Highland Lakes Master Gardener Association
Burnet Agrilife Classroom
Board Meeting
February 5, 2026

Present: Kerry Nyquist, Penny McCullough Brenda Goble, April Cothran, Diana Castello.
Others Present: Kelly Tarla, Carolyn Stephens

Proceedings:
Meeting called to order **at 1:33 p.m. by Kerry Nyquist, President.**

January meeting minutes were approved as emailed and posted.
January financials were approved as emailed and posted.

Carolyn Stephens opened with a membership meeting report. As of this meeting the membership totaled 100 members. Ninety-two members are fully certified with Volunteer Hours, Advanced Training hours, and paid-up dues. Of the total 92, 9 individuals are from the Certification Class. The 100 includes 6 Emeritus Members. She shared that we had 1 transfer this year, Colleen Catlett.
We had 2 Members request waivers, Donna Cagle and Judy Carmanica. Each submitted letters explaining the request and fully expects to complete the requirements for the year. Kerry added that Donna Cagle will take over as Facebook Coordinator which will allow her to gain hours working from home.
Carolyn mentioned that last year we started with 103 Members and the year before we started with 92 Members. Kerry confirmed that we write the Membership dues check to the Texas Master Gardeners Association for 94 Members.
Carolyn thanked Willard Horn, Diana Castello, Ray Buchanan, and Doug McCoy for their hard work.

Kerry reminded us of our next Board Meeting on April 7, 2026, and our next Membership Meeting is April 9, 2026.

The Farmers and Craft Market will begin the third weekend of April.

Brenda Goble updated the Board on Financials; she expressed difficulties with transferring the data from Celia Manlove to her. She recommended Quick books online instead of the free spreadsheet system Libre Office Calc. The best price she could find for Quick Books, non-profit organizations, is a 25% discount.
She mentioned that an accounting package will allow us to run reports that include historical comparisons. Membership dues payments will be easier to track with the reports.
Brenda will research some online accounting programs and get back with the Board.

MOTION to recommend Lavonna Fry Emeritus status was proposed by Kerry Nyquist and seconded by Diana Castello. All were in favor.

Kerry will present a recommendation to the Membership to vote at the next meeting. He will condense her information and submit it to Kelly Tarla. She will submit the application to the Texas Master Gardener Association.

Penny McCullough asked for the protocol when introducing our speaker at the Membership Meeting. She asked if first she introduces the speaker, then when they are finished, thank them and give them the appreciation gift? And after, does Kerry announce the AT hours earned? Kerry confirmed that this is the order.

Kerry shared that the certification class will be 18 students and they will meet in the classroom. Kelly added that the classroom is better oriented since the projector is no longer in use.

Kerry mentioned that the Lawn and Garden show update will happen at the Membership meeting. Lorna Barnard and Colleen Catlett will ask for donations for the silent auction. Penny shared she is going to ask a neighbor for a contribution. She asked if there was a form letter to present to people or businesses we approach? Kerry may have a letter that will work and he will forward to Brenda Goble.

Kerry added that the Projects and Activities list is posted to the website. Samantha Melvin has updated the button on the website. She pulled the project at the AgriLife building and added the Mustang Ace. Kelly mentioned that the AgriLife Building should have rain collection to complement the demonstration garden area. Diana Castello asked if we could do something to improve the Pecan tree area. Kerry will make an announcement at the meeting suggesting we add AgriLife to the project list and to see if there is anyone willing to coordinate volunteers.

Kerry will review every page of our by-laws and make changes, if any are needed. The awards nomination committee deadline is in April. Lorna Barnard is trained to submit the nominations for awards to the Texas Master Gardener Association. She will need a description, photo and data.

Penny McCullough mentioned that she, Linda Birdwell and Jeanne Valenta will present trifold boards, pass out seeds and Willard Horn will speak about night pollinators at the Night Sky event in Lampasas on March 7, 2026. Penny asked if they could use a banner for the event. Kerry mentioned there are some brochures about water conservation that are available to pass out. Additionally, the membership can earn AT hours for attending the presentations.

Diana Castello asked a question about volunteer hours for Advanced Training when being a mentor in the certification class. Kerry answered that when you volunteer as a mentor it is counted solely as volunteer time.

Meeting Adjourned at 3:05 p.m.
Minutes submitted by the Recording Secretary, April Cothran