

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA January 18, 2011

Minutes:

Approved _____ yes _____ no

Treasurer's Report:

Accepted _____ yes _____ no

Old Business:

- Greenhouse update—Beth
- Chair Orientation update—Don and Marcella
- fund raising committee update---Jet
- fund raising record keeping issues---Bren

New Business

Cutoff date for treasury receipts and stuff orders---Judy and Bren

Leave of Absences—Susan Wilcoxon Smith

--Betsey Mowery

Resignations --Don and Betty Henderson

--Betty Heron

MG Board minutes as published in the Master Minutes--Don

Garden Council Tour—MG serving as experts-----Beth

**Pulaski County Master Gardener Board Meeting
Tuesday, January 18, 2011
St. James Methodist Church**

Members present: Arline Jackson, Bren Coop, Judy Woodard, Jett Cuffman, Dewayne Hancock, Marcella Grimmatt, Don Ford, Martha Basinger and Walter Jennings.

Don Ford made motion to approve the minutes and Bren Coop second:
Motion carried.

Martha Basinger made motion to approve the Treasurer's report and Dewayne Hancock seconded; motion carried.

Old Business:

Beth Phelps gave an up-date on the new greenhouse. Everything is on go with Stuppy's. Beth expressed the need for someone to be on call to help with construction oversight. Jet Cuffman volunteered to be on call. Beth announced that Don Webb with Community Punishment and Glenn Sago with the State Hospital have been very helpful and deserve a special thank you.

Jett Cuffman reported the fund raising committee is about ready to send out a letter soliciting contribution for the greenhouse construction to current and former Master Gardeners. The goal is to raise \$23,000 to cover the full cost of the new greenhouse and repair to the old greenhouse.

Bren Coop asked if the board wishes to deposit the first \$5,000 in dues into the Bank of the Ozark account as last year. Don Ford made motion to place \$5000.00 in Bank of Ozark account, Martha Basinger seconded the motion. Motion carried.

Don Ford gave an update on the Chair Orientation to be held on January 25, 2011 at the State Extension Office.

New Business:

Judy Woodard and Bren Coop discussed the deadlines for stuff orders and getting check processed in a timely manner. Jett Cuffman and Beth Phelps will contact Claudia Barone.

Leave of Absence for 2010 was approved for Susan Wilcoxson Smith, Betsy Mowery and Felecia Horton.

Resignations:

Board accepted Don and Betty Henderson and Betty Heron resignations.

Beth Phelps stated that list of members would be update by January 25th. We'll have 413 active Master Gardener volunteers for 2011 with 47 Lifetime, 16 Sustainers, 37 Class of 2010.

Beth Phelps announced the annual spring picnic will be held at the Governor Manson. The Social committee will be announcing the details soon.

Beth Phelps brought to the board a request to allow Master Gardeners to serve as Garden Experts for the Little Rock Council of Garden Clubs and be able to count that time as Master Gardener volunteer hours. The board approved that time serving as Garden Experts could count as Master Gardener time since it was educational outreach.

Martha Basinger made the motion to adjourn and Dewayne Hancock seconded.

January 18, 2011

PCMG Board & Meeting Summary

President Jet Cuffman received secretary's minutes which were approved; as well as the treasurer's report for the year's end. Plans were made for the annual audit. Dues are now due for 2011. Discussion ensued regarding fundraising and record keeping for donations and various projects.

An initial downpayment has been made for the greenhouse renovation, and work is expected to begin in February. Completion of the work will be scheduled when funds are made available.

Don Ford and Marcella Grimmatt are spearheading the Chair Orientation meeting scheduled for January 25th. Important information will be presented for all Project and Committee Chairmen.

Resignations were received from Betty Heron and Don & Betty Henderson. Nancy Kirsch and the Retention Committee is contacting members with delinquent reporting of hours and is working on completion of the general roster.

During the general meeting, announcements of upcoming events include the Flower & Garden Show and the Little Rock Garden Council Spring Tour. Volunteers were requested to sign up to assist with these events.

Robin Connell Smith of Plantation Service presented an informative program about Indoor Plants and their requirements. She made suggestions for plants requiring various lighting conditions and also provided some beautiful door prizes!



Pulaski County Master Gardeners

Proposed Budget 2011

Budget Item	2010 Receipts	2011 Projected Expenses
Clothing	2,900	2,900
Greenhouse	11,000	7,500
Donations	700	0
Dues	5,250	0
Fundraising	980	500
Miscellaneous Sales (Old magazines, plant markers)	150	0
Annual Project Funding	0	2,400
Special Funding Requests (Projects)	0	1,000
Printing (Master Minutes)	0	2,160
Continuing Education	1,000	1,000
Social	4,118	5,500
Training	6,000	7,500
Miscellaneous	0	500
Office Supplies	0	250
Facility Fees (St. James)	0	950
Grant (Park Hill)		700
Total	32,098	32,860

Reserve Account Balance: \$20,054

Includes-

- Future greenhouse – 13,423
- Old State House - 4,113(State funded)
- Pictorial Directory – 1,500
- Memorial Fund – 1018

**Pulaski County Master Gardeners Association
Statement of Financial Condition
As of January 31, 2011**

Prev Balance December 30, 2010 Extension Office Account 13,898.64

Deposits	Clothing Sales	1,662.75
	Nametags	14.00
	Magazine Sales	40.43
	Fundraising	231.45
	Greenhouse Donation	50.00

Total 1,998.63

Expenses	Misc. sale items (nametags)	28.00
	Greenhouse (supplies)	32.05
	Printing (MM)	180.00
	Misc (supplies)	19.42
	Clothing (refunds)	98.25

Total 357.72

Balance at January 31, 2011 Extension Office Account 15,539.55

	RECEIPTS		EXPENSES		Balance
	Monthly	YTD	Monthly	YTD	
Clothing	1,662.75	1,662.75	98.25	98.25	1,564.50
Greenhouse	0.00	0.00	32.05	32.05	(32.05)
Donations	0.00	0.00	0.00	0.00	0.00
Dues	0.00	0.00	0.00	0.00	0.00
Late Fees	0.00	0.00	0.00	0.00	0.00
Misc Sale Items	54.43	54.43	28.00	28.00	26.43
Old State House	0.00	0.00	0.00	0.00	4,113.70
Other Projects	0.00	0.00	0.00	0.00	0.00
Printing	0.00	0.00	180.00	180.00	(180.00)
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	0.00	0.00	0.00	0.00	0.00
Memorial Fund	0.00	0.00	0.00	0.00	0.00
Fundraising	231.45	231.45	0.00	0.00	1,213.73
Park Hill WW Grant	0.00	0.00	0.00	0.00	712.05
Grnhse Donations	50.00	50.00	0.00	0.00	1,493.55
Misc	0.00	0.00	19.42	19.42	(19.42)
Office Supplies	0.00	0.00	0.00	0.00	0.00

TOTALS	\$1,998.63	\$1,998.63	\$357.72	\$357.72	\$8,892.49
General Balance					\$6,647.06

Reserve Fund: (Bank of Ozarks) **\$20,053.88** December 15, 2010
Interest **1.65**

\$20,055.53 January 13, 2011 **TOTAL \$35,595.08**

PULASKI COUNTY MASTER GARDENER Board MEETING

Tuesday, February 15, 2011

St. James Methodist Church

Members present: Arline Jackson, Bren Coop, Judy Woodard, Jeff Cuffman, Dewayne Hancock, Marcella Grimmett, Don Ford, Martha Basinger, Beth Phelps and Walter Jennings

Marcella Grimmett made motion to approve the minutes of the January 18, 2011 meeting, Dewayne Hancock seconded and the motion passed.

Don Ford made motion to except Treasurer's report and Dewayne Hancock seconded and the motion passed.

Old Business:

New Greenhouse update: No report

Fund Raising Committee update: and letter: Jet Cuffman shared a draft of the fund raising letter. Beth Phelps reported that she had also sent the letter to Extension's development person for suggestions. Jet and Beth will continue to work with the fund raising committee. The board praised the fund raising committee for all their hard work. Martha Basinger made a motion to approve the letter in spirit and approve moving forward with the fund raising campaign. Dewayne Hancock the motion and the motion passed.

Bren Coop reported that she volunteer to help develop a form for the fund raising committee to use for the sale of books and calendars. Jett Cuffman asked that Bren meet with committee.

