

VMGA BOARD MEETING
POWHATAN Saturday, August 10, 2013
Host: Goochland/Powhatan MGA
MEETING MINUTES

Attending: List of attendees attached.

The meeting was called to order at 10:00 a.m. by Pat Reilly. Pat welcomed the group and advised that both Tom Bolt, president, and David Mims, vice president, were unable to attend due to health reasons.

Pat introduced John Christman, president of the Goochland/Powhatan Master Gardener Association.

John welcomed the group and provided information about local garden offerings. He provided an overview of the Goochland/Powhatan MG organization and its volunteer projects.

The attendees introduced themselves and their units.

Secretary's Report

Mary Ann Kincaid, VMGA secretary, read thank you notes from three recipients of 2013 Diane Relf Educational scholarships – Deb Straw/Hill City, Kathy Powell/Northern Neck and Joan Richards/Fairfax-Green Spring.

Mary Ann presented the minutes of the June 21, 2013, VMGA Board Meeting for approval.

The 6/21/13 minutes were approved.

Treasurer's Report

Pat Reilly, treasurer, presented the Treasurer's Report as of July 31, 2013. The report follows these minutes.

The Treasurer's Report was accepted for audit.

Betty Villers asked if the recent fundraising profits were included in this report. Pat responded that they will be reflected in the October report.

It was asked if the VaTech Foundation will be acknowledging donations of goods to the 2013 Silent Auction, as well as cash from purchases. Pat will check on this. Dave Close added that, if the selling price of an item was less than the value assigned to it by the donor, no acknowledgement would be sent. Donors of gifts can check with the Washington County MGs (Fran Wall – fwall@comcast.net) to determine the selling price of a donated item.

Pat reported that the annual Audit Report noted some items that needed clarification. Two donations to the VaTech Foundation had been made without supporting documentation; this documentation has since been acquired and added to the records. The Audit Committee also suggested VMGA use financial software. Pat advised that VMGA owns an older copy of Quicken. Kathryn Debner/Roanoke, advised that she has an unused, unopened copy of Quicken that she will donate to VMGA.

Pat Reilly advised that Techsoup.com, makes software available at no cost to non-profits.

President's Report

In Tom Bolt's absence, Pat Reilly welcomed MGs from Wythe-Bland-Smyth and Appomattox counties.

Pat Reilly advised that the on-going discussion of VMGA strategic goals will be continued at a meeting of the Executive Board today.

Vice President's Report

In David Mims' absence, Pat Reilly noted that David continues to work on fostering partnerships with VMGA. In addition, he is promoting community gardens throughout the state.

Mary Ann Kincaid reported that she and her Virginia Beach Water Stewards received great value through the VMGA connection when researching MG visits to private property.

Dave Close added that a Community Garden summit is planned.

Extension Representative Report

MG College Update – Land Care Stewards for 2014; June 25-29. MGCAT meeting on Monday, August 12; will be looking to fill at least 4 or 5 openings on the planning team. Going to a two-team structure: Planning Team & Implementation Team. I have not yet put out the application but hope to do so by the end of this month in preparation for the October meeting.

Strategic Planning session – John, Lindsey, and I are working on pulling together a 1.5 day planning retreat for the EMG program. We were originally going to do this before MG College so I could announce the results, but due to several circumstances, we decided to delay it until the first week of December. We will be collecting input at the Leadership Development Trainings later this month and in September to gather more information for the process.

Leadership Development Training dates set for. . . .

1. August 20, Southwest District, Wytheville
2. August 21, Central District, Appomattox
3. September 11, Northern District, Warrenton
4. September 12, Southeast District, Williamsburg

Statewide volunteer enrollment/re-enrollment forms were sent out in late July/early August. These are to be used when registering new Extension MG trainees and for annual commitment forms for returning Extension MG Volunteers. They are not intended to be modified, but they can be customized to the local unit's name, the year, and when they are due back to the office.

Recently announced the second iPad publication contest. We are waiting to publicly release the winner from last year's contest.

We will have a new Associate Specialist for Volunteer Development back on staff by September 10. Jeremy Johnson is currently a 4-H agent in James City County. He will be making the transition in the coming weeks. He will spend one year at the Tidewater AREC and then move to Blacksburg following that.

