational activities Arkansas wildlife can provide for a lifetime of enjoyment. This center is the last of four nature centers around the state.

Q: Where will the center be?

A: The center site is along the bank of the Arkansas River east of the Little Rock Riverfront Park amphitheater, North of the River Market and the Museum of Discovery and west of the Clinton Presidential Library and I-30 Bridge. Access to the center will be a pedestrian walkway between the Museum of Discovery and the Clinton Library Gift Shop. Additional access is available from the River Trail and the Statue Promenade along the River.

Q: What will the center offer?

A: It will have information and exhibits highlighting the conservation history and current mission of the Arkansas Game and Fish Commission. A theater presentation giving an overview of the recreational opportunities Arkansas' natural diversity provides. We will have a staff of educators that can provide programs such as watchable wildlife, hunter education, boating education, teacher workshops and organized school and group presentations. A gift shop with conservation and wildlife items complementing the programs will be part of the center. There will be free admission to the center.

Q: Why will the building have plants on the roof?

A: The "green" roof is just one of the most visible features in a building design; this is part of a growing number of sustainable and environmentally sound structures now being built in central Arkansas. The roof design conserves energy by enhancing the building's heating and cooling.

Q: When will the center be opening?

A: Construction will begin Summer 2006, with the opening planned for late summer/early fall 2007.

Q: How can I become involved in the center?

A: Volunteers will be needed and will be trained to assist in exhibit area interpretation, information desk public contact, onsite and offsite school programming, special event planning, native plant and animal care and outdoor skills such as fishing/hunting instruction, birding and many others. In addition, the center has a list of conservation-related items being sought as donations to enhance the educational programs.

Q: How do I find more information about this center and other nature centers in the state?

A: Go to the Arkansas Game and Fish Commission Web site: www.agfc.com.

ARKANSAS RIVER

Betula nigra "Cully"
HERITAGE RIVER BIRCH

Betula nigra "Cully"
HERITAGE RIVER BIRCH

Betula nigra "Cully"
HERITAGE RIVER BIRCH

Quercus shumardii
SHUMARD OAK

PARK

Liriodendron tulipifera
TULIP TREE

Betula nigra "Cully"
HERITAGE RIVER BIRCH

TYPICAL

EXHIBIT TRANSECT BY OTHERS

PLAZA WITH CONCRETE
STADIUM STEPS

EXISTING SCULPTURE
TO BE RE-INSTALLED

EXISTING SCULPTURE
TO REMAIN

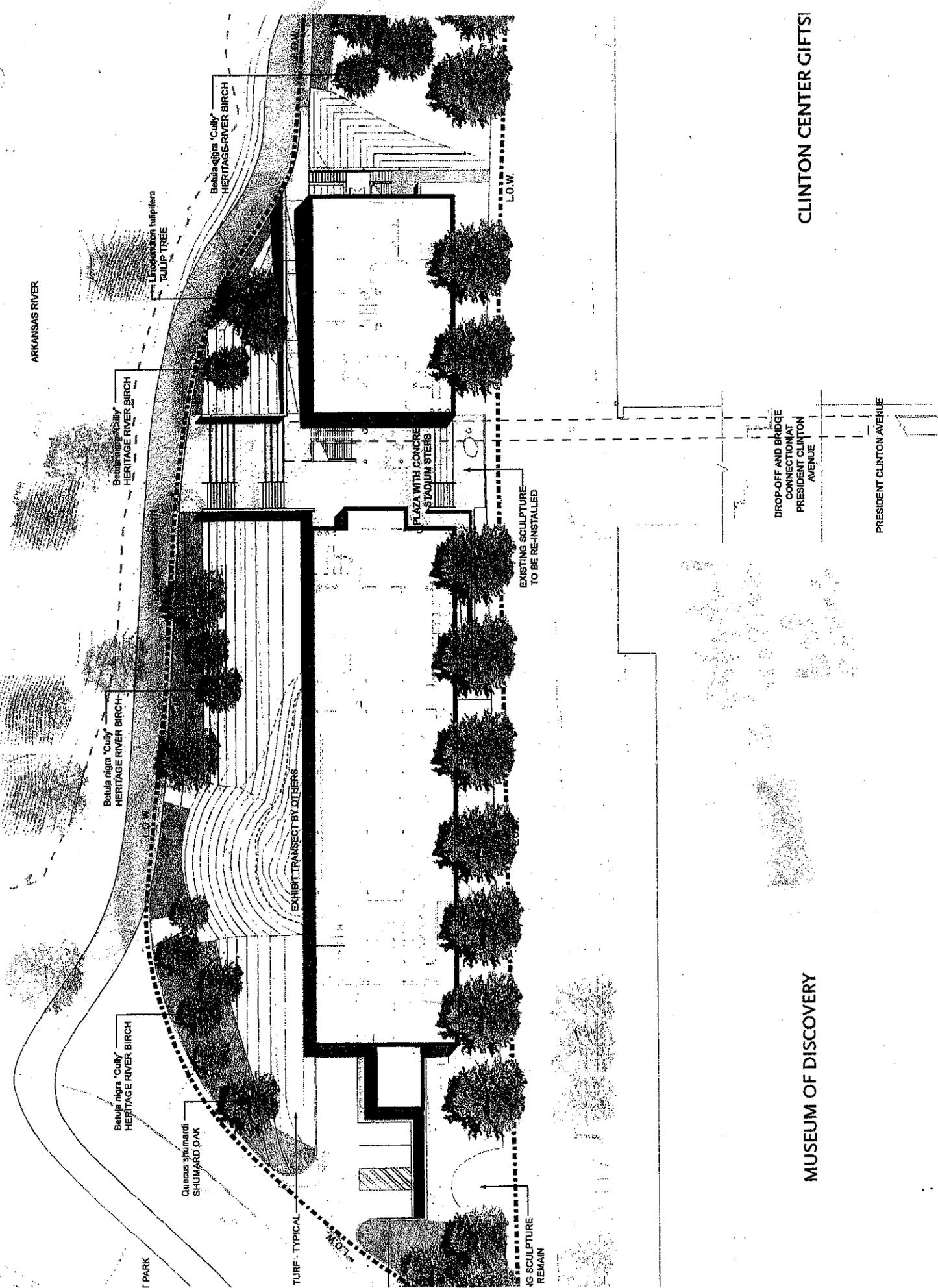
L.O.W.

