

Pulaski County Master Gardeners Board Meeting  
 Tuesday, January 15, 2008 10:00 a.m.  
 St James Methodist Church

Members Present: Beth Phelps, Merilyn Tilley, Debra Redding, Mary Roark, Martha Basinger, Jim Dyer, Mary Freeman, Judy Woodard, Jim Silvi, and Don Davis

Minutes from the November 20, 2007 Meeting were approved.  
 Treasurer's report was approved.

Old Business:

1. New Chair and Co Chair Committee Orientation Program to be held Tues, Jan. 22 1:00 pm-3:30 pm at Hays Senior Center in NLR. Board Members invited.
2. Proposed Bylaws changes adding Assistant Treasurer position were discussed. The board requested the by-laws committee also clarify that the past president is a non-elected board member.

New Business:

1. Don Davis and Beth Phelps reported that the Award nominations forms for Friend of PCMG and Project of the Year have gone out and nomination are due back to Beth on January 18<sup>th</sup> with voting at the Feb. general meeting.
2. Mary Freeman recommended the organization purchase a fax/copier/printer for use by the treasurer. There was discussion. A motion was made, seconded and passed that a fax/copies, print be purchased, not to exceed \$300.00, for the treasurer's use so that so that the treasurer's position not be limited to someone who has a home office.
3. There was discussion about appointing a committee for to perform the annual audit. Jim Dyer will ask Bob Bumgardner to serve as chair.
4. The Annual Memorandum of Agreement between the University of Arkansas Cooperative Extension Service and the Pulaski County Master Gardeners was read and signed by President Jim Dyer.
- 5.

Announcements:

1. Beth announced that she is wrapping up re-certification of active Master Gardener for 2008.
2. An updated roster will be mailed soon.

General Meeting Agenda

1. 3ps getting to know you...
2. David Werling is the speaker today with handouts on chairs.
3. Thanks to the Social Committee for the Holiday Party.
4. Reminder of Inclimate Weather Policy
5. Project Assignments are being finalized.
6. Collection of 2008 dues begins today
7. Committee Reports
8. Chair/CoChair Orientation Program
9. Judy Woodard to announce a Seed Exchange.
10. Newly Constructed Bldg at St James Methodist

Respectfully Submitted,  
 Debra Redding, Secretary

OK

**PLEASE READ:**

Below are changes to the Pulaski County Master Gardener By-Laws proposed by the Pulaski County Master Gardener Board to add an Assistant Treasurer position. The additions are in bold italics. The Board feels the position is needed to help train and support the Treasurer. The record keeping and the Cooperative Extension Service Financial Guidelines for Master Gardener Groups have increased the complexity of the Treasurer's job. An Assistant Treasurer will help train new treasurers and support the treasurer. Our By-Laws require a 30 day notice before a voting to change so we will vote on these proposed changes at our March 18<sup>th</sup> meeting. You have a copy of the current by-laws in your Master Gardener Volunteer Manual which is part of your Master Gardener Notebook. If you have questions give Beth Phelps, 340-6650 or Jim Dyer, 666-7934, a call. Article IX Finances was added to keep the Pulaski County Master Gardeners in compliance with the guidelines for Master Gardener groups.

**ARTICLE IV  
OFFICERS AND ELECTION**

Section 1. Designations

The officers of PCMG shall be: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, *Assistant Treasurer, Immediate Past President*, and 2 Board Members-at-Large.

Section 3. Nominations and Election

*A. The election of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Assistant Treasurer and Member-at-Large shall be held at the September meeting, and newly elected officers shall begin their term at the October meeting.*

Section 4. Term of Office

A. Officers shall serve for a term of one year or until their successors are selected. No officer shall serve more than two terms in the same office, except the Treasurer, *Assistant Treasurer, and the two Members at Large, who shall have two-year terms.*

Section 5. Duties of Officers

*F. The Assistant Treasurer shall assist the treasurer to fulfill the business of the Association and shall:*

- 1. Consider the first year of the term as a training year for the Treasurer position.*
- 2. Consider the second year of the term, following two years as Treasurer, as an advisory position to the newly elected treasurer.*
- 3. Serve on the budget committee in preparation of the annual budget.*

*G. Immediate Past President shall chair the Nominating Committee and shall serve as Parliamentarian.*

**ARTICLE V  
BOARD OF DIRECTORS**

Section 1. Designation

The Board of Directors shall consist of: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer, *Assistant Treasurer*, 2 Board Members-at-Large and Immediate Past President. The County Extension Agent, providing leadership to the Master Gardener program, shall serve as advisor to the Board of Directors.