New Business

Jet Cuffman announced that Walter Jennings and Carlee Adams have agreed to serve on the audit committee.

Jet Cuffman announced that Dewayne Hancock, Bren Coop and Mac Huffman have agreed to serve on the budget committee.

Beth Phelps suggested that the board may want to think about some guidelines for greenhouse spending. There was discussion and the board decided that the budget committee would work with the chairs of the greenhouse committee, Tom Stramel and the Pathfinder committee, Linda Moyer and Joan Bullard to work up a budget.

There was discussion about publishing a summary of the board meetings in the Master Minutes each month instead of publishing meeting minutes. This would make the information timelier for the membership since minutes should not be published until approved so those printed would be two months behind. By consensus the board decided this was a good idea.

Beth Phelps asked the board to approve an expenditure about \$25 to cover the cost of print a handout on the War Memorial project with a list of all Pulaski County Master Gardener Projects on the back for use at the Flower and Garden Show. Barry Holt and representatives from the City of Little Rock Parks and Recreation Department will be doing a presentation on the War Memorial project. Martha Bassinger made a motion to approve the request, Dewayne Hancock seconded and the motion passed.

Leave of Absences and Resignations:

Beth Phelps announced that Pauline Fletcher has resigned.

Beth Phelps presented leave of absence requests for Peggy Leopulus and Suzanne Langford. Don Ford moved to approve the requests. Dewayne Hancock seconded the motion and the motion passed.

Beth Phelps presented a sustainer status request from George Harper. Don Ford moved to approve the request. Dewayne Hancock seconded the motion and the motion passed.

Dewayne Hancock made motion to adjourn and Judy Woodard seconded.

Respectfully Submitted
Arline Jackson

February 15, 2011

PCMG Board & Meeting Summary

President Jet Cuffman guided the board meeting and general meeting through the following items of business and announcements:

Carlee Adams and Walter Jennings will conduct the annual audit for 2010. Mac Huffman, Dwayne Hancock and Bren Coop will serve on the Budget Committee.

The Fundraising Committee will be selling Janet Carson's books during the Flower & Garden Show in Little Rock; and Patti Womble said the Committee is also making plans for a final solicitation of donations for the greenhouse project.

Leaves of Absence were granted to Peggy Leopoulos (for 2010) and Suzanne Lankford (2011). George Harper has taken Sustainer status, and Pauline Fletcher resigned (husband's illness).

During a presentation at the F&G Show, Barry Holt and the War Memorial Project, along with representatives from the City of Little Rock Parks and Recreation Department will distribute a brochure put together by the Photography Project Chair, David Werling.

The Photography Project is currently working on producing a pictorial directory for PCMG 2011. Members are asked to have their pictures taken at the next monthly meeting.

Barbara Patty requested that folks consider joining the Arts Center Project because of their need for more members.

Marcella Grimmett announced a March 4th trip to Freyaldenhoven's Greenhouse in Conway.

Fran Ables presented a \$252.00 gift from the Greater Little Rock Council of Garden Clubs to Pulaski County Master Gardeners for the greenhouse project.

Carol Chappel and the Continuing Education Committee announced the next class, "Gearing Up For Spring," will be March 23rd. Registration is \$10.

Save the Date for the Spring Picnic to be held May 3rd at the Governor's Mansion!

In a program called "Bees: Good for the Garden," Jon Zawislak, Apiary Specialist with the University of Arkansas Cooperative Extension Service, taught us that Arkansas has 200 native bees (and that doesn't include the honey bee), and that bees can fly at 15mph! His program included a myriad of other facts and fascinating explanations about our bee friends.

PULASKI COUNTY MASTER GARDENERS
BOARD MEETING AGENDA February 15, 2011

Minutes:

Approved _____ yes _____ no

Treasurer's Report:

Accepted _____ yes _____ no

Old Business:

- Greenhouse update—Beth
- Greenhouse purchase procedures
- Chair Orientation update—Don and Marcella
- fund raising committee update and letter---Jet
- fund raising record keeping update---Bren

New Business

Leave of Absences and Resignations

MG Board minutes as published in the Master Minutes--Don

War Memorial brochures for Flower and Garden Show---Beth

Budget Committee and Audit Committee---Jet

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA March 15, 2011

Minutes:

Approved _____ yes _____ no

Treasurer's Report:

Accepted _____ yes _____ no

Old Business:

- Greenhouse update—Beth
- Greenhouse purchase procedures
- fund raising committee update and letter--
- fund raising record keeping update---Bren

New Business

Leave of Absences and Resignations .

Budget Committee and Audit Committee---Walter, Bren and Dewayne

**Pulaski County Master Gardeners Association
Statement of Financial Condition as of February 28, 2011**

Balance at January 31, 2011 Extension Office Account 15,539.55

Deposits	Continuing Educ.	580.00
	Donations/Grnhs	1,252.00
	Greenhouse sales	70.00
	Misc.Sale Items	7.45
	Nametags	14.00
	Total	1,923.45

Expenses	Clothing	1,434.33
	Fundraising	975.20
	Greenhouse	1,600.61
	Nametags	14.00
	Office Supplies/Misc	78.90
	Training (fall)	140.00
	Total	4,243.04

Balance at February 28, 2011 Extension Office Account 13,219.96

	RECEIPTS		EXPENSES		Balance
	Monthly	YTD	Monthly	YTD	
Clothing	0.00	1,662.75	1434.33	1,532.58	130.17
Greenhouse	70.00	70.00	1,600.61	1,632.66	(1,562.66)
Donations/Greenhse	1,252.00	1,302.00	0.00	0.00	2,745.55
Misc Sale Items	21.45	75.88	14.00	42.00	33.88
Old State House	0.00	0.00	0.00	0.00	4,113.70
Other Projects	0.00	0.00	0.00	0.00	0.00
Printing	0.00	0.00	0.00	180.00	(180.00)
Continuing Education	580.00	580.00	0.00	0.00	580.00
Social	0.00	0.00	0.00	0.00	0.00
Training	0.00	0.00	140.00	140.00	(140.00)
Travel	0.00	0.00	0.00	0.00	0.00
Fundraising	0.00	231.45	975.20	975.20	238.53
Park Hill WW Grant	0.00	0.00	0.00	0.00	712.05
Misc./Ofc Supplies	0.00	0.00	78.90	98.32	(98.32)
TOTALS	\$1,923.45	\$3,922.08	\$4,243.04	\$4,600.76	\$6,572.90 \$6,647.06

Reserve Funds	\$20,055.53	January 13, 2011	Bank of the Ozarks	
Dues	2,940.00			
Interest earned	1.45			
Initial Grnhs chk	(7,000.00)			
		\$15,996.98	2/14/2011	
			Total:	\$29,216.94

PULASKI COUNTY MASTER GARDENER BOARD MEETING
Tuesday, March 15, 2011
St. James Methodist Church

Members present: Arline Jackson, Bren Coop, Judy Woodard,
Jett Cuffman, Dewayne Hancock, Marcella Grimmett, Don Ford,
Martha Basinger, Beth Phelps, and Walter Jennings

Dewayne Hancock made a motion to approve the minutes of the February 15, 2011 meeting, Walter Jennings seconded and the motion passed.

Dewayne Hancock made a motion to except Treasurer's report and Walter Jennings seconded and the motion passed.

Old Business:

Greenhouse update: Beth Phelps reported that phase one of the new greenhouse construction was complete with the new roof, sides and fans. It could not have been done without the help of Don Webb, Warden for Community Punishment and Glenn Sago with the State Hospital.

Jett Cuffman suggested a Thank you be sent to Don Webb and crew of workers. Beth Phelps suggested contacting Don Webb to ask as what we could do as a Thank You. Suggestions were cookies or a cookout.

Beth Phelps suggested that Don and Glenn be nominated as friends of the Master Gardeners.

Fund Raising Committee update: Beth Phelps reported the Fund Raising letter had been mailed out. Bren Coop reported fund raising record keeping was going well.

NEW BUSINESS:

Budget Committee and Audit Committee: Bren Coop, and Dewayne Hancock presented a 2011 budget. They reported not many changes to budget from 2010. Budget committee did recommend adding \$500 to budget. The committee also recommended that the greenhouse line item be changed from \$5000 to \$7500 with everything else remaining the same. Dewayne Hancock made motion to approve budget committee report and Walter Jennings seconded. The motion passed.