MUSEUM OF DISCOVERY

CLINTON CENTER GIFTS

DROP-OFF AND BRIDGE
CONNECTION AT
PRESIDENT CLINTON
AVENUE

PRESIDENT CLINTON AVENUE



Pulaski County Master Gardener Project Proposal Form

Date: JAN. 31, 2006
Project Name: FRIENDS OF THE ARTS GARDEN
Project location: UALR campus, ON west side of Fine Arts Building
Host Organization: FRIENDS OF THE ARTS
Address: UALR
Person responsible for making decisions: Alan Williams
Phone: 371-7604

Description of the proposed project including size of project area purpose of project, type of assistance needed from Master Gardener Volunteers. (Attach additional pages if needed.)

Please see attached sheets.

Public Access? Yes No

Educational Value: As college students pass by garden, they can observe 1) beauty of plants and 2) PCMG volunteers. Since UALR students are encouraged to participate as volunteers in their community, this type of project would introduce another beautiful & wonderful opportunity.

Irrigation or Watering System Installed? Yes No

Funding Source for plants and supplies: FRIENDS OF THE ARTS provides \$250.00 every year; this year (2006) \$500.00 has been approved.

Host Organization Representative: Trudy Kump 664-4906

County Extension Agent: _____

Pulaski Co. MG Board: Approved Not Approved Date: _____

Pulaski County Master Gardener Program Membership Approval

Approved Not Approved Date: _____

Description of UAHK Friends of the Arts Garden

- >
- >
- > Originally, the area where the Fine Arts Building was built was a low-laying
- > area that stayed wet in places just about all year long.
- >
- > They basically just plopped the building down in the middle of this area
- > without changing the lay of the land around it any, so it remains a
- > low-laying area with poor drainage. Especially so for the area that is now
- > the Friends of the Arts bed.
- >
- >
- >
- > There was NO landscaping done at the time the building was constructed. The
- > area that is now the FOTAs bed had a rip-rapped drainage ditch running down
- > the middle, and it was a problem wet area. Some years later, local
- > landscape architect Cindy Bauer designed a landscape plan for the Fine Arts
- > Bldg. that was implemented & built; and that is what is in place now. The
- > area that is now the bed was filled in as part of the project, and
- > irrigation was added.
- >
- >
- >
- > Cindy Bauer's plan laid out the bed with the border of Dwarf Yaupon Hollies
- > and Spirea shrubs, and the 4 Crape Myrtle trees in it. The open area in the
- > bed was left for the Friends of the Arts to design and plant. One of the
- > members is/was a bulb expert and they planted the open area with a mix of
- > (perennial) bulbs and a strip for annual flowers. I have an old drawing that
- > shows the layout of the bulbs that I believe to be accurate. The drawing
- > shows daffodils, day lilies, breaded iris and Siberian iris.
- >
- >
- >
- > The problem is the FOTA bed remained kind of a wet area, especially during
- > wet springs and early summers. Some years it gets water-logged and remains
- > that way for some time. Continuously wet areas are bad places for bulbs, as
- > it causes them to rot over time. This is exactly what has happened at this
- > bed-the bulbs did OK for the first few years, but died off in many places
- > over time. Some of the bulbs have pretty much totally died out, while some
- > have lived in various patches. I think the daffodils and breaded

iris are
> pretty much gone, while some day lilies and Siberian iris remain in patches.
> The annual flowers did poorly there also.
>
>
>
> If this bed is to be re-done, in addition to the dampness, another
> consideration is that the 4 Crape Myrtle trees in the bed are much larger
> now and provide more shade in the summer than before.
>
>
>
> As to the specific questions asked:
>
> The person most responsible for making decisions concerning campus
> landscaping is Associate Vice Chancellor for Facilities
> Services, Cynthia Milazzo at 501-569-3202. I believe she handled the
> original talks with the Friends of the Arts when this bed was
>
> established.
>
>
>
> For specific questions concerning this bed and campus landscaping, I
> (Alan
> Williams) am the Landscape Supervisor for the campus and can be
> reached at
> 501-371-7604 or emailed at aowilliams@ualr.edu.
>
>
>
> The bed is irrigated, and the backflow device for that system is in
> place
> from roughly the first part of March until late October/early
> November. The
> usual watering schedule for this area is very early in the mornings
> on
> Tuesdays, Thursdays, Saturdays, and Sundays (4 times a week). However,
> as
> this is a wet area, we often leave that bed turned off during
> rainy-wet
> periods, and usually only irrigate this bed for about 10 minute when
> we do
> water.
>
>
>
> However, watering times, schedules, and durations are at our command
> and can
> be adjusted and set however desired by the FOTA or PCMG.
>
>
>
>
>

Friends of the Arts Garden



Views of garden area on west side of Fine Arts Building



PULASKI COUNTY MASTER GARDENERS
Board Meeting
Tuesday, September 19, 2006
10:00 a.m.

