

Herb Society of America - South Texas Unit
Annual Meeting
Minutes
May 21, 2025
Cherie Flores Garden Pavilion

I. Opening / Call to Order

Dena Yanowski Gaydos, Unit Chair, called the meeting to order at 7:17 p.m.

II. Approval of Proposed Agenda

III. Approval of Previous Minutes: June 12, 2024

Susan Wood proposed corrections to the 2024 minute: add Bobby's last name (Jucker) and add Mary's last name (Sacilowski) to the minutes. Donna Yanowski made a motion to accept the minutes; Laura Mullen seconded the motion. Minutes approved.

IV. Officer and Committee Chair Report Highlights

Each office reported highlights of their year.

- Chair – Dena Gaydos
- Vice Chair (Programming) – Karen Cottingham acknowledged Cynthia Card for hosting the eco-printing class at her house. Steven and Linda Van Heeckeren were thanked for the centerpieces at the meetings; Rose Wherry was thanked for beverages; Catherine O'Brien was thanked for handling the tablecloths; and Jimmie **Keddie** was thanked for providing dishes, napkins and cutlery. Karen acknowledged Benée's organization of the day group.
- Membership – Janice Freeman reported that there are 72 members, including three new members.
- Education – Angela Roth, Cynthia Card. Angela thanked people who came out to Kolter Elementary and invited anyone to join them on the second Saturday of each month.
- Publications (Newsletter and MailChimp) – Janice Freeman
- Herb Fair – Stephanie Calloway thanked everyone who helped at Herb Fair.

Benée Curtis (Day Group, Website, and Herb Day) and Virginia Camerlo (Social Media and Herb Day) were unable to attend this meeting. It was reported that there were 125 attendees (40 members, 85 guests) at Herb Day. The responses from the survey were mostly positive.

V. Financial Report: 2024-2025

Treasurer Maria Treviño presented the banking summary for the year. She reported that the Herb Day Market Place (\$2,864) did not include the cash receipts. That Herb Fair space increased over prior years.

On the recommendation of Janis Teas, we purchased a Horticulture License for Herb Fair (\$75) since we sell plants. This will be an annual expense. Finally, she reported that there are still some vendors and some unpaid expenses for Herb Day. Susan Wood recommended that all vendors sign a contract and pay their fee up front.

Treasurer Maria Treviño gave the financial report. South Texas Unit (STU) has one operating (checking) account through Chase Bank and one investment account with Vanguard. The investment account consists of the general account and the scholarship account combined.

Income

In 2024, STU held the Herb Fair with a gross income of \$17,115. Net profit from Herb Fair was \$10,470. A 5% increase on gross income from 2023.

In 2025, STU held Herb Day with a registration gross income of \$6,932 and marketplace gross of \$3,961 and donation from the Lavender Association for the speaker cost of \$1,000. Most expenses for Herb Day have been submitted this first week of May, they have not been paid. A preliminary expense cost based on expense reports submitted is \$3,302 for speaker travel and speaker fee; \$4,410 of STU expense reports to date.

Major Expenses

- Cherie Flores meeting reservations are in process for the 2025-26 year.
- STU renewal insurance will be due in July. In 2024, the cost was \$969. It is expected to increase the nominal amount for 2025-26.
- Newsletter expenses are pending.
- Storage unit cost had an increase in 2025. STU storage unit is paid through the end of 2025.
- The *Herbarist* ad was approved and submitted for a full page ad at \$350

Scholarship –Scholarships were not awarded in 2025.

Garden Fund/ General Fund

The following donations were given in 2024-2025 totaling \$6,052

- Houston Botanical Garden \$1,500; Cultivar level membership.
- Nature Discovery Center, Bellaire, TX \$1,000.
- Festival Hill \$1,000
- FAM Houston \$1,000
- Texas Thyme Unit \$830
- Westbury Gardens \$722

| | |
|----------------------------|-----------|
| Chase Bank as of 4/30/2025 | \$27,072 |
| Vanguard as of 3/31/2025 | \$131,34 |
| Total | \$158,421 |

Banking Summary July 2024 to April 2025

7/1/2024 through 4/30/2025

| Category | 7/1/2024- 4/30/2025 |
|--------------------------|--------------------------------|
| Opening Balance 7/1/2024 | 20,867 |
| INCOME | |
| Uncategorized | 10 |
| Donations | 1,000 |
| Herb Fair | |

| | |
|---------------------------|---------------|
| Herb Fair:Sales | 15,885 |
| Herb Fair:Sales Online | 1,230 |
| TOTAL Herb Fair | 17,115 |
| Herb Day Registration | 6,932 |
| Herb Day Market Place | 2,864 |
| Member Dues | 2,304 |
| Member Dues:National Dues | -1,379 |
| TOTAL Member Dues | 925 |
| TOTAL INCOME | 28,846 |

