

Virginia Master Gardener Association  
Bi-Monthly Meeting  
December 11, 2021  
Virtual Meeting via Zoom  
In-Person at Montgomery County Government Center, Christiansburg  
Minutes

The meeting, held via Zoom and in person, was called to order at 10:00 a.m. by Leslie Paulson, President. Participants were in contact via video and in person.

**Board participation:**

Present: Leslie Paulson (President), Georgi Hall (Treasurer), Betsy Brown (secretary), Frank Reilly (Chair, Communications), Kirk Barley (Chair, Education), Pat Reilly (Finance), Deb Straw (Chair, Membership), Joe Kelly (Fundraising), Dave Close (VCE)

Absent: MaryAnn Kincaid (Chair, Unit Support), Nelda Purcell (Vice-President), Wanda Gerard (Past-President)

Welcome by Dianne Blount, President NRVGMA. Presentation by Beth Kirby on the Pulaski Community Youth Center Garden Project.

Minutes of the October 9, 2021 meetings were approved.

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

As of November 30, 2021, VMGA has total unrestricted assets of \$31,709. \$12,734 of these assets are undesignated surplus. As of November 30<sup>th</sup> our net income is \$0.92. The November 30, 2021, financials are included in the minutes.

**President's Report (Leslie Paulson):**

Thank you for coming out to my first meeting as president held in person. I'm glad to see all of you. It's a busy time of year as we prepare for the holiday season too, so your attendance is very appreciated. We will discuss during the Communications report some of the email issues we have been having. I do apologize for that some of you have not always received the emails with meeting information. More on that later.

Because of this hybrid meeting, if someone has a question, I will repeat it before it is answered. We may ask you to use a microphone as well. As for those on Zoom, please use the chat box.

As we approach our next Master Gardener College, we need to find a chair for the Scholarship Committee. This chair's job lasts only a few months. The needed committee members are chosen from previous scholarship winners. If you would like to help us out, please let me know. I'm sure that Tonya Harper would help explain the steps involved.

As always, let me know if there are any questions or help you need. I encourage you all to consider helping serve our group. Elections are coming up soon. Just let Frank Reilly know if you want to help find our nominees.

**Vice-President's Report (Nelda Purcell):** No Report

**Standing Committee Reports:**

1. Communications (Frank Reilly)

- VMGA.net is still a popular website. This year marks our 22<sup>nd</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, but we need at least one more volunteer to handle Calendar Page entries.
- Jennifer Graham released a VMGA Newsletter. The Committee blasted it to all the members. This year marks our 27<sup>th</sup> year of operation. We are soliciting help to help produce our Newsletter and produce content.
- Recently we have been having difficulties using mail merge to send notices to the members. If you know you have not received a mailing, or if you know someone who has not been receiving email notifications, please email [communications@vmga.net](mailto:communications@vmga.net) to let us know.
- The Committee wants to recognize one of our longest serving and most dependable members, Tom Bolt for his more than 10 years of service on this committee. Tom sends eblasts, notices, newsletters and whatever else we need. Tom is stepping down from this committee, and we will (correction! We already have) missed his skillful help. Please join us in thanking Tom.
- We need a volunteer to help with our email distribution system. They must have a rapid email connection and be skilled with mail merge. Please contact [communications@vmga.net](mailto:communications@vmga.net).

2. Education (Kirk Barley)

Remember to consider applying for VMGA subsidies to upcoming Master Gardener training seminars.

3. Finance (Pat Reilly)

During this period, the Finance Committee reviewed the Treasurer's financial reports. Georgi Hall has researched options for the renewal of the CD, and Finance agrees with her recommendation of a one-year renewal. The board concurred with this recommendation by voice vote.

The amount of cash in the checking account is high. As a charitable organization, VMGA should consider spending some of those funds. While the endowment has reached the million-dollar amount functionally, the cash account that earns interest for the VCE Master Gardener program's operating account is just over \$425,000. Pat Reilly made a motion that VMGA provide a one-time contribution of \$5,000 to the endowment. The motion was seconded and passed by voice vote of the board.

4. Membership (Deb Straw)

Member Class	12/11/2021	10/9/2021
Active	243 (incl. 1 VCE Emeritus)	240 (incl. 1 VCE Emeritus)
Auxiliary	5	5
Continuing	216 (incl. 21 VCE Emeritus)	215 (incl. 20 VCE Emeritus)
TOTAL	464	460

Currently the Membership Committee consists of Jennifer Graham, Frank Reilly from Communications and Deb Straw. Tom Bolt served as the Directory Compiling as well as its Distributor of the Directory to our membership for the past several years. Thank You Tom for all of your help. The committee is seeking a member to join the committee to compile and distribute our Directory in the future.

As of 12/11/2021 the membership total is 464 current members.

The final copy of the 2020-2021 Membership Directory, compiled by Jennifer Graham, will be sent to all current members by Frank Reilly. Frank is dealing with a mail merge issue and hopes to have the Directory out soon. We ask that once you receive your copy that you send any corrections to the Membership Chairman at [debstraw@aol.com](mailto:debstraw@aol.com).

