

Pulaski County Master Gardeners Board Meeting

Tuesday, January 20, 2009 10am St James United Methodist Church

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

Minutes were approved.

Treasurer's Report was approved.

Old Business:

1. Memorials: Memorials for Jim Dyer and Pat Mc Donald...a total of \$155 for Jim and \$55 for Pat with an additional \$25 each for their MG Status. Ideas were discussed about how best to honor them. It was decided that Martha would talk to the Cammack committee about doing something for Jim. Beth said that that the Committee has already donated a picnic table in memory of Jim to Cammack Park. It was also decided to talk to the Old Mill committee about their plans for a Butterfly Garden and using Pat's memorials to support that effort.
2. MG Chair Orientation Meeting... Thursday, January 29th from 1p-3p at the Hays Senior Center in NLR. Jet Coffman and Martha Basinger are expecting about 50 people to attend.
3. Memorial for Richard Henry "Dick" Phelps in honor of Beth Phelps was discussed and will be reviewed again next month.
4. MG Projects Committee Chairs and Co-Chairs are all in place and every MG Project has Leadership.
5. Red Oak Tree from the State of Arkansas has been planted.

New Business:

1. Leave of Absence were approved for 2008 for Jan Lee, Peggy Leopoulos, Jackie Wright, Nann Gaylor, Tish Henslee and Suzanne O' Donoghue have all requested a leave of absence due to illness/surgery. Judy Woodard will check and make sure dues were paid for 2008.
2. Sustainer Status for Wendell Redmond for 2009 was approved.
3. Reinstatement for Gale Crawford for 2009 was approved.
4. Advanced MG Training: Don will contact Carol Chappell and set up a meeting with the planning committee to take care of the all the details and report back at the next Board meeting regarding March 19th class in Little Rock on Edible Landscaping.
5. Don Davis will ask Bob Bumgardner to serve as Audit committee chair and prepare an audit report for our next meeting, February 18th.
6. Summer MG Meeting in July will be discussed next month by Jet Cuffman.

General Meeting Announcements:

1. MG Leadership Training Meeting on Thursday, January 29
2. Clark Trim, Debra Redding, Steve Lopata and Merilyn Tilley to each discuss the Flower/Garden Show.
3. Award Nominations for the Friend of MG and MG Project of the Year
4. MG Annual Dues are due, see Judy Woodard today or mail dues to her.
5. Memorial donation for Richard Henry "Dick" Phelps

Pulaski County Master Gardeners Board Meeting
Tuesday February 17, 2009 10:00 a.m.
Saint James Methodist Church

Members Present: Debra Redding, Jet Cuffman, Mac Huffman, Don Davis, Mary Roark, Judy Woodard, Beth Phelps and Merilyn Tilley.

Minutes of the January meeting were approved.
Treasurer's report approved.

Old Business: Memorial for Pat McDonald was discussed. Martha Coop will speak to the Old Mill Committee regarding plans for a Butterfly Garden.

Memorial for Jim Dyer was discussed. Martha Basinger will visit with the Cammack committee on plans for this memorial.

Chair and Co-chair meeting on January 20th - Martha and Jet did a great job.

Memorial for Richard "Dick" Phelps in honor of Beth Phelps. As of this date, \$509 has been collected. Discussion for this memorial next month.

New Business:

Leave of absence for Howard Stephens- Due to health problems. Leave was approved for 2009.

Outstanding MG Project of the Year Award - No project were nominated from the project committees. The Board will recommend the Governor's Mansion Vegetable Garden.

Friend of MG had one nomination and that is Ed Garretson from the Old State House.

The Advanced Master Gardener Training Class in Little Rock is scheduled for March 19th. Carol Chappell and Judy Woodard stated that 40 to 50 people have registered so far.

Audit Committee and Budget Committee- Judy Woodard stated that the information is ready for Bob Bumgardner to pick up today and take to the audit committee.

Summer MG meeting is scheduled for July at Hillcrest Hall. Jet Cuffman is working with the Social Committee on the details. She will have a report at the March meeting.

MG annual dues are currently being collected. Judy Woodard stated that 194 members have paid.

