



**Bexar County Master Gardeners
Board of Directors Meeting Minutes
May 21, 2020**

AGENDA

1	Welcome Guests Call to Order / Quorum Verified
2	Approval of Minutes (Secretary will provide a printed copy, with financial records attached, for signatures)
3	County Extension Agent
4	Board Member <u>Written</u> Reports <ul style="list-style-type: none"> a. President - Lynn Cox b. Treasurer - Kathann El-Amin (Document coming separately from Kathann) c. Membership - Donna Meyers d. Youth Gardening Program Coordinator - Ruby Zavala e. Water Conservation Coordinator - Anna Vogler f. MG Training Coordinator - Lou Kellogg
5	Leadership Team <u>Written</u> Reports <ul style="list-style-type: none"> a. Monthly Meeting Education & Field Trip Committee - Bill Swantner, Chair b. Brown Bag Lunch & Learn - Bill Swantner, Chair c. TMGA Representative Report - Michelle Hobbs d. Scholarship Committee Update - Jan Craven, Chair e. Merchandise - Michelle Hobbs f. Facebook Page Team Meeting - Muriel Lanford, Chair g. Grow Your Own Vegetable Page - Anne Moss, Chair
6	Old Business None
7	New Business <ul style="list-style-type: none"> a. Appropriateness of Board Working Sessions - Lynn Cox b. Amend Policy F-3 Board of Directors Meetings - Lynn Cox c. Brown Bag Lunch & Learn - Lynn Cox d. BCMG Monthly Meetings - Lynn Cox e. Reopening of BCMG Office - Lynn Cox f. Retention of Inactive Members on VMS Roster List - Lynn Cox g. Office Manager Duties/New Hire - Lynn Cox h. Online CULTIVATE! - Anna Vogler i. Approval of Facebook Page Administrators - Lynn Cox j. MG of the Summer - Lynn Cox
8	Items for the May Monthly Meeting Agenda
9	Adjournment

Next BCMG Board Meeting: June 18, 2020, 3-5 PM

Video Conference

1 Call to Order

Time:

Quorum Verified (4 members present required for quorum):

Board Members Present:

Position	Name	Present	Absent
President	Lynn Cox	x	
Vice President	Muriel Lanford	x	
Secretary	Angela Kirby	x	
Treasurer	Kathann El-Amin	x	
Membership Director	Donna Meyer	x	
Member at Large	Michelle Hobbs	x	
Member at Large	Art Vazquez	x	
Past President (non-voting)	Grace Emery	x	

Non-voting Support Present:

Position	Name	Present	Absent
AgriLife Extension - Horticulture	David Rodriguez	x	
Youth Gardening Coordinator	Ruby Zavala	x	
MG Training Coordinator	Lou Kellogg	x	
Water Conservation Coordinator	Anna Vogler	x	

Additional Attendees:

Position	Name	Present	Absent
BCMG Office Manager	Mike Mangiapane	x	

2 Approval of Minutes

April Minutes were sent by email in a separate document. Hard copy ***will not*** be printed for the meeting.

Moved: To accept April minutes. All voted AYE.

Minutes are:

3 County Extension Agent - Horticulture

BCMG continues to have a strong online presence in San Antonio, answering 417 emails and hotline phone calls in April. Molly Keck and David Rodriguez are offering online webinars, which have been well received. No face-to-face activities until further notice.