EXPENSES

| | | |
|----------------------------------|---------------|----------|
| Uncategorized | 0 | |
| Advertisement | 430 | Ad & HSA |
| Chair Conv and Travel | 1,012 | |
| Garden Donation | 6,052 | |
| Herb Day Expense | 947 | |
| Herb Day Speaker | 2,452 | |
| Herb Fair Expense | 6,345 | |
| Herb Fair Expense:Horticulture | | |
| License | 75 | |
| Herb Fair Expense:Security | 225 | |
| In Memory Donation | 100 | |
| Insurance-Unit | 969 | |
| Membership | 142 | |
| Membership:Zoom Account | 153 | |
| Rental Post Office Box | 192 | |
| Rental - Meeting | 495 | |
| Rental - Meeting:Rental- Storage | 2,243 | |
| Square Fee | 777 | |
| TOTAL EXPENSES | 22,608 | |
| | | |
| OVERALL TOTAL | 2,854 | |

Closing Balance at 4/30/2025 27,105

Maria fielded specific questions about the 2024-2025 budget.

VI. A. Proposed Budget: 2025-2026

Treasurer Maria Treviño presented the proposed 2025-2026 budget. The vote was delayed until after the financial proposals were presented and discussed.

B. Presentation, Discussion, and Voting on Proposals for Financial Commitments

Julie Fordes reported that two benches have been placed in the Westbury Community Garden. They are in a table position overlooking the herb beds. There is no electricity available. She thanked George Fordes, Doug Wheeler, and Jeff O'Brien for putting the tables together. Julie has spoken with Julie Johnson from the Pioneer Unit. She has fired up volunteers to help with the gardens on Festival Hill grounds. They are looking for a professional to help with the

greenhouse. They will probably decrease the space, and it will be a year-long project. They have \$10K available but are not sure how much more they will need.

Upon request, Catherine O'Brien reported that of the \$1000 donation that STU made to the Lucille Plane State Jail, Rhonda Hanks used \$298.30 to purchase plants from Conroe Greenhouse and \$531.67 to purchase seeds from Johnny's Selected Seeds. The Texas Department of Corrections has discontinued the Herbs Behind Bars program at the Lucille Plane State Jail, but it is continuing at two other units. The gardens are being maintained to support their culinary arts program.

Karen Cottingham reported that Kimberly Meyer asked Karen to express their gratitude for the \$1000 donation. They used it to purchase seeds and materials to expand the farm, and expanded the cultivation of herbs, and herbs for teas. There is a tour of the Shamba Ya Amani Farm on May 31. Karen will send out more information.

The following proposals were made:

- Proposal 1: Catherine O'Brien moved to *include an internship as part of The Herb Society of America, South Texas Unit's educational support*. The proposal was approved with 42 ayes, 0 nays, and 1 abstention.
- Proposal 2: Susan Wood moved to *change the name and purview of our current Scholarship to The Herb Society of America, South Texas Unit Madalene Hill Education Fund*. The motion carried unanimously.
- Proposal 3: Susan Wood moved that *The Herb Society of America, South Texas Unit continues to support Houston Botanic Garden with a \$1,500 donation for Cultivator Giving Circle membership for 2025-26*. The proposal was approved with 18 ayes, 4 nays, and no abstentions.
- Proposal 4: Susan Wood moved that *The Herb Society of America, South Texas Unit continues to support the gardens created by our founder, Madalene Hill, in Round Top, TX at Festival Institute with a donation of \$1,000. The donation should be earmarked for Madalene's gardens in honor of Madalene Hill*. The proposal carried with 20 ayes, 0 nays, and no abstentions.
- Proposal 5: *in absentia*, Debbie Lancaster moved that *we donate \$1000 to the Nature Discovery Center in Russ Pitman Park to support their ongoing native plant and herb projects*. After a lengthy discussion, the proposal was approved with 24 ayes, 0 nays, and no abstentions.
- Proposal 6: Janice Stuff moved that *the South Texas Unit fund a speaker for 2026 The Herb Society of America Educational Conference in the amount of \$2,000*. Laura Mullen, HSA Board Treasurer, explained a sponsorship for EdCon 2026. Thereafter, Janice Stuff agreed to the following proposal: *I move that the South Texas Unit donate \$2500 as a general session sponsorship of the educational speakers for the 2026 educational conference*. The motion was approved unanimously

VII. Approval of 2025-2026 Proposed Budget

With revisions to the budget based on the proposals, the 2025-2026 budget was approved.