Memorials for Bill Bowen and Lois Corley are being collected. Bill's project was Maumelle and Lois's project was Greenhouse.

Budget Committee was formed by President Don Davis. Mac Huffman will Chair and Jet Cuffman, Judy Woodard, Carol Mendel, and Don Davis will serve on this Committee.

Merilyn Tilley stated that our Greenhouse at the State Hospital is OK for now.

Jet Cuffman reported that the 3P's Committee has no leadership this year. She stated that she had talked to Beth and they thought that this committee may need to be dissolved as it really not longer has a purpose. The Board voted to disband this Committee.

General Meeting Announcements:

1. Award nominations- Friends of MG and MG project of the year.
2. MG advanced training class- Carol Chappell
3. Today's speaker- Bob Byers from Garvin Woodland Gardens
4. Memorials for Bill Bowen and Lois Corley
5. Annual MG dues-see Judy Woodard

Respectfully Submitted
Debra Redding
Secretary

Corrected

Pulaski County Master Gardener Board Meeting

March 17, 2009 St. James United Methodist Church 10am

Members Present: Martha Basinger, Jet Cuffman, Don Davis, Mac Huffman, Beth Phelps, Mary Roark, Marilyn Tilley and Judy Woodard

Minutes were approved

Treasurer's Report was approved

1. Memorials for both Pat McDonald and Jim Dyer are in the works. Mac Huffman made a motion, which was approved, that \$50 from the treasury be added to member memorials. We currently have received \$135 for Jim and are waiting for approval from Cammack to place a bench there.
2. Money is still coming in for Richard Henry "Dick" Phelps and Lois Corley.
3. Judy Woodard reported \$3,990 dues have been received.
4. Mac reported on the Budget Committee meeting. After discussion about the reserve account needing to be more transparent, this was tabled until next month.
5. Reinstatement for Suzanne O'Donoghue was approved.
6. Curran Hall wants edging for front beds and have secured a bid of \$1,200. They submitted a special funding request to us for up to \$600. This was approved. Curran Hall Foundation will pay the balance.
7. A meeting is needed next week for design ideas at the Pulaski County Court House. Marilyn, Jet, and Martha volunteered to assist Beth.
8. Martha made a motion and Judy second that we go with David Werling's idea of postcards showing 22 garden projects... Approved
9. Jet met with NLR Council regarding Argenta project. They were given a budget of \$5,000 which was approved. A motion was approved to change sponsor to Argenta Downtown Partnership.
10. Arline Jackson is working on plans for the picnic which will be at Burns Park.
11. Judy reported that 83 Master Gardeners from around the state have registered for the Edible Landscape training class with \$4,150 in fees collected.
12. There will be a workday at St. James after the April 21th meeting.

Pulaski County Master Gardeners Board Meeting
Tuesday, April 21, 2009 10am St. James United Methodist Church

Members Present: Don Davis, Mac Huffman, Jet Cuffman, Beth Phelps, Judy Woodard,
Debra Redding and Martha Basinger

Minutes were approved.
Treasurer's Report was approved.

Old Business:

1. Pulaski County Courthouse Landscape Design Plan- Beth Phelps stated that the plan is ready to present to Judge Buddy Villines. Jet Cuffman, Martha Basinger, Merilyn Tilley and Judy Woodard worked on the design.
2. St. James Work Day is today. Judy Chapman is organizing.
3. Results of Advanced MG Training Class- Judy Woodard and Martha Basinger reported that the Class went well and was attended by 85 people.
4. Award Nomination packets for Project of the Year – Governor's Mansion Vegetable Garden and Friend of Master Gardeners Ed Garretson were submitted.
5. Budget Committee- Mac Huffman presented the proposed budget plan for 2009. The plan was approved by the Board. Don Davis thanked Mac and committee for their hard work.
6. Master Gardener Spring Picnic will be May 14 at 6pm at Burns Park Hospitality House with special guests Pulaski County Judge Buddy Villines and NLR Mayor Patrick Hayes.

