

Virginia Master Gardener Association
Bi-Monthly Meeting
August 13, 2022
Minutes

The meeting was called to order at 10:00 a.m. by Georgi Hall, President who welcomed everyone. This meeting was held via Zoom. Thirty six members were in attendance.

Board participation:

Present: Georgi Hall (President), Nelda Purcell (Vice-President) Stacey Morgan-Smith (Treasurer), Deb Straw (Secretary), Frank Reilly (Chair, Communications), Pat Reilly (Finance), Tonya Harper (Chair, Membership), Joe Kelly (Fundraising), Leslie Paulson (Past President), Kathleen Reed (VCE)

Absent: Tom Baughn (Chair, Education), MaryAnn Kincaid (Chair, Unit Support)

Minutes of the April 9, 2022 meeting were approved as posted with Frank Reilly making the motion.

Treasurer's Report (Stacey Morgan-Smith):

- As of July 31, 2022
 - VMGA's FY23 Financial Position includes \$25,516.14 of net assets without donor restriction and \$1,892.08 of assets with donor restrictions, and
 - The Statement of Financial Activities reflects a net asset loss of \$4,348.86, due primarily to Administrative Donations and Program Support Charitable Donations. Though planned membership dues will decrease the amount of loss when received, the board approved a deficit budget for FY23.
 - All statements reflect a Financial Accounting Standards Board change from "unrestricted" and "restricted" terminology to "without donor restriction" and "with donor restriction," respectively.
 - The statements, including a detailed comparison of financial activities to budgeted amounts, were provided to the Finance Committee for review, were updated accordingly, and are included in today's minutes.
- Treasural duties happened in a timely manner, including:
 - The outgoing treasurer and I met at Truist to transition authorized signatures and credit cards while we were in Blacksburg in June;
 - All disbursement and other requests received were processed;
 - Cash deposits were made within two days, dues checks were deposited at least weekly, and PayPal funds were transferred regularly to maintain a low balance;
 - Second quarter sales taxes were paid on time; and
 - Accounts were reconciled, with all but three checks written during the period having cleared.

The July 31, 2022, financials are included in the minutes.

President's Report (Georgi Hall):

Thank you for attending our first BI-Monthly meeting.

At our October meeting, we will continue to discuss focus topics which are of interest to our units. This month's topic is "Other than brochures, what methods or displays do you use to attract visitors to you Garden Clinic tables?" You can send your unit's responses to Our Secretary; Deb Straw and she will combine and send them out before our in-person October meeting where we will discuss the topic. The officers' email addresses are listed on the home page of VMGA's website VMGA.net/WordPress/

In June we completed our first in-person Master Gardener College since 2019 and our first one in Blacksburg since 2018. We had great speakers and it was nice to be able to see all our friends from across the state.

VMGA Donated \$2,000 in sponsorship to the 2022 Master Gardener College and I would like to read a thank you note from Kathleen Reed our State Coordinator.

VMGA also donated the proceeds from our FY22 Fundraising Merchandise sales to the Endowment Fund. I will read another thank you letter from Kathleen.

There was a special award ceremony at Master Gardener College. Dave Close, Extension Master Gardener Coordinator, Consumer Horticulture Specialist, and State Program Leader for Agriculture were recognized for his unparalleled efforts to advance our Master Gardener Program and was honored by the Inaugural "Friend of Master Gardener Award. Leslie Paulson read his thank you letter. All three letters are attached to these minutes.

Vice-President's Report (Nelda Purcell):

Nelda reported that one of her main duties is to collect and maintain the Conflict of Interest Statements from the Executive Board. Those new members to the Executive will be asked to fill out and submit the form to Nelda. She also noted that she will be working with units about hosting future meetings.

Standing Committee Reports:**1. Communications (Frank Reilly)**

Members: David Banks, Jennifer Graham, Betsy Brown and Chair Frank Reilly and whomever else we can get.

- VMGA.net is still a popular website. This August marks our 23rd year of operation. Dave Banks is the webmaster.
- Betsy is about to take over the Calendar Page. 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. Submit your event to Calendar@vmga.net.
- Jennifer Graham released a VMGA Newsletter. The Committee blasted it to all the members. This year marks our 27th year of operation. We are soliciting help to help produce our Newsletter and produce content.
- We have blasted the meeting announcement, directions, and (if the ZOOM can work) electronic instructions for this meeting. Betsy is taking over the Eblast coordination activities for the committee with help from Jennifer.
- Several committees have used our ZOOM license to host their meetings.

