

**MINUTES OF THE THE BOARD OF DIRECTORS OF  
JEFFERSON COUNTY MASTER GARDENERS, INC.  
MEETING HELD January 26th, 2023**

A meeting of the Board of Directors of Jefferson County Master Gardeners, Inc. was held by Zoom on Thursday, January 26th, 2023 at 6pm.

**PRESENT:**                    **Amy Weis, President & Chairman**  
                                 **Hana Berres, Vice President**  
                                 **Richard Smith, Secretary**  
                                 **Linda Massey, Director**  
                                 **Katherine Harper, Director**  
                                 **Terri Barker, Interim Treasurer & Former**  
                                 **Treasurer 2022**

**ABSENT:**                    **Darwin Bell, Director (Past President)**

constituting a quorum of the members of the Board of Directors of this corporation; notice was given on January 12th.

Meeting was called to order by President & Chairman, Amy Weis at 6:10PM.

**OLD BUSINESS:**

Upon a motion duly made and seconded, the following resolution was unanimously adopted:

**BE IT RESOLVED** that the Minutes from December 29th & January 9th Board Meetings are approved.

Quotes from Proxy Companies were carried over again, Amy has been too busy to follow up on that.

President announced her committee appointments for 2023 as follows:

- Auditing Committee: Terri Barker, Jan Street, Ricky Cybulsky & Gary Walker
- Awards Committee: Ken Hall
- Communications: Kathy Rostand (Roots and Shoots Newsletter Editor) and Richard Smith (Webmaster); Social Media Person (Vacant)

- Community Service Committee: Marian “Bunny” Fite, Laura Kezar, Cathay O’Sheal; Bethany O’Rear advises & Kate Musso helps
- Fundraising Committee: Amy Weis, Darwin Bell, Susan McNamara, Kathryn Corey and Deanna Fowler; Bethany O’Rear advises & helps
- Hospitality: Ruth Varnell (Chair) and Susan Morrison
- Membership: Amy Weis, Linda Massey, Richard Smith, Katherine Harper, Jan Street, Laura Kezar, Ken Hall, Fletcher Harvey, Kathy Sherrer, Melissa Mclemore - (exists mainly to run Membership Drive but Linda and Richard will also help Treasurer with sign-in table)
- Grants: (dissolved in 2022 by request of the Chair, Gail Pless, at the time; still non existent this year)
- Program: (not yet appointed by Vice President, see discussion on this under New Business below)
- Sunshine: Jennye McCreary

Linda Massey gave an update on the request for printing 200 copies of Publication ANR-0479 “The Alabama Vegetable Gardener”, from Hope Long, in the BBG Library. Hope was able to secure funding elsewhere. A discussion ensued about JCMGA printing its own copies.

Upon a motion duly made and seconded, the following resolution was unanimously adopted:

**BE IT RESOLVED** that 100 copies of the Publication ANR-0479 “The Alabama Vegetable Gardener” are to be ordered from Auburn by Bethanie O’Rear.

## **NEW BUSINESS**

Discussion ensued regarding appointing Cynthia “Cindy” Funderburk to the Office of Treasurer for the 2023 Jefferson County Master Gardeners Association Board of Directors. Amy read her qualifications:

Cindy completed the Master Gardener course and qualifications in 2022, so she is current on dues and hours. Cindy stated in writing that she is interested in promoting the purposes of the Master Gardener Association. She currently volunteers at the Perennials at the BBG and at St Stephens Episcopal Church in the grounds. She worked at the Episcopal Book Store (now The Advent Bookstore) for 35 years, the last 19 being the manager which included overseeing all financial activities on a software program

which was written for the bookstore. Their annual budget was \$250,000 to \$330,000. She was also treasurer of the Episcopal Booksellers Association for 8 years. This is a national association which meets once a year. She has also been treasurer of various other organizations, including All Saints Episcopal Church ECW and the Mountain Brook High School Band Association.

Terri then gave feedback on how her meetings with Cindy and said they had been going well. Terri noted Cindy preferred Quicken but stated that Cindy would work with the current accounting system for the first year before making any suggestion to change the system as it has been since Roger Clarke set it up in QuickBooks.

Without further discussion, upon a motion duly made and seconded, the following resolution was unanimously adopted:

**BE IT RESOLVED** that Cynthia “Cindy” Funderburk is hereby appointed to the Office of Treasurer for the 2023 Jefferson County Master Gardeners Association Board of Directors.

Discussion ensued regarding updating signatories on the bank accounts.

Upon a motion duly made and seconded, the following resolution was unanimously adopted:

**BE IT RESOLVED** that the following named persons and former officers are hereby removed as signatories from the JCMGA Bank Accounts held at Regions Bank.

- Roger Clarke, Former Treasurer, 2018 & Auditing Committee Chair, 2019-2022
- Rick Cybulsky, Former Treasurer, 2019 & Auditing Committee Member, 2022
- Jan Street, Former Treasurer, 2020-2021, Assistant Treasurer, 2017 & 2022

Upon a motion duly made and seconded, the following resolution was unanimously adopted:

**BE IT RESOLVED** that the following named persons and current officers are hereby added as signatories from the JCMGA Bank Accounts held at Regions Bank.

- Cynthia Funderburk, Treasurer, 2023
- Richard Smith, Secretary, 2023
- Johanna Burwinkles Berres, Vice President, 2023
- Terri Barker, Former Treasurer, 2022 & Auditing Committee Member

The Chairman made an announcement regarding a \$5,000 donation made by Fletcher Harvey.