**ARTICLE IX  
FINANCES**

*Section 5. The PCMG shall comply with the University of Arkansas, Division of Agriculture, Cooperative Extension Service Guidelines for County Financial Operations for Master Gardener Groups.*

**Pulaski County Master Gardeners Board Meeting  
Tuesday, February 19, 2008  
10am St. James United Methodist Church**

**Members present: Beth Phelps, Debra Redding, Mary Roark, Martha Basinger, Jim Dyer, Mary Freeman, Judy Woodard and Don Davis**

**Minutes from Jan. 15, 2008 were approved.  
Treasurer's Report was approved.**

**Old Business:**

- 1. Mary Freeman reported that she has to book ready of the audit committee and that they will be doing the audit soon.**
- 2. By-Laws Changes: info was included in the Jan 2008 Master Minutes. Jim Dyer to remind membership and give summary before calling for a vote.**

**New Business:**

- 1. Leave of Absence Request: Mickey Barsocci due to illness, will send check to make dues current per Beth Phelps, request approved.**
- 2. Transfer Request from Deborah Fewell: wants to transfer to Pulaski County from Lonoke County. Request denied because she resides in Lonoke County.**
- 3. St James Spring Work Days: March 8 and 15 from 8a-1p.**
- 4. Flower and Garden Show this weekend to include free parking and free shuttle rides from War Memorial Stadium and Dickey Stephens Park.**
- 5. The board addressed concerns from Membership: Parking, Seating and Sound. Jim Dyer will make an announcement at the membership meeting concerning the move to the new meeting space later this spring and about parking in the Life Center parking lot across the street.**
- 6. State Master Gardener Convention: Silent Auction items needed.**

**Announcements:**

- 1. Many Committees have met or will be meeting soon.**

**General Meeting Agenda:**

- 1. By-Laws Changes**
- 2. Vote for Friend and Project of the Year**
- 3. 2008 Master Gardener Roster**
- 4. New Members**

**Respectfully Submitted,  
Debra Redding  
Secretary**

3/08

**Pulaski County Master Gardeners Board Meeting**  
**Tuesday, March 18, 2008 10am St. James United Methodist Church**

Members Present: Jim Dyer, Beth Phelps, Debra Redding, Mary Roark, Martha Basinger, Don Davis, Judy Woodard, Marilyn Tilley and Mary Freeman

Minutes were approved.

Treasurer's Report was approved.

Old Business: None

**New Business:**

1. Leave of Absence Requests: none.
2. Workday at St. James Church was a success with 18 Master Gardeners and 8 church members in attendance. The new building will not be open for Easter Sunday, but will open in April and we might meet there in May.
3. Funding Request from Pathfinders Greenhouse Committee for \$450.00. This request was for supplies to set up a watering system and was approved by the Board.
4. Funding Request from Pinnacle Mountain Project for \$200.00. This request was for plant material and was approved by the Board.
5. Beth Phelps announced that the State Master Gardener Meeting in May is filling up fast, sign-up asap if you wish to go.
6. Jim Dyer donated a painting for the Silent Auction. If you have a donation, please contact Beth Phelps.
7. Report of Auditing Committee: Judy Woodard read the report from the Auditing Committee, Bob Bumgardner and Carlee Adams. All records were in excellent condition per Judy Woodard.

**General Meeting Agenda:**

1. Stuff Orders are due by April 1<sup>st</sup>.
2. Southern Region Master Gardener Conference in Oklahoma City will be June 18-21, 2008. Register Online or Contact Beth Phelps.
3. Beth Phelps will clarify the difference between Master Gardener's hours and Community Service Hours.

