

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

The meeting was called to order at 7:06 PM by President Christy Brennan, Hanover. She welcomed everyone, and thanked them for attending the 2015 VMGA Annual Meeting. She asked these+ questions of the attendees:

- Who was a first time attendee to MG College and/or to a VMGA meeting;
- ho is learning about VMGA for the first time (by attending MG College;
- Are there any new members here;
- How many of you are active members;
- And, last but not least, who here is a lifetime member?

She thanked everyone for coming and being a part of VMGA. Sadly, our membership numbers only represent 10% of all master gardeners in the state of Virginia. So let's work on increasing membership.

She then explained that we've done a lot this year and each committee will explain what has been done as they give their report. Some items are brand new while others are a continuation of previous years. She stated that she didn't intend to leave anyone out, but probably did! Committee members are needed to help keep VMGA going, and improving. She also mentioned that if anyone was interested in getting volunteer hours that "we can help with that!" She commented on the Milestone Awards Ceremony on Thursday night and if anyone wondered how people get thousands and thousands of hours, well, getting involved and doing things is the answer, but helping with VMGA can help as well. She congratulated Frank Reilly again on receiving a diamond pin for his 20,000 volunteer hours.

Christy also took a few minutes to explain some of our board members are missing. Our Scholarship Committee chairman Marilyn Riddle, JCC/Williamsburg, is recuperating from knee replacement surgery, our Vice President Angela Cingale, JCC/Williamsburg, lost her brother-in-law recently, our Membership chairperson Deb Straw, Hill City, lost her husband several weeks ago, and our Secretary Joan Richards, Green Spring, is having surgery this week. We've had our ups and downs in life, but are still holding strong. Let's give them all a hand. Wanda Gerard, Suffolk, has agreed to take the minutes for tonight's meeting.

Minutes for the June 2014 Virginia Master Gardener Association Annual Meeting were emailed to all VMGA members and since there were no corrections, Christy moved we accept them as written. Frank Reilly seconded that motion. Motion passed.

**Treasurer's Report:**

The Treasurer's report is attached to these minutes.

Pat Reilly, Treasurer, Prince William, reported that we have improved on budgeting and expenses for the administration costs and other program expenses to operate the association. The annual year for VMGA is June 1 – May 31.

She explained that she would not read all the numbers and facts from the worksheets, but said that all tax exempt organizations should have worksheets/documents that looked like this.

A question was asked about the origin of the matching funds for the Endowment.

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

The funds for this are coming from CD#3 which was cashed in upon maturity and the funds placed in the VMGA checking account.

Christy stated that Pat Reilly is now an expert on 501(3)(c) status, and presented her with a certificate for all of her work for this and many other things to help VMGA.

### **Standing Committees**

#### **Communication:**

The committee consists of Kathryn Debnar, Roanoke, Tom Bolt, Norfolk, David Banks, JCC/Williamsburg, and Frank Reilly, Prince William, Chair.

Frank reported that David Banks and he are continually updating the web pages and recently have reorganized it. Most visited pages are the Calendar, MG College and the Endowment pages. He welcomes anyone with web page experience to join the team to keep the web page a popular tool for VMGA. Kathryn Debnar is responsible for keeping our calendar updated (reminder – send items for that calendar to Kathryn), and Tom Bolt continues to send information out on behalf of VMGA electronically to all unit reps and VMGA members. Frank reminded everyone that if a unit does not have a web site, our site can host that. Christy presented a certificate of appreciation to Frank.

#### **Education:**

The Education Committee consists of Wanda Gerard, Suffolk, Betty Jo Hendrix, Western Tidewater, and Robyn Puffenbarger, Central Shenandoah, Chair.

Robyn complimented Riley, VCE State Coordinator's Office, on her work to create the flyer for the 2014 symposium, and if you haven't, look in your folder for a save the date reminder card for the 2015 symposium that she created for us as well.

2014 – Successful VMGA/VSU/Cooperative Extension Event: The Permaculture event sponsored by VMGA and VSU took place Saturday September 27, 2014. We had 45 registrations (31 VMGA) and seven speakers attend. Costs were \$1,952.47 (honorarium, mileage, catering, program printing) and registration fees amounted to \$1,290.00. The VMGA costs were \$662.47, as this was the total not covered by registration. If you take the costs and divide by the number of VMGA attendees, the cost per person is \$14.72. For VMGA members alone, there were 155 total hours of continuing education at a VMGA cost of \$4.27/ VMGA member CE hour. As a non-profit with a mission statement that directs our efforts to education, this is a wonderful investment in our membership.

2015 – Second VMGA partnership event with VSU in Petersburg is Saturday September 19, 2015. We need a title! We have four speakers lined up and the Education committee will begin working with them shortly on titles for their talks. Jim Revell will speak about pollinators, Bryce and Karl both will talk about design, and Anita is the native plants expert. So the loose theme is design and use of natives in the home landscape. Robyn asked about the reimbursement rate for mileage if we use the federal reimbursement rate.

Costs:

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

Speaker	Honorarium	Mileage expenses	Hotel expenses
Bryce Lane	\$600	TBD	~\$125 per night
Jim Revell	\$ 50	TBD	~\$125 per night
Karl Shank	\$250	TBD	~\$125 per night
Anita Tuttle	\$100	TBD	~\$125 per night

**Outline of Education Symposia for September 19, 2015**

9:00	Arrival and registration with coffee
9:30	Bryce Lane on home landscaping focusing on natives (title to be determined)
10:30	Break
10:45	Jim Revell on pollinators (title to be determined)
11:45/12:00	Noon lunch break
1:00	Karl Shank on mimicking nature for design in home use (title to be determined)
1:50	Break
2:00	Anita Tuttle on use of natives in home landscaping (title to be determined)
2:50	Break
3:00	Panel of speakers for Q&A Session

This should allow for four-seven hours of continuing education for attendees. The committee would like approval to continue with the plans for 2015 noting that the price to attendees is not slated to cover the costs of the meeting. This event is possible with generous support of VMGA and the use of VSU facilities with Joel Koci as our host, at no cost. Prices for 2014 are provided here, the committee would like VMGA input if changes are deemed necessary.

