



**Bexar County Master Gardeners
Board of Directors Meeting Minutes
March 19, 2020 (Conference Call)**

AGENDA

1	Welcome Guests Call to Order / Quorum Verified
2	Approval of Minutes <ul style="list-style-type: none"> • Secretary will provide a printed copy, with financial records attached, for signatures at the April Board Meeting
3	County Extension Agent
4	Board Member <u>Written</u> Reports <ol style="list-style-type: none"> a. President - Lynn Cox b. Treasurer - Kathann El-Amin (Document coming separately from Kathann) c. Membership (Lynn - Continued Membership Director vacancy) 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 <ol style="list-style-type: none"> a. Monthly Meeting Education & Field Trip Committee - Muriel Lanford, Member b. Brown Bag Lunch & Learn - Bill Swantner, Chair c. TMGA Report d. Rodeo - Grace Emery, Chair e. SABOT Culinary Garden Docents - Grace Emery, Chair f. <i>Champions fore Charity</i> - Barbara Lutz, Coordinator
6	Old Business <ol style="list-style-type: none"> a. Policy B-6 Witnessing Volunteer Waivers b. Honorary Status - Selection Guidelines/Benefits
7	New Business <ol style="list-style-type: none"> a. Replacement of BCMG Office Computers b. Vote to Cancel March Brown Bag presentation and Spring CULTIVATE! c. Cancellation of Upcoming Events - Lynn Cox d. Cultivating Communities for Sutton Homes HOA - Anna Vogler e. Contribution to GCMG for assisting with 2020 Rodeo f. Amend Policy B-5 g. Amend Policy F-4 h. BCMG Facebook page - Lynn Cox i. Financial Repercussions of Cancelled Plant Sales - Kathann El-Amin j. 2020 TMGA Awards - Submission Recommendations
8	Items for the March Monthly Meeting Agenda <ol style="list-style-type: none"> a. Leadership Team update - Lynn Cox b. Volunteer Opportunities c. January events/Hours volunteered (VMS) d. Special recognition - Rodeo volunteers e. Update on CULTIVATE! - Anna Vogler f. State Conference Reminder
9	Adjournment Next BCMG Board Meeting: April 16, 2020, 3-5 PM Large Classroom (Hopefully!)

1 Call to Order

Time: 3:03 pm

Quorum Verified (4 members present to make 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	Vacant	vacant	
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	

2 Approval of Minutes

February Board Meeting Minutes were sent by email in a separate document.

Moved to accept the minutes

Motion was seconded.

Minutes are: Accepted

3 County Extension Agent - Horticulture

County Extension Agent present his report

4 Board Members Written Reports

All reports were reviewed.

5 Leadership Team Written Reports

All reports were reviewed.

6	Old Business
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a	Witnessing Volunteer Waivers
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SUBJECT: B-6 – Witnessing Volunteer Waivers

POLICY:

When Bexar County Master Gardeners are required to sign witnessed waivers in order to work an AgriLife Extension or BCMG event, the following positions are authorized to bear witness for the signing of these forms:

- All voting members of the BCMG Board of Directors
- BCMG Office Manager

If the volunteer is a Master Gardener from a county other than Bexar County, the form must be witnessed by the above or the President or Vice President of the Master Gardener Association in which the MG is certified in.

PROCEDURE:

Master Gardeners will provide their name badge, driver’s license, military or other ID to the witness and sign the form in their presence.

RATIONALE:

Prior to the execution of the AgriLife Extension Service and the Bexar County Master Gardeners participation in the San Antonio Livestock Exposition, volunteers must have waivers signed and witnessed each year. BCMG is responsible for being able to verify that the person signing is who they say they are. This policy establishes who is authorized to sign these waivers as a witness.

DATE APPROVED:

DATE REVIEWED:

Tabled until next month. David to be consulted concerning having designated AgriLife Extension staff as witnesses for AgriLife Extension events.

b	Honorary Status - Selection Guidelines & Benefits - Lynn Cox
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- Honorary Status - Definition/Selection Guidelines
In the process of the collection of dues and the distribution of new name badges it has become clear that we need to have:

- Written selection guidelines for Honorary Membership (Policy M-3 Membership Categories)
- Written documentation that specifies which membership categories receive which benefits:

Membership Category	Dues	Badge	Membership Card	Insurance	TMGA Dues
Active MG	yes	yes	yes	yes	yes
Inactive MG	no	no	no	no	no
H - non-MG	no	no	no	no	no
H - Active	no	yes	yes	yes	yes
H - Inactive	no	no	no	no	no

Action Item: Muriel to incorporate the above grid into an amended Policy M-3 Membership Categories. The board will work on revision of this policy at the next work group meeting.

7 New Business

a Replacement of BCMG Office Computers

Executive Session was called 11:32am and concluded at 11:43 on March 6, 2020.

Approval for the purchase of two desktop computers with necessary peripherals was approved.

b Vote to Cancel March Brown Bag and Spring CULTIVATE!

Move: To cancel Brown Bag (Friday, March 13), and send out necessary communications as soon as possible.

Motion was seconded.

Motion: Passed

Move: To cancel CULTIVATE! (March 21), and send out the necessary notification to vendors, speakers, attendees and the membership as soon as possible.

Motion seconded.

Motion: Passed

c Cancellation of Upcoming Events

Moved: To cancel all Bexar County Master Gardener face-to-face activities until April 30, 2020.

Motion was seconded.

Motion is: Passed

d Cultivating Communities for Sutton Homes HOA - Anna Vogler

I would like to ask the Board’s guidance on whether or not I should pursue the request from Sutton Place Townhomes HOA who is interested in Cultivating Communities for their common areas, which are maintained by the residents. Should I pursue now (since we have time) and agree to meet in small groups or hold for 30-60 days?

