MINUTES OF THE BOARD OF DIRECTORS OF

JEFFERSON COUNTY MASTER GARDENERS, INC.

MEETING HELD December 15th, 2023

A meeting of the Board of Directors of Jefferson County Master Gardeners, Inc. was held in person at 908 Highland Road, Homewood, AL 35209 on Friday, December 15th, 2023 at 1 PM.

PRESENT:

Amy Weis, President (2022-2024)
Johanna Berres, Outgoing Vice President (2023)
Richard Smith, Incoming Vice President & Outgoing Secretary (2023-2025)
Janet Humphreys, Incoming Secretary
Linda Massey, Outgoing At-Large Director (2020-2023)
Katherine Harper, At-Large Director (2023-2025)
Cynthia Funderburk, Treasurer (2023-2024)
Carlton Craig, Incoming Assistant Treasurer (2024-2027)
Darwin Bell, Outgoing Director and Past President (2021-2023)

constituting a quorum of the members of the Board of Directors of this corporation; notice for this meeting was given on December 1st.

The meeting was called to order by President & Chairman, Amy Weis at 1:00 PM.

AGENDA

As this was the last Board meeting of the year, it was required to appoint the 2024 Officers of the Board for the following year. Upon motions duly made and seconded, the following resolutions to appoint new offers were unanimously adopted:

BE IT RESOLVED that Cynthia “Cindy” Funderburk is hereby appointed to a second term in the Office of Treasurer for the 2024 Jefferson County Master Gardeners Association Board of Directors.

BE IT RESOLVED that Carlton “Skip” Craig is hereby appointed to the Board of Directors for a three-year term beginning January 1st, 2024, and ending December 31st, 2026; and to the Office of Assistant Treasurer for the 2024 Jefferson County Master Gardeners Association Board of Directors for the 2024 year beginning January 1st, 2024, and ending December 31st, 2026.

BE IT RESOLVED that Janet Humphreys is hereby appointed to the Board of Directors for a three-year term beginning January 1st, 2024, and ending December 31st, 2026; and to the

Office of Secretary for the 2024 Jefferson County Master Gardeners Association Board of Directors for the 2024 year beginning January 1st, 2024, and ending December 31st, 2026.

BE IT RESOLVED that Richard Smith is hereby appointed to the Office of Vice President for Jefferson County Master Gardeners Association Board of Directors for the 2024 year beginning January 1st, 2024, and ending December 31st, 2024. This will be his second year on the Board of Directors.

BE IT RESOLVED that Amy Weis is hereby appointed to a second term in the Office of President for Jefferson County Master Gardeners Association Board of Directors for the 2024 year beginning January 1st, 2024, and ending December 31st, 2024. This will be her third and final year on the Board of Directors.

Discussion ensued regarding updating signatories on the bank accounts. Upon a motion duly made and seconded, the following resolutions were 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. Johanna has chosen to vacate her term on the Board early.

- Johanna “Hana” Berres, Vice President, 2023

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.

- Carlton Craig, Assistant Treasurer, 2024-2026

As the final Board Meeting of the year, it was also required to approve the 2024 Budget. Upon a motion duly made and seconded, the following budget resolution was unanimously adopted:

BE IT RESOLVED that the 2024 Budget for the period beginning January 1, 2024 and ending December 31, 2024, was approved. The Budget is appended to the minutes.

Motion to adjourn was made at 2:17 pm. Upon that motion duly made and seconded, the meeting was adjourned.

Chairman of the Board

Amy Weis

Attested by Secretary

Richard Smith

APPENDIX: BUDGET 2024

	2024 Budget 12/29/2023				2023 BUDGET (Actual as of Dec 29, 2023)			
	2024 Donations: Incoming				**2023 Donations: Incoming**			
GL#	Item	Budget	Actual	**Comments**	**Item**	**Budget**	**Actual**	**Comments**
27301	AMGA Membership Dues*	2,000.00		based on 200 members	AMGA Membership Dues - Incoming *	2,000.00	3,020.00	based on 200 active members . Dues rcvd starting Jan 1, 2023
47280	Banquet/Graduation Ticket Sales	1,350.00		based on 90 paying for $15 tickets (plus abt 10 comps). (JCMGA Board has approved paying the difference in expense and ticket sales.)	Banquet/Grad Ticket Sales	2,000.00	1,245.00	based on 80 tickets; estimated to $1,200 from $2,000 based on $15 tickets per person as per phone call with Hana 07/18. See Banquet/Graduation expense line below.
46460	Donations, General	1,000.00			Donations (unspecified)	75.00	10,140.00	Received two $5,000 donations this year.
47295	Fundraising + Sales at MG Tables	2,000.00			Fundraising + Sales at MG Tables		1,280.68	Fundraising efforts by Community Service Committtee Donation Jar, and sales from Seed Balls, Seed Packets - at MG Events - including Bulb Fundraisers
47290	Fundraising to MGs (merchandise)	10,000.00		including proposed Farm-to-Table Event	Fundraising Merch to MGs	200.00	255.00	notecards, T-shirts, aprons, etc. (Farm-to-Table Event in 2024)
27340	Intern Grants (Projects)^	1,000.00		Bethany O'Rear Fund in MM Reserve Acct	Intern Grants (Projects)^	1,000.00	597.60	money will come from the money market reserve fund
47230	JCMGA Membership Dues	5,000.00		based on 200 members	JCMGA Membership Dues 2022 & 2023	5,000.00	4,428.42	based on 200 members (Dues received 1/1/23-12/29/23)
47230					JCMGA Membership Dues 2024 & 2025		2150.00	Dues received 1/1/23-12/29/23
	Total	**22,350.00**			**Total**	**10,275.00**	**23,116.70**	

