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**VMGA BOARD MEETING
STAFFORD, VA. August 11, 2012
MEETING MINUTES**

The meeting was called to order at 10 a.m. by VMGA president, Tom Bolt.

Tom welcomed the MGs and introduced Laura Collingsworth, president of the Central Rappahannock Area MGA. Laura, in turn, introduced Gwen Pote, MG coordinator, who provided a short photo essay of the Central Rappahannock Area MGs and their projects.

All those present at the meeting introduced themselves.

Secretary's Report

The minutes of the 6/22/12 Board Meeting were approved.

Mary Ann Kincaid read a thank you note from Alexandra Wunderly, a recipient of a 2012 Diane Relf scholarship to MG College.

Endowment Gift

Bill Scott reported as follows: The \$100,000 deferred gift from Ted Dempsey has incorrectly been identified as a 'pledge' in some VMGA records. The minutes in which this incorrect reference has been made are to be corrected and instead refer to the 'deferred gift' in compliance with IRS regulations.

Treasurer's Report

Laurie Anderson, treasurer, presented the Treasurer's Report, as follows:

Checking Balance as of:	05/31/2012	\$20,945.13*
Receipts		\$ 4,955.00
Membership – Regular	\$1344	
Membership – Life and Adv	\$1116	
Gifts / Donations EEF	\$161	
Interest, Dividends		

Member Purchases	
Education	
Fundraising Sales	\$1579
Fundraising-Petty Cash ¹	\$200
Miscellaneous	\$10
FY 12 Deposit ²	\$545

Disbursements		\$ 9,917.53
Communications / Support		
Education		
EEF Scholarships	\$765	
Elections		
Fundraising-Petty Cash ¹	\$200	
Fundraising Overhead		
Fundraising Xfr to Endowment		
Marketing		
Membership / Roster	\$40.43	
MG College Sponsorship	\$400	
Newsletter		
State Fair		
Officer Expenses		
President		
Vice President		
Secretary		
Treasurer	\$12.10	
Miscellaneous		
Endowment Donation	\$8500	
Check Register Balance as of: 07/31/2012		\$15,982.60
Suntrust Statement Balance as-of 07/31/2012		\$15,982.60

Other Accounts: balances as-of 08/10/2012	
CD 0002	\$14,425.50 (matures 12/14/2012)
CD 0005	\$4,998.33 (matures 6/3/2014)
CD 0006	\$6,097.39 (matures 3/9/2013)
PayPal	\$1,115.97

* Check register balance from end of FY12 adjusted (\$45.82 deducted) from \$21,535.95 to \$21,490.13; balance issue tracks back to Jan, 2012 at least. June 4th deposit also backed out for cash flow analysis, so beginning balance is \$20,945.13

¹ Amounts net to zero and do not appear in budget report

² Deposit of \$545 made on 6/4/2012 was included in receipts detailed in Treasurer's Report presented on June 21, 2012 for time period covering 03/31/2012 to 5/31/2012. This report reflects all cash transactions in June and July, including that deposit. Deposit is not included in FY budget detail since it was included in the Budget FY 12 report.

The treasurer's report was accepted for audit.

Laurie Anderson, treasurer, advised she was open for guidance from the Finance Committee.

Laurie advised she has developed a revised Request for Reimbursement. A copy of the revised form follows these minutes.

There is a new contact for the Coordinator Endowment, as follows:

Benjamin B. Grove, Associate Director of Development
College of Agriculture and Life Sciences
Virginia Tech, 216 Hutcheson Hall (0402), Blacksburg VA 24061
Office: 540 231-7640; Mobile: 540 239-0719
Ben.grove@vt.edu

President's Report

Tom Bolt, president, advised that the Executive Committee will be working on long term plans for VMGA, both 2 year and 5 year plans.

In addition, VMGA will work to become better recognized within the state.

Vice President's Report

David Mims, vice president, reported on his goal to increase awareness of VMGA and its members – who we are and what we do.

Extension Representative Report

In Dave Close's absence, the Extension Representative report was read by Tom Bolt, as follows.

My job title and responsibilities officially changed on July 1. My title is now Consumer Horticulture and Master Gardener Specialist. My responsibilities have been expanded but I will continue to ultimately

be responsible for the Extension MG program. I will continue to serve as the VCE Liaison with VMGA and I will also continue to lead the MG College Advisory Team. My new responsibilities will be to engage more with the Green Industry through the Virginia Nursery and Landscape Association, continue to develop youth programming materials through 4-H, FFA, and high school Ag teachers, and I will be providing in-service training for VCE agents on consumer horticulture topics as needed. One of my primary approaches will be to develop topic-specific teams of experts to address issues identified as priority within the state. This will be more fully implemented once the State Assistant MG Coordinator is hired and in place.

The announcement for the new State Assistant MG Coordinator position was finally released on August 2. It was released nationally. We could begin reviewing applications as soon as August 15, but we do not have a closing date set and we will keep it open until a suitable candidate is found.

MGCAT met on August 6. We have determined our keynote speakers for the conference. Once these are confirmed with the speakers we will announce the slate of keynote speakers. Tracy DiSabato-Aust is confirmed, more details to follow soon. The dates for MG College in 2013 are June 19-23. The theme will be Water Stewardship.

Dr. Joyce Latimer and I will be conducting a mini In-Service for Agents and paid MG Coordinators on Tuesday, August 14. I will spend a couple of hours updating attendees on the MG program, Joyce will give an update on the Dept. of Hort Faculty, and Dr. Mike Goatley will do a session on urban nutrient management.

The State Fair of Virginia will occur in 2012. The dates are September 28 through October 8. We were asked to include Extension MG volunteers in the Fair.

The Department of Horticulture has hired Megan O'Rourke as the new Sustainable Food Production faculty member. She will be in

Blacksburg in August, 2013. She is completing an overseas obligation before physically joining the department.

Two candidates were interviewed for the Associate Director of Ag & Natural Resources. No update on when the successful candidate will join VCE.

Within the next 2-3 weeks, I should be announcing the dates and locations for 4 Leadership Development Training opportunities across the state: one in each district. This training will be open to Agents, Coordinators, and local MG association leaders. Stay tuned for more details.

I still have not set the dates for more VMS trainings, but those will be forthcoming. My intent is still to offer this before the end of the calendar year.

It was announced that Water Stewardship will be the focus of the 2013 MG College.

Committee Reports

Audit

Deb Straw, chairperson of the Audit Committee, provided the following report:

The VMGA Audit Committee met on Tuesday, July 3, 2012 to review documentation of all VMGA accounts. Financial documentation including check registers, bank statements, CD statements, and receipts were reviewed.

The committee found that the bank statements coincided with the check register for the time period of October 1st, 2011 to the end of May 2012. We reviewed the books in that time period because the 2011 Audit was conducted from June 2010 to the end of September 2011. Of note, the committee found several fees for corrected deposits which may suggest greater accuracy is needed to prevent incurring unnecessary bank charges.

The committee found that the records provided to it were accurate and correctly represented the financial transactions of the VMGA for the period 1 October 2011 through 31 May 2012.

As always, your committee reminds the Executive Board that this is not an “in depth” audit and that if the Board desires such that professional services should be obtained.

Communications-Unit Support

In the absence of Frank Reilly, Pat Reilly provided the following report:

Unit Support Committee - Chair Frank Reilly
Members: Pat Reilly, Karen Sacasky, Pinky Derieux
No activity since the last regularly scheduled meeting

Communications Committee - Chair Frank Reilly
Members: David Banks-Webmaster, Kathryn Debnar

Website has been updated 45 times since the last meeting. The most popular page is the front page followed by Endowment, Calendar, and Link pages. The site has had more than 3050 unique visitors since the last meeting.

Since Tom Bolt has moved on to bigger and better things we could use a new volunteer to handle the distribution of the newsletter.

Another volunteer to manage the calendar, or manage the links pages would be a welcome addition to the committee.

Coordinator Endowment

Tom Bolt reported that the committee has not been active and asked for MGs to become a part of the committee. Pat Reilly and Joe Kelly volunteered.

Tom Bolt will contact the members and arrange a meeting in the near future.

Diane Relf Education Endowment Fund

Pinky Derieux, Chesapeake, volunteered to head up this committee for 2013.

Tom Bolt identified several current recipients of the scholarship funds at the meeting.

Finance

Laurie Anderson, treasurer, will be included in the Finance Committee. Tom Bolt will schedule a Finance Committee meeting in the near future.

Fundraising

Betty Villers reported that she had brought samples of the VMGA materials with her and that the reps could order stocks. Betty also noted that \$1,579 worth of VMGA materials were sold at MG College, the net profits of which are designated for the Coordinator Endowment.

Betty asked for approval from the Board to buy additional MG license plate holders. A purchase of 250 was approved.

Membership

Anita Smith reported the total membership is made up as follows: 344 Active, 12 Auxiliary, 170 Lifetime for a total of 526.

Anita stressed the importance of members keeping their contact information up to date.

Anita asked that Committee chairs always ask for a current list of members showing interest in their committee. This information changes often.

Anita advised that no one should ever made any list of VMGA members available to anyone outside the organization.

Anita reminded the group that the VMGA by-laws state that every officer and unit rep of the organization must be a member of VMGA.

Newsletter

Tom Bolt thanked Peggy Fox for her dedication and skill in doing the newsletter. He noted that she would be sent a letter of appreciation from the VMGA Board of Directors on behalf of the membership.

Peggy will continue to act as a consultant to the new editor, Laurie Niestrath of Greene County.

Tom also thanked George Graine for his contributions to the newsletter and asked that members consider writing articles from time to time.

The deadline for the next issue of *VMGA Reports* is 8/20/12.

Nominating Committee

Although the Nominating Committee has no active function at this time, Tom Bolt advised that the Committee should be formed by the first of 2013. Joe Kelly agreed to head up the Committee. Additional members will be needed.

Silent Auction

Tom Bolt reported that Mary Wright of Newport News, who headed up the 2012 Silent Auction, advised there was fraud detected. This involved someone using another person's bid number without authorization.

Further information is needed about the issues at this year's Silent Auction. This will be passed onto the new Silent Auction team from Washington Country in order to avoid a repetition of the problems.

State Fair

Christy Brennan reported that there will be an agricultural component of the 2012 Virginia State Fair. The Virginia Farm Bureau and the Virginia Green Industry Council are coordinating the Agriculture/Horticulture exhibits and Extension Master Gardeners have been asked to participate. We are planning on staffing a booth in the Pavilion (formerly the Americraft Pavilion).

In keeping with the "farm to table" theme, Master Gardeners will showcase square foot backyard vegetable and flower gardening.

Please contact Christy Brennan, ctb47@comcast.net, to schedule your unit to staff the MG booth. Three (3) shifts daily, 3-4 MGs per shift.

Place: The Pavilion at The Meadow Event Park

Theme: "farm to table"

Dates: September 28-October 7. Officially opening at 2:00 p.m. September 28.

Times: 10:00 a.m. to 8:00 p.m. daily for Ag/Hort Pavilion, except 11:00 a.m. opening on Sundays.

Education

Tom Bolt thanked Barbara Geer for the outstanding job she has done as Education Committee chairperson over the last several years.

Tom will be putting together a new Education Committee. Those interested in the education mission should contact Tom. The goal is to have training offered in each of the four Extension regions annually.

Tom stressed that units planning events, education and otherwise, should get them on the VMGA schedule as soon as possible to avoid conflicts.

Unit Reports

Unit reports should be sent to the Vice President. He will then forward them to the webmaster and the newsletter editor. The newsletter editor will review them and follow up on information that can be expanded for *VMGA Reports*.

Old Business

The December Board meeting (12/8/12) is in need of a host unit. Any unit that is willing to host this meeting should contact Tom Bolt. Bill McCaleb will send Tom a Danville contact.

New Business

It was suggested that Virginia Beach host the 12/14/13 Board Meeting. Betty Villers will check with the VBMGA leadership and advise VMGA.

Search For Excellence – Christy Brennan is stepping down as chair of the Search for Excellence. Any VMGA member interested in taking over this annual project should contact Tom Bolt.

