

**VMGA BOARD MEETING
APPOMATTOX,VA, FEBRUARY 8, 2014
Host:Hill City Master Gardeners
Appomattox Master Gardeners
MEETING MINUTES**

Attending: List of attendees attached.

The meeting was called to order at 10:00 a.m. by President Tom Bolt.

Tom introduced Deb Straw, Hill City (Lynchburg) VMGA representative. Deb, in turn, introduced Jody Purches, the VMGA rep from Appomattox. Jody introduced the Appomattox Extension agent, Bruce Jones. Following remarks by Jones, Donna Talley, president of the Appomattox MGA, spoke about the Appomattox unit, its progress as a new unit and the programs in which it has been involved. Yolán Williams, the new Hill City VMGA rep, introduced the unit's extension agent, Kevin Camm. He spoke about the 100th anniversary of the founding of Extension, which is 5/8/14, and suggested units find ways to celebrate and publicize the event. Camm introduced Bill Morton, president of the Hill City MGA, who welcomed the group.

Tom Bolt welcomed the attendees, who introduced themselves and their units.

Special Presentation

Search for Excellence

Phyllis Turner, Bedford MGA, spoke about the process Bedford used in putting together its award-winning Search for Excellence submission. She noted that the feedback they received from earlier competition at Master Gardener College was very helpful in fine tuning their Search for Excellence submission.

Phyllis encouraged MG units to enter and noted two important items: First, choosing which program to present and secondly, actually applying. She emphasized that no unit gets International recognition if it doesn't compete. She stated that when a submission does not win, it still provides an opportunity to share information.

Phyllis suggested that units entering the Search for Excellence should find a good editor. The submission is limited in length and a good editor can help cut the text

to the essentials. Be sure to follow the Search for Excellence directions; failing to do so can eliminate a submission from the competition.

She noted that community involvement in the project which is submitted was important to the judges, as is measuring outcomes. The outcomes are not just numbers, but also statements as to the difference the project made to those involved. Great pictures are important, although only six are allowed.

Phyllis advised that the Bedford unit will be willing to share its experience with other units.

Secretary's Report

Mary Ann Kincaid, Virginia Beach, Secretary, presented the minutes of the December 14, 2013, VMGA Board Meeting for approval.

The 12/14/13 minutes were approved.

Treasurer's Report

Pat Reilly, Prince William, treasurer, presented the Treasurer's Report as of January 30. The report follows these minutes.

The Treasurer's Report was accepted for audit.

President's Report

President Tom Bolt asked the group to volunteer to host 2015 VMGA Board Meetings. The 2015 VMGA Board meeting dates are 2/14, 4/11, 8/8, 10/10 and 12/12.

Loudoun MGs will host either the August or October 2015 meeting. Alta Jones will advise Mary Ann Kincaid, VMGA secretary, which date is to be scheduled for Loudoun.

Hanover will host February. Appomattox agreed to host April. James City County/Williamsburg will host December.

Prince William will host either August or October.

The 2015 VMGA Board Meeting locations are now established.

Vice President's Report

David Mims, Rockbridge, Vice President, encouraged the attending units to get started on their submissions for the Brag Board/Search for Excellence competition at Master Gardener College. College is scheduled for 6/24-29.

Extension Representative Report

John Freeborn, VCE, reported as follows:

MG College: 90% of speakers are secured. Keynote speakers include Joseph Tyconovich, Cole Burrell, Felder Rushing, and Joe Murray to name a few. Some unique tours that will be offered, such as a guided kayak trip on the New River and a bike ride on a converted rails to trails area in Giles County, as well as golfing at the Pete Dye River Course.

VMS Update: The Old State Record Keeping System is no longer being updated, but folks can still access data for a while until the system is taken down. Milestone requests have been made and are due by the end of February to our office.

Weekly E-mail: We have been compiling all upcoming events and other items into a weekly e-mail format that came to be from a request that we minimize the e-mail traffic from our office. It has been very well received through the state.

Special Newsletter: There is a special newsletter out that details our Strategic Planning Process for the Extension Master Gardener program. It can be downloaded from the main website.

