

MASTER GARDENER BOARD LIST OF PENDING ITEMS

Updated based on September 19, 2008 Board Meeting

ADMINISTRATIVE:

- 7/08 – Event Calendar** **Carol**
- 9/08 - MG Monthly Reporting Form - Mileage – add to form.** **Art**
- 9/08 - Speakers for Upcoming Meetings – Susan, Laura Viancour.** **Pat**
- 8/08 – DISTRIBUTION OF NEWSLETTER - add Dave Close and Doris to distribution list -** **Dave**
- 9/08 – Recruiting a new agent**
Follow up with Doris on reports and other details **Dave**
- 9/08 – Planning Calendar – Update**
coordinate. **Pat -**

09 BUDGET:

- Continue to refine draft budget **Sarah**
- 9/08 – Donations to library and VIMS** **Sarah**
Discuss in October

08-09 GRADUATION/AWARDS DINNER:

Initiate Planning

- 09/08 – Room Reserved: Date: 1/15/09** **Dave**
Research caterers. Needs to be completed by 10/24/08 **Judy**

12/07 - AWARDS:

Issues with Awards process:

- 12/07 - VMGA – how do other MG units handle awards?
Nelda
- 12/07 - A new process is needed next year. **Dave**

Standing Committees for Awards:

Updated 9/19/08 based on September Board meeting notes.

1/08 - Awards committee – no action – Minouche to possibly chair

5/08 - Dave will contact Minouche.

VACANCIES:

2/08 Publicity - nominating committee

8/08 - Speakers' bureau, Dave/Judy – to be handled by Judy and turned over to nominating committee if Judy is not successful in recruiting.

12/07 - MEMBERSHIP:

- **4/08** - Article for n/l on what it means to be inactive

Susan

- **5/08** - change of address process

Susan

Above items assigned to Susan in September 08

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 Pat's name to form so we will know when a presentation has been made.

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

When someone requests a birdhouse at the Farmers' market.

John/Susan

PROJECT MANAGERS' MEETING:

11/07 - Newsletter articles for new projects. Discuss with project managers.

6/08 - Mtg. deferred from June to September.

Mtg. may be held on 10/23/08

Judy

NEW PROJECTS:

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

PROJECT-RELATED:

6/08 – Storage space for Farmers’ market and other projects.

Lease expires in Sept., Carol Conner has volunteered space on her property. Land needs to be leveled and shed purchased and transported/assembled at Carol’s place.

8/08 – Jim Pressly has checked out ready-to-assemble sheds at Home Depot

9/08 – Possibility that Matthey’s Garden shed may be able to share space with Farmers’ Market supplies.

8/08 - TRAINING CLASS

9/08 - Institute procedure to notify callers who inquire about the MG class by sending them an e-mail message that indicates their name has been added to the list of applicants. **John/Mary Liz**

- sample reimbursement form to Mary Liz – Doris - **Complete**

- misc. copying jobs – Sandra

- graduation materials – Sandra

- lanyards – Judy

- name tags – classes of 08 and 09 – Sandra

- manuals – class of 09 – Sandra

- prepare computer for class use – Dave

- put application and brochure on website – Dave **Complete**

- explore scholarships for future classes:

 Speak to Jeremy Johnson – Nelda & Doris

 Scholarship form – Nelda (church) - **Complete**

- reserve van for class field trips – Doris