

**Virginia Master Gardener Association
Bimonthly Board Meeting in Heathsville, VA
February 13, 2016**

President Christy Brennan, Hanover, called the meeting to order at 10:05 AM in The Transportation Building. She welcomed all attending and asked those for whom this was a first time visit to stand. There were five new attendees.

Christy introduced Diane Kean, Northern Neck President and Unit Rep, who welcomed everyone. She told the group how VCE can help units with formatting brochures by providing the information and Riley Sexta then completes the brochure. The unit downloaded that onto a disk and the local printer did the rest. Diane said it was an attractive, colorful brochure they were proud to distribute. She then introduced Bill Ball, the VCE agent/coordinator. Bill spoke on the activities of the Northern Neck unit and thanked everyone for coming.

Introductions followed and Christy again thanked the reps, especially the new attendees.

Secretary's Report

Joan Richards, Green Spring, Secretary announced everyone had received the minutes of the December 13 meeting electronically. There were no additions or corrections and Bonnie Bernard, Gloucester, moved the minutes be accepted. The motion was seconded and approved by those present.

Treasurer's Report

Pat Reilly, Treasurer, was absent but the Treasurer's report will be attached to these minutes.

Standing Committees

Education

The education event at Maymont and Lewis Ginter are on board for September 17, 2016, we did emails this week and lunch at Ginter is now off the contract. Two big issues, what do we want to charge for the event and can we do an early bird registration? I bet we can fill our 60 slots with VMGA members in a first call!

Robyn Puffenbarger, Central Shenandoah Valley, Chair

Membership

As of February 12th we have: 565 members
Of those 401 are ACTIVE
5 are AUXILIARY
159 are LIFE

Renewal notices will be sent out in early April. I asked the Representatives to encourage folks to send their renewals before May 31st along with their form. I thanked everyone for supporting our VMGA.

Deb Straw, Hill City, Chair

Christy suggested the reps remind their members to renew their membership in VMGA.

Finance

My report consists of a request to all officers and chairs of standing and special committees that it is time to submit their anticipated budget expenses for FY17. They must have them to the Finance Committee by the April board meeting.

Pat Waring, Bedford, Finance Committee Chair

Christy announced that Diane Henry, Newport News, has been added as a new member to the Finance committee.

Unit Support

Mary Ann Kincaid, VA Beach, reminded unit reps that they can help with websites and unit concerns. There was no activity this month.

Mary Ann Kincaid, Virginia Beach, Chair

Fund Raising

Tina reported through email that the Endowment Fund balance was \$312,250.

Tina Chaleki, Louisa, Chair

A discussion followed on use off the interest generated by the endowment. Christy explained the need to continue to increase the endowment but now that the state coordinator position appears relatively sound financially, we can use the interest as needed. This year the cost of printing the MG Handbook was funded by that interest.

Special Committees

Scholarship

I am pleased to announce the membership of the 2016 Scholarship Committee:

Wanda Gerard, Suffolk; Lynn Jones, Rockbridge; Ted Munns, Northern Neck; Nelda Purcell, Franklin; and me.

We will have advertised it before our April meeting. It was a pleasure to have five “yesses” and zero “nos”. One is a former awardee and each is from a different unit.

Dave, who is appropriate from VT staff, to announce? Pat, how much money is available?

Marilyn Riddle, JamesCC/Williamsburg, Chair

Discussion followed and John Freeborn answered that VCE will send the initial announcement.

Nominations and Election

Betty Villers, Chair announced the slate of officers for 2016-2018.

President: Joe Kelly, Arlington/Alexandria

Vice President: Joan Richards, Green Spring
Secretary: Wanda Gerard, Suffolk
Treasurer: Diane Kean, Northern Neck

Jeanne Millin moved to accept the slate of officers. Motion was seconded and passed. A question was asked if there were any nominations from the floor but there were none. Dave Banks is setting up Survey Monkey for voting purposes in March. Betty Villers, VA Beach, Chair

State Fair

Christy announced she has been in charge of the State Fair for the past 12 years and would like to give someone else the privilege of doing it. She will remain on board for the 2016 fair as co-chair. She has someone in mind considering that it needs to be someone with relative close proximity to the fair site for daily contact, subbing for non arrivals, bringing in new materials, and replenishing needed materials.

Christy was asked to explain how the State Fair obligations work. Several reps asked questions and George Graine suggested Christy write and send via email the responsibilities of units as they volunteer for work at the State Fair.