Website Creation: We are in the process of redesigning our website. We have a work-study student who is heading up that project. We look to have something out this spring. We are going to have a password protected area where we hope to be able to share items that Coordinators and Agents utilize, such as a listing of speakers and presentations that can be downloaded.

Publications: The second iPad contest is over, and we have had submissions. We hope to announce the winner shortly!

Committee Reports

Unit Support

Frank Reilly, Prince William, chair, reported as follows:

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

Unit Support Committee was created to help Units discover how other units accomplish things, help with any difficulties that may arise and aid units that have lost their Agent.

Unit Support had no activity since the last regularly scheduled meeting.

Unit support will soon post Non-Profit Status information regarding loss of status including a guide to regain 501 (c) 3 status.

Communication Committee

Frank Reilly, Prince William, chair, reported as follows:

Members: David Banks, Kathryn Debnar and Frank Reilly and whomever else we can get.

Since the December regularly scheduled meeting there have been 12,525 Page views, by more than 2,283 unique visitors; most are from the US, but China is next and Russia close behind.

Since the December regularly scheduled meeting, the web page has been updated on 69 separate occasions.

The Endowment web page had plenty of visitors, and the endowment form was downloaded 45 times. In the month of February (only 8 days old) the most popular page is the Gear page. Dave and Pat have worked on it, and now PayPal payments and ordering on-line are possible.

81% of all our visitors come through the front page of our site.

Remember that we can help you host your site for a while under certain conditions.

We need more Calendar entries. It is routinely one of the top three most visited pages on the website. Listing your activity can definitely help drive participants to your event.

Our webmaster, David Banks, has been keeping up with changes, and gradually updating some of the old pages. With more than 200 pages of content, some items are a little long in the tooth.

Kathryn Debnar, Roanoke, has also been keeping up with additions the calendar pages. It has a number of ways to view it. I urge you to check it out.

Coordinator Endowment

Pat Reilly, Prince William, chair, reported as follows:

The committee consists of Michelli Booker, Tom Bolt, Dave Close, John Freeborn, Joe Kelley, Bill Scott and Pat Reilly.

Activities of the committee since the December meeting:

- The committee continues to plan for the reception in conjunction with the Silent Auction on Saturday night at Master Gardener College. The donors of the levels of Silverbell (\$500-\$999) and Bald Cypress (\$1,000 to \$4,999) will be acknowledged. Pins and a framed photo will be presented to individuals who have made these significant donations. We will ask for a representative from organizations who have reached those levels to accept a framed certificate as a token of our appreciation. The committee is inviting leadership from the Department of Horticulture and the CALS Development Office to make presentations. Individuals and organizations unable to attend Master Gardener College will be acknowledged at later time and place.
- Towards the goal of conducting that event, the committee has purchased frames and is working on certificates and photos. Proofs of the pins for the Silverbell and Bald Cypress individual donors are in final edits to that they will be produced in time for presentations at College.

As of February 3, 2014, the Endowment balance of funds on hand was \$284,689. Pledges and deferred commitments total \$195,075.

Market value*	\$270,530
Cash gifts and pledge payments	\$210,817
Outstanding pledges	\$5,075
Deferred commitments	\$190,000
Interest income account	\$14,159
Total market value & pledged/committed	\$471,771

*The market value increased by more than \$6,000 since the December report, \$2,000 of that in cash gifts and pledge payments.

Diane Relf Education Fund

Marilyn Riddle, James City County/Williamsburg, chair, advised that the application and information regarding the scholarships will be updated on VMGA.org. A meeting of the committee will be held at the May VMGA Board Meeting in Louisa.

Former recipients of the MG scholarship who would like to be a part of the 2014 committee should contact Marilyn Riddle, chair, mriddle@cox.net.

Mary Ann Kincaid, Virginia Beach, suggested that persons interested in receiving a scholarship should consider filling out the form themselves and forwarding it to their extension agent for review and approval.

It is likely that six scholarships will be awarded this year. They will not be restricted by the unit membership size.