On-time Registration		Late registration (if space is available)	
VMGA members	\$25.00	VMGA members	\$35.00
Non VMGA members	\$40.00	Non VMGA members	\$50.00

Speaker Bio's in Alphabetical Order:

Bryce Lane – is an Alumni Distinguished Undergraduate Professor Emeritus and Lecturer Emeritus from the Department of Horticultural Science, NC State University. Bryce grew up in Western Massachusetts, where he discovered his passion for plants and telling others about them, working at a local garden center through high school and college. After earning his BS in Plant Science from the University of Massachusetts in 1979 and an MS in Horticulture from The Ohio State University in 1981, he came to the Department of Horticultural Science at NC State University as a Lecturer, teaching in both the two-year and four-year programs. In 1987 he became the Undergraduate Coordinator, serving the department in that capacity for 26 years. Bryce taught both large and small courses, for majors and non-majors. In the past 30+ years, he has taught more than 20,000 students. He has received numerous local, regional, and national teaching awards and is frequently invited to speak at many workshops and symposia, about teaching as well as horticulture and gardening. He hosts and produces a three-time, Emmy winning UNC TV public television show called “In the Garden with Bryce Lane” which has been on the air for 11 seasons. Most importantly, he has been married for 37 years to his high school sweetheart, has two happily married daughters, and 5 incredible grandchildren.

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

Bryce retired from NC State in January 2014, and is now spending more time with his family, pursuing the next chapter in his public speaking career, and teaching part time at NC State and the JC Raulston Arboretum. He served as Interim Director of the JC Raulston Arboretum from July through November 2014. He is an avid gardener who has gardened in the same spot for 31 years!

Karl Shank - Karl says the bedrock of his knowledge goes back to the age of three when he first began raising plants and animals with his family on their very large, productive vegetable & fruit garden and mini-farm. By integrating increasingly sustainable practices, the Shank family transformed a sprawling fescue lawn and pasture into a healthy and beautiful oasis to eat from and call home. Later, in 1993 Karl began landscaping professionally for clients, putting into practice his years of hands-on learning, and in the process awakening his passion for ecological design, traditional stonework, native plants, and habitat restoration. Through the years Karl, along with the vision and hard work of his partner, Marly, has built The Natural Garden into an ecological landscape, habitat restoration company, and native plant nursery that is located in the heart of the Shenandoah Valley. The Natural Garden creates elegant and low-maintenance outdoor homes for people to live, eat, work, and play within by applying nature's elegant design principles along each step of the design and build process. Using this approach saves time and money and in the process creates stunning works of art that are healthy and delightful to use, beautiful and enduring.

Jim Revell – bio not yet provided

Anita Tuttle – has her Bachelor's (1988) and Master's (1995) in Horticulture from Virginia Tech. Her Master's thesis was entitled, "Approaches to Native Meadow Establishment." She has been a Master Gardener since 2000 and a member of the Virginia Native Plant Society since 1999. She is a gardener who loves to play in the dirt, for over 50 years. She is currently employed by Virginia Department of Environmental Quality. Her previous careers include garden center management, public gardens maintenance, container woody nursery, State Park Ranger, and nutrient management coordinator. She was also an adjunct instructor in horticulture with Germanna Community College from 2002 through 2012.

Wanda Gerard asked about using themed gardens as talk for a symposium, so using Christie's contacts, Robyn Puffenbarger met with Randee Humphrey and Peggy Singlemann in May 2015 at Maymont to discuss a potential education event. Here are the preliminary 2016 details for the third annual VMGA Education Symposia with Maymont and Lewis Ginter in Richmond – Saturday September 17, 2016. Since both sites are very busy on weekends for weddings in fall (October is now the most popular month for weddings in VA!), we need to plan nearly two years in advance if we want to partner with Maymont and Lewis Ginter. We discussed ways to have a reasonable number of attendees and how to use both sites. A potential plan includes allowing 60 registrants, with 30 to attend Maymont in the morning, and then they would drive to Lewis Ginter for the afternoon. The other 30 would start their day at Lewis Ginter then drive to Maymont for the afternoon. Attendees would be responsible for transportation. Walking at Maymont is somewhat strenuous.

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

Lewis Ginter Botanical Garden (LGBG) agrees to participate in an all-day Master Gardener Workshop on themed gardens, on September 17, 2016, in partnership with Maymont and the Virginia Master Gardener Association. The maximum audience enrollment is 60, divided into two cohorts of 30 each. Each cohort spends ½ day at LGBG, then goes to Maymont (or the reverse, starting at Maymont and ending at LGBG). The time spent here would include 1.5 hours of lecture/discussion, followed by a staff-led tour and boxed lunch (for morning cohort); the afternoon cohort arrives in their own cars and receives the same lecture/discussion and staff-led tour. The entire day runs from 9 a.m. to 3:30 p.m.

The LGBG offers to provide:

- A reserved classroom in the Kelly Education Center from 9 to 3:30 p.m., at the cost of \$180 (non-profit day rate)
- A total of 10 staff hours, to include two 1.5 hour lectures and two tours, 1 hour each, by two LGBG horticulture staff, at cost of \$500
- Garden admission, water station, and boxed lunch, at cost of \$27 per person (morning); \$15 per person (afternoon, without boxed lunch)
- Costs for LGBG - \$680, plus \$27 per person admission and \$15 for lunch.