The Pulaski County Master Gardeners' Board met on Tuesday, September 19, 2006 10:00 a.m. at St. James Methodist Church. Present were Dick Blankenkemper, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps, and Trudy Kumpe. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance as of August 31st is \$16,640.47. Major expenses were \$1,858.02 for the Greenhouse plants, \$1,030 for training materials for the new class, and \$1,000 donation to the International Conference. The report was approved.

OLD BUSINESS

Trudy Kumpe gave a report on the pictorial directory. She presented several formatting options. Mary Freeman moved that we use the 8 ½ x 11 format with room in the margin for three-ring-binder holes. The directory will be distributed with dues payment.

NEW BUSINESS

Beth reported that she and the Search Committee met with St. James a couple of times about needing more space. St. James will also provide a larger sound system so that speakers may be heard.

Beth explained how International Meeting volunteer hours will be managed. Master Gardeners who volunteer at least 16 hours, 8 of which must be at the meeting, will be eligible for the discounted registration. Registration will be available on October 2d. Volunteers must be registered for the meeting to be eligible to work on-site, but not if work only off-site. They will need 350 to 400 volunteers at the International Meeting. Dick Blankenkemper moved that up to ten hours of International Meeting volunteer hours may be counted as PCMG project time. The motion was approved.

Jet Cuffman moved that Tracy Rhodes be appointed to be our Keep Little Rock Beautiful representative. The motion was approved.

Beth announced that we will co-host an interpretive event for the Pulaski County Quorum Court, to explain what the program does for the county. This includes dinner and a program about the County office. Jim Dyer and Nancy Kirsch will participate. Dick Blankenkemper moved that we donate \$200 to help defray the cost of the dinner. The motion was approved.

The board discussed and filled out a survey on Advanced Training submitted by County 76.

Mary Freeman reported that the Parkhill Water Works project requested an additional \$50. Don Davis moved that the \$50 be appropriated. The motion was approved.

Mary also reported that it was time for a subscription renewal for Fine Gardening. The board approved a three year renewal for \$69.95.

There being no further business the meeting adjourned.

Respectfully submitted,
Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting Highlights

The Pulaski County Master Gardeners' Board met on Tuesday, September 19, 2006 10:00 a.m. at St. James Methodist Church. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps, and Trudy Kumpe. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance as of August 31st is \$16,640.47. Major expenses were \$1,858.02 for the Greenhouse plants, \$1,030 for training materials for the new class, and \$1,000 donation to the International Conference. The report was approved.

OLD BUSINESS

- Trudy Kumpe presented several formatting options for the pictorial directory. The Board voted to use the 8 ½ x 11 format with room in the margin for three-ring-binder holes. The directory will be distributed with dues payment.

NEW BUSINESS

- Beth reported that she and the Search Committee met with St. James about needing more space. They will provide a larger sound system so that speakers may be heard.
- Beth explained how International Meeting volunteer hours will be managed. Master Gardeners who volunteer at least 16 hours, 8 of which must be at the meeting, will be eligible for the discounted registration. Registration will be available on October 2d. Volunteers must be registered for the meeting to be eligible to work on-site, but not if work only off-site. They will need 350 to 400 volunteers at the International Meeting. Dick Blankenbeker moved that up to ten hours of International Meeting volunteer hours may be counted as PCMG project time. The motion was approved.
- Jet Cuffman moved that Tracy Rhodes be appointed to be our Keep Little Rock Beautiful representative. The motion was approved.
- The Board voted to approve a \$200 donation to help defray the cost of a dinner for the Pulaski County Quorum Court where Master Gardeners will participate in a program about the County Office.
- The board discussed and filled out a survey on Advanced Training submitted by County 76.
- The board approved an additional \$50 requested by Parkhill Water Works.
- MThe board approved a three year renewal to Fine Gardening for \$69.95.

There being no further business the meeting adjourned.

Respectfully submitted,
Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting Highlights

The Pulaski County Master Gardeners' Board met on Tuesday, September 19, 2006 10:00 a.m. at St. James Methodist Church. Present were Dick Blankenkemper, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps, and Trudy Kumpe. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance as of August 31st is \$16,640.47. Major expenses were \$1,858.02 for the Greenhouse plants, \$1,030 for training materials for the new class, and \$1,000 donation to the International Conference. The report was approved.

OLD BUSINESS

- Trudy Kumpe presented several formatting options for the pictorial directory. The Board voted to use the 8 ½ x 11 format with room in the margin for three-ring-binder holes. The directory will be distributed with dues payment.