New Business:

1. Special Funding Request- Governor's Mansion Vegetable Garden requested \$127.45 to purchase permanent support structures for vineing crops. Request was approved.
2. Leave of Absence- Janice Lee request a leave of absence for 2009 do to a back injury. Leave was approved by the Board pending payment of dues.
3. Resignations: Judy Johnston and Marcia Kelly.

General Meeting Announcements:

1. Congrats to the Advanced MG Training Committee.
2. Spring Picnic May 14 6pm at Burns Park.
3. MG annual dues \$15, after May 1 \$20
4. Pick up orders for MG Stuff and Name tags

Respectfully Submitted
Debra Redding, Secretary

Pulaski County Master Gardener Board Meeting
St James Methodist Church 10 am

Tuesday, May 19, 2009

Members Present: Jet Cuffman, Merilyn Tilley, Don Davis, Mac Huffman, Beth Phelps, Judy Woodard, Mary Roark and Debra Redding.

Minutes were approved.

Treasurer's Report was approved.

Old Business:

1. Courthouse Garden Update- Beth Phelps reported that the landscape has been installed.
2. Beth Phelps reported that the MG Spring Picnic went well and attendance was 130.

New Business:

Don Davis reminded everyone that MG dues are past due and he will make an announcement in the general meeting. Judy Woodard will get a complete list of those who have not paid their 2009 dues will be given to the retention commit so that they can make calls.

Beth Phelps suggested that the Retention Committee call those on the list and report back to the Board. Beth will also get the rentition committee a list of those who have not reported any volunteer hours for the year and give them a call. The purposes of the call will be to touch base and see if there is anything the MG organization can do to help them get volunteers. Debra Redding, Retention Committee Chair, will report back to the board..

Jet Cuffman reported that the MG Ice Cream Social and Garden Tour is scheduled for July 21 at Hillcrest Hall and will include a tour of 4 gardens. The social committee is making arrangements for the ice cream.

Beth Phelps announced that we have a new Master Gardener, Nao Ueda. She has transferred from Pine Bluff.

Nominating Committee- Merilyn Tilley reported that there will be four openings on the MG Board to be elected in September ... At Large, 2nd Vice President, Treasurer and Secretary.

Announcements: Don Davis will make the following announcement in the general membership meeting.

1. Special Thanks to the Social Committee for the Spring Picnic.
2. Congratulations to the Greenhouses regarding recent Plant Sales.
3. Park Hill Water Works Garden Tour May 31, 2 pm – 4 pm includes refreshments.
4. Today's Speaker- Neil Curry " Putting Down Roots- What the Witt Stephens Central Arkansas Nature Center has to offer".

Respectfully Submitted,

Debra Redding

Secretary

Pulaski County Master Gardener Board Meeting
Tuesday, June 16, 2009

10:00am St James United Methodist Church

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

Minutes were approved.

Treasurer's Report was approved.

Old Business:

1. Retention Committee- getting started with updated information. Will report back to the Board regarding any members who have not completed their hours.
2. Discussion of the Lifetime and Sustainer Status for members.
3. Marilyn Tilley reported that the Park Hill Water Works garden tour was a success.

New Business:

1. Re-instatement of Anita Walters- She has chosen a project and will pay her dues. Re-instatement was approved by the Board.
2. MG Project Brochure- Ann Crow and some others are interested in updating our brochure. The current brochure is 5 years old. A Public Gardens brochure is needed and Travel/Tourism may pay for the brochure to be updated. Beth Phelps to email Ann Crow regarding the Board's interest in the brochure update.
3. A Board meeting will take place on August 4 at 9am at the Pulaski County Extension office. The Board will review applications for the MG Training Classes and review the current MG projects.
4. Garden Voices Project- Beth Phelps asked the board how they would like to handle selection of Master Gardener to fill Pulaski County's slot for the upcoming Garden Voices training. Each county is limited to 2 slot in the Power Point training and 2 slots in the Newsletter training. The board decided that the slots should be filled by random drawing from those that expressed interest.
5. Master Gardener Directory Update- Marilyn Tilley has expressed an interest in being the Chair for this committee and we will discuss this further in September.

6. Nominating Committee- Marilyn Tilley reported the committee has not met yet. Will report back to the Board after they meet.

