

## Virginia Master Gardener Association

October 10, 2020

Virtual Meeting via Zoom

Minutes

The meeting, held via Zoom, was called to order at 10:05 a.m. by Leslie Paulson, President. Participants were in contact via video and telephone

VCE Training Modules (Devon Johnson, VCE, EMG Communications Project Coordinator):

Devon generally reviewed the modules developed by VT (at emgmodules.ext.vt.edu) that are available for use by any unit. She talked about the use of Canvas as a means to collect and present unit-specific course work; the state office can help in getting that set up. She encouraged units to contact the state office about the palette of resources available.

Brief presentation by Albemarle County.

Rozanne Oliver, President of the Piedmont MG, welcomed the participants. Melanie Feldman, MG Program Assistant, discussed how Piedmont MG have digitized their Help Desk, resulting in almost complete elimination of paper. The system includes digital entry of information, ability to search, online manual, safeguards so that the correct information is entered. There is a users manual available. Currently, Prince William and Fauquier/Rappahannock are using this system. For more information, contact Melanie at 434-872-4582, or fmelanie@vt.edu

Minutes of the August 2020 meeting were approved.

**Treasurer's Report (Georgi Hall):**

As of September 30, 2020

Checking Account Balance	\$21,689.84
Petty Cash	40.00
Money Market Fund	3,041.13
Fundraising Inventory	2,649.24
Certificate of Deposit (Matures 12/14/20)	<u>7,574.55</u>
Total Assets	<u>\$34,994.76</u>
<u>Non-Fundraising</u>	
Revenue	\$1,313.50
Expenses	<u>99.98</u>
Net Income	<u>\$ 1,213.52</u>

Updated the Treasurer's Notebook

**President's Report (Leslie Paulson):** I hope many of you have joined to listen and learn from our Leadership Development Series. I have found it helpful to share ideas and listen to other Units explain what they are doing in this unique time we are living through. I hope you will all try to continue to let our group know when you try a new way to keep in touch with your Master Gardeners and the public. You can send any new programming to Joan Richards to post to our website as well: jmrichardz@aol.com. I've heard from many of you since our last meeting with questions and ideas. That is what your Board is here for, to help and answer questions. Thank you. Leslie also mentioned the recent death of Robbie Callis (lung cancer) of South Prince George VA, life member and president of local MGs. His wife Janet is life member as well. I sent a card from VMGA

**Vice-President's Report (Nelda Purcell):** She is in the process of collecting the completed Conflict of Interest Forms.

**Standing Committee Reports:**

1. Communications (Frank Reilly)

- VMGA.net is still a popular website. This year marks our 21<sup>st</sup> year of operation. Dave Banks is the webmaster.
- As a reminder, Committee Chairs that have web pages are responsible for the content on those pages. Many pages are out of date and have broken links.
- 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. Joan Richards has volunteered to handle the calendar page.
- Peggy Fox released a VMGA Newsletter. Tom Bolt blasted it to all the members. This year marks our 26<sup>th</sup> year of operation. We are soliciting help to help produce our Newsletter.
- We administered a poll to determine if Proposed Changes to the VMGA By-Laws were acceptable to the membership. The results are given in a separate Teller's Report.

Peggy Fox noted that Oct 24 is the deadline for submissions to the next newsletter. She encouraged submission of articles, information on events, and even unit newsletters from which articles could be extracted (and which would be properly attributed).

2. Education (Kirk Barley)

Sharing: units were reminded to share Facebook listings with Devon. The speaker list is still being developed to ensure that speakers can be contacted but personal information not made available. Additions to the list are welcomed.

Subsidize: All units have been contacted about the potential for VMGA to subsidize/sponsor various events. Because of conditions this year, it likely will be 2021 before any opportunities arise for this support.

Produce: The committee is continuing to analyze the EMG Survey results and will have a basis analysis by November and a proposal by early 2021, with identification of areas or groups where programs can be targeted. Ideas for specific events are welcomed.

3. Finance (Pat Reilly) –

The committee consists of Pat Reilly, Chair and Linda Klein, both with the Central Rappahannock unit. In this reporting period, the committee has reviewed the updates made to the Treasurer's Handbook by Georgi Hall and has reviewed the financial reports. For the next board meeting, the Finance Committee will make recommendations on the maturing CD.