Respectfully Submitted,  
Debra Redding  
Secretary

Pulaski County Master Gardeners Board Meeting  
10:00 am Tuesday, April 15, 2008 St. James United Methodist Church

Members Present: Don Davis, Debra Redding, Beth Phelps, Jim Silvi, Mary Roark, Martha Basinger and Judy Woodard

Minutes were approved.  
Treasurer's Report was approved.

Old Business: None

New Business:

1. There was discussion about Pulaski County Master Gardeners giving a baby gift to Renee who does the set up and take down for our meeting each month. A motion was made, seconded and approved to give her a \$100.00 gift certificate.
2. It was announced that we will be meeting in the new Worship Center in May. We will have signs and members to make sure everyone can find there way around. There will be a \$50.00 fee each month for set up and clean up. St James is waiving their normal rental fee of \$1,500. Suellen Roberts is getting with the church to schedule a meeting to go over the use of the new space, possibly April 24 or 25.
3. Beth Phelps brought up the question of updating the membership directory- the estimated cost of doing a new directory is \$2000.00. There was discussing. It was decided to update the directory every 3 years.
4. Beth announced that October marks the 20th anniversary of the Master Gardeners Program in Arkansas and there will be a special event to mark our anniversary, October 13, 2008.
5. Beth announced that she had been contacted by Joyce Willis and the Clinton School of Public Service about the possibility of a MG Tour of the Clinton School Park and a program about their green roof. The board was interested in pursuing this event possibly Oct. 14<sup>th</sup>.
6. Judy Woodard mentioned that the fee to host the MG Photo Website is \$99.00. There was discussion about whether or not the website was being used. The board will check with David Werling to see if Master Gardeners are using it. The fee for 2008 was approved.
7. Beth Announced that a request had been made for Master Gardeners to serve as volunteers for the Blooms Festival at Wildwood Park on May 10 and 11. There was discussion on whether of not these hours should count as Master Gardner volunteer hours the board decided that these hours will count as Community Outreach for those who are not on the Wildwood Project.

Pulaski County Master Gardeners Board Meeting  
9:30am Tuesday, May 20 - St, James United Methodist Church

Members Present: Don Davis, Debra Redding, Judy Woodard, Marilyn Tilley, Mary Freeman, Martha Basinger, Mary Roark, Jim Silvi and Beth Phelps.

Minutes were approved.  
Treasurer's Report was approved.

Old Business:

1. \$100 Gift Certificate will be presented to Renee Anderson for a Baby Shower Gift. Renee sets up and takes down tables and chairs for our monthly meetings.
2. Trudy Kumpe and the 3P's Committee will assist the membership in locating the new Worship Center where our meetings will be held monthly. We will meet there for the first time today.

New Business:

1. Sustainer Status for Louis Sanders was approved.
2. Deaths: Jim Dyer (Class of 2002) and Pat McDonald (Class of 2000). Pulaski County Master Gardeners are accepting memorials for both of them. We will choose a way to honor them, possibly with a tree planted at their MG Project. Please make a note on your check regarding who's memorial it is intended. Mail checks to Judy Woodard.
3. The PCMG board decided the painting Jim Dyer had donated to the state meeting Silent Auction will hang in the Extension Office with a plaque in Jim's honor.
4. There was discussion about copying the Master Minutes at Extension Office rather than having them printed at the State Extension Office print shop. This will reduce the cost of producing the Master Minutes from about \$200.00 per month to about \$85.00 per month. The board decided to begin copying the Master Minutes at the Extension Office.
5. Judy Woodard and Mary Freeman proposed that Pulaski County should be a host an Advanced Master Gardener training this fall and on an annual bases. for one of the programs/sessions. Martha Basinger suggested we form a committee to address this matter.

Announcements:

1. Ice Cream Social at Chris Olsen's Home/Garden on July 15
2. MG Spring Picnic on May 22
3. Stuff Committee—Items are here--please pick them up today.
4. Advanced MG Program—A Program of County 76 on June 26-27

Respectfully Submitted,  
Debra Redding, Secretary

**Pulaski County Master Gardeners Board Meeting**  
**10 a.m. Tuesday, June 17, 2008 St.James United Methodist Church**

Members Present: Don Davis, Beth Phelps, Debra Redding, Mary Roark, Marilyn Tilley, Mary Freeman, Judy Woodard and Martha Basinger

Minutes were approved.  
Treasurer's Report was approved.