Audit Committee: Walter Jennings reported that the audit committee review the 2010 books and found them in good order.

Beth Phelps reported she had talked with Judy Chapman and the spring workday at St. James Methodist church would be after the April meeting. Judy Chapman will organize workday.

Beth Phelps reported that 26 plants donated by Greenleaf Nursery for use at the Flower and Garden Show were available for Master Gardener projects. Don Ford volunteered to coordinate communication with the project chairs and distribution of the plants.

Beth Phelps reported that Janet Carson had purchased cash register for use during Master Gardener Plant Sales. One has been reserved for Pulaski County Master Gardener Plant Sales – April 9th, 16th and 30th. Bren Coop reported that she had a metal cash box to donate which can be used for plant sales.

Don Ford and Judy Woodard reported Statewide leadership training will be held at Lake Point Community Center at Russellville, August 2 and 3, 2011.

Arline Jackson announced she had received Volunteer of the Year Award from the American Cancer Society for 2010-2011 for the Look Good Feel Better program.

Marcella Grimmatt made motion to adjourn and Dewayne Hancock seconded. The meeting was adjourned.

Respectfully Submitted,

Arline Jackson, Secretary

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA April , 2011

Minutes:

Approved _____yes_____no

Treasurer's Report:

Accepted _____yes_____no

Old Business

Greenhouse update—Beth

- fund raising update—Patti Womble, Bren
- plant sales
- purchase of benches and glass repair
- Audit Committee update—Walter
- greenhouse purchase procedures—Jet
- Thank you for Don Webb's crew
-

New Business

Sales tax on Plant sales--Beth

Leave of Absences and Resignations ---Jane Paulus

announcements at general meeting --Ann Owen email

Christmas Party plans---Phoebe

PULASKI COUNTY MASTER GARDENER BOARD MEETING

Tuesday, April 19, 2011

St. James Methodist Church

Members present: Arline Jackson, Don Ford, Dewayne Hancock, Bren Coop, Judy Woodard, Jet Cuffman, Marcella Grimmitt, Martha Basinger, and Walter Jennings. Beth Phelps arrived late.

President Jet Cuffman called the meeting to order at 10:00 a.m.

Bren Coop made a motion to approve the minutes of the March 15, 2011 meeting. Judy Woodard seconded and the motion passed.

Don Ford made a motion to accept Treasurer's report and Dewayne Hancock seconded and the motion passed.

Old Business:

There was discussion about the separation of the Fund Raising and Donation/Greenhouse line items in the Treasurer's report. The board opted to combine the fundraising and greenhouse donation lines on the treasurer's report. Bren Coop said she would still be able to break out the line items if we needed that information. The board voted to combine on the Treasurer's report to simplify the report.

The board discussed announcing the total donations received to date vs. total received thru March. It was decided to go with amount on the Treasurer's report. This will be easy for the treasurer to update the amount each month.

Bren Coop announced that both Master Gardener Plant sales were a great success, Little Rock Greenhouse Sale raised \$4,797, and The Pathfinder Greenhouse Sale raised \$2,346.

Don Ford moved that the board approve moving forward with Phase 2 of the Greenhouse Project - benches and glass repair. Marcella Grimmitt seconded and the motion passed.

Walter Jennings reported for the audit committee. The audit committee found no discrepancies but made the suggestion to make sure there are proper signatures on reimbursement requests, before they are paid. Walter Jennings, Don Ford and Bren Coop will explore policy changes to ensure compliance.

Greenhouse purchase procedures were also discussed. Jet Cuffman will set up a meeting with the Greenhouse chairmen to discuss development of purchasing procedures for the greenhouse committees. Jet Cuffman asked Walter Jennings to set up a meeting with Linda Moyer, Pathfinder Greenhouse committee, and Tom Stramel, LR Greenhouse committee, to develop greenhouse purchasing procedures that would be workable to the greenhouse committees and help the board keep track of spending.

Pulaski County Master Gardener Board and General Meeting Summary
Tuesday, April 19, 2011
St. James Methodist Church

Board Meeting

Minutes of the March 15th Board Meeting and the April Treasurer's report were approved.

The board approved moving forward with Phase 2 of the Greenhouse Project - benches and glass repair in the old greenhouse.

The audit committee reported they found no discrepancies, and the treasurer's books are in good order.

A special thank you will be done for Don Webb's Community Punishment crew and Glenn Sago with the State Hospital for all their help over the years and with the new greenhouse construction.

According to state law, Pulaski County Master Gardeners must remit sales tax on plant sales because there are more than three sales per year. There was discussion on the easiest way to handle sales tax. The board decided to incorporate the cost of sales tax into plant prices rather than try and figure sales tax on each sale.

Leave of Absence was approved for Jane Paulus.

There was discussion about changing the order of business at the monthly meetings so that the program is first. It was decided to keep the agenda the same with announcements first, then the program, and ask that announcements be kept short.

A special funding request for the Pinnacle Mountain project of \$100 for plants was approved.

General Meeting:

Reminder that 2011 dues are due--71 people have not paid 2011 dues. See Treasurer Bren Coop after the meeting.

Greenhouse Committee reported \$7,440 was raised at plant sales. Project chairmen are asked to get fall plant requests in *a.s.a.p.*

Fundraising committee reported \$12,000 had been raised and the goal was \$15,000. The fund raising committee would love to see everyone's name on plaque acknowledging donations of any size.

Program – Porter Briggs shared information and photos describing the active volunteers working on the boxwoods at the Lincoln Memorial.

There was discussion on doing something special to thank Don Webb's Community Punishment crew and Glenn Sago with the State Hospital for all their help over the years and with the new greenhouse construction. Don Ford made motion to spend up to \$300 to purchase food and condiments for a hamburger cook out and that greenhouse committees be included. Martha Basinger seconded and motion passed. Martha Basinger will chair this effort.

New Business:

Beth Phelps brought up the issue of sales tax on plant sales. According to state law, since we have more than 3 plant sales a year the Pulaski County Master Gardeners must remit sales tax on plant sales. Pulaski County Master Gardeners hold 5 or 6 plant sales a year. There was discussion on the easiest way to handle sales tax and if it would be best to try and add sales tax on to each sale. Dewayne Hancock made motion to add a little to the price of each plant, then pay the sales tax out of the plant sale receipts. Don Ford seconded and motion passed.

Leave of Absence and Resignations: Don Ford made motion to except Jane Paulus's Leave of Absence request. Dewayne Hancock seconded motion and motion passed.

Ann Owen's email (requesting announcements be made at the end of the MG meeting) was discussed; the board opted to leave the announcements at the beginning of the meeting and emphasize keeping announcements brief.

Phoebe Crocker and Mary Ann Brown, Social committee, announced that the Christmas Party would be held at the Hotel Riverfront Wyndham on December 7, 2011, in the great ballroom. Menu was announced and meal will be plated. Tickets will be \$25 per person. Code for dress would be formal/dress up.

Don Ford announced that the Pinnacle Mountain Wildflower project has submitted a request for \$100 in additional funding to purchase native plants to improve the project. Dewayne Hancock made motion to approve the request for special funding of \$100 for the Pinnacle Mountain project. Judy Woodard seconded motion and motion passed.

Dewayne Hancock made motion to adjourn and Martha Basinger seconded.

Respectfully Submitted,
Arline Jackson, Secretary

Pulaski County Master Gardener Board and General Meeting Summary
Tuesday, May 17, 2011
St. James Methodist Church

Board Meeting

Minutes of the April 19th Board meeting and the April Treasurer's report were approved.

Master Gardener Leadership Conference will be held August 2 -3 in Russellville. Each county has been allotted two participants. The \$35.00 registration fee for treasurer Bren Coop and second vice president Marcella Grimmitt will be paid. If space is available, Dewayne Hancock, member-at-large will also attend and his registration fee will also be paid.

Silent auction items are needed for the State Master Gardener Meeting to be held in Harrison June 2 – 4, 2011. Martha Basinger and Arline Jackson will ask nurseries to donate the two plants from Pulaski County for the You Pick It fund raiser.

Fund Raising - \$2,380.00 was made on book sales and \$13,000 raised from donations from over 200 Master Gardeners, active and alumni, all in support of the greenhouse project.

David Werling and the photographers are working to get pictures for every Pulaski County Master Gardener for a new pictorial directory.

Sustainer status was approved for Jennie Cole.

Reinstatement was approved for Tracey Rhodes.