The chairman asked that members wait till after January 1<sup>st</sup>, 2021 so they will not need to renew until May 31<sup>st</sup>, 2023.

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 (Leslie Paulson for 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 501(c)3 organization and others.

Since the October report, the Unit Support Committee has received 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: (Joe Kelly)

The Fundraising Committee exists to secure funding for the VMGA MG Coordinator Endowment and is separate from the Association's budget. Members are Joe Kelly (chair), Pat Reilly (endowment) and Mary Martinez Rigo (merchandise). At the October board meeting, it was declared that the Endowment's goal of \$1 million had been functionally met. However, we intend to continue our funding efforts to ensure that the EMG program is financially sound.

Endowment:

During October and November, there were three gifts to the endowment totaling \$325. As of November 30, the fund status is as follows:

Fund Balance/Market Value - \$554,057.87

Total Cash Gifts and Pledge Payments - \$426,007.95

Deferred Commitments - \$433,386.00

Available Income- \$12,331.74 (*note that \$5,000 was transferred on 11/11 from the operating fund to the income account to support the Coordinator Office activities with the Task Force on Accessibility and Connection and to fund EMG program administration [student wages, etc.]*)

Merchandise (Marty Martinez Rigo):

There were no merchandise sales during October and November with only a small amount of administrative costs. A sample of our logo merchandise as well as some other items are available today that we hope attendees will want to purchase. Other items are on order but still caught in the shipping backlog.

**Special Committee Reports:**

Nominations: (Frank Reilly)

1. Consider recommending a talented person, or volunteering yourself to the Nominations and Elections Committee for nomination to:
  - President
  - Vice-President
  - Treasurer
  - Secretary
2. The Nominations and Election Committee is required to provide a slate of nominees no later than 150 days prior to the annual meeting. The annual meeting is held in June making this the last meeting where suggestions can be made in public for the offices. The Committee will provide a final slate of suggested nominees to the Board of Directors on January 20<sup>th</sup> at which point nominations will be closed.
3. The elected officers will be installed at the end of our Annual Meeting in June 2022 at Master Gardener College. They will serve a two-year term from that point until the end of the Annual Meeting in June of 2024.
4. This information will be available on the VMGA.net website.
5. Send nominations to Frank Reilly

**VCE Report Dave Close):**

1. The Task Force on Accessibility and Connection summary document will be sent out to agents and local coordinators first and then EMG volunteers statewide within the next two weeks.
2. 2022 MG College June 22 - 26 on campus - Land Care Steward Training will be offered.
3. Training manual report - a statewide review team has been formed and are providing suggested edits for all chapters. We have hired an outside designer to update and upgrade many of the current images in the handbook. We received a grant from the VT library and Dr. Evans matched the grant in support of our updates and upgrades. We are working to create special interest call out boxes to incorporate in the chapters. A new native plants chapter will be added and we have hired an external author to write this piece.
4. Coordinator's manual has been edited - working on final pieces. Will be sent out to all coordinators/agents in early 2022.
5. All milestone pins have been mailed out and should be at local extension offices.

**Unit Hosts for Future Meetings:**

February – HOST NEEDED. Will be by Zoom

April – Partnering with several Units, finalized soon (Mary Martinez-Rigo – Dillwyn VA River Ridge Farms)

Meeting Adjourned at 11:15 a.m.

## Attendance:

There were 44 persons participating by Zoom; a participant report is not available.

The following participated in person:

Barry Hall  
Georgianna Hall  
Leslie Paulson  
Penny Tully  
Diane Blount  
Gwen Ewing  
Carol Trutt  
Nina Templeton  
Lyle Templeton  
Beth Kirby  
Beth Umberger  
Erica Jones  
Page Jones

Wendy Silverman  
James Bixby  
Karen Lyons  
David Caldwell  
Anita Tuttle  
Jen Coluzzi  
Tonya Harper  
Donna Vinal  
Mary Martinez-Rigo  
Dave Close  
Jim Revell  
Karen Margensey

**FINANCIAL POSITION  
AS OF 11/30/2021**

<b>Assets</b>		
<b>Current Assets</b>		
Cash	\$	19,080.26
Petty Cash Fund		40.00
Money Market Savings Account		3,041.41
Fundraising Inventory		2,574.24
<b>Long Term Assets</b>		
Certificate of Deposit		7,605.86
	<b>Total Assets</b>	\$ 32,341.77
<b>Liabilities</b>		-
	<b>Total Liabilities</b>	\$ -
<b>Net Assets</b>		
<b>Unrestricted:</b>		
Undesignated Surplus	\$	12,734.13
Membership Dues		8,327.57
Money Market Savings Account		3,041.41
Certificate of Deposit		7,605.86
	<b>Total Unrestricted</b>	\$ 31,708.97
<b>Temporarily Restricted:</b>		
<b>Board Designated</b>		
Merchandise Sales Net		149.80
<b>Donor Restricted</b>		
MGC 2022 Scholarship Donations	\$	483.00
	<b>Total Temporarily Restricted</b>	\$ 632.80
	<b>Total Net Assets</b>	\$ 32,341.77
	<b>Total Liabilities and Net Assets</b>	\$ 32,341.77