	2024 Expenditures: Outgoing				**2023 Expenditures: Outgoing**			
GL#	Item	Budget	Actual	**Comments**	**Item**	**Budget**	**Actual**	**Comments**
63000	Administrative Expense	700.00		QB Online Plus for 2 - $485/yr (2024); $972/yr (2025); plus ZOOM subscription	Administrative Expense	210.00	296.88	includes Zoom annual membership for 2022 & 2023
27301	AMGA Dues*	2,000.00		based on 200 paying members	AMGA Dues *	2,000.00	2,770.00	Paid out for AMGA dues collected thru 9/30/2023

65200	Banquet/Graduation Food	2,062.00		cost of food only based on at least 100 registered people, including comps. (Moved from Dinner to Luncheon in 2023 which saved on food cost.) 10 extra interns are in 2024 class.	Banquet/Graduation Event - food only	1,600.00	1,837.72	Tuesday, November 14, Luncheon. Catered event. Charging $15 / person. Tres Luna Catering – estimating $20 / person. Planned on 50, 99 registered, including comps. Layout of room chosen. Should be $1,600 based on plans of $20pp for 80 people. We had 80 in 2022.
65175	Banquet/Graduation Other than Food	750.00		all expenses other than food; i.e. table decorations, drinks, utensils, tableclothes, etc	Banquet/Graduation Event - other than food	1,150.00	454.14	Room, decorations, Pending info from Bethany.
65001	Community Service Committee	1,750.00		recommended by Cathy O'Sheal	Community Service Committee	1,603.00	646.46	Nonbudgeted - Approved request
63500	Constant Contact	459.00		supposed to be automatic deduction out of checking acct	Constant Contact	459.00	0.00	Pre-payment for 11/2023 - 10/2024 (automatic payment). Will be automatically taken from checking account on Dec 1.
60325	Door Prizes	300.00		recommended by Linda Massey	Door Prize Costs	300.00	168.08	Note shows monthly details 1/2023 - 10/2023
62800	Equipment	100.00		based on 2023 actual	Equipment	200.00	44.27	not used in 2022
65410	Fundraising Expenditures	7,000.00		Farm-to-Table expenses, (making seed balls, seed packets is now part of CSC),	Fundraising Expenditures		0.00	Note shows approximate expenses for wildflower seed balls and vegetable seed packets. To also include aprons, t-shirts, Farm-to-Table event, etc.
60320	Gifts	2,500.00		pledged to Auburn for Transitional Garden (received $2500 donation in 2023)	Gift for Transformation Garden at Auburn	2,500.00	2,500.00	Nonbudgeted - Board approved
60350	Grants from JCMGA	0.00		paid from MM Grants acct - pending new policy and procedure; grant application form and grants committee	Grants from JCMGA		0.00	Pending new policy and procedure; grant application form and grants committee
60560	Honorariums	700.00			Honorariums	700.00	150.00	Paid out to Speakers at Programs
64001	Hospitality/Reunion	600.00		based on 2023 actual. moved overtime to Security for 2024	Hospitality/Reunion	450.00	555.80	Table rental, tablecloth purchase, overtime for BBG Employee (Security for Police is separate line in budget.)
64020	Hospitality/Meeting	200.00		based on 2023 actual	Hospitality/Meeting	180.00	197.40	plastic bin, tableclothes, tea and lemonade
27340	Intern Grants (Projects)^	1,000.00		To be pulled from MM Reserve (Bethany O'Rear Fund) PRESET	Intern Grants (Projects)^	1,000.00	597.60	to be pulled from the MM Reserve acct. Bethany O'Rear Fund / For Class Projects.

63650	Intern Luncheon	675.00		Suggested from 2023 actual	Intern Luncheon/March Mingle	565.00	564.02	Nonbudgeted/approved - Board meeting with Class & getting to know each other, one Board member at each table. 2024 budget should be increased to $675 (15pp) just in case there are 40 members in the class (plus board).
60550	Intern Scholarships	300.00		$50 to $100 per scholarship (use Kathy Connolly Fund first, GL# 27310)	Intern Scholarships	300.00	225.00	Min $50, Max $100 for each scholarship depending on how many applications are approved.
62140	Legal Fees	0.00			Legal Fees		-164.36	Reimbursement for 2022 expenses
63800	PayPal Fees	235.00		based on 2023 actual	Paypal Fees	175.00	255.72	paid out for 2023
65030	Printing	0.00		moved to Community Service Committee	Printing	300.00	0.00	CSC asked or $150 for publications; not paid out yet as of 4/11.
65185	Security	184.00		for Reunion/Cocktail Party - Security AND Bham City overtime	Security	120.00	120.00	For Reunion/cocktail party on September 19th.
65060	Signage and Marketing	0.00		moved to Community Service Committee	Signage and Marketing	45.00	0.00	not used in 2022; not yet used
27204, 60570	Stars and Badges	60.00			Stars and Badges	60.00	57.00	
60600	Sunshine	500.00		based on 2022 figures	Sunshine	500.00	96.00	Actuals as of 11/30/2023 - ???
63500	Website and SM Support	275.00		SiteGround web hosting - based on "renew services" amts by Richard Smith	Website and SM Support	200.00	55.87	Website Hosting with new service
	Total	**22,350.00**			**Total**	**14,617.00**	**11,427.60**	
	Budget Balance	**0.00**			**BUDGET BALANCE**	**-4,342.00**	**11,689.10**	

Proposed budget for 2024 discussed, changed, and approved on Dec 15, 2023 by Board.

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