2. Education (Tom Baughn)

Not in attendance.

3. Finance (Pat Reilly)

The Finance Committee consists of Jeanne Lamczyk (Prince William), Diane Kean (Northern Neck) and Pat Reilly (Central Rappahannock), along with Treasurer Stacey Morgan-Smith

In this reporting period, the committee assisted the new treasurer with the financial statements. A presentation is in development which will attempt to help the board in reviewing the financial statements. It will provide questions that board members should ask themselves when given information on our organization's soundness.

4. Membership (Tonya Harper)

Total members: 503

New/renewing members: 212

Auxiliary: 3

Total: 215

Continuing members: 230 (of these, 19 are Emeritus)

Late renewing members: 58 (of these, 2 are Auxiliary)

At the end of July, reminder letters were emailed to all members who have not renewed for fiscal year June 1, 2022-May 31, 2023.

VMGA unit representatives have been contacted to verify EMG status of those who have not renewed and to encourage renewal.

5. Unit Support (Deb Straw 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 501C3 organization and others.
- Since the June report, the Committee has received an inquiry regarding tax liability.
- 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 Committee is established to generate money for the VMGA MG Coordinator Endowment and is separate from the VMGA operating budget.
- Along with Pat Reilly and me, we are happy to welcome former chair Jody Purches back to the Committee to work with our merchandise sales.
- We recently celebrated our reaching the \$1-million mark for the Endowment when the market value and deferred commitments accounts exceeded that amount. During MG College week, we had a catered reception for past donors and others who had been instrumental in our achievement.

Unfortunately, due to fluctuating investments, the total has (temporarily, we hope) fallen below that goal figure. The Endowment status as of the end of July is as follows:

Market value--\$533,911.07

Deferred Commitments--\$433,386.00

Total Cash Gifts/Pledge Payments--\$457,641.64

- So, we certainly encourage new and continued contributions to the Endowment; and we are happy to report that, from June 1 through July 31, gifts of \$12,588.69 were received from 9 donors.
- At MG College, we had merchandise sales of \$2,729 (potential donation to Endowment: \$1,411.53). Along with our regular merchandise, Kathleen donated some excess IMGIC shirts; some of those are still available adding to our potential donation as they are sold. Thanks to Nelda Purcell, Diane Kean, Betty Villers, Stacey Morgan-Smith, Leslie Paulson, Frank Reilly, Deb Straw, Georgi Hall Kathleen Reed and Devon Johnson who helped our Committee members to get all this merchandise sold. We also want to thank all our customers who waited patiently through long lines and internet sales delays.
- Online merchandise sales will resume soon through *vmga.net*. There will be a soft re-opening with announcements before opening with special merchandise.

Special Committee Reports:

1. State Fair Committee (Christy Brennan)

- MG groups are really volunteering very well. We have 10 groups who have volunteered so far and we have a few openings the last Friday and Saturday. We have a new group of Hanover MG's and interns who are learning the ropes.
- The State Fair has new staff who are preparing for an audit. We will be allowed three tickets per day to staff the booth, just like all of the agencies and programs participating on the State Fair Education tour. We have been getting 10 tickets per day so this is quite a deficit.
- Typically we use the same theme for two years, which helps meet the budget. So this year we will be using Decomposers as the theme, with the composting demonstration, worm bins and Madagascar hissing cockroaches. For the education part we will be demonstrating how to compost, reuse and reduce common household items.
- I had contacted the VCE Master Gardener Coordinators office for support of providing freebies, coloring books and possible support of purchasing tickets.
- We have a good budget and with the units making that all MG's who volunteer use the tickets and get the unused tickets back to the State Fair as soon as possible we should be ok. Do not snail mail tickets back as we do not receive them until after the Fair is over and do not get a refund.
- VMGA may need to discuss keeping the State Fair as a statewide Master Gardener VMGA sponsored event as the cost of tickets increase. It is a good event with a varied audience for contacts and crowd education and the Master Gardeners love it.

2. Master Gardener College Scholarship (Stacey Morgan Smith)

- At EMGC the 2022 Scholarship Special Committee fulfilled its mission by awarding \$400 to 7 recipients:
 - Peggy Agnor of Rockbridge
 - Joan Dozier of Wise
 - Jennifer Flitton Adams of Northern Shenandoah Valley
 - Jimmie Jones of Prince William,
 - Karen Lyons of Rockbridge,

Jere Mollen of Chesterfield, and
Vickie Rockwell of James City County/Williamsburg

An 8th chosen recipient, Audrey Hirsh of Goochland, was unable to attend due to illness, so her \$400 award was approved for use at EMGC 2023, which will be considered in the budget request for FY24.