Thank you to everyone who submitted responses for the Volunteer Leadership Survey that went out last Monday. If you have not responded, you have until Monday, August 12, to do so. I will stop receiving responses that morning.

Soon the Master Volunteer Impact Team will be launching a VCE-wide survey to gather impacts on all of our VCE volunteer programs from volunteers. Be watching for this and please give us your feedback. This will be critical as we develop a strategy to articulate the Public Value of VCE within the context of our volunteer programs. Your participation in the survey is a critical piece to our plan.

VMS still set to be rolled out statewide January 1. We currently have the rosters entered for nearly all 60+ units which is a critical step toward getting a unit onboard with the system.

Dave responded to questions regarding use of VMS. He explained that everything listed against which MGs post hours is a project. VaTech will be advising the software author of possible modifications for the next revision roll-out.

Dave asked for suggestions for speakers for MG College.

Committee Reports

Audit

Pat Reilly reported that the Audit Committee is a 'special' committee. It is formed annually in February and meets to audit the year's financial records before the VMGA Annual Meeting at MG College.

Pat Reilly thanked Lorri Girling, Hill City, and her committee for the work they did in 2013.

Unit Support

Frank Reilly, chair, reported that the members of the committee are Pat Reilly, Karen Sacasky, Betty Villers and Frank Reilly and whoever else is needed.

There has been no Activity to report since the last meeting.

Communication

Frank Reilly, chair, reported the members of the committee are David Banks, Ralph Mason, Kathryn Debnar and Frank Reilly and whoever else we can get.

Since the June regularly scheduled meeting there have been 16,800 page views, by more than 2,684 unique visitors; most are from the US, but Romania is next

and the Romanians have used twice as much bandwidth as the US. Ukraine and China are next and Russia close behind.

Since the June regularly scheduled meeting, the web page has been updated on 44 separate occasions. 84% of all visitors come through the front page of the site. State Fair is picking up in visits followed by directions to this meeting, information from Unit Support about Tax Exempt status, and the minutes.

VMGA, through the Communications Committee, can help you host your unit's web site for a while under certain conditions.

Coordinator Endowment

Pat Reilly reported that the State Coordinator Endowment gained approximately \$6,500.

As of 8/7/2013:

Gifts and pledge payments	\$202,655.52
Outstanding pledges	\$5,324.00
Deferred/future support	\$190,000.00
Endowment income earned	\$48,722.67
Total	\$446,702.19

The committee has received invitations to speak on the Endowment to the Northern Neck and Montgomery County Master Gardeners, and welcomes the opportunity to visit others.

Pat noted that the fund is at a point, nearing \$500,000, where it is attractive to donors to contribute a significant amount to reach the \$1 million goal.

Pat explained that the Coordinator Endowment fund is designed to help pay salaries of MG Coordinator and staff, if needed, and can be used, when necessary, to help supplement MG programs. She noted that Ben Grove (ben.grove@vt.edu), VaTech Foundation, is the main contact for this fund.

Pat has available the Dogwood pin, given to donors who pledge \$50 for five years. She asked that reps take these pins and give them out as they become aware of local Coordinator Endowment pledges in this amount or higher.

The question was asked 'who determines how the Coordinator Endowment funds are spent?' Pat replied that VMGA and its Executive Board would make such decisions. The goal is to raise \$1 million for the Coordinator Endowment Fund. All expended funds would come from the earnings of the fund.

Discussion was held about the status of the existing Coordinator Endowment brochure. Dave Close advised that Lindsey, of his office, will be working to get the brochure on the VMGA web site.

Any donations that are designed for the Coordinator Endowment Fund should have that account number written on the memo line. The number is **886119**.

Dave Close advised that, once a pledge is paid, the donor is listed on the Extension web site (hort.vt.edu/mastergardener/).

It was noted that the fund is an asset of the VaTech Foundation.

Diane Relf Education Endowment Fund

Pat Reilly noted that a chairperson is needed for this committee. Marilyn Riddle, JCC/Williamsburg, volunteered to be the chair. Anyone who has already been a recipient of the scholarship and would like to serve on the 2014 committee should contact Marilyn (mmiddle@cox.net).

