

**Minutes of the Regularly Scheduled Meeting of
The Virginia Master Gardener Association, Inc.
February 10, 2007
Prince George**

D R A F T

Attendance

(Amherst, Campbell, Lynchburg) Karen Sacasky, Debbie Straw; (Arlington/Alexandria) Vivian Ballard; (Brunswick/Mecklenburg/Lunenburg, Nottaway) Virginia Myrick, Nancy Drewry; (Chesapeake) Pinky Derieux; (Chesterfield) Lynn Foote; (Fairfax) George Graine; (Gloucester) Florace Arnold; (Goochland, Powhatan) Chuck Miller; (Hanover) Cheri Haggerty, Christy Brennan; (Halifax) Bill McCaleb; (Isle of Wight, Southhampton, Surry) Betty Hendrix; (James City County/Williamsburg) Angela Cingale,) Anne Odle; (Newport News) Anita Smith; (Norfolk) Don Snipes; (Northern Neck/Northumberland) Pat Rogers; (Portsmouth) Sylvia Heaster, LuAnne Copeland, Bill Smoot; (Prince George) Mae Robertson, Cheryl Sebera; (Prince William) Frank Reilly; Bill Scott; (Roanoke) Ginny Craig; Kathryn Debnar, Shelby Snider; (Rockbridge/Bath) Ted Jenks; (Suffolk) Betty Freedman, Nita Holt; (Virginia Beach) Paul Campbell, Mary Ann Kincaid, Betty Villers; (Virginia Tech/VCE) David Close; (York) Jackie Lohr. .

Call to Order

President Cheri Haggerty called the meeting to order at 10:00 a.m. and introduced Prince George's Unit Representative, Cheryl Sebera.

Welcome

Cheryl Sebera, Prince George Unit Representative, welcomed everyone and introduced the Glenn Chappell, Extension Agent. Introductions followed around the room.

Minutes – Angela Cingale

A correction was made in the attendance area. Change noted and minutes will be updated. February minutes were approved with the correction and will be posted on the VMGA website.

Treasurer's Report – Ted Jenks

Report accepted as read. The full Treasurer's Report is at the end of minutes.

Standing Committee Reports

Education - Fran Shelton and Pinky Derieux, Co-Chairs

Members - Al Thompson, Chuck Miller, George Graine, Pinky, Kathryn Debnar, Lenore Plissner, Debbie Hamilton, and Nancy Drewry

Pinky Derieux reported that the next Education Program will be held at Montpelier on September 28th.

Newsletter - Florace Arnold, Editor

Cheri reported that the newsletter was accomplished in a timely manner even though there were a lot of updates to names and addresses. MaryAnn Kincaid also reported that 380 newsletters were sent via e-mail and 150 were sent via USPS.

Membership - Mary Ann Kincaid, Chair

Mary Ann Kincaid reported that total membership is 539. Active-386, Auxiliary 10, Lifetime 143. This is a net increase of (22) members since December. Of the total memberships (539), 369 expire this May. 154 members have not renewed.

Communication/Unit Support - Frank Reilly, Chair

Unit Support /Website Members: Pat Reilly, Frank Reilly, Pinky Derieux, and Karen Sacasky

The unit support committee passed on information about Plant-A-Row for the Hungry to volunteers interested in participating.

Communications Members – Cheri Haggerty, Shelby Snyder, Kathryn Debnar, Betty Truax, George Graine, Tom Bolt, Kathryn Debnar, Betty Truax, and Tom Bolt

Frank reported that since the December regularly scheduled meeting there have been 2,035 unique **visitors to VMGA.net**. The visitors visit between 2 and 4 pages past the front page when they come, and click on about 8 items per visit. This is a very favorable “**dwell time**” that most commercial sites would be proud to have. Since the December regularly scheduled meeting, the **web page has been updated on 174 separate occasions**. The most popular pages in the last two months have been **Calendar, About VMGA & Membership and Educational Events**; but more than 58% of our page views come in through the front page. About 28% of our page views come from people who found us by search engine. **Kathryn Debnar** is currently accepting changes to the calendar. **George Graine** is painstakingly going over the site and providing comments to Frank. He could use a volunteer to help actually perform the edits. **Membership Applications** are available on-line at the Membership page. College Scholarship information is up and current.