Ted Munns (Northern Neck) asked the MGs for feedback as to the amount the units charge for intern training and whether scholarships are offered to these students.

The costs mentioned range from \$100 to \$250.

Scholarships are offered by several units. Money is set aside in their budget for this expense and divided among those trainees found eligible.

Tom Bolt reported that the US Fish and Wildlife brochure on Native Plants is no longer in print. There is an effort to get sufficient orders that reprints will be done. The cost of \$104 for a box of 50. Units wishing to order should contact Tom Bolt.

The By-Laws revision process is on hold pending the organization of the new VMGA committees.

Marilyn Riddle, James City County, has been asked by a local MG why the coordinator endowment exists. And now that there are two people in the coordinator office, how does that change the VMGA goal?

Pat Reilly (Prince William) responded that pressures on revenues at Virginia Tech increase the importance of the Coordinator Endowment fund. Dave Close's new position has more state funds assigned to it than his previous one. However, the new assistant position is vulnerable to funding cuts. There has been a suggestion by the Development Office at VaTech that the VMGA immediate goal should be to grow the fund to \$250,000 in cash. This would help secure the assistant position.

Further discussions will be held between VMGA and the VaTech Development Office in this regard and will be reported as they occur.

Betty Villers advised the group of the death of Bonnie Appleton, a retired VaTech professor from the Hampton Roads AREC. The report of her death requested memorial funds be directed to the VMGA Coordinator Endowment Fund.

Tom Bolt thanked the Central Rappahannock Area MGs for their hosting of an excellent meeting.

The meeting adjourned at 11:55 a.m.

Mary Ann Kincaid
VMGA Secretary

REQUEST FOR REIMBURSEMENT



Expenditure made by (name): _____

Person to be reimbursed (if different): _____

Mail check to (mailing address): _____

Project / Budget Category: _____

Description of Items: _____

Number of Receipts: _____

Total Amount Due: _____

Treasurer's Use

Check No. _____

Date: _____

Please mail request to:
Virginia Master Gardener Assoc.
Laurie Anderson, Treas.
6700 Clifton Rd.
Clifton, VA 20124-1409

**VMGA BOARD MEETING
WARRENTON, VA. OCTOBER 13, 2012
MEETING MINUTES**

Attending: List of attendees attached.

The meeting was called to order at 10 a.m. by VMGA president, Tom Bolt.

Tom welcomed the MGs and asked all those present to introduce themselves.

Tom introduced Tim Ohlwiler, Fauquier Extension Agent. Tim narrated a short presentation about the Fauquier County MGs and their ongoing projects.

Secretary's Report

The minutes of the 8/11/12 Board Meeting were approved.

Mary Ann Kincaid read a thank you note from Larry Baker, Four County Master Gardeners, a recipient of a 2012 Diane Relf scholarship to MG College.

Mary Ann Kincaid read the list of minutes in which the change in wording from "pledge" to "deferred gift" is to be made. A copy of the minutes' excerpts follows these minutes. A motion was made and seconded to change the word 'pledge' to 'deferred gift' in each of the nine instances read. The motion passed unanimously. Mary Ann Kincaid will make the changes.

Treasurer's Report

Laurie Anderson, treasurer, presented the Treasurer's Report, which is attached. The treasurer's report was accepted for audit.

Laurie Anderson provided a budget update, attached.

Laurie Anderson stated that the budget should be corrected to show that not all the fundraising income is designated for the Coordinator Endowment Fund. Only that portion in excess of the cost of the goods sold is available for donation. Laurie will meet with the Finance Committee to determine what percentage of the selling price will be considered profit. This is necessary as the inventory is a mix of similar merchandise bought at different times and different prices.

Laurie also will discuss with the Finance Committee what action to take with the soon expiring CD.

President's Report

Tom Bolt, president, advised that VMGA will be more involved with VaTech's strategic planning as it affects the Master Gardener program.

Tom advised that the Board had agreed to provide \$500 for the MG effort at the Virginia State Fair, specifically to pay entrance fees for the volunteers. Money was taken from several budget items to cover the \$500 expenditure. Tom advised that Dave Close/VCE also had put in funds for the State Fair effort, including printing of handouts.

Tom noted that a Fund Raising Chairperson is needed and asked anyone interested to contact him.

Tom noted that an Education Committee Chairperson is still needed. There was some discussion about the cost of future Education events. Jim Kincaid noted that it had been agreed at an earlier meeting that the cost to MGs of education events would include a 10% surcharge that would be used as a cushion for education events where income did not meet expenses. Mary Ann Kincaid will search the minutes to find this

reference. (Note: Excerpt from February 2012 Board Meeting follows.)

Tom noted that Membership Chairperson, Anita Smith, is moving out of state the first of next year, and asked for those interested in filling that position to contact him. Deb Straw, Hill City Master Gardeners, agreed to take over the position.

Vice President's Report

David Mims, vice president, advised that Unit Reports are due on the 20th of the month and should be sent to him (davidm87674@earthlink.net), the VMGA webmaster (webmaster@vmga.org), as well as the VMGA Report editor, Laurie Niestrath (laurieniestrath@gmail.com).

Extension Representative Report

Dave Close reported as follows:

Twenty-three applicants for the Assistant Master Gardener Coordinator position. The interview panel has screened the applications and we've narrowed it down to three candidates we will invite to campus for an interview. I will be inviting a VMGA Board representative to sit in on the interviews once they are scheduled.

In mid-September, Dr. Jones, VCE Director announced the appointment of Dr. Bobby Grisso as the new Associate Director for Ag & Natural Resources. This position had been vacant for more than 3 years.

Dr. Joyce Latimer and conducted a mini In-Service for Agents and paid MG Coordinators on Tuesday, August 14. We had 36 attendees. I spent part of the morning doing an EMG update with open dialogue; we had a presentation from Dr. Latimer on

the Dept of Hort faculty; and we had two guests from DCR join Dr. Mike Goatley during his UNM update.

The Department of Horticulture held a strategic planning retreat yesterday to create a roadmap for our Department for the next 5-10 years.

Since our last Board meeting, Dr. Grant has released the 2012-2018 Strategic Plan for the College of Ag & Life Sciences. The plan addresses all three missions of the College: Extension, Research, and Teaching. You can view the plan on the College's website.

Frank Reilly and I were invited to speak at the Guilford County MG Association Garden Gala in mid-September. We did a breakout session on living with wildlife and we were the closing keynote speakers and gave our talk on Firewise Landscaping. About 150 attendees with some from Danville, VA.

I recently attended the national MG Coordinator conference in Spokane, WA. Brought back some great ideas and will have access to some of the presentations as resources to share once they are made available to the attendees.

International SFE competition deadline has been extended to November 1. I forwarded the contest information to the coordinator listserv in late September. I have asked that it be forwarded to the unit reps. I can forward the contest application and guidelines to anyone interested.

The 2013 IMGC is being organized by Arkansas and hosted by Washington State. The dates are September 7-14. The theme is Flower, Fjords, and Friends. It will be an Alaskan cruise departing from and returning to Seattle. Reservations are being accepted and they already have more than 700 people registered. The registration fee is \$195.

In response to a question, Dave outlined the strategic planning format at VaTech, where the plans of the department, extension and the college are designed to dovetail together, although each has its separate planning process. The Master Gardener program is an important item on the department level and Dave has the responsibility of MG input into the planning process.

Laurie Anderson, Fairfax, asked about the potential conflict of what MG units are doing and the strategic plan. Dave responded that MG projects fall under the Environmental Stewardship umbrella.

Alta Jones, Loudoun, asked if there would be statewide goals for MGs. Dave explained that extension agents provide guidance and direction as MG programs are customized to suit local needs.

Several attendees noted that their units were developing long range strategic plans.

Committee Reports

Audit

No report.

Communications-Unit Support

In the absence of Frank Reilly, chairperson, Tom Bolt read the following report:

Unit Support

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

Communication Committee

Since the August regularly scheduled meeting there have been 24152 visitors (up from 14231 visitors during the same period last year) to VMGA.net.

Since the August regularly scheduled meeting, the web page has been updated on 93 separate occasions.

The Endowment web page had 225 visitors.

78.5% of all our visitors come through the front page of our site. Remember that we can help you host your site for a while under certain conditions.

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

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

Ralph Mason has also been keeping up with additions to the Front Page, and the calendar pages. He will soon begin updating many of the older pages on the site too.

Coordinator Endowment

Tom Bolt reported that Pat Reilly has agreed to chair the Coordinator Endowment committee.

Current balances are:

Cash	\$176,766
Pledges	6,450
Deferred gifts	190,000

Interest 42,000
 \$415,000

Any questions about the Endowment billing for pledges should be directed to Ben Grove in the VaTech Development office.

Dave Close narrated a brief Power Point presentation that is available for showing at Unit meetings. A script is included.

Tom advised that an updated Endowment form is now available on the VMGA web site. Units should destroy older forms and use the new one in the future.

Diane Relf Education Endowment Fund

No report.

Education

Tom Bolt stated that the Education Committee needs a chairperson as well as active volunteer members. Anyone interested in participating in this committee should contact Tom or David Mims, who offered to help Tom in this effort.

Finance

This committee is being organized and will meet in the near future.

Fundraising

Betty Villers, temporary chairperson, asked for volunteers to take over the fund raising committee. Volunteers interested should contact Betty or Tom Bolt.

Membership

Anita Smith reported the total membership is made up as follows: 354 Active (103 new in 2012), 13 Auxiliary, 171 Lifetime for a total of 538.

Tom Bolt reported he had problems when sending out the new roster in early September. He will resend to the membership.

Anita Smith, chairperson, is moving out of state after the first of the year.

Newsletter

No report.

Nominating Committee

No report.

Silent Auction

No report.

State Fair

In the absence of Christy Brennan, Tom Bolt read the following report:

In July of 2012, Master Gardeners were asked to participate in this year's Agricultural exhibit at the State Fair of VA. The Virginia Farm Bureau had recently purchased part of the State Fair of Virginia and was determined to have a strong agricultural presence at the 2012 Fair. The Virginia Green Industry Council was on

board to become a partner in the Fair and Lorene Blackwood VGIC President, was named the organizer. Hanover contacted VCE and Dave Close early in the decision process and permission was given by VCE for the Master Gardeners to participate in this year's Fair. This part of the Fair was featuring from Farm to Table.

Hanover Master Gardener Coordinator Pattie Bland and Dave Close attended many hastily called meetings to determine Master Gardeners' participation and the logistics of the booth. Pattie came up with the idea for the main focus of the booth; intensive square foot gardening. The booth also featured mini-compost bins, vermicomposting (which included giving away Red Wigglers), a display and matching game for the Parts of Plants We Eat. Hanover County ANR Agent, Jim Schroering was great checking the booth and assuring that Master Gardeners had all of the materials needed for the ten day event.

The Master Gardener's booth was a part of the Educational Tour and hordes of elementary, middle and high school students stopped by to visit and pick up handouts which went with our theme. In addition, over 190 FFA students visited the booth for the educational items and to see the exhibits. Master Gardeners and the MG booth were featured on local Richmond TV stations.

We would like to thank all Master Gardeners who participated at such short notice from: Hanover, Henrico, Louisa, MGCRVA, Chesterfield, Northern Neck, Norfolk, Prince George, and Hampton. We hope everyone had a good time in spite of all the confusion.

Master Gardeners recorded over 5,900 contacts.

New Management / New Rules:

The Positives – MG Booth was inside of the Meadow Pavilion; this provided ample room and had a good flow of traffic.

The hours of the Fair changed: we volunteered later in the a.m. and left earlier at night.

VCE paid for the copying of the educational expos handouts (Thanks Dave!), and sent VA Tech Hort News Letters to distribute, and brochures about the Hort program at VA Tech for interested students.

Unit Reports

Tom Bolt asked if any units had any special items and/or concerns for the Board's attention. He asked the Loudoun County rep (Alta Jones) how things were going in Loudoun without an agent.

Alta replied that the unit was doing some strategic planning and fund raising. In addition, they are looking into increasing their membership.

