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**Minutes of the August Regularly Scheduled Meeting of
The Virginia Master Gardener Association, Inc.
August 14, 2004
South Hill (South Central)
(Draft)**

Attendance

(Amherst, Campbell, Lynchburg) Bill Morton, Karen Sacasky, Al Thompson; (Brunswick) Cynthia Gregg; (Chesapeake) Pinky Derieux, Pauline Price (Fairfax) George Graine; (Fauquier) Jim Scibek; (Goochland/Powhatan) Chuck Miller; (Halifax) Bill McCaleb, Grace Elliott; (James City County/Williamsburg) Angela Cingale, Ann DeForest; (Northern Neck) Jinny estell, Pat Rogers; (Prince William) Frank Reilly, Pat Reilly; (Rockbridge) Ted Jenks; (Roanoke) Kathryn Debnar; (South Central) Lola Edwards, Barbara Matthews, George Pace; (Virginia Beach) Fran Shelton; Betty Villers (Virginia Tech) Dave Close, Max Bales; (York) Jackie Lohr

Call to Order

President Bill McCaleb called the meeting to order at 10:00 a.m.

Introductions

President McCaleb welcomed us all to the August board meeting in South Hill. He then introduced Cynthia Gregg, Extension Agent, Brunswick County, who works with MGs of South Central VA (Mecklenburg, Lunenburg, and Nottoway counties). She thanked everyone for coming out in such bad weather with the hurricane due to arrive later in the day. Her MGs have volunteered 2300 hours and made 10,000 contacts. Some of the projects include youth and senior programs, the horticulture hot line, and home visits. From roses to tomatoes to water gardens the MGs have added volunteer hours valued at \$134,000 to South Central Virginia. Attending with her were Barbara Mathews (Mecklenburg); Lola Edwards (Lunenburg); George Pace, Celia and Dick Elway (Nottoway).

Treasurer's Report

Treasurer Pat Reilly reported:

Checking Account Balance as of 6/8/2004

\$3,161.92

Income			
	Deposit - Membership	\$2,506.00	
	Donations to EEF	\$507.75	
	Total Income		\$3,013.75
	Checking Account Balance		<u>\$6,175.67</u>
Expenses			
	Membership	\$44.85	
	EEF Recipients	\$600.00	
	Newsletter	\$682.63	
	(June & Aug printing, June postage)		
	Bank Expense (May)	\$9.95	
	Total Expenses	\$1,337.43	<u>-1,337.43</u>
Checking Account Balance			<u>\$4,838.24</u>
Money Market			\$5,435.28
CD Balance			\$6,396.51
Relf Endowment Fund			\$4,200.91
Total Overall Balance of Accounts			\$20,870.94

Will maintain checking account daily collected balance above \$2,500 to eliminate bank charge. Suggested we put some of Money Market balance in checking account to avoid the charge. As membership numbers are rising she would like to introduce an option to pay dues by PayPal which we can link to our website. It is secure and a lot of people use it. As people do banking online, they can pay their dues on line as well. On the website at the membership page to pay by PayPal one would click on the PayPal icon, that takes you to PayPal site where you enter some information. It generates all that information to Pat that the deposit has been made to the VMGA account and then Pat will notify Pauline (membership) the person has paid dues and transfer any necessary information such as name and address. Cost is 65 cents per transaction. Anticipate there will be options for people to contribute to the endowment fund. Will save us time and we'll have more accurate records. Can have it up and running next week.

Motion made and carried to accept Treasurer's report as presented. Motion made to accept PayPal as part of our payment program. PayPal report will indicate what person bought, dues, life membership, etc. Amendment to motion - VMGA will accept membership payments via PayPal. Members can still pay by check.

Minutes

The June minutes were accepted.

Committee Reports

Education - Fran Shelton and Pinky Derieux, Co-Chairs

The Education Committee met while at MG College on June 11 to discuss plans for the September 18 Continuing Education trip to the State Arboretum of Virginia at Blandy Farm. Margaret VanWinkle will be handling the registration form for the newsletter and website. Joan Clements will be responsible for the continental breakfast on the morning of the seminar and will be asking for help from the MGs located in that area. Debbie Hamilton and Louise Livinghouse will handle all registration forms and monies for the Blandy trip. Cut-off for registration will be September 6th, must notify Blandy number of MGs attending in order for them to provide sufficient guides. Program cost more than usual as we are giving a donation of \$200 to Endowment Fund of the Arboretum, a \$75 gift certificate to Dr. Carr (for a book company), and paying \$75 for tent set-up. We will provide lunch for speakers and bottled water for all those attending. MGs will have to purchase sodas for lunch as they were not provided in cost of lunch. Need 45 attendees to break even.

Hope to have next program in Halifax/Danville area as it is very central in the state. Education committee is trying to move the programs around to different areas of the state to get more MGs involved statewide. More information at October meeting.

Newsletter - Florace Arnold, Editor

Florace was not in attendance. The deadline for the next issue is September 1. Looking for handy tidbits, local units and members who receive awards should let others know about it.

Membership - Pauline Price, Chair

We now have 636 members and 107 Life members. It should be noted that 239 have not renewed. Pauline passed out a list of those not renewing and asked those attending to check for names in their unit and contact them. If they are not renewing, ask why. As an organization it would be nice to know why people are not renewing.

Communication/Unit Support - Frank Reilly, Chair

Unit Support

Members: Pat Reilly, Karen Sacasky, Kerry Goldmeyer, Cheri Haggerty and Frank Reilly and whomever else we need.

1. Northern Neck requested job descriptions for paid MG Coordinators. We poled the paid coordinators we know and provided job descriptions for 5 different positions. Most MG Coordinators have duties in addition to MG Volunteer coordination. These job descriptions will be posted on the web site at the Unit Support Committee page, since it seems likely that additional units will realize the advantage of providing a paid coordinator.
2. Pat Reilly and Dave Close appeared on Farm TV in mid July to discuss MG issues.

Communication Committee

Members: Cheri Haggerty, Pinky Derieux, Kathryn Debnar, Shelby Snyder and Chair Frank Reilly and whomever else we can get. Since the June regularly scheduled meeting, there have been 15,082 visitors to VMGA.net. About 65% of our visitors visit the front page during their stay. New stuff gets mentioned there

1. The single site giving us the most referrals in the past month was <http://vphc.com/> - Virtual Parrot Heads Club. They were closely followed by Vitkovice Shipyards in Czechoslovakia and Texas Fishing Forum. We got 24 visitors from the Farm Radio web page after Pat Reilly and Dave Close appearance.
2. 380 visitors viewed the educational events page since the notice was put up about our September educational event. Applications for the Continuing Ed event at Blandy are available at the web site.
3. Since the June meeting, the web page has been updated on 45 separate occasions. All of the officer and committee chair information have been updated to reflect the regime change. Likewise the Membership page and application materials have been changed to reflect the dues increase.
4. The most popular pages in the last three months have been Hort Updates, College Home Page, Educational Events, Minutes, Calendar, Unit Reports, MGPW and News.
5. We sponsored an Essentials of Web Authoring class in association with MG College, and more than 25 attended. They all constructed their own web site before they left the room.
6. Kathryn Debnar is currently accepting changes to the calendar. Cheri Haggerty maintains the links page. Both pages have been updated and you can expect more there soon.
7. Interested in getting pictures from MG College so that we can begin to produce the MG College recruiting CD for next year in time for a December delivery.

State Fair - Christy Brennan, Chair

No report. Calendar is on website, there are still a few empty slots. The State Fair will again be in Richmond from September 23 - October 3.

Unit Reports

The Unit reps attending presented written reports or have e-mailed them to the secretary. They will be posted at www.VMGA.net and in the next newsletter.

During the unit reports the VCE Civil Rights Compliance Review came up. President McCaleb stated every extension office maintains records showing they are trying to reach out to all facets of the population and as MGs we need to do the same as we advertise for our classes.

Extension Liaison - reported by Dave Close, MG Coordinator

MG Name tags - MG nametags can be ordered quarterly; March, June, September and December. All this is contingent on the budget. As long as there is money available you will have nametags and there doesn't seem to be a problem this year. The nametag information was forwarded to Pat Sobrero, new Extension Director, and Dave is waiting to hear from her when to issue nametags to volunteers. Once he gets the final word, he will let us know. Pat Reilly reminded Dave the number of nametags will go up as the requirement that they be issued to volunteers of continuing responsibility is dropped. Dave will make sure Pat Sobrero is aware of that. Final word should be coming out soon.

State record keeping system - The process will start early next spring as Dave sits down with programmers to overhaul the state system to iron out bugs that have been persistent since the beginning. Will take 12 to 18 months as they look for something new for everyone to work with. It will be improved, different program language, interface will be a little more user friendly. Asking everyone to keep sending comments and suggestions. Local units will still send hours for service awards. Looking at July 1, 2006 for new system to be in place.

Sudden Oak Disease (SOD)- There is a national effort to get MGs involved as front line detectors of SOD. They're asking each state to develop a plan to deal with increased samples and diagnosis. Dave

met with a 40 state teleconferencing group and a state group is meeting August 31. This group will develop the framework for Virginia. Another nationwide training teleconferencing will be scheduled for October. Initial training will be offered to MG coordinators and agents who have some level of responsibility with plant diagnostics.

MG College - There were 225 to 250 MGs attending this year, the largest group ever. Send photos to Frank Reilly or Dave. Hope to top 300 MGs attending in 2005, June 22-26. A group will meet in September to review comments from this year's MG College.

Listservs - There is a MG coordinator's listserv (MG coordinators or record keepers of the local units) and a MG volunteer listserv (187 MGs currently). Just send email to Dave if you want to be on the listserv or signup online. Purpose of listserv - MGs to talk among themselves within entire state to share ideas and get suggestions on how to do projects that you might consider for your unit. Good way to get information quickly from all parts of the state.

New faculty - Director of Cooperative Extension, Pat Sobrero came on board July 1. President McCaleb has already sent her a welcome message from VMGA. She has already had interaction with MGs in the state and is impressed with the strong leadership. New Director of Agriculture Resources, Jim Riddell assumed role as Associate Dean and Director of Agriculture and Natural Resources (ANR), August 10.

Leadership Development Newsletter - Newsletter is being redesigned, new look, new format, new title (In Season), cover in four colors. Should be out in next few weeks. If you're in state record keeping system you should be getting it. Dave plans to visit all the local units across the state in the next 8 to 9 months. He will also spend some time overhauling the VaTech website to make it more visible.

Pest Management Guide - There was an in-service session in Hampton Roads in July where comments and recommendations were made. Joyce Latimer is the Extension project leader and will coordinate changes. Because a different individual wrote each chapter, each person will be contacted to adjust their chapter based on recommendations as they come in. Questions about search engines on VaTech website, contact Dave directly with problems. The PMG is going online. There will not be any hard copies until 2005. Dave will check to see if there are any copyright issues in copying the PMG.

Any questions?

SOD (Sudden Oak Disease) - Lynette Swanson in Norfolk is planning a training session for her group. Fairfax and three or four agents/coordinators across the state have already worked on some type of training for their units. President McCaleb commented training is to make sure you can track source to final recipient. There will be a 14-question questionnaire for MG running hort line and when someone calls in and says I think one of my plants is showing SOD symptoms - they can go through this questionnaire with them to determine if homeowner should submit a sample. Concerned there could be utter chaos if media gets hold of this. If sample is needed the MG will go through the process of how to collect the sample. The major portion of the teleconferencing Oct. 26 will be how to go through the process and steps that need to occur. Already in place in CA, MD and WA. Georgia has processed 1500 samples but they're not seeing a large influx of samples based on folks calling in about it because they've got the MGs out there as front line detectors and eliminating false reports. Questionnaire developed by the North Central IPM can be viewed at www.NCIPM.org. Will be taking five questions that Hanover has developed to the meeting in October.

George Graine (Fairfax) shared two informational booklets received from the Fairfax agent. One is Non-native Invasive Plants of Southern Forests, A Field Guide for Identification and Control, USDA and James H. Miller. The other is Caterpillars of Eastern Forests, Forest Health Technology Enterprise, USDA FHTET-96-34, Nov 97, Forest Service. .

Unfinished Business

Education Chair/member serving on MG college Advisory Committee: Dave reported the Advisory Committee is made up of several folks from all across the state, including a couple coordinators, two extension agents, MGs and the president of VMGA. Dave's feeling is the VMGA is already represented and he prefers to keep it to one representative, but if the president wants someone else to sit in his place that would be fine. Would like to make sure representation on Advisory Committee is broadly across the state and not just with VMGA.

Elective Electronic Newsletter: Fifty new and renewing members responded to receive the VMGA newsletter by email. Need to let people know they can receive newsletter by email. Discussion followed on format and if on website, it can be downloaded. Will put word out we're looking for someone to take care of sending out newsletter by email. Frank (webmaster) indicated he would not be able to handle this. Chuck Miller (Goochland-Powhatan) recommended someone in his unit. Encourage people to use the website and search engines as a great source of information and resources.

New Business

Endowment Funding: Max Bales, Director of Development of the College of Agriculture and Life Sciences said the Endowment is at VA Tech. He has worked with other groups to put together endowments. He has cleared this with the Dean of Agriculture and she is very interested in working with us. The minimum for any type of endowment is \$50,000. If for some reason \$50,000 is all that we raise, then we'll have an endowment set up in place that will start growing. It will grow as VA Tech Endowment grows and will pay 4.7%. Money will be used to offset cost of MG Coordinator position. This endowment protects the position from being booted. We have to reach \$50,000 in five years. If at five years we don't have the \$50,000, we will have to take a look at what we're doing. We can keep adding to the endowment, there is never a time we can't accept an investment into the endowment. VaTech views MGs as being worthwhile. He said you're telling Tech, we will have a presence. We need to think about who to ask for monies. The endowment committee is meeting and will need input and ideas from local units.

Lifetime Membership Committee: The committee will make recommendations at the December meeting.

VMGA Finance Committee: Treasurer and representative from each of the standing and special committees will make up the committee to put together a proposal for the budget as well as look at our investments. Motion made and approved that committee members include Bill Scott, Ted Jenks, Al Thompson, and Margaret VanWinkle.

Special License Plate VMG's: Proposal that we have a specialized MG license plate. Would need to sell 300 with money up front during a 12-month period, and have artwork done. After discussion, it was decided to drop the idea. Pat Reilly proposed an alternative, plastic license frames. There is no set up cost, they would cost us \$3.40 each for 125 and could sell them for \$5.00. Consensus there was interest in plastic frame. Pauline Price and Pat Reilly will look into this and bring back information to next meeting. Pauline will also investigate providing a shirt that would say 'Virginia Master Gardener'. Purchase can be tied with membership.

Increasing Unit Representation: President McCaleb wants everyone to know what the state is doing and that is accomplished by increased unit representation at VMGA meetings. VMGA represents

all MGs. Two of his goals for the year include keeping the Association financially solvent and keeping communication running smoothly between VaTech and the Association.

Announcements

Next meeting October 16, 2004 in Chesapeake. The following meeting will be December 11, 2004 to be held in the Northern Neck area.

The meeting was adjourned at 1:57 p.m.

