

VMGA Minutes Aug 2003 – Jun 2004

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**Minutes of the August Regularly Scheduled Meeting of
The Virginia Master Gardener Association, Inc.**

August 9, 2003

Williamsburg, VA

Attendance

(Chesapeake) Pinky Derieux, Pauline Price; (Fauquier) Frank Reilly, Jim Scibek; (Gloucester) Florace Arnold, Kathy Klein; (Halifax) Bill McCaleb; (Hanover) Pamela Armstrong, Cheri Haggerty, Evelyn Parker; (Henrico) Susan Anthony; (Lynchburg) Catherine Powers; (Northern Neck) Jinny Estell, (Prince George) Cheryl Sebera; (Prince William) Pat Reilly; (Roanoke) Kathryn Debnar, Virginia Craig, Shelby Snider; (Rockbridge) Kate Jenks, Ted Jenks, Caroline Norrington, Chuck Norrington; (Suffolk) Betty Freedman; (Virginia Beach) Paul Campbell, Fran Shelton; (Western Tidewater) Jack O'Leary; (Williamsburg-JCC) Jean Barter, Suzanne Brown, Angela Cingale, Tony Dion, Leanne Dubois, Dale Firestone, Jean Ripley, Barbara Schroeder; (York) Sybil Przypek.

Call to Order

President Jim Scibek called the meeting to order at 1001.

Introductions

President Scibek welcomed us all to the August meeting in Williamsburg. President Scibek introduced Dale Firestone who in turn introduced the Williamsburg-JCC agent, Leann Dubois. Leann came to Williamsburg-JCC via Cornell University. Leanne and Tony Dion gave a presentation of MG projects in the Williamsburg-JCC area.

Minutes

The June minutes were accepted as corrected. The list of scholarship recipients was incomplete and therefore corrected.

Treasurer's Report

"The Audit Committee, meeting on 9 July 2003, reviewed and compared the books of VMGA, Inc. It is our opinion that the books fairly and materially represent the finances of the VMGA, Inc. Barbara Geer, Chairman"

The Audit Committee was composed of Barbara Geer, Julie Cochran, Ann Gorrell and Bill Scott.

Treasurer Shelby Snider reported:

Checking Account Balance as of June 1, 2003		6782.00
Deposit - Dues		1136.00
Transfer from Endowment Fund		550.00
Checking Account Balance		<u>8468.00</u>
Expenses		
Scholarships	550.00	
Newsletter - Postage	213.00	
Miscellaneous	48.00	
Membership	462.00	
	Total Expenses	<u>1273.00</u>
Checking Account Balance		7195.00

Money Market (Interest \$5.38 for 2 months)	5416.00
CD Balance	6397.00
Diane Relf Endowment Fund	3940.00
Total Overall Balance of Accounts	<u>22948.00</u>

The treasurer's report was accepted as presented, pending annual audit. One of the 12 scholarship recipients was a no show at MG College. Only 11 were paid out.

President's Report

President Scibek has received several more donations for the Endowment Fund. The New River Master Gardeners sent a check for \$150.00 from their Silent Auction at MG College. The Fauquier Master Gardener Association sent \$43.50 from the sale of the horticultural Update CD. The \$15.00 leftover from the after party donations was also donated to the Endowment fund.

President Scibek received a letter from Dr. Greg Eaton, Assistant Professor, and Social Committee Chair, Department of Horticulture, Virginia Tech. This letter addressed Dr. Relf's retirement and that she requested no retirement gifts. She has suggested that anyone wishing to consider an acknowledgement may do so by making a donation to fund the construction of a new garden in her honor at the Virginia Tech Horticultural Garden. The board members present discussed whether to make the annual contribution to the Hort Garden or just donate to Dr. Relf's garden. A motion was made and seconded to donate \$500.00 to the VA Tech Hort Gardens. A motion was also made and seconded to donate \$1000.00 to the "Relf Garden Project" from VMGA.

The officers met with Dr. Umberger and were assured that Dr. Relf's and Sarah Linebergers's positions were critical to be filled. They plan to re-advertise the search nationally. He is very enthusiastic about the VMGA. He said that all our efforts last fall regarding the budget cuts were very important and appreciated. The new director for ANR is Charlie Stallings.

Members who attended the International conference gave their impressions.

The Northeast Regional meeting will be in Baltimore in October 2004.

Rich Marini can be contacted for immediate needs at Virginia Tech.

COMMITTEE REPORTS

Education - Lenore Plissner, Chair

Lenore was not in attendance but sent word through the President. The plans for the September 27 education event are finalized. The form was included in the August newsletter and is posted on VMGA.net and attendance will be limited to 130. Until September 10, only VMGA members will be registered. Peter Hatch will speak on Heirloom Apples. If he is unavailable, Tom Burford will speak on his behalf. Special thanks to Fran Shelton and Pinky Derieux for arranging catering for lunch, Margaret VanWinkle for designing the registration form and Debbie Hamilton for receiving and tabulating registration. The next meeting of the Education Committee will be October 20 at the extension office in Stafford/Fredericksburg.

Newsletter - Florace Arnold, Editor

Florace thanks everyone for his or her input. Do not hesitate to send articles or ideas for articles.

Membership - Pauline Price, Chair

Our roster shows we now have 579 members. However, included in this number are 126 expired memberships. That is: membership which officially expired on May 31, 2003 and for whom I have not received a renewal notice as of this report.

Membership will man a table at check-in at the upcoming continuing education event at Monticello. This will serve a dual purpose. It is hoped that all non-members who have indicated that the additional \$10.00 registration fee should be applied to membership will be able to receive their cards at this event, and that anyone else with an expired membership will take this opportunity to renew their membership.

It would be most helpful if someone from the Educational Committee involved in registration for this event could let me know in advance the names of those who have checked the "apply to membership" box.

I would like confirmation from the Board that memberships showing as expired immediately following this September event will be dropped from the roster and will not therefore be included in, nor receive the latest Membership Directory.

Communication/Unit Support - Frank Reilly, Chair

Unit Support

Members: Pat Reilly, Karen Sacasky, Kerry Goldmeyer, Cheri Haggerty and Frank Reilly and whoever else we need.

1. Frank Reilly has fielded some questions about the utility of forming an association from two different local groups of MGs, and fielded numerous questions concerning hours reporting, and the status of our support from VCE.
2. Pat Reilly gave a presentation to representatives of several Northern Virginia Master Gardener groups concerning retention of volunteers.

Communication Committee

Members: Cheri Haggerty, Angela Cahn, Shelby Snyder and Chair Frank Reilly and whomever else we can get.

1. Since the June, regularly scheduled meeting there have been 10297 visitors to VMGA.net.
2. Outside of the US, our visitors come from more than 43 countries. Canada provides the most hits followed by UK, Australia, Netherlands, Poland and Singapore.
3. Since the June regularly scheduled meeting, the web page has been updated on 27 separate occasions.
4. The most popular pages in the last three months have been College Home Page, Hort Updates, Minutes, Calendar, Unit Reports, and News. So people DO care what is happening in your units - or they like to check Cheri's spelling.
5. Very few of our visitors come to our site by hotlinks on other web pages. We do not share links with very many other pages. We do have quite a few visitors who find our site by search engines using terms that are found on the Hort Updates.
6. Applications for the Continuing Ed event at Monticello are available at the web site.
7. Angela Cahn is currently accepting changes to the calendar. Cheri Haggerty maintains the links page. Both pages have been updated and you can expect more there soon.
8. Membership Applications are available on-line at the Membership page

Unit Reports

The Unit reps attending presented written reports or have e-mailed them to the secretary. They will be posted at VMGA.net.

State Fair

Evelyn reports that all the dates have been filled. The State Fair has changed the hours for the booth. They are now until 9:00 PM on weekdays and 10:00 PM on weekends. She has contacted the involved units and there is no problem. When she receives the tickets, she will mail them to the contact person.

Education Endowment Fund

The committee consists of Pat Reilly, Chuck and Sally Walters. The committee requested and received the Executive Board's okay at Master Gardener College to add Pinky Derieux as a scholarship recipient. (Her coordinator did not send her name to the committee in a timely manner.) Pat reported that all the recipients were most appreciative. The non-member recipients are now VMGA members.

Extension Liaison - reported by Frank Reilly

Diane has officially left the building ... but continues to work in the office on Wednesdays. She plans to remain the point of contact for VCE to Master Gardeners until replaced by a new coordinator. She uses Wednesdays to order handbooks and some office work, as there is virtually no office staff. She can be reached via e-mail at vtmg@vt.edu. Dr. Greg Eaton may also be a point of contact. He is proposing a new undergraduate degree in "Urban Gardening" and is looking into using Master Gardeners in research projects.

Master Gardener College 2003 was the largest ever with nearly 200 registered students, 50 faculty members and innumerable volunteers from the New River Valley Master Gardeners. Evaluations have been tallied. They will be on the website soon and shared with faculty members.