It was reported that the Middlesex unit's membership has become so small that the unit is planning to merge with Northern Neck.

There was discussion about holding intern training in the evening and the resulting need for evening/weekend projects for those Master Gardeners.

Arlington/Alexandria reported that they hold intern training at night every three years. Hours are available to those MGs in the speakers bureau and plant clinics some of which are held in the evening.

Joan Richards (Green Spring) asked about the on-line reporting system. Dave Close responded that it should be available for everyone by 12/31/12.

Old Business

None.

New Business

Laurie Anderson (Fairfax) reported her concerns about the personal information requested and lack of specificity in 2013 Fairfax County registration form. (The background information, disclosure section and introduced resolution follow these minutes.) Dave Close noted that the information is in line with VA-114 and advised that the 4-H volunteers have filled out similar forms for several years.

A lengthy, heated discussion followed. Many MGs noted similar concerns to those brought forward by Laurie Anderson.

It was resolved that Dave Close would take the offered resolution back to VaTech and discuss the MGs' concern about privacy and specificity. Dave will report back to the MGs.

The December meeting will be held 12/8/12 at the HRAREC in Virginia Beach.

Tom Bolt thanked the Fauquier MGA for hosting the meeting.

The meeting adjourned at 1:30 p.m.

Mary Ann Kincaid
VMGA Secretary

ATTENDEES* – VMGA BOARD MEETING
10/13/12 FAQUIER COUNTY (Warrenton)

Winchester	Elizabeth Bevan
Central Rappahannock	Elaine Benzio Hild
	Laura Collinsworth
Rockbridge	David Mims
Virginia Beach	Mary Ann Kincaid
	Jim Kincaid
	Fran Shelton
	Betty Villers
Chesapeake	Pinky Derieux
Prince William	Janet Scott
	Bill Scott
Northern Shenandoah	Mary Stickle
VT/VCE	Dave Close
Fairfax/Green Spring	Joan Richards
	Cyndi Bishop
Hill City	Deb Straw
Northern Neck	Diane Kean
Fairfax	George Graine
	Laurie Anderson
Gloucester	Bonnie Bernard
Central Virginia	Ralph Mason
Roanoke	Lewis Shoen
Halifax	Charles Stallard
	Loretta Stallard
Arlington/Alexandria	Joe Kelly
Fauquier	Jim Scibek
	Mary Ann Sparks
	Don Neese
Loudoun	Alta Jones
Norfolk	Tom Bolt
Franklin	Nelda Purcell

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

Per the email request, dated May 26, 2012, to Dawn Lerch from Ted Dempsey.
CORRECTION OF WORDING IN VMGA MEETING MINUTES REGARDING THE DEFERRED
GIFT OF MR. TED DEMPSEY.

The following paragraphs, excerpted from the VMGA, Incorporated Bi-monthly Board Meeting minutes, should hereby be corrected to read:

Mr. Dempsey's Deferred Gift \$100,000

EXCERPTED FROM JUNE 26, 2009

Coordinator Endowment Committee: Kathryn Debnar (Roanoke) - Chair

Current Status June 2010
Cash on Hand \$132,968.97
O/S Pledges \$14,275.00
Dempsey Pledge \$100,000.00
Lerch Deferred \$50,000.00
Interest \$24,867.23
Total \$322,111.20

Kathryn and Dave will come to your unit to give a presentation on the endowment fund give her e-mail to schedule, give Kathryn an e-mail to schedule a presentation.

EXCERPTED FROM DECEMBER 13, 2009:

Endowment Committee: Kathryn Debnar, Chair

Kathryn distributed a report: the highlights are below
The official opening of the program was enthusiastically received.
As of October 15, 2008
Cash on Hand (includes gifts and pledge payments) 109,485.50
O/S Pledge balance 24,090.00
Mr. Dempsey's pledge 100,000.00
Interest earned 15,084.74
Total 248,660.24

EXCERPTED FROM APRIL 10, 2010:

Coordinator Endowment Committee: Kathryn Debnar- Chair

Kathryn was not present, Dave Close gave the report.
Total contributions are \$316,280.63
Cash on hand 128,392.95
O/S Pledges 16,405.00
Mr. Dempsey Pledge 100,000.00
Dawn Lerch (bequest) 50,000.00
Interest Earned 21,482.68

EXCERPTED FROM JUNE 25, 2010

STATE MG COORDINATOR ENDOWMENT FUND—Bill Scott, Prince William

Current Status – May 31, 2011

Cash on hand	\$153,429.68
Outstanding pledges	4,750.00
Dempsey pledge	100,000.00
Lerch deferred	50,000.00
Interest	<u>30,350.11</u>
TOTAL	\$338,529.79

We are 1/3 complete at reaching our goal of \$1,000,000. Future plans include soliciting corporate funding. The committee will meet to develop a plan.

EXCERPTED FROM JUNE 26, 2010 ANNUAL MEETING MINUTES

**COORDINATOR ENDOWMENT COMMITTEE: KATHRYN DEBNAR
(ROANOKE) - CHAIR**

Current Status June 2010

Cash on Hand	\$132,968.97
O/S Pledges	\$14,275.00
Dempsey Pledge	\$100,000.00
Lerch Deferred	\$50,000.00
Interest	\$24,867.23
Total	\$322,111.20

Kathryn and Dave will come to your unit to give a presentation on the endowment fund give her e-mail to schedule, give Kathryn an e-mail to schedule a presentation.

EXCERPTED FROM AUGUST 14, 2010

MG Coordinator Endowment – Bill Scott, Prince William

The current balance of the endowment: \$319,223

Breakdown:

Cash on hand (paid pledges)	\$130,381
Unpaid pledges	13,975
Bequests (2)	150,000
Interest earned	24,867

The fundraising efforts conducted at MG College 2010 earned \$3,700. Future efforts will focus on gaining donations from donors who have not yet been tapped, i.e. businesses, non-VMGA members.

A committee consisting of MGs from the across the state will be formed to address this. Our contact from the VT Foundation is Vernon Meacham. He is scheduled to meet with VMGA at the December 11 board meeting in Fluvanna. Bill Scott has met with Dean Grant to discuss the endowment.

EXCERPTED FROM DECEMBER 11, 2010

**PRESIDENT’S REPORT AND UPDATE ON MG COORDINATOR
ENDOWMENT FUND—Bill Scott, Prince William**

Kathryn Debnar, Roanoke, has been the chair of this committee in the past and is stepping down from the position but not the committee. The committee is reorganizing.

The goal of the committee is to raise funds to complete the endowment. This will be accomplished through assistance from the Development Office of the College of Agriculture. The Development Office will concentrate on business (corporate) contributions of \$50,000 and larger. They will accompany Master Gardeners on calls of potential business donors if requested.

Current committee members:

Bill Scott	Betty Villers	Kathryn Debnar	Dave Close-ex officio
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More members are needed. A chairperson is also needed. It is desirable to have representation from around the state. Meetings are usually held in Charlottesville.

Status of MG Coordinator Endowment, as of Dec 2010

Cash on hand	\$137,795.25
Outstanding pledges	4,650.00
Interest earned	26,639.94*
Deferred gifts	150,000.00
	\$319,085.19

*interest is earned on the current cash on hand and is rolled back into the principal.

EXCERPTED FROM FEBRUARY 12, 2011

MG COORDINATOR ENDOWMENT FUND

Bill Scott reported on behalf of the committee.

The fundraising committee raises money for VMGA. Over the past few years, money raised from the sale of t-shirts and other items has been designated to be contributed to the coordinator endowment fund. The MG Coordinator Endowment Fund Committee focuses its energy on raising money specifically for the coordinator endowment.

The current balance of the Endowment Fund:

Cash on hand (includes gifts and pledge payments)
\$146,610.62

Outstanding Pledges	4,450.00
Named Pledge	100,000.00
Bequest	50,000.00
Interest Earned	<u>28,485.22</u>
TOTAL (as of Feb. 11, 2011)	329,545.84

*interest is earned on the current cash on hand and is rolled back into the principal.

EXCERPTED FROM JUNE 25, 2011 ANNUAL MEETING MINUTES

STATE MG COORDINATOR ENDOWMENT FUND—Bill Scott, Prince William

Current Status – May 31, 2011

Cash on hand	\$153,429.68
Outstanding pledges	4,750.00
Dempsey pledge	100,000.00
Lerch deferred	50,000.00
Interest	<u>30,350.11</u>
TOTAL	\$338,529.79

We are 1/3 complete at reaching our goal of \$1,000,000. Future plans include soliciting corporate funding. The committee will meet to develop a plan.

Treasurer's Report October 13, 2012

Checking Balance as of: 07/31/2012 \$15,982.60

Receipts \$1,369.00

Membership – Regular \$ 192.00

Membership – Life and Adv

Gifts / Donations EEF \$ 3.00

Interest, Dividends

Member Purchases

Education

Fundraising Sales \$1,174.00

Miscellaneous

Disbursements \$ 1,052.37

Communications / Support

Education

EEF Scholarships

Elections

Fundraising Overhead \$823.52¹

Fundraising Xfr to Endowmt

Marketing

Membership / Roster \$53.91

MG College Sponsorship

Newsletter

State Fair

Officer Expenses

President \$92.19²

Vice President

Secretary

Treasurer

Miscellaneous

Endowment Donation \$82.75³

Check Register Balance as of: 09/30/2012 \$16,299.23*

Suntrust Statement Balance as-of 09/30/2012 \$16,371.98

* Check to VA Tech to transfer \$72.75 endowment donation received through PayPal has not yet cleared.

Other Accounts: balances as-of 10/12/2012

CD 0002 \$14,427.94 (matures 12/14/2012)

CD 0005 \$4,998.33 (matures 6/3/2014)
CD 0006 \$6,098.40 (matures 3/9/2013)

PayPal \$1,223.04
(includes \$72.75 for Coordinator Endowment which was sent to VA Tech)

Notes:

¹ Payments for Fundraising Inventory:

WmsbrgGrafix (t-shirts) \$483.75

Southern Star Embroidery (license plate frames) \$339.77

² Reimbursement to Peggy Fox for, USP thumbdrive, postage, and Portfolios given to new officers (expense incurred in prior budget year)

³ \$72.75 of this amount came through PayPal. The deposit to the checking account to cover this transfer will occur when money is transferred from PayPal. That will happen after an audit of the credits in that account compared to the membership roster has occurred. There is no financial impact to VMGA in delaying the PayPal transfer since the checking account is not currently receiving interest income.

**Treasurer's Report
 October 13, 2012
 Budget YTD - Budget
 Year June 1 to May 31**

	2013 Budget	Proposed	June	July	August	September
INCOME						
Membership Regular	\$900.00	\$900.00	\$672.00	\$672.00	\$144.00	\$48.00
Membership Life and Adv	\$5,100.00	\$5,100.00	\$480.00	\$636.00		
Gifts/Donations EEF			\$100.00	\$61.00		\$3.00
Interest and Dividends						
Education	\$6,000.00	\$6,000.00				
Fundraising	\$3,000.00	\$3,000.00	\$1,579.00		\$1,000.00	\$174.00
Miscellaneous-tran to VA Tech ¹				\$10.00		
Total Income	\$15,000.00	\$15,000.00	\$2,831.00	\$1,379.00	\$1,144.00	\$225.00
EXPENSES						
Communications/Support	\$275.00	\$250.00				
Coord Endowment Cmte						
Education	\$6,000.00	\$6,000.00				
EEF Scholarships	\$1,200.00	\$1,200.00	\$765.00			
Elections						
Fundraising Cmte					\$483.75	\$339.00
Fundraising Xfr to Endowmt	\$3,000.00	\$3,000.00				
Marketing	\$350.00	\$300.00				
Membership / Roster	\$2,050.00	\$1,900.00	\$40.43		\$53.91	
MG College Sponsorship	\$400.00	\$400.00	\$400.00			
Newsletter	\$1,000.00	\$850.00				
State Fair		\$500.00				
Officer Expenses						
President	\$500.00	\$375.00			\$92.19	
Vice President	\$25.00	\$25.00				
Secretary	\$75.00	\$75.00				
Tressurer	\$125.00	\$125.00	\$12.10			
Miscellaneous-tran to VA Tech ¹					\$82.75	
Total Expenses	\$15,000.00	\$15,000.00	\$1,217.53		\$712.60	\$339.00
Miscellaneous-VT Endowment ³			\$8,500.00			

¹ Will net to zero over time; included in report to show all receipts and disbursements and be to Treasurer's Report

² Deposit of \$545 made on 6/4/2012 is not included in 2013 FY budget detail since it was i in the Budget FY 12 report.

