

# Virginia Master Gardener Association, Inc.

## Annual Meeting

June 12, 2004

(Draft)

### 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>
<b>Expenses</b>		
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

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

June 6, 2004

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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