**Old Business:**

1. Advanced MG Training-- having a program in Pulaski County was discussed. Don Davis suggested we read the guidelines on-line. The training must be a minimum of 6 hours and would require a number of people to help plan and run the meeting...teaching and set-up. More discussion on this next board meeting.

**New Business:**

1. County 76-Garden Voices--We must select one person for each of the 4 areas from Pulaski County. Selection will be made by screening applicants. Persons selected will be required to teach the subject to others-maybe several times. They will be required to organize, set-up and be responsible for the entire event. A motion was made by Marilyn Tilley that we pay the \$30.00 registration fee for the 4 people selected from Pulaski County. Motion was approved. Marilyn Tilley made the motion to first present this opportunity to the 3P's, Photography, Master Minutes and Continuing Education committees. Motion was approved. An e-mail will be sent to these committees tomorrow. Martha Basinger will draft the letter with Beth Phelps' assistance.

2. National Trails Symposium—The National Trails Symposium organizers asked if the MG's would set up an indoor garden for their conference. This was discussed and was denied since it does not fit our goals. Our volunteer efforts need to be focused on our on-going projects and commitments. We would like to invite their participants to tour our MG projects, if they are interested. We could arrange for a MG to be at the projects to give a tour and answer any questions. A list of the MG Projects will be forwarded to them.

3. The Board will have a meeting/board work day on Tuesday, July 29th at 9am in Beth Phelps' office to review applications for the training and evaluate projects.

**Announcements:**

1. Sabrina Childs will be our speaker today.
2. Ice Cream Social at Chris Olsen's Home/Garden on July 15
3. Social Committee---Thanks for the hard work at our Spring Picnic
4. Old Mill Committee---Congratulations on Project of the Year

Respectfully Submitted,  
Debra Redding, Secretary

Members Present: Beth Phelps, Merilyn Tilley, Don Davis, Debra Redding,  
Martha Basinger, Mary Roark, and Mary Freeman

Old Business:

1. Ice Cream Social at Chris Olsen's Garden/Home on July 15th was a great success with about 140 in attendance. Many thanks to our Social Committee and Chris Olsen!

2. Pulaski County Quorum Court and Judge Buddy Villines honored our Arkansas Master Gardener Project of the Year--The Old Mill. Beth Phelps gave a power point presentation and we had 15 Master Gardeners in attendance on July 22nd. Congratulations to the Old Mill Project!

New Business:

1. Leave of Absences:

Sandie Lubin--has requested a leave of absence due to carpal tunnel surgery. She has paid her annual dues and her leave of absence was approved.

Carolyn Nagel--has requested a leave of absence due to personal illness and caring for elderly parents. She will be asked to pay her annual dues and her leave of absence was approved.

2. Garden Voices--2 Master Gardeners have applied to participate in the Garden Voices program on August 19th and 20th. Bren Coop for the Power Point program and David Dodson for the Graphic Design program. Beth will send in their registration.

3. Travel Committee has planned a wine and cheese party at the Good Earth Garden Center on Sept 19th. All Master Gardeners will receive a discount that evening. The wine will be provided by Clark Trim, Colonel Wine and the Board has approved to purchase the cheese and crackers for the event, up to \$150.

4. Application for the 2008 Master Gardener Training class were reviewed and divided up between board members for interviews. There were only 33 applications.

5. Project Evaluation -- Don Davis presented a summary of the project evaluations received from Chairman. Most projects are doing well a few need additional members.

6. New Project Proposals -- There were 2 potential projects presented for consideration The Jack Stephens Nature Center in the River Market District and The Pulaski County Court House. Beth announced the request for the Pulaski County Courthouse came from Judge Villines and since Pulaski County is a funder of the Extension Service she thought it was important to take this project one in some form. Merilyn Tilley moved that this project be taken on as a Board Project. The motion was seconded and passed. There was discussion about the Jack Stephens Nature Center. The Board felt this project met our criteria and would be highly visible the consensus was that at this time, after taking on 2 new projects in 2006 and 2 new projects in 2007, we do not have the volunteer base to take on an additional project.

