

Virginia Master Gardener Association
Annual Meeting
June 12, 2021
Virtual Meeting via Zoom
Minutes

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

Board participation:

Present: Leslie Paulson (President), Georgi Hall (Treasurer), Betsy Brown (secretary), Wanda Gerard (Past-President), Frank Reilly (Chair, Communications), Kirk Barley (Chair, Education), Pat Reilly (Finance), MaryAnn Kincaid (Chair, Unit Support), Joe Kelly (Chair, Fundraising), Kathleen Reed (VCE)

Absent: Nelda Purcell (Vice-President), Deb Straw (Chair, Membership)

Presentation by Host Unit (Central Rappahannock). Introduction by Linda Dunn, Presentation by Alvin Calhoun on the development of the Cedell Brooks Native Plant Demonstration Garden in King George County.

Vote for Amendment of Association Bylaws: The proposed changes to the Bylaws were approved by a vote of 60 members, with 2 dissenting votes. There were 76 members present, and the changes were approved by the required 2/3 majority of members present. The newly amended Bylaws are attached to the minutes of this meeting (see attachment 1).

Minutes of the June 2020 annual meeting were approved.

Treasurer's Report (Georgi Hall):

As of May 31, 2021, VMGA has total unrestricted assets of \$29,435, with \$2,813 of these assets as undesignated surplus. The \$314 proceeds from FY21 fundraising efforts were donated to the Master Gardener Coordinator Endowment. The May 31, 2021 financials are included in the minutes. The association filed IRS Form 990-N tax report for the tax year beginning June 1, 2020 and ending May 31, 2021.

President's Report (Leslie Paulson):

Last June we all hoped we would be seeing normal by the end of 2020. Now it finally looks like it could happen. It would be great to see everyone again as I know I miss seeing my gardening friends in person. The best thing about being active at the state level is the people. We get to share ideas, talk about our gardens and solve problems together.

One problem we have had for a year is that the merchandise we sell has not been available. We have a chairman now and a merchandise lead as well. What a weight that is off my mind.

We are looking for an editor for our Newsletter. Peggy Fox has been our editor for several years and is stepping down after the July issue. If you have some knowledge of using software for this purpose and would like to help us please reach out and let us know.

As we go forward, please let me remind you all that VMGA is the stronger for all who join us and help us work towards accomplishing whatever comes up. This may be more educational classes, filling open positions, planning something new and solving problems for any Unit around the state. This leads me to remind you all that next June at the Annual meeting we will have newly elected Board members.

Consider joining us by running for one of the offices or joining one of our committees. New members bring new energy and ideas.

Also remember that any of the Board members and Committee Chairs would be happy to answer any questions you have. You can find out how to reach us by going to <https://vmga.net/wordpress/> or just typing in VMGA in your search engine. Look under Governance and you will find the Board and the Committees listed.

Please tell others in your Unit about VMGA and encourage them to join. Next year we will have our normal Master Gardener College and wouldn't it be nice to have a large group in person to share in the fun and camaraderie?

Vice-President's Report (Nelda Purcell): There is no report.

Standing Committee Reports:

1. Communications (Frank Reilly)
 1. VMGA.net is still a popular website.
 - a. This year marks our 23rd year of operation.
 - b. Dave Banks is the webmaster. He provides:
 - c. Regular updates
 - d. Submit through Communications Chair or webmaster@vmga.net. Only complete submissions will get published.
 - e. Established approachable content management by using Word Press. This allows those capable of maintaining their own pages. Dave Updates content supplied by others
 - f. 2/3rds of visitors now visit the site by mobile
 - g. Useful Links, Membership Applications, and calendar were the top pages so far in 2021
 2. E-Blasts
 - a. Tom Bolt handles our most effective communications tool
 - b. He needs our approval to use our mailing list to blast. An officer or the Communications committee will facilitate using our effective communications tool.
 3. The Calendar is routinely one of the most visited pages on the website.
 - a. Listing your activity can definitely help drive participants to your event.
 - b. Joan Richards handles the calendar page, but we could use some additional help
 - c. Make sure your post includes date, time, cost (if any), location(if any), title, a person to contact (we won't answer your phone calls)
 - d. Useful Links page has been one of the most visited pages in this COVID 19 year. The most page views and the most unique visitors.
 - e. one of the top 3 visited pages in 2021 was a Unit's SpringGardenFest.php announcement on the calendar page
 4. We released 4 VMGA Newsletters this year.
 - a. The VMGA Report is published bi-monthly and distributed digitally to all current VMGA members. The distribution of the May/June issue of The VMGA Report experienced technical obstacles which were eventually overcome.
 - b. Peggy Fox is the editor. Thanks for her years of service. She is stepping down after the next issue
 - c. This year marks our 27th year of operation.
 - d. Next newsletter will be published by July 10.
 - e. Deadline for articles: June 26
2. Education (Kirk Barley)

