

**JCC/WMG Board Meeting
19 October 2007**

AGENDA

Present: Judy Hansen, Leanne DuBois, Dave Banks, Lynn Flood, Barbara Gustafson, Sarah Dougherty, Anne Odle and Pat Crowe

Absent: Jean Winters, Charlie Clapper

Call to Order: Dave called the meeting to order at 9:05 AM. He distributed the agenda.
[Attachment #1](#)

Minutes of the 21 September 07 meeting: Approved.

The MG Board's list of pending items was reviewed: see To Do list for status of pending items.

Treasurer's report: - Sarah to e-mail Pat with current report [Attachment 2](#)

AGENDA ITEMS

Vacant positions:

- **SOL** – see pending items list for thinking on strategies to recruit a project lead.
- **Publicity** – Those who previously committed to serve as leads have declined. Perhaps a strategy would be to combine team with someone to gather information on events. Need to look for candidates. Alice will continue for six months. Judy will look for candidates.
- **Birdhouse Boss** – Minouche wants to phase out as birdhouse boss. Judy to search for candidates. Storage of houses needs to be addressed. Look for opportunities to sell them. Most birdhouses are given away. Judy will be logo chairman and birdhouse keeper.

Project Chair meeting: Judy will host on October 26 at her home. She will send out an electronic invitation. Project chairs and Board Members are invited. (**Completed**)

Missions/Goals/Proposed Strategies: [Attachment 3](#)

Group discussed, offered edits, and approved Vision & Goals, using an edition of the goals prepared by Barbara, Charlie and Dave and distributed electronically to members on October 9. To facilitate the editing process during the discussion Dave distributed

the same version of the goals/vision document with each line numbered so that Board members could refer to proposed changes by line. **Note:** Lined version of Goals/vision document not attached to Board minutes.

Dave recorded the edits, updated the document and posted it to the website on October 19. Lynn notified members of the posting. Members will vote on Mission and Goals document at November 1 meeting.

It was suggested that developers of goals review periodically. Judy suggested this be done every 5 years.

Assistive device:

Leanne reported that she had had Sandra Keys check with VT on use of assistive devices. Little information was gathered and the conclusion was that the use of these would be up to our discretion.

NEW PROJECTS:

Jamestown Settlement Gardens:

[Attachment #4](#)

Pat & Anne presented a requirements document. The group discussed pros and cons of a second historic garden effort. In view of the limited number of MGs who can participate in the maintenance of the Reid/Shields garden and the “Meet the Gardener” program, the board decided to query the membership for possible interest in establishing a Jamestown Garden. The Jamestown garden effort will be further investigated.

Anne will write an article for the newsletter, asking members to advise of their interest. Pat will write a thank you letter to Jamestown Settlement personnel.

Williamsburg Botanical Garden Walks: Helen Hamilton has prepared a risk management document. This project is ready for membership approval. [Attachment #5](#)

Grasses garden: Judy – bought book, is considering establishing a grasses garden. (Judy, is this a new project or part of the WW garden effort?)

Internal Education: Dave reported that Jean had advised that programs for General Meetings November – January have been set up.

Budget: Reserves Task Force: (Budget formulation)

Charlie will chair, Sarah, Judy, Barbara will participate. This group will formulate the FY 08 budget. Project chairs need to provide budget needs to Judy. December

membership meeting will review/approve budget. Sue Voight December 06 proposal (\$5 of each member's dues to be sent to VMGA for funding MG coordinator position) will be a line item.

Misc announcements:

Labeler: Judy has purchased a labeler to prepare labels for plants. All projects may use.

Board approved purchase. (Judy, how will project leads be advised of the availability of this item?)

First Aid Kits: Judy showed the board a sample first aid kit. The board approved an expenditure not to exceed \$15 per kit for 22 project managers. Judy will research and buy kits. Risk Management key phone numbers will be included.

Lynn –

Water barrels – Jim Wallace of CSWD has provided a rain barrel to Matthey's Garden. One is available for the MGs to have available at the Farmer's Market as well.

Genrose working with **Matthew Whaley 4th graders** for first time.

Leanne – Barbara Foley will sit in help desk room two days per week.

Pat – advised that Dave had set up a protected area of the MG website for the posting of Board minutes and pending items list. He provided access instructions for Board Members.

Adjourn at 12:00

NOTES: Future Meetings: 9 a.m. Friday Nov. 16, Dec. 21, Jan 18.

Table: Risk Mgmt. form –

Note: Barbara developed New Project form, based on VT guidelines. Must notify Jeremy Johnson, 4H coordinator if children are involved – Lynn will coordinate with Jeremy.