4	Board Members Written Reports
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a	President's Report - Lynn Cox
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- **More CEU Online Opportunities** - Wizzie Brown, Extension Program Specialist- IPM, has expanded her webinar series on Backyard Bug Hunt. All webinars use Code 001.
- **New Publicity Coordinator** - Nancy Mills has stepped up to be the new Publicity Coordinator.
- **Canopy Purchase** - It has arrived and is in the AgriLife Office until we can retrieve it. In good shape?
- **Hospitality Coordinator** - After changing the strategy for recruiting Hospitality Coordinators to a month-by-month basis we have been successful. I am planning to ask each Hospitality Coordinator to welcome everyone in the Monthly Meeting video. Currently:
 - June - Judy Warren
 - July - Melanie Short
 - Aug - Paula Peters
 - Sept - Nancy Mills
 - Oct - Nancy Mills
 - Nov - Marsha Krassner
- **Scion** - I met, via video conference, with Tera Marshall to discuss changes to the Scion. To complete the differentiation between the Leaflet (internal communication) and the Scion (external outreach tool). We have implemented for the June issue:
 - **Focus** - The target audience is defined as the Bexar County gardening community, not Master Gardeners.
 - The language to be used is public-focused.
 - CEU opportunities will be referred to as gardening education opportunities (for the public) and there will be no mention of CEUs (CEUs will be announced through the Leaflet).
 - There will be no request for volunteers (This will be done through the Leaflet)
 - **Ease of Use:**
 - We will be trying out a new format where articles are grouped by type to make it easier for people to find what they are looking for.
 - We are implementing the use of an active index where people can quickly jump straight to what they are looking for.
 - **Educational Outreach** - We are increasing the number of articles that provide gardening information. The May Scion contained an article by Candy Roach about snakes to watch out for while gardening in Bexar County and Muriel Lanford provided an article about her landscape. Several other MGs have reached out to provide articles for upcoming issues of the Scion. We are also including regular articles from the PLANTanswers Plant Man, Forrest Appleton, the monthly gardening to-do list, and highlighting Texas Superstar plants.

b	Treasurer's Report - Kathann El-Amin
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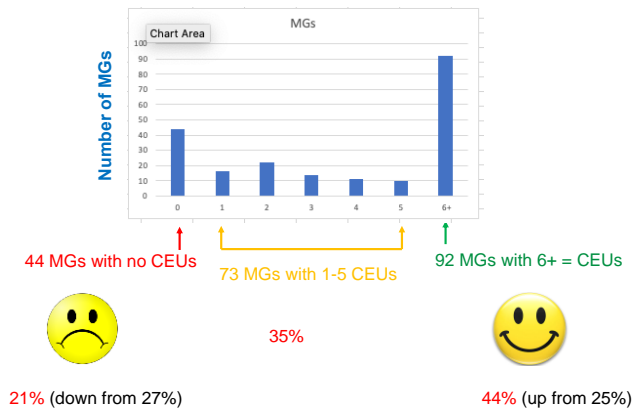
There will not be any new financials to add since Mike will not have had time to input any invoices or receipts.

c | Membership Report - Owen Keiser, Membership Coordinator

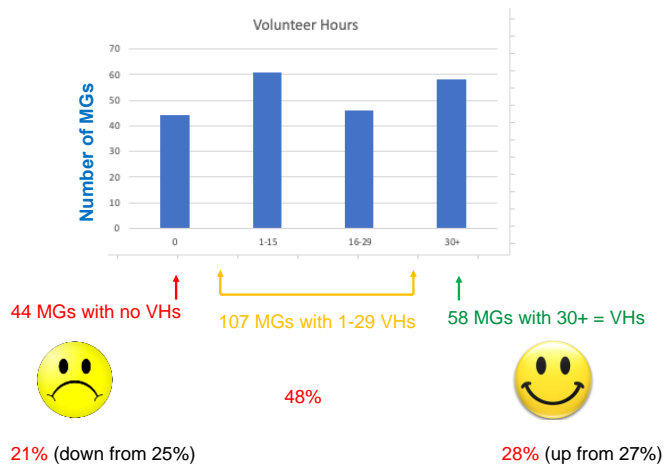
Certified New This Month (5/16 /2020)

Hobbs, Michelle
 Lanford, Muriel
 Meyer, Donna
 Rea, Ruth

May Continuing Education



Volunteer Opportunities



Additional Clarification: A significant increase in the number of MGs getting their CEUs

d | Youth Garden Coordinator’s Report - Ruby Zavala

- Posting on AgriLife Facebook and sharing with BCMG Facebook group
- Helping David and Molly with Webinars
- Recording David’s webinars and editing for YouTube upload
- Zoom meeting with Seton Homes on Tuesday May 19th.
- Assisting teachers with fall programming

e Water Conservation Coordinator's Report - Anna Vogler

The following AgriLife webinars for the month of April have been submitted for reimbursement from SAWS at the contract rate for presentations of \$75 per webinar:

4/8/20	Native Pollinators	Molly Keck	# attendees-103
4/9/20	Pollinator Plants	David Rodriguez	# attendees -111
4/14/20	It's More Than Just Mowing	David Rodriguez	# attendees -84
4/15/20	Bugs That Hurt the Lawn	Molly Keck	# attendees – 94

The following AgriLife webinars for the month of May have been approved for reimbursement from SAWS, also at the contract rate for presentations of \$75 per webinar:

5/1/20	Spiders: Spooky or Cool?	Molly Keck
5/5/20	Plant Gifts for Mother's Day	David Rodriguez
5/6/20	What's Eating Mama's Plants?	Molly Keck
5/7/20	Butterfly Gardening Host Plants	David Rodriguez
5/8/20	Butterfly Gardening Nectar Plants	Molly Keck
5/12/20	Ten Best Blooming Trees for Your Landscape	David Rodriguez
5/13/20	Ten Bugs that Damage Trees	Molly Keck
5/19/20	Make A Tropical Paradise with Superstar Plants	David Rodriguez
5/20/20	Common Pests & Remedies for Superstar Plants	Molly Keck

John Vann will give his regularly scheduled Landscape Care Class for Habitat for Humanity via Zoom on May 19 and has been approved for reimbursement by SAWS. This presentation is done 6 times per year, usually at the Habitat building site, however the Habitat management has made arrangements for the Zoom platform to be used this month. They will keep us informed about the next class, which is scheduled in July.

I have submitted Requests for Approval (RFA) for the following AgriLife webinars, and am awaiting the approval:

5/26/20	Getting Your Lawn & Landscape Ready for Summer Heat	David Rodriguez
5/27/20	Heat Loving & Thriving Pests	Molly Keck

I have received several email messages from SAWS saying they appreciate all that David and Molly are doing to keep the educational outreach going to the community. As you can see from the attendance numbers above, these webinars are very well received from the community.

Respectfully submitted,
Anna Vogler
Water Conservation Coordinator

Additional Clarification: Anna will seek to recover our Cultivate! funds from SAWS

f **MG Training Coordinator - Lou Kellogg**

No updates at this time.

g **Grow Your Own Vegetable Page - Anne Moss**

Hope to have the website page online by the end of June.

5 **Leadership Team Written Reports**

a **Monthly Meeting Education & Field Trip Committee - Bill Swantner, Chair**

Will focus on providing speakers for the live, online Monthly Meetings currently scheduled for June - Aug. Update - the June speaker would rather be rescheduled. We are identifying a sub at this time.

Additional Clarification: Planning on live webinars for summer meetings.

b **Brown Bag Lunch & Learn - Bill Swantner Chairperson**

Since Brown Bags have been cancelled for June-Aug (at least), these speakers will serve as substitute speakers for any Monthly Meeting speakers who do not want to participate in online versions of the meetings.

c **TMGA Representative Report - Michelle Hobbs & Lou Kellogg**

Nothing new at this time.

d **Scholarship Committee**

Waiting on deadline and for any applications that may be at the BCMG office at this time.

e **Merchandise - Michelle Hobbs**

Merchandise ordered and to be delivered to Michelle's home. Will be delivered curbside on a date to be determined after delivery.

f **Facebook Page Team - Muriel Lanford**

Current FB Work Group Members:

- Liana Benavides
- Lynn Cox
- Anna Vogler
- Regina Maspero
- Chair: Muriel Lanford

The FB work group has had two online meetings (April 30 & May 13), and a series of “homework” assignments completed. **The basic questions we addressed have been WHAT, HOW, WHO, & WHEN:**

- What type of changes need to be made?
- How do we go about making these changes?
- Who will take on which roles to accomplish the transition?
- When will the changes take place (timing of each part of the process)?