NEW BUSINESS

- Beth reported that she and the Search Committee met with St. James about needing more space. They will provide a larger sound system so that speakers may be heard.
- Beth explained how International Meeting volunteer hours will be managed. Master Gardeners who volunteer at least 16 hours, 8 of which must be at the meeting, will be eligible for the discounted registration. Registration will be available on October 2d. Volunteers must be registered for the meeting to be eligible to work on-site, but not if work only off-site. They will need 350 to 400 volunteers at the International Meeting. Dick Blankenkemper moved that up to ten hours of International Meeting volunteer hours may be counted as PCMG project time. The motion was approved.
- Jet Cuffman moved that Tracy Rhodes be appointed to be our Keep Little Rock Beautiful representative. The motion was approved.
- The Board voted to approve a \$200 donation to help defray the cost of a dinner for the Pulaski County Quorum Court where Master Gardeners will participate in a program about the County Office.
- The board discussed and filled out a survey on Advanced Training submitted by County 76.
- The board approved an additional \$50 requested by Parkhill Water Works.
- MThe board approved a three year renewal to Fine Gardening for \$69.95.

There being no further business the meeting adjourned.

Respectfully submitted,
Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Tuesday, September 19, 2006
10:00 a.m.

The Pulaski County Master Gardeners' Board met on Tuesday, September 19, 2006 10:00 a.m. at St. James Methodist Church. Present were Dick Blankenbeker, Marilyn Tilley, Jackie Wright, Sandy Harrison, Don Davis, Jim Dyer, Jet Cuffman, Mary Freeman, and Beth Phelps, and Trudy Kumpe. Chair, Sandy Harrison, presided.

- The minutes were approved as circulated.
- Treasurer, Mary Freeman, reported that our balance as of August 31st is \$16,640.47. Major expenses were \$1,858.02 for the Greenhouse plants, \$1,030 for training materials for the new class, and \$1,000 donation to the International Conference. The report was approved.

OLD BUSINESS

Trudy Kumpe gave a report on the pictorial directory. She presented several formatting options. Mary Freeman moved that we use the 8 ½ x 11 format with room in the margin for three-ring-binder holes. The directory will be distributed with dues payment.

NEW BUSINESS

Beth reported that she and the Search Committee met with St. James a couple of times about needing more space. St. James will also provide a larger sound system so that speakers may be heard.

Beth explained how International Meeting volunteer hours will be managed. Master Gardeners who volunteer at least 16 hours, 8 of which must be at the meeting, will be eligible for the discounted registration. Registration will be available on October 2d. Volunteers must be registered for the meeting to be eligible to work on-site, but not if work only off-site. They will need 350 to 400 volunteers at the International Meeting. Dick Blankenbeker moved that up to ten hours of International Meeting volunteer hours may be counted as PCMG project time. The motion was approved.

Jet Cuffman moved that Tracy Rhodes be appointed to be our Keep Little Rock Beautiful representative. The motion was approved.

Beth announced that we will co-host an interpretive event for the Pulaski County Quorum Court, to explain what the program does for the county. This includes dinner and a program about the County office. Jim Dyer and Nancy Kirsch will participate. Dick Blankenbeker moved that we donate \$200 to help defray the cost of the dinner. The motion was approved.

The board discussed and filled out a survey on Advanced Training submitted by County 76.

Mary Freeman reported that the Parkhill Water Works project requested an additional \$50. Don Davis moved that the \$50 be appropriated. The motion was approved.

Mary also reported that it was time for a subscription renewal for Fine Gardening. The board approved a three year renewal for \$69.95.

There being no further business the meeting adjourned.

Respectfully submitted,
Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting Agenda
Tuesday, October 17, 2006
10:00 a.m.

Minutes

Treasurer's Report

Old Business

- Pictorial Directory Update ?
- 2007 Intern'l MG Conference
- Budget Committee Update
- Revamp of Standing Committees
- IMGC Volunteer Hours Tabulation
- County 76 Advanced Training Survey (e-mailed to board)
-

New Business

- New Treasurer/ treasurer trainee
- **Re-instatement of Peggy Muncey**
- **Purchasing plant labels for projects and members**
- State Hospital MG Project

Announcements

Welcome Center location

- Gardening Events
Tracy Rhodes-Keep LR Beautiful Rep
Anita Chamberlain's husband Gary died last week
Nov. meeting-Reception of New MGs
Oct. 19th 12:30-3:00 workday
Oct. 21st 8:00-noon Plant sale

General Meeting Agenda

- Program: Judge Buddy Villines

Hold for future Meetings:

Nov. meeting will recognize Maurice Dillon as 2006 Friend of MGs.

Pulaski County Master Gardeners Association
Statement of Financial Condition
As of September 30, 2006

| | | | |
|--------------------|--------------------------|---------------------------------|-------------------------|
| Balances at | September 1, 2006 | PCMG Account | 16,262.75 |
| | | Extension Office Account | 377.72 |
| | | TOTAL | <u>16,640.47</u> |

| | | |
|-----------------|------------------|-----------------|
| Deposits | | |
| | Clothing | 0.00 |
| | Dues | 0.00 |
| | Old State House | 0.00 |
| | Social Committee | 0.00 |
| | Training | 2,645.00 |
| | Memorial fund | 35.00 |
| | Misc | 7.00 |
| | Total | 2,687.00 |

| | | |
|-----------------|-----------------|---------------|
| Expenses | | |
| | Cont. Education | 0.00 |
| | Greenhouse | 0.00 |
| | Printing | 200.84 |
| | Memorial Fund | 392.00 |
| | Other Projects | 172.78 |
| | Training | 0.00 |
| | Bank Charges | 4.35 |
| | Misc | 69.95 |
| | Total | 839.92 |

| | | | |
|--------------------|---------------------------|---------------------------------|-------------------------|
| Balances at | September 30, 2006 | PCMG Account | 15,866.40 |
| | | Extension Office Account | 2,621.15 |
| | | TOTAL | <u>18,487.55</u> |