Education

Robyn Puffenbarger, chair, Central Shenandoah Valley, announced that an education event will be held in September. Ira Wallace, Louisa Master Gardener, author of a new book entitled "Vegetable Gardening in the Southeast" will be the keynote speaker. A venue for the event is being sought.

A second education event, possible on the topic of 'Permaculture' is also being discussed.

Any Master Gardeners interested in working with the Education Committee should contact Robyn (rpuffenbarger@bridgewater.edu).

Finance

Pat Waring, Bedford, advised that volunteers are needed for this committee. This committee will begin meeting soon to plan the 2014-15 budget. Anyone interested in serving on the Finance Committee should contact Pat at ipatwaring@earthlink.net

Fundraising

Tom Bolt thanked Betty Villers for her success and dedication in chairing the fundraising committee the past two years.

A Chairperson is still needed for the Fundraising Committee. The main responsibility of this position is to manage the sales of Master Gardener Gear by maintaining stock, filling orders and keeping records. Because this is one of VMGA's Standing Committees, the Chairperson is a voting member of the Board of Directors. There are no goals for sales, and the inventory sells itself. Profits benefit the VMGA State Coordinator Endowment. This is a fun position and one that lends itself well to recruiting committee members to help with the sales.

Merchandise sales are continuing while the position of Chairperson is vacant. Webmaster David Banks has set up a "MG Gear" tab on the VMGA web site with payment through PayPal. There has been more than \$250 of merchandise sold since the new ordering page went live and was announced in an email blast by President Tom Bolt.

A one-page information sheet has been developed and is available electronically. Unit reps are asked to encourage unit/association newsletter editors to publish the information in local Master Gardener communications. The flyer is attached to this report; email pat@thereillygroup.net for a Word document or PDF.

Pat Reilly advised that she had some items at the meeting for purchase. Pat reported that some units are purchasing the VMGA gear and then adding their unit name through a local screen printer.

Membership

Deb Straw, chair, Hill City, reported the following:

As of 2/7/2014 we have 593 members.

419	Active
9	Auxiliary
6	Emeritus
<u>159</u>	Life
593	Total

Deb reminded the group that Master Gardeners joining VMGA the first of each year receive additional months on their members, until 5/31/15.

Marilyn Riddle suggested that VMGA award a certificate to Ailene Bartlett, a Life member from JCC/Williamsburg, who has become emeritus. Ailene was involved with the organization of VMGA in 1990.

Newsletter

Jan Worthy, Central Shenandoah Valley, chair, asked the Louisa unit to write something about Louisa for the upcoming VMGA Reports, to tie in with the upcoming May VMGA Board Meeting. The deadline is 2/15/14.

Nominating

Joe Kelly, Arlington/Alexandria, chair, reported that candidates have been identified for each office. They are:

President	Christy Brennan, Hanover
Vice President	Angela Cingale, James City County/Williamsburg
Secretary	Joan Richards, Fairfax/Green Spring
Treasurer	Pat Reilly, Prince William

The electronic election will be held on line from 3/1/14 to 3/8/14. 62 ballots will be mailed. Joe urged all VMGA members to vote, as voting shows support for the organization.

Joe thanked the members of the Nominating Committee.

Silent Auction

Tom Bolt stated that a MG Unit needs to be designated to run the Silent Auction at MG College in June 2014. Units interested should contact Tom at tombolt@cox.net.

Old Business

Bylaws Committee revision report

No report.

New Business

Mailing List Use Policy

Pat Reilly, Prince William, presented proposed changes to VMGA's mailing list policy. VMGA makes its membership mailing list available in certain cases to help Virginia Master Gardener units market events. The purpose of the change is to clarify the qualifications for use of the mailing list.

Discussion was held and several additional changes were suggested. Adoption of the revised policy was approved unanimously.

The approved revised policy follows these minutes and will be posted on the VMGA web site.

Standing Rules

Pat Reilly, Prince William, proposed changes to the VMGA Standing Rules to add safeguards to ensure IRS forms are filed in a timely manner.

The proposed changes were approved unanimously. The revised Standing Rules follow these minutes and will be posted on the VMGA web site.