Highlights from the group’s progress are below:

1. The group unanimously agreed that BCMG transition from a **FB Group** to a **FB Page**. A Page will allow us more control over content and posts.
 - a. Liana B volunteered to create a new FB Page
 - b. Liana has created the “bones” of a new Page, but it has not been “Published”
2. Primary goals of the new Page:
 - a. Promote AgriLife and Bexar County Master Gardeners
 - b. Educate local gardeners with research-based information on a variety of topics
3. Initial Roles of the new Page
 - a. Administrator
 - i. Has ultimate authority over the Page and all other FB Page roles
 - ii. Must be approved by the BCMG Board of Directors
 - iii. The Page should always maintain a minimum of 2 Administrators, preferably 3-4
 - iv. Liana B agreed to be one of our initial Administrators
 - b. Editor
 - i. Curates and posts content
 - ii. Keeps the conversation going
 - iii. Team Approach: The work group agreed it would be ideal to have an Editing Team, so several volunteers will have the opportunity to help in various areas of their interest or expertise
 - c. Moderator
 - i. Monitors content
 - ii. Responds to/deletes comments as necessary
 - iii. Removes/bans people from the Page, as necessary
 - d. Analyst
 - i. Accesses statistics and data associated with the Page
 - ii. Ruby Zavala has been invited to be an Analyst on the new Page
 - e. Leads: While this is not a formal FB role, the group decided it would be best to have a Lead Administrator, Lead Editor, and Lead Moderator for our new Page
4. Lynn created the “About” section of the Page, which describes BCMGs
 - a. “The Bexar County Master Gardeners are volunteers, trained and certified by the Texas A&M AgriLife Extension Service, who provide unbiased, research-based gardening information to the public that is locally relevant to Bexar County.”
5. On the new FB Page, only approved individuals will be able to post, while anyone can comment on the BCMG posts (moderators will monitor comments for appropriateness)
 - a. Promotion of the BCMG Hotline & Email will be always posted prominently for easy access by the public (for gardening questions or advice)
 - b. Posting will likely be done a minimum of once a week
 - c. Posting can be scheduled in advance (for various events, seasons, topics, etc)

- d. Several ideas have been floated for new features. Examples:
 - i. Tip of the Week
 - ii. What's Wrong with Your ___ [common questions/issues of the season]?
- e. Guidelines will be established for posts and comments
- 6. Transition
 - a. The transition and its rationale will be posted well in advance on our current FB Group
 - b. The current site will encourage people to Follow our new FB Page
 - c. The transition and its rationale will also be widely publicized in our major media venues (Leaflet, Scion), as well as member meetings
 - d. Board of Directors and David R will give final approval before Page is launched
 - e. FB Roles will be recruited prior to launch
 - f. Earliest launch date is likely mid-June
- 7. Policy
 - a. A new policy for Facebook will be created and proposed to the Board
- 8. Extended Board and AgriLife staff
 - a. Input is encouraged on current decision and progress
 - b. AgriLife staff: please let us know your needs for information and data that need to be included in our plans

6	Old Business
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None

7	New Business
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a	Appropriateness of Board Working Sessions
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Discussion: David and other individuals support continuing the Board working sessions, with the understanding that non-attendees would have the opportunity to provide any assistance, when needed. For those parties interested, the informal agenda (i.e. topics) for upcoming sessions will be shared. No voting takes place at the working sessions.

b	Amend Policy B-3 Board of Directors Meetings
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If we are going to have live, online Monthly Meetings then the Board needs to meet at least several days prior so that announcements of Board decisions can be shared with the membership at the Monthly Meeting in a thoughtful manner.

SUBJECT: B-3 – Board of Director Meetings

POLICY:

The Board of Directors will meet each month prior to the Bexar County Master Gardener Monthly Meetings.

RATIONALE:

This policy is designed to provide flexibility for when the Board meets to conduct business. It also provides the ability for decisions to be shared with the membership in a timely manner.

Additional Clarification:

There was a motion, which passed, to suspend Policy B-3 for the month of June. The policy will be rewritten in the meantime to allow for extenuating circumstances, such as COVID. The Board meetings for June, July, and August will occur the second Thurs of each month from 3-5PM.

c | Brown Bag Lunch & Learn - Lynn Cox

Propose to cancel Brown Bag Lunch & Learns for June - August.

Moved: To cancel the June-August Brown Bag Lunch & Learns for 2020.

Motion is: Accepted

d | Monthly Meetings - Lynn Cox

Propose we hold online webinars with scheduled speakers at scheduled times for June - August. If the scheduled speaker cannot participate then use the scheduled Brown Bag speaker to substitute.

Moved: To hold online monthly meetings for June-August, in the same time slots currently scheduled.