| | RECEIPTS | | EXPENSES | | Balance |
|----------------------|-------------------|--------------------|-----------------|--------------------|---------------------|
| | Monthly | YTD | Monthly | YTD | |
| Clothing | 0.00 | 60.00 | 0.00 | 1,092.00 | (1,032.00) |
| Greenhouse | 0.00 | 1,798.10 | 0.00 | 3,139.94 | (1,341.84) |
| Dues | 0.00 | 4,975.00 | 0.00 | 0.00 | 4,975.00 |
| Old State House | 0.00 | 1,753.33 | 0.00 | 1,053.62 | 699.71 |
| Other Projects | 0.00 | 0.00 | 172.78 | 1,022.67 | (1,022.67) |
| Printing | 0.00 | 0.00 | 200.84 | 2,015.57 | (2,015.57) |
| Continuing Education | 0.00 | 0.00 | 0.00 | 206.00 | (206.00) |
| Social | 0.00 | 1,233.00 | 0.00 | 1,504.54 | (271.54) |
| Training | 2,645.00 | 2,645.00 | 0.00 | 1,030.00 | 1,615.00 |
| Travel | 0.00 | 45.00 | 0.00 | 0.00 | 45.00 |
| Memorial Fund | 35.00 | 60.00 | 392.00 | 842.00 | (782.00) |
| Bank Charges | 0.00 | 0.00 | 4.35 | 37.05 | (37.05) |
| Misc | 7.00 | 187.50 | 69.95 | 1,874.18 | (1,686.68) |
| TOTALS | \$2,687.00 | \$12,756.93 | \$839.92 | \$13,817.57 | (\$1,060.64) |

PCMG Checking Account Deposits \$0.00

PULASKI COUNTY MASTER GARDENERS BOARD MEETING

The Pulaski County Master Gardeners Board met on Tuesday, October 17, 2006 at 10 a.m. at St. James Methodist Church. Present were Jet Cuffman, Sandy Harrison, Beth Phelps, Jim Dyer, Don Davis, Jackie Wright and Marilyn Tilley. Chair, Marilyn Tilley presided.

The minutes were approved as circulated.

The balance in our treasury is \$18,487.55, \$1,060.64 below the start of the year.

Old Business

- Trudy Kumpe will make an announcement at the membership meeting about the photos. More than 100 have not had their photos made.
- Sandy Harrison will work with Don Davis to recruit volunteers and review charges to the standing committees.

New Business

- Treasurer Mary Freeman has accepted a full time job. The board discussed the need for assistance at the Tuesday meetings because Mary will not be able to attend for some time.
- The Board voted to reinstate Peggy Muncey, a former PCMG who become inactive in 2001.
- The Board voted to purchase 100 tall plant labels @ \$27.80, and 200 regular size plant labels @ \$24.50 for projects and to sell to members
- Marilyn Tilley, chair of the State Hospital Master Gardener Project reported that the project will need to be inactive because the State Hospital does not currently have appropriate space for the project because of new construction.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Tuesday, October 17, 2006
10:00 a.m.

The Pulaski County Master Gardeners Board met on Tuesday, October 17, 2006 at 10 a.m. at St. James Methodist Church. Present were Jet Cuffman, Sandy Harrison, Beth Phelps, Jim Dyer, Don Davis, Jackie Wright and Marilyn Tilley. Chair, Marilyn Tilley presided.

The minutes were approved as circulated.

In the absence of Mary Freeman, Beth gave the Treasurer's Report. Our balance is \$18,487.55, \$1,060.64 below the start of the year.

Old Business

- Trudy Kumpe will make an announcement at the membership meeting about the photos. More than 100 have not had their photos made.
- Standing Committees: Sandy Harrison will work with Don Davis to recruit volunteers and review charges to the committees.

New Business

- Treasurer Mary Freeman has accepted a full time job. The board discussed the need for assistance at the Tuesday meetings because Mary will not be able to attend for some time.
- The Board voted to reinstate Peggy Muncey, a former PCMG who had to become inactive in 2001.
- The Board voted to purchase 100 tall plant labels @ \$27.80, and 200 regular size plant labels @ \$24.50 for projects and to sell to members
- Marilyn Tilley, chair of the State Hospital Master Gardener Project reported that the project will need to be inactive because the State Hospital does not currently have appropriate space for the project because of new construction. Beth will write a letter to the State Hospital stating that we are sorry the project does not currently work out but will get back with them when construction is finished.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS BOARD MEETING

The Pulaski County Master Gardeners Board met on Tuesday, October 17, 2006 at 10 a.m. at St. James Methodist Church. Present were Jet Cuffman, Sandy Harrison, Beth Phelps, Jim Dyer, Don Davis, Jackie Wright and Merilyn Tilley. Chair, Merilyn Tilley presided.

The minutes were approved as circulated.

The balance in our treasury is \$18,487.55, \$1,060.64 below the start of the year.

Old Business

- Trudy Kumpe will make an announcement at the membership meeting about the photos. More than 100 have not had their photos made.
- Sandy Harrison will work with Don Davis to recruit volunteers and review charges to the standing committees.

