

Income/Expense by Category
11/1/2012 through 12/31/2012 (Cash Basis)

Category	11/1/2012- 11/30/2012	12/1/2012- 12/31/2012	OVERALL TOTAL
INCOME			
Dues	35.00	40.00	75.00
Education Income	289.00	0.00	289.00
Gifts & Donations	100.00	1,723.00	1,823.00
Greenhouse Sales (Income)	166.82	0.00	166.82
Interest Inc	2.10	2.25	4.35
MISC INCOME	14.00	44.00	58.00
Social Events - Income	0.00	3,146.04	3,146.04
Stuff - Income (clothing, etc)	3,364.00	0.00	3,364.00
TOTAL INCOME	3,970.92	4,955.29	8,926.21
EXPENSES			
Education Expense	3,161.51	0.00	3,161.51
Greenhouse Expenses	904.20	4.77	908.97
MISC Expense	0.00	14.00	14.00
Proj-Old State House (OSH)	436.82	0.00	436.82
Projects	338.20	75.32	413.52
Social Events Expense	0.00	3,199.12	3,199.12
Stuff - Clothes & accessories	462.89	3,221.88	3,684.77
TOTAL EXPENSES	5,303.62	6,515.09	11,818.71
OVERALL TOTAL	-1,332.70	-1,559.80	-2,892.50

ANNUAL FINANCIAL REPORT

Club/Group Pulaski County Master Gardeners Year End: July 1 _____ - Jun 30 _____
 Check one Oct 1 _____ - Sep 30 _____
 Jan 1 2011 - Dec 31 2011

Statement of Income and Expenses

Income:

Summarize by source and amount:

Example:

Plant Sales	\$ <u>15,418.00</u>	
Training Fees	\$ <u>6,377.00</u>	
Member Contributions (Dues&Fundraising)	\$ <u>10,355.05</u>	
Social, Travel, Clothing	\$ <u>11,149.75</u>	
Programmatic Support (Cont.Ed., Printing, Projects & Miscellaneous)	\$ <u>2,301.34</u>	
Greenhouse Donations	\$ <u>31,858.75</u>	
Total Income (A)		\$ <u>77,459.89</u>

Expenses:

Summarize by source and amount:

Example:

Plant Sale Expenses	\$ <u>8,459.38</u>	
Training	\$ <u>5,866.42</u>	
Fundraising costs, supplies	\$ <u>5,295.47</u>	
Social, Travel, Clothing	\$ <u>10,893.61</u>	
Cont.Ed., Printing, Projects, Supplies	\$ <u>7,237.78</u>	
Greenhouse Expenses	\$ <u>22,416.74</u>	
Total Expenses (B)		\$ <u>60,169.40</u>

Net Income (Loss) (C) [(A) - (B) = (C)] \$ 17,290.49

We hereby certify that this is a correct Annual Financial Report which includes the Statement of Income and Expenses and the Statement of Assets, Liabilities and Equity.

Bren Coep
Treasurer

Donald H. Good
President

1/31/12
Date Submitted

ANNUAL FINANCIAL REPORT (cont.)

Statement of Assets, Liabilities and Equity

Year End as of 12/31/2011

Assets:

Cash or Checking Account	\$ <u>51,243.01</u>
Inventory/Equipment	\$ _____
Other	\$ _____
_____	\$ _____
_____	\$ _____

Total Assets (A) \$ 51,243.01

Liabilities:

Accounts Payable	\$ _____
Other	\$ _____
_____	\$ _____
_____	\$ _____

Total Liabilities (B) \$ _____

Equity:

Beginning Fund Balance	\$ <u>33,952.52</u>
Current Year's Net Income (Loss)	\$ <u>17,290.49</u>

Total Equity (C) \$ 51,243.01

Total Liabilities and Equity [(B) + (C) = (A)] \$ 51,243.01

2012 TRIPS FOR PULASKI CO. MASTER GARDENERS

Date	Time	Event
<i>Thurs</i> March 8	10:00 AM	Witt Stephens, Scholars, HAM
<i>Thurs</i> April 5	8:30 AM	Pine Ridge Gardens
<i>Thurs</i> April 12	10:00 AM	Mt. Holly, brown bag lunch
April 13 - 14	7:00 AM	Crystal Bridges Bus Trip
<i>Thurs</i> May 10	10:00 AM	Pinnacle Project - Tour and picnic
April, May or June	TBD	Trip to Wynn & Forrest City. Tour old homes & gardens; lunch with the Master Gardeners
June 7	10:00 AM	Greer Daylily Farm
June 14	10:00 AM	Old Mill, Argenta, Park Hill Water Works
July 12	6:00 PM	Wine & Cheese at Wildwood
September 28	5:30 PM	Hocott's Nursery for wine & cheese

POSSIBLE TRIPS

Date	Time	Event
May 27	TBD	Riverboat cruise with dinner & ending with fireworks seen from boat. Approx. cost \$47.19
Fall 2012	TBD	Riverboat cruise to see autumn colors & dine. Approx. cost \$39.76
Sept. 22 or Oct. 18	TBD	Another bus trip to Crystal Bridges
June 2013	TBD	Bus trip to Tyler, Texas to see roses

If you will notice, we are having a monthly tour of projects with the aim to see them all this year and next. It will always be on the second Thursday of the month.

IF YOU KNOW OF ANY GARDENS HERE IN PULASKI COUNTY, EITHER FRIENDS OR OTHER MASTER GARDENERS, PLEASE CONTACT ANYONE ON THE TRAVEL COMMITTEE.

Pulaski County Master Gardeners

Statement of Financial Condition as of January 31, 2012

Depository Accounts - Bank of America		
1. CES/PCMG - beginning balance 1/1/12	16,691.91	Month-End Balances
Expenses:		
St. James - rent	-950.00	
Directory - software	-179.00	
Greenhouse Supplies - LR & Pathfinder	-1,991.64	
Travel - tour bus deposit	-200.00	
Miscellaneous - nametags	-14.00	
		\$13,357.27
2. CES/Greenhouse Donation Account - beginning bal. 1/1/12	31,858.75	
Expenses:		
Allen Greenhouses - potting benches, etc.	-9,800.00	
Deposits:		
Stella Boyle Smith Donation	10,000.00	
		\$32,058.75
3. Private PCMG Account - Bank of the Ozarks		
Beginning Balance 12/12/11	7,609.09	
Expenses:		
Miscellaneous - Greeting Committee	-12.03	
Clothing Order	-1,466.93	
Misc - bank chg - deposit books	-45.88	
Deposits:		
Dues	2,570.00	
Clothing order	1,561.35	
Miscellaneous - magazine sale/donations	7.15	
Bank interest (Jan=0.74; Feb=0.96) 2/13/12 bal.	1.70	
		\$10,238.45
Total all 3 accounts		\$55,654.47

2012 Funding Requests

2012			
Project	Annual	Add. Funds	Donations
1 Amy Sanders Library	100.00		
2 Argenta	100.00		
3 Ark Arts Center	100.00		# 12.93 carryover
4 Cammack Fruit Demonstra'n	100.00		
5 Contemplation Garden	100.00		
6 County Extension Office	100.00		
7 Curran Hall	100.00		
8 Gov Mansion Veg Garden	100.00		
9 Greenhouse-LR	100.00 *	} not subject to "\$100 rule"	
10 Greenhouse-Pathfinder	100.00 *		
11 Hays Senior Center	100.00		
12 Historic Ark Museum	100.00		
13 Jacksonville City Hall	100.00		
14 Maumelle Community Center	100.00		
15 Mt. Holly	100.00		
16 Old Mill	100.00		
17 Old State House	0.00	self-funded	# 3,102.78 carryover
18 Park Hill Waterworks			# 373.90 carryover
19 Photography	100.00 *	(on-line photo gallery)	
20 Pinnacle Mtn.	100.00		
21 River Market Project	100.00		
22 Scholars Garden/Clinton Lib.	0.00		
23 State Hospital	100.00		
24 State Extension Office			
25 War Memorial	100.00	(maybe) - mostly self-funded	
26 Wildwood Park	100.00		
27 Witt Stephens	100.00		
Total Requested	2,300.00		
Committees / Projects ?			
Continuing Education	100.00		
Directory	100.00 **		
New Recruitment	100.00		
Social	100.00 **		
Travel	100.00 *		
Requested	500.00		
<i>Master Minutes</i>			

Proposal for Master Gardener charm

The charm will look like this but be SMALLER.



The top of the tree will be cut out with the bottom appearing as a solid rectangle. The ring will be attached to the top of the tree.

The back of the rectangle will be where each charm can be personalized with the county and year of graduation.

Original cost to set up will be \$420. We will need to purchase a few silver and brass so we have something to show as samples. Our cost on the silver is \$25.00 and we will charge \$35.00. Brass charms will cost \$22.00 and we will sell for \$30.00. Gold charms will be available for \$375.00 by order only. The extra charge on each charm will cover the initial cost (\$420.00) after we sell about 50 charms.

Pulaski County Master Gardener Board Meeting Minutes
Tuesday, February 21, 2012
St. James United Methodist Church

Members Present: Don Ford, Beth Phelps, Marcella Grimmitt, Walter Jennings, Bren Coop, Glenda Arledge, Dewayne Hancock and Coralie Maxwell. Guests present: Patti Womble and Martha Basinger.

President Don Ford called the meeting to order at 10:08 a.m.

Marcella moved and Dewayne seconded that the minutes of the January, 2012, meeting be approved. The motion passed.

Bren gave the Treasurer's report and passed out a statement of financial condition. The new report format was well received by the board. Bren reported that a thank you note was received from the Extension Office for the PCMG's Christmas gift. Dewayne moved and Marcella seconded that the Treasurer's report be accepted. The motion passed.

OLD BUSINESS:

Greenhouse update: Don reported that negotiations are ongoing about outside benches and electrical work is not complete. The grounds need clean up before the ribbon cutting and spring sale. Marilyn Tilley is organizing the ribbon cutting.

PCMG policy on selling items at meetings: After consulting St. James, our meeting place host, the policy that we've been working on and Bren has written will need to be tweaked. The subject will be tabled until next meeting.

PCMG Volunteer Manual Review: Don suggested tabling this issue until next meeting.

NEW BUSINESS:

Beth presented a request from Patti Ledbetter for leave of absence for 2012 due to health challenges. Coralie moved and Dewayne seconded that the request be accepted. The motion passed.

Beth presented a reinstatement request from Dana Downes. Bren moved and Dewayne seconded that the request be accepted upon receipt of 2012 dues. The motion passed.

Patti Womble, reporting for Stuff Committee, showed several new clothing items for sale to PCMG. She also presented a proposal for a Master Gardener charm to be available. The original cost to set up the offering will be \$420.00. The charms will be sold for \$35 (silver) and \$30 (brass). Gold charms will be available for \$375 by order only. Our cost on the silver is \$25 and brass, \$22. The extra charge on each charm is expected to cover the set up cost.

Bren moved and Glenda seconded that we move forward with this proposal by providing the original cost set up of \$420 and the purchase of 3 silver (\$25.00 each) and 3 brass (\$22 each) charms for samples to show the membership. The motion passed.

Dewayne reported that the Audit Committee report was acceptable and no deficits were found in the financial records.

Martha Basinger reported for (Carol Chappell) the Education Committee that a seminar about hydrangeas is scheduled for May 31st at the State Extension Office. The cost for the speaker's travel is \$200 and the cost for participants is suggested to be \$12.50, limited to 125 people. The board suggested that the seminar first be open to Master Gardeners, then the public if space remains.

At 11:05, Marcella moved and Dewayne seconded that the meeting be adjourned. The motion passed.