Another good tool for information is to use the LISTSERV. You can subscribe at listserv@listserv.vt.edu. In the body of the e-mail, write, "subscribe VCE-MGS" (without the quotes). More information is found in your handbook.

Unfinished Business

As reported under the Treasurer's report, the audit has been completed.

New Business

A nominating and election committee was formed. Proposed members are Pat Reilly (Prince William), Kathryn Debnar (Roanoke), George Graine (Fairfax) and Mike Holmes (Central Rappahannock). The committee will be confirmed at the October meeting.

The 2004 Budget was presented and approved. During this time, an electronic newsletter was discussed. The consensus was to keep it the way it is.

Announcements

Future Board meetings are scheduled as follows:

October 11 Lynchburg (Central District)

December 13 Prince George (Southeast District)

February 2004 Charlottesville (Northern District)

April 2004 Northern Shenandoah (Northwest District)

The meeting was adjourned at 1325.

Respectfully submitted,

Cheri Haggerty

Secretary

VMGA

Minutes of the October Regularly Scheduled Meeting of

The Virginia Master Gardener Association, Inc.

October 11, 2003

Lynchburg, VA

Attendance

(Bedford) Gail Augenreich (Chesapeake) Jane Montgomery, (Fairfax) George Graine (Fauquier) Jim Scibek; (Goochland/ Powatan) Joe Florino, Alexandria Haselman, Helen Pearson, (Halifax) Bill McCaleb; (Lynchburg) Eleanor Carson, Pamela Hanse, Judy Kinney, Catherine Powers, Karen Sacasky, Beth Weiland; (Montgomery) Susan McCrea (Northern Neck) Jinny Estell, Pat Rogers (Northern Shenandoah) Chuck Walters, Sally Walters (Prince George) Cheryl Sebera; (Prince William) Frank Reilly, Pat Reilly; (Roanoke) Kathryn Debnar, Carol Robins, Shelby Snider, Rebecca Stinnett (Rockbridge) Ted Jenks; (Virginia Beach) Paul Campbell (Williamsburg-JCC) Dale Firestone, Shirley Firestone.

Call to Order

President Jim Scibek called the meeting to order at 1005

Introductions

President Scibek welcomed us all to the October meeting in Lynchburg. President Scibek introduced Judy Kinney, President of Hill City Master Gardeners. She welcomed us all and thanked Karen Sacasky and her committee for making all the arrangements. Judy introduced Jane White who gave an overview of Old City Cemetery. Jane invited us to browse around on our break. The Cemetery is about 200 years old and is an historic landmark. Hill City MG's have their compost education center on the cemetery grounds.

Minutes

The August minutes were accepted as corrected. The word "not" was omitted from the Education Endowment Report. This was in reference to a scholarship recipient's coordinator not submitting their name in a timely manner. Kathryn Debnar's name was corrected from Kathleen.

Treasurer's Report

Treasurer Shelby Snider reported:

Checking Account Balance as of September 30, 2003	<u>\$5856.00</u>
Deposit - Dues	1170.00

Education - Monticello	1936.00
Checking Account Balance	<u>9632.00</u>

Expenses	
Scholarships	50.00
Education	2127.00
Communication	79.00
Gifts	1500.00
Relf Garden Project	1000.00
VA Tech Arboretum	500.00
Bank Expense - PC Banking	20.00
Total Expenses	<u>\$3776.00</u>

Checking Account Balance	<u>\$5856.00</u>
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Money Market (Interest \$3.41)	5419.00
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CD Balance	6397.00
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Diane Relf Endowment Fund	4685.00
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Interest \$ 4.77	
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Donation \$192.95	
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Total Overall Balance of Accounts	<u>\$22357.00</u>
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Shelby reported that there were additional monies and expenses received too late to be included

in these figures.

President's Report

President Scibek reported that Dr. Umberger has prepared a Critical Staffing Initiative. He asked Pat Reilly to elaborate on what this initiative is. This initiative refers to what Extension needs beyond the budgeted operating expenses. It looks at what Extension needs at the very minimum to continue the services to the commonwealth. Dr Umberger looked at what he called the "high priority " goals. The Initiative handout can be read online at <http://www.ext.vt.edu/vce/news/> . This is a document that we, as individuals, can use in getting the General Assembly to listen to us regarding this need.

COMMITTEE REPORTS

Education - Lenore Plissner, Chair

The September 27 Continuing Education Program at Monticello and Tufton Farm was filled with information about historical plants and the leadership Thomas Jefferson provided to the horticultural life in the early years of our country. Peter Hatch, Director of Gardens and Grounds, introduced the group to Thomas Jefferson, the avid gardener. After lunch, Tom Burford, an apple expert, spoke about the importance of apples in our nation's history. Adrianna Vargo, nursery manager at the Center for Historic Plants, described the propagation of heirloom flora that has been ongoing at Tufton Farm since 1987.

Seventy-five of the advance registrants were present. Nine refunds were made because of absences due to Hurricane Isabel.

Special thanks to the following committee members:

Debbie Hamilton again kept detailed and accurate records of registrants. Margaret Van Winkle composed the registration form, which Frank Reilly transferred on to the website.

Pinky Derieux and Fran Shelton once again made a special trip to ensure that attendees were well fed with delicious box lunches.

The next meeting of the Education Committee will be at the Extension Office in Fredericksburg on October 20 at 10 AM.

Newsletter - Florace Arnold, Editor

Florace said she would be looking for articles around November 1. A definite date for publication is not available due to continuing problems from Isabel.

Membership - Pauline Price, Chair

Following the wonderful event in Monticello, our ranks grew to the dizzying height of 627 members. Unfortunately, it was time to remove those who had not renewed and this brought us back to earth somewhat. We now have 533 members. I have canvassed those who had not renewed following the Williamsburg meeting. None of them expressed any dissatisfaction with the VMGA. The majority of the responses gave the following reasons for not renewing:

1. No longer involved in MG activities at the local level.
2. Moving or moved away.
3. Financial reasons.

It appears the problem of local retention directly relates to state retention. I will be happy to e-mail or snail mail a copy of the non-renewals, with Board approval, to local representatives or coordinators upon request. Membership is always delighted to accept help in retention and recruitment.

The new roster is currently being formatted and should be at the printer shortly. Hopefully before this is read. I have been given a turn around time of 5 days and should have the mailing complete by the third week in October.

Note: It was recommended by the members present that Membership send a copy of the non-renewals to each representative. Inquiries were made regarding the status of the brochure. It will be brought up later.

Communication/Unit Support - Frank Reilly, Chair

Unit Support

Members: Pinky Derieux, Pat Reilly, Cheri Haggerty and Frank Reilly and whoever else we need. No action to report.

Communication Committee

Members: Cheri Haggerty, Angela Cahn, Shelby Snyder and Chair Frank Reilly and whomever else we can get.

1. Since the August, regularly scheduled meeting there have been 13001 visitors to VMGA.net.
2. Goochland/Powatan and Prince William have web sites now.
3. Since the August regularly scheduled meeting, the web page has been updated on 29 separate occasions.
4. The most popular pages in the last three months have been College Home Page, Hort Updates, Calendar, Unit Reports, and the Forum. Unfortunately, the Forum page has been most popular by Russian porn merchants. The Forum page has been shut down.
5. Angela Cahn is currently accepting changes to the calendar. Cheri Haggerty maintains the links page. Both pages have been updated and you can expect more there soon.

6. Membership Applications are available on-line at the Membership page

Unit Reports

The Unit reps attending presented written reports or have e-mailed them to the secretary. They will be posted at VMGA.net.

State Fair

The State Fair will be held at the current site in Richmond through 2005. They have acquired Meadow Farm in Caroline County. It was requested that the results of the Green Industry survey be made available to the membership. This request will be passed on to Evelyn Parker.

Education Endowment Fund

The committee consists of Pat Reilly, Chuck and Sally Walters. The committee has no current responsibilities.

Extension Liaison - reported by Frank Reilly

Our official advisor now is Joyce Lattimer. A Faculty member who is also chairing the search committee for the State Master Gardener Coordinator. It is a national search in all the states in which we have contacts, which is more than 47 states. The announcement is linked at [www. vmga.net](http://www.vmga.net).

Master Gardener College 2004 is tentatively set for June 9-13. A week later than this year and the week before Father's Day. The College Advisory Committee will be meeting in the not too distant future.

Diane has been contacted by the Department of Social Services of Virginia. In the past they have offered training in Nutrition and the like and are now interested in offering Gardening training. They were initially interested in the agents doing this training but Diane has championed Master Gardeners to do the training. The workshops are attended by the staff at daycare centers and family day care providers. The DSS mails their flyers, offering training to over 10,000 providers throughout the State. The workshops are 3-4 hours long and are offered all over the state. They are willing to pay a training fee of \$100 per hour. They also pay mileage and some lodging. For more information contact Diane Relf.