³ Payment made in 2013 Budget year, but included in 2012 Budget

EXCERPT FROM FEBRUARY 2012 MINUTES

Education Committee—Barbara Geer, Prince George

Members :Pat Lust, Gwen Pote, KathyFrame, Kathy Stewart, Yolana Williams

The next event MG Day at VSU:

Registration going well 139 people are currently enrolled.

The Education Committee presented two written proposals for the structuring of setting fees for VMGA Educational Events. 1) the minimum base amount and 2) a fixed rate amount. Members of the education committee presented how the education committee has structured the fees in previous years and how they would recommend that the fees be set for upcoming events including a minimum fee. After a lively discussion of both of the proposals, Jim Kincaid proposed a motion to add a 10% increase to the proposed education committee fee to be added to the education committee funds for future events as needed. The recommendations presented by the Education Committee proposal providing the flexibility of the education committee in suiting the fee of each specific program was voted on and passed. The motion proposed by Jim Kincaid was discussed and a suggestion of a rounded value to the nearest dollar amount was added to the motion. The motion was seconded and passed.

Background for Resolution Addressing Registration Form:

On October 9, 2012 the following e-mail was sent to Fairfax County Master Gardeners.:

“Attached please find the 2013 registration form and letter. READ THESE FORMS (and directions) CAREFULLY because the forms and process have changed. Additionally, please check the FCMGA volunteer hour database to insure you have your minimum volunteer and education hours on record. DO NOT return your registration form until you have confirmed your minimum hours.

The VCE is now requiring we collect information which is considered personal and confidential so we are in compliance with Virginia Tech's Office of Risk Management. Due to the new requirements, your registration forms need to be sent directly to the VCE office, and the confidential information will be held in a secure location. Directions (and address) can be found at the bottom of page 1 of the registration form.

If you have any questions regarding your 2013 registration, please contact Adria Bordas”

The address provided for VCE office is the address for Adria Borda, Fairfax Unit Coordinator, Extension Agent, Agriculture and Natural Resources Horticulture.

D. BACKGROUND INFORMATION (UPDATE)

This information will be kept in a confidential manner and accessible only to authorized personnel. A "yes" answer does **not** automatically exclude you from re-registering for the FC Extension MG program.

In the past year, OR since you last completed a FCMGA Registration Form, have you had any criminal convictions related to:	Yes	No
Alcohol or drug abuse?	<input type="checkbox"/>	<input type="checkbox"/>
Child abuse or neglect?	<input type="checkbox"/>	<input type="checkbox"/>
Spousal abuse?	<input type="checkbox"/>	<input type="checkbox"/>
Elder abuse or neglect?	<input type="checkbox"/>	<input type="checkbox"/>
In the past year, OR since you last completed a FCMGA Registration Form, have you been convicted of any violation(s) of the law?	<input type="checkbox"/>	<input type="checkbox"/>
In the past year, OR since you last completed a FCMGA Registration Form, have you been convicted of any moving traffic violations?	<input type="checkbox"/>	<input type="checkbox"/>

If "yes" to any of the above, please describe _____

I understand that records and criminal background or reference checks may be conducted on me at any time during the application process or during volunteer service of VCE.

Signature, Volunteer Applicant _____ Date _____

RESOLVED, that the Board of the Virginia Master Gardens Association will send this document to the Virginia County Extension Program and the Fairfax County Master Gardeners Association encouraging them to delay their plans to seek disclosures from Fairfax County Master Gardener program participants regarding any past criminal convictions, including motor vehicle moving violations, for the following reasons:

1. For each crime that could be disclosed, the relevance of a conviction to the role of the volunteer Master Gardener must be explained to the participants so they understand the need for the disclosure of such personal information. No explanation for the disclosure is provided so a question arises as to whether the volunteer Master Gardener is even providing an informed consent when they agree to disclose the personal information.
2. The discriminatory impact of asking for such disclosures in only one program must be explored. Any effort to gather this type of personal information should be applied evenly throughout all Virginia Master Gardener programs. The current effort is focused on one Master Gardener Program in one county. The impact on any disqualified participants would be disparate in relation to other volunteer Master Gardeners in counties not requiring such disclosures. It should also be made clear whether this type of disclosure request will be consistently applied through the state or whether each county will determine the nature of requested disclosures, the uses of the information and actions taken on the information received from the participants.
3. Clear guidelines must be demonstrated indicating what convictions will lead to disqualification from participation. Consideration should be given to the legal impact of knowing about a conviction yet failing to act by disqualification of the

participant. For example, if a participant discloses a conviction for a motor vehicle moving violation and is not disqualified then subsequently causes injury to someone in a car accident while acting as a volunteer Master Gardener, is the organization considered grossly negligent for having knowledge of the prior violation yet failing to disqualify them?

4. The monitoring process must be explained in detail. The form states just above the signature line that "records and criminal background or reference checks may be conducted on me at any time during the application process or during volunteer service of VCE." Without a clear definition of what "records" will be checked and an explanation of the monitoring process, the consent of the participant is not informed and could be ineffective. If there is a true expectation that the veracity of the participant's disclosures will be monitored by a checking procedure, that process needs to be clearly defined and disclosed.
5. The list of crimes and the precise language used on the disclosure form should be scrutinized to avoid it being too broad, too narrow and/or redundant in its scope. The proposed form lists several specific crimes but then asks the volunteer Master Gardener to also disclose **any** crime. The question is begged as to why certain crimes are listed and others are not. It should also be explained why specific crimes are listed at all if the volunteer Master Gardener is also asked to disclose all crimes including motor vehicle moving violations.
6. If the state and the local program were to gather this sort of personal information, it should be made clear to all volunteer Master Gardeners who will have access to this information, how it will be used and how the data will be secured. Once the personal information is gathered, an annual privacy statement should be issued to all participants indicating these safeguards and permitted uses.

7. The long term implications of gathering such information must be considered. If the underlying reason for seeking the disclosures is to limit the liability of the state and the organization for acts by "unpaid staff" in the course of their volunteer Master Gardener activities then the acknowledgement of that status could lead to other ramifications. For example, if the "unpaid staff" is injured in the course of their volunteer work, the program may now be liable for workers compensation to the volunteer. The mitigation of liability in one area could open up the program to liabilities in another area.

**VMGA BOARD MEETING
VIRGINIA BEACH, VA DECEMBER 8, 2012
MEETING MINUTES**

Attending: List of attendees attached.

The meeting was called to order at 10 a.m. by VMGA president, Tom Bolt.

Tom welcomed the MGs and asked all those present to introduce themselves.

Betty Villers introduced Demaris Yearick, VBMGA president, who welcomed the group.

Demaris Yearick introduced the Virginia Beach Horticultural Extension Agent, Keith Starke. Keith provided information about the VBMG projects.

Secretary's Report

The minutes of the 10/13/12 Board Meeting were approved.

Mary Ann Kincaid read a corrected list of minutes in which the change in wording from "pledge" to "deferred gift" is to be made. A copy of the minutes' excerpts follows these minutes. A motion was made and seconded to change the word 'pledge' to 'deferred gift' in each of the nine instances read. The motion passed unanimously. Mary Ann Kincaid will make the changes.

Treasurer's Report

Laurie Anderson, treasurer, presented the Treasurer's Report, which is attached. The treasurer's report was accepted for audit.

Laurie Anderson provided a budget update, attached.

Laurie advised that the soon expiring CD will roll over if no change is made.

President's Report

Tom Bolt, president, advised that VMGA is actively seeking a treasurer to replace Laurie Anderson. Until one is found, Tom advised he is a signatory on the checking account.

Tom advised that Anita Smith, membership chair, is moving to Delaware. Deb Straw, Hill City rep, is taking over that position immediately.

Vice President's Report

David Mims, vice president, advised that Unit Reports are due on the 20th of the month and should be sent to him (davidm87674@earthlink.net), the VMGA webmaster (webmaster@vmga.org), as well as the VMGA Report editor, Laurie Niestrath (laurieniestrath@gmail.com).

David discussed his vision for increasing the number of MG units across the state. Ideas on this subject should be forwarded to him.

Extension Representative Report

Dave Close reported as follows:

We narrowed 23 applicants down to five for interviewing. Three of the five candidates declined the interview for various reasons. On November 12, we interviewed the remaining two candidates: one internal and one out-of-state. We offered the position to John Freeborn, the internal candidate who accepted the offer. He will begin in his new role as the State Assistant MG Coordinator the first of January. Kathryn Debnar served as the VMGA Rep on the interview panel. Charles Stollard asked if the Assistant Coordinator would have a travel budget, which was answered in the affirmative.

I will be advertising for a new 1,500 hour position which should be posted by mid-week next week. This will be for a Publication Project Coordinator. This person will focus on publishing iBooks and ePubs and other media pieces for the VCE MG program including an annual report.

On November 27 & 28, I joined three other VT colleagues and participated in a Southern Region grant writing workshop in Atlanta. The team I am on will be called the "Landscaping for Better Living" group and we will be drafting and submitting multi-state grant proposals. We have the beginnings of a proposal. We will continue to work out the details and find the appropriate funding source for our Southern Region initiatives/ideas.

Mary Free, Extension MG volunteer in the Arlington/Alexandria unit, was the winner of the iBook publication contest. There were 7 official submissions on a wide range of topics. All submissions will be published either as an iBook or ePub depending on which is the more appropriate format. The winning submission is titled "Gardening for Birds and Butterflies" and features Mary's own photography. Joyce Latimer and I have already discussed doing the contest again in 2013. One restriction is that the submissions cannot duplicate what already exists on the Extension web site.

The University of KY has entered into a memorandum of agreement with a research center in South Korea which is interested in creating an Extension MG program there. Rick Durham is the primary contact with UK to this South Korean group. He announced a mini symposium that will take place in South Korea in April 2013. He has also created a team of US Specialists/MG Coordinators to help guide the South Koreans in preparing for an International MG Symposium in May of 2014. I'll be traveling to South Korea in April to present on volunteerism in the US and Abroad and talk about MG associations, both state and local.

Update on criminal background checks: On November 1st, I met with representatives from VT Legal Counsel, Central HR, Office of Risk Management, the College's HR office, all three Associate Directors of VCE, and the admin assistant to the Associate Directors to discuss the key issues of the resolution brought to VMGA by Laurie Anderson of the FCMGA. After that meeting, emails were sent out to Laurie and two other volunteers from FCMGA who raised questions about our policies and procedures regarding the new enrollment and re-enrollment forms being piloted in Fairfax County. We addressed each of the concerns raised and we will continue to discuss how to change some verbiage on the forms that better reflect the position of legal counsel on the types of offenses that are specifically listed on the forms. Also, language will be tightened up on exactly what records would/could potentially be checked on anyone who would potentially be subject to a criminal background check. Policies are in place in the handling of personal records/information. We will be looking at the possibility of using a third-party vendor to collect all the volunteers' information electronically so there is no paper trail at VT or the local VCE offices. I have not heard back from central HR on the status of the quote for those services. The new Associate Director of ANR is wanting to centralize this process so agents are not put in the position of deciding who does and does not get checked and if something comes back flagged, having to make the decision as to whether or not that eliminates someone from being a volunteer. We still have work to do, but everyone involved was fully engaged in the conversation and everyone involved wants to come to a reasonable solution for everyone. It was a unanimous consensus that every volunteer, current and future, must have a signed enrollment/re-enrollment form on record in order to be or continue to be a volunteer for VCE. This does not mean that everyone will automatically be subjected to a background check, but it does give us permission to do so if deemed necessary (if work with vulnerable populations, you can expect to be subjected to the check: youth, elderly, those with disabilities/handicaps).