The committee would like to have other volunteers. Anyone interested should email [pat@thereillygroup.net](mailto:pat@thereillygroup.net). Experience with accounting and/or financial reporting, especially for nonprofit associations, is appreciated but anyone willing to learn alongside us is very welcome.

4. Membership (Deb Straw)

As of 10/10/2020 the membership total is 484 current members.

There were 561 members on our roster before the 9/30/2020 purge. We removed 76 non-renewed members. This includes removing 2 from death and changing 2 Lifetime members to Auxiliary status.

The first draft of the 2020/2021 roster was compiled by Tom Bolt and sent to all current members. We have received about 20 corrections. These corrections will be made and the final draft will be composed and reissued before the months end.

The committee thanks those who have renewed their membership and who have encouraged new members to join. An application must accompany your dues in order for the committee to process your membership.

Please remember that all correspondence is done electronically. Therefore members have the responsibility to update the Membership Chair of any contact information changes. We want to be able to keep our membership informed.

Deb Straw reminded everyone that the VMGA Representative must also be a member of VMGA. She also has VMGA Brochures and Tri-fold Boards for use to inform their unit members about the benefits of joining VMGA.

5. Unit Support (Mary Ann Kincaid)

The Unit Support Committee is available to assist MG units throughout the state on issues that can benefit from the diverse experience of the Committee members – from dealing without an agent to 501C3 organization and others.

Since the August report, the Unit Support Committee has had no requests.

Unit Reps, please make sure your officers are aware of the Unit Support Committee and how it can help your Unit.

6. Fundraising (Jody Purches)

**VMGA Endowment**

Our Endowment cash account balance is \$399,355 an increase of \$1299 since the August report. In the same period, the market value increased \$1,064, to \$439,138. The amount of deferred commitments stands at \$433,386.

Selected account balances since 2013 are as follows:

	1-Dec-13	1-Aug-17	1-Aug-18	1-Aug-19	1-Aug-20	1-Oct-20
Fund balance / Market value	\$264,538	\$374,770	\$442,925	\$459,618	\$438,074	\$439,138
Cash gifts and pledge payments		\$291,878	\$354,785	\$366,505	\$398,056	\$399,355
Outstanding pledges	\$5,200	\$11,650	\$9,350	\$9,350	-0-	-0-
Deferred commitments	\$190,000	\$233,386	\$233,386	\$233,386	\$433,386	\$433,386
Income Earned	\$12,033	\$19,427	\$28,199	\$12,000	\$16,837	\$21,739

\*Funds are periodically withdrawn for Master Gardener program support or reinvestment back to the fund corpus.

Since the August report, we have received \$600 in gifts; thank you, whoever you are, for your support.

**Merchandise Sales**

To date, gross sales of MG Gear are \$800, the cost of goods sold is \$454, leaving a net income of \$346. Our goal is to send \$1200 to our Endowment at the end of this fiscal year.

The value of the current inventory is \$2649.

Merchandise sales remain suspended for now.

**Silent Auction**

Our normal silent auction will resume with MG College in 2022.

In the meantime, Pat Reilly has exciting ideas for potential fundraisers between now and then including the possibility of a virtual auction! Any decision on a virtual auction will be held off until a new chair steps forward.

**Special Committee Reports:**

1. Audit (Karen Erhart, Ruth Huber, and Tom Sparks, committee members):  
VMGA Internal Audit Addendum as of September 30, 2020: The Gear Sales Inventory was completed this month while continuing to observe the global pandemic restrictions. Elizabeth Brown was able to physically count the items and inform the audit team with the assistance of Jennifer Gallion. Jody Purches provided the information from the spreadsheet.

Merchandise Sales: Comparison of the sales and totals of merchandise available was completed using the Merchandise Sales Inventory spreadsheet. No errors or omissions were found. All totals were accurate and recorded. The Gear Sales Team is to be commended for the many hours spent accomplishing this very important task.