Respectfully submitted,

Betty Villers
Secretary
VMGA

**Minutes of the October Regularly Scheduled Meeting of
The Virginia Master Gardener Association, Inc.
October 16, 2004
Chesapeake**

Attendance

(Chesapeake) Pinky Derieux, Carol Dixon, Charles Lastinger, Pauline Price; (Fairfax) George Graine; (Fauquier) Jim Scibek; (Goochland/Powhatan) Chuck Miller; (Halifax) Bill McCaleb; (Hanover) Christy Brennon, Cheri Haggerty; (James City County/Williamsburg) Ann DeForest; (New River Valley) Bill Gottert; (Norfolk) Tom Bolt, Donald Snipes; (Northern Neck) Jinny Estell, Pat Rogers; (Prince George) Cheryl Sebera; (Prince William) Pat Reilly; (Roanoke) Kathryn Debnar; (Rockbridge) Ted Jenks; (Virginia Beach) Liz Maurer, Fran Shelton; Betty Villers; (Virginia Tech) Dave Close; (York) Jackie Lohr

Call to Order

President Bill McCaleb called the meeting to order at 10:00 a.m.

Introductions

President McCaleb welcomed all to the October board meeting and thanked Chesapeake group for ordering such good weather with 70 degrees. He asked Pinky Derieux to tell us what the MGs in Chesapeake have been doing. She reported they have been busy with committee meetings and getting ready for the next orientation class and anxiously looking for an Extension Agent. Thanks to everyone for coming such a long distance. Introductions followed around the room with names and units represented.

Treasurer's Report

Treasurer Pat Reilly reported:

Overall Balance of Accounts

Checking Account Balance	\$5,159.82
Money Market (including PDR EEF of \$4214.91)	\$7,629.67
CD Balance	\$6,396.51
Total Overall Balance of Accounts	<u>\$19,186.00</u>

Checking Account

Balance as of 8/14/2004	\$3,161.92
Income	\$4,236.00
Expenses	-
	(Includes dep of \$2,000 from MM)
	-\$2,238.10

Balance as of 10/16/2004

\$5,159.82

Year to Date Income & Expenses to Budget

Income YTD

Committee	Budget	Income	Remaining
Membership	\$5,000.00	\$1,907.00	\$3,093.00
Education	\$0.00	\$216.57	\$0.00
	\$5,000.00	\$2,123.57	\$2,876.43

Expenses YTD

Committee	Budget	Expense	Remaining
Comm/Unit Support	\$450.00	-\$163.00	\$287.00
Membership	\$1,500.00	-\$155.13	\$1,344.87
Newsletter	\$1,875.00	-\$1,180.09	\$694.91
State Fair	\$50.00	\$0.00	\$50.00
Gifts	\$600.00	\$0.00	\$600.00
Marketing	\$200.00	\$0.00	\$200.00
Nom & Elections	\$0.00	\$0.00	\$0.00
President (SCC)	\$75.00	\$0.00	\$75.00
V Pres	\$25.00	\$0.00	\$25.00
Sec	\$50.00	\$0.00	\$50.00
Treas (banking)	\$175.00	-\$62.30	\$112.70
	\$5,000.00	-\$1,560.52	\$3,439.48

From now on the Money Market account will include the Business Savings Account which was not making very much money, less than the Money Market. The amount in the Education Endowment Fund will always be shown as a part of the Money Market Account. Because we were being charged a bank fee, \$2,000 was moved from the Money Market Account to the Checking Account in order to maintain a daily collected balance high enough not to incur the fee.

Dues renewed for two years and life memberships will go into a restricted account not to be used in budget year of 2005. It will be used in the year 2006 or 2007. Monies for Life memberships will be allocated at \$12 a year for eight years. Money from dues we raise this year will be for 2006. Remember, the budget is a guide line. Pat asked for questions and if this was usable, she will continue to do it this way. Masters Gardeners can now become members of the state association, renew memberships and make donations to the education endowment fund online. It is all through PayPal. Report was accepted.

Minutes

The August minutes were accepted.

President's Report

President, Bill McCaleb reports there has been a lot of action on the internet between committees and Dave Close on the ListServ. At the end of this month, October 30th, the Finance Committee will be meeting. Just had meeting with MG College Advisory Committee in Charlottesville September 24th. Cheri Haggerty attended in Bill's place.

There has been lots of information flowing back and forth and discussion on the Endowment Committee for the state MG coordinator position. The committee was set up originally by the past president, Jim Scibek. The committee members are Angela Cingale, Dave Close, Kathryn Debnar, Carol Dixon, Jane Platt, Pat Reilly, and Jim Scibek. Since Jim appointed the original committee, President McCaleb asked each of the committee members to continue to serve and asked Board's approval to include Jim Scibek and Dave Close on the committee. It was approved and Pat Reilly was approved to serve as chairman.

Vice President

Cheri Haggerty as Vice President has been given the task of getting better representation at board meetings and make every unit aware of VMGA.. Cheri's goal is to go through the MG Coordinators as listed on the website and ask them for recommendations for someone to be a rep so we can see what is going on all over the state. At the State Fair and Harvest Jubilee while talking to MGs, she found people who had never heard of the VMGA. Her goal is to make every unit aware of the VMGA and what we can go for them and what they can do for us. Bill McCaleb's group is helping the Appomattox group by teaching some of their intern training classes.

Committee Reports

Education - Fran Shelton and Pinky Derieux, Co-Chairs

On September 18, 2004, a program was presented at the State Arboretum (Blandy), with approximately 62 MGs signing up for the program but 7 MGs did not attend.

Due to Hurricane Ivan's presence, the Winchester area experienced rain, winds, thunderstorms and tornadoes on Friday and continued into Saturday. Based on the weather predictions. Mary Oline, Assistant Curator of Education at Blandy had planned an alternative program for VMGA. Saturday morning, the area was still experiencing cloudy conditions and misty rains.

Due to the weather, we began the program in Blandy's library with Dave Carr speaking on "Flower Diversity" and Emily Huttar and Marsha Burd stepped in at the last minute from the Warren County MGs and gave a PowerPoint presentation on the restoration of the gardens of a historic home in their community.

Thereafter, the weather cleared, and we were able to continue the program with the walks/talks on the grounds of the Arboretum.

Even though Hurricane Ivan was in the area, the program was a success and well attended.

The Education Committee will be meeting in Leesburg, Virginia, on Monday, October 18th to fully evaluate the Blandy program and begin plans for the 2005 Spring Program. The agenda will include discussion of the registration form. At present there is no cancellation policy, no date for refunds or cancellations. There is also a problem with people thinking they are automatically members of VMGA when filling out the applications. All of the recommendations will be brought back to the board for approval at the next meeting. The goal of the education programs is not to make money but to always

break even. In the future the cost for members will probably be \$12 since the cost of speakers is going up. We want to continue to have quality speakers.

We've had discussions with Barbara Geer and the Good Gardening Symposium will be held on March 12, 2005 in the Petersburg Area. The next VMGA educational program will probably be in April.

Newsletter - Florace Arnold, Editor

Florace was not in attendance. The deadline for the next issue is November 1.

Electronic newsletter - Florace and Pat Reilly have talked with some people about going electronic with the newsletter. Pat reported they are looking for someone to be the E-editor, to handle this. Pauline Price (membership) would have to add a new column to the spreadsheet with a (1) for electronic or (0) for hard copy of newsletter. Florace would create her newsletter file in Publisher and send it to the E-editor (person doing the electron mailing). That person would request the spreadsheet from Pauline that would indicate whether person would receive newsletter by mail or electronically. They would create the labels for mailing. There is a two weeks lag from when Florace creates the newsletter and gets it back from the printer. It would be available to those with email before the hard copy comes out. The E-editor would post it to the website and password protect the site. They would create a mail merge from the spreadsheet to let people know the password. With password, VMGA members can access the newsletter electronically and save cost of mailing. Old newsletters will go into archives where anyone can access them. Discussion followed. If board approves this process, Florace will ask in the newsletter for two E-editors to handle this. Registration forms for education events will be available on the website under Education. The decision to receive it electronically will be voluntary.

Membership - Pauline Price, Chair

Membership is growing but we have 201 who have dropped. The failure to renew is increasing.

Discussion followed on doing away with the membership card. The new membership roster lists when memberships expire. Expiration date will also be on the membership labels in the future. The sleeve for the card cost twenty cents for each card. Motion made and carried we do away with the membership card. Every member who joins will receive a letter explaining the process. Pauline reported 465 members of which 113 are lifetime members. Thanks to the education committee for sixteen new and eight renewing memberships received as a result of Blandy. List of people not renewing that was available at the last meeting brought results when reminded by their unit reps. Tom Bolt (Norfolk) will assist Pauline with contacting reps of those non renewing VMGA members. Rosters will be mailed at 60 cents each.

Communication/Unit Support - Frank Reilly, Chair

Unit Support

Consists of Pinky Derieux, Kerry Goldmeyer and Frank Reilly and whomever else we need. Since the last meeting the Unit Support committee has had no activities to report

Communication Committee

Members: Cheri Haggerty, Shelby Snyder, Kathryn Debnar, and Chair Frank Reilly and whomever else we need.

- 1.) Since the August Regularly Scheduled Meeting there have been 15897 visitors to VMGA.net.
- 2.) Since the August regularly Scheduled Meeting, the web page has been updated on 39 separate occasions.
- 3.) The most popular pages in the last three months have been Hort Updates, News, Minutes, Calendar, and MGPW. The Front Page has 66% of all visitors, which means that most people (by far) come in through the front page, AND see the news and announcements that are posted there.
- 4.) We have set up an on-line membership (renewal) form. The form allows electronic renewal, and payment through PayPal. The Treasurer gets an email message with the information when the form is filled out. The Treasurer gets notification via email from PayPal when any payments have been made. The other forms of membership application/renewal are all still operational.
- 5.) Using PayPal we are accepting donations to the Diane Relf Educational Endowment as well as the Virginia Master Gardener Coordinator Endowment.

State Fair - Christy Brennan, Chair

Christy thanked everyone for helping. The Virginia Entertainment Council voted the State Fair the most popular and best improved attraction for the year. The Master Gardener booth was featured on several local newscast and she heard it was on Good Morning America.

One hundred and thirty Master Gardeners from twelve different counties staffed the booth for a total of 110 hours.

MGs supported the Virginia Green Industry Council by helping plant the State Fair Gardens. This event was well attended by a group of hard workers who turned empty barrels and piles of mulch into beautiful display gardens. The break down group, at the close of the fair, carefully un-planted the display gardens and helped prepare for the plant sale.

The Plant Sale workers helped customers decide on the best plants to purchase and helped them with purchases. It was the first time we have helped as cashiers.

Distributed 300 VaTech soil kits and ran out the first day and were scrambling to find more. Next year will request a case. Had over 5,011 contacts.

The bug collection brought by George Graine and Fairfax MGs was very popular among the youngest contacts, even if some of them were frightened.

Next year they are looking to make it a more interactive booth. Another idea is have a plant ID workshop at MG College. Christy hasn't had a chance to look over the surveys as yet. Will look at the low number of contacts close to the 10:00 closing and MGs traveling distances that late at night and make some decision about hours available at booth.

Unit Reports

The Unit reps attending presented written reports or have e-mailed them to the secretary. They will be posted at www.VMGA.net and in the next newsletter.

Extension Liaison - reported by Dave Close, MG Coordinator

District Fall Conferences - had 10-15 minutes to highlight the MG program, gave statewide statistics and district statistics; highlighted local programs of excellence within each districts. Dave asked

to be speaker at all 6 conferences but only made four. Hoping to start up more interest in the MG program with agents across programming lines such as ANR, FCS, and 4-H.

Nametags - met with Pat Sobrero August 24 and discussed situation. She suggested he take it back to local coordinators and/or agents for a final decision on a policy for handing out nametags. By next meeting there will be a final statement on the nametag policy. Pat feels that providing nametags is very important and would like it to continue.

PMGs - limited number of copies will be printed, 3-hole punched and shrink wrapped. Future updates will be sent out at discretion of specialists. This is a test run, no guarantee for continuation. This was championed by Jim Riddell (strong ally to the VCE MG program). They will be provided this round at no charge. There will be some checks and balances in place otherwise they will be snatched up. Question, if they will be available to training classes. Some units make their own copies. Units with Growlines/helplines will get a copy at no charge, this may be in addition to the copy to the extension agent. Jim Riddell will be making the final decision as they edit the guide and make it more user friendly. Dave will ask about providing training to use the PMG. Dave will take the comments back about the accessibility. Will be available late winter or early spring.

Traveling - yesterday met with 3 units; Suffolk, VA Beach, and Hampton MGs. In the next 6-9 months trying to meet with all the units, trying to combine units for each visit. This is the third priority in his initial email on the MGC/listserv.

MG College - the MG Advisory Team met in Charlottesville, September 24th, to review MG College 2004. Will be making some adjustments and/or changes based on comments and suggestions. One thing they will do is extend it by one day for Leadership Development Training - formerly referred to as New Coordinator/Coordinator Training and will open it up to anyone interested in developing leadership skills within the MG framework. MG College will be June 21-26.

Newsletter - summer edition should be in the mail Monday at the latest. Have hired a student worker to assist and you will see the changes Dave mentioned at August meeting. Dave welcomes any comments and they have already started on the fall issue which should be going out within a few weeks. You will be getting two issues back to back but he wanted to send the summer issue which highlights all folks who met milestone awards for the year even though it's late.

Website - hired another student to help with the website and she has sent out an initial draft of the site for review, comments and feedback. Corrections and changes have been made and they are hoping to go live with the site to the public by Thanksgiving or maybe by November 1.

State Record Keeping System - continue to work with that. Have met with programmer to discuss suggestions that have come in since March. Still on track to begin work in spring 2005 on revamping system. Right now basically just doing damage control. You will be getting more information in the future. If you are having problems with generating a specific report, email Dave and he will have his assistant Jay directly query the database to create the report you want or need. Through the process of getting ready for the district fall conferences and the emails from within the board about numbers of hours, number of volunteers statewide it became clear we still have a lot of fluff in the record keeping system as far as active vs. inactive members. Dave asked that we continue to review who we have listed as active and inactive and try to clean up our numbers. These numbers are extremely important for a lot of reasons for different audiences and he would like to give the most accurate portrayal of our organization statewide as possible. This is also a liability issue, Risk Management if we have folks who are not re-certified or maintain their certification as MGs. It protects them and us as an organization to make sure those folks are not out doing projects with certified MGs. Tech does provide liability coverage for those who are truly certified MGs who are non paid staff of cooperative extension. President McCaleb reminded everyone that only those with 20 volunteer hours plus 8 hours education are considered active. If they are not active they should be moved from the record keeping system to inactive status. They can be brought back to active at a later date when their circumstances change.

Dave said it is really an issue of risk management; we are not trying to boot people out. We need to have an accurate picture, what Virginia really is. Question about MG moving from another state, check with coordinator's manual or contact Dave directly.

SOD - Virginia has formed a Task Force that includes folks from Extension, VDACS, representative from APHIS, and someone from the State Department of Forestry. Met late September at Steele's Tavern to begin the strategic planning process for Virginia. They created a time line of work that they are planning to deliver. Next step is the teleconference training scheduled for October 26. Invitation has gone out to all ANR agents statewide to serve as a local host training site. The agents/local coordinators are determining who will be invited to participate in the initial round of training with the understanding that more training will be offered to MG volunteers at the appropriate time. Once the teleconferencing training occurs there is a resource manual that will be produced by the Task Force and given to each of the unit offices. The MGs and Hort Lines will likely be using this resource book to deal with questions from phone calls or emails about SOD. There were two positive sites in Virginia but all the infected plants that were positively identified have been eradicated so we are fairly confident that we don't have any new plants coming in that are infected and the ones that have already come in have been dealt with.