Pat Reilly will advise the former committee chair, Leslie Paulson/Prince William, of Marilyn's acceptance of the chair position.

Education

Pat Reilly noted that, in the past, the VMGA Education Committee, has been involved in one or two annual education events in different areas of the state. A chairperson is needed to continue this work. Robyn Puffenbarger, Central Shenandoah, volunteered to head the committee. Wanda Girard/Suffolk volunteered to serve on the committee. Others interested in serving should contact Robyn Puffenbarger (rpuffenbarger@bridgewater.edu).

It was determined that one topic would be "Sustainable Gardening for Life" and the plan would be to train MGs to teach the subject in their own communities, a "Train the Trainer" approach. Joe Kelly/Arlington volunteered to help get the materials together for this education event. Angela Cingale/JCC/Williamsburg,

advised that the materials are on line. Frank Reilly/Prince William volunteered to assist for this event.

Pat Reilly will advise Barbara Geer/Prince George of the new committee chair so Barbara can contact Robyn to pass on VMGA Education Committee information.

Finance

Pat Reilly noted that the Finance Committee is a Board committee. It begins meeting in February, getting budget requests from officers and chairs, then puts together a budget for presentation to the Board and the Annual Meeting at MG College.

Pat Waring/Bedford has agreed to chair this committee.

Fundraising

Betty Villers, chair, requested that someone volunteer to chair the committee. She provided an overview of the responsibilities.

Betty reported she had turned over to Pat Reilly, Treasurer, \$1,496.70 the last day of MG College for sales of VMGA merchandise. Since then there have been sales of \$88 plus additional sales at today's meeting.

Membership

Deb Straw/Hill City, chair, advised there are currently 550 members. Of these 171 are Life members, 7 are Auxiliary members and 372 are Active.

122 members from 2012 have not renewed. They will be dropped from the membership list and the 2013-14 Roster will be published on-line and by mail, as needed.

Deb asked the VMGA reps to continue to promote VMGA membership in their units, bringing membership forms to meetings, etc.

Deb noted that the Four County MG unit has split. Culpeper, Orange and Madison will stay together and Rappahannock will join Fauquier. Deb asked Dave to confirm and to advise the name of the newly formed 3 county unit. She will contact the newly formed unit to request a member be appointed as VMGA rep. Deb will contact Jim Scibek, Fauquier VMGA rep, to learn the names of those Rappahannock MGs who have joined Fauquier.

Newsletter

Pat Reilly advised that the newsletter editor is Ben Dukes/Portsmouth. The deadline for submission of materials for the next VMGA Report (to be published in September) is Sunday, August 25. Materials should be e-mailed to Ben at bendukes73@gmail.com.

Nominating

Joe Kelly, chair, reported that he has received only four suggestions for nominees. He noted that four officers are to be elected – president, vice president, secretary and treasurer. The slate is due to the Executive Board 150 days in advance of the VMGA Annual Meeting, which is scheduled for Saturday, June 28, 2014, at MG College. Joe asked that reps provide him with the names of potential candidates as soon as possible.

Silent Auction

No report was available from the Washington County MGs who chaired the 2013 Silent Auction.

It was noted that about \$3,500 was raised by the Auction for the Coordinator Endowment Fund.

Pat Reilly noted that, ideally, a new Silent Auction group works one year being mentored the existing Silent Auction Committee; the second year it handles the Auction alone and the third year mentors the next group.

Which unit will head up the 2014 Silent Auction is to be determined.

State Fair

Christy Brennan, chair, noted there are two dates still available for working at the MG Booth – September 22 and October 4. The Fair runs from 9/27 to 10/6. The hours are 10 a.m. to 10 p.m. It is suggested to arrive early for parking.

The layout of the Fair has been changed this year. The children's activities are all on one side, which makes the area more crowded.

VMGA will again have to buy tickets for the volunteers. \$350 has been budgeted for this by VMGA.

Unit Reports

The question for the day was ‘how does your unit handle Speakers Bureau.’ Reps from several units responded. Some units provide ‘canned’ presentations that any MG can deliver. Other units have subject matter experts who ‘own’ their presentations. Frank Reilly noted that there are presentations available at advancedmastergardener.org.