Board recommend holding 30 days and reevaluating at that time.

e	Contribution to GCMG for assisting with 2020 Rodeo
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A contribution to the GCMGs needs to be made for their help with the 2020 Rodeo.

Moved: To contribute \$500 to the Guadalupe County Master Gardeners for their help with the 2020 Rodeo.

Motion was seconded.

Motion is: Passed

f	Amending B-5 BCMG Keys and Codes
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SUBJECT: B-5: BCMG Keys and Codes

POLICY:

BCMG Onsite Office Keys and Codes	P	VP	T	OM	WCC	MGTC	RC
Office Key and Alarm Code	X	X	X	X	X		X
BCMG File Cabinet Key (4-drawer, iPads)	X	X	X	X	X		
BCMG File Cabinet Key (5-drawer)	X	X	X	X			
BCMG Storage Cabinet (Merchandise/Projector)	X	X	X	X	X	X	
AgriLife Extension Closet Code	X	X	X	X	X	X	X
BCMG Water Conservation Storage Cabinet Key	X			X	X		
BCMG Training Storage Cabinet Code	X			X		X	
BCMG Offsite Storage Unit & Gate Code*	X	X		X	X		X

P - President

VP - Vice President

T - Treasurer

OM - Office Manager (The Office Manager may only give access to locked cabinets and closets by permission of another keyholder)

WCC - Water Conservation Coordinator

MGTC - Master Gardener Training Coordinator

RC – Rodeo Chairperson

(Note: General accessibility to all keys and codes by other MGs must be prevented)

*The President may give the gate and storage unit codes to another MG as needed but must inform the full board as soon as possible by email.

PROCEDURE:

The BCMG office security code and the AgriLife Extension closet code shall be changed annually as soon as possible after the first of the year.

The list of Master Gardeners who have the combination to the BCMG offsite storage unit will be reviewed annually as soon as possible after the first of the year. The lock will be changed as needed to ensure security.

Any person who has been entrusted with a BCMG key shall surrender it to the President or Office Manager upon leaving employment, their board position or committee, or at the request of the Board of Directors. The Board of Directors may make this request whenever it is determined the individual no longer has need for access to the specific keys or codes.

RATIONALE:

This policy recognizes the positions entrusted with the responsibility of accessing the office and/or the contents of storage/file cabinets of restricted materials.

It is recognized that entry to the offsite gate and storage unit codes may be needed to enable the functioning of BCMG committee and/or event chairs.

DATE APPROVED: 19 March 2020

DATE REVIEWED:

Moved: To accept Policy B-5 BCMG Office Keys and Codes as written Motion was seconded.

Motion is: Passed

g	Amending F-4 Use of BCMG Credit Cards
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The use of a credit card is needed for the rental of the van for the use of the Rodeo volunteers. This imposes a problem for the BCMG Rodeo Chair as they do not currently have access to a BCMG credit card. The amount imposes a burden on the Rodeo Chair if asked to use a personal credit card. Therefore, the Board proposes that we issue a BCMG Credit Card to the BCMG Rodeo Chair to use only for Rodeo purchases and rentals. This card will be surrendered to the President or Office Manager at the conclusion of Rodeo.

SUBJECT: F-4 – Use of BCMG Credit Cards

POLICY:

Bexar County Master Gardeners credit cards will be issued to the following leadership positions:

- President
- Vice President
- Water Conservation Coordinator
- Master Gardener Training Coordinator
- Rodeo Chairperson

The following guidelines apply to all use of BCMG credit cards: BCMG credit cards will be surrendered upon vacation of the office/position, or at the request of the Board of Directors. The Board of Directors

may make this request whenever it is determined the individual no longer needs access to credit cards in the performance of their duties.

All credit card purchases will require receipts. Credit card receipts will be turned into the BCMG Office Manager at the earliest opportunity but no later than the end of the month of purchase. In no instance will personal purchases be co-mingled with BCMG purchases. Violation of these guidelines will result in the confiscation of the credit card.

RATIONALE:

The judicious use of credit cards by the Bexar County Master Gardeners facilitates the successful fulfillment of the mission. However, strict adherence to reasonable purchase guidelines is necessary to ensure undue debt is not incurred. The Master Gardener Training Coordinator and the Water Conservation Coordinator regularly purchase items required for educational programs.

DATE APPROVED: 19 March 2020

DATE REVIEWED:

Moved: To accept Policy F-4 Use of BCMG Credit Cards as written.

Motion is seconded.

Motion is: Passed

h | BCMG Facebook page



The above post to our BCMG Facebook page has received complaints from MGs outside our organization and highlights the misinformation that is being shared through our page. Questions are posed and answered by gardeners other than MGs but this done under our name. The plan was to have the hotline team undertake the responsibility of providing researched-based answers and identifying themselves as MGs. This has not happened and an inquiry to the head of the hotline team has gone unanswered. Do we take down the Facebook page until a working model is in place that addresses these problems?

Action Item: Lynn to talk to moderators about our concerns and get a feel for their level of commitment.

i | Financial Repercussions of Cancelled Plant Sales - Kathann El-Amin

Financial repercussions of cancelled plants sales were discussed. Currently, BCMGs financial position is stable.

Moved: To cancel Spring Membership Appreciation Party due to reduced income for 2020.
Motion is seconded.

Motion: Passed

j	2020 TMGA Awards - Submissions Recommendations
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Tabled: Selection of program for submission this year.

8	Items for the next month's April Membership Meeting (1-3 PM) Agenda
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Items for the March Monthly Meeting were discussed.

9	Adjournment
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Time: 4:30 pm

Next Meeting: April 16, 2020, 3-5 PM, Large Classroom