Virginia Master Gardener License Plate

Tom Bolt, Norfolk, introduced the possibility of VMGA sponsoring a Virginia Master Gardener license plate. This was done several years ago and insufficient applications resulted in expiration of the project.

Currently four other states, Maryland, Texas, Alabama and North Carolina, have Master Gardener license plates.

DMV regulations required a minimum of 450 prepaid applications before approval by the General Assembly. The special license plate must be supported by a legislator who would propose a bill to approve the plate to the General Assembly. Once it is approved by the General Assembly, the effective date to issue the plates is July 1 (of the same year).

Lynn Jones, Rockbridge, agreed to head the committee. Any MG wishing to help Lynn with this project should contact him at jlignonjones@embarqmail.com.

Audit Committee Chair

Tom Bolt stated that a chairperson is needed for the Audit Committee. This committee meets once or twice in the spring, prior to Master Gardener College.

Alta Jones, Loudoun, volunteered to head the Audit Committee. Kathryn Debnar volunteered to assist. Anyone interested in being a part of the committee should contact Alta (altajones79@aol.com).

Unit Reports

Deb Straw, Hill City, asked if the state volunteer form could be put on the state Master Gardener site. John Freeborn will handle.

Announcements

The Green Spring Master Gardeners are hosting their annual gardening symposium on February 22, "Gardening in the 'Burbs'."

David Mims, Rockbridge, thanked VMGA for helping with the mailing of announcements for the upcoming Dirr/Dooley event "A Celebration of Trees" to be held in Lexington March 8.

The next VMGA Board Meeting will be held Saturday, April 12, in Louisa.

The meeting adjourned at 1:10 p.m.

Submitted:

Mary Ann Kincaid
VMGA Secretary

Treasurer's Report
 Virginia Master Gardener Association
 Meeting of the Board of Directors
 February 8, 2014 Appomattox, VA

Summary of Checkbook Activity

Balance November 30, 2013	\$18,945.71
Deposits	\$116.90
Withdrawals	\$0
Ending balance January 30, 2013	\$19,062.61

FY14 Income and Expenses to Budget
 June 1, 2013 – present

INCOME

	2014 Budget	FY14 YTD
Membership Regular	\$4,320	\$1,407.00
Membership Life, Adv. Dues	\$1,320	\$120.00
Education	\$6,000	--
Fundraising	\$1,200	\$1,635.60
Total Income	\$12,840	\$3,162.60

EXPENSES

Officer Expenses – President	\$250	0
Vice President	\$25	0
Secretary	\$75	0
Treasurer	\$85	\$41.00
Standing Committees – Communications	\$250	0
Education	\$6,000	0
Membership	\$1,000	\$386.36
Newsletter	\$500	0
Special Committees – Nomination & Elections	\$150	0
State Fair	\$350	\$430.05
State Coordinator Endowment	\$1,200	0
Education Endowment Fund (College Scholarships)	\$1,155	\$1,155.00
Marketing	\$200	0
Other Expenses – MG College Sponsorship	\$400	\$500.00
Transfer of Fundraising Income to VT Foundation	\$1,200	\$1,580.00
Total Expenses	\$12,840.00	\$4,092.41

CDs as of 1/30/2014

College Scholarships	\$14,478.65
Reserve	\$5,013.38
Future Dues	\$6,106.04

Mailing List Use Policy (As amended 2-8-14)

Summary of Policy

- VMGA will ensure the privacy of our members
- A unit or association may request a set of mailing labels for VMGA members to advertise an event sponsored by the unit or association
 - A complete sample of the mailing must be submitted
 - VMGA will print and provide the labels
 - No electronic lists will be shared
- The unit or association may not use the label information in any other way
- A mass email from VMGA informing members about a local unit's/association's event is an option if mailing or inclusion in *The VMGA Report* is not timely.

The Policy

The VMGA Board has agreed to make member information available in support of local MG Units and MG Associations to help with marketing efforts. A strict policy has been developed to ensure the privacy of our members.

