

## MASTER GARDENER BOARD LIST OF PENDING ITEMS

Updated based on March 20, 2009 Board meeting

### ADMINISTRATIVE:

- 9/08** – Recruiting a new agent  
Follow up with Doris on reports and other details **Dave**
- 12/08**- Letter to all MGs requesting help in sending letters re: importance of MG organization **Dave**
- 1/09** - Report on letters developed for CDR, JCC schools, etc. **Susan**
- 1/09** - Google Calendar – check into this **Dave**
- 1/09** – Update website (some updating complete, awaiting comments) **Dave**  
Develop fillable forms on website **Dave**
- 2/09** – 501(c) 3 status **(in process)** **Jack Gross**
- 2/09** – Exemption for State Sales Tax **Susan/Sarah**
- 3/09** – Annual Hours Letter – sent electronically **John to coordinate**
- 3/09** – Survey membership for interest in working on VCE projects - **Carol, John, Jeanne**
- 2/09** - Schedule Risk Management training for members **Carol**
- 3/09** - Scholarships for MG College
- Annual Dinner Follow-up –**
- 3/09** - Form dinner committee **Dave to chair**
- 1/09** - Adjust price of class to accommodate payment for dinner (being worked as part of development of class budget for 2010 **Sarah** training

**12/08 – Suggestions for More Effective Board meetings:**

- Better organize mtgs.
- VMGA – send out ahead of time
- Succession plan

**Dave**  
**Nelda/Jim**  
**John**

**BUDGET:**

**1/09** – Initiate process to conduct quarterly review of fundraising activities and process to review how projects spend their money

**Sarah**

**10/08 – Planning Calendar Update**

**All**

**VMGA ISSUES:**

**Issues with Awards process:**

12/07 - VMGA – how do other MG units handle awards? (on VMGA mtg. agenda for next mtg)

**Nelda**

**Standing Committees for Awards:**

**3/09 - Awards committee –**

**John**

**VACANCIES:**

**2/08** Publicity - nominating committee to seek chair

**12/08** Admin vacancies: State Recorder

**MEMBERSHIP:**

**John**

**4/08** - Article for n/l on what it means to be inactive **Judy/Susan**  
**Not done — I will write article and submit to Cathy for the N/L that comes out at the end of May**

• **5/08** - change of address process **Susan**  
**refresh my memory on this one — is this “what does a member do when they have a change of address? phone number? e-mail address?” Do I need to write procedure, something for the N/L, or both?**

• **11/08** – procedure for a review of hours **Susan**

**John and I are going to have to work with Art on this one — can we postpone this one until July or later (after my daughter’s wedding?)**

• **11/08** – procedures for transfers in/out JCCW MG unit **Susan**

**not very good notes left by Lynn Flood on this; I will need to consult VT/VCE Guidelines for how I am “supposed” to handle these... the only ones that have come up so far are transfers out, which Sandra has handled. Can we postpone this one until July (or until the next “transfer in” at least)?**

• **11/08** - on-line VT list – pass along into. To Dave who will create a CSV file- **Susan**

**Dave and I determined that the CSV file transfer won’t work for the VT MG database. The “State Recorder” position (currently unfilled) is supposed to handle this; I can work on populating the database with member contact info once Sarah and I finish with the “problem children”, but realistically probably won’t be able to touch it until July. BUT, this would be one of those good “light duty” projects for MG’s who cannot get out in the garden but need hours, OR for those who never completed their 2008 hours (as soon as Sarah’s May 1 dues deadline to the “problem children” expires, then we can ask Art who is short hours for 2008 — maybe we can get someone to take on this task)**

• **12/08** Contact members with few 08 hours - **Susan**

**Sarah and I have a plan for this. Once her May 1 dues deadline passes and we can ascertain who has not been dropped for non-payment, we plan to ask Art who was short 2008 hours and then give those people 60 days to make them up or out they go (well, maybe we won’t be THAT drastic). Anyway, for the future, Art needs to give us an hours report on October 1 each year showing everyone who is short both vol & training hours for the current year (and short how many of each hour type) so that we can be more proactive with the hours shortage (babysitting) issue**

- **12/08** Reinstatement letter – get from Barbara **Susan**

**Barbara might have sent that to me but I'll bet she called it something else, so let me look. Keep it on my list for now.**

- **12/08** Develop follow-up letter **Susan (ditto)**

- **12/08** State hours system: access tutorial, get pamphlet from Barbara **Susan**

**I looked at the state system and sent the tutorial to Dave B.; it was determined that we need to have a "State Recorder" position for this job (at least until VT makes it so that we can upload Art's spreadsheet via .csv rather than manually entering each field)**

- **12/08** – input of prior years' data – Doris has offered Barbara Foley as a Resource. She will contact Dave Close for additional info. (in process) **Doris**

**Doris DID offer Barb Foley to help populate the VT database with retroactive member info/hours... that is a no-go (Barb resisted when Doris asked her since she is paid via Turf Love grant; Art knows; we decided not to pursue it)**

**2/09** - Publish results of dues payment in n/l **Susan, Sarah**

**3/09** – Hours report **Art (due/Oct)**

Art will provide a report of those who are short on 2009 hours

## **CURRENT PROJECTS:**

### **1/08 - Tree & Water Steward Programs**

Increased TS & WS training for MGs is needed **Dave/leaders**

**9/08** – **Speakers Bureau**: Place automated report form on website. **Dave**  
Link Minouche's name to form so we will know when a presentation has been made.

**3/09** **Regional Detention Center - Obtain project number for this project** **Jeanne**

## **FUNDRAISING:**

**9/08** – **Birdhouses**: Need marketing strategy, brochure and procedure for follow-up

when someone requests a birdhouse at the Farmers' market. (in process)  
**John/Susan**

**PROJECT MANAGERS' MEETING/activities:** **Jeanne**

**11/07, 1/09** - Newsletter articles for new projects. Discuss with project managers.

**11/08** – Susan to send information on *Basecamp* and other PM software to Dave

**1/09** – develop reporting strategy for Doris **Jeanne**

**1/09** - gather information on project staffing, budget, and reporting **Jeanne/Sarah**  
(Sarah will provide Jeanne with project-related budget info periodically)

**2/09** – Risk Management training **Carol/Jeanne**

**2/09** – N/I article about movement of Enviroscape **Jeanne**

**3/09** - Update project list for website **Jeanne**

**NEW PROJECTS:**

**9/08** – Merrimac Detention – have written up to make a formal project. **Jeanne**  
**Complete**

**PROJECT SPECIFIC:**

**1/09** – Work to fill project vacancies (Are there any vacancies?) **Jeanne**

**1/09** – helpdesk – schedule Helen Hamilton/helpdesk staff for future Board  
Mtg. – Board decided Not to invite Helen at this time. Item will be deleted.

**2/09** – reporting of Diagnostic Clinic – how to handle detailed diagnoses that are  
very detailed **John to discuss with Doris**

**MG Class:**

**2/09** – Review and prepare CORE sheet for next Intern Class in September **Carol**