Hort Agents - there were 23 strategic hire positions within Cooperative Extension. Most, if not all have been advertised and interviews have begun. Hopefully we'll have all those folks on board by end of year, or first of next year.

Harvest Jubilee - would like to commend the folks in Henrico, Hanover and Chesterfield for stepping forward to participate. Folks at Tech didn't find out about it until the midnight hour and were encouraged to participate at some level. Specifically asked if MGs would be willing to participate. Dave went on email and contacted a couple of folks and they graciously accepted the challenge and their work was greatly appreciated. He's sure we will be asked again. Thanks to all those that participated.

President McCaleb had questions of Dave;

Coordinators Manual CD - can we make a copy, Dave said 'yes'. Dave would prefer copies stay in the hands of the leadership; he doesn't want every MG statewide to have a copy of the Coordinator Manual. Every Extension Office needs to have a copy.

Promo CD for MG College - asked Dave about availability of the CD sooner than spring of next year, Frank Reilly is still working on it. Let Frank know any suggestions for additions. Dave still has copies of last year's Promo CD if anyone wants one, email him if you want a copy.

Search for Excellence Award - which is our Brag Night Award. Pat Reilly has made several contacts and has a copy of their criteria. Instead of having a popularity contest, this is a way of setting up categories and having criteria, and then using independent judges to judge posters and projects.

Unfinished Business

Purchase of shirts : Pauline Price (membership) brought up that the group needs to decide if we need a chair to handle the sale of shirts and other items. There is a program with Lands End for ordering shirts with our logo, you would order direct, and therefore don't need a chair. If we want shirts or other items as a fundraiser we would have to do it in-house. As membership chair Pauline cannot be in charge of marketing of items also. If we want to do it for profit, we need to consider setting up a system to handle all this. Motion was made and carried that we set up a **Fund Raising Committee** - The committee will be responsible for raising funds while encouraging membership and renewals. The committee members include Cheri Haggerty as Chair, Christy Brennan, Kathryn Debnar, Jackie Lohr, Pat Reilly, and Cheryl Sebera. MG members are encouraged to pass on information to the committee.

Endowment Committee:- Has a Chair. Pat Reilly reported that a draft of the agreement has been put together by Dave as well as a case statement and all of our comments and they are trying to reduce

it. Will present the final draft to the board at our December meeting. Will have to check wording to see if it is in agreement with VMGA . Ted Jenks (Rockbridge) suggested we check the legal aspects of this agreement.

Lifetime Membership: Committee will make recommendations at the December meeting.

Nametags: Pat Sobrero has full confidence in Dave. Decision has been left up to Dave.

PMG: Don't know full impact on that but it will be available in every extension office.

New Business

Special License Plate : Tom Bolt (Norfolk) proposed a license plate not for fund raising, but for marketing. He passed out copies of the procedures and proposed logo. You have three years to collect 350 applications once the tags have been designed. It will cost \$10 per set of plates each year in addition to regular registration fee. He already has almost 100 signatures from Hampton Roads MGs. Dave Close will verify if person is a MG from his data base. Renewal requires certification that you are still a MG which DMV will run it through whomever we decide to check and Dave has agreed to do that. We would go before the state legislature for approval and then start collecting the monies for the 350. His suggestion is to survey the state to see if we can get 350-400 people who say they want the tags, we have over 4000 MGs throughout the state. It was decided that we would all take information back to our units and Tom will provide Dave with information to include in his newsletter which goes to all MGs.

Minimum Standard for final intern exam : Jenny Estell (Northern Neck) brought up we need a basic knowledge base that all should agree on. Pat Reilly reported that the Coordinators conference in Denver last summer agreed to work towards a core curriculum and core test for all MGs across the nation. We will see more on the listserv from Dave about this. Dave is the point of contact for the state of Virginia.

Goody Bags for MG College: Roanoke has agreed to do the bags again next year. If anyone sees anything they can contribute please contact Roanoke MGs.

Announcements

Next meeting December 11, 2004 in Kilmarnock (Northern Neck).

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Betty Villers
Secretary
VMGA

**Minutes of the December Regularly Scheduled Meeting of
The Virginia Master Gardener Association, Inc.
December 16, 2004
Kilmarnock**

Attendance

(Amherst, Campbell, Lynchburg) Karen Sacasky, Al Thompson; (Chesapeake) Pinky Derieux, Kerry Goldmeyer; (Fairfax) George Graine, Edward Munns, Jr.; (Fauquier) Jim Scibek; (Gloucester) Florace Arnold, Bonnie Bernard, Sandy Pait; (Goochland/Powhatan) Joe Florino, Chuck Miller, Charlie Rogers, Nancy Talbert; (Halifax) Bill McCaleb; (Hanover) Cheri Haggerty; (Mathews) JoAnna Brown; (Norfolk) Donald Snipes, Sue Veir; (Northern Neck) Jinny Estell, Matt Lewis, Pat Rogers; (Prince William) Frank Reilly, Pat Reilly, Bill Scott; (Roanoke) Kathryn Debnar; (Rockbridge) Ted Jenks; (Virginia Beach) Paul Campbell, Liz Maurer, Fran Shelton, Betty Villers; (Virginia Tech) Dave Close; (York) Jackie Lohr, Sybil Przypek

Call to Order

President Bill McCaleb called the meeting to order at 10:05 a.m.

Introductions

President McCaleb welcomed all to the December board meeting in Kilmarnock and thanked the Northern Neck group for hosting the meeting. President McCaleb asked Jinny Estell to tell us something about the Northern Neck. She introduced Matt Lewis, the VCE Agent and Linda McConahey, MG coordinator. Northern Neck is a peninsula made up of four counties, Richmond, Westmoreland, Northumberland and Lancaster Counties, Kilmarnock and Warsaw being the largest cities. It's a wonderful area of Virginia, forgotten by time. Life here is like it use to be 30 to 50 years ago in other places, a delightful place to live. The economy is primarily based on the water and farming.

Introductions followed around the room with names and units represented

Treasurer's Report

Treasurer Pat Reilly reported:

Overall Balance of Accounts

Checking Account Balance	\$6,276.80
Money Market (including PDR EEF of \$4217.41)	\$7,622.00
CD Balance	\$6,396.51
Total Overall Balance of Accounts	\$20,295.31

Checking Account

Balance as of 10/16/2004	\$5,159.82
Income	
Membership	\$656.00
Treasurer (banking)	\$9.95

EEF	\$100.00	
FY06-FY12 dues	\$2,130.00	
		\$2,895.95

Expenses

Newsletter	-\$503.18	
Membership	-\$956.71	
State Fair	-\$53.99	
Secretary	-\$13.74	
Communications	-\$251.35	
		-\$1,778.97

Balance as of 12/11/2004 \$6,276.80

Year to Date Income & Expenses to Budget

Income YTD

Committee	Budget	Income	Remaining
Membership	\$5,000.00	\$2,089.00	\$2,911.00
Education	\$0.00	\$216.57	\$0.00
Total	\$5,000.00	\$2,305.57	\$2,694.43

Expenses YTD

Committee	Budget	Expense	Remaining
Communication & Unit Support	\$450.00	-\$414.35	\$35.65
		-	
Membership	\$1,500.00	\$1,111.84	\$388.16
		-	
Newsletter	\$1,875.00	\$1,683.27	\$191.73
State Fair	\$50.00	\$53.99	-\$3.99
Gifts	\$600.00	\$0.00	\$600.00

Marketing	\$200.00	\$0.00	\$200.00
Nom & Elections	\$0.00	\$0.00	\$0.00
President (SCC)	\$75.00	\$0.00	\$75.00
V Pres	\$25.00	\$0.00	\$25.00
Sec	\$50.00	\$13.64	\$36.36
Treas (banking)	\$175.00	-\$52.35	\$122.65
		-	
Total	\$5,000.00	\$3,329.44	\$1,670.56

Budget year ends May 31, 2005.

Report was accepted pending audit.

Minutes

The October minutes were accepted as corrected. The month was corrected from August to October. Cheryl Sebera should be on Fund Raising committee instead of George Graine. Spelling of Don Snipes name was corrected.

President's Report

President, Bill McCaleb is really pushing for units to attend board meetings and to get involved in VMGA. We have 51 units around the state and it would be great to see all represented every time we come together so everyone has a piece in the business of the VMGA. We have endorsed a grant to VNLA (Virginia Nursery and Landscape Association) to extend research work around the state. It will be expanded into Southside Virginia where agriculture/horticulture is changing. Southwest Virginia AREC will be included in this \$271,000 grant as will Reynolds Homestead AREC, Hort Greenhouse, Blue Ridge Development Center in Henry County, Institute for Advanced Learning and Research in Danville, Paul C. Edmunds Park Evaluation Center in Halifax County, and Clayton Nature Study Center in Bedford. Will be looking for MGs to volunteer with these programs. There are more than 4,000 MGs statewide. Will hear more at the February meeting. Have advertised nationwide for a coordinator.

Committee Reports

Education - Fran Shelton and Pinky Derieux, Co-Chairs

When Education Committee approached Ginter Botanical Garden about a MG program in the spring, they found out the Chesterfield MG unit had already made plans to have a spring program at Ginter, April 21. The Chesterfield unit is going to open up the program to all MGs throughout the state. Since everything is in place including speakers for this program, the Education Committee recommends we use this program as our spring VMGA Program for accreditation and hours. Another spring program would have been difficult because of local training classes and the VMGA supported Good Gardening Symposium, March 12, in Petersburg. The Education Committee will help with

the publicity on the website. The Committee is there to facilitate anyone who needs help giving a program. If anyone would like to give a program open to all MGs, you would need to get approval from Dave Close and the Board and the Committee would be glad to help any group. With fifty-one units, it is difficult to find dates not in conflict with other units. If you are planning a program open to all MGs, please notify Dave and a member of the education committee.

The committee recommends a cancellation policy for VMGA education programs. In the case of a national disaster or projection of a major storm, the committee will give 48 hours notice. This should be sufficient for those traveling to cancel lodging and committee to cancel food orders. Those with emails will be notified by email of cancellation and others will be notified by phone. Monies will be refunded after the day of the event. The committee also recommends we adopt a refund policy of five days. The next registration form will indicate you have five days prior to the event to cancel and receive a refund. The next newsletter will carry this information.

The fall VMGA educational program will be September 10th at the Hampton Roads AREC, hosted by the Virginia Beach MGs.

After the Education Committee report, a motion was made and accepted that we support the three recommendations.

Newsletter - Florace Arnold, Editor

Thanks to all the unit representatives for their news around the state. There were more reports this month than we have ever had and reports had to be cut and font size reduced to include everyone. It is requested you list the major activities going on right now, the things that are pertinent before the next newsletter comes out. Thanks for the articles and the timeliness in which they are submitted. The deadline for the next issue is January 1.

Electronic newsletter – Pat Reilly asked unit reps to remind people in their units VMGA is looking for a volunteer to do the electronic newsletter. Check the back of the last VMGA newsletter for details. The volunteer would receive the publisher file from Florace and make it into something that could be emailed to members who would choose to receive it electronically instead of receiving a paper copy. The membership roster spreadsheet will indicate if person wants a hard or electronic copy. Once the volunteer got the mailing list, it would be about an hours work to send the electronic copy to the membership. This would cut our overall expense to mail the newsletter. Question was asked about membership expiration date being on mailing label. Will make sure the expiration date is on the membership roster spreadsheet.

Membership - Pauline Price, Chair

Pauline was not present.

Communication/Unit Support - Frank Reilly, Chair Unit Support

Consists of Pat Reilly, Karen Sacasky, Pinky Derieux, Frank Reilly and whomever else we need. Karen Sacasky visited a Master Gardener training class in Nelson County and gave a presentation covering the subjects of VMGA, VCE, history of Master Gardener program and history of the land grant university. Unit support does maintain articles for MG units about merits of becoming an association rather than incorporated, tax changes that effect our non-profit status, sales tax, and job descriptions.

Communication Committee

Members: Cheri Haggerty, Shelby Snyder, Kathryn Debnar, and Chair Frank Reilly and whomever else we need.

- ❖ We have about 15 percent bad email addresses down from 40 percent five years ago.
- ❖ Seven percent of people that got emails, their service provider indicated they didn't recognize our Webmaster. The provider asked us to fill in a form and they would ask if the receiver wanted to receive our emails.
- ❖ November 12th marked our sixth anniversary as VMGA.net and we have grown from a single web page to a website of more than 200 pages.
- ❖ Since the October meeting there have been more than 13,963 hits. Nearly all of our visitors come directly from VMGA.net. Since October the web page has been updated on 40 separate occasions. Most popular pages in the last two months have been the hort update and the minutes.
- ❖ Kathryn Debnar is currently accepting changes to the calendar. Directions to submit changes are right on the calendar page. Cheri Haggerty maintains the links page. She recently completed a major overhaul.
- ❖ Membership applications are available online. We continue to provide files that can be downloaded for a paper membership application.
- ❖ Currently working on the MG College recruiting CD. Still looking for photographs of activities.

Members were reminded they can use the electronic membership form to make email address changes.

State Fair - Christy Brennan, Chair

Christy was not present.

Finance Committee – Bill Scott, Chair

The committee brainstormed some cost-cutting ideas. Second, it was decided to assign Finance Committee members to serve on each of the standing committees. The purpose of this person is to get with the assigned committee to discuss what funds they will need to complete the committee's assigned tasks, and help prepare the budget for that committee. Deadline for a completed budget to the Executive Board is May 15th. Third, they will be reviewing quarterly the results of VMGA investments and will prepare a report for the Treasurer, Pat Reilly to present to the Board.

Fund Raising Committee – Cheri Haggerty, Chair

Not much to report now, they will be meeting during lunch. Have been talking by Internet and those that volunteered seemed very energetic in helping to get something together.

State Coordinator Endowment Committee – Pat Reilly

Committee members include Pat Reilly, Jim Scibek, Dave Close, Jane Pratt, Carol Dixon, Angela Cingale, Kathryn Debnar and Bill McCaleb as exoficio member. Max Bales (VaTech) has been working very closely with the committee. Pat passed out copies of the draft agreement and FAQs about the endowment including a summary of the agreement. A summarized version was in the Nov/Dec VMGA Report. Pat read through each section of The Virginia Master Gardener Association Endowed Fund Agreement draft, explaining each section while taking questions on information or clarification. (The draft of the Fund Agreement is included at the end of these minutes.)

Wording under Disposition of Annual Distributions section was corrected to read “VCE leadership will involve VMGA leadership on the interview panel” instead of “VCE leadership will be involved with VMGA leadership on the interview panel”.

Pat has received very positive responses from the information that was posted on the website and in the newsletter. There was concern about where we’re going to get the money. Information indicates when writing matching grants there are large sums of money available. We will be challenging each unit to give \$100.00 to show we are all in this together. Already have a \$50,000 matching grant. Will name the endowment after the first person who gives us a donation of six figures. Ohio is on their way to establishing an endowment and Georgia the same.

The committee and Max Bales’ office are producing a power point presentation for committee members’ use in making presentations to the local units. Checks should be made out to Virginia Tech Foundation.

Committee made a motion that VMGA enter into this agreement and the committee be tasked with executing the endowment. The vote was unanimous in favor of the motion. Will plan for a big announcement in January.

Lifetime Membership Committee – Karen Sacasky

Committee members include Karen Sacasky, Caroline and Chuck Norrington, Barbara Geer and Paul Campbell. Karen presented the committee’s Report and Recommendations to consider the Lifetime Membership Category of the VMGA Bylaws, Article III, Section 1, Paragraph (b). (Report and Recommendations including rationale are included at the end of these minutes.) Karen read each of the five recommendations, followed by discussion and vote.

