



**Gwinnett County  
Master Gardeners  
Association**

[www.gwinnettmastergardeners.com](http://www.gwinnettmastergardeners.com)

**BOARD MEETING MINUTES**  
Friday, October 16<sup>th</sup> at 10:00 a.m.

Held at: Second Floor Conference Room  
Gwinnett County Extension Office Building  
750 Perry Street, Lawrenceville, GA 30046

**Present:**

Carole Teja, Maggie Howze, Becky Wolary, Mary Ann Hindes, Alice Verner, Lori Prosser, Kathy Parent, Timothy Daly, Aaron Tulin, Shirley Bohm, Jessica Miller, Carol Hassell, Wes Nettleton.

Guest: Meg Brannen.

10:05 am Meeting Called to Order by President Carole Teja

10:10am Approval of Minutes

- of Last Board Meeting on Monday, July 13<sup>th</sup>.  
Motion to approve by Maggie. 2<sup>nd</sup> by Jessica. Approved unanimously.
- of business portion of members meetings in April, May and June. Motion to approve by Maggie. 2<sup>nd</sup> by Becky. Approved unanimously.
- Minutes attached at end.

**REPORTS BY**

**President –**

Carole noted that updated Bylaws will be posted on website. She noted that these had been passed by the board.

Slate of officers: A formal nomination committee not convened.

- Carole read Genia's email of resignation from current position as VP.
- Jeff Hicks has declined to stand for Recording Secretary, so this position is vacant on the slate at this time.
- Carole will announce this slate on Monday at the member meeting, along with the following: Members can nominate others for board positions. Vote will take place at the November member meeting.
- Committee members with ++ on the slate are those in need of more committee members.

Slate follows:

**Vice President –**

- Next two months' general programs: Joe Lampl confirmed for Jan., but Feb and March meeting speakers not confirmed.
- Whether Jan and Feb meetings would be lunch had not been decided. Jessica noted that feedback about lunch meeting in Jan was very positive. Thus, Jessica asked for board feedback for Jan and Feb meetings at noon time. The consensus was that these two meetings should be daytime meetings, starting at noon. Moreover, their occurrence on holiday dates (MLK Day and President's Day) is not an issue, since Senior Centers are open on holidays, although at half-staff levels.
- Kathy Parent will call Carrie (manager at Bethesda Senior Center) to confirm these dates.

**Treasurer –**

Financial Report follows.

Bank Balances: Checking Account: \$12,865.12.

Savings Account: \$10,006.79

Members: 195.

**2015 Revenue vs. Expenses  
Gwinnett County Master Gardeners Association**

	<b>2015 Budget</b>	<b>YTD Rev/Exp</b>	<b>Variance</b>
<b>Income</b>			
<b>Membership Dues</b>	3,000	2,585	415
Book Sales (Cookbook)	390	195	195
Donations	50	45	5
Field Trips	0		0
Garden Tour	4,400	3,269	1,131
Hospitality (guest fees, donations)	100		100
Intern Breakfast	475	689	(214)
Workshops	500	518	(18)
Other Income	0	370	(370)
Whole Foods	0	3,536	(3,536)
Plant Sale			0
<b>Total Other Income</b>	<b>8,915</b>	<b>11,208</b>	<b>(2,293)</b>
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			<b>#REF!</b>
<b>Expenses:</b>			

<b>Fundraisers</b>				
Garden Tour	810	564	246	
Membership Drive	275	15	260	
<b>Grants</b>				
Grant Expenses	200		200	
<b>Education/Communication</b>				
Membership Education/Workshops	500	502	(2)	
Scholarships	1,000	1,000	0	
Website	25		25	
<b>Meetings</b>				
Bethesda Upkeep	250	70	180	
Building Rental/Attendant Fee	376	376	0	
Door Prizes	150	0	150	
Hospitality	500	233	267	
Hospitality: Awards Luncheon	50	48	2	
Hospitality: Holiday Party	200	0	200	
Hospitality: Picnic Meeting	1,000	1,132	(132)	
Projector Bulb	100		100	
Speaker Fees	2,500	2,300	200	
<b>Other</b>				
Field Trips	0		0	
Intern Breakfast	125	77	48	
Miscellaneous - Notebooks & Paypal	250	341	(91)	
Office Supplies	404	42	362	
Recognition, Awards, Gifts	200	1,000	(800)	
Vince Dooley Book	0	370	(370)	
<b>Total Expenses</b>	<b>8,915</b>	<b>8,070</b>	<b>845</b>	
Community & School Grants	5,000	965	4,142	

