Jefferson County Master Gardeners Association, Inc.

Board and Leadership Meeting Minutes

12 March 2024 / Hodges Room / Birmingham Botanical Gardens / 2612 Lane Park Road, Birmingham Al 35223

ATTENDEES

1. Amy Weis, President
2. Richard Smith, Vice President
3. Janet Humphreys, Secretary
4. Cindy Funderburk, Treasurer
5. Carlton “Skip” Craig, Assistant Treasurer
6. Linda Massey, Committee Chair for Membership
7. Rick Cybulsky, Audit Committee Chair
8. Sandy McCarthy, Policies and Procedures Committee
9. Charlie Faulkner, Past President, Policies and Procedures Committee
10. Jennye McCrary - Sunshine Committee
11. Darwin Bell, Past President
12. Ken Hall, Awards Committee
13. Diane Remick, Liaison to Intern class and MG Facebook administrator
14. Phyllis Clay, Board Member, AMGA
15. Laura Kezar, Community Service Committee Co-Chair
16. Kerry Smith, State Program Director for Master Gardener Associations, Auburn University
17. Roger Clarke, Past-President AMGA
18. Jordan Mosely, Development Officer, College of Agriculture, Auburn University
19. Mary Hendley, Newsletter
20. Susan McNamara, Committee Chair for Fundraising
21. Judith Rives, At-Large Director
22. Devonne Ellis, President AMGA
23. Deborah Boutellier, Secretary AMGA

Meeting called to order by Amy Weis at 11:24 AM

First Order of Business - 2023 Financial Review - Cindy Fundeburk, Treasurer

The 2023 financial review was conducted on January 8, 2024. The Financial Review Committee (formerly Audit Committee) included Terri Barker, Chair and former Treasurer; Jan Street, former Treasurer; Rick Cybulsky, Former Treasurer; Cynthia “Cindy” Funderburk, Current Treasurer; and Carlton

“Skip” Craig, Assistant Treasurer. The review of financials from 2023 included bank statements and documentation from all transactions. Upon completion of the review, it was found that all bank statements were balanced and there was supporting documentation for each financial transaction. The review concluded that all financial documents for 2023 were in order.

Second Order of Business - Amy Weis

Welcome to our guests from AMGA, ACES & Auburn who presented at the Members Meeting today and stayed to attend the Board and Leadership Meeting. Invited the guests to make any further announcements regarding leadership and admin activities within the State MG Program. Devonne Ellis Announced that The next AMGA Advisory Council Meeting will be in June 2024. Kerry Smith discussed in more detail than in the Members Meeting ongoing updates and challenges to the Service Report. She reiterated to ask our Members not to create a duplicate account if they are having trouble logging in to sign the MoU or enter hours. They should contact the Jefferson County Super Admins, who can reset passwords but not change passwords. Super Admins were reminded not to approve duplicate accounts. Super Admins are Bethany O’Rear, Amy Weis, Lindsay Massey, and Rick Cybulsky. Cindy Funderburk is also a Super Admin for accessing Dues Tracker as part of her Treasurer duties, not for membership management. Diane Remick is also a Super Admin but only for assisting Bethany with interns not for managing JCMGA Membership. Susan McNamara is also a Super Admin but only for managing helpline, not membership.

Announcements from Committees

Helpline - Susan McNamara, Coordinator.

> Susan is working on setting up a training with Kerry. Interns are recommended to volunteer at the Helpline as part of the internship.