Kirk Barley (Central Shenandoah), Tom Baughn (Fauquier/Rappahannock), Christy Brennan (Hanover), Fern Campbell (Albemarle / Charlottesville), Cynthia Falconer (Loudoun), Ron Fandetti (Nelson), Wanda Gerard (Suffolk), Erica Jones (New River), Mary Ann Kincaid (Virginia Beach), Marilyn Riddle (Secretary) (James City County / Williamsburg)

Share:

- Speakers Bureau
 - Available from VMGA.Net
 - Over 70 Topics and Speakers
- YouTube – VMGA Education Committee Channel
 - We post recordings of our Productions
 - We share recordings of Sponsored Events
 - We may collect other recordings from EMG units that are designed for EMG Advanced Continuing Education

Subsidize:

- We Sponsored these units:
 - Master Gardener Association of Fauquier & Rappahannock Counties
 - Goochland-Powhatan Master Gardener Association
 - Roanoke Master Gardener Association
 - Northern Shenandoah Valley Master Gardener Association
 - Master Gardener Association of the Central Rappahannock Area
 - Reaching about 1000 Attendees and YouTube viewers

Produce:

- Therapeutic Horticulture Roundtable
 - Five Panelists from research foundations, professional application, and EMG perspectives from three nationally recognized programs
 - ~450 Registered, 225 Participated, 65 YouTube Views
- Diseases in the Vegetable Garden:
 - *“Why are my tomato leaves turning yellow and brown?”* Dr. Timothy Durham
 - 125 Registered, 85 Participated, 75 YouTube Views

The VMGA Education Committee

- Broadly represents the EMG across the state
- Achieved our program goals within budget
- Is ready for the challenges of delivering advanced continuing education to EMG in a post-COVID, hybrid learning environment

Thanks to the VMGA Board, Unit Representatives and organizers of our Sponsored education events for supporting our education goals this year

3. Finance (Pat Reilly)

The committee consists of Pat Reilly, Chair and Linda Klein. Georgi Hall, Treasurer, participates on the committee. After years of service, Linda Klein is stepping down from the committee. VMGA has benefited from Linda’s phenomenal experience and knowledge, and the committee thoroughly enjoyed her good nature, guidance, and friendship. Thank you, Linda!

In this fiscal year, the committee worked to present VMGA’s financial position in the most accurate and understandable way possible and provide advice to the Board. To achieve this, the committee reviewed the treasurer’s reports and continued to work out issues to properly report

finances. Thanks to Ruth Huber, Tom Sparks and Leslie Paulson for their input. Thanks to the research done by the treasurer, the committee recommended to the Board that VMGA renew the CD for one year in hopes that low interest rates may rise. Considering the uncertainty with the pandemic, the committee advised the Board to pledge an IMGC sponsorship of \$5,000. Lastly, a budget was formulated.

The budget includes a deficit of \$1,749. In the opinion of the committee, VMGA is in a sound financial position with total net assets of greater than \$28,000. Over the years, VMGA diligently worked to accumulate wealth for challenging times exactly like these. The board agreed that the deficit comes with little risk and approved the budget.

The budget approved by the Board is below.