Final Budget 2025-2026 South Texas Herb Society May 21, 2025

| OPERATING BUDGET | Category | Budget 2024-2025 | Draft Budget 2025-2026 | YTD 4/30/2025 | |
|-------------------------|---------------------------------------|-------------------------|-------------------------------|----------------------|-----------------------|
| INCOME | Events | | | | |
| | Herb Fair | 16000 | 18000 | 17,115 | |
| | Herb Day | 8000 | | 6,932 | |
| | Herb Day Marketplace | | | 4,386 | |
| | Herb Day Speaker | | | 1,000 | |
| | Membership | | | | |
| | Donations to scholarship | | | 0 | |
| | Local Dues | 1000 | 1000 | 925 | |
| | TOTAL INCOME | \$25,000 | \$19,000 | \$30,358 | |
| EXPENSE | | | | | |
| | Archives, Storage (see storage below) | | | | |
| | Donations (to scholarship fund) | | | | |
| | Gardens | 6700 | 3500 | 6,052 | HBG+ garden donations |
| | Education Meeting Speakers | 700 | 700 | | |
| | Zoom Mtg Speakers | 200 | 200 | | |
| | Events Herb Fair | 6000 | 6700 | 6,645 | |
| | Herb Day | 5500 | | 947 | Rental & mkt expense |
| | Herb Day Speakers | | | 2,452 | Speaker travel & fee |
| | Herb Day Mkt to scholarship | | | | |

| | | | | | |
|-----------------------|------------------------------------|-----------------|-----------------|-----------------|--------------------|
| Operating | Support member in District or Natl | 2000 | 2000 | | |
| | Chair Travel | 1100 | 1100 | 1,012 | |
| Rentals | Cherie Flores | 765 | 765 | 495 | |
| | P O Box Rental | 190 | 200 | 192 | |
| | Storage Unit | 2200 | 2280 | 2,243 | |
| Membership | Directory and mailing | 175 | 175 | 142 | |
| | Membership | 280 | 350 | | |
| | Newsletter | 300 | 300 | | |
| | Outreach; Website | 150 | 175 | 153 | Zoom acct |
| | Membership Outreach | 275 | 275 | 100 | In memory donation |
| | Supplies | 75 | 75 | | |
| Advertisement | Herbarist ad | 350 | 350 | 350 | 80 |
| | Insurance-Liab;D&O | 975 | 980 | 969 | |
| | Bank & Square Fees | 875 | 875 | 777 | |
| | Other | 100 | 100 | | |
| TOTAL EXPENSES | | \$28,910 | \$21,100 | \$22,529 | |
| Net Loss | | -\$3,910 | | -\$2,100 | |
| Net Gain | | | | 7,829 | |

Final Budget 2025-2026 South Texas Herb Society May 21, 2025

| SCHOLARSHIP FUND | | | | | |
|-------------------------|-----------------|-------------------------------|-------------------------------|--------------------------|--------------------|
| INCOME | | Draft Budget 2024-2025 | Draft Budget 2025-2026 | YTD 23-24 3rd Qtr | |
| | Herb Day Market | 3000 | 3000 | 1,500 | Net Profit to date |
| | Investments | 1600 | 1600 | 1,600 | YTD dividends |

| | | | | | |
|--------------------------------|--------------------------------|--|------|--------|-------------------|
| EXPENSE | Donations | | | | |
| | Total Income | | 4600 | 4600 | 3,100 |
| | Scholarship awards | | 3000 | 2500 | Edcon Sponsorship |
| | TOTAL NET | | | | |
| FUND BALANCES 4/30/2025 | | | | | |
| | Chase Bank | | | | 27,072 |
| | Vanguard General | | | 53,366 | |
| | Vanguard Scholarship | | | 77,983 | 131,349 |
| | Vanguard Garden | | | | 0 |
| | Total Assets @4/30/2025 | | | | \$158,421 |

VIII. Election of Officers

The slate of Candidates was presented:

- Chair: Angela Roth; term of office: 2 years, July 2025 – July 2027
- Vice Co-Chairs: Karen Cottingham and Ro Jones; term of office: 2 years
- Secretary: Stephanie Calloway, term of office: 2 years
- Dena Gaydos moves to the position of past president, and
- Maria Treviño will retain her position as treasurer.

The officers were approved.

IX. New Business

There was no new business

X. Announcements

Membership Renewals should be sent to Maria Treviño
Volunteer Hours need to be submitted to Janice Freeman by 7/15.

XI. Adjournment

Meeting adjourned at 8:46 p.m.

DRAFT