Respectfully submitted,
Coralie Maxwell



Pulaski County Master Gardener Project Proposal Form

Date: February 29, 2012
 Project Name: Arkansas Foodbank
 Project location: 4301 W. 65th St. Little Rock AR 72209
 Host Organization: Arkansas Foodbank
 Address: 4301 W. 65th St. Little Rock AR 72209
 Person responsible for making decisions: Eric Shelby
 Phone: (501) 569-4340

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

We are asking for assistance in the design and execution of various areas of the property. We have many areas that are landscaped and will rely on the Master Gardeners to provide expertise on how to maintain and expand landscaped areas.

Public Access? Yes No

Educational Value: We have over 300 member Agencies which frequent the Arkansas Foodbank on a regular basis. (attached)

Irrigation or Watering System Installed? Yes No

Funding Source for plants and supplies: Donated from The Good Earth Garden

Host Organization Representative: Eric Shelby

County Extension Agent: _____

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

Pulaski County Master Gardener Program Membership Approval

_____ Approved _____ Not Approved Date: _____

Educational Value

One of our main areas of focus at the Arkansas Foodbank is to maintain clean and sanitary facilities in which to store and distribute food to hungry people. This not only allows us to ensure the integrity of our product, but it is also used as a teaching tool for our Member Agencies. By implementing quality facility maintenance, validated by our own practices, we can provide training to our Agencies on quality assurance.

Another value to the people of Arkansas is the aesthetic appearance benefit of the facility to donors, potential donors, and volunteers. We have noticed an increase in donations, participation, and awareness since we have moved to this new location. We understand that this can be at least partially attributed to the facility itself. Simply put, by maintaining well-kept grounds and facilities, we can provide more food to hungry Arkansans.

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA March 20, 2012

Minutes:

Approved _____yes_____no

Treasurer's Report:

Accepted _____yes_____no

Old Business

- Greenhouse update , Outside benches, Hiring electrician to hook up fans: – Don
- PCMG policy on selling items at meetings – Bren
- PCMG Volunteer Manual Review
-

New Business

- Memorial for Dorothy Hobbs, Old Mill? (add PCMG donation?) -- Marcella
- Leave of Absence request 2012 - Karen Baker and Dana Minton – Beth
- Plant Sale dates: Sat., April 14 Pathfinder; Sat., April 21, 28 - State Hospital
- PCMG Charm sale update -- Don
-

**Pulaski County Master Gardener Board Meeting Minutes
Tuesday, March 20, 2012
St. James United Methodist Church**

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

President Don Ford called the meeting to order at 10:04 am.

Dewayne moved and Bren seconded that the minutes of the February 2012 meeting be approved. The motion passed.

Bren gave the Treasurers' report including a corrected January 2012 report. Dewayne moved to accept the Treasurer's report. Marcella seconded. The motion passed.

OLD BUSINESS:

Greenhouse Update: Don reported that last weekend's clean up was a success. Walter arranged for a trash dumpster. Don reported that the Greenhouse has received 2--4' x 8' outdoor benches, 12 more outdoor benches have been ordered. Don reported an electrician has been hired and tentatively will start next week. The cost is expected to be around \$ 2000.

Greenhouse Dedication: The Dedication Ceremony is set for April 24th at 2:00 pm. Beth reported on the donor recognition signs. They are to be plexiglas and placed on the brick wall area. "Signs and Lines" is the company we are purchasing from.

PCMG policy on selling items at meetings: Bren prepared a draft of a policy for selling items at PCMG meetings. Marcella made a motion to accept. Dewayne seconded. The motion passed.

PCMG Volunteer Manual Review: Don asked that we send any editing comments to Beth. He also asked that each Board member review their duties in Section 2 and send any comments to Beth. Treasurer's commitment to be reviewed for possible changes to the bylaws. Section 3 does not contain official list of PCMG projects. It has other committees that PCMG can record project hours. Don suggested we retitle the page to more accurately reflect the section. Don asked that Board members continue to review the manual and report any questions or changes to Beth. The manuals were handed out to Board members and the 2011 Master Gardener Class.

NEW BUSINESS:

Memorial for Dorothy Hobbs: Marcella contacted Becky Hight, Chair of the Old Mill Committee, to determine what the Old Mill project might need. A bench would be the ideal, but it costs approximately \$600. The memorial fund for Dorothy is currently at \$390. A birdbath was also suggested. Becky is to check with the Old Mill maintenance group to see what they might suggest. In the past, the MG Board has voted to contribute \$50 to each memorial fund. Dewayne made a motion to contribute \$50 to the Dorothy Hobbs Memorial Fund. Glenda seconded. The motion passed.

Pulaski County Master Gardeners

Statement of Financial Condition as of MARCH 31, 2012

Depository Accounts - Bank of America		
1. CES/PCMG - beginning balance 03/01/12	\$16,649.76	Month-End Balances
Expenses:		
Greenhouse Supplies - Pfndr 569.46/LR 77.23	-646.69	
CES-rent 40;prntng MM 100;drctry 790.38;supplies 111.58	-1,041.96	
Curran Hall	-78.53	
Travel-refund	-67.50	
Deposits:		
Memorials-Dorothy Hobbs	250.00	\$15,065.08
2. CES/Greenhouse Donation Account - beginning bal. 3/1/12	\$32,058.75	
Expenses: -0-		
		\$32,058.75
3. Private PCMG Account - Bank of the Ozarks		
Beginning Balance 3/12/12	\$11,723.57	
Expenses: (1 o/s ck from Feb)	-96.00	
Social/cruise deposit	-779.00	
Greeting Committee	-11.94	
Misc - nametag/Ables	-7.00	
Deposits:		
Dues	240.00	
Old State House	1097.20	
Clothing	15.00	
.approx. balance 3/31/12		\$12,181.83
Total all 3 accounts		\$59,305.66

Pulaski County Master Gardener Board Meeting Minutes
Tuesday, April 17, 2012
St. James United Methodist Church

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

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

Dewayne moved and Marcella seconded that the minutes of the March, 2012, meeting be approved. The motion passed. Jet was thanked for taking minutes at that meeting.

Glenda gave the Treasurer's report for Bren Coop and the statement of financial condition was reviewed. Dewayne moved and Glenda seconded that the Treasurer's report be accepted. The motion passed.

OLD BUSINESS:

Greenhouse update: Don reported that electrical work is still being done. A schematic drawing of the donors' plaque was shown. The ribbon cutting and dedication of the new greenhouse will be held at 2 p.m. next Tuesday, April 24th.

Earline asked the board if it is feasible to sell PCMG license plates, like those given monthly to someone who has turned in her/his volunteer hours. Discussion ensued and it was determined that information regarding the cost is needed before deciding whether to do this.

NEW BUSINESS:

Don asked for items to be donated for the silent auction at the State Convention. He needs to collect these by the next meeting.

Walter presented a special funding request from the Social Committee for the greenhouse dedication. Punch, water and cookies will be served. Dewayne moved and Jet seconded that up to \$100.00 be authorized for this request. The motion passed.

Another funding request was made for \$200.00 for the required deposit on the fall tour to Crystal Bridges. Jet moved and Marcella moved that this be approved. The motion passed.

Jet reported on the Sedgwick County Master Gardener visit to several projects. She and Marcella toured the group of 35-40 who raved about the guides and gardens.

Don reported on several announcements that will be made in the general meeting.

At 10:43, Marcella moved and Dewayne seconded that the meeting be adjourned. The motion passed.

Respectfully submitted,
Coralie Maxwell

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA April 17, 2012

Minutes:

Approved _____ yes _____ no

Treasurer's Report:

Accepted _____ yes _____ no

Old Business

- Greenhouse update , Electrical work, Donor's Plaque: – Don, Beth
-

New Business

- Silent Auction items for State Convention – Don
- Special Funding Request for Social Committee for Greenhouse dedication – Walter
- \$200 deposit for fall Crystal Bridges Tour
- Update on Sedgwick County Master Gardener visit - Jet
-

ANNOUNCEMENTS (Board and General Meeting)

1. PCMG Dues Due by 30 April!! After 30 April, dues are \$20. (Check with Glenda)
2. Greenhouse sale this Saturday 21 Apr, 08:00 and next Saturday 28 April
3. Greenhouse dedication next Tuesday, 24 April at 2:00 p.m.
4. Silent Auction items for State Convention – to me at next meeting or ?
5. Master Minutes Survey – Help us help you
6. Travel Committee report – Crystal Bridges tour
7. Social: Spring Picnic, Saturday, May 12, 11:30 -- Arkansas Queen Riverboat, \$26
8. Thanks to folks who worked at St. James work Day, 10 April
- 9.

Pulaski County Master Gardeners

Statement of Financial Condition as of APRIL 30, 2012

Depository Accounts - Bank of America		
1. CES/PCMG - beginning balance 04/1/12	\$15,065.08	Month-End Balances
Expenses: Greenhouse Supplies -LR Travel (Crystal Bridges trip) Project: Old State House Deposits: Travel (CB trip) Continuing Education (Hydrangeas)	 -416.28 -3,113.44 -1,131.83 220.00 396.00	
Approx Balance 4/30/12		\$11,019.53
2. CES/Greenhouse Donation Account - beginning bal. 4/1/12	\$32,058.75	
Expenses:- Plaques-Signs & Lines Graphics Postage Benches-Growers Supply	 -908.69 -27.00 -570.75	
Approx. Balance 4/30/12:		\$30,552.31
3. Private/PCMG Account - Bank of the Ozarks		
Beginning Balance 4/01/12	\$12,181.83	
Expenses Projects/Art Cntr, Cntmpl'n Clothing Misc - nametag/Goss Deposits: Dues Old State House Clothing Misc. (Mag."sales" & nametags) Plant Sales Cont.Educ. (Hydrangeas) Travel (CB trip "tailgaters") Interest	 -68.57 -1,979.11 -7.00 405.00 842.80 3,136.00 42.25 7,507.52 252.00 105.00 1.87	
Balance 4/30/12		\$22,419.59
Total all 3 accounts		\$63,991.43

*Part of
1st LR greenhouse*

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA May 15, 2012

Minutes:

Approved _____ yes _____ no

Treasurer's Report:

Accepted _____ yes _____ no

Old Business

- Greenhouse update , Electrical work: Don
- MG license plates, sale to membership: Earline
Oxford = 25 @ \$6.50 or 50 2@ \$6.00
- Silent Auction items for State Convention: Don
- Spade charms for nametags?: Bren

New Business

- Activity for July meeting (Ice cream social?): Don
- August date for reviewing Project reviews, evaluating new project requests and MG applications (?): Don
- Feedback on Announcements: Don (for Walter)
Limit on number or time of announcements?
Anyone willing to check on handheld wireless microphone?
- "Bring a Friend" gifts and information packet: Don (for Walter)
Miscellaneous funding authorization for all committees?
Size of "Gifts"? Board guidelines?
-

ANNOUNCEMENTS (Board and General Meeting)

1. "Bring a Friend" Welcome to Guests today
2. Silent Auction items for State Convention to me today
3. Thanks to Travel Committee for the Pinnacle Project Tour and Picnic (last Thursday)
4. Thanks to Social Committee for organizing the Arkansas Queen Riverboat luncheon (Sat) & Greenhouse Dedication
5. International MG Cruise and Conference - Sign up now for cruise.

