

**JCC/W Master Gardeners Board  
Meeting 19 September 2008  
Agenda**

**Present: Dave, John, Pat, Sarah, Nelda, Jim**

**Absent: Judy, Carol, Charlie, Doris**

**Issues regarding recruiting a new agent/Doris update:**

Dave has received no feedback from Doris on the weekly reports or on the recruiting of a new agent. Dave will contact her for feedback. Board members discussed issues regarding working effectively with Sandra Key of the Extension staff. John agreed to be the focal point.

**“Becoming an MG” brochure and application:**

Pertinent documents are on-line. Pat raised an issue regarding someone in her neighborhood who had expressed interest in becoming a Master Gardener last year and who contacted the Extension Ofc., and did not receive a reply or information. How are extension calls handled? They should be handled by Sandra. VCE needs to acknowledge calls. A potential solution would be to ask Sandra to record the caller’s e-mail address and to send them an e-mail message, confirming they have been added to the list of individuals who would receive applications. John will work with Mary Liz on this procedure.

**Project chair vacancies: Publicity, Speakers Bureau:**

Kiwanis need speakers’ bureau list. Dave to provide and will also send a copy to MG Board members. Dave indicated there was a speaker form on website. Pat agreed that her name could be linked to the form and she would receive an e-mail message every time the form was completed and sent to the website.

**Other Projects:**

**Merrimac Detention project** – Perhaps this would be a good example to send to Doris. Dave believes he already handled this.

**VMGA** wants project write-ups also.

**Landscape Love** – Anne Nielsen will head in January 09. She has begun to work with Libby Hedstrom, present chair.

**Project Chair meeting date:** Dave indicated that Judy was considering a project chair's meeting to be held between – Oct 13-25. 10/23 was mentioned as a possibility. Dave and Judy will assemble agenda items.

**Storage of MG items from ESH:**

There appear to be no immediate plans to throw the MGs out of their space at Eastern State. There is a concern about the lack of fire protection. Is there a lease? We don't believe so. Rental units are expensive. We could split the items up and store them in two places. Jim has priced a Rubbermaid unit which would need to be assembled and installed on a suitable site. Cost for unit: \$7-800.

**Membership update:** Susan and/or John need to conduct a review of the membership'. Susan will develop a procedure.

**Birdhouses:** Susan to track inventory. Issues regarding sales of birdhouses at Market were discussed. A Birdhouse brochure will be developed along with sales and inventory procedures – John will handle.

**Waterwise Garden Maintenance:** Issues were discussed – A maintenance schedule similar to that at Reid/Shields garden is needed.

**2009 Budget development:**

Sarah presented the draft 2009 budget. Discussion points included the following:

1. Drop golden gift, AAG logo
2. Gas receipts for VMGA mtg. would be included
3. Website – 2 year contract – no costs in 09
4. Library – book prices are increasing. Board felt the helpdesk library estimate was too low.
5. Sunshine Fund: In view of the rising cost of flowers/delivery fees, the MGs will make donations instead of plants and bouquets wherever possible to maintain the \$50 maximum expenditure.
6. Matteys – As Matthey's garden sold tee-shirts, that project had both income and outgoing expenditures.
7. Speakers' bureau: Remove budget – not being spent.

8. Tree steward class – Will the JCCW MGs be collecting fees for class?
9. Merrimac – add project budget. Establish as formal project.

**Other Discussion Points:**

1. Use of reserve spending procedure – fund as much as you can from budget versus reserves. Annual expenses s/b in budget. Sarah would like to see a balanced budget.
2. Library donation? Yes. To be considered at next meeting.
3. Board – recommendations to members for reserve spending. Leave in to avoid reserves or take out and have a more balanced budget.
4. Merchandising budget? This topic will be considered.

**Pending items list reviewed – See attachment 1 for additional information**

**Event calendar** - Carol's suggestion – will be discussed in October.

**Upcoming events:**

- **October Board meeting** - moved to 10/24/08. HHS room reserved through November.
- **Christmas potluck** – 12/11, location, TBD
- **January 09 General mtg.** - First Thursday is New Year's Day. Check with Carol on January speaker – Pat. General meeting will be held on January 8, 2009.

**Graduation dinner.**

WUU reserved Thursday 09 January – Dave. Note: Date changed from January 9 to January 15. Caterer research needs to be researched prior to next mtg. – Judy.

**Planning Calendar:** – It was decided the Board needed a planning calendar. Pat will coordinate the update of the outdated calendar.

Meeting concluded at noon.