Local MG Units or MG Associations may request in writing a set of mailing labels (they can be sorted by address location) to help them advertise events that may be of interest to the members of VMGA. The local Unit or Association must be a sponsor of the event, and envelopes and any materials mailed to VMGA members must reflect that the mailing is from the local Unit or Association. Peel and stick labels will be provided to the unit requesting them. In return, the local Unit or Association will provide VMGA the opportunity to solicit memberships at the event. There will be no other charge for these labels. Electronic copies of the membership list will not be provided under any circumstances. By acceptance of the mailing labels you will automatically agree:

- to provide the Executive Committee a sample of the mailing packet, including envelope for approval prior to mailing
- to use the labels only for the purpose they were provided,
- not to provide the labels to any other entity,
- not to provide or copy the information from the labels, and
- not to sell the mailing labels.

The VMGA Report, the newsletter of VMGA, is also available for marketing local Unit or Association events. Should timing prevent advertising through *The VMGA Report*, the Unit Support Committee will facilitate an electronic mailing for local units. Local units desiring an electronic mailing must provide the message they wish to distribute to the VMGA webmaster who will email the members. For more information on electronic mailing please contact webmaster@vmga.net.

VIRGINIA MASTER GARDENER ASSOCIATION, INC.

STANDING RULES

As amended 2-8-14

Purpose: To provide guidelines pertaining to the administration of the Virginia Master Gardener Association, Inc.

Administration: The Board of Directors will plan, organize, direct, and administer the programs and activities of the Association. The Association's Executive Committee is responsible for its daily affairs between Board meetings.

Board Meetings: Will take place bimonthly on the second Saturday of even numbered months, except when there is a holiday or other conflict, in which case the meeting will be rescheduled. Meetings will convene at 10:00AM. Location will be approved by the Board and published at least two months ahead of each meeting. A diligent effort will be made to have one meeting in each region during the fiscal year. An emergency telephone at the location of the meeting will be furnished the Board members prior to the meeting. The June Board meeting will be held in conjunction with Virginia Tech's Master Gardener College in Blacksburg, VA.

Executive Committee Meetings: Will be held when deemed necessary by the president and/or officers of the Association. The location and time is to be decided by the president taking into consideration the distance that must be traveled by each Executive Committee member.

Annual Meeting of VMGA: Will be held in June in conjunction with Virginia Tech's Master Gardener College in Blacksburg, VA.

VMGA Regions: The Commonwealth of Virginia will be divided into six regions identical to the districts used by Virginia Cooperative Extension. This map in no way prevents units and individual Master Gardeners from working across regional lines, but is to be used as a guide to spread Association Board meetings and VMGA education opportunities throughout the state.

Financial: The Executive Committee may authorize the commitment of Association funds for business calls, stationary, postage, etc. Additionally, VMGA may fund advances to committee Chairs and pay expenses associated with approved Association activities. Documentation must accompany any request for funds noting date, amount and committee involved. The Treasurer will pay approved expenses and will maintain appropriate records of all income and expenditures. All Officers and Committee Chairs will present to the Finance Committee, their estimated expenses for each fiscal year no later than the April Board meeting. The Finance Committee will prepare a budget and present it at the June Board meeting.

Membership Dues: The dues for each class of membership will be established by the Board and announced at the annual meeting.

Officer Guidelines: In addition to those specified in the VMGA Bylaws and Roberts Rules of Order the:

President

1. Will attend and chair all meetings of the Board, Executive Committee, and the VMGA as a whole.
2. Will encourage each unit to select a representative and alternative representative to VMGA.
3. Will contact chairs of all committees periodically to ensure they are running smoothly.
4. Will contact the Liaison from Virginia Tech from time to time to ensure good lines of communication are maintained.
5. Will write a column for each VMGA Report.
6. Will select locations for Board meetings and Executive Committee meetings.
7. Will write letters on behalf of the Board or the whole Association to any parties as directed by the Board or when otherwise appropriate.
8. Will provide the Finance Committee with proposed office budget by the April Board meeting.
9. Will maintain records and present them to the new President.
10. Will assure that the Treasurer submits Federal tax return (IRS Form 990/990N/990EZ as appropriate) and Virginia State Corporation Commission Annual Registration and Assessment Fee in an accurate and timely manner.