1. The Lifetime Membership Category be retained as a part of the VMGA Bylaws.
VOTE: Passed
2. The fee for Lifetime Membership be set at ten times the amount of the annual dues (10 x \$annual dues). It is understood that no refunds will be made if the Lifetime Member does not meet the “Active” status.
VOTE: Motion made to accept recommendation #2 as part of the standing rules. Passed
3. Each Unit Coordinator be contacted by the VMGA Membership Chairman to determine if the VMGA Lifetime Members in their unit are qualified as “Active”. This would be done on an annual basis. If it is determined that the Lifetime Member is no longer a qualified Virginia Master Gardener or Emeritus Master Gardener, the VMGA President write a letter advising the member

of the conditions under which they may remain a Lifetime Member and that their membership is in jeopardy if hours are not brought up to date. If the current Lifetime Members are unable to qualify within 12 months of the notice, their names be dropped from the VMGA membership rolls. Any future Lifetime Member who does not meet the requirements will be given 6 months to meet the "Active" provision or be dropped from the rolls. When the unqualified Lifetime Member is dropped from the VMGA membership rolls, all benefits will cease.

DISCUSSION - There was concern that we have a group of people made up of those who can't physically volunteer the necessary hours to be active or are Lifetime Members who are costing the Association more than nine dollars a year. Right now this is about a quarter of our membership which could become a big drain on our monies. Some of the Lifetime members may no longer be active. It is up to the units to keep their rolls current. Pat Reilly suggested we may want to consider a new category of membership called "Friend of Master Gardeners".

VOTE: Motion made to accept recommendation #3, as written, as part of the standing rules. Passed

4. The qualifications to become a Lifetime Member be increased. In addition to being an Active Master Gardener, the applicant for Lifetime Membership must have been an Active Master Gardener for a minimum of two consecutive years and/or completed 400 Master Gardener Career hours. The VMGA membership form include a provision for verification of the applicants qualifications by the Unit MG Coordinator. VOTE: Defeated

5. If the qualifications for Lifetime Membership are changed, then all current Lifetime Members be grandfathered in as long as they are "Active". Those that became Lifetime Members prior to "Active" being added to the bylaws or those that were/or are in the future awarded a Lifetime Membership by VMGA as an honor shall remain Lifetime Members without completing the required hours. Honorary Lifetime Members should be so noted in the Membership Database and Directory.

DISCUSSION - Wording was changed to read "All current Lifetime Members be grandfathered in as long as they are "Active". Those that became Lifetime Members prior to "Active" being added to the bylaws or those that were/or are in the future awarded a Lifetime Membership by VMGA as an honor shall remain Lifetime Members without completing the VCE required hours. Honorary Lifetime Members should be so noted in the Membership Database and Directory."

VOTE: Motion made to accept recommendation #5, as ammended, a part of the standing rules. Passed

6. The foregoing recommendations be accepted and included in VMGA By-Law changes to be presented for vote at the 2005 Annual Meeting and be effective upon acceptance.

DISCUSSION – Because everything was added to the standing rules this is not needed.

Unit Reports –

Motion made and carried we dispense with reading of unit reports. They will be posted at www.VMGA.net.

Extension Liaison - reported by Dave Close, MG Coordinator

Nametags – met with Charlie Stott (Director of Ag and Extension Communications) on November 29 to work on new system for ordering nametags; are working toward a monthly ordering process with order confirmations. Trying to work with printing company on orders smaller than fifty. Still working on a final policy of when nametags should be ordered.

State Record Keeping System – database and interface have been moved to a new server that will hopefully be more stable and a little faster. If you made any modifications on Tuesday, December 7th between 12:40 and 1:00, those changes were probably lost. URL is still the same: <http://dorian.ext.vt.edu/mg/>.

SOD Initiative – task force met at VDACS lab in Richmond on December 8, toured facility and were showed the entire process for detection. Virginia is one of only a few states that is actually taking a proactive stance on this directly involving MGs. Training manual will be complete by mid January; PowerPoint training complete by first of February; will be ready to roll out to Extension personnel by early spring.

MG College 2005 – June 21 -26; advisory Team meeting again in January in Charlottesville; Frank Reilly is working on modifying CD

Newsletter In Season – first edition out. Had hoped second edition would be out by now. Will check when he gets back in the office. Winter edition should be out by end of January.

New website - is up and running; web address is still the same:<http://www.hort.vt.edu/mastergardener>. Has a new look and Dave welcomes any comments.

Miscellaneous information -

* **Master Naturalist program** - There is an effort to get the program here in VA. It would be a cooperative effort between the DEQ, DCR, DOF and Cooperative Extension. It's based on environmental stewardship similar to the MG program but a little more broad in its training topics. Meeting December 13 to discuss how the Department Heads of the DEQ, DCR and DOF are going to ask us to proceed.

* **Tree Stewards program** - Met with Rebecca Pokorny, Trees Virginia and Adam Downing, VCE Forester to discuss Tree Stewards program; had met with Paul Revell (Urban Forestry Coordinator for state) earlier in year to discuss similarities and differences in the two Tree Steward reigning programs in the state. One version is produced by Cooperative Extension and the other by Trees Virginia. Looking to develop a single training program that can be used by either group. If we go that route, there will be additional requirements for MGs to become Tree Stewards. Looking for feedback.

* **Water Stewards program** - Need to know who and how many are interested. Please contact Dave as soon as possible.

* **Water Quality** - Submitted an abstract to the Urban/Rural Interface Conference in March in Atlanta; abstract was accepted; will be discussing proactive approaches for dealing with pressures of urban sprawl on water quality.

* **Master Gardener count** - Have been trying to get a realistic count of MGs in the state. Six units have not responded but right from what he has been told there are 3500 truly active certified MG volunteers. If you add in those who have not responded that would be about 300 - 350 more, for a total of about 4000 active Master Gardeners statewide.

* **Emeritus status** - One of the policy issues that will be coming up for consideration is the Emeritus Status. If you have any thoughts or comments on that, Dave would like to hear them before he formulates a decision. Will also be looking at an Honorary Master Gardener Status, trying to develop a statewide minimum requirement for that.

* **Regional training classes** - At the local units, give some thought to having regional training for some of the units who have trouble getting enough people to do their training.

Questions: Nametag Confirmation - with the new system, you will receive immediate confirmation by email that your order was accepted, is being processed and will list the names submitted. They should not be ordered until you are guaranteed the individual will complete the required 50 volunteer hours. Nametags are \$5.10 a piece and are looking at 1000 nametags a year. If there is any way he can cut the waste on that he will.

Difference between **MG Tree Stewards and Trees VA Tree Stewards**. Trees VA Tree Stewards like to go out and prune trees and mulch. MG Tree Stewards are more than that. The basic training should be the same. There are fewer Trees VA Tree Stewards than MG Tree Stewards. Already there are three or four MG Tree Stewards groups.

Unfinished Business

Fund Raising Committee – decided there would be two separate committees, the Endowment Committee and the Fund Raising Committee. The Fund Raising Committee will come up with items of general interest that will generate funds and assist the Endowment Committee in any way they can. They will make available logo items for MGs and VMGA members. Will have more to report in February.

VMGA Meeting Schedule - President McCaleb passed around the VMGA meeting schedule for 2005 and 2006 for signups. Goochland/Powhatan agreed for December, 2005 and York County signed for December, 2006. February 2006 date is still available. There is a new Master Gardener unit in Appomattox.

New Business

EEF Scholarship Committee: President McCaleb appointed the following to serve on the committee: Paul Campbell, Al Thompson, Sybil Przypek, George Graine, and Susie McCrea. Last year a letter to a coordinator/Extension Agent was mailed with a promotional CD along with scholarship information. Guidelines that the original committee set up stated that the person must be going to MG College. Each year the selection committee can decide what criteria they want to emphasize in a particular year. The goal is to get more people to attend MG College but also to reward those that undertake a leadership role. The nominations should come from a coordinator/Extension Agent. It's a once in a lifetime selection.

Frank Reilly made a motion that VMGA consider **additional classes of membership**. A lot of associations and clubs have normal membership plus others. Now that we are in the business of trying to fund several endowments we should consider some other types of memberships that others have such as sustaining member or supporting member. It would take a bylaws change if we added a new type of membership. After discussion Pat Reilly moved that we refer Frank's motion to a committee of three to five people to report back at the February meeting. Committee members include Frank Reilly, Kerry Goldmeyer, Pauline Price, Kathryn Debnar, and Ted Munns.

Announcements

Next meeting February 12, 2005 in Hanover.

Chuck Miller announced Goochland/Powhatan's 1st Spring Family Fling is April 30th.

Pat Reilly announced the Coordinator Endowment Fund has grown by \$415.00.

Don Snipes reported he has more than 250 signatures for the Virginia Master Gardener License Plates.

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Betty Villers
Secretary
VMGA

The Virginia Master Gardener Association Endowed Fund Agreement

INTRODUCTION AND SOURCE OF GIFT

In order to document the intentions and understanding of the parties, the **Virginia Master Gardener Association, Inc.**, (the "Donor"), and the **Virginia Tech Foundation, Inc.** (the "Foundation"), in support of **Virginia Polytechnic Institute and State University** ("Virginia Tech"), for use of a gift intention of \$1,000,000 to be given by members and friends of the Virginia Master Gardener Association, Inc. on or before December 31, 2007, and all other contributions directed to the Fund created herein, the Donor and the Foundation agree as follows:

BACKGROUND AND USE OF GIFT

Recognizing the continuing need for endowed funds to support the Virginia Cooperative Extension programs at Virginia Tech, the Donor directs that the above-referenced gift, along with all other contributions to this Fund, shall be held in an endowed fund, specifically the **Virginia Master Gardener Association Endowed Fund**, (the "Fund"), to provide program support for the Virginia Cooperative Extension-Master Gardener ("VCE-MG") program at Virginia Tech. The Donor has made this commitment to help ensure that the mission of Virginia Cooperative Extension ("VCE enables people to improve their lives through an educational process that uses scientific knowledge focused on issues and needs"), in relationship to the Master Gardeners, is carried on in perpetuity.

Since inception in the 1980's, the VCE Master Gardener program has disseminated the unbiased, research-based information of the land grant universities in Virginia toward the VCE mission. Requiring specialized training, Master Gardeners are dedicated to working with the community to encourage and promote environmentally sound horticulture practices through sustainable landscape management educational programs. Community needs are assessed, programs developed and delivered. Impacts are reported and programs evaluated. Programs are delivered through lectures, consultations, field days, demonstration sites and publications, with Master Gardeners administering all aspects of the programs.

The position of State Coordinator is critical to focus local VCE-MG volunteer efforts on relevant issues. The State Coordinator must develop and disseminate educational materials that serve the changing needs of the units in response to horticultural and environmental issues and train VCE-MGs throughout the state so that they can better serve the mission. The State Coordinator is necessary to provide a unified voice and consistent directives from the state level to maintain the strength of the collective group. It is the vision of the Virginia Master Gardener Association Endowment to provide full-time leadership at the state level in perpetuity.

MATCHING FUNDS AND FUND MANAGEMENT

It is understood and agreed that this Fund's earnings shall qualify for such matching funds as may be provided by the Commonwealth of Virginia, or any other state, and

under any applicable public or private program. This endowed Fund shall be maintained and managed by the Foundation in accordance with the Foundation's endowment management and accounting policies. The Donor and others may make additional contributions to the Fund over the years.

DISPOSITION OF ANNUAL DISTRIBUTIONS

Annual income distributions from the Fund, as determined by the Foundation's endowment policies, shall be used to provide funding support for the State Master Gardener Coordinator position in the Virginia Cooperative Extension program within the College of Agriculture and Life Sciences, using the following guidelines:

- 1) Funds will be used to provide program support for the position of a state coordinator for the Virginia Master Gardener program, an educational outreach program utilizing specially-trained volunteers to extend university-based research to the citizens of the Commonwealth in horticultural and environmental stewardship. In particular, funds will be used to support salary, benefits, travel and program expenses associated with the position of State Coordinator of the Virginia Cooperative Extension Master Gardener volunteer program.
- 2) As has been the practice in the past, VCE leadership will be involved with VMGA leadership on the interview panel at such times when the state coordinator position is vacant and the hiring process has commenced.

In the event no funds are used in a given academic year or there are remaining unused funds, the Donor directs that the unused annual distributions be returned to the principal of the Fund in order to increase the corpus.

DISPOSITION OF FUNDS UNDER EXTRAORDINARY CIRCUMSTANCES

In the event the Fund created herein cannot be used for the purpose intended because the purpose is no longer appropriate, necessary, practical, or possible, or if for other substantial and lawful reasons the purpose cannot be accomplished, the Foundation may, in its discretion, and in consultation with the donor, use the distributions from the Fund for a substantially similar purpose, or for such other purpose as will foster and promote the growth, progress, and general welfare of Virginia Tech, as the Foundation may specify, keeping in mind the original intent of the Donor.

William McCaleb, President, VMGA

VIRGINIA TECH FOUNDATION, INC.

Donor Representative

By: Raymond D. Smoot, Jr.

Signature _____ Chief Operating Officer
and Secretary/Treasurer

Date _____ Signature

Report and Recommendations

from the Committee to consider the Lifetime Membership Category of the VMGA Bylaws, Article III, Section 1, Paragraph (b)

1. The Lifetime Membership Category be retained as a part of the VMGA Bylaws.

Rationale: The Committee did not feel that removal of the category would affect our financial health. If the average life of a Virginia Master Gardener is 3-4 years, we are actually ahead with the one time dues; if they stay 10 years we have broken even. We did not find a valid reason to eliminate this membership category.

2. The fee for Lifetime Membership be set at ten times the amount of the annual dues (10 x \$annual dues). It is understood that no refunds will be made if the Lifetime Member does not meet the ΔActive@ status.

Rationale: The Committee felt the Lifetime Membership Dues should raise in relation to the annual dues. The Lifetime Membership Dues have been 10 X \$annual dues for a number of years until the latest increase in annual dues.

3. Each Unit Coordinator be contacted by the VMGA Membership Chairman to determine if the VMGA Lifetime Members in their unit are qualified as ΔActive@. This would be done on an annual basis. If it is determined that the Lifetime Member is no longer a qualified Virginia Master Gardener or Emeritus Master Gardener, the VMGA President write a letter advising the member of the conditions under which they may remain a Lifetime Member and that their membership is in jeopardy if hours are not brought up to date. If the current Lifetime Members are unable to qualify within 12 months of the notice, their names be dropped from the VMGA membership rolls. Any future Lifetime Member who does not meet the requirements will be given 6 months to meet the ΔActive@ provision or be dropped from the rolls. When the unqualified Lifetime Member is dropped from the VMGA membership rolls, all benefits will cease.

Rationale: The Committee feels the major problem with the Lifetime Membership Category is a number of members are no longer qualified for that category, but are still receiving all benefits. Initially, 12 months is given to come into compliance because VMGA has never contacted these members about their membership. After we start purging our membership on an annual basis, 6 months should be adequate to come into compliance.

4. The qualifications to become a Lifetime Member be increased. In addition to being an Active Master Gardener, the applicant for Lifetime Membership must have been an Active

Master Gardener for a minimum of two consecutive years and/or completed 400 Master Gardener Career hours. The VMGA membership form include a provision for verification of the applicants qualifications by the Unit MG Coordinator.