New Business

- Treasurer Mary Freeman has accepted a full time job. The board discussed the need for assistance at the Tuesday meetings because Mary will not be able to attend for some time.
- The Board voted to reinstate Peggy Muncey, a former PCMG who become inactive in 2001.
- The Board voted to purchase 100 tall plant labels @ \$27.80, and 200 regular size plant labels @ \$24.50 for projects and to sell to members
- Merilyn Tilley, chair of the State Hospital Master Gardener Project reported that the project will need to be inactive because the State Hospital does not currently have appropriate space for the project because of new construction.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Tuesday, October 17, 2006
10:00 a.m.

The Pulaski County Master Gardeners Board met on Tuesday, October 17, 2006 at 10 a.m. at St. James Methodist Church. Present were Jet Cuffman, Sandy Harrison, Beth Phelps, Jim Dyer, Don Davis, Jackie Wright and Merilyn Tilley. Chair, Merilyn Tilley presided.

The minutes were approved as circulated.

In the absence of Mary Freeman, Beth gave the Treasurer's Report. Our balance is \$18,487.55, \$1,060.64 below the start of the year.

Old Business

- Trudy Kumpe will make an announcement at the membership meeting about the photos. More than 100 have not had their photos made.
- Standing Committees: Sandy Harrison will work with Don Davis to recruit volunteers and review charges to the committees.

New Business

- Treasurer Mary Freeman has accepted a full time job. The board discussed the need for assistance at the Tuesday meetings because Mary will not be able to attend for some time.
- The Board voted to reinstate Peggy Muncey, a former PCMG who had to become inactive in 2001.
- The Board voted to purchase 100 tall plant labels @ \$27.80, and 200 regular size plant labels @ \$24.50 for projects and to sell to members
- Merilyn Tilley, chair of the State Hospital Master Gardener Project reported that the project will need to be inactive because the State Hospital does not currently have appropriate space for the project because of new construction. Beth will write a letter to the State Hospital stating that we are sorry the project does not currently work out but will get back with them when construction is finished.

Respectfully submitted,

Jackie Wright, Secretary

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Tuesday, October 17, 2006
10:00 a.m.

The Pulaski County Master Gardeners Board met on Tuesday, October 17, 2006 at 10 a.m. at St. James Methodist Church. Present were Jet Cuffman, Sandy Harrison, Beth Phelps, Jim Dyer, Don Davis, Jackie Wright and Marilyn Tilley. Chair, Marilyn Tilley presided.

The minutes were approved as circulated.

In the absence of Mary Freeman, Beth gave the Treasurer's Report . Our balance is \$18,487.55, \$1,060.64 below the start of the year.

Old Business

- Trudy Kumpe will make an announcement at the membership meeting about the photos. More than 100 have not had their photos made.
- Standing Committees: Sandy Harrison will work with Don Davis to recruit volunteers and review charges to the committees.

New Business

- Treasurer Mary Freeman has accepted a full time job. The board discussed the need for assistance at the Tuesday meetings because Mary will not be able to attend for some time.
- The Board voted to reinstate Peggy Muncey, a former PCMG who had to become inactive in 2001.
- The Board voted to purchase 100 tall plant labels @ \$27.80, and 200 regular size plant labels @ \$24.50 for projects and to sell to members
- Marilyn Tilley, chair of the State Hospital Master Gardener Project reported that the project will need to be inactive because the State Hospital does not currently have appropriate space for the project because of new construction. Beth will write a letter to the State Hospital stating that we are sorry the project does not currently work out but will get back with them when construction is finished.

Respectfully submitted,

Jackie Wright, Secretary

**PULASKI COUNTY MASTER GARDENERS
Board Meeting Highlights**

The Pulaski County Master Gardeners Board met on Tuesday, November 21, 2006 at 10 a.m. at St. James Methodist Church. Present were Jet Cuffman, Sandy Harrison, Beth Phelps, Jim Dyer, Don Davis, Jim Silvi, Jackie Wright, and Merilyn Tilley. Chair, Merilyn Tilley presided.

The minutes were approved as circulated.

The balance in the treasury is \$17, 265.43, \$1222.12 less that last month Receipts YTD are \$14,523.43, and expenses are \$16,806.19. The treasurer's report was accepted. The new County Extension Financial person is Kyleen Hawkins. Beth will get with Mary P. to see about a time for the board to meet with her to discuss record-keeping requirements.

Old Business

- The budget committee will meet before the next meeting by phone and e-mail, with the goal to present a budget in January. Jett will coordinate the meeting.
- Beth reported that the Directory is pretty much finished. That committee will present a printing request at the next meeting.

New Business

- Leave of Absence Requests from Mickey Barsocci and Juli Oller were voted on and approved.
- Beth gave a report for the Stuff Committee chair, Claudia Barone. They have a new vendor for embroidered stuff. Orders in by December 1 will go out in December. The next order will be in April.
- License plates – we have exhausted our supply that we use for door prizes. Oxford can supply them for \$5.00 each. It was moved that we order 26. The motion was voted on and approved.
- Sandy announced that the Continuing Education Committee met on Nov. 1, 2006 to discuss the Long Range Plan. They voted to continue to follow existing guidelines. They will not be active until May, after the International meeting. A written report is filed with these minutes.
- Jim Dyer announced that the January meeting for Project Chairs is tentatively set for Wednesday, January 24, or Thursday, January 25 from 1 p.m. to 3 p.m. at the Hays Center in North Little Rock. He will ask Dick Blankenbeker to make the arrangements.

There being no further business the meeting was adjourned.

**Respectfully submitted,
Jackie Wright, Secretary**

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Tuesday, November 21, 2006
10:00 a.m.