Maymont Foundation agrees to participate in an all-day Master Gardener Workshop on themed gardens, on September 17, 2016, in partnership with Lewis Ginter Botanical Garden and the Virginia Master Gardener Association according to paragraph provided by LGBG. The entire day runs from 9 a.m. to 3:30 p.m.

Maymont Foundation offers to provide:

- The Stone Barn reception room reserved from 9am - 5pm at the cost of \$225 (Normal weekend rate for the Stone Barn reception room is \$100/hour. Rate shown is the \$300 weekday rate plus a 25% non-profit discount.) Please note that restrooms are down a flight of stairs.
- A water station can be provided for a flat fee of \$30/day. Please note: catering is arranged by the VMGA. Maymont's list of approved caterers is attached and though not required for events in the Stone Barn, highly recommended. There is not a catering kitchen or refrigeration in this building. *Robyn's note – we hope to have a \$15 lunch so this matches LGBG or potentially to have all lunches done by LGBG.*
- A total of 10 staff hours, to include two 1.5 hour lectures and two tours, 1 hour each, by 2 horticulturists at the cost of \$500.
- Costs for Maymont - \$805 with water station, plus approximately \$15 for lunch.

For the 2016 proposed event, VMGA will need to pay deposits, still to be determined to finalize reservations. Event would be rain or shine.

Christy presented Robyn Puffenbarger a certificate of appreciation for her hard work in getting this committee started again after several years.

**Finance:**

The committee consists of Alta Jones, Loudoun, Bill Scott, Prince William, Pat Riley, Prince William, and Pat Waring, Bedford, Chair.

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

Pat reported that the budget was mailed to all VMGA representatives and that since no changes were recommended by any that he moved the budget be accepted as presented. Pat Reilly seconded. Motion carried. Christy presented Pat Waring with a certificate of appreciation for handling the finance committee for VMGA.

Activities of the committee this fiscal year:

The Finance Committee completed work on several policies and procedures, including timely deposits of funds, mileage reimbursements for speakers, the handling of scholarship donations, the amortization of lifetime dues and the establishment of petty cash funds. A recommendation was made and accepted to redeem the Future Dues CD to decrease the amount of funds in long term savings. Additional recommendations were made to adjust the handling of personal donations and budgeting for MG College Scholarships to ensure that the selection committee will have in April an exact amount of funds available for awarding the scholarships. Work was completed to prepare the FY 2015-2016 budget proposal.

**Newsletter:**

Jan Worthy, Central Shenandoah, Editor, was absent; Tom Bolt reported that he continues to email the VMGA newsletter to all VMGA members. He asks that units continue to send information for the newsletter to Angela or Christy for input into the newsletter.

**Membership:**

Deb Straw, Hill City, Chair, reported that as of 6/24/2015 the membership total is 418 current members and that we have 161 members that have not renewed and are subject to be dropped. She apologized for the mail merge mistake that occurred a few weeks ago. Out of that computer glitch, she received donations, and some double or even triple renewals. The chart below also shows the membership numbers for the past two years.

She thanked members who renewed their membership and who have encouraged new members to join. If you have not renewed for this year please contact her for an application. An application must accompany your dues in order for the committee to process your membership application. As of June 2015, all membership notices and other correspondence will be done via email. She mentioned the color flyer that the State MG Coordinator office had put together for us to use as a recruitment tool, and stressed that we use it for that purpose. Christy presented a certificate of appreciation to Deb Straw for keeping our membership numbers strong.

	<b>6/24/2015</b>	<b>6/26/2014</b>	<b>6/15/2013</b>
ACTIVE	261	272	300
AUXILIARY	1	5	6
LIFETIME	156	165	169
EMERITUS		6	3

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

<b>TOTAL CURRENT</b>	<b>418</b>	<b>448</b>	<b>478</b>
----------------------	------------	------------	------------

**Unit Support:**

Frank Reilly, Prince William, updated the Membership on 501(3)(c) status. He stated that Pat Reilly has become an expert in terminology and information regarding the 501(3)(c) status. Because of this endeavor, VMGA has now regained that status and information to help individual units through this process is posted on our web site.

One unit asked about becoming an affiliate organization from VMGA. VMGA is not organized as a federation and cannot have affiliate organizations. Another unit requested information about liability insurance for their officers. As of this date, Frank thinks two units have this. He requests that any unit using purchased liability insurance contact him so that he can gain some insight and details to place on our web site for units that are considering this.

It has come to our attention that one master gardener group is just that, a group, without an entity. He stressed the importance that units be organized into an entity, obtain an EIN, and create by-laws so that they can be recognized as a unit, have a bank account, etc. Information to help with this is available from this committee.

**Fund Raising:**

Jody Purches, Appomattox, thanked everyone who pitched in and gave of their time to sell VMGA merchandise. She anticipates that they've sold about \$1,700.00 this weekend thus far. They think this is a record number. She also provided a report for the meeting since committee leader Tina Chaleki could not attend MG College. Christy presented Jody with a certificate for all her hard work and enthusiastic personality for peddling our goodies.

The Fund Raising Committee was made a Standing Committee when revisions to VMGA's bylaws were approved at the June, 2014 annual meeting. Tina Chaleki, Louisa, became chair of the committee and one of VMGA's board of directors. Subsequently, the Endowment Committee was dissolved to be part of the larger Fund Raising Committee. The committee now consists of three teams – endowment, merchandise sales and silent auction.