Discussion

Dave advised that MGs would be informed if a background check was to be done.

The question was asked who would pay for the background checks. Dave responded that if local law enforcement does the checks, there is no cost. If they are done by a third party, there will be costs. Who will pay has not been determined.

The question was asked if one background check had been done on a MG, would a second one be necessary or would the first one suffice, assuming the first was done by some other organization. Dave will check on this.

The question was asked if the agent is the one involved in collecting and reviewing the forms, what will be done when there is no agent on staff?

Joe Kelly suggested that the form should be cleaned up as presented by Dave and then sent out to all units at the same time.

Concerns were raised about the forms being stored at the local level.

A question was raised about how far back the information provided by the MG should go? Some MGs have lived in many locales over the years which would increase the cost of any background check.

Committee Reports

Audit

No report.

Communications-Unit Support

Frank Reilly, chairperson, provided the following report:

Unit Support

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

Unit Support received a question about obtaining 501(c)(3) status. A unit can operate as a 501(c)(3) organization without obtaining official recognition from IRS, but many charitable organizations require the status as a condition for giving. The process requires filing of IRS forms described in publication #4220. The process requires signatures by the officers, submission of the organizations charter or constitution, and some financial information. There is a fee for application, non-refundable, and it is forfeit if the application is not completed within the timeframe specified. It is a good tactic to designate someone to handle the application, and be prepared to re-submit with valid signatures as quickly as information or clarifications are requested in order to meet the time requirements.

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

Discussion

Betty Villers, Virginia Beach, will forward information to Loudoun County regarding the VBMGA 501 (c)3 application process.

Communication Committee

Members: David Banks, Ralph Mason and Chair Frank Reilly and whomever else we can get.

Since the October regularly scheduled meeting there have been 27177 visitors.

Since the October regularly scheduled meeting, the web page has been updated on 63 separate occasions.

The Endowment web page had 199 visitors.

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

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

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

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

Ralph Mason has also been keeping up with additions to the Front Page, and the calendar pages.

Diane Relf Education Endowment Fund

George Graine, Fairfax, reported that he and Leslie Paulson were asked to come up with new ways to handle the scholarship process and have given their report to Tom Bolt. Tom Bolt will forward a copy to Pinky Derieux, Chesapeake, who is also a member of the Education Committee.

Coordinator Endowment

Pat Reilly, Coordinator Endowment committee chairperson, reported as follows:

Committee Members

In addition to the Chair, Pat Reilly, the committee consists of Tom Bolt, Betty Villers, Jim Scibek, Kathryn Debnar, Bill Scott, Joe Kelly, Pat Waring and David Mims.

Endowment Fund

There has not been much activity on the fund since the last VMGA meeting, with the total of cash, outstanding pledges, deferred gifts and interest being \$415,062.30. Because the goal for this year is to reach \$250,000 in cash, what is important is the \$177,000 in cash. To realize the goal, we need to raise \$73,000 and the committee set the date of May 31, 2013 for our deadline.

Recent Activities

Betty Villers has developed a donation goal for units and individuals. It is based on 45 units and 300 Master Gardeners contributing to the fund.

A PowerPoint with script is ready for distribution. It will be available from the VMGA web site. The script can be downloaded and personalized.

The VCE web site has a published “honor roll” to acknowledge donors. Unit reps are asked to have MGs review the page at www.hort.vt.edu/mastergardener and report to Dave any needed changes or additions.

The most recent issue of the CALS newsletter had a well-placed article about the charitable trust established by Dawn Lerch.

Committee Seeks Assistance

In addition to committee membership, the Endowment Committee seeks Master Gardeners to champion the fund:

1. Conduit of information – receive emailed updates, announce news at local meetings and provide to local newsletter editors
2. Present information on the endowment with or without the PowerPoint
3. Develop printed materials, using your abilities with graphics or fundraising experience
4. Prepare case statement
5. Make case to businesses, using case statement

All suggestions are welcome.

Discussion

A question was asked as to whether the program could be enhanced to encourage donating.

Pat noted that Ben Grove of the VaTech Development Office, will help with marketing. Personal articles could be placed in VMGA Report as well as some Tech publications. She is looking for MGs to be involved in this process.

Laurie Anderson suggested that the information regarding where to mail donations to the Coordinator Endowment fund should be removed from the VMGA Membership Form. She feels it encourages some members to include donations with their VMGA membership. These donations are not acknowledged by Tech as Tech only acknowledges the check writer.

It was reported that the Gloucester MGA budgets a donation to the Endowment Fund annually.

Membership

Anita Smith reported the total membership is made up as follows: 362 Active, 13 Auxiliary and 171 Lifetime for a total of 546.

Deb Straw, Hill City, is the new chairperson of the Membership Committee.

Education

Tom Bolt advised that there will be no MG Day at VSU in 2013 as there is no active Education Committee.

David Mims presented his idea to have a high level bi-annual education event that would be promoted at the state level.

Units need help with education events as well as leadership training on the local level.

Many units have Speakers Bureaus. It was suggested that VMGA develop a state-wide speakers bureau staffed by Master Gardeners with high level presentations.

Finance

This committee is being organized and will meet in the near future.

Fundraising

Betty Villers, temporary chairperson, asked for volunteers to take over the fund raising committee. Volunteers interested should contact Betty or Tom Bolt.

Betty advised that purchases in the amount of \$640 have been made since the October meeting.

Newsletter

On behalf of the newsletter editor, Tom Bolt advised that units are asked to suggest feature stories as well as themes for some issues.

Nominating Committee

No report.

Silent Auction

It was requested that donated items be acknowledged. Pat Reilly will check with the VaTech Development Office on this matter.

State Fair

Christy Brennan reported that in 2013, the MGs will not have to purchase so many volunteer/entry tickets.

A budget of \$700 should cover to cost of printed items.

Christy reported that the partnership with the Farm Bureau, which is handling the agricultural portion of the State Fair, seems to be working well.

Unit Reports

Christy Brennan advised that the Hanover MGs will no longer be involved in the Maymont Show. The emphasis has changed and the show is no longer a good fit with the Master Gardeners.

Old Business

None.

New Business

Charles Stoddard, Halifax, asked if VMGA had a policy for grants. Tom Bolt advised he was not aware of such a policy. Charles advised that Community Gardeners across the state are getting sponsors. Tom suggested that each situation be evaluated on its own merits.

The meeting was adjourned at 1:30 p.m.

Submitted:
Mary Ann Kincaid
VMGA Secretary

ATTENDEES* – VMGA BOARD MEETING
12/8/12 VIRGINIA BEACH

Rockbridge	David Mims	
Virginia Beach	Mary Ann Kincaid	Jim Kincaid
	Fran Shelton	Betty Villers
	Gretchen Fisher	Vera Geddes
	Michelli Booker	Demaris Yearick
	Madge Stampe	Nina Page
	Paul Campbell	Karen Renda
	Jessica O'Connor	Diane Ellis
	Keith Starke	
Prince William	Janet Scott	
	Bill Scott	
VT/VCE	Dave Close	
Fairfax/Green Spring	Joan Richards	
	Cyndi Bishop	
Hill City	Deb Straw	
Fairfax	George Graine	
	Laurie Anderson	
Gloucester	Bonnie Bernard	
Central Virginia	Ralph Mason	
Halifax	Charles Stallard	
	Loretta Stallard	
Arlington/Alexandria	Joe Kelly	
Norfolk	Tom Bolt	
Franklin	Nelda Purcell	
Suffolk	Wanda Gerard	
Newport News	Anita Smith	
Chesterfield	Lynne Foote	
Hanover	Christy Brennan	
JCC/Williamsburg	Angela Cingale	
	Marilyn Riddle	
Louisa	Edna Musser	Tina Chaleki
	Jan Parrish	

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

FROM THE DESK OF:

Mary Ann Kincaid, VMGA Secretary 2012-2014

Virginia Beach, VA

November 6, 2012 (Note: This is a correction of the 6/5/12 memo on the same subject from Peggy Fox.)

RE: Per the email request, dated May 26, 2012, to Dawn Lerch from Ted Dempsey.

CORRECTION OF WORDING IN VMGA MEETING MINUTES REGARDING THE DEFERRED GIFT OF MR. TED DEMPSEY.

The following paragraphs, excerpted from the VMGA, Incorporated Bi-monthly Board Meeting minutes, should hereby be corrected to read:

Mr. Dempsey's Deferred Gift \$100,000

EXCERPTED FROM DECEMBER 13, 2008:

Endowment Committee: Kathryn Debnar, Chair

Kathryn distributed a report: the highlights are below

The official opening of the program was enthusiastically received.

As of October 15, 2008

Cash on Hand (includes gifts and pledge payments) 109,485.50

O/S Pledge balance 24,090.00

Mr. Dempsey's pledge 100,000.00

Interest earned 15,084.74

Total 248,660.24

EXCERPTED FROM 2009 ANNUAL MEETING - JUNE 20

Kathryn presented the financial history of the Endowment Fund and thanked everyone for attending the Friday night reception, from the 260 attendees at MG College there have been seven major gifts 1 (\$1000), 2 (\$300), 2 (\$200) and 2 (\$50) and 5 have joined the 50/5 campaign.

Cash on Hand	\$ 94,673.81
O/S Pledges	\$ 18, 940, 00.00
Dempsey Deferred gift	\$100,000.00
Lerch Deferred	\$ 50,000.00
Interest	\$ 18, 305, 88.00
Total	\$231, 919, 69.00

EXCERPTED FROM APRIL 10, 2010:

Coordinator Endowment Committee: Kathryn Debnar- Chair

Kathryn was not present, Dave Close gave the report.

Total contributions are \$316,280.63

Cash on hand 128,392.95

O/S Pledges 16,405.00

Mr. Dempsey Pledge 100,000.00

Dawn Lerch (bequest) 50,000.00

Interest Earned 21,482.68

EXCERPTED FROM JUNE 26, 2010 ANNUAL MEETING

Coordinator Endowment Committee: Kathryn Debnar (Roanoke) - Chair

Current Status June 2010

Cash on Hand \$132,968.97

O/S Pledges \$14,275.00

Dempsey Pledge \$100,000.00

Lerch Deferred \$50,000.00

Interest \$24,867.23

Total \$322,111.20

Kathryn and Dave will come to your unit to give a presentation on the endowment fund give her e-mail to schedule, give Kathryn an e-mail to schedule a presentation.

EXCERPTED FROM AUGUST 14, 2010

MG Coordinator Endowment - Bill Scott, Prince William

The current balance of the endowment: \$319,223

Breakdown:

Cash on hand (paid pledges)	\$130,381
Unpaid pledges	13,975
Bequests (2)	150,000
Interest earned	24,867

The fundraising efforts conducted at MG College 2010 earned \$3,700. Future efforts will focus on gaining donations from donors who have not yet been tapped, i.e. businesses, non-VMGA members.

A committee consisting of MGs from the across the state will be formed to address this. Our contact from the VT Foundation is Vernon Meacham. He is scheduled to meet with VMGA at the December 11 board meeting in Fluvanna. Bill Scott has met with Dean Grant to discuss the endowment.

EXCERPTED FROM DECEMBER 11, 2010

PRESIDENT'S REPORT AND UPDATE ON MG COORDINATOR ENDOWMENT FUND—Bill Scott, Prince William

Kathryn Debnar, Roanoke, has been the chair of this committee in the past and is stepping down from the position but not the committee. The committee is reorganizing.

The goal of the committee is to raise funds to complete the endowment. This will be accomplished through assistance from the Development Office of the College of Agriculture. The Development Office will concentrate on business (corporate) contributions of \$50,000 and larger. They will accompany Master Gardeners on calls of potential business donors if requested.

Current committee members:

Bill Scott Betty Villers Kathryn Debnar Dave Close-ex officio

More members are needed. A chairperson is also needed. It is desirable to have representation from around the state. Meetings are usually held in Charlottesville.