It was requested that the question for the day for the October VMGA Board Meeting be ‘how does your unit do plant sales.’ Mary Ann Kincaid will remind the reps of this question when sending out information regarding the October meeting.

Old Business

Diane Relf Scholarship Criteria

Discussion was held on the earlier suggestion that the small/large unit set aside be removed from the Diane Relf Scholarship criteria, i.e. all applicants would be considered equally, with no consideration as to the size of their unit. Small units are considered units with 70 or fewer members.

George Graine noted that the number of projects worked on by a unit is not, necessarily, an indication of the unit’s size. Mary Ann Kincaid provided an overview of the Scholarship application, so attendees could know on what criteria applicants are judged.

Mary Ann Kincaid made the motion that the small/large criteria be eliminated from the Diane Relf Scholarship application. The motion was seconded. The vote was by raise of hands; Nay – 6 and Yea – 25. The motion carried.

The Diane Relf Scholarship application will be modified to eliminate the statement on ‘large or small unit.’

New Business

None

Announcements

The next VMGA Board Meeting will be held Saturday, October 12, in Heathsville in the Northern Neck.

The meeting adjourned at 1:25 p.m.

Submitted:

Mary Ann Kincaid
VMGA Secretary

Treasurer's Report
Virginia Master Gardener Association
Meeting of the Board of Directors
August 10, 2013, Powhatan VA

Summary of Checkbook Activity

Balance May 31, 2013	\$18,986.10
Deposits	\$4,702.70
Withdrawals	\$3,500.37
Ending balance July 31, 2013	\$20,188.43

FY14 Income and Expenses to Budget
June 1 – July 31, 2013

INCOME

	2014 Budget	FY14 YTD
Membership Regular	\$4,320	\$648
Membership Life, Adv. Dues	\$1,320	\$108
Education	\$6,000	--
Fundraising	\$1,200	\$1,497.70
Total Income	\$12,840	\$2,253.70

EXPENSES

Officer Expenses – President	\$250	--
Vice President	\$25	--
Secretary	\$75	--
Treasurer	\$85	\$6
Standing Committees – Communications	\$250	--
Education	\$6,000	--
Membership	\$1,000	\$97.60
Newsletter	\$500	--
Special Committees – Nomination & Elections	\$150	--
State Fair	\$350	--
State Coordinator Endowment	\$1,200	--
Education Endowment Fund (College Scholarships)	\$1,155	\$1,155
Marketing	\$200	--
Other Expenses – MG College Sponsorship	\$400	--
Transfer of Fundraising Income to VT Foundation	\$1,200	--
Total Expenses	\$12,840.00	\$1,258.60

ATTENDEES* – VMGA BOARD MEETING
8/10/13 POWHATAN

Appomattox	Jody Purches
Arlington/Alexandria	Joe Kelly
Bedford	Pat Waring
Central Shenandoah	Robyn Puffenbarger
Central Virginia/Louisa	Tina Chalaki
	Ralph Mason
	Bob Meier
Chesterfield	Lynne Foote
Fairfax	George Graine
Fairfax/Green Spring	Cyndi Bishop
	Fred Blott
Franklin	Nelda Purcell
Goochland/Powhatan	Sharon Smith
	Hanne Kallman
	Lou Hillard
	Kathy Barnes
	John Christman
Halifax	Charles Stallard
	Loretta Stallard
Hanover	Christy Brennan
Hill City	Deb Straw
	Lorri Girling
James City Cty/Wmsbg	Angela Cingale
	Marilyn Riddle
Loudoun	Alta Jones
Northern Neck	Diane Kean
	Ted Munns
	Janice Mahoney
Prince George	Cheryl Sebera
Prince William	Pat Reilly
	Frank Reilly
	Janet Scott
	Bill Scott
Roanoke	Kathryn Debnar
	Lewis Shontel

Suffolk

Wanda Gerard

Virginia Beach

Betty Villers

Fran Shelton

Jim Kincaid

Mary Ann Kincaid

VT/VCE

Dave Close

Wythe/Bland

Tammie Lowry

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