

MGPW BOD MEETING MINUTES
6:00pm Wednesday, 13 November 2024
Zoom Meeting

Meeting Attendees		
Thomas Bolles	Christina Hastings	Jeanne Lamczyk
Leslie Paulson	Robin Finehout	Harriet Carter
Jimmie Jones	Janene Cullen	Phil Peck
Jannell Bryant	Tip Omar	Sue Chatelain
Suzanne Kinnison	Craig Wade	Janice Improta
Stephanie Beaudry	Kathy Kershner	Lorraine Yake

Order of Business

1) Call to order (Janene)

2) Secretary's Report (Lorraine Yake)

1. Past Board meeting minutes are posted on: <https://mgpw.org/our-board/>
2. Approve minutes of November Board meeting
3. Update the table with all the committee volunteers.

Request that November Minutes be accepted.

3) Treasurer's Report/Budget (Phil)

The following budget reports show the final expenditures for 2024 and projected draft budget for 2025.

MASTER GARDNER PRINCE WILLIAM
ACTUAL VS BUDGET
7-Nov-24

	TOTAL 2024			FORECAST 2024		
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>FORECAST</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<u>RECEIPTS</u>						
DONATIONS	570	500	70	700	500	200
TRANSFER VT		750	(750)		750	(750)
RESTRICTED DONATIONS	150			150		
PLANT SALES	11,288	9,500	1,788	11,288	9,500	1,788
TOTAL RECEIPTS	12,008	10,750	1,258	12,138	10,750	1,238
<u>DIBURSEMENTS</u>						
TEACHING GARDEN BEDS	1,268	3,553	2,285	1,368	3,553	2,185
TEACHING GARDEN SUPPLIES	2,015	1,480	(535)	2,015	1,480	(535)
TEACHING GARDEN GROUNDS	1,666	1,486	(180)	1,852	1,486	(366)
PORTA JOHNS	1,565	1,564	(1)	1,565	1,564	(1)
VA SALES TAX	642	575	(67)	642	575	(67)
EDUCATION	700	1,500	800	700	1,500	800
SOCIAL	600	400	(200)	600	400	(200)
ADMIN TRAVEL	84	100	16	84	100	16
ADMIN OTHER	152	300	148	152	300	148
ADMIN SUPPLIES		25	25		25	25
ADMIN STATE CORP	25	40	15	25	40	15
ADMIN INSURANCE	205	210	5	205	210	5
VGMA DUES	390	216	(174)	390	216	(174)
GRANTS		500	500		500	500
SCHOLARSHIP	3,000	250	(2,750)	3,000	250	(2,750)
TOTAL DISBURSEMENTS	12,312	12,199	(113)	12,598	12,199	(399)
SURPLUS /(DEFICIT)	(304)	(1,449)	1,145	(460)	(1,449)	989