Diane sends her thanks for all the donations to her garden. The total is approaching \$10,000.

Gifts have been listed from VMGA, Rockbridge area, Middlesex, Matthews, Virginia Beach, New River Valley and Roanoke. There have been a number of private donations.

There is a new steward training coming. It is Land Care Steward. It will have advance training topics such as Yard Waste Minimization, Compost, Fire Safety, etc. The trial training will be this winter, wherever the interest is the greatest. See www.VMGA.net for more information.

Name badges from Tech are on hold again. It was recommended that units contact Dr. Umberger on their own.

Unfinished Business

The Nominating and Election Committee appointments were confirmed. The members are Pat Reilly (Chair), Kathryn Debnar, Mike Holmes and Paul Campbell.

New Business

Chesapeake has offered to host the October 2004 meeting. The normal meeting date competes with the North East Regional Master Gardener Conference in Baltimore. A motion was made and seconded to move the meeting to October 16, 2004.

The April meeting has already been moved to April 3, 2004.

Pat Reilly brought to our attention that our Standing Rules are based on 1997 by-laws. We have updated the bylaws twice since then but have not updated the Standing Rules. The 1997 Standing Rules have some issues that we are not adhering to because they are outdated. She volunteered to write each of the Officers and Committee Chairs look at what they are currently doing and specify what needs to be added or taken away. She will then produce Proposed Standing Rules to be distributed at the December meeting. Everyone, including past officers, will review them and discuss any changes at the February meeting.

Announcements

Future Board meetings are scheduled as follows:

December 13, 2004 Prince George (Southeast District)

February 14, 2004 Charlottesville (Northern District)

April 03, 2004 Northern Shenandoah (Northwest District)

The meeting was adjourned at 1340.

Respectfully submitted,

Cheri Haggerty

Secretary

VMGA

**Minutes of the December Regularly Scheduled Meeting of
The Virginia Master Gardener Association, Inc.**

**December 13, 2003
Prince George, VA
(Draft)**

Attendance

(Chesapeake) Pinky Derieux, Pauline Price (Fairfax) George Graine (Fauquier) Lenore Plissner, Jim Scibek; (Gloucester) Florace Arnold, Kathy Klein (Halifax) Bill McCaleb; (Hanover) Pamela Armstrong, Christy Brennan, Cheri Haggerty, Evelyn Parker (Lynchburg) Karen Sacasky (Northern Neck) Jinny Estell (Prince George) Barbara Geer, Lynette Spencer, Marie Gay, Cheryl Sebera; (Prince William) Frank Reilly, Pat Reilly; (Roanoke) Kathryn Debnar, Lynn Snider, Shelby Snider; (Virginia Beach) Paul Campbell.

Call to Order

President Jim Scibek called the meeting to order at 1009.

Introductions

President Scibek welcomed us all to the December meeting in beautiful Prince George. President Scibek introduced Barbara Geer. Barbara introduced Glenn Chappel, the VCE Agent for Prince George. He welcomed us to "God's Country" and expressed his thanks on behalf of all Extension to Master Gardeners statewide for their strong support of Extension. . Barbara then gave a brief overview of their Heritage Gardens project in Hopewell. This is the first public educational garden in the tri-Cities area of Hopewell, Petersburg and Colonial Heights. Barbara then introduced Lynette Spencer and Marie Gay, PGMGA Hospitality committee.

Minutes

The October minutes were accepted as corrected. Beth Weiland's name was corrected from Betty.

Treasurer's Report

Treasurer Shelby Snider reported:

Checking Account Balance as of November 30, 2003		<u>\$5297.28</u>
Deposit - Dues	410.00	
Deposit - Education	938.00	
	Total Income	1348.00
Checking Account Balance		<u>6645.28</u>

Expenses

Membership Committee Expense	1091.80
Education	80.21
Newsletter	563.46
State Fair	33.33
Treasurer Supplies	41.65
Bank Expense - PC Banking	25.90

Total Expenses \$1836.35

Checking Account Balance \$4808.93

Money Market (Interest \$3.17) 5422.60

CD Balance 6396.51

Diane Relf Endowment Fund 4134.68

Total Overall Balance of Accounts \$20762.7

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President's Report

President Scibek reported that a meeting of the officers and VCE will take place January 19 in Charlottesville. He also reported that he has received a flyer for a seminar entitled "New Oasis Gardens" on January 31 at Lewis Ginter Botanical Gardens. He received a message from Dr. Jones thanking the VMGA for all they do for VCE.

COMMITTEE REPORTS

Education - Lenore Plissner, Chair

The VMGA Education Committee met in Fredericksburg at the Extension Office on October 20, 2003. A de-briefing of the continuing education program at Monticello/Tufton Farm was followed by discussion of future plans.

Barbara Geer and Cheryl Sebara shared current planning for the second "Good Gardening" Symposium scheduled for March 13, 2004 at the Virginia State University

facility already used by the Education Committee session in March 2003. The symposium will be a joint effort of the Prince George Master Gardener Association and the VMGA.

Looking ahead, the committee seeks support from the VMGA Board for approval to continue planning for a fall 2004 program to be held at the Virginia State Arboretum at Blandy (near Winchester). The daylong activities will include a choice of walks around the grounds with experienced guides plus a speaker from the Virginia Native Plant Society. A tentative date of September 18 has been scheduled.

The Committee was also willing to schedule a November meeting featuring Bob Lyons if he were available. However, with the proposed changes in the Standing Rules of the Association, that is on hold.

A final item of business was discussed. Members feel strongly that a member of the VMGA Education Committee should serve on the planning group for the annual Master Gardener College. The sentiment was that both committees would benefit by sharing potential speakers and programs.

Two motions were made and accepted for the Education committee to proceed with the September and November events.

Newsletter - Florace Arnold, Editor

Florace asked for opinions on the font size. It is small in order to get all the news in. It was recommended that the shading be removed to make the print easier to read.

Membership - Pauline Price, Chair

We now have 543 members and 87 Life members. Pauline passed around the master list of 87 non-renewals from 2003 for members present to note who in their unit had not renewed.

Communication/Unit Support - Frank Reilly, Chair Unit Support

Members: Pat Reilly, Karen Sacasky, Pinky Derieux, Susie McCrea and Frank Reilly and whomever else we need.

- ◆ Karen Sacasky visited with the new MG training class in Nelson County and gave a presentation covering MG program history, VCE, and VMGA.
- ◆ Susie McCrea has investigated Sales Tax issues for VMGA and local units may find the results useful. They are posted on the VMGA Web Site, Unit Support page.

Communication Committee

Members: Cheri Haggerty, Angela Cahn, Shelby Snyder and Chair Frank Reilly and whomever else we can get.

- ◆ November 12 marked our fifth anniversary as VMGA.net. We've grown from a single page giving the minutes of the last meeting to a large web site with more than 200 pages of content and more than 50,000 visitors annually.
- ◆ Since the October regularly scheduled meeting there have been 10331 visitors to VMGA.net. Thanksgiving day we got 100 different visitors! I guess they were coming straight to the source for turkey facts. Outside of the US our visitors come from more than 41 countries up from 29 this time last year. Canada provides the most hits followed by UK and New Zealand. Interestingly enough the US military visited us more than any other country except Canada.
- ◆ Since the October regularly scheduled meeting, the web page has been updated on 24 separate occasions.
- ◆ The most popular pages in the last three months have been Hort Update, and the minutes. Even though we shut down the forum, we are still pretty popular there with over 1143 visits. I guess the Russian porn merchants want to know how their ad campaign went
- ◆ We have put some new information concerning the State Budget hearings up. Visit the news page to see when the meetings are, and find out what to say.
- ◆ As I mentioned before in Unit Support we have a new article on the Unit Support page about sales tax, but we also have our policy posted there that allows local units to use Communications Committee to reach out to VMGA members.
- ◆ Currently looking for a volunteer to maintain the calendar page. Cheri Haggerty maintains the links page.
- ◆ Membership Applications are available on-line at the Membership page.
- ◆ We incubate web sites for local MG groups and associations. We now have one for Prince William. See www.vmga.net/mgpw.

Unit Reports

The Unit reps attending presented written reports or have e-mailed them to the secretary. They will be posted at www.VMGA.net.

State Fair

Evelyn announced her resignation as Chair of the State Fair committee. She introduced Christy Brennan, Hanover MG and VMGA member, as her recommended replacement.