7. September 16th is the day the new Master Gardener Class meets for the tour of the MG Projects.

General Meeting Announcements:

1. July 21 is the date for the Ice Cream Social and Garden Tour at Hillcrest Hall. Meet from 10am til noon and tour the gardens of Beth Phelps, Jet Cuffman and Christina Pittenger and Hillcrest Hall.

2. Applications for the MG Class will be sent out in July. If you know anyone who is interested make sure Beth Phelps has their names and addresses.

3. Mentors are needed for the new MG Class. If you are willing to serve as a Mentor please let Rochelle Greenwood or Beth Phelps know.

4. Congratulations to the Pulaski County Master Gardeners and the Governor's Mansion Vegetable Garden MG Project for being selected as an Arkansas Master Gardener Project of the year.

Respectfully Submitted
Debra Redding

Secretary

Pulaski County Master Gardener Board Meeting
Cooperative Extension Office
Tuesday, August 4, 2009
9:00 am

Present: Don Davis, Beth Phelps, Mac Huffman, Mary Roark, Jet Cuffman, Debra Redding, Judy Woodard, Martha Basinger and Merilyn Tilley

Minutes were approved.
Treasurer's Report was approved.

New Business:

1. Requests for Leave of Absence-- Suzanne Lankford for medical reasons and Debby Sanderson serving one year as a teacher in China. Both requests were approved.
2. MG Project Evaluation Reviews were presented by Martha Basinger and Jet Cuffman. All comments were reviewed and discussed.
3. New MG Project Proposals are as follows:
 - Jack Stephens Nature Center Hummingbird Garden, Little Rock
 - Zoo Children's Farm
 - Horticulture Therapy at Baptist Hospital in NLR.All were discussed and the Jack Stephens Nature Center Hummingbird Garden will be presented to the membership for a vote at the September meeting. Jet Cuffman will contact Don Ford and Jane Gulley regarding their interest in leadership for this project proposal.
4. Establish a new Committee to gather information regarding a new greenhouse and explore locations and fund raising opportunities. Merilyn Tilley suggested Mary Busby for the committee and Jet Cuffman suggested Dick Blankenkemper. Our current Chairs of the Greenhouses will be asked to serve on this committee. The new greenhouse committee will need to locate a building site and provide leadership in fund-raising.
5. Advanced MG Training Program. There was discussion of offering an Advanced Master Gardening Training a program every 3 years and annual continued education programs open to all Pulaski County Master Gardeners was discussed. The continuing education committee will be serving as the planning group for these trainings.
6. Don Davis brought up the idea of providing educational programs for the community. There was also discussion of possibly doing TV segments to promote the Master Gardener program similar to the ones that were done on Channel 11 a few years ago.

Pulaski County Master Gardener Board Meeting - Corrected
Tuesday, September 15, 2009 10am
St James Methodist Church

Members Present: Marilyn Tilley, Arline Jackson, Don Ford, Bren Coop, Judy Woodard, Don Davis, Mary Roark, Mac Huffman, Beth Phelps, Jet Cuffman, Debra Redding and Martha Basinger

The Minutes were approved.

Treasurers Report was approved.

New Business:

1. Nominating Committee Report was presented by Marilyn Tilley.

President – Martha Basinger

First Vice President – Jet Cuffman

Second Vice President – Debra Redding

Secretary – Arline Jackson

Treasurer – Judy Woodard

Assistant Treasurer – Bren Coop

Member-at-Large – Mac Huffman (Second year of his 2 year term.)

Member-At-Large – Don Ford (First year of his 2 year term.)

Your Past President is Don Davis.

2. New Greenhouse Committee-- Don Davis reported that Dick Blankenbeker, Mary Busby Stramel, Tom Stramel and Linda Moyer have agreed to serve on this committee. There will be a brief meeting today following our membership meeting and Board members are invited to join in.

3. Leave of Absence-- Gy Alexander has requested a leave of absence due to illness and the leave was approved.

4. New MG Class-- Beth Phelps reported that there are 52 people selected for the MG Class this year. The Tour of Master Gardener Projects Tour will be tomorrow, 9-16 and classes start next week.