VCE

Release of new Handbooks. The new EMG Training Handbook was completed in December and has been available to order since December 16. We have shipped over 500 copies since December 16. There are numerous updates and several chapters with total rewrites, such as Woody Plants and Herbaceous Plants. Also, there are two new chapters, Abiotic Plant Stress and Wildlife Interactions. We are in the process of taking revisions and comments until May. Corrections will be able to be made and then in June, a corrected edition will be available for ordering. We are also working on a PDF version, which we hope to release in the spring. More information can be found in the most recent newsletter.

Bi-Monthly Webinar Series—We have resumed our bi-monthly webinar series with the first one of the year on Friday, February 12, 2016. For this webinar we had an invited speaker, Carol Heiser, who covered the material in the new Wildlife Interaction chapter, which she authored. Carol is the educational coordinator with Virginia Department of Game and Inland Fisheries. The webinar was our highest attended ever, with just over 80 participants. The webinar was recorded and will be available for replay in the coming weeks.

The winter edition of the state newsletter, *In Season*, was released this week. The newsletter has two spotlight articles on EMGs from across the state and also more details about EMG College. Please remember that if you have stories to tell about the impacts of your local EMG programs please send them to Dave or me. We want to be able to share these stories on Facebook and in the Newsletter. Remember, telling our stories can be powerful and shows our impact in our communities and state.

EMG College—The dates for MG College are June 24-27. This year's arrangement will be very different due to a conflict with another large conference on campus. We will have check-in on

Friday, and then educational sessions on Saturday and Sunday, followed by tours and workshops on Monday. The Milestone Award ceremony will be on Saturday night, and Sunday night will be VMGA night, with the Annual VMGA Meeting, the Silent Auction, entertainment, and a reception. We have most of the keynote speakers and about 22 concurrent speakers already confirmed. Please stay tuned for more details soon!

On February 23, we have training for EMG Coordinators and Agents. This training will be held in Charlottesville, VA and is limited to about 35 people. We already have 16 registered, and registration only opened on Wednesday. We will be covering some basics of the EMG program, and then more specific items, such as running effective meetings, improving communication, and dealing with different personalities. There will be several presenters and Dave and I will also host a question and answer session for about an hour.

Module Update—We have two of our online modules that are complete, one which is narrated and the other with notes. We also have two more in development. The completed modules are soils and fertilizers and the second is botany. We are working on plant propagation and pesticides. We are also working on utilizing the recent webinar as part one of several modules to go with the new Wildlife Interaction chapter. The completed modules will be released within the next two weeks if all goes as planned.

Associations and liability questions. From the last meeting and several other events across the State, there have been many questions that have come up regarding liability, Associations, the relationship between VCE, EMGs, and Associations. In the interest of not getting too far in the weeds, please let Dave or I know if there are questions. We are here to help, and we are all EMGs with a common goal and purpose at the end of the day. While we have gotten a good deal of information second hand, starting by asking us for clarification when questions arise would probably help to answer questions and keep confusion to a minimum..

John Freeborn, Assistant State Master Gardener coordinator

Discussion followed with questions of incorporation and a Memorandum of Understanding. Please contact John or Dave with individual questions. Further discussion followed on the training manual. A suggestion was made to utilize talents within units and in neighboring units to develop a good training program especially in small units with limited funds for speakers. John also reminded units that there is a procedure to be followed when choosing new projects. John presented the group with a box of flower seeds which was sent by the USDA for distribution.

New Business

An Audit Committee will be needed and Diane Kean, Northern Neck, proposed treasurer, plus one additional person will be on the committee. They will be meeting with Pat Reilly, Treasurer, to audit the financial records.

President's Question

A goodly number of units submitted information on number of master gardeners in the unit, two major projects, and one new initiative. Joan Richards, Secretary, was asked to email the results

to the unit reps. John and Dave receive these reports of the answers to the question after each bimonthly meeting. For the benefit of new reps, Christy discussed ways the communication between units and VMGA had been handled. She thought the question before each meeting resulted in better communication on subjects of interest.

For the Good of the Order

Articles are needed for the newsletter. Discussion followed on how personal stories and results of projects are always needed items for the newsletter. Vice President Angela Cingale, JamesCC/Williamsburg, reminded reps to send their unit newsletters to her for perusal and selection of articles to send on to Jan Worthy, Newsletter Editor.

