AAMG EAB Meeting Minutes
5 February 2014

Actions

Mike:

- Mike will bring badges to February meeting.
- Mike will get the gift certificate from Homestead Gardens, door prize from the Project Chair Meeting, to present at the annual meeting next week.
- Mike is to ask Christie about taking notes at EAB meetings.
- Constant Contact Software: No reply. Mike will get the license registration numbers and contact the company to cancel its use.
- Dairy Farm Bricks: Mike will get the forms filled out for each class and the EAB and write a check for the total.

Kay:

- Kay will give Christie updated website info on projects: one inactive one, Learning Landscape, and two new ones, Junior MGs and Wildflower Garden at Kinder Farm Park.
- Kay will rework the map to try to place people more accurately where they really live.

Joyce:

- Joyce will remind chairs to send photos, with descriptions, to Kay for website and Robin Noonan for Facebook, especially if they are sending them to Erin for the Newsletter.
- Kay, Joyce, and Sharon will get together to work on survey for project chairs meeting.
- Joyce Dail will contact Joyce Donlon with our questions.
- Joyce will attend the State Coordinators Meeting with Mike to find out what other groups are doing to improve intern participation.

Sharon:

- Sharon will post a 2014 Timesheet to use.

Rosemary:

- Rosemary will speak to the membership to get volunteers for the Pilgrimage and get answers to additional questions.
Welcome

In attendance today were Joyce Dail, Mike Ensor, Rosemary Swartwood, Meg Kauder, Sharon Smith, Kay Stringfellow, and incoming nominated EAB member Harry DeLong. Kathy Enderle and Harry Caldwell were absent. Other nominee for EAB is Carol Fullagher.

Coordinator’s Comments

- We will save the trees and NOT print a MG Directory this year.
- Mike will bring badges to February meeting.
- Mike would like to have an interview committee (himself and two EAB members) to screen new interns for this coming class.

Old Business

- Website Report: Kay will give Christie updated website info on projects: one inactive one, Learning Landscape, and two new ones, Junior MGs and Wildflower Garden at Kinder Farm Park. Need project descriptions on new ones from chairs. Joyce will remind chairs to send photos, with descriptions, to Kay for website and Robin Noonan for Facebook, especially if they are sending them to Erin for the Newsletter.
- Speaker Report: Rosemary has secured Megan Garrett for September to talk about the Poplar Island Project. She is with Maryland Environmental Services. Chris Pottock, from the non-profit Chesapeake Natives Group will speak, probably in November. We will ask Carolyn Keenan to report on her California tour in January 2015. This leaves August open.
- Advanced Training Day: Rosemary has contacted the gardens and the trolley/bus company. At the February meeting, she will request volunteers to run the project. We are calling it the AAMG Colonial Garden Pilgrimage. Details:
  - Pilgrimage will include 1 hour at Paca House Garden, 1 hour at Charles Carroll House Garden, a guided tour, speaker and lunch at Londontown Gardens, and minibus or trolley transportation between the venues. Note: the tours include only the gardens, not the houses.
  - Preferred Date: September 6. Others: June 7, 21; July 19; Aug 16, 23, 30.
  - Cost per person for approximately 30 people: $50. Targeting 50 people.
    - Transportation $400 total/$13 per person
    - Carroll House $5
    - Paca House $7
    - Londontown Guide $10 (Rosemary will check if can we use our own people.)
    - Speaker $4 ($100 honorarium)
    - Catered lunch from Whole Foods $10
    - Mike may be able to offset some of the cost from Extension funds.
  - Speaker is Dory Cunningham who will speak on colonial herbal medicines, kitchen gardens, or similar topic.
  - Will count as advanced training for MGs and volunteer hours for interns (4-5 hours)
- Questions TBD: Do we limit the number of attendees? Do we invite nonmembers? Other MG groups?
- Project Chair Meeting Evaluation: Very poor attendance, only 8 projects of 22 were represented. EAB needs to figure out next steps to get mandatory attendance at this important meeting. Mike will get the gift certificate from Homestead Gardens, door prize from the Project Chair Meeting, to present at the annual meeting next week.
- Scribe: Mike is to ask Christie about taking notes at EAB meetings.
- Banners: Mike reports no progress.
- Constant Contact Software: No reply. Mike will get the license registration numbers and contact the company to cancel its use.
- Dairy Farm Bricks: Mike will get the forms filled out for each class and the EAB and write a check for the total. Classes are 1995 and 1998-2013. EAB brick will just say AAMG Executive Advisory Board.
- Meetings with Project Chairs: The EAB’s goal is to increase the educational aspects of MG projects, especially those that are more passive in nature, educationally speaking. We want to meet with small groups to determine what they are doing now; brainstorm some new ideas with them; and set educational goals for the coming year. Sharon suggested that we develop a survey to gather information on their current activities and send it to them, either via email or using Survey Monkey, prior to any meetings. Kay, Joyce, and Sharon will get together to work on this. No dates were set for the meetings.
- The map of where our members live was not completely accurate, since many zip codes are considered “Annapolis.” Kay will rework the map to try to place people more accurately where they really live.