Motion is: Accepted

e | Reopening of BCMG Office

Recommendation for Opening the BCMG Office - With the AgriLife office reopening it is recommended (by the voting Board) that we open the BCMG office to designated staff only. The office configuration does not lend itself to social distancing. And since we are not having face-to-face activities, there is really no reason for MGs to come to the office. We can have the Hotline volunteers in their cubby and designate times for Mike, Kathann, and others to work in the office space. I recommend that the front door remain locked, even when we have Mike or others working in the office. We can announce: "In order to provide for the safety of our volunteers and others, the BCMG office is only open to designated personnel at this time. If you need anything, please contact Mike (during regular business office hours) or Lynn by phone or email. Thank you!"

When we begin to have face-to-face activities and need to provide for more access to the office, we will reassess the situation.

Moved: To accept Reopening Recommendations as presented.

Motion is: Accepted

f | Retention of Inactive Members on the VMS Roster List - Lynn Cox

Currently, we have 167 Inactive members on our VMS roster. There is no written process for removing Inactive members. Our policy is that after 3 years of Inactive membership they *must* go through the selection and training process to become an Active MG. There is nothing at the state level that I can

find that requires us to maintain a history of *all* members. Do we want to keep them in VMS after 3 years on the Inactive list?

Action Item: At the next Board working session, the group will amend the current policy (M-3) to address timeframes for document destruction and removal from VMS. Recommendations will be offered at the June board meeting.

g	Office Manager Duties/New Hire - Lynn Cox
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Bexar County Master Gardeners - Office Manager Duties

Job Title: Office Manager
Reports to: Board President

Type: Hourly; part-time

Principal Job Duties:

Financial

1. Manage incoming receipt of funds (cash, check, PayPal transfers, square transfers) and record as appropriate (sales receipts, payment for invoices, etc.) in QuickBooks
2. Access PayPal and Square to produce reports and issue electronic transfers and refunds
3. Pay bills in a timely manner, via check or electronic means with approved signature(s).
 - a. Record all disbursements in QuickBooks
 - b. Notify President or other signer when checks are available for signature
4. Prepare payroll, invoices, monthly SAWS billing, and reimbursements for various expenses
5. Enter credit card receipts in QuickBooks; pay credit card monthly bill electronically
6. Prepare cash bags for events and plant sales, as requested
7. Maintain and properly account for Office Petty Cash
8. Quarterly, prepare, file and arrange for payment of:
 - a. IRS Form 941
 - b. Texas Workforce Commission report
 - c. Texas Sales Tax return
9. Annually, prepare and file/issue by IRS deadlines:
 - a. File IRS W2 & W3
 - b. File IRS forms 1099 & 1096
 - c. Issue W2 to employee
 - d. Issue 1099-Misc to vendors
10. Assist Treasurer with reconciliation of financial reports and statements as requested.
11. Provide financial information to board members or event/committee chairs as requested by Board President.

12. Back up QuickBooks after each use. Backup file(s) are removed from the office for safekeeping.
13. Back up all other data files each workday. Backup file(s) are removed from the office for safekeeping

Administrative

14. Assist the Board President with administrative duties, including event preparation, reports, and correspondence.
15. Concerning BCMG name badges
 - a. Order name badges biannually and help with distribution
 - b. Take payments for name badges and print temporary name badges as needed
 - c. Print Provisional badges as needed.
16. Respond to County Extension Agent's requests for information, reports, etc.
17. Transfer volunteer report forms from BCMG office to AgriLife office weekly.
18. Assist the audit team as needed.
19. Provide SAWS annually with an updated copy of our insurance policy. (Mike usually calls or emails Krystal Taylor (ktaylor@wspinsurance.com or 210-447-4273) and she sends the updated insurance policy copy).
20. Update the state permit for BCMG plant sales annually. Place a copy in each of the cash boxes/bank bags used for sales and post one in the BCMG office (in case an inspector comes by the office and asks).
21. Keep electronic equipment charged in a timely manner.
22. Order office and program supplies (paper, ink, pens, etc.), as needed or requested.
23. Read emails and respond as appropriate.
24. Maintain an accessible list of BCMG and office manager's usernames and passwords.
25. Manage BCMG keys and codes; Retrieve keys from outgoing keyholders and provide same to incoming keyholders, as approved by BCMG policy.
26. Inform President and Treasurer of location of password list and update same with critical password changes.
27. Ensure proper filing of documents (receipts, disbursements, reports, etc.)
28. Attend all BCMG Board Meetings.
29. Maintain confidentiality where appropriate.