Vice President

1. Will assist the President in assuring that the Treasurer submits Federal tax return (IRS Form 990/990N/990EZ as appropriate) and Virginia State Corporation Commission Annual Registration and Assessment Fee in an accurate and timely manner.

Secretary

1. Will provide a copy of minutes and notice of the next regular meeting with directions to the Officers, Committee Chairs and Board Representatives thirty days prior to the next regular meeting.
2. Will keep an up-to-date list of Unit Representatives, Officers, and Committee Chairs and furnish same to the Officers and Committee Chairs.
3. Will furnish revisions and corrections to the Officers and Board on a bimonthly basis.
4. Will provide the Finance Committee with proposed office budget by the April Board meeting.

Treasurer

1. Will present copies of bimonthly reports to the Board of Directors. Reports will show expenses and income listed in Committee categories.
2. Will keep up-to-date VMGA records.
3. Will submit records to yearly audit no later than 10 days prior to the annual meeting.
4. Will provide the Finance Committee with proposed office budget by the April Board meeting.
5. Will maintain an accounting of dues paid in advance, restricting their use until the fiscal year for which they were paid.

6. Will submit the appropriate IRS Federal Tax Form prepared accurately and submitted in a timely manner. Currently, Form 990-N, the ePostcard, is used for Tax Exempt Organizations with a due date of May 15.
7. Will work with the Officers and Committees to collect and retain records that are required for maintaining tax exempt organization status, including but not limited to: cost of supplies, gross sales of goods sold and cost of those goods (Fundraising), names and amounts of individuals receiving Master Gardener College Scholarships, and any advertising/promotion expenses.
8. Will submit the Virginia State Corporation Commission Annual Registration and Assessment Fee no later than the due date of March 31.
9. Will transition all accounts and electronic accesses to the incoming Treasurer at the end of the term in office.

Committee Guidelines

Defining the Committees: The VMGA has two categories of committees:

Standing: These committees are considered permanent in that they perform a continuing function, e.g. the Education Committee.

Special: Members of these committees are appointed to carry out a specific function or task, and may be dissolved when the function or task for which it was responsible has been accomplished, e.g. Audit Committee.

Committee Guidelines: In addition to those specified in the Association's bylaws, the Standing Committees will do the following:

Communications

1. Disseminate information to unit representatives and to the general membership at the direction of the President.
2. Submit timely reports for publishing in The VMGA Report.
3. Maintain committee records and deliver to the incoming chair.
4. Provide the Finance Committee with proposed committee budget by the April Board meeting.

Education

1. Plan and conduct, with the approval of the Board, continuing education programs at an advanced level for VCE-MGs with at least two sessions in different regions each VMGA fiscal year. These educational programs will normally take place spring and fall.
2. Conduct programs at a level that will assist Master Gardeners in their ability to plan and conduct local programs for the gardening public and their units.
3. Prepare and disseminate marketing materials, i.e. notices to local associations for inclusion in local newsletters, web materials, The VMGA Report articles, flyers, listserv notices, emails, etc.
4. Handle registration for programs and answer questions and inquiries.
5. Facilitate payment of dues and new member applications received with education event fees.
6. Transfer all funds and appropriate documentation in a timely manner to the Treasury so that all income and expenditures are properly allocated.

7. An emergency telephone number at the location of the session will be furnished to registrants prior to the session.
8. Submit timely reports for publishing in The VMGA Report.
9. Maintain committee records and deliver to the incoming chair.
10. Provide the Finance Committee with proposed committee budget by the April Board meeting.

Finance

1. A proposed budget will be prepared, using categories of Officers, Standing and Special Committees, for submission to the Executive Committee by the fifteenth day of May.
2. Upon review and approval by the Executive Committee, the Finance Committee will submit a proposed budget to the Board of Directors at their meeting in June
3. Final adoption of the budget will be taken by the Board not later than at their regular meeting in October.
4. Review quarterly the financial stability of investments of VMGA, Inc. for improvements in returns. Report of review will be submitted to the Executive Board once each quarter.
5. Maintain committee records and deliver to the incoming chair.