Debra Redding,  
PCMG Secretary

Pulaski County Master Gardeners  
Board Meeting Tuesday, September 16, 2008  
10 am St. James United Methodist Church

Members present: Don Davis, Beth Phelps, Debra Redding, Marilyn Tilley, Mary Roark, Martha Basinger, Mary Freeman, Judy Woodard, Mac Huffman, and Jet Cuffman.

Minutes from the July 2008 Board meeting were approved.

Treasurer's Report was approved.

There was discussion about the cost of printing and mailing the Master Minutes. Judy Woodard will research the cost per person to send out the Master Minutes newsletter and report back at the October board meeting.

New Business:

1. Leave of absence request for Bill Bowen was approved.
2. Reinstatement request from Anne Speed was approved.
3. Fall workday at St. James will on Tuesday, October 21st following our meeting. Please bring a sack lunch and we'll have lunch together after the meeting.
4. 2008 Master Gardener class will begin tomorrow and 31 people were accepted. Beth will e-mail a class schedule with topic information to the membership.
5. Project participation inquiry--Don Davis heard from the chairmen and many of them are concerned about participation and earning project hours. We need to support our MG projects! Don shared with the board an analysis he did of the Old Mill committee and were members where getting their hours. There was a lot of discussion about doing the same for each committee. The Board decided that this was not necessary unless the board was going to make restrictions on how Master Gardeners got their volunteer hours and making a requirement that so many have to be on their assigned project.
6. Request for special funding: Beth requested reimbursement for \$244.42 for the supplies necessary to fix the sprinkler system at the County Extension Office. Request was approved.
7. Beth requested \$250.00 for the purchase of food for the Interpretive Event with the Quorum Court. Request was approved.

General Meeting Announcements:

1. Nominating Committee Report and the Election of Officers--Marilyn Tilley to present.
2. Special Thanks to the Social Committee for the Ice Cream Social at Chris Olsen's House/Garden.

3. October 21st Fall Workday at St James following our meeting... bring a sack lunch!
4. Travel Committee--Wine and Cheese Party at the Good Earth this Friday at 5:30pm.
5. MG 20th Birthday Party Celebration on Monday, October 13 at the 4H Center.
6. Program--Jack Singleton, Master Gardener talks about Butterfly Gardening.

Pulaski County Master Gardeners Board Meeting

Tuesday, October 21, 2008 10am St. James United Methodist Church

Members Present: Beth Phelps, Merilyn Tilley, Mary Roark, Martha Basinger, Judy Woodard, Debra Redding, Jet Cuffman, and Mary Freeman.

Minutes from the Sept. 16, 2008 board meeting were approved.

Treasurer's Report was approved.

New Business:

1. Leave of Absence: Margie France has an illness and is expected to be out for about six months. She has paid her dues and her leave of absence was approved.
2. A social event is in the planning stages per Jet Cuffman. She is looking for one really good garden to everyone to visit.
3. Don Ford presented to the Board a request to expand the Pinnacle Mountain Garden. A hillside garden would expand the MG Project to 6 garden areas. The dry hillside area would be used as a garden for wildflowers only. He requests that a sign be posted for the public and park workers to recognize that this is now a wildflower garden. The expansion of the Pinnacle Mountain MG Project was approved.
4. Get Well Card: Don Davis will be discharged from the hospital today and we will pass around a get well card during the membership meeting today for all to sign..... Get Well, Don!
5. Reinstatement Request: Mary Bonnie Degler, Class of 2001 has requested to be reinstated.  
Mary Freeman will contact her and will discuss this further in the meeting next month.
6. Tree from the State: In honor of our MG birthday celebration this year, the State awarded every county with a Red Oak Tree. Beth Phelps will offer the tree to a MG project and if nobody is interested then we might donate it to the Two Rivers Park or the Witt Stephens Nature Center. We will discuss this further next month.
7. Beth Phelps will be traveling next month and requested that Merilyn Tilley and Jet Cuffman preside over the November meeting if Don Davis is still out due to illness.
8. Amy Sanders Library MG Project: This project needs a new Chair and the project committee will decide on the new Chair and report back to Beth Phelps.