MGPW
STATEMENT OF POSTION
as of OCTOBER 31, 2024

ASSETS

PNC

OPERATING CASH	20,272
MONEY MARKET	12,500
TOTAL PNC	32,772

VTF

MGPW FUNDS	2,383
RISCHELL MG COLLEGE SCHOLARSHIP	213
POWERS MG TRAINING SCHOLARSHIP	58
TOTAL VTF	2,654

TOTAL ASSETS

35,426

LIABILITIES

TRADE

500

NETWORTH

UNRESTRICTED	33,505
RESTRICTED	1,421

TOTAL NET WORTH 34,926

TOTAL LIAB AND NET WORTH 35,426

**MASTER GARDNER PRINCE WILLIAM
PROPOSED 2025 BUDGET
REVISED NOVEMBER 13 2024**

	2024 PROJECTION	2024 BUDGET	2025 PROPOSED BUDGET
<u>RECEIPTS</u>			
DONATIONS	700	500	600
TRANSFERS VT		750	
RESTRICTED DONATIONS	150		270
AMAZON			
PLANT SALES	11,288	9,500	10,000
TOTAL RECEIPTS	12,138	10,750	10,870
<u>DIBURSEMENTS</u>			
TEACHING GARDEN BEDS	1,368	3,553	3,846
TEACHING GARDEN SUPPLIES	2,015	1,480	515
TEACHING GARDEN GROUNDS	1,852	1,486	2,000
PORTA JOHNS	1,565	1,564	1,760
VA SALES TAX	642	575	650
EDUCATION	700	1,500	1,800
SOCIAL	600	400	4,015
ADMIN TRAVEL	84	100	160
ADMIN OTHER	152	300	300
ADMIN SUPPLIES		25	25
ADMIN STATE CORP	25	40	25
ADMIN INSURANCE	205	210	210
VMGA DUES	390	216	
GRANTS		500	500
SCOLARSHIP	3,000	250	250 (MG training 2@125)
TOTAL DISBURSEMENTS	12,598	12,199	16,056
SURPLUS /(DEFICIT)	(460)	(1,449)	(5,186)

MASTER GARDNER PRINCE WILLIAM
PROPOSED BUDGET SPREAD
NOVEMBER 6 2024

	2025 PROPOSED BUDGET	QTR 1 BUDGET	QTR 2 BUDGET	QTR 3 BUDGET	QTR 4 BUDGET
RECEIPTS					
DONATIONS	600		250		350
TRANSFER VT					
RESTRICTED DONATIONS	270		270		
PLANT SALES	10,000		5,750	3,750	500
TOTAL RECEIPTS	<u>10,870</u>	<u>-</u>	<u>6,270</u>	<u>3,750</u>	<u>850</u>
DIBURSEMENTS					
TEACHING GARDEN BEDS	3,846		1,923	1,923	
TEACHING GARDEN SUPPLIES	515		257	258	
TEACHING GARDEN GROUNDS	2,000		567	567	866
PORTA JOHNS	1,760		612	574	574
VA SALES TAX	650		350	250	50
EDUCATION	1,800	1,500		300	
SOCIAL	4,015	2,300		1,715	
ADMIN TRAVEL	160	40	40	40	40
ADMIN OTHER	300		150	150	
ADMIN SUPPLIES	25		25		
ADMIN STATE CORP	25		25		
ADMIN INSURANCE	210	210			
VGMA DUES					
GRANTS	500	500			
SCHOLARSHIP	250		250		
TOTAL DISBURSEMENTS	<u>16,056</u>	<u>4,550</u>	<u>4,199</u>	<u>5,777</u>	<u>1,530</u>
SURPLUS /(DEFICIT)	<u>(5,186)</u>	<u>(4,550)</u>	<u>2,071</u>	<u>(2,027)</u>	<u>(680)</u>

600
-
270
10,000
10,870
-
-
3,846
515
2,000
1,760
650
1,800
4,015
160
300
25
25
210
-
500
250
16,056
(5,186)

Summary of the budget discussion:

Most donations and revenue for the Master Gardeners come from garden club donations and the annual plant sales. Jimmie Jones suggested that inviting non-members to accompany us on trips might introduce them to our program and entice them to join.

For various reasons, budget line-item actuals change every year. For example, Bed Leaders at the Teaching Garden do not spend at the same rate every year. The activities planned by the Social Committee also fluctuate. In July Christine Hastings requested to plan a trip to the Philadelphia Flower Show. Discussion of associated costs: Chartering a bus is approximately \$2,000. This cost could be offset by adding a charge to the ticket price.

Jimmie Jones suggested that inviting non-members to accompany us on trips might introduce them to our program and entice them to join. Other ideas include sponsoring trips to flower shows, green spring. In the past, the cost to charter a bus to a flower show was \$2,000. Could offset the price of the bus by adding money to the ticket. The charter for a Luis Ginster trip is estimated to be 1,715 55. It was bought up that it is Cheaper to go during the week than the weekend. Monday through Thursday tickets cost \$35 and tickets for the weekend are \$45. It is recommended that MGPW only pay for the bus. In the past, MGPW did not pay anything for a trip to the Philadelphia Flower show. Jimmie – Also talked about trips that can draw in people who. Always need to have buy-in for people who sign up to go. The last sponsored trip, tickets were \$70 per person. Luis Genter tickets are 15 to \$20. Annually, we usually have two social events and two educational events. Educational events are open to the public and they are sponsored by VCE. Final statement that the proposed budget for 2025 would tap into the reserves of \$35,000 available funds. It was put to a vote and the budget passes.