Nomination and Election Committee

The committee consists of Pat Reilly, Kathryn Debnar, Mike Holmes and Paul Campbell. The slate of nominees is:

President:	Bill McCaleb	Halifax
Vice President:	Cheri Haggerty	Hanover
Secretary:	Betty Villers	Virginia Beach

Treasurer: Jane Chesapeake
Montgomery

Extension Liaison - reported by Frank Reilly

- ◆ We now have a State MG Coordinator. His name is David Close. He is coming to VCE from Southern Illinois University. His bio is on the News page at www.vmga.net. He will start in March.
- ◆ Frank has again been asked to coordinate MG College for 2004. It will start Thursday, June 10 and run until Sunday, June 14. New MG Coordinator training will take place Wednesday, June 9.
- ◆ Our Interim Specialist/Faculty advisor in the Horticulture Department is Joyce Latimer. She will be on hand for MG College. She is the Greenhouse Crop Specialist. Diane Relf is still handling the production of the Virginia Gardener. She is also the contact for the new manuals.
- ◆ Jay Clark is at www.vtmg.vt.edu and is responsible for the recordkeeping system. Make certain your coordinator is using this system. This system will be used to run the reports for service awards and for MG Gardener College discounts. Your Agent/Coordinator will be responsible for printing out the award coupons.
- ◆ Check the web site for talking points on preparing responses to be used when attending the budget hearings or addressing the Critical Staffing Initiative.
- ◆ Sarah Lineberger created the MG College Advisory Board. She offered one seat on this board to the VMGA. Currently Jim Scibek holds this position.

Unfinished Business

The Standing Rules Committee presented Proposed Standing Rules and went over them with the members present. Members of the committee included Bill McCaleb, Pauline Price, Julie Cochran, Pat Reilly, Lenore Plissner and Cheri Haggerty. Copies of the Draft changes will be posted on the web site for final review at the February meeting.

New Business

Pauline Price asked that membership forms be routed to the Membership Chair rather than the Treasurer. This would make the application process more efficient and increase the turn around time. A motion was made and accepted to route all membership applications to the Membership Chair. Membership will route all monies to the Treasurer in a timely manner. The applications will be updated with the correct mailing information.

President Scibek has had several questions regarding the handling of sales tax by local units. Susie McCrea has researched this and posted her findings at www.vmga.net. We will discuss this in more detail at the February meeting.

Announcements

The reservation form for the Good Gardening Symposium will be available on the web and in the newsletter after February 1.

Board meetings for 2004 are scheduled as follows:

February 14	Albermarle	Northern District
April 03	Shenandoah	Northwest District
June 10	MG College	Southwest District
August	To be announced	
October 16	Chesapeake	Southeast District
December 11	Northern Neck	Northeast District

The meeting was adjourned at 1405.

Respectfully submitted,

Cheri Haggerty

Secretary

VMGA

Minutes of the February Regularly Scheduled Meeting of

The Virginia Master Gardener Association, Inc.

February 14, 2004

Charlottesville

Attendance

(Albermarle) Peter Warren; (Chesapeake) Pinky Derieux, Jane Montgomery, Pauline Price; (Fauquier) Lenore Plissner, Jim Scibek; (Gloucester) Florace Arnold; (Goochland-Powhatan) Joe Florino, Charlie Rogers, Philip Morris; (Halifax) Bill McCaleb; (Hanover) Pamela Armstrong, Cheri Haggerty; (JCC-Williamsburg) Dale Firestone, Shirley Firestone; (Lynchburg) Judy Kinney, Karen Sacasky; (Northern Neck) Pat Rogers; (Northern Shenandoah) Chuck Walters, Sally Walters; (Prince George) Cheryl Sebera; (Prince William) Frank Reilly, Pat Reilly; (Rockbridge) Ted Jenks; (Roanoke) Kathryn Debnar, Lynn Snider, Shelby Snider; (Suffolk) Betty Freedman; (Virginia Beach) Paul Campbell, Liz Maurer, Fran Shelton, Betty Villers.

Call to Order

President Jim Scibek called the meeting to order at 1006.

Introductions

President Scibek welcomed us all to the February meeting in the beautiful Albermarle- Charlottesville area. President Scibek introduced Peter Warren, the VCE Agent and MG Coordinator for the Charlottesville area, which includes Fluvanna, Louisa, Nelson, Albermarle and Green counties. There are over 300 Master Gardeners in this five county area. Originally they were known as the Piedmont Master Gardeners but over time, the other counties have developed their own identities and now conduct their own training classes and projects. Peter is one of the few agents that belong to the VMGA.

Minutes

The December minutes were accepted as corrected. The month was corrected from October to December in the minutes and from November to January in the Treasurer's report.

Treasurer's Report

Treasurer Shelby Snider reported:

Checking Account Balance as of January 31, 2004		<u>\$4808.93</u>
Deposit - Membership Income	434.15	
Deposit - Education	57.00	
	Total Income	491.15
Checking Account Balance		<u>\$5300.08</u>
Expenses		

Membership	207.20	
Education	50.00	
Newsletter	950.34	
Communication	251.35	
Bank Expense - PC Banking	19.90	
		Total Expenses <u>\$1530.36</u>
Checking Account Balance		<u>\$3769.72</u>
Money Market (Interest \$3.22)		5425.82
CD Balance		6396.51
Diane Relf Endowment Fund (Interest \$2.09)		4136.77
Total Overall Balance of Accounts		<u>\$19528.82</u>

President's Report

President Scibek reported that the officers and VCE met January 19 in Charlottesville. They went over what we as Master Gardeners do for them and what they as VCE and the Department of Horticulture do for us. Items discussed included resolving the MG badge situation, adding a chapter on Wildlife Management to the handbook, state recordkeeping system, standardization of MG requirements and other issues of importance to all of us.

President Scibek also announced that the VMGA will be represented at a green industry seminar on February 19 at Behnke Nurseries in Beltsville, Maryland and will also share staffing duties with Hanover at a Plant Clinic Booth at the Maymont Flower and Garden Show.

COMMITTEE REPORTS

Education - Lenore Plissner, Chair

Several members of the Education Committee have assisted Barbara Geer in preparing for the second "Good Gardening" symposium on March 13. Others will be present at the symposium to help with registration, refreshments, and book sales.

Plans for a September 18 continuing education program at the State Arboretum of Virginia at Blandy have been firmed up and details will be presented to the Board at the April meeting.

Newsletter - Florace Arnold, Editor

We are getting feedback on our articles, which is a good thing. It was recommended that we limit our unit reports to actual news about our programs (both successes and failures). Any item that is lengthy should perhaps become an article. We should perhaps remember "Who -What -Where- When- How- and Why" when giving our reports.

Membership - Pauline Price, Chair

We now have 562 members and 87 Life members. Renewals will be sent in April to 386 members. Applications have been updated to reflect the address of the membership chair as agreed to at the December 2003 meeting.

Communication/Unit Support - Frank Reilly, Chair

Unit Support

Members: Pat Reilly, Karen Sacasky, Pinky Derieux, Susie McCrea and Frank Reilly and whomever else we need.

1. Inquiries from the Hill City Master Gardeners led us to ask about special pricing for the Pest Management Guide. VCE will make the PMGs available to MGs at a price of \$14.00 provided that they order in a group through their local office. This is a saving over the \$20.00 cover price.

2. Pat Reilly answered an inquiry concerning the training requirements for Virginia Cooperative Extension Master Gardener Tree Stewards. In General all the Stewards training is approximately 30 hours with an equivalent requirement in volunteering after the training is complete, and to maintain Stewards status a volunteer commitment of 20 hours over and above the MG volunteer commitment.

3. A page has been set up to track information about the Critical Staffing Initiative. The Amendment has many cosigners, and there is more information about it at the web site. We have sent an email solicitation to every member with a current email address.

Communication Committee

Members: Cheri Haggerty, Shelby Snyder and Chair Frank Reilly and whomever else we can get. Angela Cahn has stepped down as a committee member, and we could use a volunteer to help with the Calendar page.

1. Since the December regularly scheduled meeting there have been 11598 visitors to VMGA.net.

2. Since the December regularly scheduled meeting, the web page has been updated on 35 separate occasions.

3. 332 visitors came to the Budget Hearings page after our email solicitation. I hope they all wrote or called their legislator, but it does show the power of this tool.

4. Almost everybody who visits our site comes in through the front door - visits the first page first. This indicates that very few folks have shortcuts set to our important pages like minutes and calendar.

5. We get Googled. Of the 11598 visits 1445 of them were robots archiving our site. Only 88% of our visitors are humans.

6. The most popular pages in the last three months have been Hort Update and the minutes.

Unit Reports

The Unit reps attending presented written reports or have e-mailed them to the secretary. They will be posted at www.VMGA.net.

State Fair

Christy Brennan, Hanover MG and VMGA member, has been appointed to be State Fair Chair.

