

TEXAS MASTER GARDENER ASSOCIATION, INC.
Board of Directors Meeting
2013 STATE CONFERENCE
McAllen, Texas
October 17, 2013

Officers attending included President Ginger Bason, Tarrant County, 1st Vice President Dick Coupe, Dallas County; Second- Vice President Donna Hagar, Somervell County; Treasurer Doug Richards, Hood County; Secretary Karen Colwick, Bell County; and Past President Brenda Cunningham, Dallas County.

Directors attending came from Anderson, Aransas/San Patricio, Austin/Colorado/Fayette/Washington, Bell, Bexar, Blanco, Brazos, Burnet, Collin, Dallas, Ector/Midland, El Paso, Ellis, Galveston, Grimes, Guadalupe, Hidalgo, Hood, Jefferson, Johnson, and Kerr/Kendall/Gillespie/Bandera Counties. Also Directors from Nueces, Parker, Smith, Tarrant, Tom Green, Travis, Victoria, Walker, Wichita, and Williamson Counties.

Guests attending came from Bexar, Brazos, Burnet, Denton, Galveston, Jefferson, Orange, Parker, Victoria, and Wichita Counties.

Call to Order and Opening Remarks- President Ginger Bason, Tarrant County
The President called the meeting to order at 4:05PM. Ginger welcomed guests, new members, Directors, Agents, and Alternates. Ginger announced the meeting will follow a different format with several short information segments.

Brenda Cunningham, Dallas County presented a brief overview of Parliamentary Procedure noting that these are the rules governing the conduct of an organization. Brenda recommends Robert's Rules of Order, Newly Revised in Brief, 2011, Henry Robert III, Daniel H. Honemann, and Thomas J. Balch, DaCapo Press, and The Everything Robert's Rules Book, Barbara Campbell, 2004, Adams Media, Avon, MA, along with "Matching Parliamentary Procedure to Needs" at www.jimslaughter.com as reference.

Dick Coupe, Dallas County, presented a short talk on the topic of creating an agenda. A meeting begins with the following: Call to order, President's message (which sets the tone of the meeting), Secretary's report, Treasurer's Report, Standing Committee reports, Old Business (anything tabled or for review), New Business, (anything of a nature pertaining to the business of the organization), Advisors Comments, and AgriLife Agent or Coordinator, any other advisors or officers, and finally Presidential Adjournment. Dick recommends that all business items be summarized and distributed prior to the board meeting.

Donna Hagar, Somervell County, talked to Directors and guests about how long to keep various records. Donna identified which documents should be kept for Master Gardener groups based on

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the IRS recommendations noting that the requirement varies based on the different types of documents. Donna stated that the list will be posted on the TMGA website.

President Bason reminded everyone that the time for future Director's meetings has changed. The Director's Meeting on December 7, 2013 will begin with a social time at 11:30AM with cookies and tea, followed by the meeting from 12:30 PM until 3:30 PM.

There being no further business, the meeting was adjourned at 5:00PM.

Respectfully submitted,

Karen Colwick