**VCE Report (Kathleen Reed)**

1. Leadership Development Series: There have been two sessions so far, 3 to go during October. These are Thursdays at 1 pm. These can be linked at <https://mastergardener.ext.vt.edu/current-resources/leadership/>.
2. Continuing Education Update: The VT diagnostic labs each will be doing a webinar in late January/February to explain what they do and how to get samples in. This likely will be in Canvas.
3. There will be no typical giving day this year, but an e-giving event for the endowment will be held at the end of this year.

**Old Business**

1. Proposed Bylaw Changes to Include Rules for Virtual Meetings.  
Frank Reilly reported on the results of a poll of the membership on acceptability of the proposed changes to the Bylaws. The latest Membership Roster was obtained from the Membership Committee Chair dated 10/02/2020. 483 voters were polled beginning Friday 10/02/2020. Three reminders were sent after the initial ballot proposition was sent. Balloting closed at 5 PM 10/09/2020. 249 voters responded. 247 indicated they were in favor. 2 were not in favor of the proposed changes. 4 emails were not delivered due to problems with their indicated email addresses.

A suggested revision for clarity to the proposed wording was presented and discussed. The suggested revision will be included in the proposal to be sent to the membership and voted on at the December 2020 meeting. In order for a change to the Bylaws to be accepted, at least 10% of the active (voting) membership must be present. A majority of that minimum 10% is needed to pass any changes to the Bylaws. Voting will take place at the beginning of the December meeting.

2. Changes on VMGA.net  
Committee Chairs were reminded that it is each chair's responsibility for reviewing and updating the content of the relevant webpage. Dave Banks can make the changes once content is provided.

**New Business**

1. VMGA Fund Raiser: Pat Reilly is looking into the possibilities for an on-line auction but we don't want to interfere with the auction planned for IMGC.
2. A concern was raised about the VMG emblem being general for the state and not specific to this association, even though it was developed initially for VMGA. The existing emblem is available for use by units where the unit name can be added. No further action needed.

**Announcements:**

1. Jody Purches has stepped down as Chairman of the Fund Raising Committee, and Jennifer Gallion has stepped down as the Merchandise Manager. Both are willing and available to assist in the transition to the new chair and team. Anyone or any unit interested in taking on these roles should contact Leslie Paulson.

Focus Topic for December meeting: Mentors and How Units are Using Them.

Meeting Adjourned at 12:05 p.m.

## Attendance

Unit Name	Name
Bedford	Betsy Brown
Central Rappahannock MGA	Linda Kline
Central Rappahannock MGA	Karen Margensey
Central Rappahannock	Frank Reilly
Central Rappahannock	Pat Reilly
Central Shenandoah Valley MGA	Kirk Barley
Chesapeake	Patricia O'Connor
Chesapeake	Mary Hammel
Chesapeake MG	Kandy Keith
Eastern Shore of VA	Christine Williams
Fairfax	George Graine
Fauquier	Tom Baughn
Fauquier County MGA	Maryanne Sparks
Fluvanna	Jo McDowell
Franklin Co MGA	Nelda Purcell
Gloucester MG	Bonnie Bernard
Goochland-Powhatan	Pat Lust
Green Spring	Tom Sparks
Green Spring MG	Hollis Miller
Green Spring MG	Joan Richards
Hanover	Christy Brennan
Hill City MGA	Deb Straw
James City -Williamsburg	Marilyn Riddle
James City - Williamsburg	Joanne Sheffield
Loudon Co. MGA	Cynthia Falconer
Loudon Co. MGA	Barry Hall
Loudoun	Georgi Hall

Unit Name	Name
MGA of Appomattox Co	Jody Purches
New River Valley MGA	Erica Jones
Newport News	Peggy Fox
Norfolk	Anna Thurmond
Norfolk	Harriette Frost
Norfolk	Barb Wilson
Northern Shenandoah Valley	Stacey Smith
Northern VA MG	Joe Kelly
Piedmont MG	Aaron Bloomfield
Piedmont MG	Fern Campbell
Piedmont MG	Melanie Feldman
Piedmont MG	Penny Fenner-Crisp
Piedmont MG	Rozanne Oliver
Piedmont MG	Nancy Watkins
Prince George	Irlene Hogg
Prince William	Jannell Bryant
Prince William	Jeanne Lamczyk
Prince William	Leslie Paulson
Roanoke	Kathy Sink
Roanoke MG	Tonya Harper
Suffolk	Wanda Gerard
VCE	Kathleen Reed
Virginia Beach	Mary Ann Kincaid
Virginia Beach	Betty Villers
VT	Devon Johnson