Lynn Jones, Rockbridge, Sam Allaire, Loudoun, Bonnie Bernard, Gloucester, and Kandy Keith, Chesapeake, announced upcoming programs. All were encouraged to submit notice of educational events to calendar@vmga.net, Dave Banks at dfbanks@earthlink.net and Frank Reilly at Frank@TheReillyGroup.net.

Mary Ann Kincaid, VA Beach, announced that the 50th Anniversary issue of *Southern Living* Magazine included a three pager spread on Ira Wallace, a Louisa Master Gardener and head of Southern Exposure Seed Exchange. A mention was made of George Graine receiving a special honor for writing for *Virginia Gardener* magazine.

The next meeting will be in Virginia Beach on April 9. Betty Villers, VA Beach, urged reps to take home some of the information she provided. The meeting will be at the AREC in VA Beach.

Following distribution of door prizes, the meeting was adjourned at 1:05 PM.

Respectfully submitted,
Joan Richards, Green Spring
VMGA Secretary

**Virginia Master Gardener Association
Board of Directors Meeting, February 13, 2016**

Statement of Financial Position (as of February 12, 2016)

Assets	Total to Date
Cash - gross sales of merchandise	\$ 3,672.99
Cash - all other sources	\$ 2,888.20
Cash total	\$ 6,561.19
PayPal Balance	\$ 293.49
Petty Cash Fund	\$ 40.00
CD #1 Balance	\$ 14,502.51
CD #2 Balance	\$ 5,023.42
Fundraising Inventory	\$ 3,309.68
Total Assets	\$ 29,730.29
Liabilities	
Unearned Income – Future Dues	\$ 3,087.96
Board Designated	
Coordinator Endowment Funds Payable	\$ 1,319.17
MG College Scholarships	\$ 1,788.56
MG College Sponsorship	\$ 500.00
Coordinators Manuals	\$ 500.00
Membership Recruitment Displays	\$ 200.00
Total Liabilities	\$ 6,695.69
Net Assets	
Unrestricted (Current FY Dues, Merchandise Sales)	\$ 8,698.85
Temporarily Restricted (Reserve CDs, Future Dues, Board Designated scholarships, sponsorships)	\$ 14,335.75
Total Net Assets	\$ 23,034.60
Total Liabilities and Net Assets	\$ 29,730.29

Statement of Financial Activities – Summary

Revenue	Unrestricted	Temp Restr	Total
Contributions (Scholarships+ Endowment)	\$ -	\$ 588.56	\$ 588.56
Fundraising (Gross Sales)	\$ -	\$ 3,672.99	\$ 3,672.99
Interest Income	\$ 27.27	\$ -	\$ 27.27
Membership Dues	\$ 5,025.86	\$ 1,007.55	\$ 6,033.41
Programs	\$ 1,738.71	\$ -	\$ 1,738.71
Total Revenue	\$ 6,791.84	\$ 5,269.10	\$ 12,060.94
Expenses			
Program Support (Ed. Event, Communications)	\$ 3,315.15	\$ -	\$ 3,315.15
Donation Expenses (Endowment, St. Fair, Scholarships, Sponsorships)	\$ 8,403.34	\$ -	\$ 8,403.34
Program Services Total	\$ 11,718.49		\$ 11,718.49
General (Administrative)	\$ 183.23	\$ -	\$ 183.23
Fund Raising (Supplies, Merchandise, Gifts)	\$ 2,086.23	\$ -	\$ 2,086.23
Cost of Goods Sold	\$ 2,353.82		\$ 2,353.82
Total Expenses	\$ 16,341.77	\$ -	\$ 16,341.77
Change in Net Assets (Net Income)	\$ (9,549.93)	\$ 5,269.10	\$ (4,280.83)
Net Assets, Beginning of Year	\$ 30,978.87		
Net Assets, Year to Date	\$ 23,034.60		

Financial Activities

Details of activities compared to budget and to previous FY actual

REVENUE		FY15 Actual	FY16 Budget	FY 16 YTD		% of budget
	Temporarily Restricted					
	MG College Scholarship Donations	\$ 902.57	n/a	\$ 588.56		n/a
	MG College Scholarship Donations FY16				\$ 588.56	
	MG College Scholarship Donations FY17				\$ -	
	State Coordinator Endowment Donations	\$ 97.60	n/a	\$ -		n/a
	Fundraising (Merchandise Gross Sales)	\$ 3,724.96	\$ 3,600.00	\$ 3,672.99		102%
	Membership Dues FY17-24	\$ 1,389.36	\$ 550.00	\$ 1,007.55		183%
	Total Temporarily Restricted	\$ 6,114.49	\$ 4,150.00	\$ 5,269.10		
	Unrestricted					
	Membership Dues Current FY	\$ 3,729.05	\$ 4,000.00	\$ 5,025.86		126%
	Interest Income	\$ 21.27	n/a	\$ 27.27		
	Programs (Education Events)	\$ 1,252.33	\$ 3,000.00	\$ 1,738.71		58%
	Total Unrestricted	\$ 5,002.65	\$ 7,000.00	\$ 6,791.84		
Total Income		\$ 11,117.14	\$ 11,150.00	\$12,060.94		108%