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA May 15, 2012

Minutes:

Approved _____yes_____no

Treasurer's Report:

Accepted _____yes_____no

Old Business

- Greenhouse update , Electrical work: Don
- MG license plates, sale to membership: Earline
Oxford = 25 @ \$6.50 or 50 2@ \$6.00
- Silent Auction items for State Convention: Don
- Spade charms for nametags?: Bren

New Business

- Activity for July meeting (Ice cream social?): Don
- August date for reviewing Project reviews, evaluating new project requests and MG applications (?): Don
- Feedback on Announcements: Don (for Walter)
Limit on number or time of announcements?
Anyone willing to check on handheld wireless microphone?
- "Bring a Friend" gifts and information packet: Don (for Walter)
Miscellaneous funding authorization for all committees?
Size of "Gifts"? Board guidelines?
-

ANNOUNCEMENTS (Board and General Meeting)

1. "Bring a Friend" Welcome to Guests today
2. Silent Auction items for State Convention to me today
3. Thanks to Travel Committee for the Pinnacle Project Tour and Picnic (last Thursday)
4. Thanks to Social Committee for organizing the Arkansas Queen Riverboat luncheon (Sat) & Greenhouse Dedication
5. International MG Cruise and Conference - Sign up now for cruise.

Pulaski County Master Gardener Board Meeting Minutes
Tuesday, May 15, 2012
St. James United Methodist Church

Members Present: Don Ford, Beth Phelps, Marcella Grimmett, Bren Coop, Earline Zahn, Dewayne Hancock, Jet Cuffman and Coralie Maxwell.

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

Marcella moved and Jet seconded that the minutes of the April, 2012, meeting be approved. The motion passed.

Bren gave the Treasurer's report and the statement of financial condition was reviewed. Dewayne moved and Marcella seconded that the Treasurer's report be accepted. The motion passed.

OLD BUSINESS:

Greenhouse update: Don reported that electrical work is completed and the electrician paid. The dedication was a lovely affair and the Board thanked the Social Committee for organizing it.

Beth checked into the cost of Master Gardener license plates per discussion at the last meeting to consider offering these for purchase by the membership. The cost for us to buy them to sell is 25 @ \$6.50 each or 50 @ \$6.00 each. Earline will check with Walter so he may ask the Stuff Committee to add this item for sale before going forward.

Don asked that silent auction items for the state convention be given to him for transport to the convention.

Bren opened discussion regarding ideas for incentives to boost project hours.

NEW BUSINESS:

Don reported that Walter will work on an activity for the July meeting. It is traditionally not held at St. James.

The Board agreed upon the date of July 31st, a Tuesday, to be spent at the County Extension Office to work on next fall's Master Gardener class. We will begin at 9 am.

Don, reporting for Walter, gave feedback on General Meeting announcements. Announcement makers are encouraged to be concise. Also, because of sound/hearing concerns, Beth will check on a handheld wireless microphone for use at the meetings.

Don, for Walter, asked for approval to reimburse the cost of seed packets that are distributed in the "Bring a Friend" gift/information packets to those guests attending our meetings. The cost is minimal. Dewayne moved and Bren seconded that the seed packet cost be reimbursed. The motion passed.

Discussion took place regarding miscellaneous funding authorization requests and the feasibility of the Board allowing such for all committees, recommending a Budgeting Committee to do so.

Earline mentioned a concern that a member brought to her regarding plant sale prices. The member had been to a plant sale last year and found the prices to be higher than expected. This last sale in April, the prices were in line with what is expected.

Don reported on several announcements that will be made in the general meeting.

At 11 a.m., Dewayne moved and Jet seconded that the meeting be adjourned. The motion passed.

Respectfully submitted,
Coralie Maxwell

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA June 19, 2012

Minutes:

Approved _____ yes _____ no

Treasurer's Report:

Accepted _____ yes _____ no

Old Business

- Possibility of handheld wireless microphone for use at meetings – Beth
- MG license plates, sale to membership – Earline
- Incentives to boost project hours -- Bren (TABLED)
-

New Business

- Resignation of Glenda Arledge and appointment of Susan Crawford as Assistant Treasurer – Don
- Report from Continuing Education Committee on Hydrangea workshop --
- Correcting past minutes RE: Dorothy Hobbs memorial account balance – Coralie
- 17 July Garden tours and Social -- Walter
- Leave of Absence request, Betty Chaduck – Beth
- Storage building for the LR greenhouse -- Don
-

Announcements

- Congratulations to Holly Morgan Pulaski County Friend of Master Gardeners for being selected 2012 Arkansas Friend of Master Gardeners.
- Passing of Rose Crane longtime member of the State Hospital Project committee
- Thank you from St. James for weeding the mondo grass beds and pruning azaleas.
- Thank you to Pulaski County Mater Gardener from City Beautiful Commission for helping plant the planters and hanging baskets for Markham and Main St. downtown.
-

Zimbra

bphelps@uaex.edu

Treasurer's Report for Tuesday's meeting

From : bren coop <brencoop@swbell.net>

Fri, Jun 15, 2012 08:47 PM

Subject : Treasurer's Report for Tuesday's meeting 1 attachment**To :** Beth Phelps <bphelps@uaex.edu>, Bren <brencoop@swbell.net>, Coralie <cwmaxwell@sbcglobal.net>, Don Ford <ford-don@sbcglobal.net>, Dwayne H. <dhancock100@gmail.com>, Earline <dezahn@att.net>, Jet <jetcuffman@sbcglobal.net>, Marcella <route003@hotmail.com>, 'Susan C' <crawford.susan73@yahoo.com>, Walter <walterjennings@prodigy.net>

Hi All –

Attached is the Treasurer's Report for Tuesday's meeting ...

Please note:

Account #1 – The \$26 social deposit for the riverboat trip should have been deposited in account #3 – I messed up yet again!

But if you'll notice, the other \$2,054 was deposited correctly in the Bank of the Ozarks. This event was just about a break-even ... the social committee made about \$3 over expenses.

The Continuing Education event (Hydrangeas) came close to being break-even also ... we don't have room rental yet, but expect the profit to be less than \$100. The committee purchased a few things which may be used again (such as tablecloths and serving pieces).

Account #2 – Since last month's Greenhouse Account was something of an estimate, I just lumped all the April & May expenses into this month's to show you a more accurate picture of what has been spent to date. (i.e., beginning balance 4/1/12; closing balance 5/31/12) There will probably be a few June expenses.

Account #3 – All the plant sale money is in, but I haven't yet done the sales tax report – will get that done before our next meeting!

Also, Walter, the check to Lori Spencer for mileage reimbursement was not mailed until June \$84 (200 miles x 42-cents/mi).

IN JUNE – we received a gift which has been deposited: \$50 in honor of Bill Pumphrey's 90th birthday!!

If there are any questions about the report – please let me know ... WELCOME, SUSAN !

Bren

p.s. So sorry that I will miss the meeting ... We will travel Monday to Lawton, OK, to pay our respects Tuesday at the funeral of David's Aunt, Arleene Talley, a lady who will be greatly missed.

**MONTHLY FINANCIAL STATEMENT MAY 31 2012.pdf**

183 KB

Pulaski County Master Gardeners

Statement of Financial Condition as of MAY 31, 2012

Depository Accounts - Bank of America		
1. CES/PCMG - beginning balance 05/01/12	\$11,019.53	Month-End Balances
Expenses: Greenhouse Supplies -LR Master Minutes printing Deposits: Social (Ark.Riverboat) Continuing Education (Hydrangeas) Refunds city & county tax (from purchases) Balance 5/31/12	 -375.24 -100.00 26.00 600.00 10.33	 \$11,180.62
2. CES/Greenhouse Donation Account - beginning bal. 4/1/12	\$32,058.75	<i>CORRECTED for Apr & May</i>
Expenses:- Plaques-Signs & Lines Graphics Postage & Ribbon Cutting expense Benches-Growers Supply Stuppys, etc. - renovation work Allstate Electric Balance 5/31/12:	 1,817.38 212.12 570.75 3,317.77 2,650.00	 \$23,490.73
3. Private/PCMG Account - Bank of the Ozarks 5/1/12	\$22,419.59	
Expenses Projects/Curran Hall Clothing Misc - nametag/Ramm, Colclasure, Engel, Collins Social - Ark. Queen Deposits: Dues Clothing Plant Sales Social - Ark. Queen Interest Balance 5/31/12	 -19.51 -1,309.60 -28.00 -1,297.80 175.00 58.75 1829.00 2,054.00 2.00	 \$23,883.43
Total all 3 accounts		\$58,554.78

Coralie Maxwell

From: bren coop [brencoop@swbell.net]
Sent: Thursday, June 14, 2012 9:41 AM
To: 'Coralie Maxwell'; 'DON FORD'; 'Marcella Grimmett'
Subject: Dorothy Hobbs memorial gifts

Don, Coralie, and Marcella:

With regards to the balance for the Hobbs' memorial:

Marcella called this morning asking about the balance for this account – thinking it was \$490.

I checked our records and told her the balance is \$390, and that Beth said the family told her that Dorothy left a bequest in her will for PCMG – but didn't know the amount.

Marcella and I both had a nagging thought that somewhere we'd seen or heard that the balance was \$490 ... SO – I've checked again, and just to clarify this – I think the minutes from 3/20/12 are slightly confusing (and I know you didn't take these minutes, Coralie) ... the write-up makes it sound like we had \$390, then voted to add \$50 from our general account ... in fact, we voted on the \$50, and that made the total \$390. So, I don't know where the \$490 figure came from but here's all I found:

Greenwood=50
Green = 40
Dantzler = 100
Becker = 100
Cuffman = 50
PCMG = 50
TOTAL = \$390

512
390

122

Bren

Pulaski County Master Gardener Board Meeting Minutes
Tuesday, June 19, 2012
St. James United Methodist Church

Members Present: Don Ford, Beth Phelps, Walter Jennings, Earline Zahn, Jet Cuffman, Susan Crawford, Dewayne Hancock, Marcella Grimmett and Coralie Maxwell.

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

Dewayne moved and Jet seconded that the minutes of the May, 2012, meeting be approved. The motion passed.

Bren emailed the Treasurer's report to the board in her expected absence and the statement of financial condition was reviewed. Dewayne moved and Earline seconded that the Treasurer's report be accepted. The motion passed.

OLD BUSINESS:

Beth reported that she is in discussion with the audiovisual volunteer at St. James regarding the possibility of handheld wireless microphones for use during our general meetings.

Earline reported that Patti Womble was consulted regarding the feasibility of selling Master Gardener license plates and the Stuff Committee is willing to sell them along with the other items they sell. Earline moved and Dewayne seconded that the license plates be sold to the membership, coordinated with the Stuff Committee and according to their sales procedures, at the cost of \$10 per license. The motion passed.

Don asked that discussion of incentives to boost project hours be tabled until Bren is present.

NEW BUSINESS:

Don reported that Glenda Arledge resigned from the board and that appointed in this position for Assistant Treasurer is Susan Crawford. Coralie moved and Walter seconded approval of this appointment. The motion passed. The board happily welcomed Susan.

Beth reported for the Continuing Education Committee that the Hydrangea workshop at the end of May was a sell-out and was well received. The Committee is interested in offering something that is open to the public. Also, there may be an Advanced MG training next year.

Coralie moved for a correction in the March minutes to reflect a change in the amount of the Dorothy Hobbs memorial account. It was determined that the correct amount in the account is \$390, which includes the \$50 contributed by the PCMG Board. Dewayne seconded the motion and it passed. Marcella reported the cost of a bench to be a memorial to Dorothy and at the General Meeting will ask for further contributions toward it.

Walter shared plans for the July 17th Garden Tours and Social. It will start at the Amy Sanders Library in Sherwood and include tours of PCMGs' gardens, ending at the library. The Social

Committee is involved with regard to refreshments and information will be sent out to the membership including times and directions.

Beth reported on a request for a leave of absence for Betty Chadduck. Walter moved and Marcella seconded that the board approve this request contingent on payment of dues. The motion passed.

Don reported a request from the Greenhouse Committee for a storage building. He reported the Social Committee would also like to have storage space. In response, Don will appoint someone to oversee obtaining such a space.

Dewayne announced that this is his last year to serve on the board. His term ends at the end of September.

Beth reported that a new date is set for next board meeting and it is July 30th at the County Extension Office, scheduled from 9- 3.