Membership applications for 2016 are being distributed early to capture some folks who don't attend any other meeting than the November meeting. This will not change membership period.

### **Extension Office -**

Tim Daly/Kathy Parent: Tim noted that the Extension Office wants MGEV volunteers to take leadership roles in various activities: Farmers Markets. Writing factsheets, articles on EO projects, pitches, etc., for various publicity opportunities.

Kathy talked about the upcoming trainee class. Counties involved: Fulton, Cobb, Gwinnett, DeKalb, Clayton. 18 slots minimum for each counties. We have 17 +. Now on reserve list: 5 or 6. 26 total applications.

Volunteer Gwinnett is Gwinnett's volunteer program. Our hours are counted as part of this county-wide initiative. They highlight certain volunteers. Kathy stated that Joyce Teel was highlighted for her exceptional effort at McDaniel Farm.

**Recording Secretary** – No report.

**Committee Chairs\*\***

**Education** – Jessica Miller, report follows minutes.

- Upcoming – Grant workshop, December 2, in EO 2<sup>nd</sup> floor, 10 am. – 1
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- Ideas for workshops: will plan for 6; send ideas to Susan Varlamoff.

**Field Trips** – Mary Ann Hinder, report follows minutes.

- She is stepping down but will be available to help successor.
- For registrants for the Callanwolde field trip, the board agreed that 20 registrants for lunch at Mary Mac's seemed plausible, thus putting us in a separate room and requiring a firm commitment; we would have a specific lunch menu, although with a couple entrée choices, as opposed to entirely separate lunches, as would be the case if we have less than 20 registrants. Thus, \$15.00 for Callanwolde, \$21.00 for MM, in separate checks.

**Public Relations/Marketing** – Faye Sisson – no report.

**Garden Tour** – Final Report previously submitted

**Project Grants** – Alice Verner

- 2 completely done. Creekland and Vines.
- McDaniel – submitted partially.
- Sent email to other grantees reminding
- Norcross Community Garden will not be able to take advantage.
- Nothing from Gwinnett Tech.
- Kistner Center on track.
- Gwinnett Tech – Shirley updated: bulldozing the site for the rain garden is supposed to occur on Saturday of the upcoming weekend. They think they can get the project completed within grant deadlines.

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Carole noted some changes have been suggested for grant criteria for next year: shorten the time from opening the cycle to deadline for submitting grant applications; and moving the deadline for submitting final reports back by a couple weeks at least to mid-November to accommodate installation of plants during planting season, rather than forcing plant installation during heat and droughty times.

**Hospitality** – Shirley Bohm

- Report follows minutes.

- Shirley noted that the committee needs more help. Had a meeting in July Annual picnic 87 signed up. 14 brought spouses. 78 actually showed up.
- Gotten a few canned goods donated over the year. She donated to Southeast Cooperative Ministry in Grayson.
- Will the idea of themes for each meeting be continued next year? Yes, they can do that. Otherwise, repeat themes of 2015.

**Trainee Breakfast** – Karen McGinty

- 2016 Breakfast dates for GCMGA will be March 9, 16 23.

**Historian** – Lori Prosser

- Been collecting photos at events.
- Will compile slideshow for holiday meeting.
- She wants to remind members that, if she's not present, they should take pics and send to her.
- In response to a question from Carole, Lori stated that she had received historical records, pictures and information from Nancy Costello.

**Photography Competition** – Becky Panetta.

- Couldn't be present; Carole reported in her stead:
- Will be some changes in competition. Carole noted that some people have been reticent because level of experience can be intimidating. So, add levels of experience.

