

**JCC/W Master Gardeners Board
Meeting 20 March 2009**

Present: Dave, Charlie, Sarah, Pat, Carol, Nelda, Jim, Susan, John

Absent: Doris, Jeanne

Speaker: Jack Gross: 501(c)3 filing

Jack returned at the Board's request to continue the discussion of obtaining 501(c) 3 status.

He discussed the organization of the application, the conflict of interest policy and the need for the document to be signed by the officers present at the April Board meeting and printed on Master Gardener stationery. He suggested that signed documents be kept in a safety deposit box.

Sarah is working on compiling five years' financial data.

Dave will define what the MGs do, using the project list Jeanne is revising. It was suggested that we group the projects into larger categories and limit the explanation to two paragraphs per grouping. The stewardship category needs to be expanded with increased focus on the scientific. Fund raising needs to be emphasized.

It was noted that the JCCW-MGs have an EIN received in 1999.

It will take 4-6 months for the MG organization to obtain a Letter of Determination from the Internal Revenue Service.

It was emphasized that we need an up-to-date project list as a supporting document

Regional Detention Center Effort – Minouche Robinson and Helen Kidder

Minouche and Helen provided a brief explanation and history of the effort. The project has been under the auspices of VCE special projects and is about 4-5 years old. The project is conducted each winter/spring over a 10 week period.

Minouche and Helen were told they had a project budget; in the past, they have purchased whatever project supplies were needed. They distributed a project form and responded to Board member questions. The Board agreed that this project be presented to the membership in April. There was brief discussion that this effort should be

showcased at VMGA meetings and at MG College. (Note: the Membership approved this project at the April general meeting.)

VP-Admin:

Membership: Susan Giandomenico will distribute an updated roster on March 23. Those who have not paid their dues will be dropped from the roles. (Note: Roster was distributed to the Membership on 4/2/09.)

Nominating Committee Status:

Per John, as of March 20, we have a secretary, the treasurer position may be in limbo, no president has been identified. The committee has suggested that we consider a chair elect, which would require a by-laws change, and that the past president sit on board for one year rather than two. (NOTE: Subsequent to this meeting, a slate of officers was announced to the Membership at the April 2 General Meeting.)

Plant sale: There was a discussion about the collection of sales tax, as the VNPS has announced they will do. It was determined that the MGs will not collect sales tax at the 09 Plant Sale.

Admin vacancies:

John announced the status of vacant positions as follows: publicity, (may have filled this position) State recorder, (could be a conflict of issue matter for B Foley), logo clothing – filled by Susan Giandomenico.

Annual Hours Letter – decision made to send electronically.

Recert. letter - decision made not to send as the content of this letter has been overtaken by events, due to the personal contacts made by Susan and Sarah to gather accurate information about all members.

State Records—use of Barb Foley to bring hours list up to date – Doris has indicated Ms. Foley can assist with this task. Previous editions of subject letter surveyed members as to interest in VCE efforts – Carol, John, Jeanne to handle this task off line.

VP-Projects: no report

The following topics were not discussed:

- 2009 project list status—ready for posting??
- CORE project list (are there still issues?)

- Reporting process for Doris
- Project specific:
 - Helpdesk(s)—Electronic, EOC, Farmers Market
 - Project write-up for Regional Jail - Note: Minouche completed this and forwarded to the Secretary for posting.

09 Project List

Mary Liz and others need to use the 08 project list until the 09 list is ready. Jeanne needs to work together on an updated project list.

CORE list – Is the list accurate – Carol and Jeanne need to talk, let Dave know if there are issues. Carol, as VP for Internal Education needs to take the lead in distributing the CORE list in the future.

Help Desk - Jim Kavitz/Katherine Nice are handling– no need to invite Helen to speak to MG board.

VP-Education:

- MG class of 09 – Mary Liz and Reba will introduce at April general meeting
- Risk Management Training for MGs

Interns have they taken – not sure – Carol will follow up

Subject training needs to be scheduled – perhaps June – give up a bus mtg. as a way to accomplish this. Is Risk management training online at VT - check with Dave Close.

- Meetings/field trips – no mtg. in July
- Poster/art for Farmers' Market – proof, poster is almost ready
- Earth Day – Carol has taken the lead in lieu of no real coordinator for this effort.
- Who is keeping the MMG project? – Bob Winters is storing it at his home.

Secretary's Report

Pat suggested that the complimentary note and photos from the HHS facility manager about the waterwise garden be published in the newsletter.

She also suggested that the availability of the Integrated Pest management Manual online and the charge for a paper copy be included in the newsletter.

She brought the HOME magazine (included in VA Gazette). Articles by Leanne DuBois continue to be published.

Tools – consider later

Treasurer:

Sarah reviewed the monthly report, consisting of 1 account and 4 sub-accounts
Sales tax – issue will be persued with the State when we receive the Letter of Determination from IRS.

We discussed the matter of having 3 sales per year and noted that the sale of bird houses are continuous; We discussed the ‘occasional sale versus continuous. Sale concept.
Sarah – file for sales tax exemption. Jack may be asked to assist.

VMGA:

5 min

Master Gardeners frequently write articles for magazines or newspapers. The official statement to be used as the concluding paragraph for columns and articles has been supplied by VT Communications and Marketing as follows:

"Virginia Master Gardeners are volunteer educators who work within their communities to encourage and promote environmentally sound horticulture practices through sustainable landscape management education and training. As an educational program of Virginia Cooperative Extension, Virginia Master Gardeners bring the resources of Virginia's land-grant universities, Virginia Tech and Virginia State University, to the people of the commonwealth."

The above statement will be provided in the newsletter for publication.

General:

By-laws were fine tuned and were to be distributed to the Membership via e-mail after the Board meeting. The vote will take place at the April meeting.

Outreach ideas (scholarships, Spanish items)

Scholarship for the MG class – Board will further discuss during the summer, We need a procedure up front. Use nominating committee to develop criteria, etc. – this is a thought.

VMGA has scholarships for MG college, we need to consider a **scholarship to MG College** for our unit.

Materials in Spanish – follow-up with Doris, we do not need a professional translator, we lack MGs who have Spanish background and wish to use it in the preparation of materials.

Review updated pending list – done

Pending:

- Review of job descriptions
- Comments on MG website – has received some
- 2009 activity form on website—errors

New Kent ofc. Is moving along and has more activity. They now have an agent 3 days per week. Carol will gather additional information about New Kent activities and will speak to Sue Voigt and Jeanne about them.

Question for the future – Does the Board need to look at future of an MG Association

The meeting adjourned at noon.