Don reports that the policy, passed in March, for selling items at meetings may need amending, as St. James indicates there is no problem with people outside the meeting room before and after meetings. It was discussed and the conclusion was to address such issues on a case by case basis with people requiring tables and selling items around meeting times.

Beth reported that the training class for new PCMGs will begin September 26 and include a tour of projects. She will be out of town that day and asked for help with the tour. Marcella and Jet graciously offered their tour expertise.

Don reported on several announcements that will be made in the general meeting.

At 10:52 a.m., Jet moved and Dewayne seconded that the meeting be adjourned. The motion passed.

Respectfully submitted,
Coralie Maxwell

Pulaski County Master Gardeners

Statement of Financial Condition as of JUNE 30, 2012

Depository Accounts - Bank of America		
1. CES/PCMG - beginning balance 06/01/12	\$11,180.62	Month-End Balances
Expenses:		
Everlast Labels	-53.26	
Travel-Fall Crystal Bridges	-200.00	
Continuing Education (Hydrangeas)	-1,065.48	
Bench kit for Greenhouse **	-570.75	
Deposits:		
Donations (Hobbs & Redmond)	1,050.00	
Balance 6/30/12		\$10,341.13
2. CES/Greenhouse Donation Account - beginning bal. 6/1/12	\$24,061.48	
Expenses:-		
Ribbon Cutting expense	-46.92	
Balance 6/30/12: (Less \$570.75 bench exp)		\$24,014.56
3. Private/PCMG Account - Bank of the Ozarks 6/1/12	\$23,883.43	
Expenses		
Projects/PHWW	-155.15	
Mileage Reimbursement/Spkr	-84.00	
Social -Kansas MG Tour	-52.54	
Deposits:		
Dues	60.00	
Clothing	18.00	
Misc - nametag/Collins	7.00	
Project - Ark. Arts Cntr (by Fine Arts Club)	100.00	
Donation (Campbell re Pumphrey)	50.00	
Interest	1.96	
Balance 6/31/12		\$23,828.70
Total all 3 accounts		\$58,184.39

Standing Committee Yearly Feedback

(6/27/12)

<u>Committees</u>	<u>Chair</u>	<u>2013 Chair</u>	<u>Remarks</u>
Continuine Education	Carol Chappell / Judy Woodward		Fall and Springs Session - including evening session " Rushing "
Directory	David Werling		like to publish each year with updates \$2.50 cost
Master Minutes	Jennice Rattley		If asked will continue to be Master Minutes Editor
Mentoring	Rochelle Greenwood	Agreeable unless want change	having enough mentors
Meeting Welcome	Shirley Gunnels	New Co-Chair Gay McDaniel	From committee viewpoint working well
Photograph	Kathy Ratcliff		Question on web site for photos, posting pictures, private or public access
Record	Carol Chappell / Mary Henry	(may need to train new person)	New system were members input system for 2013
Retention	Louse Starling / Fran Ables		7/17 Need information to make contact plans on following up next week
Recruitment/Promotion	Laura Sholes / Richelle Daniel		"Bring Friend to Project"
Social	Phoebe Crocker		wish way to reduce cost of events with ^X sacrificing quality
Speakers	Pat Freeman	New Co-Chair needed	Limited Request for Speakers and need more promote other than Beth
Stuff	Patti Womble		3 sales a year (including License Plates)
Sunshine	Sarah Hanson		
Travel	Melinda Bell		Crystal Bridges Trip and monthly tours

Co-Chair
Walter: Jackie Walker

Incentive

Name	Successes	Problems	More Mem.	Attendance	Suggestions	Donations	Chair/Co
Amy Sanders Library	July social	none	ok	7 to 9	keep it	none	same
Argenta	all good	resolved	ok	6 to 8	continue	host supplies	yes
Ar Arts Center	irrigation system	resolved	ok	8	continue	\$100	yes (all)
Cammack Fruit Demo	some fruit did well	irrigation	ok	7	??????	mulch	no
Contemplation garden	added new roses	none	More Mem.	4 to 5		plants, etc.	no
Curran Hall	rotating chairs	watering	ok	6 to 10	continue	\$1,900	yes (all)
Gov's Mansion veggie	best crop in 3 years	none	adequate	6 to 8	continue	host supplies	yes (all)
Greenhouse	new greenhouse	none	ok	8	plant less	none	no
Hays Center N.L.R.	redesigned some beds	none	great part.	all mem.	continue	\$750	no
Historic Ar Museum							
Bapt. Rehab Therapy	good for patients	none	need more	all mem.	continue	host supplies	y? asking
Jacksonville city Hall	new entrance beds	none	ok	5-Apr	continue	none	no
Maumelle Comm. Ctr.	good relationship w/host	none	great part.	50%	continue	host helps	yes (all)
Mt. Holly cemetery	40 new roses	none	ok	8	continue	\$250	yes (all)
Old Mill	many visitors love it	water issues	ok	6	continue	\$500	yes (all)
Old State House	new plantings did good	none	ok	average	continue	none	yes (all)
Park Hill Water works	good new members	none	adequate	most all	continue	\$75	yes (all)
Pathfinder Greenhouse	good sale	none	ok	6-Apr	continue	none	yes (all)
P:innacle Mt. St. Park	meadow cleaner	none	ok	9-Aug	continue	none	yes (all)
Pul. Co. Ext. Office	herb bed redone	none	yes	5 to 6	continue	none	need new zh.
River Market Clinic	tent provided us	none	ok	6	continue	none	yes (all)
Scholars Garden	plant markers 5 new roses	none	adequate	6	continue	all	yes (all)
State Ext. Office							
State Hospital	doz. New shrubs added	funds re-imburs.	good	5-Mar	continue	\$300	yes (all)
War Memorial	great plant ings	none	ok	all mem.	continue	yes (all)	yes (all)
Wildwood Park	new bog garden	funding limited	ok	8 to 10	continue	\$300	need co chair
Witt Stephens Jr. Nat. Ct.	much	none	ok	5 to 6	continue	\$450	yes (all)
Telephone Hort. Com.	seems to be working	none	ok	as needed	continue	none	both

Antelope 4-5
BR 1
Argenta 1-2
PL
PL
WJH

ADDITIONAL COMMENTS FROM PROJECTS

Argenta would like to have at least 1 or 2 new members

Baptist Rehab would like for a member of their project to speak to the new master gardeners about their project as it is not possible for them to visit.

Cammack Fruit Project suggests that if the continuing problem with irrigation is not solved this project should be discontinued.

Contemplation Garden began a project notebook that contains bylaws, plant lists and other documentation. They also began reporting their volunteer hours to the city this year. Would appreciate **two more members** please. year. We had many donations from other master gardeners.

Jacksonville City Hall : wants a more aggressive effort to recruit new members from the north Pulaski Co. area. .They **need at least 5 more members**. Don will not serve but suggests Susan Porto.

Pinnacle Mt.& River Market clinic : suggests that our rules require members to spend at least half of their project hours on their home project and in this way they would have enough members to take care of their project.

Pulaski Co. Extension needs more new members. They had to downsize some due to few members. Louise will continue to co-chair but Sandy Harrison will not.

Maumelle project would like to see a plant exchange set up between the projects to transfer any over abundance of perennials or other plants.

.Scholars Garden was given five "Flight 93" roses , honoring the Flight 93 heroes of 9-11.

Witt Stephens Nature center **needs two additional** members as their participation rate was low this year.

Wildwood Park corrects the name given to the paper recently to Wildwood Asian Garden not the Doris Gay Garden.

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA July 30, 2012

Minutes:

Approved _____yes_____no

Treasurer's Report:

Accepted _____yes_____no

Old Business

- Possibility of handheld wireless microphone for use at meetings – Beth
- Incentives to boost project hours – Bren
- Storage Building for LR Greenhouse – Don
-

New Business

- Review of Projects – Marcella
- Review of New Project Requests – Don/Beth
- Review of new Master Gardener applications
-



Pulaski County Master Gardener Project Proposal Form

Date: July 9, 2012

Project Name: Family Home Serenity Garden

Project location: 4300 W. Markham

Host Organization: Family Home - a private, not for profit lodging facility for financially needy cancer patients and parents who have babies in the neo-natal intensive care unit at UAMS

Address: 4300 W. Markham Little Rock, AR 72205

Person responsible for making decisions: Robin Dean

Phone: 501-416-0113

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

Our project is approximately an 1100 square foot flower bed on the west side of the Family Home. Our main purpose is to provide a spot of beauty and calm for the patients and parents who are undergoing terribly trying times and are staying at the Family Home. Our secondary purpose is to have a beautiful garden that can be viewed by the hundreds of guests we have come through here each year. In addition to guests, family members, clubs, boards and groups who meet here, we host 8 support groups each month. Our needs consist of help with maintenance and some seasonal planting. Many Master Gardeners are involved with the Family Home in a number of different ways and they have told me that they would be willing to help if we got accepted as a project. I think we could be a very low maintenance project for you. We don't need much and I will do whatever to make this run smoothly and provide anything that is needed. We also have handy bathroom facilities!

Public Access? x Yes The front of the garden has an unlocked gate open to the public during the day. The back of the lot is totally open to the street. We have great parking in front with easy access to the garden.

Educational Value: First of all, I look at this as a great way to educate society as to the healing properties of nature. Guests are always pleasantly surprised to step out into a lovely "green area". Many of our patients are from out of state and want to know about our plants. We host a

teen volunteer program each July and I talk to them about the garden and have them do some weeding etc. if it is not 100 degrees! I don't foresee the average Joe stopping to see our garden but as I stated earlier we have hundreds of people here each year. We also do lots of entertaining on our porch.

Irrigation or Watering System Installed? Yes No

Funding Source for plants and supplies: I have a small budget and I absolutely will get donations if needed _____

Host Organization Representative: Robin Dean

County Extension Agent: _____

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

Pulaski County Master Gardener Program Membership Approval
 Approved Not Approved Date: _____



PULASKI COUNTY MASTER GARDENER PROJECTS

NAME	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11
Amy Sanders Library																	X	X	X	X	X	X	X	X
Argenta																								
Arkansas F&G Show															X	X	X	X	X	X	X	X	X	X
Arkansas Arts Cent.									X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Cammack Fruit Demonstration											X	X	X	X	X	X	X	X	X	X	X	X	X	X
Contemplation Garden				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Curran Hall															X	X	X	X	X	X	X	X	X	X
Greenhouse				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Hays Senior Center															X	X	X	X	X	X	X	X	X	X
Historic Arkansas Museum																X	X	X	X	X	X	X	X	X
Horticulture Clinic (Telephone)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Horticulture Therapy, Bapt.Rehab.				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jacksonville City Hall						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Maumell Community Center																								
Mount Holly Cemetery							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Newsletter																								
Old Mill				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Old State House			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Pathfinder Greenhouse			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Park Hill Water Works																								
Pinnacle Mountain State Park			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Pulaski County Extension Office																								
River Market Clinic											X	X	X	X	X	X	X	X	X	X	X	X	X	X
Scholars Garden																								



DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System



PULASKI COUNTY MASTER GARDENER INFORMATION

1988 - 1989 THROUGH 2010 - 2011

YEAR	NEW		MEETING PLACE	NUM. OF PROJECTS	PRESIDENT	MEETINGS
	ACTIVE	MG				
	CLASS					
1988 - 1989	19	19	Coop Ext. Office	1		bi-monthly Janet Carson
1989 - 1990	40	40	County Ext. Off.	8		bi-monthly Janet Carson
1990 - 1991		54	County Ext. Off.	12		bi-monthly Janet Carson
1991 - 1992		49	Arkla Building	10		bi-monthly Janet Carson
1992 - 1993	48	113	Arkla Building	13	Sally Garrison	bi-monthly Janet Carson
1993 - 1994	44	123	Arkla Building	15	Cecilia Buck	bi-monthly Janet Carson
1994 - 1995	46	173	Arkla Building	9	Jay Hill	Monthly Beth Phelps
1995 - 1996	46	183	AR Ext Building	15	Jane Guiley	Monthly Beth Phelps
1996 - 1997	54	189	AR Ext Building	15	David Dodson	Monthly Beth Phelps
1997 - 1998	53	180	AR Ext Building	16	Bettye Jane Daugherty	Monthly Beth Phelps
1998 - 1999		202	AR Ext Building	20	Connie Ruth Smith	Monthly Beth Phelps
1999 - 2000	55		AR Ext Building	18	Martha Jones	Monthly Beth Phelps
2000 - 2001	51		AR Ext Building	18	Suellen Roberts	Monthly Beth Phelps
2001 - 2002		279	AR Ext Building	19	Jane Druff	Monthly Beth Phelps
2002 - 2003	54	296	AR Ext Building	19	Carolyn Newbern	Monthly Beth Phelps
2003 - 2004		317	AR Ext Building	23	Nancy Kirsch	Monthly Beth Phelps
2004 - 2005		318	St.James U.Meth	23	Dick Blankenbeker	Monthly Beth Phelps
2005 - 2006		361	St.James U.Meth	24	Sandy Harrison	Monthly Beth Phelps
2006 - 2007		386	St.James U.Meth	22	Marilyn Tilley	Monthly Beth Phelps
2007 - 2008		402	St.James U.Meth	25	Jim Dyer*	Monthly Beth Phelps
2008 - 2009		385	St.James U.Meth	27	Don Davis	Monthly Beth Phelps
2009 - 2010		417	St.James U.Meth	27	Martha Basinger	Monthly Beth Phelps
2010 - 2011		403	St.James U.Meth	28	Jet Cuffman	Monthly Beth Phelps

Pulaski County Master Gardener Board Meeting Minutes
Monday, July 30, 2012
Pulaski County Extension Office

Members Present: Don Ford, Beth Phelps, Walter Jennings, Earline Zahn, Jet Cuffman, Susan Crawford, Dewayne Hancock, Marcella Grimmett, Bren Coop and Coralie Maxwell.

President Don Ford called the meeting to order at 9:10 a.m.

Bret moved and Jet seconded that the minutes of the June, 2012, meeting be approved. The motion passed.

Bren gave the Treasurer's report and the statement of financial condition was distributed and reviewed. Jet moved and Dewayne seconded that the Treasurer's report be accepted. The motion passed.

OLD BUSINESS:

Beth reported that there is no update regarding the possibility of handheld wireless microphones for use during our general meetings.

Bren shared Garland County's policy that recognizes volunteers that work over 200 hours per year. Discussion ensued regarding incentives to boost project hours in our county. Don will appoint a committee to come up with a plan for such incentives. Jet and Coralie volunteered to help.

Don asked that discussion relating to a storage building for the Little Rock greenhouse be tabled.

Don reported on the previous electronic Board meeting in which the Board authorized paying the early registration fees for Susan and Coralie to attend the Master Gardener Leadership Training & Development Conference to be held in Eureka Springs October 2 & 3.

NEW BUSINESS:

Walter moved and Jet seconded that the individuals nominated for Board positions, Marylea Gazette and Georgia Harris, be invited to participate in the Leadership Training Conference, with the Board paying their registration expense. The motion passed and Jet will contact these members.

Coralie moved and Dewayne seconded that the Board authorize payment of the registration fees for the following County 76 representatives required to attend the Leadership Training Conference: Marcella Grimmett, Don Ford, Judy Woodard and Carol Chappell, as well as Treasurer Bren Coop. The motion passed.

Jet reported for the Nominating Committee the recommendations for the incoming Board:

President- Marcella Grimmett

1st Vice President – Walter Jennings

2nd Vice President – Marylea Gazette

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA September 18, 2012

Minutes:

Approved _____yes_____no

Treasurer's Report:

Accepted _____yes_____no

Old Business

- Possibility of handheld wireless microphone for use at meetings -- Beth
- Project Participation Incentives -- Jet
- Storage Building for LR Greenhouse -- Don
-

New Business

- Board decision to guarantee Crystal Bridges Trip -- Don
- Staff Committee, new contractor? -- Patty Womble
- BJ's Plants Pumpkin Festival, Sat Oct13, MG Booth -- Beth
- Leave of Absence request, Faye Bard -- Beth
- 2013 MG Photo Directory, budget \$900? -- Don
-
-

Pulaski County Master Gardener Board Meeting Minutes
Tuesday, September 18, 2012
St. James United Methodist Church

Members Present: Don Ford, Beth Phelps, Walter Jennings, Bren Coop, Earline Zahn, Jet Cuffman, Susan Crawford, Dewayne Hancock, Marcella Grimmett, Coralie Maxwell and guests Patti Womble, Marylea Gazette and Georgia Harris.

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

Jet moved and Dewayne seconded that the minutes of the July, 2012, meeting be approved. The motion passed.

Bren gave the Treasurer's report and distributed the statement of financial condition. Jet moved and Dewayne seconded that the Treasurer's report be accepted. The motion passed.

OLD BUSINESS:

Beth met with the audiovisual volunteer at St. James regarding the possibility of handheld wireless microphones for use during our general meetings and he has allowed us to use the equipment in place.

Jet explained what the special committee appointed to encourage greater project participation came up with and how the incentive program is proposed to work. There will be some cost involved and that has not yet been determined, so no action was taken.

Don is waiting for the Greenhouse Committee to come up with a proposal for the Board to address regarding acquisition of a storage building for the Little Rock greenhouse.

NEW BUSINESS:

Don reported that the Board voted via email to approve payment for the bus and train expense related to the October trip to Crystal Bridges.

Patti Womble, Stuff Committee Chair, asked that the Board approve a new provider for "stuff" due to difficulty communicating and resolving unfilled orders with the current provider. She spoke with a company who can fulfill our requirements and the Board suggested placing orders twice a year only, in November and April, to satisfy quantity requirements of the provider. Marcella moved and Dewayne seconded that we change vendors as recommended by Patti. The motion passed.

Walter thanked Patti for her dedicated work as Stuff Chair.

Beth received a request from BJ's Plants to provide a Master Gardener Booth for their Pumpkin Festival on Saturday, October 13th. Walter will contact specific committees to ask if there are interested volunteers. The Board agreed to authorize a PCMG Booth at the festival if any members are interested in volunteering.

Beth received a leave of absence request from Faye Bard, due to health reasons. Dewayne moved and Coralie seconded that the Board approve this request. The motion carried.

Don reported a request from David Werling, Directory Committee, to approve \$900.00 to be budgeted for the 2013 PCMG Photo Directory. Jet moved and Walter seconded authorizing the committee to do the directory at the cost of \$900.00. The motion carried.

Beth reported that County 76 is selling 2013 MG Calendars for promotional tools at \$1.00 each.

Beth reported she received a request from Laman Library to coordinate a monthly garden series. The board determined that because we are not taking on additional projects this year that is not feasible to add this, however, it is suggested that Carol Chappell may be able to give speaker suggestions.

Beth reported that the Arkansas Flower & Garden Show is hosting a Tour of the Gardens at the Governor's Mansion on October 18th to benefit Greening of Arkansas. Cost is \$25.

Beth reminded the Board of the upcoming Thursdays' Tours of Projects, encouraged for MG trainees and any others interested.

Beth reported that on October 23, the Extension Service will be hosting an Interpretive Event with the Quorum Court toward which it is recommended PCMG donate \$200.00 for food. Jet moved and Dewayne seconded that we allow up to \$200 for this. The motion carried.

Beth asked for help in setting up before PCMG Trainings this fall.

Don reported on announcements that will be made in the general meeting.

There being no further business, at 11:00 a.m., Bren moved and Dewayne seconded that the meeting be adjourned. The motion passed.

Respectfully submitted,
Coralie Maxwell

Pulaski County Master Gardener Board Meeting Minutes
Tuesday, October 16, 2012
St. James United Methodist Church

Members Present: Don Ford, Beth Phelps, Bren Coop, Earline Zahn, Susan Crawford, Marylea Gazette, Georgia Harris, Marcella Grimmitt, and Coralie Maxwell.

President Marcella Grimmitt called the meeting to order at 10:00 a.m.

Don moved and Earline seconded that the minutes of the September, 2012, meeting be approved. The motion passed.

Bren gave the Treasurer's report and distributed the statement of financial condition. Earline moved and Marylea seconded that the Treasurer's report be accepted. The motion passed.

OLD BUSINESS:

Don reports that he continues to work with the Greenhouse Committee on a storage building for their use as well as that of the Social and Education Committees.

Coralie and Don reported on the Project Incentive plan and will present a final plan for the Board next month.

The Stuff Committee will announce at the general meeting their plan to place an order for next month. They will give a style show to the new class on Wednesday.

Carol Chappell has agreed to assist Layman Library with securing speakers for their gardening series.

The Dorothy Hobbs Memorial Bench has been installed at the Old Mill.

Carol Randle and Carol Carlan and others from Amy Sanders Library Committee successfully manned the Master Gardener Booth at BJ's Pumpkin Festival. The Board thanks all.

NEW BUSINESS:

Discussion took place regarding the new state-wide reporting system for MG work and education hours. The new system is expected to be ready to use in January, 2013, though more information is needed from the state before Pulaski County can implement the program.

There will be a reception for the new Master Gardeners at the November meeting.

Beth reported receiving two Leave of Absence requests for 2012. Chris Oxner is unable to fulfill requirements due to illness. Coralie moved and Marylea seconded that this request be granted. The motion passed. Because of family and personal illness, Susan Crisp is unable to fulfill her hours. Don moved and Coralie seconded that this request be granted. The motion passed.

Pulaski County Master Gardeners

Statement of Financial Condition as of SEPT 30, 2012

Depository Accounts - Bank of America		
1. CES/PCMG - beginning balance 09/01/12	\$14,303.88	Month-End Balances
Expenses:		
Ldrship Trng (1 registration)	-40.00	-1879.00
Travel/Crystal Bridges Train & 1 refund	-1,839.00	+4996.50
Deposits:		
Travel (Crystal Bridges Oct. trip)	346.50	
New Member Training Fees	4,650.00	
Balance 9/30/12		\$17,421.38
2. CES/Grnhse Dona./Cap Funds Account - beg bal. 9/01/12	\$23,223.47	
Expenses:-		
Balance 9/30/12:		\$23,223.47
3. Private/PCMG Account - Bank of the Ozarks 9/1/12	\$23,193.74	
Expenses		
Social	64.50	-154.60
Misc/Grtnng Comm, Awards, Nmtgs	80.10	+236.91
Deposits:		
Dues	200.00	
Misc - nametags	35.00	
Bank Interest	1.91	
Balance 9/30/12		\$23,276.05
Total all 3 accounts		\$63,920.90

Pulaski County Master Gardeners

Board Meeting Agenda October 18,2012

Minutes:

Approved _____ yes _____ No

Treasurer's Report:

Accepted _____ yes _____ No

Old Business

Storage Bldg. for L.R. Greenhouse—Don

- Incentives --Jet
- Stuff
- Layman Library
- Old Mill –Bench
- B.J.'s Festival

New Business

- New Reporting System – Marylea
- Nov. Social for new M.G.
- Leave of Absences for Chris Oxner & Susan Crisp

Pulaski County Master Gardeners

Board Meeting Agenda November 20,2012

Minutes:

Approved _____ Yes _____ No

Treasurer's Report

Accepted _____ Yes _____ No

Old Business

- New Reporting System -Beth Phelps
- Budget for 2013 – Earline & Bren & Susan

New Business

- Set date for leadership training for chairs & co-chairs - Marcella
- Christmas Social
- Update on Project Chairs - Walter Jennings
- Speakers Bureau, ice cream social & speaker for 2013 program – Mary Lea Gazette
- Leave of Absence for Beverly House