**Endowment team:**

Members of the team met via conference call with Ben Grove, Associate Director of Development. Ben informed us that there are new resources available to VMGA for soliciting donations to the Endowment and for providing newsletter materials regarding contributions to the Endowment. The team will acknowledge the new, higher level donors at MG College again this year. The current account balances are:

Cash gifts and pledge payments - \$241,442

Market value - \$311,982

Outstanding pledges - \$4,325

Deferred commitments - \$233,986

Income earned - \$26,423

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

In August, Kathryn Debnar assumed leadership for the Endowment team. The team worked on ideas for increasing donations with special donor gifts or acknowledgement events. Ben Grove, the Associate Director of Development for CALS, provided additional input to make the best use of VMGA resources. Kathryn led the team until April when she had to resign for personal reasons. Pat Reilly is now serving as team leader.

Higher level donors were acknowledged at MG College last year, and will be again this year. The team continues to provide updates and information through *The VMGA Report* and *In Season* newsletters and the website.

The team set a goal of reaching \$250,000 in cash donations and pledge payments this year. On the recommendation of the Fund Raising Chair, VMGA has challenged MGs to donate cash to the Endowment, with VMGA matching contributions up to \$6,000 from May 1 through August 31, 2015. The resulting \$12,000 will achieve the quarter million dollar goal.

Endowment account balances since June 2014:

	6.2014	8.2014	10.2014	12.2014	2.2015	4.2015	6.23.2015
Market value	\$287,986	\$307,776	\$308,842	\$310,023	\$310,818	\$307,684*	\$311,982
Cash gifts and pledge payments	\$227,016	\$235,514	\$236,114	\$237,815	\$240,651	\$237,282	\$241,442
Outstanding pledges	\$6,175	\$6,275	\$5,725	\$5,575	\$5,175	\$5,500	\$4,325
Deferred commitments	\$233,986	\$233,986	\$233,986	\$233,986	\$233,986	\$233,986	\$233,986
Income Earned	\$19,931	\$19,931	\$22,980	\$22,980	\$26,112	\$23,280	\$26,423

\*Correction of donation erroneously credited to VMGA Endowment

This year, the Endowment's interest account has helped fund the development of distance learning modules. Even with this withdrawal, the income earned increased by \$7,492. Cash gifts and pledge payments has increased by \$14,426 and the fund balance (the market value) by \$23,996, which is attributed to the VT Foundation's management of the fund. No new deferred commitments have been received. Most importantly, funds from the interest account have been used for the development of modules that can be used by units for the initial MG training. This will be helpful for units that may not be able to recruit enough volunteers to make a full training class or have resources for speakers.

#### Merchandise sales Team

The merchandise sales team expanded the inventory to include new colors: light blue has been added to the unisex t-shirts and light pink and forest green have been added to the maroon and light blue zip hoodies. Arrangements have been made to staff sales at MG College. We are still looking for someone to join the team to handle marketing (web, newsletter announcements) and the purchase of merchandise.



Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

The team brought in a total of \$3,724.96 from sales and the cost of those goods sold is \$2,397.05. The difference is \$1,327.91 which has been donated to the State Coordinator Endowment. The value of the inventory on hand is \$3,731.73.

The team this year added new apparel, a new team member and a new way to accept credit card payments for purchases. The merchandise sales team now consists of Jody Purches, Pat Reilly and the other volunteers, who help haul boxes, sell locally and jump in to assist with sales. That includes – and we know we don't have everyone here! – Julie Rogers, Eastern Shore, Mary Ann Kincaid and Betty Villers, VA Beach, Tara Joseph, Hampton, Debbie Dillion, Culpeper, Madison, Orange, and Angela Cingale and Marilyn Riddle, JCC/Williamsburg. Thanks to everyone for supporting this fund raising activity.

Jody Purches assumed responsibility for sales at meetings and events, and has done an exceptional job with sales and credit card payments at meetings and the fall educational symposium. Nelda Purcell and others are assisting at MG College. Petty cash is \$50.00

#### Silent Auction Team

The team that conducted the Silent Auction at Master Gardener College 2014 consisted of volunteers from multiple units. Many, many thanks go to Fran Wall and Kathy Stewart (Washington County), Jean Bennett, Paul Gibson, Maggie Hart, and Susan Bruns (Prince William), Betty Villers, Peggy Holmes, Vincent Foresta, Michelli Booker and Gretchen Fisher (Virginia Beach), Lynn Brammer and Gwen Ewing (New River Valley) and Cathy Charity (Roanoke). Others volunteered to help but there were already enough helpers! The close out team completed the task in record time!

The auction netted \$4,285 for VMGA's State Coordinator Endowment fund, with supplies paid by VMGA as a fund raising expense. The auction could not be as fun and raise as much money without the support of donors and those who locally have asked for donations. A huge 'thank you' to all!

The core of this year's silent auction team has been assembled. Anita Johnson and Pat Shea, Green Spring, are managing the spreadsheet. Joan Richards, Green Spring, and Angela Cingale, JCC/W have been acknowledging donors' contributions. A pair of Pats (Pat Shea and Pat Reilly) are receiving items on Wednesday at College registration. On Thursday, Lynn Brammer, New River Valley, Fran Wall, Washington County, and Michelli Booker, Virginia Beach, are the backbone of the set up team with Pat S. recording required information. The close out team is anchored by some of last year's speed wizards, Susan Bruns and Paul Gibson. Janice Aulisio (one of VMGA's scholarship winners) will be one of the cashiers. Additional help will be drafted at College. This year's auction is in progress. The final numbers of proceeds going to the Endowment will be announced at the August board meeting.

