

Memphis Area Master Gardeners Executive Board Meeting Minutes

Date: Thursday, August 3, 2023

Start Time: 4:33 p.m.

End Time: 6:10 p.m.

Location: Agricenter Meeting Room

Board Members Present:

<u>Name</u>	<u>Title</u>
Jan Dickey	President
Steve Scheer	Vice President
Ginny Fletcher	Treasurer
Debbie Hill	Recording Secretary
Valerie Fitzgerald	Corresponding Secretary
Kelly Grayson	Junior Director
Martha Garner	Ten Plus Director
Kelsey Lyons	Senior Director
Barbara Culbreath*	Past President

*Absent

Guests Present: Dr. Chris Cooper, LeAnn Drewry, Kim Lane, Julie Morgan, Jan Orick, Jim Volgas

Presiding Chair: Jan Dickey, President

Minutes: Debbie Hill, Recording Secretary

PART I ADMINISTRATIVE

- A. Call to order:** Jan Dickey called the meeting to order. If the meeting location for the September board meeting changes, you will be notified via email.
- B. Quorum:** A quorum was present for the meeting, and the meeting, having been duly convened, was ready to proceed with business.
- C. Review and Approval of Prior Meeting Minutes:** The minutes from the July 6, 2023, board meeting were approved, as published.
- D. Extension Report and Announcements:** Thirty-six interns will graduate Aug. 17 at the Botanic Garden. Dr. Natalie Bumgarner will be the guest speaker.

PART II BOARD BUSINESS

- A. Financial Dashboard:** Treasurer Ginny Fletcher presented the July financial report.
- B. Corresponding Secretary:** No report.
- C. Directors:** No report.

D. Vice President: Steve Scheer noted that the August speaker will be Jeremy French from the Southeastern Grasslands Institute (Austin Peay University), who will discuss the Ecology and History of Southeastern Grasslands.

E. Suggestion Box: No suggestions.

F. Peer Review Audit: LeAnn Drewry, Finance Committee Chairman, presented the Peer Audit results. They conducted the audit in accordance with the Master Gardener Coordinator Guidelines. The audit committee reviewed the record keeping and financial balances and finds them in order.

We should have a physical inventory done by the end of 2023, as we haven't had one since 2019. We should ensure that MAMG follow state guidelines by having an audit twice a year; we haven't had one in two years. The Master Gardener Coordinator (Dr. Cooper) keeps the audit guide and forms.

G. 2024 Budget: The Finance Committee updated the Budget Request Form. The board would like the form to include room to itemize donated materials. Per our by-laws, we will present the 2024 budget at the January member meeting. To meet that deadline, the Budget Request Forms should be due by Oct. 1, review the forms and prepare the budget in November, and present and approve the budget in December (Finance Committee and Board). The treasurer and Finance Committee will determine who will present the budget at the January member meeting.

H. Book Club: The first book will be The Hidden Life of Trees by Peter Wohlleben. Attendees will receive one CEU hour after attending a discussion in October.

I. Website: No report.

J. New Business: There will be a Fern Propagation Class, Sept. 13 from 1-3 p.m. for up to 20 people. The Board will provide supplies and attendees will receive 1-2 CEU's.

K. Parliamentarian: No report.

L. Membership: No report.

M. Previous President: No report.

Adjournment: Jan Dickey, President, declared the meeting adjourned.

Next Board Meeting: September 7, 2023

Debbie Hill, Recording Secretary

Jan Dickey, President