List - J12 MG Class

Last Name	1st Name	Address	City	State	Zip	Day Phone	Other Phone	e-mail
Adams	Darla	5119 Country Club Blvd	Little Rock	AR	72207	773-9988		adams.darla@gmail.com
Allen	Kay	10 Skyway Dr	Little Rock	AR	72207	772-3039	664-7977	allen.kay@att.net
Anders	Bette	7212 Gable Dr	Little Rock	AR	72205	944-5982		betteanders101@gmail.com
Brown	Gail	1505 Faircove Loop	N Little Rock	AR	72116	837-4462		gb1254@aristotle.net
Cagle	Roberta	8301 Crystal Valley Cv	Little Rock	AR	72210	772-8717		n/a
Campbell	Mary	8602 Kendra Rd	Jacksonville	AR	72076	988-9732	204-7773	evmar22@aol.com
Conklin	Jackie	21 Somerset Ct	Roland	AR	72135	868-8375	425-5500	conklinjmc@comcast.net
Davis	La Vera	3 Patricia Ln	Little Rock	AR	72205	517-1218	227-4960	n/a
Doyle-West	Deborah	78 Cimarron Valley Cir	Little Rock	AR	72212	227-6409	350-0479	west_family0214@att.net
Evans	Jane	12115 Brodie Creek Tr	Little Rock	AR	72211	690-2410	223-9523	janeinre@gmail.com
Ferguson	Pat	1608 Kellogg Acres Rd	N Little Rock	AR	72120	835-7977	425-2544	pammferguson@gmail.com
Ford	Lynda	4017 Bluebird Ln	Little Rock	AR	72210	766-4018	821-9353	gglynda@yahoo.com
Friday	Katherine	281 Matt Abbott Dr	N Little Rock	AR	72120	470-9801	470-6633	katherine@fridaywellness.com
Fuller	Mike	116 Hickory Creek Cir	Little Rock	AR	72212	352-5334	868-7221	mike-fuller@comcast.net
Greenwald	Melanie	24 Ledgelawn Dr	Little Rock	AR	72212	227-9060	590-0921	i_greenwald@sbcglobal.net
Harris	Junie	15618 Mooser Ln	Little Rock	AR	72223	868-8971	680-1949	levy1014@att.net
Harrison	Mary	45 Westchester Ct	Little Rock	AR	72223	868-7648	551-9105	n/a
Henry	Martha	6709 Longwood Rd	Little Rock	AR	72207	517-3161	664-3817	marthahenry001@comcast.net
Hollimon	Phyllis	28 Glenmere Dr	Little Rock	AR	72204	565-5140	766-5140	phyllis.hollimon@gmail.com
Hollaway	Sharon	3220 N Cypress St	N Little Rock	AR	72116	758-3266	350-5348	cpasjh@earthlink.net
Horton	Tom	2909 Millbrook	Little Rock	AR	72227	219-0938		
Hulett	Chris	225 Ridgeway Dr	Little Rock	AR	72205	590-1128		chris.hulett@hp.com

Jernigan	Debbie	90 Sally St	Ward	AR	72176	605-7068	982-4502	djernigan@cityofjacksonville.net
Jochums	Arnold	4 Canterbury Ct	Little Rock	AR	72223	766-1912	868-1023	ajochums@aristotle.net
Kelley	Tracie	P.O. Box 3163	Little Rock	AR	72203	993-5232		tkelleylaw1@aol.com
Klein	Brad	8 O'Donnel Ct	Little Rock	AR	72205	831-8625		bklein@littlerock.org
Lincourt	Kate	2605 Charter Oak Dr	Little Rock	AR	72227	454-7790	224-2443	klincourt@gmail.com
Lohani	Minerva	2 Oakhurst Dr	Little Rock	AR	72202	617 710-7282	251-9319	minerva.lohani@yahoo.com
Means	Sherry	3 Keswick Ct	Little Rock	AR	72212	680-4252	221-9870	sherrymeans37@yahoo.com
Mellberg	Linda	8560 River Bend	Benton	AR	72019	501 416-7043		linmell@yahoo.com
Parsley	Melody	15811 Crystal Valley	Little Rock	AR	72210	681-2927	455-0409	melody.parsley@gmail.com
Pride	Kevin Lucas	22220 Vance Rd	Lonsdale	AR	72087	912-3202	939-3690	kpride@littlerock.org
Rainwater	Becky	4101 Lochridge Rd	N Little Rock	AR	72116	350-7187	758-0841	bdrainh20@aristotle.net
Reynolds	Kathleen	7210 M St	Little Rock	AR	72207	920-9906		kathleenreynolds@att.net
Richey	Rachael	6421 Hall Ln	Jacksonville	AR	72076	472-2838		rachael.richey10@gmail.com
Root	Terrie	102 Vigne Dr	Little Rock	AR	72223	960-6710	821-3761	terrierootlaw@aol.com
Saunders	B.J.	12 Riverwood Pl	Maumelle	AR	72113	944-4311		arnanavan@msn.com
Shuffield	Bridget	2600 Echo Valley	Little Rock	AR	72227	231-2997		turtlebridget@gmail.com
Smith	Cherry	13004 Arthur Ln	Little Rock	AR	72211	312-1172	620-9590	emilys13@sbcglobal.net
Smith	Pat	5908 LaMirado Dr	N Little Rock	AR	72118	749-4615	758-2067	pbsmith@ualr.edu
Summers	Virginia	8607 W Republican Rd	Jacksonville	AR	72076	952-5054		gsummers1@hotmail.com
White	Al	916 Midland St	Little Rock	AR	72205	350-6937	666-2288	n/a
Wiggs	Jackie	910 Koehler Ave	Sherwood	AR	72120	681-2475		rtbjac@aol.com

Preliminary Greenhouse Storage Building Thoughts

1. Buy pre-built and have delivered.

Cost savings

Better Quality

Guaranteed moveable

Built inside during weather

2. Need detailed storage estimates

Social & continuing ed

Greenhouse

3. Location

Behind metal storage building on back end of lot

4. Size & Cost

10 x 20 = \$2,850 + \$805 options = \$3,655

5. Storage shelves (SELF BUILT) Roughly \$200

Pulaski County Master Gardeners

Statement of Financial Condition as of OCTOBER 31, 2012

Depository Accounts - Bank of America		
1. CES/PCMG - beginning balance 10/1/12	\$17,421.38	Month-End Balances
Expenses:		
New Mbr Trng	-1,959.48	
Travel/Crystal Bridges (bus, CB, food)	-2,709.80	
Hobbs memorial bench	-511.92	
Old State House supplies	-23.32	
Master Minutes	-100.00	
Sales Tax (plant sale)	-255.47	
Deposits:		
New Member Training Fees	1,500.00	
Tax deposit	255.47	
Balance 10/31/12		\$13,616.86
2. CES/Grnhse Dona./Cap Funds Account - beg bal. 10/1/12	\$23,223.47	
Expenses:-		
Balance 10/31/12:		\$23,223.47
3. Private/PCMG Account - Bank of the Ozarks 10/1/12	\$23,276.05	
Expenses		
Travel/social	-74.02	
Misc/ Nmtgs	-35.00	
Projects/Arts, Maum, ASL, OSH, Camm	-301.34	
Greenhouse	-2,593.93	
Sales Tax	-255.47	
Deposits:		
Dues	60.00	
Misc - nametags, magz, donation	53.22	
Clothing	212.00	
Plant Sales	3,261.00	
Bank Interest	1.96	
Balance 10/31/12		23,604.47
Total all 3 accounts		\$60,444.80

A	B	C			D	E	F	G	H	I
Proposed 2013 PCMG Budget										
	Budget Item	2012 Estimated		2013		2013 EST				
		Receipts	Expenses	Ded. funds	Receipts	Expenses	GROSS			
1										
2										
3	Dues	\$5,457.00					\$5,400.00			
4	Donations/Memorials	\$1,585.00	\$512.00							\$5,400.00
5	Miscellaneous Sales	\$140.00	\$510.00							
6							\$100.00	\$400.00		\$300.00
7	Greenhouse Operations	\$12,708.00	\$7,160.00							
8										
9										
10										
11	Annual Project Funding (29 Proje	\$2,040.00	\$2,025.00							\$8,700.00
12	Special Funding Requests									
13	Printing (Master Minutes)		\$800.00							-\$2,900.00
14	Misc / Supplies									-\$500.00
15	Website maintenance		\$99.00							-\$1,200.00
16	Facility Fees (St. James)		\$950.00							-\$250.00
17	Directory		\$969.00							-\$100.00
18										-\$950.00
19										-\$900.00
20										SUB TOTAL> -\$6,800.00
21										
22	Greenhouse/Capital Fund			\$23,223.00						
23										
24	Clothing	\$4,790.00	\$4,900.00							\$5,000.00
25	Travel	\$8,546.00	\$8,200.00							\$5,000.00
26	Continuing Education	\$1,248.00	\$1,136.00							\$1,500.00
27	Social	\$2,080.00	\$2,194.00							\$4,500.00
28	Training (new MG & Ldrshp)	\$6,150.00	\$5,000.00							\$4,750.00
29										\$6,200.00
30										SUB TOTAL> -\$650.00
										Income minus expenses and self-funding loses> \$1,250.00

Pulaski County Master Gardener Board Meeting Minutes
Tuesday, November 20, 2012
St. James United Methodist Church

Members Present: Walter Jennings, Don Ford, Beth Phelps, Bren Coop, Earline Zahn, Susan Crawford, Marylea Gazette, Georgia Harris, Marcella Grimmitt, and Coralie Maxwell.

President Marcella Grimmitt called the meeting to order at 10:04 a.m.

Don moved and Marylea seconded that the minutes of the October, 2012, meeting be approved. The motion passed.

Bren gave the Treasurer's report and distributed the statement of financial condition. Don moved and Earline seconded that the Treasurer's report be accepted. The motion passed.

OLD BUSINESS:

The Budget Committee, including Earline, Bren and Susan, presented a proposed budget for 2013 PCMG. After little discussion, Don moved and Georgia seconded that the Board accept the 2013 PCMG Budget as proposed. The motion passed.

Beth reported on the new, state-wide reporting system for the MG program. A training to show how the program works will be held December 3rd in Faulkner County and Beth, Beth's assistant Katie, Marylea, Carol Chappell, and Mary Helen Henry plan to attend. The group will determine afterwards how to move forward with this system for Pulaski County reporting.

Don reports that he continues to work with the Greenhouse Committee on a storage building for their use as well as that of the Social and Education Committees. Under consideration is a pre-built building.

Coralie reported on the Project Incentive plan that a final plan should be presented at the next meeting. Inability to cost effectively obtain awards has slowed the process.

NEW BUSINESS:

Dates for leadership training for project chairs and co-chairs were discussed. Beth will check on dates and email availability of the State Extension Auditorium.

The PCMG Christmas Social is scheduled for December 4th at Pleasant Valley Country Club. The plan is a buffet of heavy hors d'oeuvres.

Walter gave an update on Project Chairs for 2013. He visited all but one project and praised the chairs for their dedication. There will be 15 out of 29 changes in leadership. Two projects' chairs are not yet determined. Walter would like to see better signage at project sites. He has a list of ideas/suggestions from the chairs that will be addressed.

Marylea reported that all Committee Chairs are in place with the exception of the Speakers Bureau. Beth suggested putting out an email asking for volunteers for the Bureau, and gauge interest from there.

Marylea reported that all but one of the programs for the general meetings are set for next year. She asked if we can pay a speaker's fee if requested. The Board declined the request. Marylea is working on scheduling the July Ice Cream Social at a public garden.