REVENUE	FY22 Proposed
Membership Dues Total	\$ 6,000.00
Life Memberships	\$ 2,400.00
Annual Memberships	\$ 3,600.00
Interest Income	n/a
MG College Scholarship Donations	n/a
Merchandise Sales Net	\$ 300.00
Education Events	\$ 2,200.00
Total Revenue	\$ 8,500.00
EXPENSES	
Administration	
Office Supplies, Software, Misc	\$ 350.00
Professional and Legal Fees	\$ 25.00
Nominations and Elections	\$ 75.00
Subtotal Expenses-Administration	\$ 450.00
Fund Raising - Endowment	\$ 200.00
Subtotal Expenses-Fund Raising	\$ 200.00
Programs	
State Fair	\$ 600.00
IMGC/MG College 2022 Sponsorship	\$ 2,000.00
MG Colleges/IMGC 2021 Scholarships	\$ 3,000.00
Merchandise Profits to VT Foundation	\$ 300.00
Education Events	\$ 2,200.00
Education Sponsorships	\$ 1,000.00
Communications	\$ 499.00
Subtotal Expenses-Programs	\$ 9,599.00
Total Expenses	\$ 10,249.00
Net Income	\$ (1,749.00)

The committee's annual report to the membership would not be complete without noting the outstanding job done by treasurer, Georgi Hall. Georgi managed the details of the association's accounting while remaining open to input regarding the presentation of the financial reports. VMGA is fortunate to have Georgi as treasurer and thanks her for her efforts.

Pat Reilly made a motion that the proposed budget be adopted. The motion was seconded and the motion passed.

4. Membership (Deb Straw)

	5/31/2021	5/31/2020	5/31/2019
ACTIVE	313	335	264
	(inc. 2 VCE Emeritus)	(1 VCE Emeritus)	(4 VCE Emeritus)
AUXILIARY	7	5	4
LIFETIME	217	207	194
	inc. 16 VCE Emeritus	18 VCE Emeritus	17 VCE Emeritus
TOTAL	537	547	462

As of 6/12/2021 the membership total is 537 current members.

Deb Straw reported 266 renewal notices were sent out on March 15th, 171 renewals were sent out March 31st and 143 renewals were sent out May 8th. As of today's date, June 12th, there are 86 members that need to renew, or they will be dropped. Deb informed the membership that if they were to join or renew as Life members then they would no longer receive renewal notices from her.

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. Since the renewal notices were sent out in March, Deb has received at least 30 renewals without a form. This delays the renewal process.

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 501(c)3 organization and others.

In the past year, the Unit Support Committee has had requests regarding 501(c)3 details, Unit structure, as well as several administration questions.

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 has two purposes. The first is to engender funding of the State Master Gardener Coordinator Endowment, ensuring there will always be financial support for the Extension Master Gardener (EMG) program. The second is the sale of EMG merchandise promoting the wearing or display of items bearing the Virginia Master Gardener logo with proceeds going to the Endowment.

The Committee consists of Joe Kelly (Chair), Mary Martinez-Rigo (Merchandise), Donna Vinal (Merchandise assistant) and Pat Reilly (Endowment). This is a newly formed committee; and we are just beginning to get organized. We ask for your patience during this process.

Endowment

In November 2019, a meeting with CALS Development, the State Coordinator's Office and VMGA's endowment team was held. Plans were made for moving the endowment along towards the one-million-dollar goal. There was so much hope and enthusiasm with a plan forward! However, those plans were derailed by the pandemic.

While VMGA was unable to conduct any activities to increase the endowment, CALS Development and the State Coordinator's Office were able to exceed expectations through email solicitations and investments with impressive returns. Specifically, our liaison in CALS Development, Crystal Graham, reported a fantastic "open" rate of those donors who received the solicitation email. A way was set up by which specified endowment donations on Giving Day this past February could be routed to VMGA's endowment account. And investments by the Virginia Tech Foundation realized very favorable results.

The fund balance/market value of the endowment increased from \$459,518 in June 2020 to \$519,777 this June 2021 – a 13% increase! The cash gifts – the actual money that comes in the door – upon which the market value is based increased 6.4% from \$391,800 in June 2020 to \$416,800 in June 2021. Also notable is the increase in the deferred commitments between the end of 2019 and February of 2020 of \$200,000. Consumed with uncertainties about the pandemic, this increase went largely unnoticed. We should now celebrate!