Membership

1. Establish and maintain a database of association members including name, address, phone number, VCE unit, membership renewal date and committees of interest.
2. Present a current membership roster and current bylaws to the membership, no later than October of each calendar year.
3. Prepare a list of members separated into committee interests to be delivered to the President and Committee Chairs once annually after renewal, and on a continuous basis for new members.
4. Prepare a list of non-renewing members to be given to each unit representative for follow up, preferably at the first part of the fiscal year.
5. Send out renewal notices, on an annual basis, with membership cards going to those who renew.
6. If requested, send out mailing labels to the Newsletter Editor and to the Education Committee, or to requesting VCE-MG units.
7. Submit timely reports and new members not included in the current roster for publishing in The VMGA Report.
8. Develop and maintain a VMGA brochure for recruiting purposes.
9. Ensure each Master Gardener unit has a member of VMGA to annually present recruiting information at gatherings such as new VCE-MG training classes and local association meetings.
10. Maintain committee records and deliver to the incoming chair.
11. Provide the Finance Committee with proposed committee budget by the April Board meeting.

Unit Support

1. Prepare and maintain a database of members and persons who are willing to share their expertise in areas of current need/interest, such as incorporation, non-profit designation, initial MG training, unit projects (with contact person), grant writing, etc.
2. Distribute the information to units requesting same.
3. Submit timely reports for publishing in the VMGA Report.
4. Maintain committee records and deliver to the incoming chair.
5. Provide the Finance Committee with proposed committee budget by the April Board meeting.

Newsletter

The VMGA Report: VMGA will publish a bimonthly newsletter for distribution to active members of the Association, VCE-MG Coordinators, the various VCE offices, or such other individuals or agencies as approved by the Board of Directors.

1. Edit and publish a bimonthly VMGA newsletter to be distributed in January, March, May, July, September, and November.
2. Include in the newsletter reports from Committee Chairs, activities of various units, a calendar of events and a President's message, in addition to other appropriate articles and editorials.
3. Distribute the newsletter at the most cost effective rate available
4. Maintain committee records and deliver to the incoming chair.
5. Provide the Finance Committee with proposed committee budget by the April Board meeting.

Unit Representative Guidelines:

In addition to those specified in the VMGA Bylaws the Unit Representative will:

1. Act as the point of contact between VCE-MGs in his/her unit and VMGA, reporting to the unit the news and activities of VMGA and reporting to VMGA the activities and issues of his/her unit.
2. Serve at the pleasure of the VCE unit, being appointed by the VCE-MGs or the Extension agent.
3. Attend Board meetings (or send an alternate).
4. Provide a written unit report whether or not able to attend the Board meeting. The report should contain recent unit activities upon which news in The VMGA Report can be based. Ideally, this report would be electronically submitted to the Secretary prior to the Board meeting.
5. Request that he/she be replaced by the VCE unit when unable to minimally provide bimonthly reports to VMGA and the unit's VCE-MGs.

Bereavement Guidelines:

Bereavement guidelines have been approved by the board as follows:

1. The unit will notify the VMGA President of the passing of a VMGA member. This notification will include the name, address and wishes of the family. The notification will also include the details of the service.
2. The minimum response will be a card.

3. A decision will be made by the Executive Board on the level of recognition based on the level of participation in the VMGA.
4. If a unit or family desires to honor their VMGA member through a financial contribution, they will be directed to the Treasurer of the VMGA. The Bereavement Guideline will be added to the standing rules. It is the responsibility of the unit to inform their membership.

ADOPTION OF AND REVISIONS TO THE STANDING RULES

Standing Rules, and Revisions to the Standing Rules, may be proposed by the Standing Rules Committee and adopted with the approval of the Association's Board of Directors. They will become effective upon approval unless otherwise noted. A standing rule can be adopted by a majority vote at any Board of Directors meeting without previous notice. Although a rule remains in effect until rescinded or amended, it does not bind future sessions if a majority of the Board desires to suspend it temporarily for the duration of a particular session.