Finance- Bill Scott, Chair

Members: Ted Jenks, Lennie Mather, and Brenda Shimchick

The Finance Committee members will contact the committee chairs for input and prepare the 2007 budget.

Special Committees

State Fair – Christy Brennan

State Fair will be held at the Richmond Raceway Complex this year September 27- October 7th 2007. Christy has gone over housekeeping duties which will be put in place at the new site in Doswell in 2008 with volunteers and demonstrators. A State Fair Team/Committee will be organized to brainstorm for ideas for improvement and how to spread responsibilities among the units. Christy noted that the fair has become a major educational event for the MG's. Ideas are welcome and can be sent to Christy or Cheri Haggerty..

VMGA T-Shirt Fund-Raiser – Betty Villers

Betty has sold 75 T-Shirts and 37 more were sold today at \$10.00 each and only 32 left. She mentioned all the sizes and procedure of how unit reps have made their purchase. MG College would be a good place to wear the T-Shirt due to the high attendance and to encourage others to purchase one. Cheri thanked Betty for the success of this fund-raiser.

State Coordinator Endowment Committee-Pat Reilly, Chair

Members - Angela Cingale, Dave Close, Kathryn Debnar, Carol Dixon, Jane Pratt Schilling and Jim Scibek, Bill McCaleb, and Max Bales, Director of Development for CALS.

In Pat's absence, Frank Reilly reported that there is a balance of \$214,234.76. Dogwood pins are available for the “\$50 for 5” There has been a delay in delivering the pins because the donor information resides with the Development office. Many donors wish to remain anonymous in their gift to the endowment fund. The Development office has offered to send the pins to donors and the Endowment Fund. Ann Odle, JCC/Williamsburg, presented Dave with a check for the Endowment Fund.

Education Endowment Fund – Paul Campbell, Chair

Committee members: Ed Hazelwood, Jackie Lohr, Jim Revell, and Jane Wyman

Paul reported that we will award 6 scholarships through the Diane Relf Education Fund. The unit's VCE agent may submit up to two (2) applications to the EEF committee for consideration and the deadline for submission is May 18th. Committee meets electronically. The board provides \$600 toward scholarships but units can designate monies toward the scholarships. He recommended that we offer a one-time scholarship in memory of Chuck Norrington. The motion was taken under advisement by the Executive Board.

Extension Liaison - Dave Close, MG Coordinator

Reported on the following: **AAG** – Dave has **seed packets** that can be distributed at garden shows/fairs, plant clinics, garden Club talks, etc.; they will be available through the Extension ordering system next week; contest launched; entries due September 1; winners for each category awarded at State Fair (expenses paid); hope to have Virginia's First Lady there to Present the awards; VMGA sponsoring Category 3 and will be looking for volunteers to help judge their category. **State Record keeping System** – work continues; Sarah Kelly recently moved the entire application to a new server; the system was down for a day and a half in late January; Sarah is working to clean up bogus dates; some units received emails regarding specific data entries that were suspect; if your unit didn't receive an email you have nothing to worry about. **WildlifeChapter** Dave met with Jim Riddell and Jim Parkhurst. They have a timeline for producing the chapter and Dave is working up a section on wildlife enhancement and Jim Parkhurst will be working up a section (the bulk of the chapter) on nuisance wildlife; a complete rough draft should be ready by June and will be included in the updated MG Handbook. **MG College 2007** – plans are coming along nicely; registration fee will be the same at \$125 for the full conference; daily rates available as well; Milestone Award discounts will be the same as last year as well; remember there is a one year roll-over of these discounts but they can only be used one at a time (they are not cumulative); new for this year – rooms in the former