### Special Committees

#### State Fair:

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

Christy Brennan told us that the supervisors for the State Fair of Virginia have reported the highest daily attendance for this year's fair. The weather was great! Funds above the proposed budget were spent to make sure attendees had the educational materials and they still ran out of items on the last day. The 2014 theme was "protecting our pollinators." The main handout was a list of all VCE publications and the VCE web site, as well as four handouts for children. The children's' activity was making mason bee tubes and everyone seemed to have fun. Christy reported that they had over 8,000 contacts, and 122 master gardeners (11 units) helped staff the booth. They included Hanover, Henrico, Chesterfield, City of Richmond, Prince George, Norfolk, Northern Neck, Central Virginia (Louisa), Fairfax, Green Spring and MCRA (Spotsylvania, Caroline). A special thank you goes out to everyone that volunteered to make this event a success. Teachers are using the fair more than usual and appreciate that our booth reinforces what is needed for the SOLs.

The state fair has had its ups and downs, but it appears that the trend is swinging back to the roots of agriculture. An area that draws people to talk to a farmer about farming is going to be duplicated with the gardening appeal. Master Gardener volunteers from the booth will take turns being in the garden area to field questions by visitors.

On Sunday at the fair we celebrated the 100th anniversary of VCE by being one of seven VCE display areas for that day. Each fair goer was encouraged to visit at least five out of seven displays for a free back pack. Wouldn't it be great if VCE did this each year? Thanks to Dave and John who donated 15 lbs of wildflower seeds, pencils, bags and handouts to educate contacts about protecting our pollinators, VCE and the Master Gardener Program.

Christy also reported that a horticulture position for the fair is open if we know of anyone who would be interested in this type of job.

Dates for the 2015 fair are September 25 through October 4. A signup sheet to help with this year's fair has been prepared, and Christy encouraged all units to sign up for a shift or two.

### **Scholarship Committee:**

The Scholarship Committee for 2015 was made up of: Wanda Gerard, Suffolk, Lynn Jones, Rockbridge, Ted Munns, Northern Neck, Mary Ann Kincaid, VA Beach, and Marilyn Riddle, JCC/Williamsburg, Chair. These scholarships are awarded to Master Gardeners who have been nominated by their extension agent or coordinator for this award. They have shown exceptional leadership and are a credit to the Master Gardener program, both in their unit as well as statewide. This year the seven winners come from seven units: Central Rappahannock, Fauquier, Halifax, Hill City, James City County/Williamsburg, Northern Neck and Rockbridge.

Mary Ann Kincaid presented the awards and joined them for a photograph after all were handed out. Three thousand dollars were awarded this year to these luck winners:

- Betsy Ryan, Central Rappahannock
- Maryanne Sparks, Fauquier (will receive her award on Sunday morning)
- Janice Aulisio, Halifax
- Sara Jane Birgbauer, Hill City

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

- Kari Abbott, James City County, Williamsburg
- Barbara Kauneckas, Northern Neck
- Bob Kovach, Rockbridge

Christy presented a certificate of appreciation to Mary Ann Kincaid for her help on the scholarship committee.

**By-Laws Committee:**

Since VMGA regained its 501(3)(c) status, changes needed to be made to our by-laws. Members of the team to ensure the changes were made correctly were Pat Reilly, Prince William, Jim Siebeck, Fauquier, George Graine, Fairfax, and Bill McCaleb, Halifax, (chair). The revised copy with changes was emailed out two times; the changes were accepted at yesterday's VMGA board meeting. Bill McCaleb moved that we accept the new by-laws as presented and as accepted by the board for the association. Frank Reilly seconded. Motion carried.

**License Plate Committee:**

Tom Bolt, Norfolk, reported that since there was not enough support for VMGA to pursue obtaining a master gardener license plate that we should all purchase the license plate holders (\$3.00 each) for our vehicles. He actually said we should purchase two, one for the front and rear of the vehicle! Out of the 350 signatures needed for this endeavor, only 173 were received. Christy presented Tom Bolt a certificate of appreciation for all his help with VMGA.

**VMGA Celebrates its 25<sup>th</sup> Anniversary:**

Frank Reilly told everyone that as with the very first ever VMGA meeting, this one celebrating the 25<sup>th</sup> anniversary was hosted by the Hanover Master Gardeners. They did an exceptional job with that and we (VMGA) received several accolades from elected officials and others. Dave Close and John Freeborn will have to find a good place to hang the citations in their office so they remain safe and secure. Christy explained that this where she went over budget, saying we needed to have that special cake – and what an excellent cake it was. In case anyone wants to record this in history, it was Dave Close's birthday as well.

**Audit Review Team Report – Fiscal Year 2015:**

Background: The audit review team (ART) - MaryAnn Kincaid, VA Beach, Barb Bailey, Loudoun, and Karen Ehrhard, Central Rappahannock, - met with Pat Reilly, Treasurer, on June 10, 2015, to review the financial records and inventory of the Virginia Master Gardener Association (VMGA). ART's main focus was to:

1. Review the financial documents for accuracy and compliance with internal controls and offer recommendations.
2. Confirm physical inventory.

The approach was to review documents, assess functionality and use of internal controls, compare budget and actual expenses and discuss challenges faced by the treasurer and board.

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

Summary: The financial records of VMGA are in good order. All money is accounted for in the records. The physical inventory of VMGA is in good order. All items for sale are in good order and accounted for.

