

## COCONINO MASTER GARDENER ASSOCIATION (CMGA)

### 2023 YEAR-END REPORT

As the CMGA secretary, I was responsible for developing Executive Committee and CMGA meeting agendas in consultation with the President, Hattie Braun, and other Executive Committee members. The CMGA meeting agendas were sent to Loni Shapiro for the email list and blog.

I attended most of the Executive Board meetings and took the minutes of the meetings. I sent the Executive Board minutes to the Board members. The CMGA Meeting Agendas were sent to the Board members and attenders as well as Loni Shapiro for addition to the blog. I attended most of the CMGA Meetings or found a person to do the work. I set up a table to collect the names of people attending in-person meetings, recorded the number of people attending and helped with set-up, take-down and clean-up after the CMGA meetings. The attendance sign in sheets were given to Hattie Braun for Coconino County record keeping.

If the Secretary is unable to attend an Executive Committee meeting or CMGA meeting, one of the other Executive Committee members takes over the necessary tasks.

I printed a hard copy of all the agendas, minutes and Treasurer reports for a book that is given to the Historian. I also gave the incoming new secretary a “thumb drive” containing all the records for the past year with the previous records from the outgoing secretary.

The attendance sign in sheets were given to Hattie Braun, Director of the Coconino County Extension office. The 2023 attendance varied from 29 to 53. Most meetings had 30-40 attenders including Officers. The Meetings were in-person at the Shepherd of the Hills Lutheran Church/Benson Hall except for the Recognition Potluck held outside at Violas on a beautiful Sunday in September. The Holiday Potluck was held at Benson Hall as well on our usual Thursday evening meeting date.

I volunteered for the Plant Sale and Garden Tour.

Pam Garcia, outgoing Executive Board Secretary