Status of MG Coordinator Endowment, as of Dec 2010

Cash on hand	\$137,795.25
Outstanding pledges	4,650.00
Interest earned	26,639.94*
Deferred gifts	150,000.00
	\$319,085.19

*interest is earned on the current cash on hand and is rolled back into the principal.

EXCERPTED FROM FEBRUARY 12, 2011

MG COORDINATOR ENDOWMENT FUND

Bill Scott reported on behalf of the committee.

The fundraising committee raises money for VMGA. Over the past few years, money raised from the sale of t-shirts and other items has been designated to be contributed to the coordinator endowment fund. The MG Coordinator Endowment Fund Committee focuses its energy on raising money specifically for the coordinator endowment.

The current balance of the Endowment Fund:

Cash on hand (includes gifts and pledge payments)	\$146,610.62
Outstanding Pledges	4,450.00
Named Pledge	100,000.00
Bequest	50,000.00
Interest Earned	<u>28,485.22</u>
TOTAL (as of Feb. 11, 2011)	329,545.84

*interest is earned on the current cash on hand and is rolled back into the principal.

EXCERPTED FROM JUNE 25, 2011 ANNUAL MEETING MINUTES

STATE MG COORDINATOR ENDOWMENT FUND—Bill Scott, Prince William

Current Status – May 31, 2011

Cash on hand	\$153,429.68
Outstanding pledges	4,750.00
Dempsey pledge	100,000.00
Lerch deferred	50,000.00
Interest	<u>30,350.11</u>
TOTAL	\$338,529.79

We are 1/3 complete at reaching our goal of \$1,000,000. Future plans include soliciting corporate funding. The committee will meet to develop a plan.

Treasurer's Report
Balance Sheet
(as-of November 30, 2012)

Assets

Checking Account Balance	\$15,607.89
PayPal Balance	\$1,245.92
PDR Education Endowment CD Balance	\$14,430.35
Reserve CD #2 Balance	\$4,998.33
Future Dues CD Balance	\$6,098.92
Fundraising Inventory	\$4,269.60
Total Assets	\$46,651.01

Liabilities

Unearned Income – Future Dues	\$10,595.06
Coordinator Endowment Funds Payable	\$1,425.00
Restricted Gifts for Scholarships	\$836.00
Total Liabilities	\$12,856.06

Net Assets

Accumulated Earnings	\$28,997.11
Current Year Earnings	\$4,797.84
Total Net Assets	\$33,794.95

Total Liabilities and Net Assets **\$46,651.01**

Treasurer's Report

8-Dec-12

Budget YTD

Budget Year June 1 to

May 31

	2013 Budget	Proposed	Jun2	Jul	Aug	Sep	Oct	Nov	YTD
INCOME									
Membership Regular	\$900.00	\$900.00	\$672.00	\$672.00	\$144.00	\$48.00			\$1,536.00
Membership Life and Adv	\$5,100.00	\$5,100.00	\$480.00	\$636.00					\$1,116.00
Gifts/Donations EEF			\$100.00	\$61.00		\$3.00			\$164.00
Interest and Dividends									\$0.00
Education	\$6,000.00	\$6,000.00							\$0.00
Fundraising	\$3,000.00	\$3,000.00	\$1,579.00		\$1,000.00	\$174.00	\$97.00		\$2,850.00
Miscellaneous-tran to VA Tech1				\$10.00					\$10.00
Total Income	\$15,000.00	\$15,000.00	\$2,831.00	\$1,379.00	\$1,144.00	\$225.00	\$97.00		\$5,676.00

EXPENSES

Communications/Support	\$250.00	\$250.00							\$0.00
Coord Endowment Cmte									\$0.00
Education	\$6,000.00	\$6,000.00							\$0.00
EEF Scholarships	\$1,200.00	\$1,200.00	\$765.00						\$765.00
Elections									\$0.00
Fundraising Cmte		\$1,500.00			\$483.75	\$339.77			\$823.52
Fundraising Xfr to Endowmt	\$3,000.00	\$1,500.00							\$0.00
Marketing	\$300.00	\$300.00							\$0.00
Membership / Roster	\$1,900.00	\$1,900.00	\$40.43		\$53.91		\$288.34		\$382.68
MG College Sponsorship	\$400.00	\$400.00	\$400.00						\$400.00
Newsletter	\$850.00	\$850.00							\$0.00
State Fair	\$500.00	\$500.00						\$500.00	\$500.00
Officer Expenses									
President	\$375.00	\$375.00			\$92.19				\$92.19
Vice President	\$25.00	\$25.00							\$0.00
Secretary	\$75.00	\$75.00							\$0.00
Treasurer	\$125.00	\$125.00	\$12.10						\$12.10
Miscellaneous-tran to VA Tech1					\$82.75				\$82.75
Total Expenses	\$15,000.00	\$15,000.00	\$1,217.53		\$712.60	\$339.77	\$288.34	\$500.00	\$3,058.24

Miscellaneous-VT			\$8,500.00						
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Endowment 3

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1 Will net to zero over time; included in report to show all receipts and disbursements and balance to Treasurer's Report

2 Deposit of \$545 made on 6/4/2012 is not included in 2013 FY budget detail since it was included in the Budget FY 12 report.

3 Payment made in 2013 Budget year, but included in 2012 Budget

**VMGA BOARD MEETING
ROCKY MOUNT, VA (FRANKLIN COUNTY) FEBRUARY 9, 2013
MEETING MINUTES**

Attending: List of attendees attached.

David Mims called the meeting to order at 10:00 am.

David announced that he was standing in for Tom Bolt who has had surgery and hopes that everyone will keep him and his recovery in their prayers.

David introduced Franklin Country VMGA rep Nelda Purcell. Nelda welcomed everyone to Franklin County and introduced their new agent, Sean Duff. Sean welcomed everyone to Rocky Mount and Franklin County. Sean is the new Ag agent for Crop and Soil Science. In addition, he works with 4H, oversees the Master Gardener program and helps distribute ag research and knowledge to farmers and home owners. Sean noted, as a point of information, that Franklin County is the second largest dairy and corn producer in the Commonwealth. The Master Gardeners have worked with Extension to create The Farmer/Producer Guide for 2012; these are distributed to support local growers in the area. David started the introductions which went around the room.

Secretary's Report

Mary Ann was not present; Christy Brennan and Wanda Gerard recorded the minutes.

The minutes from the last meeting were distributed by e-mail and several copies were available. One correction: Cyndi Bishop was not present at the meeting; her name is to be removed. Betty Villers noted a correction regarding "Unit Support." She was to send the information regarding the Loudoun County 501(c)3 application to Frank Reilly and Tom Bolt.

The December minutes were approved with corrections.

Treasurer's Report

The VMGA treasurer has resigned and the position is temporarily filled by Tom Bolt. Tom was not present and no report was submitted.

A letter will be published and e-mailed to solicit volunteers interested for the Treasurer's position.

President's Report

Tom Bolt was not present and no report was submitted.

Vice President's Report

David Mims reported that we are seriously behind on unit reports

Extension Representative Report

Dave Close reported:

1. VMS Administrator training sessions have been scheduled at the end of February and beginning of March.

2. Last week VCE held its winter conference in Blacksburg.
3. Last week the State MG Coordinator's office hired a MG Communications Project Coordinator. Her name is Lindsey Nelson.
4. Promo video for 26th annual MG College will soon be released on YouTube.
5. We will soon be announcing the next iPad publication contest.
6. MGCAT meets on Monday to continue working on plans for MG College. We have worked out the tour and workshop selections. We will have some new and unique things to offer this year. We are hoping to open registration on April 1.
7. John Freeborn began as the new State Assistant MG Coordinator on January 10. He will be Dave's assistant. His previous experience includes: 5 years of conducting research in the greenhouses at Tech. Before that he was employed as an AG Agent in West Virginia. Part of his employment involved starting an Extension Master Gardener program in Mercer County, WV, so he is very familiar with the MG Program.

Dave introduced John Freeborn, who said he is very happy to be here. His job duties will include: updating Master Gardener publications, and VMS training. His e-mail address is Freeborn@vt.edu. John and Lindsay and two student volunteers will eventually be sharing the 407 Saunders office and Dave will move in to an office next to them. The offices are currently under renovation and they will move as soon as the renovation is complete.

Audit Committee

Deb Straw noted that, since she has accepted the membership chair, she is going to step down as the chair of the Audit Committee. She recommended that Lorri Girling from Hill City serve as the Chair of the Audit Committee.

Due to only one VMGA Executive Board member present at the meeting, the recommendation was tabled until the April meeting.

Communication Committee

Frank Riley reported there have been over 8,000 visitors to the VMGA website; most visitors are from USA, China and Russia. The web site has been update 43 times since the last meeting, mostly to the calendar page. The calendar page has gone under extensive revision and has a print button available and room for more details of each event. He reminded the group that the calendar page is a great way to promote unit events. More, new events are always welcome.

VMGA will not have a discussion board – we have had several problems in the past with security issues with type of communication.

Frank recognized David Banks for keeping the web site up to date.

Diane Relf Education Fund

No report was submitted. There was a suggestion from Christy Brennan for VMGA to consider granting two scholarships for International Master Gardener College. Only VMGA members would qualify for this scholarship. This would encourage MGs to attend the event and possible increase VMGA membership.

Due to only one Executive Board member being present, this suggestion was tabled until the April meeting.

MG Coordinator Endowment

Pat Reilly reported there has been updated information from the office at VA Tech.

Gifts and Pledges - \$194,461.74

Outstanding Pledges - \$5,450.00

Interest earned - \$48,551.23

Deferred gifts - \$190,000.00

Total Progress to Date - \$438,462.97

There seems to be an interest in donating to the fund as the contribution form has been downloaded 48 times from the web this month. New images and information was included in the last version of the In-Season Newsletter. Betty Villers created a pyramid approach for reaching the May 30 goal of \$250,000 in cash, which will appear in the next issue of *In Season*. The committee is open to giving a presentation or offering newsletter articles to any group as needed; contact Pat Reilly.

Finance Committee

No report submitted.

Fund Raising Committee

Betty Villers advised that the search continues for someone to chair the committee. Everything is set up and ready to distribute.

\$106.00 has been made since the last meeting. Betty reminded the group that some items are great to give to new interns. A review of prices: Decals are \$2.00; clings are \$3.00; shirts are \$14.00; sweatshirts are \$18.00. There has been \$2,000.00 worth of items sold since MG College in June.

Membership

Deb Straw advised that she is new to this job and would like to thank Anita Smith for all of her hard work. Deb reviewed the VMGA Unit Rep sheet that is passed around and updated at each meeting. The review showed that many of the VMGA reps were not current with the dues. She knows that several members may not realize that the dues are overdue as the renewal was the end of May. Please check with Deb to see if your dues are current. Remember a VMGA rep must be a current VMGA member.

To date there are 500 current members, 19 Auxiliary members, 360 Active members and 171 Life time members

Newsletter

Laurie Nestrath has resigned and it is unclear if she has recommended any one. VMGA is looking for someone to fill this position.

State Fair

Christy Brennan advised that the dates of the 2013 Fair are September 27 through October 7. Christy has not heard any updates on the 2013 Fair. The Fair executives seemed very pleased with our participation last year.

Nominating Committee

Joe Kelly has sent Tom Bolt an e-mail concerning possible candidates for treasurer and is awaiting a response.

Silent Auction

Washington County had volunteered but no one was present to confirm.

Unit Reports- Anything to share with the Group

Green Spring- Symposium scheduled for the last Saturday of February. Topics include: Extreme Gardening, Climate change and its effects on Gardening

Northern Neck – March 23rd Spring Education Series - Will have speakers: Joe Murray, Edible Landscapes and Mark Viette

Prince George- 11th Annual Good Gardening Symposium – March 9th - Basic gardening, seed starting, pollinators and food safety

Tree Stewards of Loudoun County started an inventory and assessment project to help the lone Loudoun County Horticulturist. Following the survey, the Tree Stewards will enter the findings into a data base of assets for the county.

Loudoun County Spring Series – April 6th – 7th will have 6 speakers and several vendors during the two day period.