Skills:

- Previous accounting or bookkeeping experience preferred
- Communicate effectively, both written and oral
- Knowledge of Windows operating system.
- Knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Knowledge of, or ability to learn, QuickBooks accounting software

Moved: To accept Office Manager Duties as written

Motion is: Accepted

Additional Clarification

Proposed Job Posting for the Office Manager Position:

Office Manager Part-Time

The Bexar County Master Gardeners (BCMG) organization has an opening for an Office Manager in our office in the San Antonio Medical Center area for 8 hours / week (maximum 12 hours / week). BCMG is a non-profit volunteer organization consisting of 200+ members who utilize their gardening expertise throughout Bexar county in coordination with the Texas A&M AgriLife Extension Service.

Position Summary / Key Responsibilities:

The position reports to the President of the Board of Directors. The selected individual will provide a wide range of administrative support to the Board President and assist with activities such as event preparation, reporting, correspondence, completing requests for information, and special projects. The Office Manager is also responsible for managing receipt of funds, bill preparation and payment, payroll, assisting with tax preparation, providing financial reports and statements, and other duties as required.

Education / Experience:

High School Diploma or Equivalent

Previous accounting or bookkeeping experience and familiarity with accounting software strongly preferred

Proficiency with Microsoft Office (Word, Excel, PowerPoint)

Strong written and verbal communication skills and the ability to maintain positive working relationships

Strong attention to detail

Qualified candidates should submit their resumes to XXXXXX.

Action Item: Board working group will discuss where and when to post the job, as well as coordinate the vetting process for reviewing applicants and interviewing candidates.

h	Online CULTIVATE! - Anna Vogler
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It is unknown at this time if a physical CULTIVATE! would be possible in the fall, or even if it would be well-attended if it occurred. Therefore, the proposal is to have an online CULTIVATE! in September.

Currently, a two-day CULTIVATE! is under consideration, with three sessions on one day followed by another three sessions the next day. There would be a time gap (~15 minutes) to allow us to set up speakers between sessions.

We need to explore the options for limiting access to the webinars to only those that register and pay.

Anna will work with SAWS to

- get WaterSaver Rewards points awarded (a Survey Monkey will need to be completed for the points to be awarded).
- Determine method for measuring attendance for program payments.

The Jun-Aug monthly meeting webinars will give us some experience. And a training day, with all of our speakers and support volunteers, will be conducted prior to the live event to work out any kinks in the process.

This event will allow us to provide

- A method to meet our mission of gardening education
- Income for the organization
- Volunteer hours to some of our MGs.
- Another opportunity for CEUs for our MGs

Moved: To approve an online CULTIVATE! for fall 2020.

Motion is: Accepted

Additional Clarification: Lou highly recommended that we be able to see the speaker's face during presentations. Several others supported this recommendation. The Board will discuss the best platform (Zoom, MS Teams, WebEx, etc) for speakers for Cultivate!

i	Approval of Facebook Page Administrators - Lynn Cox
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According to the new guidelines for the BCMG Facebook Page, all Administrators must be approved by the Board.

Moved: To approve Liana Benavides (Lead Administrator), Muriel Lanford, and Lynn Cox as the Administrators for the new BCMG Facebook Page.

Motion is: Accepted

Additional Clarification: The FB work group is drafting a policy. Muriel stated she is a temporary Admin, with the intent to recruit FB-savvy people for the role.

j	MG of the Summer - Lynn Cox
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We need to select the MG of the Summer.

Moved: To honor Jim Strong as the Master Gardener of the Summer

Motion is: Accepted

Action Item: Lynn Cox will notify Ann Marie Caldwell of the selection.

8	Items for the May Membership Meeting Agenda
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9	Adjournment
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Time: 4:42

Next Board Meeting: June 18, 2020, 3-5 PM

Next working session: June 1st, 2020 12-2 PM