**FINANCIAL POSITION  
AS OF 9/30/2020**

<b>Assets</b>		
<b>Current Assets</b>		
Cash	\$	21,689.84
Petty Cash Fund		40.00
Money Market Savings Account		3,041.13
Fundraising Inventory		2,649.24
<b>Long Term Assets</b>		
CD 001 Balance		7,574.55
	<b>Total Assets</b>	\$ 34,994.76
<b>Liabilities</b>		
		\$ -
	<b>Total Liabilities</b>	\$ -
<b>Net Assets</b>		
<b>Unrestricted:</b>		
Undesignated Surplus	\$	6,534.45
Membership Dues		12,087.09
Money Market Savings Account		3,041.13
CD 001 Balance		7,574.55
	<b>Total Unrestricted</b>	\$ 29,237.22
<b>Temporarily Restricted:</b>		
<b>Donor Restricted</b>		
Merchandise Sales Net	\$	345.60
FY20-22 Master Gardener Scholarship Donations		1,693.10
<b>Board Designated</b>		
Withdrawn funds from cert# 002 designated for IMGC 2021 scholarships		3,718.84
	<b>Total Temporarily Restricted</b>	\$ 5,757.54
	<b>Total Net Assets</b>	\$ 34,994.76
	<b>Total Liabilities and Net Assets</b>	\$ 34,994.76

**FINANCIAL ACTIVITIES  
AS OF 9/30/2020**

<b>Revenue:</b>	<b>Unrestricted</b>	<b>Temp Restricted</b>	<b>Total</b>
Contributions (Scholarships+ Endowment)	\$ -	\$ 377.75	\$ 377.75
Membership Dues	1,243.44		1,243.44
Interest Income		37.91	37.91
Programs (Education Events)			-
<b>Total Revenue</b>	<b>\$ 1,243.44</b>	<b>\$ 415.66</b>	<b>\$ 1,659.10</b>
<b>Expenses:</b>			
Administration	\$ 99.98	\$ -	\$ 99.98
Fund Raising:			
State Coordinator Endowment (incl. auction)	-		-
Program Support:			
State Fair	-		-
Education Events			-
Communications	-		-
Donation Expenses (Endowment, Scholarships and Sponsorships)	-		-
<b>Total Expenses</b>	<b>\$ 99.98</b>	<b>\$ -</b>	<b>\$ 99.98</b>
<b>Net Income</b>			<b>\$ 1,559.12</b>

**AUXILIARY ENTERPRISES  
AS OF 9/30/2020**

		<b>Unrestricted</b>	<b>Temp Restricted</b>	<b>Total</b>
<b>Revenue</b>	Gross Sales	\$ -	\$ 799.95	\$ 799.95
<b>Less:</b>	Cost of Goods Sold a/	454.35		454.35
	<b>Net Proceeds</b>	<b>\$ (454.35)</b>	<b>\$ 799.95</b>	<b>\$ 345.60</b>
	<b>a/ Includes:</b>			
	<b>Cost of Merchandise Sold</b>	<b>\$285.06</b>		
	<b>VA Retail Sales Taxes</b>	<b>10.30</b>		
	<b>PayPal Service Fees</b>	<b>24.04</b>		
	<b>Cost of Shipping</b>	<b>134.95</b>		
	<b>Total Cost of Goods Sold</b>	<b>\$454.35</b>		