Welcome Harry Weinstein a Master Gardener transfer from Camden.

Plans are being made for the July 19th Tour and Ice Cream Social at Russ Harding's garden including a tour of Lolly Honea's garden. Marcella Grimmitt is coordinating with the Social committee.

Beth Phelps was the program with season horticulture tips and a question and answer period.

PULASKI COUNTY MASTER GARDENER BOARD MEETING

Tuesday, May 17, 2011

10:00 a.m.

St. James Methodist Church

Members present: Arline Jackson, Don Ford, Dewayne Hancock, Bren Coop, Judy Woodard, Jet Cuffman, Marcella Grimmert, Martha Basinger, Walter Jennings, and Beth Phelps

President Jet Cuffman called the meeting to order at 10:00 A.M.

Don Ford made a motion to approve minutes and Dewayne Hancock seconded and motion passed.

Don Ford made a motion to accept Treasurer's report and Dewayne Hancock seconded and the motion passed.

OLD BUSINESS:

Greenhouse Update: Beth Phelps reported that acknowledgement letters had been sent to those who had donated and memorial and honorarium letters would soon be mailed out. Beth reported she asked Tom Stramel to get figures together for items still needed for greenhouse. She also reported that the State Hospital replace the fence around the greenhouse this summer.

Jet Cuffman thanked the board members for all they did to make the Thank You cookout for the Community Punishment and State Hospital guys a great success.

Patti Womble reported that \$13,790.00 had been donated for the greenhouse project. Patti will report the donations of \$13,790.00 and that the books sales raised \$2,308.00.

Judy Woodard said registration forms for the Leadership Conference to be held August 2 -3 in Russellville were now available. Each county has been allotted 2 participants. If space is available after the early registration deadline registration will be open for additional participants. Martha Basinger made a motion that Pulaski County Master Gardeners pay the registration for Marcella Grimmert, Bren Coop, Dewayne Hancock, and Beth Phelps for the Leadership Conference at \$35 a person. Don Ford made motion to accept and Dewayne Hancock seconded. The motion passed.

Silent auction items are needed.

Bren Coop announced Mary Wildgen, one of our Master Gardeners, Chair of the Symphony House.

NEW BUSINESS:

Beth Phelps reported that David Werling is working on an updated directory but is having trouble getting members to have pictures made. He is also checking cost to have directory printed.

There was discussion about Silent Auction and You Pick It donations for the state meeting. Martha Basinger volunteered to get one plant for the You Pick It. Arline Jackson volunteer to contact Holcott's Nursery and get the second You Pick It Plant. Martha will transport the plants to Harrison. Beth Phelps reported that she already had a couple of donations for the silent Auction. Jet will announce that donations are needed for the Silent Auction at the State Master Gardener Meeting.

Beth Phelps presented a request for sustainer status for Jennie Cole. Don Ford made motion to approve and Dewayne Hancock seconded. The motion passed.

Beth Phelps presented a request for reinstatement from Tracey Rhodes. Dewayne Hancock made motion to approve and Marcella Grimmest seconded. The motion approved.

Beth Phelps announced transfer of Harry Weinstein from Camden.

Marcella Grimmett discussed having July Tour and Ice Cream Social at Russ Harding's garden including a tour of Lolly Honea's garden on July 19th. Marcella will coordinate with the Social committee.

Dewayne Hancock made motion to adjourn and Don Ford seconded.

Respectfully submitted,
Arline Jackson

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA May 17th , 2011

Minutes:

Approved _____yes_____no

Treasurer's Report:

Accepted _____yes_____no

Old Business

Greenhouse update—Beth

- fund raising update—Patti Womble, Bren
- greenhouse purchase procedures—Walter
-

New Business

Directory update---David Werling

Sustainer request—Jennie Cole Beth

Reinstatement request---Tracey Rhodes Beth

Transfer from Camden---Harry Weinstein Beth

Ice Cream Social---Marcella

**Pulaski County Master Gardeners Association
Statement of Financial Condition as of May 31, 2011**

Balance at	04/30//2011	Extension Office Account	<u>21,799.25</u>	
		Donation Account	<u>26,535.55</u>	
Deposits	Fundraising/book		17.15	
	Arts Center Project		100.00	
	Greenhouse Sales		2,100.00	
	Dues		60.00	
	Travel		22.00	
	Total		2,299.15	
Grnhse Expenses	Donations		2,440.00	
	Projects/Argenta		48.50	
	Misc/Ldrshp & cookout		296.25	
	Social/Dec.'11		500.00	
	Old State House		1,138.32	
	Printing		180.00	
	PHWW project		44.93	
	Social/Spring Picnic		3,929.32	
	Total		6,137.32	
Balance at	May 31, 2011	Extension Office Account	<u>17,961.08</u>	
		Greenhouse Donation Account	<u>28,975.55</u>	\$46,936.63

	RECEIPTS		EXPENSES		Balance**
	Monthly	YTD	Monthly	YTD	
Clothing	0.00	1,662.75	-	1,592.58	70.17
Continuing Education	0.00	780.00	0.00	657.01	122.99
Donations/Greenhse*	2,440.00	27,532.00	0.00	0.00	28,975.55
Dues	60.00	60.00	0.00	0.00	60.00
Fundraising *	17.15	2,457.05	0.00	1,981.16	1,458.17
Greenhouses-General	2,100.00	9,586.00	0.00	2,598.96	6,987.04
Misc Sale Items/n-tgs	0.00	99.38	0.00	63.00	36.38
Misc./Ofc Supplies	0.00	0.00	296.25	438.57	(438.57)
Printing	0.00	0.00	180.00	360.00	(540.00)
Proj-Ark Arts Cntr *	100.00	100.00	0.00	0.00	183.81
Proj-Old State House*	0.00	1,149.05	1,138.32	1,215.36	4,047.34
Proj- Other	0.00	0.00	48.50	269.35	(269.35)
Proj-PrkHill WW Grnt*	0.00	0.00	44.93	44.93	667.12
Social	0.00	4,325.00	4,429.32	4,429.32	(104.32)
Training	0.00	0.00	0.00	180.00	(180.00)
Rent (St.James)	0.00	0.00	0.00	950.00	(950.00)
Travel	22.00	352.00	0.00	330.00	22.00
TOTALS	\$4,739.15	\$48,103.23	\$6,137.32	15,110.24	\$40,148.33
					\$6,788.30

**includes carryovers; committed funds

Reserve Funds	\$6,909.11	April 14, 2011	Bank of the Ozarks	
Dues	640.00			
Interest earned 5/12	0.56			
Interest earned 6/14	0.68			
Balance/6/14/11	\$7,550.35	June 14, 2011	TOTAL	\$54,486.98



PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA June 21 , 2011

Minutes:

Approved _____yes _____no

Treasurer's Report:

Accepted _____yes _____no

Old Business

Stella Boyle Smith Trust gift---Beth

Greenhouse update—Beth

- fund raising update— Bren
- greenhouse purchase procedures—Walter
- July Ice Cream Social----Marcella
-

New Business

Directory update---David Werling

decisions--how often to print

--payment options

--form permanent directory committee?

Sustainer/Reinstatement requests--- Beth

August Board Meeting (application and project review)----Jet/Beth

Mentoring Committee update----Martha

Nominating committee appointments---Jet

PULASKI COUNTY MASTER GARDENER BOARD MEETING

Tuesday, June 21, 2011

10:00 A.M.

St. James Methodist Church

Members present: Arline Jackson, Don Ford, Dewayne Hancock, Bren Coop, Judy Woodard, Jet Cuffman, Marcella Grimmett, Walter Jennings, and Beth Phelps

President Jet Cuffamn called the meeting to order at 10:00 A. M.

Bren Coop made motion to approve minutes. Dewayne Hancock seconded and motion passed.

Dewayne Hancock made motion to accept Treasurer's report. Don Ford seconded and the motion passed.

OLD BUSINESS:

Greenhouse update - Beth Phelps had no update. She will contact Stuppy's to get moving on phase 2 which is the benches and repair of the old greenhouse.

Fund-raising update - Beth Phelps reported that \$10,000 was given toward the greenhouse by the Stella Boyle Smith Trust. Bren Coop reported that Patti Womble would be giving a fund-raising update during general meeting. Both greenhouses will be named after the Stella Boyle Smith Trust.