Community Service - Laura Kezar, Co-Chair

> Laura gave her most of the CSC updates in the Members Meeting, however she repeated that in July - November 2023 there were 108 garden events, 37 outreach events, 337 Master Gardener volunteers, and 1,858 contacts.
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> In the last five months, there were 200 garden events, 60 outreach events, 600 Master Gardener volunteers, and between 3,000 and 3,500 contacts. Over 30 different gardens had volunteers.
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> Amy invited a discussion on the volunteer opportunities list that CSC sends out to veterans and interns. Laura listed the feedback CSC has received on the list including requests to organize it differently but CSC doesn’t have time to do that and the requests are so varied as to how it should be organized that there doesn’t seem to be one way that would please everybody. One

suggestion included making it an interactive digital document but CSC lacks the capacity to do that. Amy suggested asking the person who made that suggestion if they could do that. Amy also recognize CSC's idea to add the Service Report categories to the list was very helpful.

Amy noted that with the resignation of Katherine Harper from the board, Katherine's idea to coordinate field trips to our project sites in coordination with CSC is stalled, and Amy Weis would like to find someone new to coordinate site visits.

The committee also needs a regular volunteer to prepare kits for outreach events.

President's Announcements/Agenda

- Discussion of Policy and Procedures document;

  Amy is still waiting on some documentation from committees and individual roles. She did receive some new edits this week and will incorporate those edits and send the revised document again to committees for review. It was agreed at the last B&L Meeting that the P&P document should be like a general job description, more detailed than bylaws, but more high level than an instruction manual and that committees should include a more detailed "notebook" style instruction manual that could be revised annually.

- Discussion of Bylaws changes;

  Audit Committee should be changed to "Financial Review Committee"

  The Sunshine Committee which has historically been an individual role involving sending greeting cards to members, is now part of the Membership Committee, so this committee should be removed from the bylaws.

  The Grants Committee should be listed as Discretionary, not Standing. The justification for this is that the Grants Committee self-elected to put a hold on awarding grants in 2022 since the JCMGA was becoming a 501(c)3 and the pot money to make awards was too small. The hold is till in place. Even though Amy plans to rebuild that committee this year, it stands to reason that there may be holds placed in future years due to lack of funds or other priorities for funds. The only monetary awards JCMGA gives out now is a scholarship for Interns based on need, not to exceed half the cost of the training for up to four interns; and a $1,000 donation to the MG Intern project every year - this was from a donation received in Bethany's name some years ago that is held in a Money Market Account.

  The dues deadline in our bylaws should be changed to November 30th and to be collected as early as September 1st. Dues will be delinquent after November 30th. AMGA dues are to be paid

by December 31st each year. Amy asked Devonne, as AMGA President, if she could pass on that it would be helpful if AMGA would update their guidelines on dues to state something to the effect that “the December 1st deadline is for LMGAs to pay AMGA, and that individual Extension Master Gardener Volunteers should refer to their Local Association bylaws or administrative documents to learn when their deadline is to pay dues to the Local Association which includes their individual AMGA dues as well.”

It was suggested that it would be helpful to include a clause describing the difference between a Board and Leadership Meeting versus a straight Board-Only Meeting. The Board and Leadership currently meet twice a year, while the Board meets four times a year. Amy asked if we should consider combining these and always having Leadership (committee chairs) present at our Board Meetings? Mary Hendley commented that fewer meetings is usually better. Amy noted this will be on the agenda for further discussion at the the July Board and Leadership Meeting on July 9th, after the regular members meeting in the Hodges Room.

Final change to the Bylaws suggested was, changing the name of the Policy and Procedure Committee to Policy or Administrative Oversight Committee. The reason behind this is because after the Policy and Procedure Draft is complete this committees purpose would need to adapt to reviewing the policies and procedures once a year to ensure a) we are still compliant with them and b) that any new policies or procedures are added and c) any old policies and procedures are culled. This review should include the bylaws as well to ensure the Board is compliant with those as well. This would be a standing committee that would conduct a review once a year, similar to financial review committee. There was some discussion but no objections.

Draft wording will be suggested for the bylaws on these changes and a draft circulated to the Board for review prior to the July 9th, Board and Leadership Meeting.

The meeting adjourned at 12:16 PM

ATTEST BY:

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Janet Humphreys, Secretary

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Amy Weis, Chairman of the Board