**FINANCIAL ACTIVITES TO BUDGET  
AS OF 9/30/2020**

REVENUE		FY21 Budget	FY21 YTD	% of Budget
	<b>REVENUE</b>			
	<b>Temporarily Restricted</b>			
	IMG College Scholarship Donations FY22 a/	\$ n/a	\$ 32.15	n/a
	Merchandise Sales Net	1,200.00	345.60	29%
	Interest Income	n/a	37.91	n/a
	<b>Total Temporarily Restricted</b>	<b>\$ 1,200.00</b>	<b>\$ 415.66</b>	<b>35%</b>
	<b>Unrestricted</b>			
	Membership Dues Total b/	\$ 5,880.00	1,243.44	21%
	Programs (Education Events)	2,000.00		0%
	<b>Total Unrestricted</b>	<b>\$ 7,880.00</b>	<b>\$ 1,243.44</b>	<b>16%</b>
<b>Total Revenue</b>		<b>\$ 9,080.00</b>	<b>\$ 1,659.10</b>	<b>18%</b>
		FY21 Budget	FY21 YTD	% of Budget
<b>EXPENSES</b>	<b>EXPENSES</b>			
<b>Administration</b>	Office Supplies, Software, Misc	\$ 350.00	\$ 99.98	29%
	Professional and Legal Fees	25.00		0%
	Membership	150.00		0%
	<b>Subtotal Expenses-Administration</b>	<b>\$ 525.00</b>	<b>\$ 99.98</b>	<b>19%</b>
<b>Fund Raising</b>	State Coordinator Endowment (incl. auction)	\$ 1,000.00		0%
<b>Program Support</b>	State Fair	\$ 500.00		0%
	Merch Profits to VT Foundation-Coord Endowmnt	1,200.00		0%
	Education Events	2,000.00		0%
	Education Sponsorships	1,000.00		0%
	Communications	230.00		0%
	<b>Subtotal Expenses-Program Support</b>	<b>\$ 4,930.00</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenses</b>		<b>\$ 6,455.00</b>	<b>\$ 99.98</b>	<b>2%</b>
	<b>a/ Includes PayPal service fees for IMG C Scholarship Donations</b>		\$ (0.85)	
	<b>b/ Includes:</b>	<b>Life</b>	<b>Annual</b>	<b>Total</b>
	Membership Dues	\$ 720.00	\$ 552.00	
	Less PayPal Service fees	11.76	16.80	
	Total Net Membership Dues	\$ 708.24	\$ 535.20	\$ 1,243.44
	FY21 Budget	1,680.00	4,200.00	\$ 5,880.00

Proposed Changes to ByLaws:

## ARTICLE V

### Board of Directors

Section 1. The Board of Directors will consist of the President, Vice-President, Secretary, Treasurer, the Chairpersons of the Standing Committees, the Immediate Past President, and the Extension Representative.

Section 2. The Board will fix the date, time and place of meetings, determine the Association's Standing Rules, and perform such other duties as are listed in these bylaws or prescribed by the membership. The Board shall be subject to the orders of the Association and none of its acts shall conflict with the action taken by the membership.

Section 3. The Board will meet at least four times a year. Any Association member may attend these meetings. Special meetings of the Board may be called by the President and will also be called upon written request of at least twenty five (25%) of the Board. **Board members who are not present in person will have the right to participate by telephone or electronically. The Board may meet electronically as in Article IX, Section 4.**

Section 4. Fifty percent (50%) of the Board will constitute a quorum at all Board meetings.

## ARTICLE IX

### Meetings of the Association

Section 1. The Annual Meeting. The Association will hold an annual meeting each year, at a date, time and place to be determined by the Board. The membership will install officers, **approve the budget**, and/or transact such other business as may properly come before the annual meeting. Notice of annual meetings will be mailed at least thirty (30) days before the meeting.

Section 2. Special Meetings. A special meeting may be called by the President, a majority of the Board, or by a petition of not less than twenty-five percent (25%) of the voting membership. Special meetings will be held at a time and place to be determined by the Board and within forty five (45) days of the date that they are called. Notice of any special meeting will be distributed to each member at least thirty (30) days before the meeting, and will include a statement of the purpose or purposes for which the meeting is being called.

Section 3. Quorum. Ten percent (10%) of the voting membership will constitute a quorum at Association meetings.

**Section 4. Meetings Held Electronically. Meetings of the Association may be conducted through use of Internet meeting services that support voting, visible displays identifying those participating, identifying those seeking recognition to speak, showing text of pending motions and showing the results of votes. Electronic meetings may be held when so directed by the Board or, in the case of special meetings, when so directed by those calling the special meeting.**

**Electronic meetings will be subject to rules adopted by the Board that specifically govern this format. Such rules, as adopted by the Board, will supersede any conflicting rules in the parliamentary authority and may not conflict with or alter any rule or decision of the Association.**