**Recommendations:**

- Limit checks written for “cash” as much as possible.
- Consider changing the Debit Card to a Credit Card with an appropriate limit determined by VMGA.
- When using email to vote or approve expenses, request that all officers indicate their title with their approval. For example, “I support the motion to purchase 100 additional shirts for sale at Master Gardener College as proposed. Pat Reilly, Treasurer.” This supports the treasurer’s tracking of approvals.
- Consider an Assistant Treasurer or additional financial officer to support the review of officer disbursements, compliance with IRS and state requirements, etc.
- Consider the use of Google Docs to communicate and record information.
- Deposits must be filed in a timely manner as described in the guidelines. Committee members responsible for deposits must keep the treasurer abreast of those deposits.
- The overall expenses were under budget; however, three line item expenses were identified as going over their individual detailed budget with no approval to increase the line item budget. Process to address is necessary.
- The budget, as approved by the board, must be adjusted by proper procedures if necessary. It was not clear how to handle adjustments to the budget.
- VMGA currently owns two CDs with maturity dates of 9/14/2016 and 7/3/2016. VMGA might consider a savings account due to available cash. A savings account would allow funds to be readily available when needed.
- PayPal continues to be a very useful tool for VMGA. Recommend continue to use to its fullest.
- VMGA has completed the IRS tax exempt reinstatement process and the 990N has been accepted for the current year as of 6/10/15.
- Consider a detailed Chart of Accounts document to outline what each category is used for within VMGA.
- Adhere to procedures for timely acknowledgement of cash donations to VMGA's charitable activities.

**Notes**

- All bank statements were reviewed and reconciled.
- Checks written for “cash” were reviewed.
- Checks written to board members for reimbursement were reviewed. (Correction for Double reimbursement was explained and tracked.)
- All expense items in excess of \$600.00 were reviewed in detail followed by a random sample of other expense items.
- Check endorsements were discussed and reviewed.
- Disbursements and documentation were reviewed.
- Budget and actual expenses were reviewed. (Three areas addressed.)
- Blank Check and Debit card processes / security were reviewed.

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

- Deposit tickets (timeliness) and event dates were reviewed.
- CDs were reviewed.
- PayPal was discussed and costs were reviewed.
- IRS compliance was discussed.
- Petty Cash and Inventory were reviewed.

Karen Ehrhard, Central Rappahannock, Audit Review Team Chair, reported that the financial records of VMGA are in good order. Christy presented Karen with a certificate of appreciation.

**The VMGA P.R. and Unit Outreach Committee:**

Wanda Gerard presented the following information in the absence of Angela Cingale at MG College. The VMGA P.R. and Unit Outreach Committee was formed in an effort to extend and improve communication between the VMGA board and units represented by Unit Reps. Our committee consisted of Wanda Gerard, Suffolk, Betty Jo Hendricks, Western Tidewater, Deb Straw, Hill City, Yolan Williams Hill City, and Angela Cingale, JCC/Williamsburg, Chair. We discussed and researched ways to improve VMGA's outreach and visibility and made recommendations to the board.

1. A VMGA board to go to a unit that invites us to speak at one of their meetings so we can foster fellowship and open lines communication. Christy and Angela went to two units each.
2. Establish a regional buddy system to share ideas, programs, and speaker's bureaus. This could be done with the regional officers and interested MGs getting together on a quarterly basis. Tom Bolt and Angela are working on this.
3. Mail by post the VMGA newsletters, roster and educational events to non-email members until FY2015. Mary Ann Kinkaid and committee worked on this.
4. Inform the new AG/ANR agents about the function of VMGA for all MGs. Ask Dave and John to inform the agents about VMGA. Or perhaps forward the new agent's information and have the VMGA President contact them. John and Dave have implemented this.
5. Additional educational opportunities offered on a regional level. VMGA can help them with lists of speakers and officers' presence. Education Committee will work with a unit on a regional level if advised.
6. Have a separate non-technical Communication or P.R. Committee. We established the P.R. and Unit Outreach Committee.
7. Use personal touch whenever we have meetings and at MG College. Use kinder, friendlier and gentle approach when meeting MG's anywhere. Already established.

**Snail Mail Confirmation Committee:**

In an effort to improve communications with members and provide *The VMGA Report* at the most cost-effective rate available, affected VMGA members were contacted. The committee consisted of Joan Richards, Angela Cingale and Pat Reilly. On the recommendations of the committee, the following changes were adopted upon completion of the task assigned:

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

1. Annual contact is to be made with every member, including Lifetime and Active members with VCE Emeritus status.
2. All methods to increase electronic application or renewal are to be used.
3. Members are informed through the Membership Application and Renewal Form and the website that the member is responsible for identifying an email address to which communications can be sent.
4. A feedback loop was implemented that when emails bounce, the Membership Committee will make reasonable attempts to contact the member and the Executive Committee will assist Membership when reasonable attempts fail.
5. VMGA will no longer default to postal service when emails bounce.

**Recruitment Kit Committee:**

The committee consisting of MaryAnn Kincaid, Riley Sixta and Pat Reilly was formed to provide recruitment tools for use by Unit Reps. MaryAnn Kincaid drafted the text and Riley Sixta created the graphics and layout of the brochure. Input from board meeting attendees and several reviews were conducted before the final product was sent to print. Brochures were provided to each MG College attendee and are available to Unit Reps for recruitment presentations.

The committee's next step is to use the text and graphics to create posters which are to be mounted on tri-fold display boards. An expense of \$200 for the completion of the kits is included in the FY2016 budget. The committee will turn the kits over to the Membership Committee for use by Unit Reps in each VCE District.

