

MASTER GARDENER BOARD LIST OF PENDING ITEMS

Updated based on July 08 Board Meeting

ADMINISTRATIVE:

5/08 – speaker at May meeting - Jean will speak to Charlie Martino of Cookes. Leanne will speak to Cookes about the performance of their employee.

2/08 - “Hours Letter”: - Letter, plus roster of 2/12/08 will be given to Sandra of Leanne’s staff who will prepare letter and mail out. **Art provided hours to Sandra.**

4/08 - Need updated physical addresses. Can this ltr. be sent by e-mail.?

5/08 - Problem turned out to be VCE lack of budget for stamps—MGs will pay for stamps and letter should go out week of 19 May.

7/08 – STATUS of Hours Letter? **Leanne/John**

6/08 – Board Members’ pages on website need to be more user-friendly. **Dave**
Dave to work on this.

7/08 – Event Calendar **Carol**

MG Brochure

6/08 – John tasked to update and reproduce copies in time for recruitment of class of 2009. **done** **John**

Board vacancies:

- **4/08 –** ask nominating committee to locate membership chair. **COMPLETE**

Standing Committees for Awards

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

5/08 - Dave will contact Minouche at this point.

Updated 7/18/08 based on July Board meeting notes.

Task list for Leanne’s departure event not included due to timing of the event and the monthly board meetings.

2/08 – Publicity:

Discuss with Laurie Bland the need to save publicity photos from the newspaper for the MG archives. Does Laurie need help? Project Chairs should take pictures and send to Leanne or Laurie.

5/08 - Dave will contact Laurie. She probably needs a co-chair for both Speakers and Publicity Committee; definitely the jobs are not getting done.

2/08 – Bill Garlette presentation – Leanne to forward soft copy to Dave for website.

5/08 - Leanne has sent file to Dave.

LEANNE’S DEPARTURE

- 7/08 – Calculate miles driven by MGs -**
- 7/08 – prepare MG factsheet –**
- 7/08 – periodic activity report to Doris –**
- 7/08 – link to Leanne’s PD**
- 7/08 – Justification for Barbara Board**
- 7/08 – briefing for supervisors**
- 7/08 – Tech reporting requirements**

Art

12/07 - MEMBERSHIP:

- Board will review/discuss inactive Master Gardeners at Jan. mtg. **pending**

NOTE: in future years, this item needs to be handled at the November Meeting, following the calls made by the board to MGs who have not Submitted hours.

- **4/08 - Discussed memo for record prepared by Sarah on 4/17/08. Assignments made as follows:**
- **4/08 - Article for n/l on what is means to be inactive** **Judy**
- **4/08 - Revisit inactives in May –** send out hours letter before removing people from roster
- **4/08 - Need transfer package from Lynn –Leanne may have. (Leanne sent a partial package to Pat) COMPLETE – Pat received all components of the transfer package that are believed to exist.**

Updated 7/18/08 based on July Board meeting notes.

Task list for Leanne’s departure event not included due to timing of the event and the monthly board meetings.

Attachment 1

- **5/08** – Action deferred until June meeting for lack of time.
- **5/08** - Recognize milestone hours at September mtg. Need article in future newsletter **Art**
- **5/08** – change of address form to be developed for members to use when e-mail address changes.

12/07 – AWARDS

- VMGA – how do other MG units handle awards? **Anne**
- A new process is needed next year. **Dave**
- Appoint a standing committee on awards. **Dave**

05/08 – awards deferred until June

05/08 – Treasurer

Pay Pre-registration for Kari Abbott to attend conference. **Sarah**

Pay scholarship for Susan Giandomenico to attend MG College **Sarah**

6/08 – Coordination of speaker invitations to future meetings **Pat**

Speakers mentioned for future meetings include newly selected membership chair, Lise Kline (Newsletter), Mary Liz Sadler (Class Coordinator) Helen Hamilton and Karen Jamison, Wmsbrg. Botanical Garden. Lise was invited to the July meeting and her invitation was re-scheduled for August 08. Mary Lis also invited to August mtg.

CURRENT PROJECTS:

Therapeutic Gardening: On hold

2/08 – Follow up with Eastern State to obtain their requirements in Writing, obtain a copy of their application; come to the March Board with a recommendation. **Anne/Frank**

3/08 – Anne & frank should come to board with update.

5/08 - Dropped for the season due to E.S. bureaucraties)

6/08 – on hold until September **???**

Updated 7/18/08 based on July Board meeting notes.

3

Task list for Leanne's departure event not included due to timing of the event and the monthly board meetings.

Reid Garden

3/08 - Discuss Reid Garden issues with Becky Sutton **Sarah**

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

5/08 – Discuss with project managers at 12 June Project Managers Meeting
Dave/Judy

1/08 - Tree & Water Steward Programs

- Leader for water steward program is needed **Dave**
- Increased TS & WS training for MGs is needed **Dave/leaders**
- Board needs information on tree stewards **Sue Liddell**
- Additional emphasis on tree and water stewards needs to be incorporated into the MG training class. **Dave/leaders**

4/08 – Water stewards to put info. Package together for MG use in speaking engagements. – NOTE: no one tasked to coordinate this with Water Stewards.

6/08 – **Birdhouses** – price of birdhouses has risen to \$30, per Board approval. Article needs to be prepared for n/l. **Judy**

Planning instruction for project leads **Dave**
ask Wayne Moyer

3/08 - LIGHT DUTY PROJECT LIST **Leanne**

6/08 – **Project Vacancies:** Landscape Love, Publicity, Speakers Bureau, Plant Sale **Judy**

NEW PROJECTS:

Learning Garden at Thomas Nelson Community College:

2/08 - Research other community gardens. **Judy/lead**

3/08 - Need to develop a plan for a learning garden **Ailene/Barbara**

Updated 7/18/08 based on July Board meeting notes.

Task list for Leanne's departure event not included due to timing of the event and the monthly board meetings.

Attachment 1

3/08 – Develop a checklist. Judy to get committee going to develop checklist. We need to consider phasing garden in. **Judy**

5/08 - Board to visit proposed TNCC site follow up on Charlie and Leanne's visit 26 May, 10:00 hrs. Meeting canceled

6/08 – Initiate a search for a learning garden – invite Helen Hamilton and Karen Jamison to explore partnership with WBG.

3/08 - New Kent Learning Garden – Judy to contact Sue Voigt and ask her to write up project.. Article is needed for n/l. Who is tasked to prepare this? **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.

Written Process for Project Approval:

Package has been prepared. Dave/Barbara will locate this information
And place on the website.

Dave/Barbara/Judy

11/07 - Semi-Annual Project Leads Meeting:

6/08 - Deferred from June to September.

Judy

6/08 MG speaking engagements/representing MGs

- Draft policy
- Package of information for MGs to take to meetings
Stewards

Leanne
Water

Updated 7/18/08 based on July Board meeting notes.

5

Task list for Leanne's departure event not included due to timing of the event and the monthly board meetings.