EXPENSES	Unrestricted	FY15 Actual	FY16 Budget	FY 16 YTD		% of budget
Administration	President	\$ 274.30	\$ 250.00	\$ -		0%
	Vice President	\$ -	\$ 25.00	\$ -		0%
	Secretary	\$ 25.44	\$ 50.00	\$ 10.76		22%
	Treasurer	\$ 35.32	\$ 100.00	\$ 67.32		67%
	Professional and Legal Fees	\$ 441.00	\$ 25.00	\$ -		0%
	Membership	\$ 627.69	\$ 100.00	\$ 105.15		105%
	VMGA Recruitment Kits - 5	n/a	\$ 200.00	\$ -		0%
	Nominations and Elections	\$ -	\$ 50.00	\$ -		0%
	Subtotal Expenses-Admin	\$ 1,403.75	\$ 800.00	\$ 183.23		23%
Fund Raising	Fundraising (Merchandise purchase, shipping)	\$ 2,771.92	\$ 2,100.00	\$ 1,956.37		93%
	State Coordinator Endowment (incl. auction)	\$ 1,181.02	\$ 1,200.00	\$ 129.86		11%
	Subtotal Expenses-Fundraising	\$ 3,952.94	\$ 3,300.00	\$ 2,086.23		63%
Programs	State Fair	\$ 565.85	\$ 500.00	\$ 409.91		82%
	MG College Scholarships	\$ 2,500.00	\$ 1,200.00	\$ -		0%
	MG College Sponsorship	\$ 500.00	\$ 500.00	\$ -		0%
	Merchandise Profits to VT Foundation	\$ 1,327.91	\$ 1,200.00	\$ -		0%
	Donation to VT Foundation-Coord Endowment		\$ -	\$ 7,993.43		
	Printing MG Coordinators' Manuals	\$ 115.13	\$ 500.00	\$ -		0%
	Education	\$ 1,952.47	\$ 3,000.00	\$ 3,172.35		106%
	Communications	\$ 142.80	\$ 150.00	\$ 142.80		95%
	Coordinator Endowment (pass-thru)	\$ 97.60	\$ -	\$ -		
	Cost of Goods Sold	\$ 2,397.05	\$ -	\$ 2,353.82		
	Subtotal Expenses-Programs	\$ 9,598.81	\$ 7,050.00	\$14,072.31		200%
Total Expenses		\$ 14,955.50	\$ 11,150.00	\$16,341.77		147%
	Expenses omitting unbudgeted donation			\$ 8,348.34		75%

Attendees at the February 13, 2016 VMGA Meeting in Heathsville, VA

Unit	Attendees
Arlington/Alexandria	Joe Kelly, Susan Kelly
Amherst, Campbell, City of Lynchburg	Deb Straw
Appomattox	Jody Purches
Chesapeake	Kandy Keith
Fairfax	George Graine
Franklin	Nelda Purcell
Fredericksburg, Stafford, Spotsylvania, King George, Caroline	Linda Dunn
Gloucester	Bonnie Bernard. Kathy McNutt
Green Spring	Ellen Kuriata, Joan Richards, Don Richards
Hanover	Christy Brennan
Halifax	Rita Powell
James City County, Williamsburg	Jeanne Millin, Angela Cingale, Ray Cingale
Loudoun	Sam Allaire
Louisa	Edna Musser, Jerry Giaccai
Northampton, Accomack	Julia Rogers
Northumberland, Lancaster, Richmond, Westmoreland, Essex	Diane Kean, Janice Mulrone, Barbara Kauneckos, Edward A. Munns, Jr., Tami McCauley, Deborah Burgess, Darleen Nelson, William Bell, Alice Bell
Rockbridge, Bath	Lynn Jones
Virginia Beach	Betty Villers, Mary Ann Kincaid
VCE	John Freeborn