The Pulaski County Master Gardeners Board met on Tuesday, November 21, 2006 at 10 a.m. at St. James Methodist Church. Present were Jet Cuffman, Sandy Harrison, Beth Phelps, Jim Dyer, Don Davis, Jim Silvi, Jackie Wright, and Marilyn Tilley. Chair, Marilyn Tilley presided.

The minutes were approved as circulated.

In the absence of Mary Freeman, Beth gave the Treasurer's Report . The balance in the treasury is \$17, 265.43, which is \$1222.12 less that last month. Year to date total receipts less expenditures is a minus figure. Receipts YTD are \$14,523.43, and expenses are \$16,806.19. The treasurer's report was accepted. There was discussion whether there is a need for two bank accounts. The new County Extension Financial person is Kyleen Hawkins. Beth will get with Mary F. to see about a time for the board to meet with her to discuss record-keeping requirements.

Old Business

- The board discussed how to implement a budget into our records. The budget committee will meet before the next meeting by phone and e-mail, with the goal to present a budget in January. Jett will coordinate the meeting.
- Beth reported that the Directory is pretty much finished. That committee will present a printing request at the next meeting.

New Business

- Leave of Absence Requests from Mickey Barsocci and Juli Oller were voted on and approved.
- Beth gave a report for the Stuff Committee chair, Claudia Barone. They have a new vendor for embroidered stuff. Orders in by December 1 will go out in December. The next order will be in April.
- License plates – we have exhausted our supply that we use for door prizes. Oxford can supply them for \$5.00 each. It was moved that we order 26. The motion was voted on and approved.
- Sandy announced that the Continuing Education Committee met on Nov. 1, 2006 to discuss the Long Range Plan. They voted to continue to follow existing guidelines. They will not be active until May, after the International meeting. A written report is filed with these minutes.
- Jim Dyer announced that the January meeting for Project Chairs is tentatively set for Wednesday, January 24, or Thursday, January 25 from 1 p.m. to 3 p.m. at the Hays Center in North Little Rock. He will ask Dick Blankenbeker to make the arrangements.

There being no further business the meeting was adjourned.

Respectfully submitted,

Jackie Wright, Secretary

**PULASKI COUNTY MASTER GARDENERS
Board Meeting Agenda
Tuesday, November 21, 2006
10:00 a.m.**

Minutes

Treasurer's Report

Old Business

- Budget
- Directory Up-date
- International MG Conference

New Business

- Leave of Absence Requests – Mickey Barsocci and Juli Oller
- New Master Gardener Class Reception
- Staff Committee
- License plates
-

Announcements

General Meeting Agenda

Introduce new members

Recognize Maurice Dillion as our 2006 Friend of Master Gardener

Recognize 5, 10, and lifetime members

Social Committee report on Holiday Party, thanking them for reception

Hold for future Meetings:

Pulaski County Master Gardeners Association
Statement of Financial Condition
As of October 31, 2006

| | | | |
|--------------------|------------------------|---------------------------------|------------------|
| Balances at | October 1, 2006 | PCMG Account | 15,866.40 |
| | | Extension Office Account | 2,621.15 |
| | | TOTAL | 18,487.55 |

| | | | |
|-----------------|------------------|-----------------|--|
| Deposits | | | |
| | Clothing | 0.00 | |
| | Dues | 0.00 | |
| | Old State House | 0.00 | |
| | Social Committee | 0.00 | |
| | Training | 1,725.00 | |
| | Memorial fund | 0.00 | |
| | Misc | 41.50 | |
| | Total | 1,766.50 | |

| | | | |
|-----------------|----------------|-----------------|--|
| Expenses | | | |
| | Clothing | 0.00 | |
| | Greenhouse | 1,713.67 | |
| | Printing | 170.93 | |
| | Memorial Fund | 0.00 | |
| | Other Projects | 0.00 | |
| | Training | 1,079.02 | |
| | Bank Charges | 4.00 | |
| | Misc | 21.00 | |
| | Total | 2,988.62 | |

| | | | |
|--------------------|-------------------------|---------------------------------|------------------|
| Balances at | October 31, 2006 | PCMG Account | 15,862.40 |
| | | Extension Office Account | 1,403.03 |
| | | TOTAL | 17,265.43 |

| | RECEIPTS | | EXPENSES | | Balance |
|----------------------|-------------------|--------------------|-------------------|--------------------|---------------------|
| | Monthly | YTD | Monthly | YTD | |
| Clothing | 0.00 | 60.00 | 0.00 | 1,092.00 | (1,032.00) |
| Greenhouse | 0.00 | 1,798.10 | 1,713.67 | 4,853.61 | (3,055.51) |
| Dues | 0.00 | 4,975.00 | 0.00 | 0.00 | 4,975.00 |
| Old State House | 0.00 | 1,753.33 | 0.00 | 1,053.62 | 699.71 |
| Other Projects | 0.00 | 0.00 | 0.00 | 1,022.67 | (1,022.67) |
| Printing | 0.00 | 0.00 | 170.93 | 2,186.50 | (2,186.50) |
| Continuing Education | 0.00 | 0.00 | 0.00 | 206.00 | (206.00) |
| Social | 0.00 | 1,233.00 | 0.00 | 1,504.54 | (271.54) |
| Training | 1,725.00 | 4,370.00 | 1,079.02 | 2,109.02 | 2,260.98 |
| Travel | 0.00 | 45.00 | 0.00 | 0.00 | 45.00 |
| Memorial Fund | 0.00 | 60.00 | 0.00 | 842.00 | (782.00) |
| Bank Charges | 0.00 | 0.00 | 4.00 | 41.05 | (41.05) |
| Misc | 41.50 | 229.00 | 21.00 | 1,895.18 | (1,666.18) |
| TOTALS | \$1,766.50 | \$14,523.43 | \$2,988.62 | \$16,806.19 | (\$2,282.76) |

PCMG Checking Account Deposits \$0.00

PULASKI COUNTY MASTER GARDENERS
Board Meeting
Tuesday, November 21, 2006
10:00 a.m.