Beyond the numbers is the huge impact that the interest earned from the cash gifts has had. The interest goes into an account which our Master Gardener Program Director, Dave Close, and State Coordinator, Kathleen Reed have at their disposal to assist with program goals. Funds from that account have been helping to support our support staff, especially in the realm of our marketing and communications efforts. Dave Close notes that the funds are "able to support student interns or student wage employees working with the EMG state office's communication coordinator. These funds are also helping to support our efforts to ensure the EMG program is welcoming to all volunteers and clients who engage with our education and outreach activities. We are working to make sure anyone who wants to be involved or connected feels valued for who they are and what they contribute to the overall impacts of our collective endeavors. These funds are supporting our Task Force on Accessibility and Connection which is making strides toward practical actionable steps we can take to ensure all do feel welcomed and valued." We hope everyone sees how important the endowment is to all our efforts!

Lastly, we thank Jody Purches for her tireless leadership on behalf of the endowment. As Fund Raising Committee Chair, Jody pressed, questioned, championed and created efforts to increase the endowed fund. We are forever grateful.

A table showing annual fund balances is below.

	1-Dec-13	27-Jun-14	23-Jun-15	1-Jun-16	1-Jun-17	1-Jun-18	1-Jun-19	1-Jun-20	1-Jun-21
Fund balance / Market value	\$264,538	\$287,986	\$311,982	\$317,240	\$360,333	\$403,516	\$432,629	\$459,518	\$519,777
Cash gifts and pledge payments		\$227,016	\$241,442	\$264,255	\$283,985	\$314,390	\$360,488	\$391,800	\$416,800
Outstanding pledges	\$5,200	\$6,175	\$4,325	\$2,150	\$950	\$9,950	\$9,350	\$-	
Deferred commitments	\$190,000	\$233,986	\$233,986	\$233,386	\$233,386	\$233,386	\$233,386	\$433,386	\$433,386
Income Earned	\$12,033	\$19,931	\$26,423	\$24,486	\$15,730	\$24,181	\$37,632	\$12,032	\$11,528

(Submitted by Pat Reilly)

Merchandise

Merchandise sales during FY21 grossed \$799.95. The cost of those goods sold was \$486.07, leaving a net income of \$313.88 (amount disbursed to the Endowment). This amount was much less than anticipated due to our not having in-person events during the pandemic and the suspension of on-line sales when the Fundraising Chair position was vacant.

The inventory of merchandise submitted in December remains unchanged. The value of that merchandise is \$2097.30.

The merchandise was physically transferred from Jody Purches and Jennifer Galleon to Mary Martinez- Rigo in May. Mary has enlisted Donna Vinal to help her with the maintenance and recordkeeping of the merchandise. We thank Jody and Jennifer for all they did to promote the sales over the past several years.

We hope to be able to resume sales soon. We especially look forward to getting an on-line venue established.

We welcome any suggestions as to anything members would have us add to the inventory. Likewise, we would appreciate input on items we might discontinue

Goals

As we move along with our new committee, we look to further promote the financial support of the Endowment and revitalize the merchandise sales efforts. To help with these goals, we would encourage anyone with fundraising or merchandising experience/interest to join our committee.

Special Committee Reports:

1. IMGC Scholarships (Tonya Harper):

The deadline for the Diane Relf Scholarships was June 5. There were 9 applications submitted. The majority consensus of committee members is to award scholarships to all applicants. They are listed below:

1. Jessica Miller – Roanoke
2. Kathy Cornell – Halifax
3. Ellen Duque – Halifax
4. Normalee Martin – Loudon
5. Sharon Moser – Stafford
6. Yolanda Williams – Lynchburg
7. Jose Fortuny – Charlotte
8. Joyce Skidmore – Lee
9. Kimberly Silver-Perry – James City/Williamsburg

Scholarship recipients and their agents/coordinators have been notified.

The committee requests a reminder that there are unused allocated scholarship funds in FY 2022 when making scholarship budget appropriations for FY 2023.

Scholarship committee members are:

Ellen Paquette	Marilyn Riddle
Jim Revell	Ted Munns
Erica Jones	Tonya Harper, Chair

2. Audit (Ruth Huber)

A special committee for the audit has been formed. Ruth Huber is the chair and members are Tom Sparks, Karen Erhard and David Robinson.