Nomination and Election Committee

The committee consists of Pat Reilly, Kathryn Debnar, Mike Holmes and Paul Campbell. 550 ballots were mailed out. 205 ballots were returned and counted. The results were as follows:

President:	Bill McCaleb	Halifax
Vice President:	Cheri Haggerty	Hanover
Secretary:	Betty Villers	Virginia Beach
Treasurer:	Jane Montgomery	Chesapeake

Extension Liaison - reported by Frank Reilly

MG College Report

1. June 9th for NEW coordinators. They should all come.

2. June 10th for ALL coordinators. They all should come. We will have some training, meet with the VCE Leadership, and have something special.

3. June 10th through 13th at Blacksburg: Tours. Plant Swap, Classes, Camaraderie, etc as always. We will re-open the Herb contest.

4. The price should be about the same for college. I have not yet heard back from the dorm about lodging and meal rates. A day rate will be available.
5. We are encouraging dorm life, but will list some local hotels. We will not be negotiating any special rates with local hotels.
6. On-line registration will again be available.
7. I expect the official announcements to be mailed in early April to all MGs, but I will be posting material on the VMGA site when I can.
8. The CD will come out in the beginning of March. I could use some pictures from last year. Submit to webmaster@VMGA.net
9. Prince William will not be doing the Goodie Bags this year. This is not too difficult of a job. We can get you all the old info, but there is room for creativity on your Unit's part.

Note: Roanoke volunteered to do the Goodie Bags for this year.

Unfinished Business

The draft changes to the Standing Rules were presented for final review. The membership present voted to accept the changes as proposed. They will be posted at vmga.net.

The proposed By-laws changes were brought before the membership present for their consideration. Members were asked to review these changes and transmit their comments to any of the committee members by February 29, 2004. Committee members are Kathryn Debnar, Jinny Estell, Pat Reilly and Cheri Haggerty. The proposed changes will be published in the VMGA Report. The vote on the changes will be at the June 2004 General Membership meeting.

President Scibek has had several questions regarding the handling of sales tax by local units. Susie McCrea has researched this and posted her findings at www.vmga.net. It is on the Unit Support page. The location will be published in the VMGA Report.

New Business

A discussion on what constitutes a Life Member took place. Our current membership application defines a member as an active Master Gardener in good standing. Pauline is concerned that we are maintaining a membership base where some no longer meet that requirement. This subject will be brought up as Unfinished Business at the April meeting.

76 House Delegates and 36 Senators currently support the Critical Staffing Initiative, SB30, amendment #246.

Announcements

Board meetings for 2004 are scheduled as follows:

April 03	Stafford *	Northern District
June 10	MG College	Southwest District
August	To be announced	
October 16	Chesapeake	Southeast District
December 11	Northern Neck	Northeast District

* Change from December minutes.

The meeting was adjourned at 1415.

Respectfully submitted,

Cheri Haggerty

Secretary

VMGA

**Minutes of the April Regularly Scheduled Meeting of
The Virginia Master Gardener Association, Inc.**

April, 2004

Fredericksburg (Stafford County)

(Draft)

Attendance

(Chesapeake) Pinky Derieux, Pauline Price; (Fairfax) George Graine, Teri O'Brien, Frank Solis; (Fauquier) Lenore Plissner, Jim Scibek; (Halifax) Bill McCaleb; (Hanover) Pamela Armstrong, Christy Brennan, Cheri Haggerty; (JCC-Williamsburg) Angela Cingale; (Loudoun) Jane Shilling; (Lynchburg) Karen Sacasky; (Prince George) Cheryl Sebera; (Prince William) Frank Reilly, Pat Reilly; (Rockbridge) Ted Jenks; (Roanoke) Kathryn Debnar, Shelby Snider; (Stafford) Ann Gorrell, Betty Marcum, Guy Mussey, Don Saunders; (Virginia Beach) Paul Campbell, Liz Maurer, Fran Shelton, Betty Villers; (Virginia Tech) Dave Close.

Call to Order

President Jim Scibek called the meeting to order at 1009.

Introductions

President Scibek welcomed us all to the April board meeting in the Central Rappahannock area. He then introduced Guy Mussey, their VCE Agent. Guy mentioned several of their programs. "First Saturday in the Garden", held on the first Saturday of the month includes topics such as Organic Gardening and Roses, held at various locations in the area. Another program is the "Tree and Shrub ID " at Mary Washington Campus. A landscape series that covers topics for homeowners runs for 8 weeks, two hours a session.

Don Saunders, President of the Central Rappahannock MGs, welcomed the VMGA and introduced his hospitality team, Anne Gorrell (Alternate Representative) and Betty Marcum (Vice-President).

Minutes

The February minutes were accepted as corrected. The month was corrected from December. The year in Unfinished Business was corrected to 2004. Copies of the 2003 Annual Minutes were made available to the members present.

Treasurer's Report

Treasurer Shelby Snider reported:

Checking Account Balance as of March 31, 2004

\$3769.72

Income		
Deposit - Membership Income	551.00	
	Total Income	551.00
Checking Account Balance		<u>\$4320.72</u>
Expenses		
Membership	41.60	
Education - Maymont	200.00	
Newsletter	667.01	
Communication	208.99	
Bank Expense - PC Banking	19.90	
Elections	362.29	
Gifts Given	735.56	
Treasurer	14.80	
SCC	25.00	
	Total Expenses	<u>\$2275.15</u>
Checking Account Balance		<u>\$2045.57</u>
Money Market (Interest \$3.11)		5428.94
CD Balance		6396.51
Diane Relf Endowment Fund (Interest \$2.06 + \$20.00 donation)		4158.83
Total Overall Balance of Accounts		<u>\$18029.85</u>

Gifts given were detailed as \$500.00 to Flora of Virginia Project, Gift Basket to Dave Close \$35.36 and \$200.00 to Partners of the Potomac. In the future an expense category titled Marketing will be designated to accommodate expenses such as Maymont and Partners of the Potomac.

President's Report

President Scibek reported that the donation to the Flora of Virginia Project was approved at an earlier meeting but was not acted on. President Scibek also read a letter from J. Christopher Ludwig, of the Flora of Virginia Project thanking us for our donation. Frank Reilly introduced our new State Master Gardener Coordinator, Dave Close.

COMMITTEE REPORTS

Education - Lenore Plissner, Chair

The second Good Gardening Symposium convened at the Randolph Farm Extension Pavilion of Virginia State University under the co sponsorship of the Virginia Master Gardeners Association and the Prince George Master Gardener Association. The topic "The Forgotten Seasons" was covered by Brent Heath of Brent and Becky's Bulbs and Peggy Singlemann, Manager of Horticulture at the Maymont Foundation.

There were 118 registrants, 12 of whom joined the VMGA.

The Education Committee is already looking forward to the next continuing education program, "Savoring Blandy Farm", which will be held on September 18, 2004, at the Virginia State Arboretum at Blandy Farm near Winchester. Plans include choices of walks/talks to various parts of the arboretum and a lunch hour presentation by Dr. David Carr, curator of the arboretum. Registration forms will be available at MG College.

Newsletter - Florace Arnold, Editor

Florace was not in attendance. No report available. However the members present discussed the ink color and asked that we go back to the darker green.

Membership - Pauline Price, Chair

We now have 596 members and 89 Life members. Renewals will be sent in April reminding the 2004 members to renew. If renewed by May 15, a VMGA window cling will be given. The brochure is finished and was presented to the members present. It will be available at vmga.net.

Communication/Unit Support - Frank Reilly, Chair

Unit Support

Members: Pat Reilly, Karen Sacasky, Pinky Derieux, Susie McCrea and Frank Reilly and

whomever else we need.

A page is being maintained to track information about the Critical Staffing Initiative. The Amendment has many cosigners, and there is more information about it at the web site. We have sent an email solicitation to every member with a current email address.

Communication Committee

Members: Cheri Haggerty, Shelby Snyder and Chair Frank Reilly and whomever else we can get. Kathryn Debnar has joined the committee to maintain the Calendar page.

1. Since the February regularly scheduled meeting, there have been 13387 visitors to VMGA.net.
2. Since the February regularly scheduled meeting, the web page has been updated on 31 separate occasions.
3. 279 visitors came to the Budget Hearings page after our March 7 email solicitation.
4. The most popular pages in the last three months have been the Hort Updates, the Minutes and the Prince William web site, which is being incubated at VMGA.net.

Miscellaneous Reports

Maymont Flower and Garden Show: Cheri Haggerty reported that over 635 contacts were made and well over 200 soil test kits given out. The highlight of the event was Peter Warren and his hissing cockroaches. The most asked question during the shift times covered by Cheryl Sebera, Pamela Armstrong and Cheri Haggerty was "Where is the Chesterfield Extension Office located?" They also distributed over 10 handouts from units statewide for events in their areas. Next year will be announced well in advance of the show dates so more VMGA members can volunteer at the Plant Clinic booth.