New Business

- February 2014 Finance Report (attached at end)
- Hours and Contacts Report: The new database is not yet ready. Sharon will post a 2014 Timesheet to use. In the meantime, track them on the old one. New project codes are: Wildflower Garden, 23, and Junior MG, 24.
- Project Proposals:
  - CEC: Joyce Donlon wants to continue this project, but the EAB has questions as to the scope and the time that will be devoted to it. Joyce Dail will contact her with our questions.
  - 2013 Intern Marthena Cowart proposed a new partnership project with the Memorial to Foot Soldiers of MD in Annapolis. Her proposal was rejected for these reasons: The EAB does not believe that this project meets the purpose for projects as stated in the AAMG Policies and Procedures Handbook, Section VI, A, 1 (i.e., “...educating the public about effective and sustainable horticultural practices and landscape problem solving.”) While certified MGs may use the MG Consultant category to earn up to 8 volunteer hours, interns may only earn their initial 40 hours at an approved project under the guidance of active, certified MGs.
• Polly Katauskas provided information for getting publicity with the Capital Gazette newspapers. They will hold a free open house for helping local groups get publicity on Feb 20 at 6 p.m. at the Capital Gazette building in Annapolis. They will give tips on who to call for articles and how to take photos that will get published. We have already missed the deadline, but if someone is interested, they have a waiting list. Signup at www.capitalgazette.com/signup. People there to know:
  o Community News Editor Elyzabeth Marcussen, emarcussen@capgaznews.com, 410-280-5964
  o Community Writer Wendi Winters
  o News Assistant Cheryl Michi
  o Photo Editor Jay Henson
  o Steve Gunn, POC for the Open House, 2000 Capital Drive, Annapolis, MD 21401
• Interns and Service Hours: We got good feedback from attendees at the Project Chair Meeting.
  o Joyce will attend the State Coordinators Meeting with Mike to find out what other groups are doing to improve intern participation. Other ideas:
  o Face to face interviews for screening done by Mike and two board members
  o Emphasize service hours during interview process
  o Compare lost interns over past years (seemed to be about the same)
  o Go back to using the rotation chart, but improve it so that, for example, all interns are scheduled for the AA County Fair Flower Show and/or Booths during the month of the Fair; include chair contact information on the chart. Help Scott Doran with this during an EAB meeting.
  o Send mass email to all interns from each project chair, introducing their project.
  o Ask chairs to phone each intern scheduled prior to the time to get a commitment to participate.
  o See what improvements can be made to the mentor program to help this issue.
• February Meeting:
  o 6:00 pm EAB Members Arrive
  o 7:00 pm Business Meeting
    ▪ Welcome any guests
    ▪ Vote on change to Policies and Procedures Handbook
    ▪ Take nominations from the floor and vote on EAB members
    ▪ Rosemary: Advanced Training Day
    ▪ Sharon: Timesheets
  o 7:30 pm
    ▪ Visit tables and sign up for projects
    ▪ View raffle items and put tickets in
    ▪ Have refreshments
  o 8:15 pm
    ▪ Raffle drawings
February 2014 Finance Report

1. Expenses removed from MG Account:

   **Village Garden -**
   
   AMJ Landscaping $685.00  
   AMJ Landscaping $433.00  
   ATS Automotive $366.00  

   **Admin- Supplies**
   
   Office Depot $249.99

2. Extension Office checking balance as of 12/20/13 = $13,900.00 matches the balance in our MG QuickBooks account

3. All project chairs emailed copy of their Finance report. Also emailed those who had no items on report to confirm no activity.

4. Baywise Project carryover income (included on Jim’s report)

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<th>Year</th>
<th>Income</th>
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<tr>
<td>2009</td>
<td>$0</td>
</tr>
<tr>
<td>2010</td>
<td>$185.50</td>
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<tr>
<td>2011</td>
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<td>2012</td>
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<td>2013</td>
<td>$250.02</td>
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<tr>
<td>Total</td>
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5. Beekeeping Grant – as of 12/20/13, $564.56 of the $1000.00 Unity grant not spent. Information included on Bob’s report.

6. Raffle income status and deposit: Oct $29.00, Nov $46.00, Jan $8.00

   **Approved Expenses pending:**

7. Village Garden Bricks $900.00

8. Village Garden - MG approved $1200.00, spent $492.66 so far. Malcolm submitted expenses for $657.86, not paid yet, which would be $1150.52
<table>
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<tr>
<th>Date</th>
<th>Name</th>
<th>Memo</th>
<th>Expense</th>
<th>Credit</th>
<th>Balance</th>
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<tr>
<td>06/27/2013</td>
<td>Lowes</td>
<td>Supplies - Village Garden</td>
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<tr>
<td>06/27/2013</td>
<td>Lowes</td>
<td>return supplies to Lowes for Village Garden</td>
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<td>12.54</td>
<td></td>
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<tr>
<td>08/09/2013</td>
<td>Harry Caldwell</td>
<td>per pc with Harry, supplies used at Village Garden</td>
<td>63.58</td>
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<td>08/21/2013</td>
<td>Amazon</td>
<td>Supplies - Village Garden</td>
<td>113.93</td>
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<tr>
<td>11/20/2013</td>
<td>DC Materials</td>
<td>Village Garden - Leafgro</td>
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<tr>
<td>12/18/2013</td>
<td>American Native Plant Society</td>
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<tr>
<td>Total</td>
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<td></td>
<td>505.20</td>
<td>12.54</td>
<td>492.66</td>
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9. Maryland Sunrise Farm hayride ($125) and bathroom cleaning ($40), but invoice was for $190.