

November Board Meeting Minutes

11/8/2023

Minutes unanimously approved.

Treasurer's Report

MASTER GARDNER PRINCE WILLIAM ACTUAL VS BUDGET for the ten months ending October 31 2023						
	OCTOBER YTD ACTUAL				YEAR END PROJECTION	
	ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET VARIANCE
RECEIPTS						
DONATIONS	\$437	\$500	(\$63)		\$500	\$500 \$0
TRANSFERS VT	\$500		\$500		\$500	
RESTRICTED DONATIONS	\$1,250		\$1,250		\$1,250	
AMAZON	\$84	\$120	(\$36)		\$84	\$120 (\$36)
PLANT SALES	\$10,308	\$8,200	\$2,108		\$10,353	\$8,200 \$2,153
TOTAL RECEIPTS	\$12,579	\$8,820	\$3,759		\$12,579	\$8,820 \$2,117
DISBURSEMENTS						
TEACHING GARDEN BEDS	\$856	\$3,200	\$2,344		\$1,522	\$3,200 \$1,678
TEACHING GARDEN SUPPLIES	\$1,505	\$1,025	(\$480)		\$1,648	\$1,025 (\$623)
TEACHING GARDEN GROUNDS	\$1,305	\$1,475	\$170		\$1,305	\$1,475 \$170
PORTA JOHNS	\$1,172	\$1,450	\$278		\$1,563	\$1,450 (\$113)
VA SALES TAX	\$587	\$464	(\$123)		\$587	\$464 (\$123)
EDUCATION	\$275	\$1,500	\$1,225		\$275	\$1,500 \$1,225
SOCIAL		\$400	\$400			\$400 \$400
ADMIN TRAVEL		\$100	\$100			\$100 \$100
ADMIN OTHER	\$268	\$200	(\$68)		\$268	\$200 (\$68)
ADMIN SUPPLIES		\$75	\$75		\$25	\$75 \$50
ADMIN STATE CORP	\$41	\$35	(\$6)		\$41	\$35 (\$6)
ADMIN INSURANCE	\$190	\$210	\$20		\$190	\$210 \$20
VMGA DUES	\$216		(\$216)		\$216	
GRANTS	\$500		(\$500)		\$500	
SCOLARSHIP	\$250		(\$250)		\$250	
TOTAL DISBURSEMENTS	\$7,165	\$10,134	\$2,969		\$8,390	\$10,134 \$1,744
SURPLUS /(DEFICIT)	\$5,414	(\$1,314)	(\$6,728)		\$4,189	(\$1,314) \$5,503

MASTER GARDNER PRINCE WILLIAM NOVEMBER 8 2023	PROPOSED 2024 BUDGET		
	<u>2023</u> <u>PROJECTION</u>	<u>2023</u> <u>BUDGET</u>	<u>2024</u> <u>PROPOSED</u> <u>BUDGET</u>
RECEIPTS			
DONATIONS	\$500	\$500	\$500
TRANSFERS VT	\$500		
RESTRICTED DONATIONS	\$1,250		
AMAZON	\$84	\$120	
PLANT SALES	\$10,353	\$8,200	\$9,500
TOTAL RECEIPTS	\$12,579	\$8,820	\$10,000
DIBURSEMENTS			
TEACHING GARDEN BEDS	\$1,522	\$3,200	\$3,553
TEACHING GARDEN SUPPLIES	\$1,648	\$1,025	\$1,480
TEACHING GARDEN GROUNDS	\$1,305	\$1,475	\$1,486
PORTA JOHNS	\$1,563	\$1,450	\$1,564
VA SALES TAX	\$587	\$464	\$575
EDUCATION	\$275	\$1,500	\$1,500
SOCIAL		\$400	\$400
ADMIN TRAVEL		\$100	\$100
ADMIN OTHER	\$268	\$200	\$300
ADMIN SUPPLIES	\$25	\$75	\$25
ADMIN STATE CORP	\$41	\$35	\$40
ADMIN INSURANCE	\$190	\$210	\$210
VMGA DUES	\$216		\$216
GRANTS	\$500		
SCOLARSHIP	\$250		
TOTAL DISBURSEMENTS	\$8,390	\$10,134	\$11,449
SURPLUS /(DEFICIT)	\$4,189	(\$1,314)	(\$1,449)