Master Gardener Gear

Recent web upgrades have made ordering Master Gardener gear for sale by the Virginia Master Gardener Association even easier! Check out the MG Gear tab at www.vmga.net and order your gear today. Sweatshirts and t-shirts identify you as a Master Gardener while in the public, and license plate frames, decals and window clings get our program into the public eye. Extra advertising always helps promote our services!

Sweatshirts come in maroon or indigo blue with the VMGA logo printed on the front in white at a price of \$18 each. These are great for those chilly evenings or rainy days manning the Master Gardener information booth.

T-shirts are available for only \$14. The Virginia Master Gardener logo appears on left front as a small logo and large logo on the back of shirt. The t-shirts are Gildan Ultra Cotton, a finer cotton that feels softer. They are pre-shrunk and our experience is that they do not shrink even after repeated washings.

T-shirts come in Unisex and Ladies sizing. **We encourage you to consult the size chart on the VMGA MG Gear web page.** Unisex shirts come in S, M, L, XL, 2XL and 3XL in Prairie Dust, Kiwi and Indigo Blue. Ladies/Misses shirts are sizes S, M, L, XL and 2XL. They have shorter hems and sleeves and a slightly lower neck. Ladies shirts come in Azalea/Lt. Pink, Pistachio and Iris/Lt. Blue. Violet shirts (darker than color shown) come only in Misses. Misses shirts have side seams and are a bit more contoured.



Ladies Shirt Colors; Misses "Violet" slightly darker than shown



VMGA is also offering vinyl window clings, license plate frames and decals. The window clings are great for your car, easily removed and put back with no fuss. They are white with bold, green lettering and the VMGA logo - a nice gift for new MG graduates. They are \$3 each.

License plate frames are white plastic with green lettering and the decals are 4" rounds. The license plate frames are \$3 each and the decals are a great deal at \$2.

In addition to online ordering, items are for sale at VMGA's bi-monthly meetings and at Master Gardener College. Orders picked up at VMGA meetings will avoid postage – check with your unit rep to see if that can be arranged for you. Orders that must be mailed will have postage added to the final cost; most individual orders ship for a bit over \$6. The final cost will depend on your delivery method. All payments are made to VMGA, and profits benefit our State MG Coordinator Endowment.

ATTENDEES* – VMGA BOARD MEETING
2/8/14 APPOMATTOX – HILL CITY

Appomattox	Traci Elaine Upshur Patricia Armstrong Walt Williams Gayle Williams Alex Purches Jody Purches Bruce Jones Donna Tolley
Arlington/Alexandria Bedford	Joe Kelly Pat Waring Phyllis Turner
Central Shenandoah Valley	Robyn Puffenbarger Jan Worthy
Central Virginia/Louisa	Tina Chalaki Edna Musser Ralph Mason
Chesterfield Franklin Halifax	Lynn Foote Nelda Purcell Charles Stallard Loretta Stallard
Hanover Heart of Virginia Hill City/Lynchburg	Christy Brennan Pat Lust Bill Morton Yolan Williams Robert Miles Karen Sacasky Elsie Morris Charlene Ryan-Cooke Mary Welch Iva Scott Mary Ellen Gordon-Scudder Jacqueline Asbury Marilyn Swanson

James City County/Wmsbg	Marilyn Riddle Angela Cingale Nancy Carnegie
Loudoun	Alta Jones
Newport News	Fred Coolbear
Norfolk	Tom Bolt
Northern Neck	Diane Kean
Prince George	Cheryl Serbera
Prince William	Pat Reilly Frank Reilly
Roanoke	Kathryn Debnar Colbert Boyd Lewis Shontell
Rockbridge	David Mims Lynn Jones
Suffolk	Wanda Gerard
Virginia Beach	Jim Kincaid Mary Ann Kincaid Betty Villers
VT/VCE	John Freeborn
Western Tidewater	Betty Jo Hendrix
Wythe/Bland	Tammie Lowry

*Reflects names of those who signed in at registration table.