Potomac Watershed Partnership: Frank Reilly and Jim Scibek represented the VMGA at the one day seminar presented by this tri-state organization held at Behnke Nursery in Maryland. The purpose was to educate people in the garden industry and the general public about the benefits of using native plants, avoiding invasive species, enviro-scaping and using good stewardship practices. There were approximately 185 attendees. It was a good workshop.

Unit Reports

The Unit reps attending presented written reports or have e-mailed them to the secretary. They will be posted at www.VMGA.net.

State Fair - reported by Christy Brennan

Christy Brennan announced that she is now accepting volunteers for the State Fair. The State Fair will again be in Richmond from September 23 - October 3. This is a great way to educate the public, brag about your group's accomplishments (Master Gardeners Brag Nite boards are welcome) and to have fun. Dates will be assigned on a first come-first serve basis. Please sign up to work through the entire day and evening. September 25 (Hanover), September 26 (Fairfax) and October 3 (Hanover) are already scheduled.

Extension Liaison - reported by Dave Close, MG Coordinator

Dave reports that he has been reviewing the MG Coordinator Handbook and it has become his Bible. He is most appreciative that Diane Relf has offered her knowledge and assistance. One of his priorities is the state recordkeeping system. He is going to try to offer online training for anyone who currently enters hours or will be entering hours in the state recordkeeping service. He welcomes any comments from Master Gardeners. He is currently updating the Coordinator List Serv. He requests that you notify him of your e-mail address if you are a coordinator. Another priority is the update of the VCE Intranet and updating MG Coordinator information on the Department of Horticulture's web site. Hopefully these sites will become more visible. He is very encouraged by the support from everyone at Tech.

He will be attending the Chesapeake Regional Advanced Training on April 24. He also plans to "get out in the field" to visit units but will concentrate on regional events at first.

He will be looking into Advanced Steward Modules in the near future.

Director of Extension interviews are currently being conducted on campus. They are from all areas of the country.

MG College Report - Dave Close and Frank Reilly

Dave would like all hours turned in by April 16 for MG College.

Frank reports that there are over 60 speakers lined up for College. The schedule will be available on VMGA.net with online registration around May 1. There will be single day packages available this year. CDs should be distributed within the next two weeks to the Coordinators/Agents. A reminder was given for Brag Nite Posters and the Herb recipe contest on the first night.

Unfinished Business

Life members must be active Master Gardeners in Virginia in order to continue receiving the benefits of being a VMGA member. This stipulation went into effect with the By-laws as amended in 1997.

President Scibek asked that we continue our efforts with the Critical Staffing Initiative, SB30, amendment #246, since the state budget has not been decided yet.

New Business

Scholarship Committee: The Scholarship Committee members for Master Gardener College are Paul Campbell, Karen Sacasky, Pat Reilly and Cheri Haggerty. Applications for nominations will go out with the CD to Agent/Coordinators. In 2003 we awarded twelve scholarships at \$50.00 each. This year we will award six \$100.00 scholarships with the stipulation that the recipients are VMGA members. Key criteria include being a role model for Master Gardeners and first time attendees to MG College.

Funding for the MG Coordinator Position at Tech: Jane Shilling, Loudoun, gave a presentaion on the possibility of the VMGA setting up a trust fund to help fund the position of Master Gardener Coordinator. The following is the overview she shared with us:

What: We need to generate partial financial support for the MG Coordinator position at Virginia Tech. To illustrate: at a salary of roughly \$70 thousand, we would need to generate just \$35,000 to provide 50% support for the position each year. If we create an endowment (like a Faculty 'Chair'), it would take \$700,000 (based on standard assumptions that endowments use 5% of interest on capital). The requirements can be calculated in the same way for other salary assumptions.

Why: The MG Coordinator is our position - MGC supports us, and our work!

How: Raising money is not as hard as it seems! Americans give billions to charity each year - and finding worthy causes is harder than finding money to support them. Gardening is one of the biggest interests of the American public! And Master Gardeners already has non-profit (501 C-3) status, making us eligible for tax-deductible contributions. If we truly believe this is a worthy cause - that it has real impact on the well being of citizens in Virginia - we can find the money. The first step is to prepare a 4 case statement' that makes the case for why this cause is worthy of support. The second step is to go find the money. There are basically two ways to do this:

Grants: Search computerized data bases for State agencies, foundations, and family foundations that support gardening, environment, nature, education, training, and/or volunteer and community efforts. Learn their requirements, and write grant proposals.

Private Donors: Identify friends, family, and especially Master Gardener Chapters who would be willing to help! Large (known as 'lead') gifts are sought first, and should cover about half of the need. Smaller gifts are used to make up the remainder.

Who: We could approach this by:

- making a contribution from MG funds, and asking a task force to coordinate with chapters to raise the money by doing it ourselves. And/Or,
- allocating some funds from the MG treasury to support the efforts of a fundraising task force (preparing a great 'Case Statement', printing materials, traveling to meet with potential donors).

In either case, it is essential to coordinate with Virginia Tech's Development Office -both because they have the capacity to support our efforts, and because they have their own well-considered fund-raising efforts and we want to be sure we are working together, not tripping over the same donors!

Members present asked for this information to take back to their units. The Secretary will send this information to all representatives as soon as possible. The information will also be presented at the Annual meeting in June after the representatives have had a chance to present it to their units.

Audit Committee: Ted Jenks volunteered to be a member of this committee. Several representatives offered to supply President Scibek with names of other MGs to serve on this committee. The statement period covered will be through May 31.

Proposed Budget: The executive board and committee chairman will meet after the meeting to go over the proposed budget.

Ready, Set, Grow: George Graine asked if the units actively involved in this program could get together to share what they are doing. It was mentioned to use the List Serv as a contact point or perhaps get together at MG College to go over their programs.

Announcements

Board meetings for 2004 are scheduled as follows:

June 10 at 11:00 am	MG College at Litton Reeves Hall	Southwest District
August	To be announced	
October 16	Chesapeake	Southeast District
December 11	Northern Neck	Northeast District

The meeting was adjourned at 1359.

Respectfully submitted,

Cheri Haggerty

Secretary

VMGA

Minutes of the June Regularly Scheduled Meeting of

The Virginia Master Gardener Association, Inc.

June 10, 2004

Blacksburg (Virginia Tech)

(Draft)

Attendance

(Amherst, Campbell, Lynchburg) Karen Sacasky; (Arlington-Alexandria) Catherine Cray; (Brunswick) Larry Woyer; (Chesapeake) Pinky Derieux, Carol Dixon, Mary Doris Ferguson; (Fairfax) George Graine; (Fauquier) Lenore Plissner, Jim Scibek; (Goochland) Joe Florino; (Halifax) Bill McCaleb; (Hampton) Carrie Seachord; (Hanover) Cheri Haggerty; (JCC-Williamsburg) Angela Cingale, LeAnn DuBois, Barbara Schroeder-Gustafson; (New River) Barry Robinson; (Northern Neck) Jinny Estell, Pat Rogers; (Prince George) Cheryl Sebera; (Prince William) Frank Reilly, Pat Reilly; (Rockbridge) Ted Jenks; (Roanoke) Kathryn Debnar, Shelby Snider; (Suffolk) Maria Morales; (Virginia Beach) Liz Maurer, Fran Shelton; (Virginia Tech) Dave Close, Joyce Latimer, Jerzy Novak.

Call to Order

President Jim Scibek called the meeting to order at 11:28 a.m.

Introductions

President Scibek welcomed us all to the June board meeting in Blacksburg. He turned the meeting over to Pat Reilly, who introduced Kim Christopoulos. Kim is the Director of Donor Relations in the Office of Development at Virginia Tech. Kim gave the members present information on endowments. Her key points were:

- Program development - requires a fundraising plan and takes a few years to develop
- Minimum of \$10,000 to start endowment
- Fundraising- look for organizations who will give you backing; matching gifts, corporate gifts; work closely with Dean Quisenberry; once there is a fundraising plan in effect, we would work with a development officer and the college of Agriculture to start the endowment
- Coordinate with Development Office- stay aware of the bigger picture
- Brainstorm a prospects list

Overall, Kim was enthusiastic about our desire to create a Master Gardener Endowed Fund. She and the Office of Development are eager to assist in reaching our goal. She gave members present a draft application and information pamphlet.

A formal Endowment Committee was formed by Jim Scibek (Fauquier), Pat Reilly (Prince William), Angela Cingale (James City/Williamsburg), Kathryn Debnar (Roanoke), Carol Dixon (Chesapeake) and Jane Pratt Shilling (Loudon).

Minutes

The April minutes were accepted as corrected. Fran Shelton was added to the Scholarship Committee.