Donaldson-Brown will be available for summer conferences; we will have access to approximately 60 rooms; the rates for these rooms will be \$40/single or 28/double; double rooms will have a queen and a full/twin; remaining rooms will all be in New Res East; singles will be \$35.50 and doubles \$25 (these prices do not include tax and may vary slightly – **the Board of Visitors** will meet in March to approve on-campus housing rates for summer conferences for 2007 and 2008); meals will be \$21.50/day. **Tour of VA** – Williamsburg, Washington County, Northern Shenandoah; setting dates for Newport News and Portsmouth; new classes beginning in Scott County this fall and working toward classes in King and Queen County; possible opportunity for a unit to begin within the city of Richmond. **Handbook Revisions** –Joyce Latimer discussed the content of a letter going through her signature to all the reviewers/authors; still intend to use VCE MG volunteers for chapters specific MGs had expressed interest in helping with intended to send the email out last week but didn't get it out yet. We are shooting to have initial reviews back by late April to early May with the intent of having layout and design completed by August so these will be available by early fall for the 2007-08 training classes. **Misc.** - The winter issue of **"In Season"** is being finalized. He made a **trip to Weston, WV** to the Jackson's Mill 4-H center and met with West Virginia county MG coordinators; had a great reception and hope to work with them again in the future. Dave will be putting together a poster for the Deans' Forum on the Environment for February – will highlight all the Advanced Training modules as serving as learning modules that incorporates citizen science. **International MG Conference** – Little Rock, AR, May2-5, 2007. Already have more than 800 participants pre-registered. He will be attending at least the first half of the conference. **Dates are set for our trip to MS for Operation Rejuvenation:** we will depart Blacksburg on October 22 and return on October 28; Dave has requested a contract with Abbott Tours and will have cost details available very soon. Thebes will hold up to 57 people. He still needs to decide on the exact destination (either Hancock County – Bay St. Louis or Harrison County - Biloxi/Gulfport). When he advertises for volunteers, Dave will also have details about fun stops, hotel costs, and estimated meal costs for the trip. **A hearty THANK YOU was extended to Cheri** for representing VMGA and VCE MGs at the General Assembly in Richmond this past week; the MG volunteers handed out seed packets to all delegates and their personal assistants. **Cost of new manuals** was discussed but no dollar amount has been decided. Dave reminded us to look at the website for questions on registration and speakers for MG College. For anyone wanting photos of AAG gardens, they are available on the website.

Unit reports

Unit reports were given at this time. The individual unit reports can be found on the VMGA website. The representative's **"Question of the Day"**, "How is your local unit participating with America's Anniversary Garden activities".

Unfinished Business

President Haggerty suggested that a unit take on fund-raising or become part of the committee. There will be more information on marketed items at the next meeting.

New Business –

Cheri volunteered for one day with the **Virginia Extension Service Association (VESA)** at the **General Assembly, in Richmond**, and distributed AAG seeds and information on MG contributions to the delegates. She noted that our volunteer hours amount to \$5.5 million in worth to the state of Virginia. **Maymont Flower and Garden, February 22nd thru 25th**, at the Richmond Convention Center. Cheri will coordinate the MG's by rotating volunteers in 3 shifts for this event and will send out reminders to whoever signed up by e-mail. Workers will receive free admittance the day they volunteer. A shuttle is available to transport people from the center to the Diamond parking lot. Cheri reminded us about the **MG College Goodie bags** which are being assembled by Patty Gamache and the Bedford MG's. Ideally **each Unit will contribute 300 of an item representing their area**. These must be sent or delivered to Patty by the **end of May**. **VMGA role at MG College:** VMGA members/officers will help with registration and have a bigger role to fulfill as the voice of the MG's. She will tell us more about the schedule as it evolves. As usual, there will be the annual VMGA meeting and the June meeting at MG College. A **Bereavement guideline** has been approved by the board as follows: 1. The unit will notify the VMGA President of the passing of a VMGA member. This notification will include the name, address and wishes of the family. The notification will also include the details of the service. 2. The minimum response will be a card. 3. A decision will be made by the Executive Board on the level of recognition based on the level of participation in the VMGA. 4. If a unit or family desires to honor their VMGA member through a financial contribution, they will be directed to the Treasurer of the VMGA. The Bereavement Guideline will be added to the standing rules. It is the responsibility of the unit to inform their membership. Cheri thanked Prince George Master Gardeners for their wonderful hospitality.