Fiscal Year 2021 Findings:

- All financial records were found to be in good order
- Procedures and internal controls support the Treasurer's efforts and the records are in compliance with sound accounting practices.
- All Federal and State regulatory documents were filed, paid, and proof of documentation provided in the Treasurer's records.
- All deposits were made in a timely manner and all other transactions were documented.
- The Treasurer's Handbook was updated by Georgiana Hall to reflect current practices.

We commend the Treasurer for her dedication, countless hours of work, and her strict adherence to the VMGA Treasurer's Handbook

3. State Fair (Christy Brennan)

State Fair 2020 was cancelled due to pandemic. The State Fair is planned for September 24-Oct 3rd, checkout the website, and contact Christy with any questions. <https://www.statefairva.org>

4. Charges for Education classes/VMGA (New Special Committee) (Tom Baughn, Chairman)

The committee was tasked with identifying vendors and logistics and then recommending methods for implementing payment for online VMGA Education Classes. The committee determined that the use of Zoom, with the existing VMGA PayPal account would be the most appropriate approach. Committee members: Mary Ann Kincaid, Wanda Girard, Cynthia Falconer; David Banks; Georgi Hall.

VCE Report (Kathleen Reed)

- **IMGC registration is now open!** Registration will close August 20. It soon will be opened to the public. For registered participants, recordings of sessions will be available for 6 months after the meeting. Find more information at <https://www.internationalmastergardener.com/register/>
- **Handbook update:** We are in the process of updating manuals and getting them into PressBooks, an online, accessible textbook software. Once complete, handbooks (steward and training) will be viewable online and can be downloaded as pdf. We'll also have a way to still print the training handbook for those who prefer hard copies. The MG Handbook, minus programmatic sections, will be made publicly available, with the intent to release it in 2023. The MG Coordinator Handbook also is undergoing revisions.
- **Task Force on Accessibility and Connection:** Our Task Force has met 5 times. The sessions have been very productive and the group is working toward actionable items that can be applied throughout the state. A report will be issued.
- **Better Impact:** There will continue to be training on this. So far, 65% of EMG have logged in and others are encouraged to do so as soon as possible.

- **State Office Program Fee:** With the change to making the MG Manual as an on-line textbook, the fee previously charged for the manual will be dropped and will be replaced by a state office program fee charged to trainees.

Announcements:

Leslie Paulson announced that the President's Focus topic will move to a different approach. As topics of interest are sent to her, the request will be sent by the Secretary to all unit reps, for response within a limited (2-3 week) period. The compiled results will then be sent out to all unit reps. When there is a return to in-person meeting, discussion will be held during the bimonthly board meeting as well.

Unit Hosts for Future Meetings:

August – Loudoun

October – host needed

December – host needed

Meeting Adjourned at 11:37 a.m.

Attendance (per Zoom)

14437422593
15408462101
17033096100
17033236523
997 4729 1703
Alvin Calhoun
Anna Thurmond
Anne Nelson
Barbara Wilson
Barry Hall
Ben Dukus
Betsy McDonald
Betty Villers
Bevmiller10
Bonnie Bernard
brian Reilly
Christine Williams
Christy Brennan
Cindy Marisch
Cynthia Falconer
David Banks
Debra Bailey
Desiree Voegele
Diane Bayless
Earlene Hogg
ELAINE KOLISH
Elizabeth Brown

Ellen Paquette
Erica Jones
Fern Campbell
Frank Reilly
Galaxy S10
George Graine
Georgianna Hall
Georgina Hayes-Crepps
James JONES
Janet Fisher Callis
Jannell Bryant
Jeanne Lamczyk
Joan Richads
Joanne Sheffield
Jody Purches
Joe
Joey Rothgery
Judith (Judy) Hodnett
Kandy Keith
Karen Margensey
Katheryn Bracken
Kathleen Reed
Kathy Sink
Kim Swecker
Kirk Barley
Lee Chandler
Leslie Paulson
Linda Dunn

Linda Kline
Linda Neilson
Marge Gibson
Marilyn Riddle
Marti Klein
marty moore
Mary Green
Mary Hammel
Mary M
Mary Martinez-Rigo
Maryanne Sparks
Masud Hasnain
Maureen Page
Nancy Watkins
Normalee Martin
Participant
Pat Lust
Pat Reilly
Ruth Huber
Ruth Nussbaum
Sheila LaFalce
Sheila Tjeder
Stacey Smith
Stephen Cooper
Susan Dudley
Tom Baughn
Tonya Harper
Walter Hamm