Treasurer's Report

Treasurer Shelby Snider reported:

Checking Account Balance as of May 31, 2004		<u>\$1875.57</u>
Income		
Deposit - Membership Income	1352.00	
Donations to DREF	30.00	
	Total Income	1382.00
Checking Account Balance		<u>\$3257.57</u>

Expenses	
Membership	13.25
Bank Expense - PC Banking	43.90
Checks	8.50
DREF Savings	30.00
	Total Expenses <u>\$95.65</u>
Checking Account Balance	<u>\$3161.92</u>
Money Market	5432.11
CD Balance	6396.51
Diane Relf Endowment Fund (DREF)	3728.83
Total Overall Balance of Accounts	<u>\$18,719.37</u>

COMMITTEE REPORTS

Education - Lenore Plissner, Chair

The Education Committee met at the Extension Office in Stafford County on April 26, 2004.

Preparations for the next Continuing Education program, to be held on September 18 at the State Arboretum of Virginia, are nearly complete. A full day of exploring the variety of flora at Blandy Farm is scheduled. We hope the registration form will be available on the VMGA website by July 1. Registration will close on September 7.

Committee members and our fellow MG's Barbara Geer and Cheryl Sebera from the Prince George Master Gardener Association (PGMGA) discussed the second Good Gardening Symposium held March 13 at the Randolph Farm Pavilion of VSU. The VMGA Board voted to co-sponsor Good Gardening Symposiums beginning this year. In preparation for the 2004 symposium, Debbie Hamilton shared her expertise in registering large groups, Margaret Van Winkle designed the registration form, and on March 13, other members of our committee checked in registrants and helped Barbara and Cheryl with on-site jobs. Our committee understood our task as co-sponsors was to be co-workers. After lengthy consideration, the committee, with the concurrence of Barbara and Cheryl, ask that the VMGA Board consider a different relationship between the Education Committee and the group sponsoring the Garden Symposiums. The PGMGA symposiums are by their charter to be held for the public in the "Tri-

cities" area near Disputanta. The VMGA Education Committee is responsible for scheduling Continuing Education programs for Master Gardeners throughout Virginia with the aim of providing advanced training in various geographical regions. Both groups consider March the optimum month to schedule spring programs: February's weather is too uncertain; by April, our groups would be competing with Easter vacations, the April VMGA Board meeting, and MG units and/or communities that have annual events.

As a result, the committee proposes to the VMGA Board that:

1. Each year, information regarding the PGMGA Gardening Symposium be carried in the *VMGA Report*

and on the VMGA website;
2. The chairs of the Education Committee and the Garden Symposium remain in contact regarding program dates, topics, and speakers.
3. The VMGA Board encourage Extension Agents to allow MG's credit for attending the PGMGA

Garden Symposiums.

Another decision needed from the Board:

Barbara Geer reported a net profit of \$91.10 from the Good Gardening Symposium 2004. She suggested

the amount be split between the Gardening Symposium endowment fund and the VMGA.

Lastly, the Education Committee would like the VMGA Board to request that a member of the Education Committee be on the MG College Advisory Board. Such a position has the potential for mutual benefits, and with new leadership in the state program, we hope such a request may be granted.

After the Education Committee report, a motion was made and accepted to have the Good Gardening Symposium retain the \$91.10. A motion was made and accepted to support the three recommended proposals. The issue of an Education member serving on the MG College Advisory Board was referred to David Close, State MG Coordinator.

Newsletter - Florace Arnold, Editor

Florace was not in attendance. The latest issue has been mailed.

Membership - Pauline Price, Chair

We now have 608 members and 92 Life members. It should be noted that 309 of these memberships officially expired on May 31, 2004. Membership applications will be available in the Brag Board area at the Annual meeting.

Communication/Unit Support - Frank Reilly, Chair

Unit Support

Members: Pat Reilly, Karen Sacasky, Pinky Derieux, Kerry Goldmeyer, Susie McCrea and Frank Reilly and whomever else we need.

1. We maintained a page dealing with the Critical Staffing Initiative, and arranged several email solicitations urging Master Gardeners to contact their legislators.
2. We have answered a question regarding liability insurance for activities by local units. In short, Virginia Tech indemnifies us when we are doing the work of Extension, but does not cover us for such activities as fund-raising for local associations.

Communication Committee

Members: Cheri Haggerty, Shelby Snyder and Chair Frank Reilly and whomever else we can get. Kathryn Debnar has joined the committee to maintain the Calendar page.

1. Since the April regularly scheduled meeting there have been 18083 visitors to VMGA.net. We average discrete 245 visitors per day.
2. Since the April regularly scheduled meeting, the web page has been updated on 57 separate occasions.
3. 4141 visitors came to the College Home page.
4. The most popular pages in the last three months have been College, Calendar, Membership, and the minutes.
5. Remember that we can help you host your site for a while under certain conditions.

Unit Reports

The Unit reps attending presented written reports or have e-mailed them to the secretary. They will be posted at www.VMGA.net and in the next newsletter.

State Fair - Christy Brennan, Chair

Christy Brennan will have a sign up sheet available in the Brag Board area for those interested in signing up for the State Fair. The State Fair will again be in Richmond from September 23 - October 3.

Extension Liaison - reported by Dave Close, MG Coordinator

Dave reports that things are going well. There are over 200 registrants for college and including the New River Valley MGs and VT faculty support staff, the total attendance will be over 240.

Unfinished Business

Proposed Budget: The proposed FY 05 budget was presented. The approved budget is Attachment # 1 to these minutes. During the presentation of the budget several line items were explained. As discussed at the April meeting, Marketing has been added as a line item. Any expenses for showcasing

the VMGA will be under this line. The Summary of Impacts item was added to set aside a part of the budget to cover expenses for updating and preparing the Summary of Impacts document. This was first created in FY2002 and distributed to local and state officials to show the impact of Master Gardeners at all levels.

Audit Committee: Ted Jenks, Chairman, and committee members Susie McCrea and Sally Jones performed the annual audit. Their report will be included in the 2004 Annual Meeting minutes

New Business

Dues: A motion was made and accepted to increase dues to \$12.00. The increase will become effective July 1, 2004. The proposed increase will allow for increased revenues to cover the rising cost of preparing the newsletter. Several members discussed the possibilities of an electronic newsletter to offset these costs. No decision was made to visit this proposal. The application/renewal form will be updated to reflect this increase. A motion was also made to increase Lifetime dues to \$250.00. After some discussion, the motion was defeated. It was then moved and accepted to have the incoming President appoint a small committee to address the Lifetime membership issue.

Treasurer: Jane Montgomery resigned the office of Treasurer before taking office. The board asked Pat Reilly to assume the office and she accepted.

Announcements

The Diane Relf Endowment Scholarships were awarded to the following:

Carol Dixon	Chesapeake
Judy Kinney	Amherst, Campbell and Lynchburg
Pamela Hanse	Amherst, Campbell and Lynchburg
Liz Maurer	Virginia Beach
Leslie Paulson	Prince William
Irene Mandracchia	Loudon

Board meetings for 2004 are scheduled as follows:

August 14	To be announced at the Annual Meeting	Central District
October 16	Chesapeake	Southeast District
December 11	Northern Neck	Northeast District

February 14, 2005 To be announced

The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Cheri Haggerty

Secretary

VMGA

VMGA, INC

PROPOSED FY 05 BUDGET

JUNE 1, 2004 TO JUNE 1, 2005

INCOME

DUES	<u>\$5400.00</u>
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EXPENSES

COMMUNICATIONS/SUPPORT	450.00
MEMBERSHIP & ROSTER	1350.00
NEWSLETTER	1875.00
STATE FAIR	50.00
VMGA EXPENSE (SCC)	25.00
BANK EXPENSE	125.00
GIFTS	600.00
MARKETING	200.00
ELECTIONS	200.00
SUMMARY OF IMPACTS	350.00

OFFICER'S EXPENSE	
PRESIDENT	50.00
VICE-PRESIDENT	25.00
SECRETARY	50.00
TREASURER	50.00
TOTAL EXPENSES	<u>\$5400.00</u>

Virginia Master Gardener Association, Inc.

Annual Meeting

June 12, 2004

Call to Order

President Jim Scibek called the meeting to order at 7: 06 PM in the theater of Torgerson Hall on the Campus of Virginia Tech. President Jim Scibek welcomed those attending.

Minutes

The minutes of 2003 Annual Meeting were approved. The Secretary also made available a brief letter outlining unit representative's duties, as some units do not have a VMGA representative.

Treasurer's Report

Treasurer Shelby Snider reported that at the end of the Fiscal Year 2004, our net worth is \$18,719.37. The audit was completed on June 6, 2004.