Greenhouse purchase procedures - Walter Jennings reported that forms he is working with Tom Stramel and Linda Moyer to develop procedures and form to help track expenditures and payments.

July Tour and Ice Cream Social - Marcella Grimmett reported the Ice Cream Social will be held at the Art Center downstairs by the children theater. The projects that will be toured are Historic Arkansas Museum, Curran Hall, the Contemplation Garden and the Art Center Courtyard Gardens.

NEW BUSINESS:

Directory update - David Werling reported on process being made on producing a new Pulaski County Master Gardener Pictorial Directory. He also report on his efforts to make updating the directory in the future easier. His goal is that a yearly update will be possible. David and Merilyn Tilley presented cost estimates for printing the directory. The cost for printing has gone down since the last directory was printed. There was discussion about printing and distribution.

Don Ford suggested having a directory committee. Marilyn Tilley would be in charge of distribution.

Dewayne Hancock made motion that the cost of printing this updated directory be covered by the treasury without an increase in dues. Marcella Grimmatt seconded the motion. The motion passed.

There was discussion about future funding for printing directories and it was decided to re-visit next year to see if a dues increase is needed.

Dewayne Hancock made motion to accept the Pinnacle Project's request for supplemental \$120.00 for sand to amend the soil. Walter Jennings seconded motion. The motion passed.

The meeting was adjourned at 11:20 a.m.

Respectfully submitted:
Arline Jackson, secretary

**Pulaski County Master Gardeners Association
Statement of Financial Condition as of JUNE 30, 2011**

Balance at	05/31//2011	Extension Office Account	<u>17,961.08</u>	
		Donation Account	<u>28,975.55</u>	
Deposits	Dues		60.00	
	Old State House		113.70	
	Total		173.70	
Grnhse	Donations		2,313.20	
Expenses	Misc/Ldrshp		35.00	
	Pinnacle		99.51	
	Old State House		46.01	
	Social/Spring Picnic		15.64	
	Greeting committee		10.85	
	Total		207.01	
Balance at	June 30, 2011	Extension Office Account	<u>17,927.77</u>	
		Greenhouse Donation Account	<u>31,288.75</u>	\$49,216.52

	RECEIPTS		EXPENSES		Balance**
	Monthly	YTD	Monthly	YTD	
Clothing	0.00	1,662.75	-	1,592.58	70.17
Continuing Education	0.00	780.00	0.00	657.01	122.99
Donations/Greenhse*	2,313.20	29,845.20	0.00	0.00	31,288.75
Dues	60.00	120.00	0.00	0.00	120.00
Fundraising *	0.00	2,457.05	0.00	1,981.16	1,458.17
Greenhouses-General	0.00	9,586.00	0.00	2,598.96	6,987.04
Misc Sale Items/n-tgs	0.00	99.38	0.00	63.00	36.38
Misc./ Supplies	0.00	0.00	45.85	484.42	(484.42)
Printing	0.00	0.00	0.00	(540.00)	(540.00)
Proj-Ark Arts Cntr *	0.00	100.00	0.00	0.00	183.81
Proj-Old State House*	113.70	1,262.75	46.01	1,261.37	4,115.08
Proj- Other	0.00	0.00	99.51	368.86	(368.86)
Proj-PrkHill WWV Grnt*	0.00	0.00		44.93	667.12
Social	0.00	4,325.00	15.64	4,444.96	(119.96)
Training	0.00	0.00	0.00	180.00	(180.00)
Rent (St.James)	0.00	0.00	0.00	950.00	(950.00)
Travel	0.00	352.00	0.00	330.00	22.00
TOTALS	\$2,486.90	\$50,590.13	\$207.01	14,417.25	\$42,428.27
					\$6,788.25

**includes carryovers; committed funds

Reserve Funds	\$7,550.35	June 14, 2011	Bank of the Ozarks	
Dues	-			
Interest earned 715	0.64			
	-			
Balance 7/15/11	\$7,550.99		TOTAL	\$56,767.51



**Pulaski County Master Gardeners Association
Statement of Financial Condition as of JULY 31, 2011**

Balance at 06/30//2011	Extension Office Account	17,927.77	
	Donation Account	31,288.75	
Deposits	Dues	15.00	
	Fundraiser	51.45	
	Grnhs/plant sale	10.00	
	Total	76.45	
Grnhse Expenses	Donations	570.00	
	Training	560.00	
	Tax liability/plant sales	669.00	
	Old State House	40.94	
	Proj/Old Mill & Contemp.	132.79	
	Pathfinder Grnhse	38.63	
	Total	1,441.36	
Balance at July 31, 2011	Extension Office Account	16,562.86	
	Greenhouse Donation Account	31,858.75	\$48,421.61

	RECEIPTS		EXPENSES		Balance**
	Monthly	YTD	Monthly	YTD	
Clothing	0.00	1,662.75	-	1,592.58	70.17
Continuing Education	0.00	780.00	0.00	657.01	122.99
Donations/Greenhse*	570.00	30,415.20	0.00	0.00	31,858.75
Dues	15.00	135.00	0.00	0.00	135.00
Fundraising *	51.45	2,198.50	0.00	1,981.16	1,509.62
Greenhouses-General	10.00	9,596.00	707.63	2,637.59	6,260.78
Misc Sale Items/n-tgs	0.00	99.38	0.00	63.00	36.38
Misc./ Supplies	0.00	0.00	0.00	484.42	(484.42)
Printing	0.00	0.00	0.00	(540.00)	(540.00)
Proj-Ark Arts Cntr *	0.00	100.00	0.00	0.00	183.81
Proj-Old State House*	0.00	1,262.75	40.94	1,302.31	4,074.14
Proj- Other	0.00	0.00	132.79	501.65	(501.65)
Proj-PrkHill WW Grnt*	0.00	0.00	0.00	44.93	667.12
Social	0.00	4,325.00	0.00	4,444.96	(119.96)
Training	0.00	0.00	560.00	180.00	(740.00)
Rent (St.James)	0.00	0.00	0.00	950.00	(950.00)
Travel	0.00	352.00	0.00	330.00	22.00
TOTALS	\$646.45	\$50,926.58	\$1,441.36	14,629.61	\$41,604.73
					\$6,816.88

**includes carryovers; committed funds

Reserve Funds	\$7,550.35	June 14, 2011	Bank of the Ozarks	
Dues	-			
Interest earned 715	0.64			
	-			
Balance 7/15/11	\$7,550.99	July 30, 2011	TOTAL	\$55,972.60



PULASKI COUNTY MASTER GARDENER BOARD MEETING

Wednesday, August 10, 2011

9:00 A.M.

**Pulaski County State Cooperative Extension Office,
2901 W. Roosevelt Rd**

Members Present: Arline Jackson, Don Ford, Dewayne Hancock, Bren Coop, Judy Woodard, Jet Cuffman, Marcella Grimmett, Walter Jennings and Beth Phelps

President Jet Cuffman called the meeting to order at 9:00 A.M.

Bren Coop made motion to approve minutes of the July meeting. Dewayne seconded and the motion passed.

Dewayne Hancock made motion to accept Treasurer's report. Don Ford seconded and the motion passed.

OLD BUSINESS:

Greenhouse Donation Update - Thank you notes have been sent to all contributors and acknowledges sent for all memorials and honorariums.

Greenhouse – Beth Phelps reported that she had communicated with Chad Goolsby, Stuppy's Greenhouses about the benches. Since the estimate is over \$5,000 the project will have to go out for bid this will delay completion of the project.

October Ribbon Cutting - Beth Phelps report that since the completion of the project will be delayed the ribbon cutting will also have to be delayed. There was discussion about a spring ribbon cutting so the greenhouse will be full of plants. There was discussion about publicity on ribbon cutting. Beth Phelps and Don Ford will coordinate a date with the greenhouse committee and the Maytons.

Greenhouse Operating Budget - Walter Jennings reported that he received email from Pat Freeman with information about projected operating expenses and other needs. There was discussion about proceeding with developing a budget for the greenhouses. Jet suggested that it would be good if Pat Freeman, Tom Stamel, Walter meet and be ready to present a plan at the September board meeting.

Greenhouse Fund Raising – There was discussion about the \$17,000 that has been spent from the Bank of the Ozark account and replacing that money with funds raised. Beth Phelps stated that no more money can go into Ozark Bank this year because only \$5,000 can be deposited every year and that has already been deposited for 2011. Don Ford stated that \$5000.00 can be put in next year. Beth reminded the board that money cannot be transferred between the two accounts.