Beth brought to the Board requests for Leaves of Absence for 2012 for:

Beverly House, due to illness.

Susan Porto , due to starting a business.

Syble Smith, recovering from a car accident.

Don moved and Coralie seconded that all requests be approved.

Walter gave a "Shout Out" to the Wildwood Committee for its application for the Search of Excellence Award to be presented at the International Master Gardener Conference in September. Earline organized the application.

There being no further business, at 11:20 a.m., Don moved and Marylea seconded that the meeting be adjourned. The motion passed.

Respectfully submitted,
Coralie Maxwell

PCMG Busy Bee Award, 2012

We have two major ways we, as Master Gardeners, interact with the public. One, we have personal, one on one contact with a few individuals through some of our programs such as the telephone hot line, River Market Clinic, etc. Second, we have untold numbers of people viewing our projects throughout the county. How each of our projects looks is critically important to how our Master Gardener organization is perceived. Each Master Gardener is assigned to a project, and shares responsibility for contributing to its maintenance and success. We know that there are certain individuals who contribute substantially more than the minimum requirement of 20 hours to make sure our projects look as good as possible. Therefore, we are recognizing the following individuals for their significant contributions of time and effort above and beyond the minimum to their work project. These individuals have contributed over 40 hours to their work project which is twice the 20 hour minimum work requirement for 2012.

PCMG who worked 40 hours or more on their assigned WORK project

Arledge, Glenda	Lopata, Frances
Atkins, Dixie	Maxwell, Coralie
Beard, Joellen	Newbern, ^{LT} Carolyn
Blankenbeker, ^{LT} Dick	Nolte, Paul
Boop, Warren	Partain, Jan
Bradsher, Judy	Perkins, Marita
Carlan, Carol	Pilkington, Paul
Clough, Bonnie	Reed, Joseph R
Davidson, Pat	Schulz, Margaret
Dillon, Elisabeth	Smith, Valerie
Downes, Dana	Soderberg, Georgiana
Esch, Ron	Stallings, Claudia
Evans, ^{LT} Mary	Stephens, Howard ? <i>Edm</i>
Ford, Donald	Stramel, Tom
Freeman, Pat	Stults, Debbie
Fulbright, Linda	Teague, Nell
Funkhouser, Theresa	Trim, Clark
Gazette, Marylea	Wallace, Karie
Gill, Marjem	Watson, Joyce
Glasscock, ^{LT} Betty	
Gulley, ^{LT} Jane	
Hall, Lois	
Harris, Georgia	
Harrison, Sandy	
Howard, Joan	
Ingle, Mary	
Ligon, Marianne	
Lopata, Steve	

Net Worth As of 12/31/2012

Account	12/31/2012 Balance
ASSETS	
Cash and Bank Accounts	
BoA Depository 1 General	12,567.35
BoA Depository 2 Capital Acct - <i>Open House</i>	23,223.47
OSH	0.00
PCMG Bank of Ozarks	21,761.48
TOTAL Cash and Bank Accounts	57,552.30
TOTAL ASSETS	57,552.30
LIABILITIES	
	0.00
OVERALL TOTAL	57,552.30

Banking Summary 2012 -
1/1/2012 through 12/31/2012

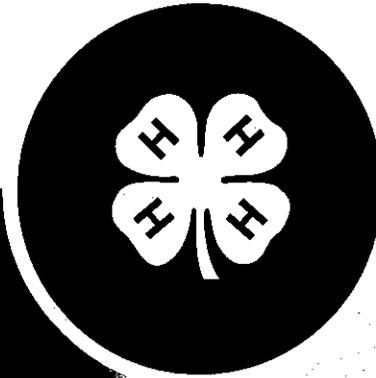
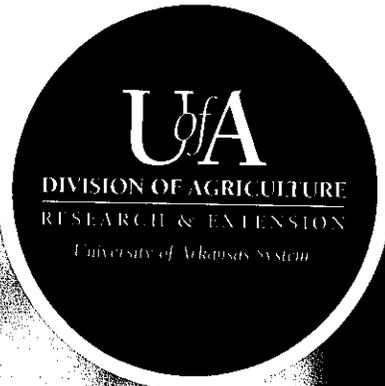
Category	1/1/2012- 12/31/2012
INCOME	
Capital Funds Account	1,181.46
Dues	5,557.00
Education Income	
Continuing Education	1,248.00
New Member Training	6,439.00
TOTAL Education Income	7,687.00
Gifts & Donations	2,896.08
Greenhouse Sales (income)	12,888.52
Local Sales Tax	-1,009.70
TOTAL Greenhouse Sales (income)	11,878.82
Interest Inc	20.61
MISC INCOME	54.33
magazine donations	40.62
Nametag	126.00
TOTAL MISC INCOME	220.95
Proj Income-Ark Arts Center	100.00
Proj-Old State House Income	1,940.00
Social Events - Income	5,226.04
Stuff - Income (clothing, etc)	6,693.57
Travel - Income	8,546.00
TOTAL INCOME	51,947.53

Category	1/1/2012- 12/31/2012
EXPENSES	
Uncategorized	0.00
Awards	55.34
Education Expense	40.00
Continuing Education	1,135.48
Leadership Training	280.00
New Member Training	5,858.49
TOTAL Education Expense	7,313.97
Fees & Charges	
Bank Fee	45.88
TOTAL Fees & Charges	45.88
Greenhouse Expenses	3,533.79
Little Rock	868.75

Banking Summary 2012 -
1/1/2012 through 12/31/2012

Category	1/1/2012- 12/31/2012
Pathfinder	2,667.72
TOTAL Greenhouse Expenses	7,070.26
MISC Expense	53.26
Greeting Committee	44.73
Nametag	133.00
postage & office supplies	156.58
TOTAL MISC Expense	387.57
Printing and Reproduction	
Directory	969.38
Master Minutes	600.00
TOTAL Printing and Reproduction	1,569.38
Programmatic Support	950.00
Proj-Old State House (OSH)	
Projects	1,636.28
Amy Sanders Library	86.88
Arkansas Art Center (AAC)	50.30
Contemplation Garden	91.86
County Extension Office	64.50
Curran Hall	98.04
Gov's Veg Garden	100.00
Hays Center	100.00
Maumelle Center	76.91
Mt Holly	100.00
Park Hill Water Works	165.97
UofA Cammack Fruit Garden	99.99
War Memorial	96.77
TOTAL Projects	1,131.22
Social Events Expense	5,392.96
Stuff - Clothes & accessories	8,412.72
Travel Events Expense	8,203.76
Volunteer Mileage	84.00
TOTAL EXPENSES	42,253.34
OVERALL TOTAL	9,694.19

Financial Guidelines for **Affiliated Groups**



Types of Funds

Public Funds – Programmatic money

Programmatic money is revenue generated through efforts often as a result of UACES personnel planning, supervising, and/or conducting UACES programs, including many Master Gardener and 4-H activities. Programs that generate funds in this category are typically educational in nature.

Public funds:

- **Must** be deposited in UACES bank accounts, such as county depository accounts or the UACES general operating bank account.
- **Must** be expended in accordance with state laws, such as purchasing and sales tax regulations, and UACES policies.
- **Must** be managed and reported according to UACES policies.

Private Funds – Non-programmatic money

Non-programmatic revenue is money generated from activities other than those directly related to the delivery of UACES programs and the fulfillment of its mission. Activities in this category are often fund-raising in nature and are often planned supervised and/or conducted by Extension personnel. Examples include (but are not limited to) money derived from donations, local dues, fundraising activities, or fees collected to support social activities of group members. Because these funds are generated in the name of UACES-related organizations, some financial oversight by, and reporting to, UACES is required. However, because these funds are generated by private donations or fundraising, they are not required to be managed or expended under the laws of the State of Arkansas.

Non-programmatic money:

- **May** be maintained in local Group bank accounts administered by Group officers or may be deposited in the County Depository Account.
- **May** be deposited in the Agricultural Development Council of the University of Arkansas, a 501(c)(3) organization and/or a 4-H or Master Gardener Foundation, or the County Depository Account. Funds deposited in private foundations must be attributable to donations, without any specific performance or reporting required.

Note: Deposits of federal, state or other public funds in private accounts are prohibited. Also, note that fees may be assessed by private foundations.

All public and private funds raised in the name of a group, belong to the group program, not to an individual or group of individuals. It is imperative that the funds be used only for appropriate and authorized purposes.

- Funds should be adequately safeguarded and deposited regularly, with cash on hand kept to a minimum.
 - A Record of Deposit form may be completed and should match the deposit slip that is sent to the Group bank with the money. This form is not required but recommended as a best practice.
 - All documentation should be retained for four years after the date of the transaction.
2. If Group volunteers collect **programmatic** funds, the Group Treasurer should complete a Record of Deposit form and forward the form, money, and all documentation to the county office for deposit.
 - Note: If the Staff Chair prefers, the Group Treasurer may prepare the deposit, take it to the bank, and submit the validated deposit bank slip along with the Record of Deposit form and related documentation to the county office.
 3. ***In most cases, only one UACES Master Gardener Quicken Account and one 4-H Quicken Group Account will be established for each Group within a county. Therefore, if a Group desires more detailed records, it is the responsibility of the Group Treasurer to maintain that information.***

Form & Link: [Record of Deposit Form](#)

Funds Collected by UACES Office

1. Office Support Personnel maintain a receipt book furnished by the UACES and issue receipts for all programmatic money collected.
 - (A receipt from this book should be issued ONLY for funds being deposited in a UACES bank account. See County Quicken Accounts Procedures Manual.)
2. Programmatic money should either be sent to Financial Services to be deposited into the UACES operating bank account or should be deposited by the County Office Personnel into the county depository account in accordance with the County Quicken Accounts Procedures Manual.
3. If **non-programmatic** funds that are to be deposited in the Group bank account are collected by UACES personnel, a Record of Deposit form should be completed and a copy of the form should be forwarded with the funds to the Group Treasurer for deposit. Also, it is recommended that a separate receipt book be used to receipt these monies.

Form & Link: [Record of Deposit Form](#)

Purchases of Property

1. In order to ensure proper accounting and management, Group funds should not be used for items costing \$500 or more without prior consultation with the local County Extension Agent.
2. Property purchased and/or maintained (or disposed of) by Group volunteers should be reported annually as part of the year-end financial reporting package.

Form & Link: [Annual Group Property/Inventory Report](#)

Sales Tax

Sales Tax on Purchases

1. Unless otherwise directed, all purchases made by Master Gardener Groups, except items to be resold to the public, must include the payment of appropriate sales tax.
2. Purchases of items to be resold to the public do not require the payment of sales tax. UACES has a certificate from the state signifying its exemption from the payment of sales tax on these items. (Note: This exemption is for State sales tax only and has no bearing on federal income tax rules.)
3. Purchases of tangible goods or services in support of 4-H activities are exempt from State sales tax per Arkansas Gross Receipts Regulation GR-31.

Sales Tax on the Sale of Goods or Services

1. Sales of goods or services to the public require the collection of sales tax unless otherwise directed by the LRSO. This includes the sale of calendars, cookbooks, clothing, etc., unless sales occur no more than three times per year.
2. **Note: Volume sales are NOT exempt from sales tax unless the purchaser produces a current State of Arkansas Exemption Certificate. If sales tax is not collected, the purchasers Sales Tax Exemption number should be documented and available upon request.**

Public/Programmatic Funds	Collect Sales Tax
Calendar Sales	Yes
Clothing (unless sold to public more than 3x yr.)	No
Conference/Seminar Fees Collected	No
Cookbook Sales	Yes
Garden Tool Sales	Yes
Garden Tour Fees Collected	No
Plant Sales (unless sold to public more than 3x yr.)	No
Training Registrations & Fees Collected	No

***Call Financial Service for sales tax determination for activities not listed.**

3. All sales tax collected by Group personnel should be identified separately on Record of Deposit form and remitted to the County Extension Office for further processing and payment to the State.