2004 ANNUAL TREASURERS REPORT

OPENING Balance		\$6782.36
Income		
Membership	4719.00	

Donations to DREF	792.95	
Education	2931.00	
Total	<u>8442.95</u>	<u>\$15225.31</u>
Expenses		
Bank	186.00	
Communications Committee	538.86	
Elections	362.29	
Gifts	2235.56	
Membership	1608.63	
Newsletter	3055.34	
Scholarship Fund	892.95	
State Fair	33.33	
Secretary	51.57	
Treasurer	56.45	
VA - SCC	25.00	
Total	9045.98	
Checking Account Balance		<u>6179.33</u>
Money Market		5432.11
CD Balance		6396.51
Diane Relf Endowment Fund (DREF)		3728.83
Total Overall Balance of Accounts		<u>\$18719.37</u>

President's Report

President Jim Scibek reported:

- The Board met with the VCE -Master Gardener leadership this past Friday. They will meet again in 6 months. These meetings keep the lines of communication open.
- Membership is over 500.
- Introduced David Close as the new Master Gardener State Coordinator.

Committee Reports

Education - Lenore Plissner, Chair

The VMGA Education Committee sponsored two major education events in 2003, March 2003 ("Organic Garden of Eden") and September 2003 ("Mr. Jefferson's Gardens") at Monticello, which included tours of the gardens and a seminar at Tufton Farms. The VMGA - Prince George collaboration of the second Good Gardening Symposium was held March 13, 2004 in Prince George. Speakers were Brent Heath ("the bulb folks") and Peggy Singlemann of Maymont.

The Education committee was made up of Joan Clements (Lancaster- Northumberland), Margaret Van Winkle (Prince William), Debby Hamilton (Prince William), Louise Livinghouse (Prince William), Mike Holmes (Stafford), Fran Shelton (Virginia Beach), Pinky Derieux (Chesapeake), George Graine (Fairfax) and Cheri Haggerty (Hanover). Ex-officio members Barbara Geer (Prince George) and Cheryl Sebera (Prince George)

The 2004-2006 Education committee will be headed by Fran Shelton (Virginia Beach) and Pinky Derieux (Chesapeake). Members of the committee will remain the same.

Newsletter - Florace Arnold, Editor

Florace was unable to attend but reported that the newsletter has been mailed. She continues to welcome timely comments and articles for the newsletter.

Membership - Pauline Price, Chair

Pauline reported that as of June 3, 2004 we have 608 regular members, an increase of 72 since June 2003 and 92 life members, an increase of 13 over the 2003 figure. We have 15% participation in VMGA of the over 3900 active Master Gardeners in Virginia.

Unit Support - Frank Reilly, Chair

Members: Pat Reilly, Karen Sacasky, Kerry Goldmeyer, Pinky Derieux, Susie McCrea and Frank Reilly and whomever else we need.

1. We maintained a page dealing with the Critical Staffing Initiative, and arranged four email solicitations urging Master Gardeners to contact their legislators.
2. We have answered a question regarding liability insurance for activities by local units. In short, Virginia Tech indemnifies us when we are doing the work of Extension, but does not cover us for such activities as fund-raising for local associations.

3. Karen Sacasky visited with the new MG training class in Nelson County and gave a presentation covering MG program history, VCE, and VMGA.
4. Susie McCrea has investigated Sales Tax issues for VMGA and local units may find the results useful. They are posted on the VMGA Web Site.
5. Frank Reilly has fielded some questions about the utility of forming an association from two different local groups of MGs.
6. Pat Reilly gave a presentation to representatives of several Northern Virginia Master Gardener groups concerning retention of volunteers.
7. The Committee has fielded numerous questions concerning hours reporting, and the status of our support from VCE.

Communication Committee - Frank Reilly, Chair

Sadly we note the passing of our friend Angela Cahn this past week. She will be missed by all of us. She was responsible for the Calendar page at VMGA.net. She spent several years as the Northern Neck VMGA representative and most recently was the MG coordinator for that area.

Members: Angela Cahn, Cheri Haggerty, Kathryn Debnar, Shelby Snyder and Chair Frank Reilly and whomever else we can get.

1. November 12th marked our fifth anniversary as VMGA.net. We've grown from a single page giving the minutes of the last meeting to a large web site with more than 200 pages of content and more than 50,000 visitors annually.
2. Since the last Annual Meeting, there have been 52098 visitors to VMGA.net. We average 245 discrete visitors per day.
3. The most popular pages in the last year have been Hort Update, Minutes, Calendar, News, Education, and Membership.
4. Remember that we can help you host your site for a while under certain conditions.

Education Endowment Fund - Pat Reilly, Chair

Scholarship selection committee members are Paul Campbell, Karen Sacasky, Pat Reilly, Fran Shelton and Cheri Haggerty. There were six \$100.00 scholarships. Scholarship recipients awarded their scholarships at MG College this year are:

Carol Dixon	Chesapeake
Judy Kinney	Amherst, Campbell and Lynchburg
Pamela Hanse	Amherst, Campbell and Lynchburg
Liz Maurer	Virginia Beach
Leslie Paulson	Prince William
Irene Mandracchia	Loudon

Fauquier County is again donating \$.65 from the sale of their CD, Chuck Hoysa's Hort Updates to the endowment fund.

State Fair - Christy Brennan, Chair

The Fair will remain in Richmond this year. It will be at the new site, Meadow Farm, in Caroline County in 2006. Christy reminded those present that there is a sign up sheet in the Brag Board room.

Audit - Ted Jenks - Chair

The audit committee consisted of Ted Jenks (Rockbridge-Bath), Susie McCrea (New River Valley) and Sally Jones (New River Valley). The audit was completed June 6, 2004 and is an attachment to these minutes.

Nominations-Elections Committee

The committee consisted of Pat Reilly, Kathryn Debnar, Mike Holmes and Paul Campbell. 550 ballots were mailed out. 205 ballots were returned and counted. The results were as follows:

President:	Bill McCaleb	Halifax
Vice President:	Cheri Haggerty	Hanover
Secretary:	Betty Villers	Virginia Beach
Treasurer:	Jane Montgomery	Chesapeake

Extension Liaison Report - David Close, MG State Coordinator

Dave reported that he is settling in and hopes to visit each District before the year is out. The record keeping system is high priority and updating the MG Intranet is progressing.

Unfinished Business

There was no unfinished business.

New Business

- The Bylaws were approved as amended. The Bylaws are posted at VMGA.net.
- A dues increase was voted on at the June 2004 regular board meeting. The annual dues will be \$12.00, effective July 1, 2004. The costs are outstripping the income. Discussion on the increase is in the June 2004 minutes posted at VMGA.net

- Jane Montgomery was elected 2004-2006 Treasurer but has resigned before taking office. The Board asked Pat Reilly to assume the office. Members present voted to accept the board's decision.
- Pat Reilly presented to the member's information on the Endowment program for the MG State Coordinator.

MG College Challenge

- At Master Garden College 2003 - Henrico County challenged Washington County. No one was in attendance this year from either county. The first tie and no show.
- The challenge for 2005 is Fairfax County challenging GreenSprings.

Announcements

Next Board Meeting – Saturday, August 14, 2004 at 10:00 a.m. in Halifax County. This meeting may be changed to another South Central District unit location. Information will be posted at VMGA.net.

The Northeast Regional Master Gardener Conference is October 6-8, 2004 in Baltimore. See VMGA.net for more information.

The new officers were introduced.

Diane Relf announced the receipt of almost \$10,000 to the Diane Relf Garden in the VA Tech Hort Gardens. The VA Tech Hort Gardens has also received a pledge for a \$1 million donation in honor of Marie Taylor.

The meeting was adjourned at 8:00 PM.

Respectfully Submitted,

Cheri Haggerty

VMGA Secretary

VMGA Board of Directors

Subject: VMGA 2004 Annual Audit Report

Dear Board:

The VMGA 2004 Annual Audit Committee consisting of Ted Jenks, chairperson, Susie McCrea and Sally Jones, met on Sunday June 6, 2004 and reviewed documentation for all four VMGA accounts. These accounts include the Certificate of Deposit (No. 9455769), the Money Market account (No. 0000204154839), the Diane Relf Endowment Fund (savings Account No. 0000706200349) and the checking account (No. 0000201599589). All accounts are with Sun Trust Bank. The committee reviewed documentation including check registers, canceled checks, bank statements, and receipts. The committee finds that these records accurately and correctly represent the financial transactions of VMGA for the period June 1, 2003 to May 31, 2004.

The committee did find a couple of areas where we would like to make suggestions for future documentation. First, we would recommend that income be not only categorized but the source of that income be identified. Second, it was noted that there was no activity in the Money Market Fund other than interest earned each month. These inactive funds could probably earn more interest if maintained in a CD or other type of financial instrument. Third, the bank service charges of \$10 per month plus occasional \$12 monthly maintenance fees seem excessive for the amount of activity and balance maintained. Lastly, the committee was surprised to learn that the organization has a debit card attached to the checking account. If VMGA chooses to continue with this debit card, it is recommended that solid procedures be established for the use and documentation of expenses incurred through this card.

If you have any questions, please contact a member of the Audit Committee as shown below.

Respectfully submitted,

Ted Jenks

Susie McCrea

Sally Jones

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