Rationale: The Committee feels the Lifetime Membership category should not be open to anyone with a quick checkbook, but rather to those individuals who have demonstrated active and sustained participation in the organization. Unit verification at the time of application would eliminate the necessity of the Membership Chair contacting the unit regarding the new applicant.

5. If the qualifications for Lifetime Membership are changed, then all current Lifetime Members be grandfathered in as long as they are "Active". Those that became Lifetime Members prior to "Active" being added to the bylaws or those that were/or are in the future awarded a Lifetime Membership by VMGA as an honor shall remain Lifetime Members without completing the required hours. Honorary Lifetime Members should be so noted in the Membership Database and Directory.

Rationale: The Committee does not want to eliminate any of our Lifetime Members who were either awarded that membership as a honor or those who became members prior to the bylaw including "Active" as a qualification.

6. The foregoing recommendations be accepted and included in VMGA By-Law changes to be presented for vote at the 2005 Annual Meeting and be effective upon acceptance.

Submitted by:

Paul Campbell

Barbara Geer

Chuck and Caroline Norrington

Karen Sacasky, Chair

**Minutes of the February Regularly Scheduled Meeting of
The Virginia Master Gardener Association, Inc.
February 12, 2005
Hanover**

Attendance

(Amherst, Campbell, Lynchburg) Al Thompson; (Chesapeake) Pinky Derieux, Pauline Price; (Fairfax) George Graine; (Fauquier) Jim Scibek; (Goochland/Powhatan) Joe Florino, Chuck Miller, Philip Morris; (Halifax) Bill McCaleb; (Hanover) Pamela Armstrong, Christy Brennan, Colleen Colderwood, Judy Durant, Emily Gianfortoni, Cheri Haggerty, Harland Patch, Linda Simon, Gail Taylor, Francis Woodruff; (James City County/Williamsburg) Angela Cingale, Ann Deforest; (Mecklenburg) Nancy Drewry; (Nelson) Maudie Ratliff, Nancy Welker; (Norfolk) Donald Snipes; (Northern Neck) Pat Rogers; (Northern Shenandoah Valley) Bud Gregory, Fran Gregory; (Prince George) Cheryl Sebera; (Prince William) Frank Reilly, Pat Reilly, Bill and Janet Scott; (Roanoke) Ginny Craig, Shelby Snider; (Rockbridge) Ted Jenks; (Virginia Beach) Paul Campbell, Liz Maurer, Fran Shelton, Betty Villers; (Virginia Tech) Max Bales, Dave Close

Call to Order

President Bill McCaleb called the meeting to order at 10:02 a.m.

Introductions

President McCaleb thanked all who traveled from across the state to the February board meeting in Hanover. It is the biggest crowd we've had in awhile and he would love to see all 51 units represented at one of our meetings. Hanover Extension Agent, Colleen Colderwood welcomed us to Ashland, known locally as "the center of the universe". Since 1981, they have trained 775 MGs and currently have 225 active MGs. The last full year, 2003, MGs volunteered 12,000 hours. Some of the projects they are involved with include: educational demonstrations, lectures and workshops for the public; plant clinics and plant sales; home garden visits; work with local botanical parks and gardens; work with youth and the schools; and writing articles for the newspaper.

Bill introduced guest, Max Bales (Va Tech). Max is raising money for the School of Agriculture and Life Sciences. The Dean of Agriculture, Dean Quisenberry has sought to reach out to form partnerships with groups across the state and she is very excited with the partnership with Virginia MGs to endow the state MG Coordinator chair.

Introductions followed around the room with names and units represented

Treasurer's Report

Treasurer Pat Reilly reported:

Overall Balance of Accounts

Checking Account Balance	\$7,333.36
Money Market (including PDR EEF of \$4217.41)	\$7,625.17
CD Balance	\$6,494.29
Total Overall Balance of Accounts	<u>\$21,452.82</u>

Checking Account

Balance as of 12/11/2004	\$6,276.80
Income	

	FY 05 dues*	\$666.00	
	VT Endowment	\$515.00	
	EEF	\$125.00	
	FY06-FY12 dues*	\$264.00	
	*as corrected		\$1,570.00
Expenses	Newsletter	-\$513.44	
			-\$513.44
Balance as of 2/12/2005			<u>\$7,333.36</u>

Year to Date Income & Expenses to Budget FY 05

Income YTD

Committee	Budget	Income	Remaining
Membership	\$5,000.00	\$2,755.00	\$2,245.00
Education	\$0.00	\$216.57	\$0.00
	\$5,000.00	\$2,971.57	\$2,028.43

Expenses YTD

Committee	Budget	Expense	Remaining
Comm/Unit Support	\$450.00	-\$414.35	\$35.65
Membership	\$1,500.00	-\$1,111.84	\$388.16
Newsletter	\$1,875.00	-\$2,196.71	-\$321.71
State Fair	\$50.00	-\$53.99	-\$3.99
Gifts	\$600.00	\$0.00	\$600.00
Marketing	\$200.00	\$0.00	\$200.00
Nom & Elections	\$0.00	\$0.00	\$0.00
President (SCC)	\$75.00	\$0.00	\$75.00
V Pres	\$25.00	\$0.00	\$25.00
Sec	\$50.00	-\$13.64	\$36.36
Treas (banking)	\$175.00	-\$52.35	\$122.65
	\$5,000.00	-\$3,842.88	\$1,157.12

Report was accepted pending annual audit.

Minutes

The December minutes were accepted as posted.

President's Report

President, McCaleb reported that the meeting with VCE (Pat Sabero, Jim Riddell and staff), Dean Quisenberry and VMGA Executive Board to sign the endowment agreement originally scheduled for January 31st was canceled because of bad weather. New date is March 7th in Blacksburg to sign agreement. Virginia is first in the nation to have an endowment for this position. There will always be a MG coordinator or like position at VaTech. Georgia and Ohio are in the process and West Virginia is interested in knowing more. Bill will be visiting and talking to them in May. The endowment will supplement the MG coordinator position. The current money comes from state and federal support. The \$3.1 Million CSI (Commonwealth Staffing Initiative) funding Tech was looking for from the state legislature is in need of support from the MGs. If we don't get it, it will be harder to fund 51 critical positions without state help. Contact your local delegates and senators and ask for their vote to approve this funding. Information is available on the Extension website.

SRK – State Record Keeping System – Need realistic numbers of who we have in Virginia as active MGs. Spread word to record keepers to move those not active to inactive status in the recordkeeping. The dollar amount associated for each volunteer hour in Virginia is \$20.01 an hour (rate including fringe benefits). Dave needs total volunteer hours in his office by April 15.

Committee Reports

Education - Fran Shelton and Pinky Derieux, Co-Chairs

Reminded everyone that VMGA is backing two spring programs, the Good Gardening Symposium in Petersburg, March 12 and the Lewis Ginter program sponsored by Chesterfield MGs, Thursday, April 21. Information is on the website under calendar of events.

The fall event is Saturday, September 10th at the Hampton Roads AREC in Virginia Beach.

Newsletter - Florace Arnold, Editor

Florace was not present. Bill reported she appreciates the timeliness of submitted reports and articles. If you have any suggestions for the newsletter, please let Florace know.

Membership - Pauline Price, Chair

Membership is at 533 including 119 lifetime memberships. Sending letter to Charlottesville unit to thank them for the 21 new memberships. Thanks to George Graine for his efforts on behalf of membership. Encouraged unit representatives to speak to their new intern classes about VMGA membership. Pauline needs a volunteer to represent membership at the Ginter Garden program in April. Paul Campbell volunteered to help take new memberships at MG College.

Membership applications are on the VMGA website and you can pay by PayPal or mail check. You can also download a recruiting brochure with application.

Communication/Unit Support - Frank Reilly, Chair

Unit Support

Communication Committee

The VMGA Communications Committee consists of Kathryn Debnar, Cheri Haggerty, Shelby Snyder, Al Thompson & Chair Frank Reilly.

- 1.) The Communications Committee has prepared a MG College 2005 Promotional CD. The CD Contains 2 different presentations; one with sound that runs as a slide show and another that is silent. There is a printer-friendly script to accompany the latter presentation. Additionally the

CD contains operating instructions, and information concerning the VMGA Educational Endowment Fund Scholarships for MG College 2005. We will begin distribution next week.

- 2.) The web site has been updated 72 times since the last regularly scheduled VMGA Meeting.
- 3.) There have been 14,457 visitors since the December regularly scheduled meeting of VMGA. 52% of those visitors entered the site through the front page making it a very viable tool for getting any message out.
- 4.) 9% of those entering went directly to the Minutes page, and 6% went directly to the Hort Updates pages.
- 5.) Several Units have added their links to our links page. If your unit has a website, and it is not listed at our site, please submit your website's URL.

Unit Support Committee

The VMGA Unit Support Committee consists of Kerry Goldmeyer, Karen Sacasky, Pinky Derieux, and Chair Frank Reilly.

There was no activity to report this period.

State Fair - Christy Brennan, Chair

Christy is in the process of going over the evaluations. One of the things mentioned is more hands on displays. Christy would like to challenge units to prepare a demonstration for use at Fair and encourage the new MGs to participate by telling them it will be displayed at the State Fair. Also looking for free giveaways. Last year there were 5000 contacts. The State Fair is moving next year so may want to wait until after the move.

Maymount Flower Show – Cheri Haggerty reported that the VMGA has filled 50 percent of the booth workers with a mix of MGs from across the state.

Finance Committee – Bill Scott, Chair

The finance committee over the next couple of months will be contacting all the committees to get input for the budget. Deadline for the completed budget to the Executive Committee is May 15th.

Committee members, Ted Jenks, Al Thompson, Margaret VanWinkle and Bill will be contacting everyone. Meeting at lunch today to consider what to do with the investments, reviewing some of the ideas from the Charlottesville meeting.

State Coordinator Endowment Committee – Pat Reilly

Committee met January 15. Formal signing and PR event will be coming up. Donations should be made out to the Virginia Tech Foundation and sent to Max Bales at his mail code, 406. This information will be on the website. The first initiative we will have is to get each unit to commit to \$100. That is a minimal amount, an initial request and will use this when we turn around and write grants and apply to foundations to show that the state is behind us 100 percent in this endowment. Dave Close and Carol Dixon are in charge of contacting the units about this. Have already received \$100 each from Gloucester, Mathews, Hanover and Southside.

Silent Auction – New River has done this in the past but VMGA will be running it this year and the proceeds will go into the State Coordinator Endowment. Need someone to coordinate the entire event, but task can be broken down to about a dozen volunteers to help at MG College to collect the items, prepare the paperwork and help during the auction and do the final tally and collect money. Couple from New River who has run this in the past has offered to help in any way they can. Also looking for six individuals to handle the donation solicitation within the six districts and they will be responsible for contacting only the units in their district for Silent Auction donations. Angela Cingale and Ann DeForest

volunteered to coordinate donations from the Northeast District. Shelby Snider and Ginny Craig volunteered for Northwest District. Letter will be sent to New River Valley unit in appreciation of all they have done in the past handling the Silent Auction and thanks for their help as VMGA takes over the auction.

Prospect List for the Endowment - will be contacting each unit for names who might want to donate to the Endowment.

Education Endowment Fund (EEF) – Paul Campbell

The MG College Scholarship committee consists of George Graine, Al Thompson, Sybil Przypek, Susie McCrea, Judy Kinney and Paul Campbell. Letter was sent to all the units in January, article was in newsletter and information will be on the website concerning the scholarship. These will be one-time \$100 amounts. Deadline is May 20. Number of scholarships, a maximum of six, depends on amount in the fund and quality of applications. Individuals will be notified week after deadline and checks will be presented at MG College. Two people from each unit may apply and criteria are on the application.

Unit Reports –

The unit reps attending presented written reports or have e-mailed them to the secretary. They will be posted at <http://www.VMGA.net> and in the next newsletter.

Extension Liaison - reported by Dave Close, MG Coordinator

Nametags – met with Charlie Stott (Director of Ag and Extension Communications). Have initiated a system where nametags are to be ordered on a monthly basis, when MG interns have completed their initial 50 hours of training and 50 hours of volunteer service. When placing an order you should be getting a confirmation email saying your order was received. If you don't receive this email, let Dave know. Looking at samples of tags for reusable temporary tags for interns that will be standard statewide; the reusable temporary tags will be ordered one time and one time only for the entire state.

State Record Keeping System - incompatibility issues between program and new server; new errors are occurring, but solutions are being developed for the problems. If you are entering information and get an error message, print the screen message including the entire error message (cut and paste) and send it to Dave. He will pass on the information and be more able to fix the problem. URL is still the same: <http://dorian.ext.vt.edu/mg/>.

System says there are over 4700 volunteers, but his fact-finding mission indicates the real numbers should be closer to 3700 active MGs. Encourage unit coordinator to get a more accurate count.

SOD Initiative – training materials are not 100% complete but are being finalized; still should be out early spring.

MG College 2005 – June 21 –26; June 21(1:00 – 5:00) and 22 (9:00 – 5:00) are set aside for leadership development training, we will spend half a day discussing policy, the other day will cover a variety of topics; speakers include Jim Greene from USDA CSREES, Felder Rushing (Sunday speaker), and a general session on Low Impact Development; awards night has been moved to Thursday to encourage more VCE agents to be present; still have brag night on Thursday; silent auction is still Saturday night and will be run by VMGA; will have VMGA meeting and announce brag night winners on Saturday night; picnic, plant sale, and plant swap will all be at the Hort Gardens on Sunday; registration price will be same as last year (\$125); likely begin registration around mid to late April (first of May at latest); online registration; discounts available as usual through usual channels; brag boards will be in the Torgersen Atrium instead of the museum room.

Newsletter In Season – winter edition is printed and ready to be mailed; finally have worked out an annual schedule for each issue to be released.

Miscellaneous information -

- * **Advanced trainings** - Want to survey MGs to find out what kinds of advanced trainings people are interested in receiving. Suggestions include Wildlife and some type of Turf training.
- * **Volunteer hours for 2004** – Ready to collect hours data for 2004; encouraged everyone to update the SRKS, especially for those receiving awards. Hours should be in by March 15 for MG College discounts.
- * **CSI** – Senate gave it a thumbs down, but received \$2M instead of \$3.3M out of the House of Delegates. Continue to make contacts with your legislators.
- * **WVA MG conference** – Bill McCaleb will represent the VCE MG program at WVA state MG conference in May; he will sit on a panel to discuss the endowment process in VA and the direction we are headed.
- * **Travel to local units** - Still traveling to local MG unit events to introduce himself and to see first-hand some of the local projects.

Unfinished Business

No unfinished business

New Business

Ted Jenks's unit is considering putting together a donation to an organization called Heifer International for the Tsunami victims in the form of a challenge to local garden clubs, VMGA and other MG units. The organization operates mostly in Africa and provides livestock to families. Bill suggested each unit would have to decide what they want to do. Don Saunders made a motion that we put information on the website and it was carried.

Announcements

Next meeting April 9, 2005 hosted by Rockbridge unit.