**Master Gardener Coordinator Office:**

Dave Close updated us on these worthwhile topics:

1. Money from the MG endowment has been put to work in creating the first release of an online educational module -Master Gardener course topic – soil education.
2. Leadership training is being coordinated. Dates are September 15, 16, October 6 and 7. The dates and locations will be sent out to unit representatives and coordinators for sign up soon. Our office is working with agents and coordinators in their training modules, and will continue to stress the importance of their roles in the Master Gardener program, and introduce them to VMGA. In December a separate MG coordinator and agent training session will be held.
3. The promised updates for both the Master Gardener Handbook and the Coordinator Handbook have fallen behind schedule. Most of the work has been done and the chapters are out for review. The changes will make these tools up to date with horticultural changes happening in the real world, and he assures us that we will like what we see. He commented that it was quite a challenge to undertake updating both books in one year!!
4. Several people from Virginia are attending the International Master Gardener Conference being held in Iowa during late September this year. He will be there giving a presentation on the leadership training that their office is using.
5. The Healthy Virginia Lawns Program is a statewide initiative, and already is drawing interest. Documents are being placed on the state website. DCR is funding \$90,000 towards this

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

worthwhile program, and Dave explained that a large portion of these funds will go back into the field; zero is being used for administrative costs/overhead. Training on how to implement this is being put together now. Both the Southeast and Northeast districts are already involved.

6. The Virginia Cooperative Extension program will belong to the School of Plants and Environmental Science and everyone is pretty sure that the change will have zero impact on our program.
7. Brag board winners were announced.
  - First place – Virginia Beach
  - Second place – Prince William
  - Third place – New River Valley and Loudon tied

Betty Villars asked if pictures of these could be sent to the units so that they would have an example of what to submit as a brag board next year.

#### Closing

Christy reported that VMGA has had a very busy year. We've written or updated standard operating procedures and/or handbooks to clarify duties for board and committee chair positions, reinstated our 501(3)(c) status, celebrated our 25<sup>th</sup> anniversary, were instrumental in funding the first on-line training module, reinstated the annual educational symposium to educate Master Gardeners about gardening, the environment, and much more. She also stated that the VMGA challenge for the endowment will run through the end of August. Mary Ann Kincaid checked with the VT office handling the endowment to inquire if when paying towards a pledge early, would that go towards the challenge so that VMGA can match it – and was told yes.

Christy then took us back in history to a time when the General Assembly cut out the funding for the Master Gardener Coordinator position at Virginia Tech and explained how the idea for creating an endowment so that the interest from the donations would be able to fund the State Master Gardener Coordinator position. Thankfully now, that threat is over because they are funding not only the position, but an assistant position, and other helpers within the office. We don't want to give in though, because our donations are being put to a good use and will come back to all Master Gardeners in time.

Meeting was adjourned at 8:10. Everyone was encouraged to go downstairs for refreshments, to listen to the musical group, and to await the results of the silent auction.

Respectfully submitted,  
Wanda Gerard for Joan Richards

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

Virginia Master Gardener Association  
Treasurer's Report  
Annual Meeting  
June 27, 2015 Blacksburg, VA

**Summary of Checkbook Activity**

Balance June 1, 2014	\$8,572.08
Inflows	\$18,291.33
Outflows	\$13,052.27
Ending balance May 31, 2015	\$13,811.14



Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

Statement of Financial Position (Balance Sheet) June 1, 2014 – May 31,

<b>Assets</b>	FY 2015
Cash - gross sales of merchandise	\$ 3,724.96
Cash - all other sources	\$ 10,086.18
Cash total	\$ 13,811.14
PayPal Balance	\$ 319.60
Petty Cash Fund	\$ 50.00
CD #1 Balance	\$ 14,502.51
CD #2 Balance	\$ 5,023.42
CD #3 Balance	\$ -
Fundraising Inventory	\$ 3,731.73
<b>Total Assets</b>	<b>\$ 37,438.40</b>
<b>Liabilities</b>	
Unearned Income – Future Dues	\$ 3,729.05
Coordinator Endowment Funds Payable	\$ 1,327.91
Restricted Gifts for MG College Scholarships	\$ 902.57
Restricted Gift for MG College Sponsorship	\$ 500.00
Restricted Pass-through for Coord. Endowment	\$ 97.60
<b>Total Liabilities</b>	<b>\$ 6,459.53</b>
<b>Net Assets</b>	
Unrestricted (Current FY Dues, Merchandise Sales)	\$ 5,865.64
Temporarily Restricted (MG College Scholarships, Future Dues, Reserve CDs)	\$ 25,113.23
<b>Total Net Assets</b>	<b>\$ 30,978.87</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 37,438.40</b>

2015

Statement of Financial Activities  
June 1, 2014 – May 31, 2015

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

<b>Revenue</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
Contributions (Scholarships+ Endowment)	\$ -	\$ 1,000.17	\$ 1,000.17
Fundraising (Gross Sales)	\$ -	\$ 3,724.96	\$ 3,724.96
Interest Income	\$ 21.27	\$ -	\$ 21.27
Membership Dues	\$ 2,140.68	\$ 3,729.05	\$ 5,869.73
Programs	\$ 1,252.33	\$ -	\$ 1,252.33
<b>Total Revenue</b>	\$ 3,414.28	\$ 8,454.18	\$ 11,868.46
<b>Expenses</b>			
Program Support (Ed. Event, Newsletter, Web)	\$ 2,210.40	\$ -	\$ 2,210.40
Donation Expenses (Endowment, St. Fair, Scholarships, Sponsorships)	\$ 4,893.76	\$ -	\$ 4,893.76
Program Services Total	\$ 7,104.16	\$ 97.60	\$ 7,201.76
General (Administrative)	\$ 1,403.75	\$ -	\$ 1,403.75
Fund Raising (Supplies, Donor Gifts)	\$ 1,181.02	\$ -	\$ 1,181.02
Cost of Goods Sold	\$ -	\$ 2,397.05	\$ 2,397.05
<b>Total Expenses</b>	\$ 9,688.93	\$ 2,494.65	\$ 12,183.58
<b>Change in Net Assets (Net Income)</b>	\$ (6,274.65)	\$ 5,959.53	\$ (315.12)
<b>Net Assets, Beginning of Year</b>	\$ 25,912.59		
<b>Net Assets, End of Year</b>	\$ 30,978.87		