5. State Hospital Project-- Marilyn Tilley reported that she and Carol Mendel met with the hospital administrators and they are happy to have the Master Gardeners back. Work will begin soon with this project.

6. Beth Phelps reported that it was time to order envelopes to mail the Master Minutes. The cost for 5000 envelopes with printed return address and mailing permit printed address printed envelopes will be \$630.52. The expenditure was approved.

7. New Project Proposal – Jett Cuffman report that both Jane Gulley and Don Ford had agreed to chair the Witt Stephens Jr. Nature Center. They will need a committee of 4 or 5 to get started next year. Acceptance of the project will be voted on at the general meeting.

8. Beth Phelps brought up the request from Janet Carson for a central Arkansas county to volunteer to host the State Meeting in 2011. The Board will discuss this next month.

9. Don Davis reported that the board presented Tom Merten a gift from the Pulaski County Master Gardener on his retirement.

10. Don Davis reported that Ruth Jones and Kelly De Busk's husband have recently passed away. Please remember them in your thoughts and prayers.

General Meeting Announcements:

1. Nominating Committee Report
2. Greenhouse Committee
3. New MG Project Proposal
4. New MG Class
5. Fall Workday at St. James October 20

Respectfully Submitted
Debra Redding
Secretary

Pulaski County Master Gardener Board Meeting
Tuesday, November 17, 2009, 10:00 a.m.
St James Methodist Church

Present: Judy Woodard, Jet Cuffman, Donald Ford, Don Davis, Beth Phelps, Arline Jackson, Debra Redding, Martha Basinger, and Bren Coop

Minutes of the October meeting were read and approved. Jet Cuffman moved to except and Debra Redding second. The motion passed and the minutes were accepted as read.

Judy Woodard presented the Treasurer's report. Treasurers Report was approved.

Old business:

Reimbursement request for plants purchased at the State Hospital was presented. Martha Basinger reported that she had talked to Carol Mendel and at this point the plants are not yet planted and Carol does not want to be reimbursed.

There was discussion about emphasizing spending approval procedures at the Staff Chair Orientation.

Judy Woodard reported that Jan Bowman had purchased a tree with the memorials for Bill Bowen. The tree was planted at the Maumelle Community Center. There was discussion about purchasing a plaque. The cost of the plaque would be over the amount of the memorial funds. In the interest of time this will be table until the January board meeting.

There was discussion about handling stuff order check that were incorrect – over or payment. It was decided to ask Claudia Barone, Stuff Chair, to contact those over paying and ask them to issue a new check for the correct amount before the order is place. The incorrect check will be voided and destroyed. This will be easier than issuing re-funds.

Beth Phelps gave an update from the New Greenhouse Committee reporting that the committee met and there are several location opinions. Mary Stramel and Beth Phelps have a meeting scheduled with the Central Arkansas Library system to talk about the potential of having a greenhouse located on the grounds of the new Children's Library.

Martha Basinger reported that the double dipping door prizes off to a good start and that the Retention committee has agreed to organize the double dipping prizes for the year.

Debra Redding reported that the Retention committee contacted 26 people. They contacted those that had not reported any volunteer house for the year.

There was discussion about how to handle those that do not pay their dues. Don Davis made motion that if members had not paid dues name would be given to Beth Phelps and a letter would be sent. If no response, member is dropped from master gardener program. Jet Cuffman second the motion and the motion passed.

Jet Cuffman announced the Chairman's Orientation will be held January 24, 2010, 1:30 to 3#0 p.m. at the Patrick Hayes Center. Jet and Debra Redding will work on the agenda. Jet and Debra will also let the

project and committee chairman know about the meeting as they make calls and secure the chair for 2010. The board members are encouraged to attend.

Beth Phelps presented a Leave of Absence request for Lisa Bomar. Don Davis made a motion that the request be granted as long as she has paid her 2009 dues. Bren Coop seconded the motion. The motion passed.

Beth Phelps presented a leave of absence request from Peggy Leopoulos. Don Davis made a motion to accept. Jet Cuffman second. The motion passed.

A discussion about Advance Training was tabled until the January meeting.

Respectfully Submitted
Arline Jackson
Secretary