**FINANCIAL POSITION
AS OF 5/31/2021**

Assets		
Current Assets		
Cash		\$ 19,354.58
Petty Cash Fund		40.00
Money Market Savings Account		3,041.29
Fundraising Inventory		2,649.24
Long Term Assets		
Certificate of Deposit		7,603.94
	Total Assets	\$ 32,689.05
Liabilities		
IMGC Scholarships		\$ 3,000.00
	Total Liabilities	\$ 3,000.00
Net Assets		
Unrestricted:		
Undesignated Surplus		\$ 2,812.85
Membership Dues		15,663.09
Merchandise Sales Net		313.88
Money Market Savings Account		3,041.29
Certificate of Deposit		7,603.94
	Total Unrestricted	\$ 29,435.05
Temporarily Restricted:		
Donor Restricted		
IMGC Scholarship Donations a/		\$ 254.00
	Total Temporarily Restricted	\$ 254.00
	Total Net Assets	\$ 29,689.05
	Total Liabilities and Net Assets	\$ 32,689.05
a/ IMG College Scholarship Donations 4/1/2020 - 3/31/21		

**FINANCIAL ACTIVITIES
AS OF 5/31/2021**

Revenue:	Unrestricted	Temp Restricted	Total
Contributions (Scholarships+ Endowment)	\$ 563.88	\$ 119.63	\$ 683.51
Membership Dues	4,718.10		4,718.10
Interest Income		67.46	67.46
Programs (Education Events)			-
Total Revenue	\$ 5,281.98	\$ 187.09	\$ 5,469.07
Expenses:			
Administration	\$ 124.98	\$ -	\$ 124.98
Fund Raising:			
State Coordinator Endowment (incl. auction)	-		-
Program Support:			
State Fair	-		-
Education Events			
Education Sponsorships	875.00		875.00
Communications	-		-
Donation Expenses (Endowment, Scholarships and Sponsorships)	5,563.88		5,563.88
Total Expenses	\$ 6,563.86	\$ -	\$ 6,563.86
Net Income			\$ (1,094.79)

**AUXILIARY ENTERPRISES
AS OF 5/31/2021**

		Unrestricted	Temp Restricted	Total
Revenue	Gross Sales	\$ -	\$ 799.95	\$ 799.95
Less:	Cost of Goods Sold a/	486.07		486.07
	Net Proceeds	\$ (486.07)	\$ 799.95	\$ 313.88
	a/ Includes:			
	Cost of Merchandise Sold	\$285.06		
	VA Retail Sales Taxes	42.02		
	PayPal Service Fees	24.04		
	Cost of Shipping	134.95		
	Total Cost of Goods Sold	\$486.07		