New Business:

Beth Phelps passed around a thank you note received from Michael McCourt family.

Directory update: Jet Cuffman reminded the board that no decision had been made about the printing and distribution of the new pictorial directory. There was discussion about how to pay for the cost of printing. Marcella Grimmatt recommended that there not be an increase in dues. The consensus was that the current dues would be able to cover the cost of printing the new pictorial directory and distribution would be made at meetings when members paid their dues. Dewayne Hancock made motion to form a permanent Directory Committee. Judy Woodard seconded the motion and the motion passed.

Beth Phelps presented a leave of absence request for 2011 from Linda C. Holbert. Dewayne Hancock made motion Judy Woodard seconded motion to accept leave of absence.

Don Ford raised the question of requiring a certain number of volunteer hours from each member on their assigned garden project, limiting the number of volunteer hours that would be counted for committee or non-garden projects. There was lots of discussion. The consensus was not to make any additional restrictions on how members obtain their volunteer hours at this time.

Beth Phelps reported that Mac Huffman has offered to purchase a table the Hillcrest Harvest Festival on October 15th for a Master Gardener display. Walter Jennings suggested asking to Mac Huffman to chair this effort and contacting Claudia Barone, chair of River Market project to see if they would like to be involved.

Bren Coop presented an additional funding request for \$37.19 for Cindy Hancock for the Contemplation Garden for mulch. Don Ford made a motion to approve the request. Dewayne Hancock seconded and the motion passed.

Judy Woodard reported that County 76 has calendars for 2012 that can be sold as fund raiser. Don Ford made motion that 50 large and 50 small calendars be purchased and offered for sale at the September Master Gardener Meeting. Dewayne Hancock seconded and the motion passed. Judy Woodard volunteered to handle the sales. It was suggested that Patti Womble be contacted to see if the "fundraising committee" wanted to handle the sales. Don Ford will contact her.

Beth Phelps announced Marcella Grimmatt is helping organize a tour of Pulaski County Master Gardener Projects for the Jefferson County Master Gardeners.

Beth Phelps reported that the Arkansas 4H Foundation is sponsoring fund raiser "The Art of Farming" featuring P. Allen Smith. Sponsors can buy table of 10 seats for \$2,000.00. The consensus was not to sponsor a table but to let the membership know about the event

Beth Phelps announced that Jane Gulley has been chairing a committee to revise and update the Pulaski County Master Gardener Volunteer Manual and it will be ready for the new training class. There was discussion about how to distribute the manual. The consensus was to send electronic copy to all Pulaski County Master Gardener and to give the new trainees a hard copy. Don Ford made a motion to have Jane Gulley purchase notebooks as needed. Judy Woodard seconded the motion and the motion passed.

Beth Phelps asked the board if they would be willing to purchase a set of the Jr. Master Gardener curriculum for Western Hill Elementary and Martin Luther King Elementary at a cost of about \$200.00. These schools are participating in a garden and nutrition project with the Pulaski County Extension

Service. Marcella Grimmatt made a motion to purchase Jr. Master Gardener curriculum and Don Ford seconded and the motion passed.

Jett Cuffman presented the Nominating Committee report and slate of Officers for 2011-2012.

President: Don Ford

1st Vice President: Marcella Grimmatt

2nd Vice President: Walter Jennings

Treasurer: Bren Coop

Assistant Treasurer: Glenda Arledge

Secretary: Coralie Maxwell

Member at Large: Earline Zahn

Marcella Grimmatt announced that September 19th will be the first Master Gardener Appreciation Day at Garvan Gardens. Marcella and Bren will work on a bus trip. The cost of the bus will be covered by those riding.

Don Ford suggested forming a committee to help with the Horticulture Clinic at the Pulaski County Extension Office. The committee would help schedule and train the new Master Gardener s. The consensus was that this is a good idea. Don volunteered to find a chair.

Jett Cuffman adjourned business meeting.

Respectfully submitted,

Arline Jackson

PULASKI COUNTY MASTER GARDENER BOARD MEETING

Wednesday, August 10, 2011

9:00 A.M.

**Pulaski County State Cooperative Extension Office,
2901 W. Roosevelt Rd**

Minutes of the July meeting were approved.

The Treasurer's report was accepted.

Fund Raising Update - Thank you notes have been sent to all contributors and acknowledges sent for all memorials and honorariums.

Beth Phelps reported that she had been in communication with Chad Goolsby, Stuppy's Greenhouses about the benches. Since the estimate is over \$5,000 the project will have to go out for bid this will delay completion of the project. This will also delay a formal ribbon cutting.

Beth Phelps passed around a thank you note received from Michael McCourt family.

David Werling and Carol Chappell are working on a new pictorial directory which will be available electronically. The Board decided dues will cover the cost of printing for those who prefer a hard copy. Hard copies will be distributed in early 2011 as members pay their dues.

A leave of absence request was approved for Linda C. Holbert.

There was discussion about requiring a certain number of volunteer hours from each member on their assigned garden project. Limiting the number of volunteer hours that could be counted for committee or non-garden projects. The consensus was not to make any additional restrictions on how members obtain their volunteer hours at this time.

An additional funding request for \$37.19 for the Contemplation Garden for mulch was approved.

County 76 2012 Garden Calendars will be sold at the September Master Gardener Meeting. Large calendars will be sold for \$10.00 and small calendars will be \$8.00. Proceeds will benefit the Pulaski County Master Gardener program.

Marcella Grimmitt is helping organize a tour of Pulaski County Master Gardener Projects for the Jefferson County Master Gardeners.

The Pulaski County Master Gardener Volunteer manual is being revised and updated. It will be distributed electronically this fall. It will be much more helpful than the older version in the front of the Master Gardener Notebook.

Purchase of Jr. Master Gardener curriculum for Western Hill Elementary and Martin Luther King Elementary at a cost of about \$200.00 was approved. These schools are participating in a garden and nutrition project with the Pulaski County Extension Service.

Jett Cuffman presented the Nominating Committee report and slate of Officers for 2011-2012.

President: Don Ford
1st Vice President: Marcella Grimmett
2nd Vice President: Walter Jennings
Treasurer: Bren Coop
Assistant Treasurer: Glenda Aldridge
Secretary: Coralie Maxwell
Member at Large: Earline Zahn

September 19th is the first Master Gardener Appreciation Day at Garvan Gardens. The travel committee is planning a bus trip.

Since the Pulaski County Extension Office no longer has a Program Assistant to help answer horticulture question and provide assistance to new Master Gardener when they do their telephone time the Board decided to form a Telephone committee. They will help new Master Gardeners when they do their first phone service. The committee will also help with scheduling for phone time.

There was not general membership meeting.

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA August 10 , 2011

Minutes:

Approved _____yes _____no

Treasurer's Report:

Accepted _____yes _____no

Old Business

Greenhouse update—Beth

- fund raising update/greenhouse donations— Bren
- greenhouse purchase procedures—Walter
-

New Business

Directory update---David Werling

decisions--how often to print

--payment options

--form permanent directory committee?

Sustainer/Reinstatement requests--- Beth

Mentoring Committee update----Martha ?