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

FY15 Income and Expenses to Budget  
June 1, 2014 – May 31, 2015

<b>INCOME</b>		FY 2015		FY 15 YTD	%
<b>Admin</b>	Membership Dues FY2015	\$ 4,524.00		\$ 2,140.68	47%
	Membership Dues FY2016 – FY2025	\$ 1,440.00		\$ 3,729.05	259%
<b>Fund Raising</b>	Fundraising (Merchandise Gross Sales)	\$ 2,000.00		\$ 3,724.96	186%
	MG College Scholarship Donations		\$467.53		
	MGC Scholarship Donations FY16		\$435.04		
	Total Scholarship Donations	\$ -		\$ 902.57	
	State Coordinator Endowment Donations	\$ -		\$ 97.60	
<b>Programs</b>	Education Events	\$ 4,500.00		\$ 1,252.33	28%
<b>Total Income</b>		<b>\$12,464.00</b>		<b>\$11,847.19</b>	<b>95%</b>
<b>EXPENSES</b>					
<b>Administration</b>	President	\$ 250.00		\$ 274.30	110%
	Vice President	\$ 25.00		\$ -	0%
	Secretary	\$ 75.00		\$ 25.44	34%
	Treasurer	\$ 100.00		\$ 35.32	35%
	Professional and Legal Fees	\$ -		\$ 441.00	
	Membership	\$ 1,000.00		\$ 627.69	63%
	<b>Subtotal Expenses-Admin</b>	<b>\$ 1,450.00</b>		<b>\$ 1,403.75</b>	<b>97%</b>
	<b>Fund Raising</b>	State Coordinator Endowment	\$ 1,200.00		\$ 907.71
Silent Auction		\$ -		\$ 273.31	
<b>Subtotal Expenses-Fundraising</b>		<b>\$ 1,200.00</b>		<b>\$ 1,181.02</b>	<b>98%</b>
<b>Programs</b>	State Fair	\$ 500.00		\$ 565.85	113%
	Education	\$ 4,500.00		\$ 1,952.47	43%
	MG College Scholarships	\$ 2,500.00		\$ 2,500.00	100%
	MG College Sponsorship	\$ 500.00		\$ 500.00	100%
	Merchandise Profits to VT Foundation	\$ 1,200.00		\$ 1,327.91	111%
	Newsletter	\$ 100.00		\$ 115.13	115%
	Communications	\$ 250.00		\$ 142.80	57%
	Coordinator Endowment (pass-thru)	\$ -		\$ 97.60	
<b>Subtotal Expenses-Programs</b>	<b>\$ 9,550.00</b>		<b>\$ 7,201.76</b>	<b>75%</b>	
<b>Subtotal Expenses</b>	<b>\$12,200.00</b>		<b>\$ 9,786.53</b>	<b>80%</b>	
<b>Program Services Cash Reserve Expenses</b>					
	Fundraising (Merchandise Purchase)	\$ 3,000.00		\$ 2,771.92	92%
	Education Supplemental Speaker Fund	\$ 1,000.00		\$ 700.14	70%

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

List of Attendees

Albemarle, city of Charlottesville	Sara Elizabeth, Bernice Theiblof, Sharon Wormser
Amherst, Campbell, city of Lynchburg	Deb Straw, Sara Jane Birgbauer, Rebecca Richardson
Appomattox	Jody Purches
Arlington/Alexandria	Kate Donohue, Joe Kelly, Jane Longan
Augusta, Rockingham, , cities of Harrisonburg, Staunton, and Waynesboro	Robyn Puffenbarger, Anita Tuttle,
Bedford	Jim Revell, Pat Waring
Chesapeake	Mary Hammel, Kandy Keith, Bob Kelley, Vicky Roberts, Amy Weber
Chesterfield	Lynne Foote
Fairfax	George Graine
Fauquier	Ann Erricker
Franklin	Nelda Purcel
Fredericksburg, Stafford, Spotsylvania, King George, Caroline	Deloris Chen, Penny Clark, Luralee Cornwell, Linda Kline, Gwen Pote, Clara Yates, Betsy Ryan
Gloucester	Hurricane Thompson
Halifax	Bill McCaleb
Hampton	Rhonda Graves
Hanover	Christy Brennan, Lisa Willis, Nancy Butler
James City, County, Williamsburg	Kari Abbott, Carol Fryer, Diane Hare, Sue Liddell, Jeanne Millin, Ann Neilson, Gary Steb, Kendra Swann
Louisa	Ralph Mason
Loudoun	Sam Allaire, Barbara Bailey, Margie Bassford, Ling Lay
Montgomery, Giles, Pulaski and Floyd	Robert Lockwood, Sarah Lockwood, Beth Umberger
Newport News	Caroline Herath
Norfolk	Tom Bolt, Harriette Frost
Northumberland, Lancaster, Richmond, Westmoreland, Essex	Barbara Kauneckas, Diane Kean
Portsmouth	Ben Dukes
Prince William	Teresa Blacksmith, Jannell Bryant, Janene Cullen, Leslie Paulson, Don Peschka, Frank Reilly, Pat Reilly Bill Scott
Roanoke, Botetourt, Craig	Tonya Harper
Rockbridge, Bath	Bob Kovach, Pat Kovach
Suffolk	Sue Braford, Wanda Gerard, Pam Saunders, Jim Winters
VCE	Dave Close, John Freeborn
Virginia Beach	Mary Ann Kincaid, Carol Roll, Betty Villers, Janice Wells
Wythe, Bland	Tammie Lowry
Allegheny	Patricia Harper

Annual Meeting  
Virginia Master Gardener Association  
Blacksburg, VA  
June 27, 2015

---

DRAFT