The Pulaski County Master Gardeners Board met on Tuesday, November 21, 2006 at 10 a.m. at St. James Methodist Church. Present were Jet Cuffman, Sandy Harrison, Beth Phelps, Jim Dyer, Don Davis, Jim Silvi, Jackie Wright, and Merilyn Tilley. Chair, Merilyn Tilley presided.

The minutes were approved as circulated.

In the absence of Mary Freeman, Beth gave the Treasurer's Report. The balance in the treasury is \$17,265.43, which is \$1222.12 less than last month. Year to date total receipts less expenditures is a minus figure. Receipts YTD are \$14,523.43, and expenses are \$16,806.19. The treasurer's report was accepted. There was discussion whether there is a need for two bank accounts. The new County Extension Financial person is Kyleen Hawkins. Beth will arrange with Mary Freeman a time for the board to meet with her to discuss record-keeping requirements.

Old Business

- The board discussed how to implement a budget into our records. The budget committee will meet before the next meeting by phone and e-mail, with the goal to present a budget in January. Jett will coordinate the meeting.
- Beth reported that the Directory is pretty much finished. That committee will present a printing request at the next meeting.

New Business

- Leave of Absence Requests from Mickey Barsocci and Juli Oller were voted on and approved.
- Beth gave a report for the Stuff Committee chair, Claudia Barone. They have a new vendor for embroidered stuff. Orders in by December 1 will go out in December. The next order will be in April.
- License plates – we have exhausted our supply that we use for door prizes. Oxford can supply them for \$5.00 each. It was moved that we order 26. The motion was voted on and approved.
- Sandy announced that the Continuing Education Committee met on Nov. 1, 2006 to discuss the Long Range Plan. They voted to continue to follow existing guidelines. They will not be active until May, after the International meeting. A written report is filed with these minutes.
- Jim Dyer announced that the January meeting for Project Chairs is tentatively set for Wednesday, January 24, or Thursday, January 25 from 1 p.m. to 3 p.m. at the Hays Center in North Little Rock. He will ask Dick Blankenbeker to make the arrangements.

There being no further business the meeting was adjourned.

Respectfully submitted,

Jackie Wright, Secretary

**PULASKI COUNTY MASTER GARDENERS
Board Meeting Highlights**

The Pulaski County Master Gardeners Board met on Tuesday, November 21, 2006 at 10 a.m. at St. James Methodist Church. Present were Jet Cuffman, Sandy Harrison, Beth Phelps, Jim Dyer, Don Davis, Jim Silvi, Jackie Wright, and Marilyn Tilley. Chair, Marilyn Tilley presided.

The minutes were approved as circulated.

The balance in the treasury is \$17,265.43, \$1222.12 less than last month. Receipts YTD are \$14,523.43, and expenses are \$16,806.19. The treasurer's report was accepted. The new County Extension Financial person is Kileen Hawkins. Beth met with her for an hour to discuss record-keeping requirements.

Old Business

- The budget committee will meet before the next meeting by phone and e-mail, with the goal to present a budget in January. Jett will coordinate the meeting.
- Beth reported that the Directory is pretty much finished. That committee will present a printing request at the next meeting.

New Business

- Leave of Absence Requests from Mickey Barsocci and Juli Oller were voted on and approved.
- Beth gave a report for the Stuff Committee chair, Claudia Barone. They have a new vendor for embroidered stuff. Orders in by December 1 will go out in December. The next order will be in April.
- License plates – we have exhausted our supply that we use for door prizes. Oxford can supply them for \$5.00 each. It was moved that we order 26. The motion was voted on and approved.
- Sandy announced that the Continuing Education Committee met on Nov. 1, 2006 to discuss the Long Range Plan. They voted to continue to follow existing guidelines. They will not be active until May, after the International meeting. A written report is filed with these minutes.
- Jim Dyer announced that the January meeting for Project Chairs is tentatively set for Wednesday, January 24, or Thursday, January 25 from 1 p.m. to 3 p.m. at the Hays Center in North Little Rock. He will ask Dick Blankenbeker to make the arrangements.

There being no further business the meeting was adjourned.

**Respectfully submitted,
Jackie Wright, Secretary**

REPORT OF THE CONTINUING EDUCATION COMMITTEE
NOVEMBER 1, 2006

The Continuing Education Committee met on November 1 to discuss the recommendation/suggestion of the Long Range Planning Committee. After much discussion and a review of the Continuing Education Guidelines, the committee voted to continue to follow these established guidelines and will begin plans for another Advanced or Continuing Education Seminar after the 2007 International Conference in May 2007. The committee also suggests that the Speaker's Bureau might better serve as an outreach tool of the PCMG.

Respectfully submitted,
Ila Newberry, Chair
Sandy Harrison
Suellen Roberts
Jarie Gulley