Volunteer hours ----Don

Harvestfest booth---Beth

**Pulaski County Master Gardeners Association
Statement of Financial Condition as of AUGUST 31, 2011**

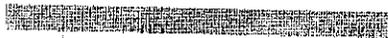
Balance at 07/31//2011	Extension Office Account	<u>16,562.86</u>
	Donation Account	<u>31,858.75</u>
Deposits	Dues	80.00
	Grnhs/plant sale	72.00
	Total	152.00
Expenses	Fundraising (calendars)	500.00
	Tax liability/plant & books (478.50 + 3.60)	482.10
	Proj/Curran & Contemp.	82.32
	Social (July)	143.34
	Total	1,207.76

Balance at August 31, 2011	Extension Office Account	<u>15,507.10</u>	
	Greenhouse Donation Account	<u>31,858.75</u>	\$47,365.85

	RECEIPTS		EXPENSES		Balance**
	Monthly	YTD	Monthly	YTD	
Clothing	0.00	1,662.75	-	1,592.58	70.17
Continuing Education	0.00	780.00	0.00	657.01	122.99
Donations/Greenhse*	0.00	30,415.20	0.00	0.00	31,858.75
Dues	80.00	215.00	0.00	0.00	215.00
Fundraising *	0.00	2,198.50	503.60	1,984.76	1,006.02
Greenhouses-General	72.00	9,668.00	478.50	3,783.89	5,884.11
Misc Sale Items/n-tgs	0.00	99.38	0.00	63.00	36.38
Misc./ Supplies	0.00	0.00	0.00	484.42	(484.42)
Printing	0.00	0.00	0.00	(540.00)	(540.00)
Proj-Ark Arts Cntr *	0.00	100.00	0.00	0.00	183.81
Proj-Old State House*	0.00	1,262.75	0.00	1,302.31	4,074.14
Proj- Other	0.00	0.00	82.32	583.97	(583.97)
Proj-PrkHill WW Gmt*	0.00	0.00	0.00	44.93	667.12
Social	0.00	4,325.00	143.34	4,588.30	(263.30)
Training	0.00	0.00	0.00	740.00	(740.00)
Rent (St.James)	0.00	0.00	0.00	950.00	(950.00)
Travel	0.00	352.00	0.00	330.00	22.00
TOTALS	\$152.00	\$51,078.58	\$1,207.76	16,565.17	\$40,578.80
					\$6,787.05

**includes carryovers; committed funds

Reserve Funds	\$7,550.99	July 15, 2011	Bank of the Ozarks	
Dues	-			
Interest earned 8/12	0.58			
Balance 8/12/11	\$7,551.57	August 31, 2011	TOTAL	\$54,917.42



PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA Sept 20 , 2011

Minutes:

Approved _____yes_____no

Treasurer's Report:

Accepted _____yes_____no

Old Business

Greenhouse update—Beth

- directory committee update---Marcella
- greenhouse purchase procedures—Walter
- Telephone Committee update---Don
- Harvestfest booth---Jet

New Business

Sustainer/Reinstatement requests---leave of absence request for Beverly House----- Beth

Mentoring Committee update----Martha

Continuity of Operations—Don

new MG committee assignments--Marcella

PULASKI COUNTY MASTER GARDENER BOARD MEETING

Tuesday, September 20, 2011

ST. James United Methodist Church

Members Present: Arline Jackson, Don Ford, Dewayne Hancock, Bren Coop, Judy Woodard, Jet Cuffman, Marcella Grimmatt, Beth Phelps, Martha Basinger, Glenda Arledge, and Coralie Maxwell

President Jeff Cuffman called the meeting to order at 10:00 a.m.

Bren Coop made motion to approve minutes of the September meeting. Dewayne Hancock seconded and the motion passed.

Dewayne Hancock made a motion to accept Treasurer's report. Don Ford seconded and the motion passed.

OLD BUSINESS:

Greenhouse: Beth Phelps reported that the shelving and repair to complete the project has gone out for bid. Hopefully the work can start soon after the fall sale and be completed before spring production.

Directory: Marcella Grimmatt reported that David Werling will stay on committee chair and also co-chair the Photographer committee.

Marcella reported that Patti Womble has agreed to chair the Stuff committee for 2012.

Greenhouse purchase procedures: Walter Jennings reported he had not been able to schedule a meeting with Tom Stramel and Pat Freeman yet but that he would try again soon.

Telephone Committee: Don Ford reported Nancy Kirsch will be chairman and Ann Cooper will help. Don Ford reported Nancy Kirsch will be chairman and Ann Cooper will be co-chair of the new Telephone Project. This project committee will work closely with the Extension Office to make sure that there is a Master Gardener scheduled to answer horticulture questions every morning throughout the gardening season – March – October. The members of this committee will also work with the new Master Gardeners as they begin their telephone service. A member of the Telephone Project will come with the new Master Gardener the first time they do telephone service.

Harvest Fest booth: Jet Cuffman reported that it did not work out to have a Master Gardener booth at Harvest Fest because no one volunteered to chair the committee.

NEW BUSINESS:

Requests for a leave of absence for 2011 were presented for Beverly House, Lou Ellen and Ted Treadway. Dewayne Hancock made a motion to approve, Don Ford seconded and the motion passed.

Marcella Grimmatt requested that project assignments for the new Master Gardener be made immediately after training so as First Vice President she could contact the project chairs and get a project "buddy" set up for each of the new Master Gardeners. This will help get the new Master Gardeners connected to a project as soon as possible.

Marcella Grimmett suggested inviting County Judge Buddy Villines and mayors of Little Rock and North Little Rock to speak at a monthly meeting.

Mentoring Committee update: Martha Basinger reported that with the creation of the telephone committee and having the Fist Vice President working closely with the committee chairs to insure that each new committee member has committee buddy the suggestions made by the mentoring committee had been adopted.

Continuity of Operations: Don Ford expressed his concerns about the continuity of operations if something was to happen and an officer had to resign. There was discussion. The consensus was that there was back up was in order to handle this problem should it happen.

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,
Arline Jackson

Pulaski County Master Gardeners Board Meeting Minutes
Tuesday, October 18, 2011
St. James United Methodist Church

Members Present: Beth Phelps, Don Ford, Walter Jennings, Bren Coop, Glenda Arledge, Jet Cuffman, Earline Zahn, Coralie Maxwell, Marcella Grimmatt and Dewayne Hancock

President Don Ford called the meeting to order at 10:00 a.m.

Bren Coop moved and Dewayne Hancock seconded that the minutes of the September meeting be approved. The motion passed.

Jet Cuffman moved and Marcella Grimmatt seconded that the Treasurer's report be accepted as presented. The motion passed.

OLD BUSINESS:

Greenhouse Benches and Repairs: Beth reported that bids for greenhouse work were in and the low bid by Allen Greenhouses of Benton was accepted and a verbal commitment made. She is to meet with them in two days at the greenhouse to go over particulars and anticipates starting very soon.

Greenhouse Purchase Procedures: Walter reported that the Greenhouse Committee has submitted a budget which needs refining before it goes to the Budget Committee which meets before the end of the year.

NEW BUSINESS:

PCMG Website: Don expressed the need to update our webpage which is accessible through the UA Cooperative Extension Website.

PCMG Patch: Don floated the idea of a patch identifying the wearer as a PCMG and will ask the Stuff Committee if ordering them is feasible.

Recruiting: Don asked the Board to consider forming a Recruiting Committee for PCMG. The Board suggested Don ask the membership for interested parties to make up the committee. Walter said he would work on a committee description.

ANNOUNCEMENTS:

Travel Committee: Plans have been made for another PCMG bus trip to Garvan Gardens on November 29th for the Christmas Lights, beginning in the late afternoon and going into the evening.

Beth asked for a volunteer to coordinate a tour of some projects for a Kansas group of Master Gardeners visiting April 17-20, 2012. Jet graciously volunteered.

Beth reported that the 2013 International Master Gardener Conference is being planned by Arkansas and will be held on an Alaskan Cruise, September 7-14.

Beth reported that the Retention Committee made calls to those members who have not reported hours or have very few hours reported, numbering 92.

Beth reported that Mary Helen Henry will be encouraging people to fill out their time sheets properly and in a timely fashion.

Beth intends to make an announcement to encourage members to join a Standing Committee.

A workday for St. James is scheduled for after today's meeting.

Beth and Bren will be attending a meeting in November regarding how Mater Gardener money is handled in the state.

Marcella will ask County Judge Buddy Villines to attend the reception for new master gardeners next month.

Beth reported that Arkansas had the 5th largest group of master gardeners in attendance at the International Conference in West Virginia last week. The theme was "Green in a Wild and Wonderful Way".

Walter is looking for speakers for future meetings. He requested that the Board consider the possibility of covering some expense of the trip a speaker makes to address the PCMG meeting. The Board will address this at the next meeting.