The meeting was adjourned at 2:09 p.m.
respectfully submitted,

Betty Villers
Secretary
VMGA

**Minutes of the April Regularly Scheduled Meeting of
The Virginia Master Gardener Association, Inc.
April 9, 2005
Lexington**

Attendance

(Amherst, Campbell, City of Lynchburg) Karen Sacasky, Al Thompson; (Bedford) Patty Gamache; (Brunswick, Mecklenburg, Lunenburg, Nottoway) Nancy Drewry; (Chesapeake) Pinky Derieux, Pauline and Tag Price; (Chesterfield) Dawn Lerch; (Fairfax) George Graine; (Fauquier) Jim Scibek; (Goochland/Powhatan) Alexandria Haselman, Chuck Miller; (Halifax) Bill McCaleb; (Hanover) Cheri Haggerty; (James City County/Williamsburg) Angela Cingale; (Nelson) Rosemary Connelly, Bunyon Fortune, Maudie Ratliff; (Northern Shenandoah Valley) Bud and Fran Gregory; (Prince George) Cheryl Sebera; (Prince William) Frank and Pat Reilly, Bill and Janet Scott; (Roanoke) Kathryn Debnar; (Rockbridge) Sue Ellen Burton, Jim Davis, Ted Jenks, Doris Stark, Carolyn Yawars; (Virginia Beach) Paul Campbell, Liz Maurer, Fran Shelton, Betty Villers; (Virginia Tech) Dave Close; (Washington) Tommie White; (Western Tidewater) Betty Jo Hendrix; (York) Jackie Lohr

Call to Order

President Bill McCaleb called the meeting to order at 10:02 a.m.

Introductions

President McCaleb expressed appreciation to all who came to this beautiful part of the state. Introductions around the room followed.

Ted Jenks, representing the Rockbridge unit introduced Jim Davis, the president of the Rockbridge area MG Association. Jim welcomed everyone and told us Rockbridge is a retirement community that owes a lot to Washington and Lee University and VMI. The MGs are most proud of their five youth projects; three are in elementary schools for fourth graders including alphabet gardens and butterfly gardens. One of these is done with a 4-H group. A fourth project is at the Buena Vista High School working with a special education class with garden related crafts and maintaining a colonial style garden. The fifth is at the Natural Bridge Correctional Center where they created a vegetable garden with excess vegetables going to the mess hall. The MG volunteers also maintain the gardens at the historic Stonewall Jackson House and Campbell House while educating the public as they visit. At the Buena Vista Visitors Center they have featured native plants in the gardens to greet those coming from others areas.

Jim presented Bill McCaleb a check from the Rockbridge MG unit for the State MG Coordinator Endowment Fund.

Treasurer's Report

Treasurer Pat Reilly reported:

Overall Balance of Accounts

Checking Account Balance	\$6,397.18
Money Market (including PDR EEF of \$4238.27)	\$7,628.10
CD Balance	\$6,525.09
Total Overall Balance of Accounts	<u>\$20,550.37</u>

Checking Account

Balance as of 2/12/2005	\$7,333.36
Income	
FY 06 dues	\$120.00
FY07-FY13 dues*	\$168.00
VT Endowment	\$230.00
	\$518.00
Expenses	
Newsletter	-\$587.62
Secretary	-\$11.56
State Corp Comm	-\$25.00
VT Foundation	-\$830.00
	-\$1,454.18
Balance as of 4/7/2005	<u>\$6,397.18</u>

Year to Date Income & Expenses to Budget FY 05*

Income YTD

Committee	Budget	Income	Remaining
Membership*	\$5,000.00	\$2,755.00	\$2,245.00
Education	\$0.00	\$216.57	\$0.00
	\$5,000.00	\$2,971.57	\$2,028.43

Expenses
YTD

Committee	Budget	Expense	Remaining
Comm/Unit Support	\$450.00	-\$414.35	\$35.65
Membership	\$1,500.00	-\$1,111.84	\$388.16
Newsletter	\$1,875.00	-\$2,784.33	-\$909.33
State Fair	\$50.00	-\$53.99	-\$3.99
Gifts	\$600.00	\$0.00	\$600.00
Marketing	\$200.00	\$0.00	\$200.00
Nom & Elections	\$0.00	\$0.00	\$0.00
President (SCC)	\$75.00	-\$25.00	\$50.00
V Pres	\$25.00	\$0.00	\$25.00
Sec	\$50.00	-\$25.20	\$24.80
Treas (banking)	\$175.00	-\$52.35	\$122.65
	\$5,000.00	-\$4,467.06	\$532.94

*FY05 budget was set from all dues, including the entire amount of lifetime member dues.

We have changed to where life member's dues are parsed out over a period of 8 years.

Additionally, any income from dues after January 1 credits the individual for membership in the

following fiscal year. Budget expenses are tracked in the fiscal year.

Report was accepted pending annual audit.

Minutes

February minutes were accepted as posted.

Extension Liaison - reported by Dave Close, MG Coordinator

Dave had to leave early so his report was given at this time.

SOD User Manual – will be printed next week and distributed to agents initially on April 18 at the VESA/VCE meeting in Roanoke. Remaining manuals will be mailed to the VCE offices. It will be up to the agents and MG coordinators to train the MGs. It is designed for those on the Help Line/Hort Line to use when the homeowner calls and thinks their plant may have *Phytophthora ramorum*. You can use the decision key to determine whether or not the homeowner should send a sample through the extension office to the diagnostic lab at VaTech. This should decrease the number of false samples sent to state lab. Contrary to the SOD name, it is not sudden and it hasn't affected oaks in VA, that was a west coast phenomenon. Are having 150 copies made and it will be available on the intranet for download, not advertised to the public.

MG Handbook modifications – started the process and not sure when it will be ready. Chapter on wildlife will be developed within the next 12 months; working with Carol Heiser with DGIF (Department of Game and Inland Fisheries) to develop this and some other material on wildlife (advanced training module and wildlife nuisance publication). Should be online by June of 2006. Those who have already had training will receive the wildlife chapter. The intent is to have a special wildlife workshop at MG College 2006 for veteran MGs who have not had the wildlife training. Nuisance wildlife publication should be completed by fall or winter of this year. Will be producing an Advance Training module in the area of Wildlife Stewardship. Time frame for this is two years, 2007.

Found out that MD is revising their material as is WV, may see if they want to combine efforts in this process as other extensions are doing across the country to collaborate across state lines for budgetary and personnel reasons.

Endowment – brochure for donations approved by Development Office, will be ready for the silent auction. Beginning to receive a few donations.

MG College 2005 - MG College 2005 – June 21 -26; Leadership development training days are 21st and 22nd for agents, coordinators, and want to be coordinators. Dave has a special treat for Wednesday night after dinner. \$125 registration fee; \$55/night for a private room (includes meals), \$44/night for a room with a roommate (includes meals); block of rooms reserved at DBHCC at \$78/night (extra \$19.96 a day for meals); registration will begin May 1; coupons will be available for milestone hours discount through local agent and/or coordinator. If you can't register online get applications from agent or coordinator and mail. Remember conference registration and housing registration are separate. When registering by email, screen will indicate you have registered.

There are some new events for Thursday afternoon; special treat on Wednesday night for those that go through the leadership development training; will be looking for volunteers to assist with some things, Dave will send out a notice through the listservs on this; invited a colleague from Nova Scotia to attend, will present how they adapted our curriculum to a web-based program; will also be inviting neighboring MGs from MD, WV, KY, TN, NC; awards night has been moved to Thursday to encourage more VCE agents to be present; still have brag night on Thursday – don't forget to request your table through Bill McCaleb; silent auction (includes a wine tasting) is still Saturday night in Torgeson museum room and will be run by VMGA; still have VMGA meeting and announce brag night winners on Saturday night; picnic, plant sale, and plant swap will all be at the Hort Gardens on Sunday.

Dave will post MG College program on his public website at www.HORT.VT.EDU/mastergardener, click on MG College button. Remember you can't register until May 1.

Dave has a special treat in store for us in Torgeson Hall where there is a facility, a lab called the cave that is a virtual reality room, 10x10 with projection screens on three walls and on the floor. A project was done through the USDA several years ago where someone digitized insects and they have created some applications that we will be able to experience.

Miscellaneous information –

*** Will be unavailable** - will be out of the country May 16-26 so plan accordingly if you need certificates or other resources during or immediately after that time.

President's Report

President, McCaleb stressed the importance of attending the Leadership Development Training at MG College on the 21st and 22nd. Training will help you understand more of how volunteers fit in with the whole picture with VCE. Encourage agent and leaders in your units to attend.

At Meeting with Dean Quesenberry there was discussion about different terminology used by the units for their telephone answer line such as Hort Line, Growline, or Help Line. Dave feels there should be a consistent term for all MGs to use. He will be sending email to agents for their input looking for consistent terms for as many programs as possible for standardization and consistent recognition.

Committee Reports

Education - Fran Shelton and Pinky Derieux, Co-Chairs

Fran Shelton reminded everyone that VMGA is backing the Lewis Ginter program sponsored by Chesterfield MGs, Thursday, April 21. Information is on the website under calendar of events.

Fall event is Saturday, September 10th at the Hampton Roads AREC in Virginia Beach. Speakers will include Mark Weathington (Norfolk Botanical Garden), three Extension Agents: Susan French, Traci Gilland (fire ants) and Mike Andruczyk (propagating fall plants); Laurie Fox - HRAREC (winterizing your pond), Ruth Birch (Butterfly Society), and Barbara Brawley - VBMG (Herb gardening). There will be no registrations at the door and the event will be catered by Malbon's BBQ. More information will be given at MG College.

Chuck Miller (Goochland/Powhatan) announced their Family Garden Extravaganza, April 30 with four sessions. Check their website www.gpmga.org for more details.

Fran reminded everyone the education committee is available for all units if they want help with their educational events.

Newsletter - Florace Arnold, Editor

Florace was not present but Bill reminded unit representatives to limit their unit reports so we can get them all in the newsletter. Cheri Haggerty passed around a list of units and their representative and asked for changes and additions.

Membership - Pauline Price, Chair

Membership is at 554 including 123 lifetime memberships. 320 memberships will be expiring May 31 so Pauline will be busy at MG College. Thanks to Paul Campbell and Pinky Derieux for volunteering to help at MG College and looking for more volunteers. We lost 100 members who did not renew this year. Will try to get membership brochure in goodie bag for MG College attendees. There have been no additional electronic memberships through website. Pat Reilly (Treasurer) will notify Pauline when she gets a Pay Pal notification to make sure Pauline has gotten the membership form. If she has not, Pat has email information from the person.

Communication/Unit Support - Frank Reilly, Chair

Unit Support

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

We have no activity to report for this period

Communication Committee

Members: Cheri Haggerty, Shelby Snyder, Kathryn Debnar and Chair Frank Reilly and whomever else we can

get.

Since the February regularly scheduled meeting there have been 13,297 visitors to VMGA.net.

1. Since the February regularly scheduled meeting, the web page has been updated on 29 separate occasions.
2. The most popular pages in the last three months have been minutes, Hort Update, and distressingly enough, the Prince William Page we are incubating on our site. Remember that we can help you host your site for a while under certain conditions.
3. The page of links to local unit/association websites has been updated. It now contains links to 12 local associations. Not all of these sites are being kept current, and at least one of the links is dead. Please check with your unit to see if they have a site, if it is listed, and if the address we have is correct.
4. A new page to promote MG College is now open. I hope to have an advanced notice of what College may bring as soon as possible.

State Fair - Christy Brennan, Chair

Christy was not present but Cheri Haggerty reported for her. Christy is asking for more money for this year's State Fair. She wants to hand out freebies, pencils or plastics bags, anything we can get donated.

She wants the theme this year to be on lawns; starting a lawn, lawn maintenance and then some information on composting. Will have 2500 soil kits available this year. Looking for professional looking posters showing importance of correct soil pH and nutrient absorption. Christy would appreciate any input.

Finance Committee – Bill Scott, Chair

The finance committee will present a draft to the executive committee by the June meeting. Budget request are due to the committee by May 15.

State Coordinator Endowment Committee – Pat Reilly

The formal signing of the Endowment Fund took place March 7th at VaTech. Donations are coming in and checks should be made out to VaTech Foundation and sent to Max Bales. Information is on the website. Donations to the Coordinator Endowment have come from the York Learning Garden, Bonnie Bernard, Sandra Pait, Jim Scibek, Karen Sacasky, Gloucester MGA, Hanover MGA, Northern Neck MGA, Southside MGA, Rockbridge Area MGA, Chuck Miller, and Pat and Frank Reilly. Total is around \$1845. We have a year to match the \$50,00 challenge grant from an anonymous donor. Compo Construction of Chesapeake (through Pauline Price) has made a \$500 challenge pledge for the Silent Auction. Haven't started with any grant writing but Angela Cingale has been compiling a list of grants available.

There is a power point presentation on the endowment available for those who want to use it as a presentation. The proceeds from the Silent Auction will go to the Endowment Fund.

Fund Raising Committee - Cheri Haggerty reported they will be meeting electronically in the next week. They will be considering selling MG and VMGA (members only) branded items for sale.

Silent Auction – Angela Cingale donated \$50 to purchase two footballs for Frank Beamer to autograph. Items have already been solicited and donated such as a quilt in the making, a toolbox with tools, two cookbooks signed by Ward Burton, and plants. Will be taking credit cards at the Silent Auction. Information will be on website.

District coordinators for solicitation of Silent Auction items include: Agnes Gregory - Central; Angela Cingale and Ann DeForest - Northeast, Northwest and Southeast; Pat Reilly - Northern; Shelby Snider and Ginny Craig - Southwest. The coordinators will notify each unit in their district concerning donations and getting items to MG College for the Silent Auction. Would like to know what is coming so Pauline's committee can price things and have bid sheets ready ahead of time.

MG College goodie bags - Kathryn Debnar (Roanoke MGs) asked those who have items for goodies bags to get in touch with her by email or call her. Bags need to be assembled by the 8th of June. Planning for 300 this year.

Education Endowment Fund (EEF) – Paul Campbell

There are six \$100 scholarships available this year. The applications must be submitted by the extension agent or coordinator by electronic mail to the committee by May 20th. All of the information is on the VMGA website. The committee will make the selections and send them to the board and the individuals will know before they go to MG College.

Lifetime Membership Committee - Karen Sacasky

Karen Sacasky checked all the back minutes for date when Life Member status and requirements were added to the Bylaws and found it recorded in the first bylaws in 1982. Pauline Price as membership chairman will attempt to notify those with lifetime memberships to determine if they still meet the requirements as stated in the bylaws.

Special Membership - Frank Reilly

Committee members include Frank Reilly, Kerry Goldmeyer, Pauline Price, Kathryn Debnar, and Ted Munns. This committee was appointed at the December meeting to explore adding additional classes of membership. The committee made the following recommendations.

1. A new class of membership be established called "Auxiliary Member."
 - a. The purpose of this membership would be to allow members who for some reason or other (health, change in physical location, etc) are no longer capable of maintaining VCE-Master Gardener 'active status'.
 - b. Auxiliary members would receive *The VMGA Report*, and be eligible for discounts for VMGA sponsored activities, but would not be eligible to vote or hold office.
 - c. The dues for this class of members would be established by the Board as stipulated in our current By-Laws, but we recommend that the dues be roughly equal to the dues for regular members.
 - d. Adopting this recommendation would require By-Law changes.

2. A new class of membership be established called "Sustaining Member."
 - a. The purpose of this membership would be to allow individuals and groups who wish to support VMGA and the work of Virginia Master Gardeners to show their support with a large annual gift.
 - b. Sustaining members would receive *The VMGA Report*, and be eligible for discounts for VMGA sponsored activities, but would not be eligible to vote or hold office. They would be prominently featured in all *VMGA Report* issues and other locations as appropriate (e.g. VMGA.net).
 - c. The dues for this class of members would be established by the Board as stipulated in our current By-Laws, but we recommend that the dues be substantially greater than the dues for regular members.
 - d. Adopting this recommendation would require By-Law changes.