- The 2022 Committee consisted of 8 volunteers.
Erica Jones
Ted Munns
Jim Revell
Marilyn Riddle
Joanne Royaltey, and
Joyce Skidmore,

who joined the chair to choose criteria and a schedule, write several articles for The VMGA Report, and correspond with nominators. After judging the applications using a numeric system, the top 8 nominees were chosen, and the nominators and recipients were notified on May 12th. Before EMGC, the committees checked in to ensure the volunteers were still attending, asked for photos of them at a project, and submitted a disbursement request for their award checks. It is currently collecting quotes and photos for the upcoming VMGA Report.

- Thank you for the opportunity to service the VCE Master Gardener program in this endeavor. This serves as the final report for this year's committee, and the chair is ready to help the 2023 Committee Chair.

VCE Report (Kathleen Reed):

- **EMG handbook update:** thanks to everyone who has reviewed, sent in edits, written call out boxes, copy edited, and more! Soft digital release will be in fall of this year, hard copy release in the spring. We're still finalizing details on the print side of the handbook and will hopefully have updates on that end in the near future.
- **Leadership Development Trainings:** over Zoom every Wednesday October starting at 1pm. Finalizing schedule of speakers/topics now and will send out in late August or first week of September.
- **EMG Project Highlights:** the state office is running a series of weekly project highlights from EMG units around the state. They will be posted on our facebook page, website, and in the biweekly. Feel free to submit a project you'd like shared with a wider audience: <https://forms.gle/Yr3JpfHFdBYxfAz19>

Unfinished Business:

There was no Unfinished Business.

New Business:

There was no New Business.

Announcements:

Deb Straw (Secretary) reminded those Board and/or Committee Chairs to submit their written report for these meetings minutes if they have not already done so.

Georgi Hall (President) reported that we need additional host units for the rest of these years bimonthly meetings (December, February and April). If your unit may be interested they may contact Nelda Purcell (Vice President).

Unit Hosts for Future Meetings:

October 8 – James City/Williamsburg MGA

Meeting Adjourned at 11:05 a.m.

Attendance: No report of attendance in Zoom is available.

**The Virginia Master Gardener Association
Statement of Financial Position FY23
as of July 31, 2022**

ASSETS**CURRENT ASSETS**

Cash	\$ 12,800.43
Petty Cash	\$ 40.00
Money Market Savings Account	\$ 5,541.75
Fundraising Inventory	\$ 1,419.44
Certificate of Deposit	<u>\$ 7,606.60</u>
Total Current Assets	\$ 27,408.22

TOTAL ASSETS \$ 27,408.22

LIABILITIES AND NET ASSETS

LIABILITIES	<u>\$ -</u>
TOTAL LIABILITIES	\$ -

NET ASSETS**Without Donor Restriction**

Undesignated Surplus	\$ 5,747.74
Membership Dues	\$ 6,620.05
Money Market Savings Account	\$ 5,541.75
Certificate of Deposit	<u>\$ 7,606.60</u>
Total Without Donor Restriction	\$ 25,516.14

With Donor Restriction

Board Designated	
Merchandise Sales Net	\$ 1,411.53
Donor Restricted	
EMG College 2023 Scholarship Donations (Use in FY24)	<u>\$ 480.55</u>
Total With Donor or Board Restrictions	\$ 1,892.08

TOTAL NET ASSETS \$ 27,408.22

TOTAL LIABILITIES AND NET ASSETS \$ 27,408.22

**The Virginia Master Gardener Association
Statement of Financial Activities FY23
as of July 31, 2022**

	Without Donor Restriction	With Donor or Board Restrictions	Total
REVENUE			
Membership Dues Net	\$ 821.43		\$ 821.43
Interest Income	\$ 0.23		\$ 0.23
Education Events/Programs	\$ -		\$ -
EMG College Scholarship Donations		\$ 78.00	\$ 78.00
Merchandise Sales Net (Potential Endowment Gift)		\$ 1,411.53	\$ 1,411.53
TOTAL REVENUE	\$ 821.66	\$ 1,489.53	\$ 2,311.19
EXPENSES			
Administration	\$ 689.72		\$ 689.72
Fund Raising	\$ 481.64		\$ 481.64
Program Support	\$ 5,488.69		\$ 5,488.69
TOTAL EXPENSES	\$ 6,660.05		\$ 6,660.05
NET REVENUE (CHANGE IN NET ASSETS)			<u>\$ (4,348.86)</u>