4) Member-at-Large – Harriet Carter

Harriet wants a list of people who are inactive so that she can contact them. Christina Hastings is reported to have a list as well as notes for each person. Harriet wants to reach out to find out why they are inactive and what it will take for them to become more active. It is estimated to take about 3 months to go through the list. Harriet is already working on an approach and has questions to ask. She will start by sending out an email to introduce herself.

Committee Reports:

1. Education/Social (Christina Hastings, Robin Finehout)

i. Any MG Holiday events planned?

Robin: The holiday party is on Dec 15, Sunday 3:00 – 7:00 PM during the weekend so people who work can attend. It is a potluck. The Social Committee is bringing drinks. Location for the party is: Meadowbrook Clubhouse.

Other activities will be planned throughout the year to include activities for different locations. Also plan hikes; Jannell suggested a winter walk and hikes to see the landscape throughout the seasons.

2. Communication Committee (Missi, Robin)

i. Access to shared folders for Committee members?

Susie could not make the meeting tonight. Question arose on who is removing old You Tube videos? Also wondering if Thomas got the questions on moving the webpage to MGPW. Susie will send out new information. At this time no one is posting; however future plans are to find a central location to put agendas, files, memos, etc. in one place. Robin is in the process of looking for pictures for the website.

Access to the NewsLetter is for both Master Gardeners and the public. It is also sent to the County Board members to keep them abreast of what the Master Gardeners are doing. There are privacy concerns for pictures that are in the newsletter. However, we do have release forms that are signed to give consent to use a person's image in a publication. A question was brought up for the need for both a newsletter and a blog. The Communication Committee will review the purpose of the communication types as well as the appropriate audience. They will report on this at the January Board meeting.

3. Teaching Garden (Leslie)

Next Tuesday is the last working day. Saturday – brick dedication, and little library dedication. People can bring food for the dedications.

4. VMGA (Jeanne, Leslie)

New State Coordinator, working with new ideas coming. Working on a way to help each unit for retention and diversity. The Educational event went well. Jeanne and Leslie are looking to do something with a nearby nursery.

5. VCE (Thomas, Elesha)

i. Plans for Recertification 2025

ii. Support for Native Plant Conference Feb 2025:

Thomas had 3 Budget requests:

1. Request from Native Plan Symposium to help support. Motion for \$500 for Plant Symposium. The motion has passed for \$500.
2. This year we are unable to get a government building for recertification so funding for the location will be required. The Board voted to help with the cost of the recertification because we will need to rent a location.
3. Another funding request is to purchase seeds for the seed library. Need funding to buy seeds. There are 3 or 4 seed libraires now. The Liberia House park has a seed library with native seeds. Seeds come from the beautification committee, mainly from Harriet. Enevelopes in English and Spanish. This is an effort to promote food security across the county with edibles and a few natives. We have enevelopes and the seed libraries are at the County libraries. A motion passed to provide \$500 to buy seeds for the seed libraries.

5) Other Reports

1. File structure for all Committees to save/share guidance/instructions/schedules/notes – Susie??

6) Old business/New business –

1. Community Garden Grant. Status? Send out notice to community? Already have some organizations interested.

We do not have a committee and do not have file structure. Need someone to work on the Grant Committee. Putting out an announcement. Christine Hastings.

2. Leslie – Find/select a Board Nomination committee.

New President, Phil – Treasurer, Lorraine – Secretary (2 yrs). Find a nomination Committee to see if anyone is interested. Christine Hastings to advertise the openings.