Frank moved that the Board recommend to the general membership that we establish a new class of membership called "Auxiliary Member". Larger membership numbers helps us when we go to seek grants showing we have this number of people supporting this effort. The Board voted to accept this recommendation.

Motion was made and carried that the Board recommend to the general membership that we establish a new class of membership called "Sustaining Member". This group could include for example Southern States, Farm Bureau and show to others that they support us. This could give us a large quantity of funds and shows a lot of support. After discussion it was decided to not offer the Membership Directory to the Auxiliary and Sustaining members.

Adopting these recommendations will require Bylaw changes as follow:

- i. "Article III Membership Section 1. The two classes of membership are Active and Lifetime. All members are eligible to vote and hold Office." *Will be changed to:*
Article III Membership Section 1. The four classes of membership are Active, Auxiliary, Lifetime and Sustaining. Active Members & Life Members are eligible to vote and hold office.
- ii. *Additional sections will be added to read:*
 - (c) Auxiliary. Auxiliary membership is open to individuals with an interest in Virginia Master Gardening. Auxiliary members will not be eligible to vote or hold office. Auxiliary members will be required to pay dues as set by the Board.
 - (d) Sustaining. Sustaining membership is open to individuals of corporations with an interest in advancing the work of Virginia Master Gardening. Sustaining members will not be eligible to vote or hold office.
- iii. "Article XII Amendment of By-Laws. These by-laws may be amended at any meeting of the Association by a two-thirds majority vote of the members present and voting provided that notice of the proposed amendment(s) has been given to the membership at least thirty days prior to the meeting where they are to be voted upon." *Will be changed to read:*
Article XII Amendment of By-Laws. These by-laws may be amended at any meeting of the Association by a two-thirds majority vote of the Active and Life members present and voting, provided that notice of the proposed amendment(s) has been given to the membership at least thirty days prior to the meeting where they are to be voted upon.

Membership will be notified of the proposed changes at least thirty days prior to the meeting at MG College in June.

Unit Reports –

In the interest of time, only those unit representatives attending for the first time gave their unit reports. All the reports will be posted on the website at <http://www.VMGA.net> and in the next newsletter.

Unfinished Business

No unfinished business

New Business

Dawn Lerch (Chesterfield) announced that the VaTech Hort Gardens are not financially supported by Va Tech and asked for support from the VMGA. Bill reminded everyone that VMGA has supported the Hort Gardens in the past. The plant swap and sale will be at the picnic on the last day of MG College in the Hort Gardens. Last year, the sale by the Hort Garden staff and students at the picnic made money for the gardens.

Bill appointed an Audit Committee to review the financial records before MG College. Jim Scibek is the chairman with Bud Gregory and others whom Bill will choose from list Pauline will supply with names of MGs who checked on their membership form they would like to serve on the Audit Committee.

Announcements

George Graine presented a check from the Fairfax County Master Gardener Association for \$400 to the Endowment Fund.

Next Board meeting is June 23, 11:30a.m. at Va Tech, site to be announced later.

The meeting was adjourned at 1:38 p.m.

Respectfully submitted,

Betty Villers

Secretary
VMGA

Minutes of the June Regularly Scheduled Meeting of The Virginia Master Gardener Association, Inc.

June 23, 2005

Blacksburg (Virginia Tech)

Attendance

(Amherst, Campbell, Lynchburg) Al Thompson; (Bedford) Patty Gamache; (Chesapeake) Donna Pearsall, Pauline Price, Pinky Derieux; (Chesterfield) Dawn Lerch; (Fairfax) George Graine, Joan Miller; (Fauquier) Jim Scibek; (Goochland) Alexandra Haselman; (Halifax) Bill McCaleb; (Hanover) Christy Brennan, Cheri Haggerty; (James City/ Williamsburg) Angela Cingale; (Norfolk) Don Snipes; (Northern Neck) Jinny Estell, Pat Rogers; (Northern Shenandoah) Bud Gregory, Fran Gregory; (Prince George) Barbara Geer; (Prince William) Frank Reilly, Pat Reilly, Bill Scott; (Rockbridge) Jim Davis, Ted Jenks; (Virginia Beach)

Paul Campbell, Liz Maurer, Fran Shelton; (Virginia Tech) Dave Close, (Washington) Tommie White

Call to Order

President Bill McCaleb called the meeting to order at 11:28 a.m.

Introductions

President McCaleb welcomed us all to the June board meeting in Blacksburg. He introduced our special college guest, John Griggs, President of the West Virginia Master Gardener Association.

Minutes

The April minutes were accepted with the spelling correction of Kathryn Debnar's and Dean Quisenberry's last names.

Treasurer's Report

Treasurer Pat Reilly reported:

Overall Balance of Accounts

Checking Account Balance	\$6876.44
Money Market (including PDR EEF of \$4238.27)	\$7361.20
CD Balance	\$6494.29
Total Overall Balance of Accounts	<u>\$20731.93</u>

Checking Account

Balance as of 4/7/2005	\$6397.18
Income	
FY 06 dues	\$300.00
FY07-FY13 dues*	\$276.00
EEF	\$8.00
Misc. Income	\$42.41
Total Income*	\$626.41

Expenses

Communication	-	\$141.85
Membership	-	\$5.30
Total Expenses		-\$147.15

Balance as of 05/31/2005 \$6876.44

Year to Date Income & Expenses to Budget FY 05*

Income YTD

Committee	Budget	Income	Remaining
	\$5,000.00		
Membership*	0	\$3,055.00	\$1,945.00
Education	\$0.00	\$216.57	\$0.00
	\$5,000.00		
	0	\$3,271.57	\$1,728.43

Expenses YTD

Committee	Budget	Expense	Remaining
			(see note
Comm/Unit Support	\$450.00	-\$559.20	-\$109.202)
	\$1,500.00		
Membership	0	-\$1,130.39	\$369.61
	\$1,875.00		
Newsletter	0	-\$2,784.33	-\$909.33
State Fair	\$50.00	-\$53.99	-\$3.99
Gifts	\$600.00	\$0.00	\$600.00
Marketing	\$200.00	\$0.00	\$200.00
Nom & Elections	\$0.00	\$0.00	\$0.00

President (SCC)	\$ 75.00	-\$ 25.00	\$ 50.00
V Pres	\$ 25.00	\$ 0.00	\$ 25.00
Sec	\$ 50.00	-\$ 25.20	\$ 24.80
Treas (banking)	\$ 175.00	-\$ 52.35	\$ 122.65
	\$5,000.0		
		0 -\$4,630.46	\$ 369.54

NOTES

1. Only dues applicable to FY05 are entered here. Life members' dues are parsed out over a period of 8 years.
2. Newsletter would not be distributed in time to meet 30-day requirement for announcement of vote of changes in VMGA By Laws at Annual Meeting, resulting in out-of-the ordinary expense.

COMMITTEE REPORTS

All Committee Reports and the President's Reports were deferred to the Annual Meeting, June 25, 2005

Education - Fran Shelton, Pinky Derieux, Chair

Newsletter - Florace Arnold, Editor

Membership - Pauline Price, Chair

Communication/Unit Support - Frank Reilly, Chair

Unit Reports

The Unit reps attending presented written reports or have e-mailed them to the secretary. They will be posted at www.VMGA.net and in the next newsletter.

Extension Liaison - reported by Dave Close, MG Coordinator

- Jamestown 2007 - More information throughout the next few days in regards to "America's Anniversary Garden 2007"
- PMG update - have had very good response and encourages continued responses to him and he will pass them along to the PMG committee.
- Revisions to Training Manual - looking to update and potentially add chapters
- Revisions to Coordinator's manual - to be updated in next 12 months
- Unit visits - goal is to visit all units. Send an e-mail to invite.
- Temporary nametags for trainees - will be a locally handled issue. Extension does not have the budget to buy new ones. Check with local offices for their inventory
- State Recordkeeping System - Committee is being formed to detail what the new system will be about. The goal is still July 2006.

- Master Gardener Discounts - A one-year roll over will now be allowed. This must be tracked at the local level.
- Minimum Class Size - Wants input from local units if they have a minimum class size and what it is.
- Emeritus status - Effective this date, the minimum hours are now 1,000 but there is still local flexibility in determining who is eligible. Wording is being developed on two additional designations for those who do not meet the Emeritus status. The designations are Honorary MG and Friend of VCE.
- Hort Line - The Administration has mandated that there be one state wide consistently branded program. The VCE agents will be brought in to make the decision on the name.

Unfinished Business

Audit Committee: Jim Scibek, Chairman, and committee members Ted Jenks and Bud Gregory performed the annual audit. Their report will be included in the 2005 Annual Meeting minutes.

New Business

Dues - Annual dues to remain at \$12.00. Lifetime dues will be raised to \$120.00 effective at the close of the 2005 Annual Meeting.

Master Calendar - George Graine recommended some sort of Master Gardener/VCE master calendar so events do not overlap. Pat Reilly suggested that the calendar links at www.vmga.net link to the CALS calendar as that is the master calendar. As the dates for MG College have been set for 2006 and 2007 there should not be any conflicts with CALS or VCE workshops in the future

Announcements

Silent Auction - Over 131 donations have been made to date. Many thanks to Angela Cingale for all her efforts towards solicitation and coordination of donations. Pauline Price will be coordinating the volunteers for the event and will have three checkout lanes for Cash, Checks or Charges.

Kick off Campaign for the MG Coordinator Endowment - "\$50 for 5" kicks off with a WineTasting Saturday night sponsored by the CALS Director and his Development Staff.

Master Gardener College Dates - 2006 June 20-25 2007 June 19-24

Board meetings for 2005 are scheduled as follows:

August 13

Prince William

Central District

October 8

Virginia Beach

Southeast
District

Fundraising Committee presented the first item for sale, VCE MG Garden flags for \$15.00.

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Cheri Haggerty, Vice President

for Betty Villers, Secretary

VMGA

Virginia Master Gardener Association, Inc.

Annual Meeting

June 25, 2005

Call to Order

President Bill McCaleb called the meeting to order at 7:02 PM in the theater of Torgerson Hall on the Campus of Virginia Tech. President Bill McCaleb welcomed those attending.

Minutes

The minutes of 2004 Annual Meeting were approved.

Vice President's Report

Vice President Cheri Haggerty reported on the number of units we have represented in the VMGA. We have increased from 24 reporting units in 2002 to 40 units reporting in 2005. In 2002 we mailed 15 sets of minutes and in 2005 we mail 3. Our goal is to have representation from all MG units.

Treasurer's Report

Treasurer Pat Reilly reported. The annual audit was completed on June 18, 2005.

**Overall Balance of
Accounts**

Checking Account Balance	\$6,876.44
Money Market (including PDR EEF of \$5297.29)	\$7,361.20
CD Balance	\$6,494.29
Total Overall Balance of Accounts	<u>\$20,731.93</u>

**Checking
Account**

Balance as of 5/31/2004 \$3,175.17

Income

FY 06 dues	\$2,638.49
FY07-FY14 dues*	\$3,976.00
EEF	\$734.00
VT Endowment	\$830.00
Education - lunch, other fees	\$997.00
Misc/Transfer	\$2,030.70

total income \$11,206.19

Expenses

Membership	-\$1,130.39
Newsletter	-\$3,466.96
Communication, Unit Support	-\$556.20
Education	-\$734.93
EEF	-\$610.00
VT Endowment	-\$830.00

State Fair	-	\$53.99
Officer - President	-	\$25.00
Officer - Secretary	-	\$25.20
Officer - Treasurer (bank fees)	-	\$72.25
	total	-
	expenses	\$7,504.92
Balance as of 5/31/2005		\$6,876.44

Audit - Jim Scibek - Chair

The audit committee consisted of Ted Jenks (Rockbridge-Bath), Bud Gregory (Northern Shenandoah). The audit was completed June 18, 2005 and is an attachment to these minutes.

President’s Report

President Bill McCaleb reported:

- The President participated in the West Virginia Master Gardener Conference held at Cacapon State Park May 13-15, just outside of Berkeley Springs WV. Their theme for the Conference was “Growing Gardeners, Partnerships, and Communities”.
- The VMGA has partnered with the Virginia Nursery and Landscape Association (VNLA), VDACs, Virginia Tech and State University, Virginia Cooperative Extension and local government entities across Virginia. Our support of the VNLA’s efforts secured a \$271,000 grant from the Tobacco Indemnification and Revitalization Board to be used to develop species specific to our growing conditions. We will be able to show our rural agricultural counties that there are viable alternatives to growing traditional crops.
- Plant Introduction Program or PIP: We have sites in all parts of the Commonwealth and Master Gardeners will be a part of the evaluation process for the foreseeable future. Research is normally a VT/VCE responsibility but we have a great opportunity to help in the evaluation process, introduce clients, students, and others to our sites.
- We've had a great year full of opportunities and challenges and we have risen to grasp those opportunities and have met the challenges. What lies ahead for Virginia’s Master Gardeners? A future of going and growing. A future filled with satisfaction for the work we do for the citizens of the Commonwealth of Virginia.

Standing Committee Reports

Education - Fran Shelton and Pinky Deriuex - Co-Chairs

The Education Committee has had a relatively easy year. In September of this past year, we had our Fall program at the State Arboretum in Bland. 55 attended and 7 cancelled due to the hurricane.

The Good Gardening Symposium was held on March 12, 2005 at the Appomattox Regional Governor's School in Petersburg, Virginia entitled "Right Plant/Right Place" and was hosted by Barbara Geer. On April 12, 2005, the Chesterfield MGs sponsored a program at Lewis Ginter entitled "Horticulture Horizons, Looking Down the Garden Path". Both programs were approved by VMGA for educational hours and VMGA members were invited to attend from throughout the state.

The Education Committee established two policy changes, which were approved by the Board:

1. No Refunds - On the registration forms for any educational event, there will be language stating no refunds will be given without 5 days' notice prior to the event.
2. Cancellation - If it becomes necessary to cancel an educational event due to hurricane, natural disaster, etc., those who have registered for the event will be notified by e-mail within 48 hours of the event. For those not having e-mail, phone calls will be made and voice messages left. In the January Newsletter, page 2, these policies are set forth more clearly. Note: If VMGA cancels the educational program, your monies will be returned.

The Fall program will be held at the Hampton Roads AREC, Virginia Beach, Virginia, on Saturday, September 10th.

Remember that the Committee normally plans a Spring and Fall Program, so we will assist anyone who would like our help.

Newsletter - Florace Arnold, Editor

Thank you for your support this year. George Graine has always come through with an interesting and timely article for each issue. Pat Reilly has sent in the articles concerning VCE activities that are important to us and Bill McCaleb has done a great job of getting his President's report to me promptly. I would especially like to thank Betty Villers for putting together the News from Around the State. Thanks also to the Unit Representatives who have shortened their reports so that we can get all of the news in the report. Thanks also to all the MGs who have sent in articles and announcements.

We have mailed an average of 542 copies every other month at an average cost of \$1.07.

Membership - Pauline Price, Chair

Pauline reported that as of June 20, 2005 we have 565 Regular members and 126 Life members. 251

memberships expired on May 31. During the past year we began adding your expiration date to mailing labels created by Membership for the newsletter.

