

MGPW Minutes BOD Meeting

6:00PM Wednesday, July 12, 2023

Order of Business

1. Call to Order (Janene)
2. Treasurer's Report (Phil)
3. Member-at-Large (Jean Meink)
4. Committee Reports
5. Other Reports
6. Old Business/New Business
7. General Discussion
8. Comments from other Association Members
9. Adjournment

The 12 July meeting of MGPW Board of Directors was held electronically in a password protected meeting through Zoom Video Communications. President Janene Cullen opened the meeting at 6:00PM. Present were: Janene Cullen (President), Phil Peck (Treasurer), Jean Meink (Member-at-Large), Jeanne Lamczyk (Co-Chair Education, VGMA), Leslie Paulsen (Teaching Garden), Jennifer Grahm, and Valerie Huelsman (VCE Staff). There were a few other MGs that dialed in to listen to the meeting.

Lorraine Yake (Secretary) could not make it – so Janene and Leslie were taking notes.

Treasurer's Report We have a nice budget surplus thanks to the ongoing Plant Sales.

MASTER GARDNER PRINCE WILLIAM										
ACTUAL VS BUDGET										
June 30, 2023										
			QTR 1 & QTR 2			QTR 3	QTR 4	TOTAL		
			ACTUAL	BUDGET	VARIANCE	BUDGET	BUDGET	ACTUAL	BUDGET	VARIANC
RECEIPTS										
DONATIONS			212	200	12		300	212	500	(288)
RESTRICTED DONATIONS					-					
AMAZON			84	60	24	30	30	84	120	(36)
PLANT SALES			6,235	5,100	1,135	2,800	300	6,235	8,200	(1,965)
TOTAL RECEIPTS			6,531	5,360	1,171	2,830	630	6,531	8,820	(2,289)
DIBURSEMENTS										
TEACHING GARDEN BEDS			334	1,500	1,166	1,500	200	334	3,200	2,866
TEACHING GARDEN SUPPLIES			1037	685	(352)	340		1037	1,025	(12)
TEACHING GARDEN GROUNDS			275	600	325	600	275	275	1,475	1,200
PORTA JOHNS			391	615	224	615	220	391	1,450	1,059
VA SALES TAX			329	288	(41)	158	18	329	464	135
EDUCATION			275	750	475	750		275	1,500	1,225
SOCIAL				200	200	200		0	400	400
ADMIN TRAVEL				50	50	50		0	100	100
ADMIN OTHER			108		(108)		200	108	200	92
ADMIN SUPPLIES				25	25	25	25	0	75	75
ADMIN STATE CORP			41	35	(6)			41	35	(6)
ADMIN INSURANCE			190	210	20			190	210	20
SCOLARSHIP								0		
TOTAL DISBURSEMENTS			2,980	4,958	1,978	4,238	938	2,980	10,134	7,154
SURPLUS /(DEFICIT)			3,551	402	3,149	(1,408)	(308)	3,551	(1,314)	4,865

Phil provided the status of the MG audit. Laurie Redfearn conducted the audit. Clean audit once again. Jean brought up the fact that according to our MGPW Standing Rules, we should have had 2 MGs conduct the audit “The Audit Committee will consist of two (2) or more Association members, none of whom are on the BOD.” Board will ensure there are 2 MGs next year. Although it is difficult to get MGs to volunteer for the Audit committee.

MGPW 2022 LIMITED REVIEW AUDIT

LIMITED REVIEW SCOPE. Laurie Redfearn coordinating the limited review audit of the financial operations of MGPW for the twelve months ending December 31,2022. With assistance from Phil Peck, Treasurer, the review was limited to receipts and disbursements through the Board Approved PNC operating account and money market account. The Virginia Tech Foundation account is under the financial oversight of Virginia Tech. Other than reviewing the balances of the account no additional review was undertaken.

BANKING...MGPW maintains a checking and money market account at PNC. The account statements are reconciled monthly to the MGPW checking spreadsheet. Except for outstanding checks totaling \$26 there are no reconciling items on December 31, 2022. The individual outstanding checks were contacted, and the checks will be reissued in 2023. The Money Market account was established in 2022. A service charge was incorrectly assets in December 2022 and upon request reversed in 2023. The account continues to earn an exceptionally low interest rate.

DISBURSEMENTS... The PNC limit review audit consisted of a 100% review of disbursements. Teaching garden disbursements and other disbursements are paid by check. Disbursements for porta potty (Potter Potty) and grounds (Lawndale) are paid online utilizing PNC debit card. Virginia Sales Tax is filed and paid monthly by ACH. Without exception all disbursements are appropriately requested, independently approved, and paid accurately and in a timely manner.

DEPOSITS... The PNC limit review audit consisted of a 100% review of deposits. Money and checks related to Teaching Garden Plant sales are collected and receipted by an independent cashier. The daily receipts are totaled, and a Request for Deposit prepared and forwarded to the Treasurer for processing and deposit to the PNC operating account. Without exception all deposits are accurate and timely.

Conclusion... There are no material exceptions to be reported.

Committee Reports:

Education/Social - No events planned yet.

Teaching Garden - All going well. Always need volunteers. Leslie will sort out how to easily inform volunteers what needs to be done in the Garden. Pulling weeds around the vegetable garden is always welcome.

VGMA – Surveys went out to all EMGs across the state. Results will be shared by the Advisory Board when collected. Also, all our Interns were given membership for one year in VMGA. The membership chair has sent each person a welcome email.

VCE - Valerie Huelsman they have a new Environmental Educator – Elesha Young – starting 24 July.

Old Business/New Business

Community Garden Grants Still need an MG volunteer for the MGPW Garden Grant awardee St. Nicholas Academy - City of Manassas area. Valerie and Thomas did a site visit and conducted a soil test. The Academy is excited to get started.

Historical MGPW Records Jean Meink has been assisting in the VCE office by cleaning out old MGPW records. Some of them are important historical records – e.g. original MGPW Employer Identification Number (EIN#) authorization, original 501c3 (tax exempt status) documentation. Need to determine what to do with historical MGPW Board meeting notes. Jean found meeting notes starting in 2014. Jenifer Graham has historical MGPW meeting notes digitally starting in 2008 (??). Seems to be missing 2015-2019. Legally we need to keep Board meeting notes for 3 years, tax records for 7 years. Jean will work with Lorraine and the volunteer team at the MGPW help desk to digitize the records that we do not have.

MGPW Historian? Board discussed the need for a MGPW Historian. We would need a position description. May be difficult to find a volunteer.

New Volunteers. Need to find ways to encourage our membership to participate in meetings and serve on the Board and Committees. This could be done through social media, newsletter, and talking to people. Maybe a survey to see how our membership wants to be involved and how they feel about our program.

Motion for Microgrant for Best Lawns program. Valerie made a motion to “approve VCE-PW Staff request for MGPW funds to match EMG Microgrant for BEST Lawns program for an amount of \$200.00.” Board voted unanimously to provide the funding. Phil will figure out how to properly transfer the funds.

Pavilion at Teaching Garden. Jeanne brought up the topic of building a 30x30ft Pavilion at the Teaching Garden in the location the current vegetable garden is right now. This could provide a more comfortable place to hold MGPW classes. A very rough estimate is around \$10K. Jeanne will gather more information and bring it back to the board.

MGPW Documentation Review Action for all Board Members – we will review and edit the existing MGPW Standing Rules and Bylaws. Janene will keep the gold copy and consolidate all edits.

The meeting adjourned at 7:30PM.

Submitted by Janene Cullen