3. Christina – Sat, 16 Nov 12:30pm, MGPW Little Library Dedication & at 1:30pm Bill Scott Memorial Brick Dedication.
 - i. Leslie – Requests for refreshment contributions
 - ii. Julie Flanagan, PWC Arborist and Master Gardener Tree ID Instructor retirement. Prince William Conservation Alliance and Midco are hosting a retirement/holiday party for Julie on Tuesday, Dec 10, 6pm-8pm at Brittany's in Lake Ridge. New Location – Hector's at Tacketsville.

7) General discussion (All)

VMGA next 2 meetings will be online. Jeanne wants MGPW to host the Zoom meeting. Needs the Boards permission that we will host. Susie will help put together the presentation. This will be online, and we will get more exposure to what we do. I agreed to host the February 8th VMGA meeting. We are not setting up the Zoom call just providing a showcase video.

No news from the Moon Tree application.

8) Comments from other Association members

9) Adjournment – 7:40PM.

MGPW Volunteer Committee List (next page): Update 1/7/2025

MGPW Committee Members

Committee	Type	Voting Member	Alternate Voting Member	Current Member
Audit	Special			Vernelle Boykin, Allan Pearson
Communication	Standing	Robin Finehout	Susie Besecker (Co-Chairman)	Webmaster/Podcast: Susie Besecker Facebook/Next Door: Robin Finehout Instagram: Missi Lackas In Season Newsletter: Krissie Aussems Teaching Garden Photography: Harriet Carter, Kim Zell, Lynne Lanier
Community Garden Grant	Special	Chris Flench		Chris Flench, Rebecca Arvin-Colon, Valerie Kenyon Gaffney, Janice Rice, Jeanne Lamczyk, Janice Improta
Education/Social	Standing		Christina Hastings	Robin Finehout, Kathy Kerschner
Fundraising	Special			
MG College Scholarship	Special			
MG Training Scholarship	Special			Jannell Bryant, Jeanne Lamczyk
Teaching Garden	Standing	Leslie Paulson	Lynne Lanier	
Teaching Bed Lead				Leslie Paulson
BBH Garden				Teri Madden, Jan Rice
Children's Garden				Lynne Lanier
Compost				Kim Zell
Cook's Garden				Amy Foelsch, Jean Meink, PamRockx, Ellen King, Jannell Bryant, Stephanie Johnson, Harriet Carter, Cathy Kubec
Deer Resistant Bed				Leslie Paulson
Drought Tolerant Bed				Linda Ligon, Moria Suter, Nd Yvonne Reid
Fairy Garden				Jeanne Lamczyk
Four Seasons				Patti Slaughter, Martha Grover, & Kim Gates (Jean B. Advisor)
Fragrance Garden				Ruth Johnson
Her Garden				Cheryl Ayres
Mailbox				Lynne Lanier
Memorial Garden				Jean Meink, Amye Foelsch
Natives				Kim Zell, Jannell Bryant, Phil Peck, Gloria Larsen, David Fuller
Red, White and Blue				Maritza Neuman and Lorraine Yake

MGPW Committee Members

Committee	Type	Voting Member	Alternate Voting Member	Current Member
Rock Garden				Spencer Williams
Shrub Bed				Ruth Johnston
Silver				Jeanne Lamczyk
Study in Pink and Blue				Jeanne Lamczyk
White Garden				Nancy Hanrahan
Woodland Garden				Harriet Carter and Yvonne Reid
Zen Garden				Sally Peterson
Integrated Pest Management Advisor				Thomas Bolles
Purchase Reimbursement Manager				Spencer Williams, Christina
Plant Sale Committee Leads				Harriet Carter, Jeanne Lamczyk, Jannell Bryant, Yvonne Reid, Lorraine Yake, Kate Cohen, Joanne Cashwell
Intern Coordination Leads				Sally Peterson/Tuesday Patti Slaughter Yvonne Reid/Thursday
Equipment Manager				Allan Pearson
Mowing and Compost Lead				Spencer Williams
Garden Tours Manager				Sally Peterson and Jan Rice
Reimbursement Manager/Spreadsheet Keeper				Christina Hastings (MG) and Spencer Williams
Monastery Relations Lead				Leslie Paulson
Chiefs or Kindness/Arbiters				Valerie and Thomas