Unit Support - Frank Reilly, Chair

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

- Northern Neck requested job descriptions for paid MG Coordinators. We poled the paid coordinators we know and provided job descriptions for 5 different positions. Most MG Coordinators have duties in addition to MG Volunteer coordination. These job descriptions will be posted on the web site at the Unit Support Committee page, since it seems likely that additional units will realize the advantage of providing a paid coordinator.
- Pat Reilly and Dave Close appeared on Farm TV in mid July to discuss MG issues.
- Karen Sacasky visited with the new MG training class in Nelson County and gave a presentation. Subjects covered VMGA, VCE, History of MG Program, History of Land Grant Universities and Cooperative Extension
- We answered a question from a Unit concerning the use of Local Association Funds, and required wording on MG Association Banners.
- We maintained a page dealing with the Critical Staffing Initiative, and arranged four email solicitations urging Master Gardeners to contact their legislators.

Communication Committee - Frank Reilly, Chair

Members: Cheri Haggerty, Kathryn Debnar, Shelby Snyder and Chair Frank Reilly and whomever else we can get.

- November 12th marked our sixth 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 250 pages of content and nearly 100,000 visitors annually.
- Since the last Annual Meeting 93751 visitors to VMGA.net. We average 257 discrete visitors per day.
- The most popular pages in the last year have been Hort Update, Minutes, Calendar, News, Education, and Membership.
- Remember that we can help you host your site for a while under certain conditions.
- We prepared a recruiting CD for MG College. This PowerPoint presentation was made available to every Unit. 2 formats were provided; one with narration that ran like a slide show, and another requiring manual advance, but that was accompanied by a script. The CD also contained information about VMGA Scholarships to MG College.
- We prepared and distributed an announcement of the upcoming vote about new membership classes and a dues notification for every member of record. This mailing was sent May 19th using the most up-to-date postal information available to the Membership Chair.

Finance - Bill Scott, Chair

Attached is the FY06 Budget together with assumptions. It should be noted that EEF Scholarships are forecast to be paid from operating funds. The current endowment does not generate sufficient revenue to fund the scholarships and growth accumulation. An additional \$200 will come from general funds if surplus funds don't materialize from FY06 operations. Additionally, the entire proceeds from the silent auction at Master Gardener College are forecast to go to the endowment for the state coordinator.

Special Committee Reports

State Fair - Christy Brennan, Chair

The State Fair will be held September 22nd through October 2nd 2005 at the Richmond Raceway Complex at Strawberry Hill. One of the primary objectives of the Fair is the scholarship program. "Since the program's inception in 1989, The State Fair Scholarship Program has

awarded 1,431 scholarships and has dedicated nearly one and a half million dollars to youth education."

The Horticulture Building (where our booth is located) is being billed as Virginia's Largest Outdoor Class Room. This year the plan is for the Master Gardener Booth to become a key part of the "Outdoor class room" by providing school children with an interactive display as well handouts concerning conservation and gardening.

Last year The Fair Organizers were very complimentary of the Master Gardeners and how much they appreciated our volunteers and their enthusiasm. They are really looking forward to our participation this year. I want to remind the Master Gardeners that they could enter their gardening best at the Fair, by going on-line to www.statefair.com. The participation

had been slow in previous years and the Fair was hoping the Master Gardeners could help to encourage participation. I was very excited to see that the board had approved most of the proposed budget for the State Fair 2006. (Christy also had a calendar of dates for units present to sign up as volunteers. The calendar will be in the *VMGA Report*.)

Fundraising Committee - Cheri Haggerty, Chair

The Fund Raising Committee was formed at the October 2004 meeting. The committee is responsible for raising funds while encouraging membership and renewals. The

committee members include Cheri Haggerty as Chair, Christy Brennan, Kathryn Debnar, Jackie Lohr, Pat Reilly, and Cheryl Sebera.

The committee met again at the December 2004 meeting. At this meeting it was decided that funds earned from this committee would initially be earmarked for the MG Coordinator Endowment Fund. As this Fund begins to grow, the committee may elect to use the funds for other projects. We met electronically until the February 2005 meeting where it met with the committee formed for the establishment of the MG Coordinator Fund. As this committee's goal had been reached with the new fund in place, the members of that group became a sub committee of the Fundraising committee. Their focus is the Silent Auction as those funds are for the MG Coordinator Endowment.

The Silent Auction subcommittee consists of Angela Cingale, Pauline Price, Agnes Gregory, Ann DeForest, Shelby Snider, Ginny Craig, Christy Brennan, Janet Scott, Cheri Haggerty and Pat Reilly.

The group has met exclusively by email. Emails were sent to unit contacts from a list provided by Dave Close, State MG Coordinator Requests were made to units to donate 2 items in value of \$10 - \$45 by subcommittee members who 'adopted' a VCE district or two. Pauline Price heads the on-site portion of the auction.

As of Thursday, June 23, nearly 100 items have been received from Chesapeake, Northern Neck, Jackie Lohr and York County, Angela Cingale and JCC/Williamsburg, Chesterfield, Prince William, Frank and Pat Reilly, Debbie Hamilton, Leslie Paulson, Roanoke, Shelby Snider, Barbara Leach, The Handmade Furniture Shop, The Candy Store, The Williamsburg Brass Shop, The Regina Shop, Ann DeForest, Wild Birds Unlimited, Fresh Market, Miller's Greenhouses, Minouche Robinson, Margaret Mondul, Washington County, Phil Flarsheim, Ann Martin, Halifax, Jean Bainbridge, International Paper Co., Pat Gamache, Brunswick County, Charlotte County, George Graine and Fairfax Merrifield, Fairfax Green Spring, Franklin County, Fauquier County, Felder Rushing, MG of Northern VA (Arlington/Alexandria), MGA of Central Rappahannock Area and The Paper Factory in Williamsburg. Items will also be collected at MG College from those units who chose not to submit them ahead of time.

If our attempts to contact your unit or association weren't successful, we apologize. We did not mean to exclude anyone. However, we had such an overwhelming response that we did not follow up on emails to other units.

Credit cards are being accepted as payment, thanks to Frank Reilly. Check out will be expedited with lines for cash, check or credit card. A final list of donors and the sales totals will be reported at the August Board meeting.

The committee has many ideas for branded merchandise for both VMGA members and Master Gardeners. The first item offered is a garden flag with the VCE logo on it. They will be available for purchase at MG College and through the end of August 2005. The committee will then move on to other items.

Educational Endowment Fund - Paul Campbell, Chair

Scholarship selection committee members for 2005 were George Graine (Fairfax), Al Thompson (Lynchburg), Sybil Pryzbk (York), Susie McCrea (New River), Judy Kinney (Lynchburg) and Paul Campbell (Virginia Beach). Donations for the MG College Educational Endowment Fund were obtained during the period June 1, 2004 through May 31, 2005. Donations were received from New River MGA, Fauquier County MGA, Sue Burton in memory of Barbara Fraley, Elizabeth Overton in memory of Ed Overton, Susie McCrea, Nancy Weinberg, Barb Valente, Sally Price, Chuck Miller and several donors who wish to remain anonymous. There were a total of 25 applications received. The committee reviewed the applications and using their best judgement voted via e-mail for the selectees. There were six \$100.00 scholarships. Scholarship recipients awarded their scholarships at MG College this year were:

Jean Bainbridge	Halifax
Jackie Lohr	York
Virginia Oyler	Franklin
Gail Sigler	Fairfax
Jane Wyman	Prince William
Tommie White	Washington

Coordinator's Endowment Committee - Pat Reilly, Chair

Committee consists of Pat Reilly (Chair), Angela Cingale, Dave Close, Kathryn Debnar, Carol Dixon, Jane Pratt Schilling and Jim Scibek. Bill McCaleb, VMGA President, is participating as an *ex officio* member. Max Bales, Director of Development for CALS, is also active with the committee.

Over the past year, the committee has met for one day-long planning session and shorter meetings after VMGA Board meetings. Most of the work is done by email. Accomplishments of the year include:

- Wrote the agreement between VMGA and Virginia Tech to establish the endowment
- Received a unanimous vote by the VMGA Board in December to enter into the agreement which President Bill McCaleb and CALS Dean Sharron Quisenberry signed in March
- Wrote a case statement for the endowment
- Submitted articles for publication in each *VMGA Report*
- Updated the VMGA web site with endowment information and set up donations by PayPal
- Created an electronic presentation about the endowment
- Created giving levels and the "\$50 for 5" campaign

- Requested a minimum \$100 donation of 100% of units to demonstrate unity for the endowment to potential donors, foundations
- Supported the Fund Raising Committee's Silent Auction effort to benefit the endowment
- Received and transferred donations to the Virginia Tech Foundation for the endowment

Plans for the coming year include:

- Reach the 100% goal of units donating to the endowment to show unity to potential donors
- Match the \$50,000 pledged donation
- Develop a list of potential donors and begin solicitation
- Begin writing grants

The committee wishes to express deep gratitude to the anonymous donor who pledged a \$50,000 matching gift. The gift showed that we are doing something that others believe in, and will support.

We are very grateful to the CALS Development Office for working with us, guiding us through the agreement process and for teaching us so much about endowments and the generosity of people.

Finally, the committee also wants to thank each individual and each unit who have contributed to the endowment.

Membership Classes, - Frank Reilly, Chair

Ad hoc Committee Kerry Goldmeyer, Pauline Price, Kathryn Debnar, and Ted Munns

Purpose: to add two new classes of membership

- Auxiliary Membership – for those unable to maintain Active Master Gardener Status
- Sustaining Membership – to allow individuals and groups who wish to support VMGA and the work of Virginia Master Gardeners to show their support with a large annual gift.

By-Laws Changes:

Article III Membership Section 1. The two classes of membership are Active and Lifetime. All members are eligible to vote and hold office."

Will be changed to:

Article III Membership Section 1. The four classes of membership are Active, Lifetime, Auxiliary and Sustaining. Active Members & Life Members are eligible to vote and hold office.

Add

(c) Auxiliary. Auxiliary membership is open to individuals who have been active members of VMGA but are no longer able to maintain active status, with an interest in Virginia Master Gardening. Auxiliary members will not be eligible to vote or hold office. Auxiliary members will be required to pay dues as set by the Board.

(d) Sustaining. Sustaining membership is open to individuals, groups or corporations with an interest in advancing the work of Virginia Master Gardening. Sustaining members will not be eligible to vote or hold office.

Article XII Amendment of By-Laws. These by-laws may be amended at any meeting of the Association by a two-thirds majority vote of the members present and voting, provided that notice of the proposed amendment(s) has been given to the membership at least thirty days prior to the meeting where they are to be voted upon.”

Will be changed to read:

Article XII Amendment of By-Laws. These by-laws may be amended at any meeting of the Association by a two-thirds majority vote of the Active and Life members present and voting, provided that notice of the proposed amendment(s) has been given to the membership at least thirty days prior to the meeting where they are to be voted upon.

Lifetime Membership Karen Sacasky, Chair

Committee members were Barbara Geer, Carolyn Norrington, Chuck Norrington and Paul Campbell.

The committee made their recommendation to the board on December 11, 2004 to retain the

Lifetime membership category. The dues amount will be set as 10 times the annual dues as

established by the board at the June meeting. The Membership chair and the State MG Coordinator will confirm the active status of lifetime members. This will have no effect on the

status of Honorary Life members.

Extension Liaison Report - David Close, MG State Coordinator

- Excited and looking forward to the next year

- Advisory team for 2006 MG College has been established
- The 20th annual MG College will take place in 2007. A lot of advance planning is already taking place to make it extra special.

Unfinished Business

There was no unfinished business.

New Business

- The Bylaws were approved as amended. The Bylaws are posted at VMGA.net.
- Dues will remain at \$12.00 annually and \$120.00 for life membership. Auxiliary membership was set at \$12.00 and the Sustaining membership was set at \$250.00.

Announcements

Next Board Meeting – Saturday, August 13 2005 at 10:00 a.m. in Prince William County. The meeting was adjourned at 8:15 PM.

Respectfully Submitted,

Cheri Haggerty
VMGA Vice President

for

Betty Villers
VMGA Secretary

19 June 2005

VMGA Board of Directors

Subject: VMGA 2005 Annual Audit Report

The VMGA 2005 Annual Audit Committee consisting of Jim Scibek, chairperson, Ted Jenks and Bud Gregory met on Saturday 18 June 2005 and reviewed documentation for all four VMGA accounts. These accounts include the Certificate of Deposit (No. xxxxxxxx), the Money Market account (No. xxxxxxxxxxxx), savings account (No. xxxxxxxxxxxx) monies from which were transferred into the Money Market account on 10/14/04 and the account canceled), and the checking account (No. xxxxxxxxxxxx). 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 1 June 2004 to 31 May 2005.

The committee did find a couple of areas where we would like to make suggestions for future documentation. First, we would recommend complete records for deposits such as dues for one year, multi-year and life; EEF contributions; Education committee events; etc. Several entries were missing these records. These records should be separate from the check register with summary entries then made to the heck register. Second, we would recommend that column "C" of the checkbook register be utilized using an "R" to show each item had been reconciled between Quicken and the bank statement. The Audit Committee feels that the categories showing multi-year and life dues disbursement are very good. After reviewing all of the accounts, the Audit Committee fully supports the **Finance Committee objectives** in finding better ways to maximize return on all monies.

If you have any questions, please contact a member of the Audit Committee as shown below.

Respectively submitted,

Jim Scibek, Ted Jenks, Bud Gregory

VMGA, Inc.

FY06 Budget Assumptions

June1, 2005 to May31, 2006

- Membership dues are based upon attaining 600 members in FY06, which is the goal of Membership. The budget also assumes 130 lifetime members for calculation purposes. Both classes of membership are forecast at \$12 for the year.
- Revenue from education activities is projected on past experience and forecast to offset expenses.
- Fundraising revenue represents income from the silent auction at Master Gardener College.
- The combined line item for Communication / Support is composed of \$400 for Communications, a \$50 decrease from FY05, and \$50 for the Unit Support Committee.
- Education represents the expenses of FY06 educational activities forecast at a break-even level. Refer to the related income in the revenue section of the budget.
- EEF Scholarships are forecast to be paid from operating funds in FY06. The current VMGA endowment does not generate sufficient revenue to fund the

scholarships and growth accumulation. An additional \$200 for FY06 will come from general funds if surplus funds do not materialize during FY06.

- Election expenses represent the estimated costs of conducting the biennial election of officers.
- Gifts represent the contribution of proceeds from the silent auction at Master Gardener College to the endowment for the state coordinator.
- Membership & Roster represents anticipated costs of producing the membership directory and other expenses incurred to acquire new members. Membership's goal for FY06 is to increase membership to 600 members. The \$1600 budget represents a \$100 increase from FY05.
- Newsletter expenses are composed of \$2,200 of printing costs and postage of \$1,300 to provide a newsletter of 550 issues. This number is approximately midway between our current membership total and the goal of 600 that Membership wants to attain by end of the year. This forecast also includes postage of \$0.38 to reflect the scheduled postage increase.
- State Fair expenses are composed of \$45 in postage, \$150 in supplies (give away) and \$25 for decorations, copies, etc. This represents an increase of \$170 compared to FY05.

VMGA, Inc

FY06 Budget

June 1, 2005 to May 31, 2006

Income:	Amount
Membership	
Regular	\$5,640
Lifetime	1,560
Education	3,000
Fundraising	3,000
 Total Income:	 \$13,200
Expenses:	
Communication/Support	\$450
Education	3,000

EEF Scholarships	400
Elections	360
Endowment	200
Fundraising	150
Gifts	3,000
Marketing	150
Membership & Roster	1,600
Newsletter	3,500
State Fair	220
Officers Expense	
President	75
Vice President	25
Secretary	35
Treasurer	35

Total Expenses: \$13,200