**FINANCIAL ACTIVITES TO BUDGET
AS OF 5/31/2021**

REVENUE		FY21 Budget	FY21 YTD	% of Budget
	REVENUE			
	Temporarily Restricted			
	IMG College Scholarship Donations FY22 a/	\$ n/a	\$ 95.15	n/a
	MG College Scholarship Donations FY23 a/	n/a	\$ 24.48	n/a
	Interest Income	n/a	67.46	n/a
	Total Temporarily Restricted	\$ -	\$ 187.09	
	Unrestricted			
	Membership Dues Total b/	\$ 5,880.00	\$ 4,718.10	80%
	Programs (Education Events)	2,000.00		0%
	Merchandise Sales Net	1,200.00	313.88	26%
	Other Donations Network for Good	n/a	250.00	n/a
	Total Unrestricted	\$ 9,080.00	\$ 5,281.98	58%
Total Revenue		\$ 9,080.00	\$ 5,469.07	60%
		FY21 Budget	FY21 YTD	% of Budget
EXPENSES	EXPENSES			
Administration	Office Supplies, Software, Misc.	\$ 350.00	\$ 99.98	29%
	Professional and Legal Fees	25.00	25.00	100%
	Membership	150.00		0%
	Subtotal Expenses-Administration	\$ 525.00	\$ 124.98	24%
Fund Raising	State Coordinator Endowment (incl. auction)	\$ 1,000.00	\$ -	0%
Program Support	State Fair	\$ 500.00	\$ -	0%
	IMGC Sponsorship c/	n/a	5,000.00	n/a
	Merch Profits to VT Foundation-Coord Endowment	1,200.00	313.88	26%
	Donations to VT Foundation - Coord Endowment	n/a	250.00	n/a
	Education Events	2,000.00		0%
	Education Sponsorships	1,000.00	875.00	88%
	Communications	230.00		0%
	Subtotal Expenses-Program Support	\$ 4,930.00	\$ 6,438.88	131%
Total Expenses		\$ 6,455.00	\$ 6,563.86	102%
	a/ Includes PayPal Service Fees for Scholarship Donations		\$ (1.37)	
	b/ Includes:	Life	Annual	Total
	Membership Dues	\$ 2,040.00	\$ 2,808.00	
	Less PayPal Service fees	35.28	94.62	
	Total Net Membership Dues	\$ 2,004.72	\$ 2,713.38	\$ 4,718.10
	FY21 Budget	\$ 1,680.00	\$ 4,200.00	\$ 5,880.00
	c/ Board approved			

ATTACHMENT A
VMGA Bylaws
As Approved June 12, 2021

The Virginia Master Gardener Association, Inc. Bylaws

Amended June 12, 2021

ARTICLE I

Name

The name of this association is “The Virginia Master Gardener Association, Inc.” (Hereinafter referred to as “the Association”).

ARTICLE II

Purpose

To foster communication, education, and fellowship among those involved in the Virginia Cooperative Extension Master Gardener Program (hereinafter referred to as “the Program”) and to support and promote the Program.

ARTICLE III

Membership

Section 1. The four classes of membership are Active, Continuing, Auxiliary and Sustaining. Active Members and Continuing Members are eligible to vote and hold office.

- a) **Active.** Active membership is limited to individuals who are Master Gardeners, Master Gardener Interns, Master Gardener Trainees, VCE Emeritus, or employees of Virginia Cooperative Extension.
- b) **Continuing.** A Continuing member is an active volunteer in good standing who expects to remain a member of the Association indefinitely. Continuing members must pay a one-time fee as set by the Board of Directors (hereinafter referred to as “the Board”).
- c) **Auxiliary.** Auxiliary membership is open to those who have been active Master Gardeners and who maintain an interest in the Program. Auxiliary members will not be eligible to vote or hold office.
- d) **Sustaining.** Sustaining membership is open to individuals or corporations with an interest in advancing the work of the Program. Sustaining members will not be eligible to vote or hold office.

Section 2. Dues for each class of membership will be established by the Board and announced at the Annual Meeting. Annual membership dues are due and payable no later than June 1, the beginning of the Association’s fiscal year.

ARTICLE IV

Officers

Section 1. The officers of the Association are a President, Vice President, Secretary, and Treasurer. The Treasurer will serve without bond. The Officers will perform the duties prescribed by Robert’s Rules of Order, current edition. Where the duties outlined in the reference conflict with these bylaws, the bylaws will prevail.

Section 2. Election of Officers. Officers will be nominated by Nominations and Elections Committee which will follow Article VIII, Section 3. (b). Election will be by ballot that permits "write-in" candidates. Candidates receiving a majority of votes will be installed.

Section 3. Terms of Office. Officers will serve for two years or until their successors are installed. The term of all officers will begin at the close of the annual meeting at which they are installed. No officer will serve for more than two consecutive terms in the same office. If the Nominations and Elections Committee is unable to find a candidate, an incumbent may be nominated to continue to serve with the Board's approval. Any vacancies that may occur among the officers will be filled by the Board, subject to approval by the voting membership at the next annual meeting.

Section 4. The President, Vice-President, Secretary, Treasurer, and Immediate Past President will constitute the Association's Executive Committee and will be responsible for its daily affairs between Board meetings.

Section 5. Subject to approval by the Board, the Executive Committee may hire a salaried staff head, to be called the Executive Director, who will be responsible for the daily administration and management.