**FINANCIAL ACTIVITIES  
AS OF 11/30/2021**

<b>Revenue:</b>	<b>Unrestricted</b>	<b>Temp Restricted</b>	<b>Total</b>
Contributions (Scholarships+ Endowment)		\$ 606.20	\$ 606.20
Membership Dues	1,312.63		1,312.63
Interest Income		2.04	2.04
Programs (Education Events)			-
<b>Total Revenue</b>	<b>\$ 1,312.63</b>	<b>\$ 608.24</b>	<b>\$ 1,920.87</b>
<b>Expenses:</b>			
Administration	\$ -	\$ -	\$ -
Fund Raising:			-
State Coordinator Endowment (incl. auction)	-		-
Program Support:			-
State Fair	449.95		449.95
IMGC Scholarship	1,350.00		1,350.00
Education Events	120.00		120.00
Education Sponsorships	-		-
Communications	-		-
Donation Expenses (Endowment, Scholarships and Sponsorships)	-		-
<b>Total Expenses</b>	<b>\$ 1,919.95</b>	<b>\$ -</b>	<b>\$ 1,919.95</b>
<b>Net Income</b>			<b>\$ 0.92</b>

**AUXILIARY ENTERPRISES  
AS OF 11/30/2021**

		<b>Unrestricted</b>	<b>Temp Restricted</b>	<b>Total</b>
<b>Revenue</b>	Gross Sales	\$ -	\$ 245.00	\$ 245.00
<b>Less:</b>	Cost of Goods Sold a/	\$95.20		95.20
	<b>Net Proceeds</b>	<b>\$ (95.20)</b>	<b>\$ 245.00</b>	<b>\$ 149.80</b>
	<b>a/ Includes:</b>			
	<b>Cost of Merchandise Sold</b>	<b>\$75.00</b>		
	<b>VA Retail Sales Taxes</b>	<b>12.87</b>		
	<b>PayPal Service Fees</b>	<b>7.33</b>		
	<b>Cost of Shipping</b>	<b>0.00</b>		
	<b>Total Cost of Goods Sold</b>	<b>\$95.20</b>		

**FINANCIAL ACTIVITES TO BUDGET  
AS OF 11/30/2021**

REVENUE		FY22 Budget	FY22 YTD	% of Budget
	<b>REVENUE</b>			
	<b>Temporarily Restricted</b>			
	MG College Scholarship Donations FY23	n/a	\$ 456.40	n/a
	Merchandise Sales Net	300.00	149.80	50%
	Interest Income	n/a	2.04	n/a
	<b>Total Temporarily Restricted</b>	\$ 300.00	\$ 608.24	203%
	<b>Unrestricted</b>			
	Membership Dues Total a/	\$ 6,000.00	\$ 1,312.63	22%
	Programs (Education Events)	2,200.00	-	0%
	<b>Total Unrestricted</b>	\$ 8,200.00	\$ 1,312.63	16%
<b>Total Revenue</b>		<b>\$ 8,500.00</b>	<b>\$ 1,920.87</b>	<b>23%</b>
		FY22 Budget	FY22 YTD	% of Budget
<b>EXPENSES</b>	<b>EXPENSES</b>			
<b>Administration</b>	Office Supplies, Software, Misc.	\$ 350.00	\$ -	0%
	Professional and Legal Fees	25.00	-	0%
	Membership	75.00	-	0%
	<b>Subtotal Expenses-Administration</b>	<b>\$ 450.00</b>	<b>\$ -</b>	<b>0%</b>
<b>Fund Raising</b>	State Coordinator Endowment (incl. auction)	\$ 200.00	\$ -	0%
<b>Program Support</b>	State Fair	\$ 600.00	\$ 449.95	75%
	MGC Sponsorship	2,000.00	-	0%
	IMGSC Scholarships	3,000.00	1,350.00	45%
	Merch Profits to VT Foundation-Coord Endowment	300.00	-	0%
	Education Events	2,200.00	120.00	5%
	Education Sponsorships	1,000.00	-	0%
	Communications	499.00	-	0%
	<b>Subtotal Expenses-Program Support</b>	<b>\$ 9,599.00</b>	<b>\$ 1,919.95</b>	<b>20%</b>
<b>Total Expenses</b>		<b>\$ 10,249.00</b>	<b>\$ 1,919.95</b>	<b>19%</b>
	<b>a/ Includes:</b>	<b>Continuing</b>	<b>Annual</b>	<b>Total</b>
	Membership Dues	\$ 480.00	\$ 852.00	
	Less PayPal Service fees	2.94	16.43	
	<b>Total Net Membership Dues</b>	<b>\$ 477.06</b>	<b>\$ 835.57</b>	<b>\$ 1,312.63</b>
	FY22 Budget	\$ 2,400.00	\$ 3,600.00	\$ 6,000.00