MGPW STATEMENT OF POSTION			
as of OCTOBER 31 2023			
<u>ASSETS</u>		<u>LIABILITIES</u>	
PNC		TRADE	900
OPERATING CASH	20,989		
MONEY MARKET	12,500		
TOTAL PNC	33,489		
VTF		NETWORTH	
MGPW FUNDS	2,383	UNRESTRICTED	33,972
RISCHELL MG COLLEGE SCHOLARSHIP	213	RESTRICTED	1,271
POWERS MG TRAINING SCHOLARSHIP	58		
TOTAL VTF	2,654	TOTAL NET WORTH	35,243
TOTAL ASSETS	36,143	TOTAL LIAB AND NET WORTH	36,143

1. Discussion of Treasurer's report

- A. Recommended that \$500 is put into the budget for Grants using restricted funds. (The goal is to draw down these funds.)
- B. Recommended that \$250 is put in the budget for scholarships to the Master Gardener College. We gave one half scholarships this year for \$125 MGPW training. Next year's budget it is recommended that we award 2 partial scholarships.

2. Committee Reports

A. Education Committee:

- a) The Education Committee is developing a list of speakers and educational events to propose to the Board. They are also planning some social events like walks through the battlefield. Working on the 2024 calendar.
- b) The Board recommends that the committee make the choices and just set up the classes/events. It is also recommended that the Education Committee negotiate for a lower for paid speakers.
- c) On Friday November 10th, a group of Master Gardeners is meeting at 2 silos. This is not an MGPW event. Robin is making this group activity a personal outing.

B. Communication Committee: The committee has plans to make modifications to the MGPW website. They want to incorporate the Teaching Garden's Site into it so that we won't have two sites.

- a) The MGPW website needs to be revamped; this is a large project. The MGMV website was reviewed and considered a good model/format to

follow for the redesign. Currently the MGPW site is in WordPress and the Teaching Garden blog is not connected. There are links that do not work correctly and need to be fixed. Valerie and Thomas are working on a list of recommended changes.

- b) The web site redesign team is working with Jennifer to make the fixes and also consulting with Page and Nancy. They will also work with the Social Committee and would appreciate suggestions from the board members.
- c) The following are recommended changes to the web site:
 - i. Combine the current website and our social media pages together. This will save us money and engage people who do not use social media.
 - ii. Set up a member's only area.
 - iii. Recommend continuing the blog and develop a pool of students to write. An idea presented was to make this a requirement of certification and recertification.
 - iv. Also thinking about doing Podcasts. To broadcast the Podcast is free through Spotify. In addition to interviewing new students, topics could be seasonal or topical such as the Spotted Lantern Fly and invasives.
- C. Teaching Garden: November 14th is the last workday of the season, and soil will be delivered to the garden on that day. Hope to have the new class members attend the garden after graduation. The plant sale went well despite the lack of rain. All the dates for next year in the Garden are set. Leslie will send out the calendar after January.
- D. Virginia Extension Master Gardener College : June 5-9 are the dates for next year's Master Gardener's College via Zoom. A virtual college was required because of the current staff shortage. The EMG State Coordinator's Office currently has two vacancies: the Consumer Horticulture Specialist and Master Gardener Program Director and the Extension Master Gardener State Coordinator.
- E. Virginia Cooperative Extension – Valerie has no updates. The organization Keep Prince William Beautiful is applying for an EPA grant and would like MGPW to help distribute the funds to High School Students to set up compost pits at schools. Do not know if they received the grant yet. This project will also need a volunteer to lead this program. This program will look to place compost sites at schools who do not have one. This topic will be revisited once we are notified that VCE received the funds.
- F. MGPW Standing Rules and Other topics. The Standing Rules were approved at the September meeting. Missing one committee. The write-up for the Diversity Committee still needs to be added. Jennifer will post the Standing Rules to the web site. And Suzie will also start posting for us.

- G. Member at large will be the bereavement contact. This position also needs to organize a nominating committee. The board requires 2 new positions: Member at Large and President Elect. Jeanne Cullen will prepare announcements for these positions. The vote will be taken at Recertification at the end of March.
- H. Table of committees: Jeanne needs help with completing the Table of committees. This was listed on the agenda, but it did not get emailed. Recommended that the agenda be resent.
- I. No news on the Moon Tree yet.
- J. Meeting was adjourned at 7:20