**The Virginia Master Gardener Association
Statement of Auxiliary Enterprises FY23
as of July 31, 2022**

	Without Donor Restriction	With Donor or Board Restrictions	Total
REVENUE			
Gross Sales	\$ -	\$ 2,729.00	\$ 2,729.00
LESS			
Cost of Goods Sold (a)	\$ 1,317.47	\$ -	\$ 1,317.47
NET PROCEEDS	\$ (1,317.47)	\$ 2,729.00	<u>\$ 1,411.53</u>
EXPENSES			
Merchandise Purchases (b)	-\$749.00		\$ (749.00)
NET REVENUE	\$ (2,066.47)	\$ 2,729.00	<u>\$ 662.53</u>

(a) Cost of Goods Sold Includes:

Cost of Merchandise Sold*	\$1,124.22
VA Retail Sales Taxes	171.01
PayPal Service Fees Merchandise	22.24
Cost of Shipping Merchandise	0.00
Total Cost of Goods Sold	<u>\$1,317.47</u>

*Manually calculated First In, First Out, as Quicken does not track inventory purchased and sold.

(b) Expenses Include:

Hoodies Tshirts Now	\$198.00
Tshirts Custom Embroidery	<u>\$551.00</u>
	\$749.00

The Virginia Master Gardener Association
Statement of Financial Activities To Budget FY23
as of July 31, 2022

	FY23 Budget	FY23 Actual	% of Budget
REVENUE			
Without Donor Restriction(a)			
Membership Dues Net	\$ 6,000.00	\$ 821.43	14%
Continuing Memberships	\$ 2,400.00	\$ 360.00	15%
Annual Memberships	\$ 3,600.00	\$ 461.43	13%
Interest Income	n/a	\$ 0.23	n/a
Education Events/Programs	\$ 2,200.00	\$ -	0%
Total Without Donor Restriction	<u>\$ 8,200.00</u>	<u>\$ 821.66</u>	10%
With Donor Restriction(b)			
EMG College 2023 Scholarship Donations Net (Use in FY24)	n/a	\$ 78.00	n/a
Merchandise Sales Net (Potential Endowment Gift)	\$ 1,000.00	\$ 1,411.53	141%
Total With Donor Restriction	<u>\$ 1,000.00</u>	<u>\$ 1,489.53</u>	149%
TOTAL REVENUE	<u>\$ 9,200.00</u>	<u>\$ 2,311.19</u>	25%
EXPENSES			
Administration			
Office Supplies, Software, Misc.	\$ 300.00	\$ 179.98	60%
Professional and Legal Fees	\$ 25.00	\$ -	0%
Membership Supplies	\$ 75.00	\$ -	0%
Donations - Misc. (c)	\$ 750.00	\$ 509.74	68%
Total Administration	<u>\$ 1,150.00</u>	<u>\$ 689.72</u>	60%
Fund Raising			
State Coordinator Endowment Team	\$ 500.00	\$ 457.46	91%
Merchandising Team	n/a	\$ 24.18	n/a
Total Fund Raising	<u>\$ 500.00</u>	<u>\$ 481.64</u>	96%
Program Support			
State Fair	\$ 600.00	\$ -	0%
EMG College Sponsorship	\$ 2,000.00	\$ 2,000.00	100%
EMG College Scholarships	\$ 2,800.00	\$ 2,800.00	100%
Merchandise Profits to VT Foundation	\$ 1,000.00	\$ 438.69	44%
Charitable Donation (d)	\$ -	\$ 250.00	n/a
Education Events/Programs	\$ 2,200.00	\$ -	0%
Education Sponsorships	\$ 250.00	\$ -	0%
Communications	\$ 543.00	\$ -	0%
Total Program Support	<u>\$ 9,393.00</u>	<u>\$ 5,488.69</u>	58%
TOTAL EXPENSES	<u>\$ 11,043.00</u>	<u>\$ 6,660.05</u>	60%
NET REVENUE (CHANGE IN NET ASSETS)	<u>\$ (1,843.00)</u>	<u>\$ (4,348.86)</u>	

(a) Revenue Without Donor Restrictions is available for administration, fundraising, and program support expenses.