The Interim Treasurer then gave a budget update. There is a little over \$10,000 in checking, a little over \$23,000 in Reserve Money Market and approximately \$5,500 in Money Market. The Interim Treasurer recommended that the \$5,000 be held in the Reserve Money Market Account and the Chairman agreed. There was no designation from the donor that the money be used towards grants so it was not necessary to put this in the Grants account. All were in agreement on this. There were no objections and no formal vote was taken.

Regarding expenses, she issued refunds for overpayment of dues to Karen Mitchell and Richard Smith. She issued \$96 reimbursement to Jenney McCreary (Sunshine Committee) for purchase of stamps. She also mentioned that the Master Gardener laptop needs to be updated with anti-virus software (not Norton as it currently is since this was her personal account) and installed on it by May of 2023 (it expires in August). She recommended Bitdefender.

Amy requested that Terri send the budget update spreadsheet of incoming and outgoing funds to Kathy Rostand for the February R&S. Terri said she would get with Cindy on that since she needs to get used to doing that. Amy agreed.

Hana asked how to arrange a check for the March speaker. Terri explained that Cindy needs some form of documentation for the check; either the speaker can send an invoice or Hana can send an email to the Treasurer requesting it and stating what its for. Amy recommended that if the speaker is charging a fee then get the speaker to send an invoice; however if we are offering an honorarium then Hana should prepare something in writing to send to the Treasurer. Can either bring a check to program or mail it after the fact.

The Chairman gave an update on the membership drive and stated they are close to finishing. Most of the callers have completed their lists but a few committee members had to drop out so we have had to take over those names. She mentioned that since we started the year with about \$5k in the checking account and we are now over \$10 that this was a testament to the membership drive and reminders to pay by the deadline. She stated overall it had been a positive

experience and successful because in addition to dues they have reduced the email list to under 500. There are still around 200 MGs to contact but they have contacted over 400. Linda noted she alone had made 112 calls. Amy noted Melissa McLemore and Jan Street have helped take over some names.

The Secretary & Webmaster, Richard Smith, then gave an update on the ongoing efforts to update the website. He said it is almost ready to go live, however he suggested we transition from GoDaddy to Siteground for website hosting and domain name and that we will be migrating over to the new site within the next few weeks. He stated the reason for this is cost, Siteground is running an 80% off offer, total cost would be \$2.99 per month for the first 12 months, then will be reassessed.

Terri Barker, stated that she had paid GoDaddy through 2024 and asked if it could wait. Richard stated that the website had been hosted through Diane Remick's personal GoDaddy Account, and since Diane is no longer the webmaster does not need to be in her personal account, but GoDaddy would not transfer it to a new account.

It was agreed that we do not need to have people using personal accounts for things anymore, we had a recent unplanned charge of approximately \$1,000 when Ann Gray Harvey asked to be reimbursed after paying for Constant Contact through her own personal funds for several years.

It was agreed Richard would check with Diane about getting GoDaddy to refund the unused portion of our hosting subscription.

It was agreed we would set up automatic renewals on Siteground via direct link to the bank account since past Treasurers declined to have a debit card. This is the same process for Paypal.

Hana pitched having automatic renewals for membership dues and asked how complicated that would be to set up. Richard said it required a plug in or maybe something we could do in Paypal. Amy said if we could do this through Paypal we need to do it immediately; also suggested getting Cindy to talk to the bank about this because they may have something we could set up.

Following that, Hana suggested a "Donate Here" button as well.

Upon a motion duly made and seconded, the following resolution was unanimously adopted:

**BE IT RESOLVED** that we switch the Master Gardener website from GoDaddy to Siteground account for website hosting and domain name.

The Vice President then pitched an idea about transitioning the Program Committee from a “Discretionary Committee” to a “Standing Committee” in the bylaws. The justification she gave for this was that the learning curve for the Vice President to be successful and timely with planning and running the programs every year is so steep and there is currently no handover, no guidelines written down; the VP shouldn’t have to relearn everything from scratch. She stated that this committee would bear the burden for Programs but the Vice President would serve as Chair and have final say. The Program Committee would then be in a position to maintain the knowledge of what is required year on year; they would also maintain the Speaker Bureau and update it to show when speakers on the list gave talks (years and topics); and would organize “Master Gardener Excursions” not so much field trips as opportunities for MGs to travel together to various places and events throughout the year when they don’t want to or can’t go by themselves. These excursions would be in addition to our meetings but on a non-scheduled speaker day and it would just be a group of people getting together to go do an excursion but the Program Committee could help coordinate that. The committee would take the initiative to proactively schedule maybe up to four of these excursions a year but could also be reactive to other suggestions/requests.

The President recommended putting together the committee first since the VP was at her discretion to appoint the Program Committee. She stated that in Alabama Nonprofit Corporation law, there is no limit to how long you can serve on a Committee.

Further discussion ensued about the process to change the Bylaws in regards to changes to the Program Committee. The President stated that the Governance Documents committee, of which she is Chair, will meet on February 3rd. All edits will be presented to the Board for Approval, then to the Membership for ten day review and ratification at the end of the 10 days through a regular program meeting or specially called program meeting.

The President noted plans to have a March Mingle with the intern class on a Thursday in March, TBD. We would host lunch.

There being no further business, a motion to adjourn was made at 7:30pm and upon that motion duly made and seconded, the meeting was adjourned.

Chairman of the Board

Handwritten signature of Amy Weir in black ink.

Attested by Secretary

Handwritten signature of Richard Smith in black ink.