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,
Coralie Maxwell

Pulaski County Master Gardeners Association
Statement of Financial Condition as of SEPTEMBER 30, 2011

Balance at	08/31//2011	Extension Office Account	15,507.10
		Donation Account	<u>31,858.75</u>
Deposits	Dues	115.00	
	Fundraising (calendars & books)	451.30	
	New Member Training (6,150.00	-41
	Misc/Nametags (3)	21.00	
	Grnhs/plant sales	9.00	
	Travel /Garvan Gardens bus	705.00	
	Total	7,451.30	
Expenses	Travel /Garvan Gardens bus	650.00	
	Grnhse/supplies	3,531.30	
	Misc/Jr.MG Education	223.15	
	Misc/Pres. Gift	28.49	
	Proj/Park Hill WW (grant)	293.22	
	Proj/Pinnacle,RlverMkt.	194.35	
	Travel/refrshmnts/Botannica	71.77	
	Master Minutes (Jun-Sep)	400.00	
	Total	5,392.28	

Balance at	September 30, 2011	Extension Office Account	17,566.12
		Greenhouse Donation Account	<u>31,858.75</u>
			\$49,424.87

	RECEIPTS		EXPENSES		Balance**
	Monthly	YTD	Monthly	YTD	
Clothing	0.00	1,662.75	-	1,592.58	70.17
Continuing Education	0.00	780.00	0.00	657.01	122.99
Donations/Greenhse*	0.00	30,415.20	0.00	0.00	31,858.75
Dues	115.00	330.00	0.00	0.00	330.00
Fundraising *	451.30	2,649.80	0.00	1,984.76	1,647.32
Greenhouses-General	9.00	9,677.00	3,531.30	7,315.19	2,361.81
Misc Sale Items/n-tgs	21.00	120.38	0.00	63.00	57.38
Misc./ Supplies	0.00	0.00	251.64	736.06	(736.06)
Printing	0.00	0.00	400.00	940.00	(940.00)
Proj-Ark Arts Cntr *	0.00	100.00	0.00	0.00	183.81
Proj-Old State House*	0.00	1,262.75	0.00	1,302.31	4,074.14
Proj- Other	0.00	0.00	194.35	583.97	(583.97)
Proj-PrkHill WW Grnt*	0.00	0.00	293.22	338.15	373.90
Social	0.00	4,325.00	0.00	4,588.30	(263.30)
Training	6,150.00	6,150.00	0.00	740.00	5,410.00
Rent (St.James)	0.00	0.00	0.00	950.00	(950.00)
Travel	705.00	1,057.00	721.77	1,051.77	5.23
TOTALS	\$7,451.30	\$58,529.88	\$5,392.28	22,843.10	\$43,022.17
					\$6,402.70

**includes carryovers; committed funds

Reserve Funds	\$7,550.99	July 15, 2011	Bank of the Ozarks
Dues	-		
Interest earned 8/12	0.58		
Interest earned 9/14	0.68		
Balance 9/30/11	\$7,552.25	September 30, 2011	TOTAL \$56,977.12

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA October 18 , 2011

Minutes:

Approved _____ yes _____ no

Treasurer's Report:

Accepted _____ yes _____ no

Old Business

- **Greenhouse benches and repairs – Beth**
- **Greenhouse purchase procedures – Walter**
-

New Business

- **PCMG Website – Don**
- **MG Patch – Don**
- **Recruiting Program (Committee?) - Don**

Pulaski County Master Gardeners Board Meeting Minutes
Tuesday, November 15, 2011
St. James United Methodist Church

Members present: Beth Phelps, Don Ford, Walter Jennings, Bren, Coop, Glenda Arledge, Marcella Grimmatt, Dewayne Hancock, and Earline Zahn
David Werling and Marilyn Tilley from the PCMG pictorial directory committee were also present.

President Don Ford called the meeting to order at 10:00 a.m.

Bren Coop moved and Dewayne Hancock seconded that the minutes of the October meeting be approved as presented. The motion passed.

Bren Coop (treasurer) presented the adjusted treasurer's report for October and the November treasurer's report. Marcella Grimmatt moved and Dewayne Hancock seconded to approve the both reports. The motion passed. Bren reported that we have started paying sales tax monthly instead of quarterly.

Bren Coop read a letter from Milo Shult VP of Agriculture for the University of Arkansas thanking the PCMG for a donation of books to support school gardening projects.

OLD BUSINESS:

Greenhouse: Beth Phelps reported that half of the contract expenses of \$9,800.00 for the benches in the new greenhouse has been paid the remainder to be paid on completion of the project - new metal benches, glass repair and fans. Completion of the project is estimated at around Thanksgiving depending on the weather.

Beth Phelps reported that Allan's Greenhouse will also work up a price to construct permanent outside benches.

Pulaski County 2012 Master Gardener Pictorial Directory:

Walter Jennings made a motion to purchase 375 printed directories for the members and Dewayne Hancock seconded the motion. The motion passed.

There will be on line directories for those who prefer that source as well.

David Werling reported that he would like to have the printing done by the Chair Orientation in January of 2012.

Bren Coop moved to have the board decide annually whether to print the PCMG pictorial directory and make it available at the February or March meetings. Dewayne Hancock seconded the motion. The motion passed.

NEW BUSINESS:

Budget committee: Don Ford presented the 2012 PCMG budget for the budget committee - Judy Woodard, Bren Coop, Glenda Arledge, and Earline Zahn. The budget was adopted. A copy will be place on the sticky board for members to view.

Walter Jennings made a request that if a speaker presenting the program at the General Meeting has a book that they be allowed to sell their books after the meeting. Discussion was held about if the presenters can sell books could other groups sell cookbooks, etc. as well. Bren Coop made a motion with a second by Dewayne Hancock that we table this discussion until the January Board Meeting.

Beth Phelps reported she has received a request from Pulaski County Judge Buddy Villines that the Master Gardeners take over the care of the flower beds on the south side of the "Big Dam Bridge". The county is to provide plant material. Walter Jennings made a motion with a second by Bren Coop that the board move forward searching for a committee to do this and check on a water source. The motion carried.

Walter Jennings requested the approval for mileage reimbursement for out of town speakers presenting programs at PCMG general meetings that had to use their own funds for to cover the cost of transportation. Beth suggested using the amount the state pays for mileage. Bren Coop made the motion and Dewayne Hancock seconded. The motion passed.

Beth Phelps reported that the Stuff committee will soon have new options and be taking orders early in the new year

Sustainer Status:

Nan Matthews made a request to become a sustainer MG. Dewayne Hancock so moved and Bren Coop seconded. Motion passed.

Leave of Absence:

Leave of Absence for 2011 was approved for Tom Bruce, Christine Ringgold, and Cheryl Fallis.

Leave of Absence for 2012 was approved for Tom Bruce.

Beth Phelps presented the new PCMG Volunteer Manual. Jane Gulley, Nancy Kirsch, and Cooper and Don Davis compiled the manual to help new Master Gardener learn how the Pulaski County Master Gardner program functions. She asked the board members to look it over and give her feedback at the before it is emailed out to the membership.

Marcella Grimmatt mentioned there had been some complaints about the prices at the greenhouse sale. Beth and Don said that the greenhouse committee is aware of the concerns and will evaluate their pricing.

Walter Jennings stated that the retention and recruitment committees are set up.

Announcements:

The travel committee is getting together a 48 passenger bus to take MG and guest to Garvan Gardens to view the Christmas light display on November 29 and they still need a few more riders.

Beth and Bren Coop will be attending a meeting at the end of the month concerning new policies affecting the handling of Master Gardener finances.

The meeting was adjourned at 11:15 by Don Ford.

Respectfully submitted,
Earline

Addendum to November, 2011, Pulaski County Master Gardener Board Meeting Minutes

On Tuesday, November 29, Beth Phelps was contacted by the Social Committee with a request for the Board to authorize funding for supplies for the guest speaker at the Christmas party (to make decorations to be given out as prizes) as well as for party favors. The amount requested was \$150.00 for supplies and \$100.00 for party favors.

The Board members made comments via email to the entire board regarding the request and **there was a majority approval for both requests**. There was reluctance on the part of several members due to the lateness of the request and the precedence it might set.

Walter advised the committee as requested by Don.

Respectfully submitted,

Coralie Maxwell
December 1, 2011

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA November 15 , 2011

Minutes:

Approved _____ yes _____ no

Treasurer's Report:

Accepted _____ yes _____ no

Old Business

- Greenhouse update (current contract- inside benches \$9,800), Outside benches – Beth
- PCMG Directory, (How many copies? Include project assignment?) – Don
-

New Business

- 2012 Budget Committee – Judy Woodard
- Allowing book sales by speakers -Walter
- MG project request Big Dam Bridge - Don
- Reimbursements for speaker travel expenses – Walter
- November “stuff” order for new Master Gardeners? – Walter/Beth
- Sustainer Request, Nan Matthews – Beth
- Leave of Absence request, Christine Ringgold, Cheryl Fallis, Tom Bruce – Beth
- New PCMG Volunteer Manual – Beth
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