(b) Revenue With Donor Restrictions is to be used only for specific purposes indicated.

(c) Donations - Misc. includes: \$509.74 for two *Friend of VMGA Awards*, authorized at April 9, 2022 Board Meeting.

(d) Charitable Donation includes: \$250 to *Jay Stipes Legacy Gift*, authorized at April 9, 2022 Board Meeting.



Virginia Cooperative Extension
Master Gardener Program
School of Plant and Environmental Sciences
407 Saunders Hall -- 0327
Blacksburg, Virginia 24061
540-231-2714
<https://ext.vt.edu/lawn-garden/master-gardener.html>



July 8, 2022

Virginia Master Gardener Association

Dear VMGA,

Thank you for your sponsorship of 2022 Virginia Cooperative Extension Master Gardener College. We, and the 150 Master Gardeners and guests who attended the event, are thankful for your support and donation. Your contribution helps to keep registration costs for attendees stable and manageable even when our expenses increase.

A large sponsor poster greeted everyone who came in the door over the course of our four-day event. Also, please take a look at the cover of the MG College Program to see your organization's logo displayed as one of our sponsors for the 2022 Master Gardener College.

You have our sincerest thanks for providing the Extension Master Gardener Program with money to help run 2022 Virginia Master Gardener College. Please express our appreciation to everyone in VMGA. We hope that you will consider supporting our program in coming years.

Thank you,

Kathleen Reed & the Office of the Extension Master Gardener State Coordinator team

State Coordinator, Extension Master Gardener Program
Virginia Tech School of Plant and Environmental Sciences (0327)
490 West Campus Drive
401F Saunders Hall
Blacksburg, VA 24061

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

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August 9, 2022

Virginia Master Gardener Association,

Thank you for your generous gift to the Virginia Master Gardener Association Endowed Fund. Partnerships with donors, like you, are vital to the program's continued success. You understand our mission of sharing knowledge and empowering communities and appreciate the importance of extending horticultural and environmental outreach across the Commonwealth of Virginia. By providing endowed support you are helping ensure that the goals of the Virginia Extension Master Gardener Program are supported in perpetuity.

Your gift supports projects like the development of online training modules, handbook updates and redesign, leadership development training programs, our new grant program, and our continued efforts to provide resources to Extension Master Gardener units throughout the state.

These programs have broadened our reach and continue to draw new audiences to the Extension Master Gardener program.

You are truly appreciated. The support of contributors like you enhances our ability to offer resources, support, and training to sustain Extension Master Gardener volunteers.

Once again, thank you for your gift. And thank you for all you do on behalf of the program.

Sincerely,

Kathleen Reed
State Coordinator
Extension Master Gardener Program

From: "Close, Dave" <dclose@vt.edu>
Date: August 12, 2022 at 12:19:41 PM EDT
To: Leslie Paulson <ljp6651@comcast.net>
Subject: Thank You, VMGA!

Leslie,

I would appreciate you sharing my expressed thank you below with the VMGA Board:

Humbled, grateful, flattered, encouraged, reminded, appreciated, valued, honored, and proud. These are just a few words and feelings that come to mind as I reflect back on the honor and recognition VMGA bestowed on me back in June at the conclusion of the Awards Ceremony during Master Gardener College. My feelings of pride are not for myself or my personal accomplishments. My feelings of pride arise from where the program has been and where it is now. Pride in a program that has grown from its strong roots and heritage into a sustaining program that will continue well into the future and beyond my own personal involvement. I am grateful for all of the relationships and friendships that have been established over the past 18 years. So, to be recognized as a "Friend of Virginia Master Gardeners" is a high honor for me personally. I can sincerely say that my time with you all for nearly two decades has been personally and professional gratifying and rewarding.

I also want to thank you for the generous gifts you gave me. The gift certificate, the NexGen Boxwood that I'm thrilled to have in my landscape, and yes, even the Olla! It brings a smile on my face every time I see it. And just for kicks and giggles, I have it sitting next to a couple of terra cotta planters as you approach the front of our house!

From the bottom of my heart and with all the sincerity I can convey, THANK YOU!

Wishing the program, VMGA, Inc., and all EMG volunteers continued success and FUN! I look forward to continuing to interact with you and engage with you as time and opportunities allow.

All my best to you all,
Dave

David D. Close
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