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 VI Executive Committee

Section 1. The President, Vice-President, Secretary, Treasurer, and Immediate Past President will constitute the Association's Executive Committee.

Section 2. The Executive Committee will have general supervision of the affairs of the Association between Board meetings. The Executive Committee shall be subject to the orders of the Association and none of its acts shall conflict with the action taken by the Association.

Section 3. Subject to approval by the Board, the Executive Committee may hire a salaried staff head, to be called the Executive Director, who will be responsible for the daily administration

and management of the Association.

ARTICLE VII Representatives

Section 1. Master Gardeners from each Virginia Cooperative Extension unit which offers the Program or which cooperates with other units in offering the Program are entitled to have one Representative to the Board of the Association.

Section 2. The Representative from each Extension unit will be selected by the VCE-MGs in that unit or by the local county Extension Agent. Alternate Representative(s) may be designated to attend Board meetings.

Section 3. The Unit Representative must be a member of the Association.

Section 4. The duty of the Representative is to serve as a liaison between the local Master Gardener Program and the Virginia Master Gardener Association.

Section 5. If a Representative fails to communicate with the Board for four consecutive months, the President will request the unit appoint another Representative who is able to fulfill the duties of Unit Representative.

ARTICLE VIII Committees

Section 1. The Association will have Standing and Special committees, whose membership will consist of members selected by the President and approved by the Board

Section 2. The Standing Committees will be: Communications, Education, Finance, Membership, Unit Support and Fundraising.

- a) The Communications Committee will foster communication among the Association, individuals and Master Gardener units.
- b) The Education Committee will plan and coordinate the educational activities of the Association, as approved by the Board of Directors.
- c) The Finance Committee will be composed of the Treasurer and at least three other active members, one of whom is the chairperson of the Committee. The Committee will assist the Treasurer in preparing and submitting a budget to the Board after receiving budget needs from each of the Standing and Special Committees.
- d) The Membership Committee will receive dues and maintain membership contact information. The committee will also develop plans and programs to increase membership in the Association and will assist in their implementation with the approval of the Board.
- e) The Unit Support Committee will collect, maintain, and provide data that will assist localities in establishing Master Gardener associations or improving existing units.
- f) The Fund-Raising Committee will seek out funding sources, ideas and activities and will pursue and coordinate these with the approval of the Board.

Section 3. The Association's Special Committees will include Audit, Nomination and Election,

State Fair, State Conference, Master Gardener College Scholarships and such other committees as the President may appoint and the Board may approve. Special Committees will be dissolved upon completion of their assigned task

- a) The Audit Committee will consist of three (3) members, none of who are on the Board, who will be appointed by the President and approved by the Board at least ninety (90) days before the end of the fiscal year. The Audit Committee will examine the financial records including the assets and liabilities of the organization and submit a written report at the Annual Meeting confirming the accuracy and integrity of these reports and records.
- b) The Nominations and Elections Committee will seek candidates for officer positions from the voting membership; will report the list of candidates to the Board of Directors at least one hundred and fifty (150) days before the date set for the annual meeting; and will prepare and distribute ballots to those members entitled to vote. It will collect and tabulate the ballots and report the election results to the Executive Committee at least ninety (90) days before the annual meeting.
- c) The State Fair Committee will plan, organize, and operate a Virginia Master Gardener booth at the annual Virginia State Fair.
- d) The Master Gardener College Scholarships Committee will solicit nominations and award scholarships to deserving Master Gardeners.

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.

ARTICLE X
Extension Representative

Section 1. The Association will request that Virginia Cooperative Extension appoint a representative with responsibility for the Master Gardener Program and an alternate to serve as a member of the Board and as a liaison to the Association.

Section 2. The Extension Representative will perform the duties of the Association's registered agent.

ARTICLE XI
Fiscal Year

The Association fiscal year will be from June 1 to May 31.

ARTICLE XII
Parliamentary Authority

Section 1. The parliamentary Rules contained in Robert's Rules of Order, current edition, will govern the Association in all cases in which they are applicable and in which they are consistent with these bylaws and any special rules of order the Association may adopt.

Section 2. The president will select a parliamentarian.

ARTICLE XIII
Amendment of By-laws

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

ARTICLE XIV
Miscellaneous

This Association will not discriminate on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.