9. Horticulture Magazine is up for renewal per notice. Judy Woodard will check the expiration date and report back to us.

**General Meeting Announcements:**

1. Stuff orders are due by Nov 1st, ok to mail orders to Claudia Barone.
2. Workday at St. James United Methodist Church following the meeting today.
3. Social Committee to announce the plans for the MG Christmas Party this year.
4. Travel Committee to announce a trip to Garvan Gardens to see Christmas display.
5. Gene Lichliter, MG will speak to us today about Ornamental Grasses.

Respectfully Submitted,

Debra Redding  
Secretary

Pulaski County Master Gardeners  
Board Meeting Tuesday, Nov. 18,2008 10 am  
St. James United Methodist Church

Members Present: Don Davis, Merilyn Tilley, Debra Redding, Mary Roark ,Jet Cuffman  
and Mary Freeman

Minutes from the October meetings were approved.

Treasurer's Report was approved.

Old Business:

1. Mary Bonnie Degler's request for reinstatement--Mary Freeman reports that she currently works for Lakewood Gardens and is willing to complete her phone time and work on any MG project. She was in the Class of 2001 and she completed her classroom training. Her reinstatement was approved.
2. Reception for New MG Class--President Don Davis asked that the Board help as needed with the Reception today and all agreed to be available.
3. Red Oak Tree from the State of Arkansas--Beth Phelps has the update on this and since she is on vacation today,we will discuss this at the Board meeting in January.

New Business:

1. MG Project Chairs and Co-chairs--Martha Basinger will conduct a meeting in January and she will determine that date.It is usually around the 3rd or 4th week and the Chairs and Co-Chairs will be notified via mail per Jet Cuffman.
2. Friend of MG and MG Project of the Year--It is time for everyone to be thinking about these two Awards and President Don Davis will remind the membership of this today.

General Meeting Announcements:

1. Arkansas Flower and Garden Show Feb.27 thru March 1,2009
2. MG Winter Holiday Party Thursday, December 11th
3. MG Hours are to be reported to Beth Phelps by Dec. 1st
4. Friend of Master Gardeners--Steve Adams,Mount Holly
5. Advanced Master Gardener--Mary Freeman
6. Recognition--New MG Class
7. Recognition--5 Year Achievement MG
8. Recognition--10 Year Achievement MG
9. Recognition--15 Year/ Lifetime Achievement MG
10. Reception for the New MG Class following meeting

Respectfully Submitted,

Debra Redding  
Secretary

**Beth Phelps - P.E.O. new unaffiliate**

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**From:** "jimelmer" <jimelmer@swbell.net>  
**To:** <bphelps@uaex.edu>, <pmcallast@aol.com>  
**Date:** 11/12/2008 4:56 PM  
**Subject:** P.E.O. new unaffiliate

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Paula,

My computer says Beth's will be off until Nov 23 or 24, but I wanted to let you know about a Form FL that was in my mail when I got home today.

Kristen Gray (no husband) is a valued member of Chapter BE, Conway, Arkansas and now resides at 810 North Buchanan, Little Rock 72205. Her phone number is 514-3205 and her e-mail is [kristen.gray@hotmail.com](mailto:kristen.gray@hotmail.com). Her time-of-day preference is "unknown"; however the form says Kristen is Education Director at Bridgeway, so she may need a night chapter.

I looked up her address and some of those in your chapter and see that Katherine Baltz lives on North Filmore, Amy Johnson on North Harrison and Kathy Bozynski on North Taylor. However they are "farther out" than 810 which Mapquest says is near University and H street.

I hope someone will phone her and start getting acquainted. This form was also sent to Beth's home address, according to the sender in Chapter BE.

Of course, I'll also inform the rest of the Reciprocity chapters, but I haven't yet coordinated their addresses with hers at all. We just returned from a trip this afternoon.

Lovingly in P.E.O.,

Ruth [jimelmer@swbell.net](mailto:jimelmer@swbell.net)