Peer Review of Group Financial Record: Guidelines for Committee

The peer review committee should be composed of at least two members. The purpose is to review the accounting records and financial statements prepared by the treasurer for accuracy and reasonableness. Committee members should not include the treasurer, anyone related to the treasurer or anyone who signs checks, approves expenditures or is involved in any way in the financial affairs of the group.

Annual procedures for peer review committee at end of program year:

1. Check each month's reconciled bank statement and canceled checks. Make sure the ledger postings are current and complete.
2. Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank.
3. Total all funds received. Verify that cash receipts were written and that funds received were listed on the ledger reports.
4. Total all deposits made to the bank account. This total should equal the total of all funds received.
5. Total all expenditures. Verify that a written bill is on file for each expenditure. Verify all expenditures were paid by check, not in cash.
6. Examine the Annual Group Financial Report. Verify that the amounts listed agree with the amounts in the treasurer's ledger reports, the total in the check register and the bank statements.
7. The treasurer's total balance at the beginning of the year plus all funds received, minus all expenditures, must equal the treasurer's total balance at the end of the year.
8. Examine the Annual Group Property/Inventory Report and make sure that all property/equipment has been properly accounted for and documented. A letter or receipt should be on file for each gift received, documenting donor, date, value and any restrictions placed on the donation by the donor.
9. Review prior year's report and determine if appropriate follow up actions were taken.
10. Complete forms and send to the UACES Office of the Chief Financial Officer within 90 days of the financial year end.
 - Peer Review of Group Financial Records: Cover Sheet
 - Peer Review of Group Financial Records: Report

Record Retention

1. Unless otherwise instructed, Groups should retain records for a period of four years after the transaction date.
2. UACES personnel should retain records in accordance with UACES guidelines.
3. At the end of the required retention period, records should be destroyed by shredding.

Appendix

Forms and Sample Documents

Annual Financial Report

Annual Group Financial Report: Statement of Income & Expenses
Annual Group Financial Report: Statement of Assets, Liabilities, and Equity
Annual Group Property/Inventory Report
Peer Review of Group Financial Records: Cover Sheet
Peer Review of Group Financial Records: Report

Checks & Deposits

UACES Check Request Form
Record of Deposit Form
Insufficient Check Sample Letter

Expenses & Check Writing

FINANCE-214 Furnishing Meals & Refreshments
TRAV-229 Travel Authorization for Non-Extension Employees and Guests

Gifts

Sample Gift Acknowledgement Letters
For Cash Gifts Received No Goods or Services Provided
For Cash Gifts Received Goods or Services Provided
Sample Gift Acknowledgement Letters
For Noncash Gifts Received – No Goods or Services Provided
For Noncash Gifts Received – Goods or Services Provided
U of A Division of Agriculture Noncash Gift Notification Form
W-9 Request for Taxpayer Identification Number and Certification

Grants

Internal Grant Approval Form Template FINANCE-312

County Quicken Procedures Manual

Sales Tax

Certificate for Sales Tax Exemption from State of Arkansas
GR-31 Exempting 4-H Clubs from the payment of sales tax
GR-39 Arkansas Gross Receipts Tax Regulations

Revised: December 7, 2011

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA February 21, 2012

Minutes:

Approved _____ yes _____ no

Treasurer's Report:

Accepted _____ yes _____ no

Old Business

- Greenhouse update , Outside benches, Hiring electrician to hook up fans: – Don
- PCMG policy on selling items at meetings – Walter, Bren
- PCMG Volunteer Manual Review
-

New Business

- Leave of Absence Request for Patti Ledbetter - Beth
- Stuff – Patti Womble
-

Pulaski County Master Gardener Board Meeting Minutes
Tuesday, January 17, 2012
St. James United Methodist Church

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

President Don Ford called the meeting to order at 9:34 a.m.

Dewayne moved and Earline seconded that the minutes of the November, 2011, meeting be approved. The motion passed.

Bren gave the end of the year financial report. She reported that we received the final \$10,000.00 from the Stella Boyle Smith Trust to complete the greenhouse construction/renovation. Dewayne moved and Jet seconded that the Treasurer's report be accepted as presented. The motion passed. Walter suggested that project chairs be informed that they may request to see the budget at any time in order to stay within their project's budget.

OLD BUSINESS:

Greenhouse update: Beth reported that we haven't received a price for outdoor benches as anticipated, so will solicit more vendors for that. An electrician is also needed for greenhouse work.

PCMG Directory: David Werling gave an update on the status of the new directory, distributing samples for the board's perusal. He plans to have the directories ready for distribution to members at the February meeting. The board thanked David for his good work on the directory.

New policy: Bren wrote a draft policy for people/groups selling items at PCMG meetings. The draft was well received by the board and with one addition to be made, Don requested the subject be tabled until next meeting.

NEW BUSINESS:

Update on Sedgwick County, Kansas, Master Gardener Tour: Jet reported on the bus tour scheduled for April 18, including 30-35 people. The group requested to see The Old Mill, Governor's Mansion and Witt Stephen's Nature Center projects. She and Marcella are putting the final touches on accommodating the tour.

Report on changes in money management: Bren and Beth explained new financial guidelines for our organization which were presented at a workshop they recently attended.

Electrician needed for greenhouse work: Walter moved and Jet seconded to give Beth authority to hire an electrician for greenhouse work needed. The motion passed.

Leave of Absence: The requests from the following are all due to health or care-giving limitations: Mary Kallenbach, Marsha Friedman, Dana Minton, Kevin Keefe, Felecia Horton, Suzanne Patton and Linda Leigh Flanagin for 2011. Peggy Leopoulos requested a leave for 2012. Dewayne moved and Marcella seconded that all be approved for leaves of absence as requested. The motion passed.

Chair Orientation: Marcella and Walter reported on the upcoming chair orientation to be held January 25th at the State Extension Office from 1-3. They asked the board members to arrive at least 15 minutes early to greet participants.

Nominations: Beth reminded the board that nominations are being accepted for PCMG Project of the Year and Friend of PCMG.

Travel: Marcella reported that a bus trip to Crystal Bridges and gardens and other points of interest in Northwest Arkansas is in the works for April 13 and 14.

PCMG Volunteer Manual Review: Don requested tabling this for next meeting.

At 11 a.m., Marcella moved and Dewayne seconded that the meeting be adjourned. The motion passed.

Respectfully submitted,
Coralie Maxwell

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

Balance at	November 30, 2011	Extension Office Account	<u>20,160.07</u>	
		Donation Account	<u>31,858.75</u>	
Deposits				
	Fundraising (calendars & books)		17.15	
	Social		577.50	
	Total		594.65	
Expenses				
	Social		2,694.58	
	Grnhse supplies		9.28	
	Proj/Old State House		958.99	
	Misc/Nametags		14.00	
	Proj/Arts Cntr, Gov Man		359.08	
	Tax liability		26.88	
	Total		4,062.81	
Balance at	December 31, 2011	Extension Offic	0.00	
		Greenhouse Donation Account	<u>16,691.91</u>	
			<u>26,942.01</u>	\$43,633.92

	RECEIPTS		EXPENSES	
	YTD		YTD	Balance**
Clothing	1,662.75		1,592.58	70.17
Continuing Education	780.00		657.01	122.99
Donations/Greenhse*	30,415.20		4,916.74	26,942.01
Dues	380.00		0.00	380.00
Fundraising *	3,403.05		2,549.92	1,835.41
Misc Sale Items/n-tgs	148.38		142.27	6.11
Misc./ Supplies	0.00		519.54	(519.54)
Printing	0.00		940.00	(940.00)
Proj-Ark Arts Cntr *	100.00		170.88	12.93
Proj-Greenhouses-General	15,418.00		8,459.38	6,958.62
Proj-Old State House*	1,262.75		2,273.67	3,102.78
Proj- Other	0.00		(1,246.26)	(1,246.26)
Proj-PrkHill WW Grnt*	0.00		338.15	373.90
Social	7,680.00		7,509.13	170.87
Training	6,377.00		5,866.42	510.58
Rent (St.James)	0.00		950.00	(950.00)
Travel	1,807.00		1,791.90	15.10
TOTALS	\$69,434.13		37,431.33	\$36,845.67
				\$6,788.25

**includes carryovers; committed funds

Reserve Funds	\$7,553.51	November 14, 2011	Bank of the Ozarks	
Deposit/Dues	55.00			
Interest 12/12/11	0.58			
Balance 12/12/11	\$7,609.09	December 12, 2011	TOTAL	\$51,243.01



Examples of Public and Private Funds*

Deposits

Funds Deposited in UACES Accounts – Public / Programmatic	Funds Deposited in Group Accounts – Private / Non-programmatic
Gifts / Donations / Memorials, if no tax receipt required	Gifts / Donations / Memorials, if no tax receipt required
Calendar Sales	Bake Sales
Conference/Seminar Fees Collected <i>Continued</i>	Cookbook Sales
Garden Tour Fees Collected <i>0</i>	Garden Tool Sales
Training Registrations & Fees Collected	Local Dues
<i>Travel Committee Trips</i>	Plant Sales - deposit <i>Bren writes ck to Depository</i>
	Proceeds from Fundraising Activities
	Proceeds from Raffles → <i>must have paperwork filled out</i>
	Proceeds from T-shirt Sales
	Social Activity Fees Collected

***Call Financial Services for classification of activities not listed**

Handling of Funds (other than grants)

For clarity, the following terms will be used to distinguish between both where funds are accounted for and where they are maintained for banking purposes.

- **Group Bank Account** – Local checking account maintained by Group volunteers to manage non-programmatic (private) funds. – *Treasurer manages/controls*
- **County Depository Account** – Local or central bank account maintained by UACES personnel, primarily used to manage programmatic money.
- **UACES Master Gardener/4-H Group Quicken Account** - Accounting record (not bank account) in Quicken used to track funds generated by activities that are considered educational in nature, but heavily organized and/or delivered by Group volunteers. Examples include Master Gardener plant sales and calendar sales. Funds accounted for in this way may have previously been deposited in Group bank accounts.

Receipts & Deposits

Funds Collected by Group Volunteers

1. Groups must develop and document procedures for handling the collection and disbursement of non-programmatic funds. At a minimum, those procedures must include the following:
 - Group personnel should issue receipts and/or maintain a list of participants for all non-programmatic funds collected.
 - The receipt or participant list should identify the source or purpose of the funds, amount, date, and payment method (cash, check, money order). (Do not use the official receipt book furnished by UACES for receipt of funds that will not be deposited into a UACES bank account.)

** Written guidelines*

PULASKI COUNTY MASTER GARDENERS

BOARD MEETING AGENDA January 17, 2012

Minutes:

Approved _____ yes _____ no

Treasurer's Report:

Accepted _____ yes _____ no

Old Business

- Greenhouse update , Outside benches – Beth
- PCMG Directory, Update- David Werling
- PCMG policy on selling items at meetings – Walter, Bren

New Business

- update on the Sedgwick County, Kansas Master Gardener Tour in April – Jet
- Report on changes in money management guidelines - Bren and Beth
- Hiring Electrician to hook up fan in the greenhouses – Beth
- Leave of Absence Requests for 2012 - All due to health or care giving - Mary Kallenbach, Marsha Friedman, Dana Miton, Kevin Keefe, Felecia Horton, Suzanne Patton, Lina Leigh Flanagan.
- Report on chair orientation - Marcella and Walter
- Remind everyone about award nominations - Project of the Year and Friend of Pulaski County Aster Gardeners
- Possible trip to Crystal Bridges - Marcella
- PCMG Volunteer Manual Review
-