**Website** -- Aaron Tulin

- Stated he is fine with continuing. Becky does upfront. Aaron does the monthly calendar.
- What are usage numbers for website? Aaron to let us know.

**Weed 'n' Feed** – Jackie Kujawa

- Report follows minutes..

**Seed Exchange** – Jane Burke

- Report submitted since she was unable to be here today.
- Although swamped with her work, Jane assured Carole that she will handle seed exchange.

**Old Business**

None.

**New Business**

- 2015 & 2016 Joint Board Luncheon will be Thursday, November 19<sup>th</sup>. 11:30 am – noon at Mary Ann Hindes' home.

**Next Meeting:**

- Monday, January 15<sup>th</sup> 10 am – To Be Confirmed

**Adjourn:** 11:10 am.

\*\* Please let the Recording Secretary have your written report for *The Minutes* if you are unable to attend any Board Meeting. Thank You.

Education Committee Report  
October 16, 2015  
Jessica Miller, GCMGA Education Chair

2015 Workshops to date:

- Emily Robison - Terrariums (Jan 31) at Carole's: **25 GCMGA Members attended this workshop and took home a terrarium**
- Lori Processor - English Garden Photos (April 13) Bethesda Center: **46 signed in for this workshop, GCMGA provided drinks and cookies**
- Jane Burke- (June 3) Felted Flowers At her home, **this workshop had 14 signed in**, each GCMGA member attending made a felted flower, and took home supplies to make a second flower.
- October 15 – Eddie Minche: **Bee's Wax workshop**, making lip balm and hand salve. At Jessica Miller's home, cost determined at \$12, based on supplies, 14 attended.
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2015 Scheduled Workshops:

- Sept 23 – Carol Hassell: ID of invasive plants at Kistner Center, Free. **Cancelled, only 4 had signed up.**

November 4 – Jane Burke: Propagation and winterizing in the garden. In Jane's garden, GCMGA Members will receive "hands on" training at this workshop. Rain date, Nov 6. Cost to be determined, based on soil usage. **Jane Cancelled Oct 2 as she was too busy with work commitments to prepare for this workshop.**

- December 2 – Grant Writing 101: Before coming to this workshop, complete the GCMGA project grant application to the best of your ability. Discussion will focus on the scope of information the application requests, meeting the minimum criteria and how it is possible to enhance the opportunity that your project receives supporting funds. County, State and National grants available will be included in the lesson plan.

# **Atlanta Botanical Garden Gainesville, GA**

Gwinnett Master Gardener Field Trip

**Friday, October 23, 2015**

**Meet at the Welcome Center at 10:00 a.m.**

To Join the Group: email [mhindes@bellsouth.net](mailto:mhindes@bellsouth.net)

## **Your Home for the Holidays: Callanwolde**

**Tuesday, December 1, 2015 @ 1:30 p.m.**

**Lunch at Mary Mac's 11:15 a.m.**

The GCMGA will tour the lovely **Callanwolde Fine Arts Center** in Atlanta on Tuesday, December 1, 2015. We will be having lunch at Mary Mac's before the tour. The cost of the tour is \$15.00 and must be paid before the tour, in order to make one payment for the entire group as required by Callanwolde. Checks should be made out to GCMGA .

Mary Mac's is an option, but you must reserve a place if you plan to eat there. Lunch can be on separate checks if we have 20 or less reservations. Otherwise, we will need to reserve a room and pay in advance. Therefore, I need to know, when you sign up for the tour, if you are planning to eat lunch at Mary Mac's.

Reservations: [mhindes@bellsouth.net](mailto:mhindes@bellsouth.net)

If you are willing to drive a carpool, please let me know and I will try to get riders and drivers together.