Announcements

Next Board Meeting – April 14th in Bedford / Unit Rep - Patty Gamache

Meeting schedule was listed in the December minutes and will be posted on the website www.VMGA.net

Meeting adjourned at 1:45 p.m.

Respectfully submitted,

Angela Cingale – VMGA Secretary

Virginia Master Gardener Association, Inc
Treasurer's Report
February 10, 2007
Data As OF: 1/31/2007

Overall Balance of Accounts

Checking Account Balance	\$4,754.04
PDR Education Endowment CD Balance	\$7,950.97
Reserve CD Balance	\$6,858.94
Future Dues CD Balance	<u>\$4,188.02</u>
Total Overall Balance of Accounts	\$23,751.97

Checking Balance as of	11/30/2006		\$4,623.44
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Receipts

Coord Endowment Gifts	\$56.63		
FY 08-17 dues	\$300.00		
FY 07 dues (current FY)	\$180.00		
Education	\$0.00		
Fundraising	\$750.00		
Gift for EEF	\$0.00		
			\$1,286.63

Disbursements

Comm/Support	\$0.00		
Coord Endowment Cmte	\$0.00		
Coord Endow Gift Transfers	\$0.00		
Education	\$0.00		
EEF Gift Transfers	\$0.00		
EEF Scholarships	\$0.00		
Elections	\$0.00		
Fund Raising Cmte	\$748.80		
Fund Raising Gifts to Endowment	\$0.00		
Lifetime Dues Transfers	\$0.00		
Marketing	\$0.00		
Membership & Roster	\$0.00		
Newsletter	\$273.19		
State Fair	\$0.00		
Officers Expense			
President	\$52.50		
Vice President	\$0.00		
Secretary	\$78.29		
Treasurer	\$3.25		

- \$1,156.03

\$4,754.04

Checking Balance as of 1/31/2007

Year to Date Income & Expenses to Budget FY 07

Income YTD

Committee	Budget	Income
Membership		
FY 07 (Lifetime/Prior Year)	\$2,920.00	\$2,852.00
FY 07 (Current FY)	\$2,000.00	\$2,244.00
Subtotal	\$4,920.00	\$5,096.00
Education	\$2,400.00	\$2,747.50
Fundraising	\$4,000.00	\$4,133.25
total	\$11,320.00	\$11,976.75

Expenses YTD

Committee	Budget	Expense	Year-End
Comm/Support	\$450.00	\$0.00	\$450.00
Coord Endowment Cmte	\$700.00	\$522.00	\$178.00
Education	\$2,400.00	\$2,079.46	\$320.54
EEF Scholarships	\$600.00	\$600.00	\$0.00
Elections	\$0.00	\$0.00	\$0.00
Fund Raising Cmte	\$150.00	\$748.80	-\$598.80
Fund Raising Gifts to Endowment	\$3,500.00	\$2,861.25	\$638.75
Marketing	\$200.00	\$175.00	\$25.00
Membership & Roster	\$1,390.00	\$1,671.59	-\$281.59
Newsletter	\$1,500.00	\$1,085.03	\$414.97
State Fair	\$250.00	\$253.57	-\$3.57
Officers Expense			
President	\$75.00	\$52.50	\$22.50
Vice President	\$25.00	\$0.00	\$25.00
Secretary	\$35.00	\$89.01	-\$54.01
Treasurer	\$45.00	\$26.34	\$18.66
total	\$11,320.00	\$10,164.55	

Year to Date Endowment & Restricted Funds Transactions FY07

Fund	Balance to Start Fiscal Year	Funds Received	Transfers	Balance
Coordinator Endowment	\$645.95	\$510.52	\$978.36	\$178.11
Lifetime Dues FY 08-17	\$3,616.00	\$924.00	\$4,120.00	\$420.00
Education Endowment	\$0.00	\$112.00	\$112.00	\$0.00
total				\$598.11