Prince William – Spring Vegetable Gardening Series is in progress. Programmatic training for Master Gardeners this spring will include a Storm Water Assessment. Annual re-certification included a presentation of a copy of The Flora of Virginia by the local chapter of the VNPS. Our Northern District agents deserve kudos for presenting an outstanding landscaping course for a public audience.

Dave Close recognized Sarah Morton, a new Extension Agent, for completion of the first Richmond City Master Gardener class. Sarah has already started a second class and has a waiting list for the 3rd. She has gotten a lot of help from Richmond city schools and has taken the new trainees to the governor's mansion to work with the chef in the gardens.

Lewis Ginter – Michael Dirr will be presenting next week and there a still a few seats left if interested.

Michael Dirr will be coming to Rockbridge next year. Rockbridge is pulling together several gardening groups including Master Naturalist and Master Gardeners for this event.

New Business

It was recommended that VMGA work to put together a catalog of both public and private gardens available to be toured, coordinating with the Virginia State Department of Tourism. David Mims will send out a general e-mail out to VMGA reps to start cataloging gardens in Virginia. Every unit may have a demo garden that could be included with pictures and directions. Unit reps can also canvass gardens in their counties and bring a list to the next VMGA meeting.

Lewis Ginter hands out a list of gardens to visit with each membership package. David formed a committee to start working on this project. The Committee consists of David Mims, Charles Stallard, Pat Reilly, Alta Jones and Wanda Gerard.

Membership Recruitment Brochure – Dave is working to have one on-line. VMGA membership form can be obtained from the VMGA website.

On-line training – A number of states have gone to on-line training and have had positive results. Dave mentioned that Bedford had a positive experience with on-line training also. In addition to the on-line training, the trainees are required to attend face to face labs for classroom training. Bedford has had very good retention with this program. Dave envisions on-line training for the required 8-9 chapters and the class room training or labs for the unit specific topics. Dave Mims asked Dave Close to draft a letter of intent for this proposal.

Old Business

Powhatan MGs have tentatively volunteered to host the August 10, 2013 VMGA Board Meeting. Arlington/ Alexandria volunteered to host the meeting on December 14, 2013.

Unit reports are due in by Feb 21st send to Dave. Mimsdavid2@gmail.com

The April 13 VMGA Board Meeting will be held in Norfolk.

The meeting was adjourned at 1:30 p.m..

Submitted, Christy Brennan and Wanda Gerard

ATTENDEES* – VMGA BOARD MEETING
2/9/13 ROCKY MOUNT (FRANKLIN COUNTY)

Arlington/Alexandria	Joe Kelly
Bedford	Pat Waring
Central Virginia/Louisa	Ralph Mason
	Edna Musser
	Tina Chaleki
Fairfax/Green Spring	Joan Richards
Franklin	Nelda Purcell
	Cindy Wood
	Kathy Scott
	Trina Boitnott
	Jim Wood
	Sandy Wiles
Gloucester	Bonnie Bernard
Halifax	Charles Stallard
	Loretta Stallard
Hanover	Christy Brennan
Hill City	Deb Straw
	Lorri Girling
Loudoun	Alta Jones
Northern Neck	Diane Kean
Prince George	Cheryl Sebera
Prince William	Pat Reilly
	Frank Reilly
Roanoke	Kathryn Debnar
	Lewis Shonteli
	Bert Boyd
Rockbridge	David Mims
Suffolk	Wanda Gerard
Virginia Beach	Betty Villers
VT/VCE	Dave Close
	John Freeborn

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

**VMGA BOARD MEETING
NORFOLK, VA APRIL 13, 2013
Norfolk Botanical Garden
MEETING MINUTES**

Attending: List of attendees attached.

The meeting was called to order at 10 a.m. by Tom Bolt, president.

Tom introduced Marcia Riley, Director of Visitor Services and Special Events for Norfolk Botanical Garden. Marcia thanked the Master Gardeners for their support of horticulture around the state and provided an overview of upcoming events at NBG as it celebrates its 75th anniversary.

Tom introduced Eric Stormer, VCE Extension agent for Norfolk. Eric thanked the Master Gardeners for the work they do on behalf of Extension in Virginia.

Tom introduced Deborah Mosher, president of the Norfolk Master Gardener Association. Deborah welcomed the Master Gardeners and invited the group to take the tram tour of the garden following the meeting.

All present introduced themselves to the group.

Secretary's Report

Mary Ann Kincaid, VMGA secretary, presented the minutes of the February 9, 2013, VMGA Board Meeting, with corrections, for approval.

The 2/9/13 minutes were approved as corrected.

Treasurer's Report

Tom Bolt, interim treasurer, provided a current overview of income and expenses. The report was filed for audit. A copy follows these minutes.

President's Report

Tom Bolt advised that two important positions need to be filled as soon as possible – Treasurer and Newsletter Editor. Tom asked that anyone interested, please contact him.

Tom Bolt requested host units for the 2014 meetings. Five units volunteered as follows:

February 8	Hill City (D. Straw will confirm)
April 12	Louisa
August 9	James City County/Williamsburg
October 11	Suffolk
December 13	Rockbridge

Vice President's Report

David Mims discussed the importance of education to the mission of VMGA. He advised that Virginia Tech may, in the future, have the resources to provide on-line education for MGs.

David asked the group for feedback concerning education processes in place for: new members, current members and the public.

Bonnie Bernard, Gloucester, reported that a new intern moved from Gloucester to North Carolina and applied for MG membership there. It was denied due to the perceived quality of the intern training received in Gloucester. Bonnie asked if there was reciprocity between states. The response was that there is not; in fact, on occasion, there is not reciprocity between units in the same state.

Pat Reilly noted that information is needed to provide quality programming.

Several MGs noted a need for education regarding new trends in gardening.

Joe Kelly, Alexandria/Arlington, advised that his unit has both public education and member education committees. Training is alternated between day and evening.

Tom Bolt pointed out that many small units don't have member education available.

David Mims reported that over the next 20 years, 72 million baby boomers will retire. They have accumulated considerable wealth and, if they decide to move, it will be to the south and, often, to college towns in the south. He feels there is a lot of talent and money that will be available. David pointed out that the MGs should position the organization to take advantage of this opportunity.

Maria Daniels, Loudoun County, advised that Loudoun posts its power point educational presentations on the web.

Angela Cingale, James City County/Williamsburg, reminded the group that, in the past, there was a list of speakers, recommended by the units. It was suggested that VMGA members send names and contact information on quality speakers to David Mims (mimsdavid2@gmail.com). These will be made available on VMGA.net.

Extension Representative Report

John Freeborn reported:

VMS (Volunteer Management System) on-line training is going on. This week there will be a meeting of all those who use the protocol. By the end of 2013, all units will be using VMS to track volunteer hours.

John provided details of Master Gardener College concurrent sessions, keynote speakers and tours. (A copy of each follows these minutes in separate files.) John advised that there will be a plant sale at MG College. Registration for classes and housing will be open soon.

Dave Close reported:

Public Value – I am part of an effort by VCE to come up with a strategy and plan to better capture, articulate, and communicate the public value of what we do as an agency on behalf of the Commonwealth of Virginia. Specifically, I am currently leading a team of specialists and agents as part of a Master Volunteer Impact Team. I would like to involve people in this who understand and are willing to assist in the process. Joyce Latimer has already been talking with some EMG volunteers about this as it relates to the Department of Horticulture and our strategic plan. We will be discussing this at MG College and at Leadership Development Training later this summer.

Strategic Planning session – John, Lindsey, and I are working on pulling together a 1.5 day planning retreat for the EMG program. We were originally going to do this before MG College so I could announce the results, but due to several circumstances, we have decided to delay it until July.

Leadership Development Training dates set for late summer – we have set dates for 4 LDT sessions, one in each district. We are currently looking at late August for all four. More details to come soon after this has been announced to the Extension agents.

Background checks process – John and I attended a meeting a couple of weeks ago to look at a proposal from a potential vendor for conducting background checks on volunteers when the time comes to do so. The proposal from the vendor looked good, the system looked good and secure, and it meets the needs and concerns many of us have had and shared about this process. No decisions have been made and we are still in the investigative stage. We are looking at this agency-wide across all volunteer programs. We are not at a point where these will be required of all volunteers, but we will still be requiring everyone to sign a consent statement (built into the enrollment and recertification forms) giving us the authority to run one if necessary.

Community Gardening In-Service coming in May for Agents; joint venture with NC. A panel of experts from NC State and other NC state agencies will be here to present the training. NC will reciprocate with a more advanced CG training down there in the near future for our agents to attend too. Related to the in-service, I hope to be adding data to an existing website that will identify all the community gardens across VA, as a one-stop-shopping resource for folks who are interested in community gardens. I hope to pull in additional partners in this effort including VA WIC, the Department of Education, and the Department of Health, for example.

VCE MG Tree Steward – Trees VA Tree Steward MOU – will be working with Paul Revell, the State's Urban and Community Forestry Coordinator to develop a formal MOU (Memorandum of Understanding) between our two organizations to clarify our relationship to one another.

VNLA – looking at doing a joint project with VNLA to create an online test/quiz bank for studying purposes for both their Certified Horticulturist certificate and the EMG program. I hope to build in some study guides and materials to augment the practice

tests/quizzes. Have someone within the Department of Horticulture who will be building the testing system.

Audit Committee

Lorri Girling (Hill City) is chairperson of the audit committee. She was not present and no report was available.

Unit Support

Members: Pat Reilly, Karen Sarcasky, Pinky Derieux, Betty Villers and Frank Reilly and whomever else we need.

Frank Reilly reported no Activity to report since the last meeting.

Communication Committee

Members: David Banks, Ralph Mason and Chair Frank Reilly and whomever else we can get.

Frank Reilly reported that since the February regularly scheduled meeting there have been 9,302 Page views, by more than 1583 unique visitors; most are from the US, but China is next and Russia close behind. Since the February regularly scheduled meeting, the web page has been updated on 49 separate occasions.

The Endowment web page had plenty of visitors, but the endowment form was downloaded 32 times. 81% of all our visitors come through the front page of our site.

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

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

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

Ralph Mason has also been keeping up with additions to the Front Page, and the calendar pages.

Coordinator Endowment

Pat Reilly reported as follows:

There is currently \$442,149.88 in the Endowment Fund; \$195,698.21 in cash. The goal is to have \$250,000 in cash by MG College in June. The amount of cash in the fund is important to keep the fund growing with interest earned.

Pat outlined a plan to get pledges and cash to total the difference needed (\$48,701):

1 donor	\$3,000	5 businesses	\$1,000 each
5 MG units	\$1,000 each	10 MG units	\$500 each
20 MG units	\$250 each	2 MGs	\$1,000 each
10 MGs	\$500 each	40 MGs	\$250 each
100 MGs	\$100 each		

Diane Relf Education Fund

Leslie Paulson, chairperson, was not present. George Graine, Fairfax, spoke on Leslie's behalf.

George asked the Executive Board to determine the amount of each 2013 scholarship. (Note: The results of the Executive Board meeting on this subject follows these minutes.) The deadline for application is May 10. Each unit is allowed two applications. These are to be sent to Leslie Paulson. It was reiterated that VMGA members get priority in consideration for the scholarships.

George Graine advised that he doesn't agree with the current policy that two scholarships are set aside for units with memberships less than 60. Tom Bolt advised George that issue will be brought up for consideration in the future for 2014 planning.

Education Committee

David Mims reported on an event being planned for Rockingham County next March. It is being put on by a coalition of garden interests, including the Rockbridge MGs. The speaker will be Michael Dirr. He will be accompanied by his wife and Coach Dooley. It will be held in Lexington at VMI. There are 350 seats available @ \$50 each. The dates are March 7 and 8, 2014. The goal will be initiate support for Noble Tree arboretum at colleges and universities throughout the state of Virginia.

Finance Committee

No report submitted.

Fund Raising Committee

Betty Villers advised that the search continues for someone to chair the committee. Everything is set up and ready to distribute. VMGA items are selling well.

