

**The Herb Society of America – South Texas Unit
Annual Unit Business Meeting**

May 19, 2021

Virtual meeting via Zoom

The meeting was called to order at 6:35 pm by Julie Fordes – Unit Chair.

Attendance was recorded by Unit Secretary Mary Sacilowski and a quorum was present.

Members present were Julie Fordes, Janice Dana, Catherine Wampler, Gayle MacAdoo, Jeanie Dunnihoo, Karen Cottingham, Mary Sacilowski, Maria Trevino, Carolyn Kosclskey, Catherine O'Brien, Cynthia Card, Deborah Lancaster, Dena Yanowski, Donna Yanowski, Janice Stuff, Laura Mullen, Jane Littell, Susan Wood, Sara Diaz, Lucinda Kontos, Janice Dana, Rose Wherry, Binee Curtis, Janice Freeman, Lindsey Pollack and Palma Sales.

Approval of Previous Minutes

Minutes from the June 10, 2020 Annual Meeting of the South Texas Unit were distributed by email prior to the meeting. Lindsey Pollack made a motion to accept the minutes. The motion was seconded. The motion passed.

Minutes from the January 11, 2021 Annual Meeting of the South Texas Unit were distributed by email prior to the meeting. Lindsey Pollack made a motion to accept the minutes. The motion was seconded. The motion passed.

Officer and Committee Chair Reports

Oral reports

Programming. Due to COVID, in-person meetings could not be held. Zoom meetings were held instead. Future topics are being planned for both Zoom and in-person meetings.

Day Group. For most of this year meetings were not held due to COVID. Recently, two meetings were held. A future meeting will be planned to discuss crafts.

Membership. There are 10 new members, 65 current Active members. Applications are available online to join. There is a New Member Information tab on the website. The

membership directory is available in a protected section of the Member Information section. Members will soon be able to enter their volunteer hours online. No new member orientation has been given. A virtual power point presentation is being developed.

Scholarships. There were two applicants, and one was awarded to an A&M Graduate Student, Cassandra Hutcheson.

Newsletter and MailChimp. There have been 12 newsletter issues published and sent by MailChimp messages. An additional 38 MailChimp event announcements and member communication messages were sent. There are 1,200 subscribers, 50% of the subscribers open messages and 12% click on links as an average.

Website and Facebook. The Newsletter is posted on the website and Facebook. Karen Cottingham has created many articles for our Facebook page with much public engagement. Cynthia Card posts these articles on Facebook. Some of our articles have been reposted by other organizations.

Herb Fair. We plan to hold Herb Fair at Judson Robinson. Details to follow.

Garden Outreach There are three gardens we have associations with: McGovern Centennial Garden, Garden Oaks Elementary and Westbury Community Garden.

Treasurer's Report. Maria Trevino presented the Financial Report for 2020-2021 and the Proposed Budget for 2021-2022. They were previously distributed to members by email and screen shared during the meeting.

There was a short discussion of two motions that involve the budget.

Susan Wood moved that a garden donation of \$1,500 to be used for a Cultivator Circle Membership be made to the Houston Botanical Garden. The motion was seconded. The motion passed.

Donna Wheeler proposed a new position of Member Outreach Coordinator. This position would be under Membership. Donna Yanowski made a motion to amend the written motion to include \$300 in the budget for the appointed Member Outreach Coordinator. The motion was seconded. The motion passed.

Susan Wood made a motion to accept the budget as amended. The motion was seconded. The motion passed.

The Vanguard Garden Account will be closed, and funds moved to the Operating Account.

The Treasurer stated that any expenses incurred this year not yet reimbursed should be filed by June 30, 2021.

Nominating Committee

The Nominating Committee consisting of Donna Yanowski, Donna Wheeler and Rose Wherry proposed the slate of Officers (all 2-year terms). Laura Mullen made a motion to elect the slate of officers as amended. The motion was seconded. The motion passed.

- a. Chair- Julie Fordes
- b. Vice-Chair – Karen Cottingham
- c. Secretary – Dena Yanowski

Proposed changes to Guidelines for Reporting Hours and Donations

The proposed update to the guidelines by the ad hoc committee (Susan Wood, Janice Dana, Sally Luna, Julie Fordes and Joan Jordan) were presented by Susan Wood. Susan moved to accept the changes as presented. The motion was seconded. The motion passed.

Proposed changes to By-laws

A proposed update by the same ad hoc committee was screen shared. Susan Wood made a motion to accept the proposed changes as presented. The motion was seconded. The motion was passed.

Proposed changes to Membership Guidelines and Rules

The proposed update from the ad hoc committee was screen shared. Susan Wood made a motion to accept the proposed update. The motion was seconded. After

discussion the motion failed to pass. Further consideration is needed by the Board and ad hoc committee. Membership maintenance requirements need to be reexamined.

The floor was open to any further motions. Since none were made....

The Annual Meeting was adjourned at 8:38 PM.

Mary Sacilowski

Unit Secretary
South Texas Unit, The Herb Society of America