Details:

### **Callanwolde Fine Arts Center**

**Tour at 1:30**

980 Briarcliff Road, NE Atlanta, Georgia 30306

Tel: (404) 872-5338

Mary Mac's Tea Room (<http://www.marymacs.com>)

**Lunch 11:15**

224 Ponce De Leon Ave NE Atlanta, GA 30308

Tel: (404) 876-1800



**GCMGA Hospitality Committee Report to the Board**  
**October 16, 2015**

1. Members of the GCMGA Hospitality Committee: Shirley Bohm (chair), Pat Harper, Maggie Howze, Becky Panetta, Elizabeth Tarver, Deborah Duello, Alice Verner, Amelia Skelton, Jean Patterson
2. Hospitality Committee Meeting held July 15, 2015 at the Extension Office with Shirley Bohm, Pat Harper, Becky Panetta and Elizabeth Tarver attending. Agenda topics included:
  - a. Preparations for July GCMGA monthly meeting
  - b. September Picnic – instructions received from Executive Board concerning “Plant Swap”, caterer for the picnic with remain the same as previous years (J.R.’s Log House, Norcross)
  - c. November holiday meal – “class reunion”
  - d. Consider holding GCMGA September picnic in a south Gwinnett county location next year. Locations were discussed and a field trip scheduled to look at various locations.
3. Hospitality Committee arranged set ups, refreshments and decorations for monthly GCMGA meetings on:
  - a. July 20, 2015
  - b. August 17, 2015
  - c. September 21, 2015
4. September Annual Picnic held on at McDaniel Farm picnic pavilion.
  - a. 87 people preregistered including 14 “guests”
  - b. Order placed with the caterer, J.L.’s Log House, for 93 attending (10 more than the number at the cut-off-date for registration).
  - c. 78 people attended according to an informal count during the meal. People were still emailing to ask if they could still come on the afternoon of the picnic.
  - d. The final bill from J.R.’s Log House was \$1111.99
    - i. Their initial bill was \$1211.99 but they called after the picnic and said they had miscalculated and the actual amount was \$100 less (a refund check would be sent to GCMGA)
    - ii. This amount was above the \$1000 budgeted for the picnic. Shirley contacted Carole Teja a week before the picnic and received an ok to go above budget based on the registration numbers and proceed with ordering.
  - e. There were 3 meats ordered (18 lbs. BBQ chicken, 18 lbs. BBQ pork, 11 lbs. St. Louis ribs), 2 gal. green beans, 2 gal. BBQ beans, 2 gal. cole slaw. 2 gal. mac and cheese, buns and breads, 7 gal. tea and 2 gal. peach cobbler based on the caterer’s recommendations for the number registered.
    - i. Based on the amount of food left over, I would recommend two meats (BBQ pork and increasing the amount of ribs)
5. Donated canned goods were taken to the Southeast Cooperative Ministries in Grayson.

Submitted by Shirley Bohm, Chair, GCMGA Hospitality Committee

## WEED AND FEED REPORT 2015

We have had 3 successful weed and feeds and one that was cancelled several times because of inclement weather.

Sonia Friedus – had approximately 10-12 people turn out to help her clean up yard, pruning, trimming, and weeding. Both male and female MG's were on hand. She was on a "rollator" when we scheduled the weed and feed

George Nash – had approximately 10-12, both male and female MG's, to help George clean up his yard, pruning, trimming and weeding

Ken Sawyer's family – again we had 10-12 MG's attend, again both male and female. His daughter and son were trying to maintain the yard. We did this in late August (to my recollection). We weeded in his flower beds, raked, laid mulch, etc at the beginning of the drive way.

Gaye Bruce was the unfortunate one that got caught by weather. She had been in a car accident and then had knee surgery. It was eventually just cancelled

Weed and feeds are important for 2 reasons – sometimes people just need a helping hand. Whether they could hire someone to do this is immaterial, let alone find a person to hire. Weed and feeds promote cohesiveness among our Master Gardeners.

The second reason is to give people an opportunity to get hours. Most of the weed and feeds are held on a Saturday, so MG trainees who work have an opportunity to get to know other MG's and collect hours.

Some people wonder why I have both Kathy Parent and the President of GCGMA send out notices is this. Kathy reaches the trainees, and Kathy also reaches all MG's that do not belong to our organization. The President only reaches members that have paid dues. Sending by both entities is a reinforcement of the date and time.

Submitted

Jackie Kujawa