Membership

Deb Straw, chairperson reported that there are currently 565 members – 170 life members, 18 auxiliary members and 377 active members.

Deb distributed to each rep a list of those members in their unit. She asked that the reps verify that Life members are still on the active roster and to encourage those with memberships that expire the end of May, 2013, to renew.

She asked that everyone include a completed membership form with their renewals.

Newsletter

Tom Bolt repeated the request for a Newsletter Editor. He advised the communication within VMGA is vital and the newsletter is an important element of that communication. Anyone interested should get in touch with Tom.

Nominating Committee

Joe Kelly, Arlington/Alexandria, advised there was no report.

Silent Auction

Fran Wall and Dee Wells, Washington County, chairpersons were not present.

Fran Shelton, Virginia Beach, advised that materials had been given to the Washington County MGs at the MCAT meeting. There was concern on the part of some that no information regarding donations to the Silent Auction had been sent out to the units. Dave Close assured the group that the MGs from Washington County had experience in silent auctions.

State Fair

Christy Brennan, chairperson, was not present. Mary Ann Kincaid reported on her behalf that the State Fair has been purchased by the Farm Bureau and that change will improve the MG presence at the Fair.

Unit Reports

Diane Kean, Northern Neck, pointed out that her unit has high public value in its Water Steward programs. However, the volunteer time spent on these programs makes staffing non-WS programs difficult.

David Mims requested all unit reports be sent to him by April 21.

New Business

None.

Old Business

Pat Reilly, Price William, volunteered to serve as VMGA Treasurer. Her term will end in June 2014.

The next Board Meeting will be at 5 p.m., Friday, June 21, at MG College. The VMGA Annual Meeting is scheduled for 7 p.m., Saturday, June 22, at MG College.

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The meeting was adjourned at 1:30 p.m..

Submitted, Mary Ann Kincaid, VMGA Secretary

Treasurer's Report
 April 13, 2013
 Budget YTD - Budget Year
 June 1 to May 31

	2013 Budget	Proposed	Nov YTD	Mar
INCOME				
Membership Regular	\$900.00	\$900.00	\$1536.00	\$240.00
Membership Life and Adv	\$5,100.00	\$5,100.00	\$1116.00	\$240.00
Gifts/Donations EEF			\$164.00	
Interest and Dividends				
Education	\$6,000.00	\$6,000.00		
Fundraising	\$3,000.00	\$3,000.00	\$2,850.00	\$1,148.00
Miscellaneous-tran to VA Tech			\$10.00	
Total Income	\$15,000.00	\$15,000.00	\$5,676.00	\$1,628.00

	2013 Budget	Proposed	Nov YTD	Mar
EXPENSES				
Communications/Support	\$275.00	\$250.00		
Coord Endowment Cmte				
Education	\$6,000.00	\$6,000.00		
EEF Scholarships	\$1,200.00	\$1,200.00	\$765.00	
Elections				
Fundraising Cmte			\$823.52	
Fundraising Xfr to Endowmt	\$3,000.00	\$3,000.00		
Marketing	\$350.00	\$300.00		
Membership / Roster	\$2,050.00	\$1,900.00	\$382.68	
MG College Sponsorship	\$400.00	\$400.00	\$400.00	
Newsletter	\$1,000.00	\$850.00		
State Fair		\$500.00	\$500.00	
Officer Expenses				
President	\$500.00	\$375.00	\$92.19	
Vice President	\$25.00	\$25.00		
Secretary	\$75.00	\$75.00		
Tressurer	\$125.00	\$125.00	\$12.10	
Miscellaneous-tran to VA Tech			\$82.75	
Total Expenses	\$15,000.00	\$15,000.00	\$3,058.24	\$0

Miscellaneous-VT Endowment ¹			\$8,500.00	
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¹ Payment made in 2013 Budget year, but included in 2012 Budget

Treasurer's Report
 April 13, 2013

Checking Balance as of: 03/31/2013
 VMGA BOARD MEETING 4-13-13

\$16,356.04

ATTENDEES* – VMGA BOARD MEETING
4/13/13 NORFOLK

Arlington/Alexandria	Joe Kelly
Bedford	Pat Waring
Central Virginia/Louisa	Tina Chalaki
	Ralph Mason
	Edna Musser
Chesapeake	Pinky Derieux
Chesterfield	Lynne Foote
Fairfax	George Graine
Fairfax/Green Spring	Joan Richards
	Stephanie Olson
	Cyndi Bishop
Gloucester	Bonnie Bernard
	Rose Sullivan
	Susan Camp
Halifax	Charles Stallard
	Loretta Stallard
Hill City	Deb Straw
James City Cty/Wmsbg	Angela Cingale
	Marzene Hartsough
Loudoun	Maria Daniels
Newport News	Peggy Fox
Norfolk	Paula Griffiths
	Tom Bolt
	Betrice Hovey
	Deborah Mosher
	Eric Stormer
Northern Neck	Diane Kean
Prince George	Cheryl Sebera
Prince William	Pat Reilly
	Frank Reilly
	Janet Scott
	Bill Scott
Rockbridge	David Mims
Suffolk	Wanda Gerard
Virginia Beach	Betty Villers
	Michelli Booker
	Fran Shelton
	Jim Kincaid
	Mary Ann Kincaid
VT/VCE	Dave Close
	John Freeborn

*Reflects names of those who signed in at the registration table.
VMGA BOARD MEETING 4-13-13

Executive Committee Meeting Report
Saturday, April 13, 2013

Diane Relf Scholarship Endowment

The VMGA Executive Committee met following adjournment of the VMGA Board Meeting, and made the following decisions:

\$1,200 is budgeted for MG College scholarships for 2013. Seven (7) scholarships will be made available. Each will be in the amount of \$165, which is the cost of MG College tuition. One scholarship will be given to Karen Sarcasky, Hill City. Karen had been awarded a scholarship in 2012, but was ill and unable to attend MG College. The other six (6) scholarships will be newly awarded this year.

**VMGA BOARD MEETING
BLACKSBURG, VA JUNE 21, 2013
Torgersen Hall, VaTech
MEETING MINUTES**

Attending: List of attendees attached.

The meeting was called to order at 5:00 p.m. by Tom Bolt, president.

Secretary's Report

Mary Ann Kincaid, VMGA secretary, presented the minutes of the April 13, 2013, VMGA Board Meeting for approval.

The 4/13/13 minutes were approved.

Treasurer's Report

Pat Reilly, treasurer, presented the Treasurer's Report as of May 31, 2013. No action was taken as the report will be presented for approval by the general membership at the Annual Meeting 6/22/13. A copy follows this report.

President's Report

Tom Bolt advised that the Executive Committee had approved two expenses. These include the purchase of Endowment Pins (500 for \$1,040) and the sponsorship of MG College breaks and the Wine and Endowment receptions at MG College (\$500).

Vice President's Report

David Mims noted that he is not receiving many Unit Reports. He asked if the reports should be given orally at the Board Meetings. Some discussion was held and it was noted that the reports were given at the Board meetings in the past and that practice was discontinued as they took up too much time. It was suggested that reports be sent bi-monthly. It also was suggested that we return to the 'question of the day' format. The president would send out a question to all the VMGA reps in advance of the Board Meeting. If the rep would not be present at the Board meeting to answer the question, that Unit's response could be e-mailed and would be read at that time.

Committee Reports

It was agreed that all Committee Reports would be deferred to the Annual Meeting, June 22.

Tom Bolt noted that two Committees are in need of new chairpersons – the Fund Raising Committee and the Diane Relf Scholarship committee.

Old Business

None.

New Business

Ted Munns, Northern Neck, requested an Endowment presentation be held for his unit. Pat Reilly will contact Ted and make the needed arrangements.

Ted Munns, Northern Neck, announced that the Northern Neck Master Gardeners, along with the Native Plant Society, have published a book, “Native Plants of the Northern Neck.” The Unit received a grant to cover the costs. The book will be distributed free of charge to Northern Neck residents.

Angela Cingale, James City County/Williamsburg, advised that her Unit will be unable to host the August 2014 Board meeting as previously scheduled. A new host unit will be solicited.

Deb Straw, Hill City, advised that there is a new MG unit in Appomattox and she will ask them to co-host the February 8, 2014, Board Meeting. Deb will advise the VMGA secretary of the response.

There was discussion about the fact that VMGA was unaware of the existence of a new unit. Deb Straw noted that she had met with the Appomattox MGs and they also were unaware of Master Gardener College and VMGA. Tom Bolt will talk to Dave Close and ask that VMGA be advised of new units so VMGA can contact them and make them aware of VMGA and MG College. All units do not have associations, so may not have a MG leader.

Announcements

The Annual Meeting will be held Saturday, June 22, 7 p.m., in Room 2150, of Torgersen Hall.

The next Board meeting is scheduled for Saturday, August 10, at 10 a.m., in the Powhatan Village Building, 3910 Old Buckingham Road, Powhatan.

The meeting adjourned at 5:30 p.m.

Submitted, Mary Ann Kincaid, VMGA Secretary

Treasurer's Report
Virginia Master Gardener Association
Meeting of the Board of Directors, June 21, 2013

Cash and Expenses to Budget
June 1, 2012 – May 31, 2013

	2013 Budget	FY13 Actual
INCOME		
Membership Regular	\$900.00	\$5,652.00
Membership Life, Adv. Dues	\$5,100.00	\$1,560.00
Gifts/Donations EEF	\$0.00	\$270.00
Interest and Dividends	\$0.00	\$0.00
Education	\$6,000.00	\$0.00
Fundraising	\$3,000.00	\$4,941.00
Misc.-tran to VA Tech ¹	\$0.00	\$10.00
Total Income	\$15,000.00	\$12,433.00

EXPENSES		
Communications/Support	\$250.00	\$0.00
Coord Endowment Cmte		\$0.00
Education	\$6,000.00	\$0.00
EEF Scholarships	\$1,200.00	\$765.00
Elections		\$0.00
Fundraising Cmte	\$1,500.00	\$1,647.37
Fundraising Xfr to Endowmt	\$1,500.00	\$0.00
Marketing	\$300.00	\$0.00
Membership / Roster	\$1,900.00	\$494.62
MG College Sponsorship	\$400.00	\$400.00
Newsletter	\$850.00	\$0.00
State Fair	\$500.00	\$500.00
Officer Expenses		
President	\$375.00	\$92.19
Vice President	\$25.00	\$0.00
Secretary	\$75.00	\$0.00
Treasurer	\$125.00	\$12.10
Misc. transfer to VA Tech ¹		\$8,582.75
Total Expenses	\$15,000.00	\$12,494.03

Balance Sheet
June 1, 2013 – May 31, 2014

Assets

Checking Account Balance	\$18,986.10
PayPal Balance	\$342.80
PDR Education Endowment CD Balance	\$14,453.21
Reserve CD #2 Balance	\$5,003.36
Future Dues CD Balance	\$6,102.46
Fundraising Inventory	\$3,553.19
Total Assets	\$48,441.12

Liabilities

Unearned Income – Future Dues	\$6,088.00
Coordinator Endowment Funds Payable	\$2,470.50
Restricted Gifts for Scholarships	\$1,155.00
Total Liabilities	\$9,713.50

Net Assets

Accumulated Earnings	\$28,134.62
Current Year Earnings	\$10,593.00
Total Net Assets	\$38,727.62

Total Liabilities and Net Assets **\$48,441.12**

ATTENDEES* – VMGA BOARD MEETING
6/21/13 MG COLLEGE

Arlington/Alexandria	Joe Kelly
Bedford	Pat Waring
Fairfax	George Graine
Fairfax/Green Spring	Joan Richards
	Cyndi Bishop
Hill City	Deb Straw
James City/Wmbg	Angela Cingale
Norfolk	Tom Bolt
Northern Neck	Diane Kean
	Janice Mahoney
	Ted Munns
Prince William	Pat Reilly
	Frank Reilly
	Bill Scott
Rockbridge	David Mims
Suffolk	Wanda Gerard
Virginia Beach	Betty Villers
	Mary Ann Kincaid

*Reflects names of those who signed in.