

MGPW BOD Meeting Minutes  
6:00pm Wednesday, May 14, 2025  
Jean McCoy Room, Sudley North Government Building  
7987 Ashton Avenue, Manassas, Va 20109

1. Call to Order – Jimmie Jones

Meeting Attendees		
Leslie Paulson	Dave Fuller	Kim Gates
Valerie Kenyon Gaffney	Harriet Carter	Robin Finehout
Missi Lackas	Jeanne Jabara	Jeff Schneider
Erin Clark – VCE Staff	Jeanne Lamczyk	Janene Cullen
Phil Peck	Jimmie Jones	Lorraine Yake

2. General discussion: Mary Beth Lerch on 4-H Camp funding needs.

a. Main question:

- i. Should we fund 4-H every year. Does it align with the mission of the Master Gardeners?
- ii. Should it be a line item in our annual budget. If so, make it Youth Education, something other than 4-H?

b. Motion: Leslie made a motion to make a line item in the annual budget: A line item to Youth Activities and Education of \$1,000. Seconded: Robin Fine. Unanimous vote in favor of the motion. The motion passes.

3. Secretary’s Report - Lorraine Yake

- a. Past Board meeting minutes are posted: <https://mgpw.org/our-board/>
- b. Minutes were approved without changes and posted.
- c. No changes were made to the Table of Committee Volunteers.

4. The Audit was completed without exception.

5. The treasurer's report is the first report of the new year.

MASTER GARDNER PRINCE WILLIAM									
ACTUAL VS BUDGET									
May 10, 2025									
	QTR 1 & QTR 2			QTR 3	QTR 4	TOTAL 2025			
	<u>ACTUAL BUDGET/ARIANCE</u>			<u>BUDGET</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PROJECTION</u>
<b><u>RECEIPTS</u></b>									
DONATIONS		250	(250)		350		600	(600)	600
TRANSFER VT									
RESTRICTED DONATIONS		270	(270)				270	(270)	270
PLANT SALES	7,984	5,750	2,234	3,750	500	7,984	10,000	(2,016)	12,234
<b>TOTAL RECEIPTS</b>	<u>7,984</u>	<u>6,270</u>	<u>1,714</u>	<u>3,750</u>	<u>850</u>	<u>7,984</u>	<u>10,870</u>	<u>(2,886)</u>	<u>13,104</u>
<b><u>DIBURSEMENTS</u></b>									
TEACHING GARDEN BEDS	37	1,923	(1,886)	1,923		37	3,846	(3,809)	1,923
TEACHING GARDEN SUPPLIES	1,006	257	749	258		1,006	515	491	1,264
TEACHING GARDEN GROUNDS		567	(567)	567	866		2,000	(2,000)	2,000
PORTA JOHNS	410	612	(202)	574	574	410	1,760	(1,350)	1,760
VA SALES TAX		350	(350)	250	50		650	(650)	750
EDUCATION	1,300	1,500	(200)	300		1,300	1,800	(500)	1,800
SOCIAL	2,007	2,300	(293)	1,715		2,007	4,015	(2,008)	3,715
ADMIN TRAVEL		80	(80)	40	40		160	(160)	160
ADMIN OTHER	360	150	210	150		360	300	60	360
ADMIN SUPPLIES		25	(25)				25	(25)	25
ADMIN STATE CORP	35	25	10			35	25	10	35
ADMIN INSURANCE	178	210	(32)			178	210	(32)	178
VGMA DUES									
GRANTS	500	500				500	500		500
SCHOLARSHIP		250	(250)				250	(250)	250
<b>TOTAL DISBURSEMENTS</b>	<u>5,833</u>	<u>8,749</u>	<u>(2,916)</u>	<u>5,777</u>	<u>1,530</u>	<u>5,833</u>	<u>16,056</u>	<u>(10,223)</u>	<u>14,720</u>
<b>SURPLUS /(DEFICIT)</b>	<u>2,151</u>	<u>(2,479)</u>	<u>4,630</u>	<u>(2,027)</u>	<u>(680)</u>	<u>2,151</u>	<u>(5,186)</u>	<u>7,337</u>	<u>(1,616)</u>

<b>MGPW STATEMENT OF POSITION as of May 10, 2025</b>			
<b><u>ASSETS</u></b>		<b><u>LIABILITIES</u></b>	
<b>PNC</b>		<b>TRADE</b>	
OPERATING CASH	21,283		
MONEY MARKET	12,500		
TOTAL PNC	<u>33,783</u>		
<b>VTF</b>		<b><u>NETWORTH</u></b>	
MGPW FUNDS	2,383	UNRESTRICTED	35,216
RISCHELL MG COLLEGE SCHOLARSHIP	213	RESTRICTED	1,421
POWERS MG TRAINING SCHOLARSHIP	58		
TOTAL VTF	<u>2,654</u>	TOTAL NET WORTH	<u>36,637</u>
DEPOSITS	200		
<b>TOTAL ASSETS</b>	<u><u>36,637</u></u>	<b>TOTAL LIAB AND NET WORTH</b>	<u><u>36,637</u></u>

6. Highlights of Treasurer’s report.

- a. As of the date of this Treasurer’s report, the Plant Sale raised \$7,984. Anticipated receipts for the year total \$10,870 which include additional income for the plant sale and anticipated donations.
- b. As of this reporting period expenditures total: \$5,833. This includes \$1,006 in supplies for the Teaching Garden, \$2,007 expenditures for the Social Committee, \$1,300 for Education and a \$500 grant to the Old Bridge Church.
- c. As of this report, planned expenditures for 2025 are \$16,056 with a projected revenue forecast of \$13,104. This would result in a 2025 deficit \$1,616 which would require use of reserves to make up the difference.
- d. Balance Sheet highlights: Checking of \$21,283 plus the Money Market account \$12,500 and VTF \$2,654 equal a total asset of \$36,637. Of this amount, Unrestricted funds total \$35,216 and restricted assets of \$1,421.

7. Secretary Report Within 2 weeks comments need to be included.

8. Member at Large Report

- a. Harriet is getting in contact with those who are not fully participating with the Master Gardener program. She is aware that two have medical issues.

- b. When no one answers, the calls go to voice mail, so will eventually she anticipates that she will get in contact with them. Harriet has contacted 30 people so far. Staff send cards for those who have surgery.
- c. So far 8 people contacted will become active from the 30 people called. Give them suggestions of what they could do for the Master Gardeners. Some people do not want to work in the garden, so need to suggest the other tasks that are volunteer opportunity.
- d. It is important to note that everyone on the list that is inactive are also inactive in the database. They need to contact Erin to get the certifications and become reinstated.

## 9. Committee Reports

- a. **Grant Committee:** Church(what church?) has a garden that gives food to the local pantry. The lead is an experienced gardener (What is the gardener's full name). Jeff has been to the garden twice and talked about the rotation plan and put in attractive flowers between. He has not performed a soil sample. There are 10 beds and collocated in the same area. Group questions and considerations:
  - i. Could we get pictures of the garden throughout the growing season,
  - ii. Nice layout, there are young people, signup sheet.
  - iii. There should be a sign that MPGW sponsors or funded this garden. Jeanne is going to reach out to Devon with Virginia Tech.
  - iv. The process of application needs work. It is too complicated and think it is a deterrent for people to apply. The committee is working on simplifying the application and update the form. Also make it available sooner because the time frame to submit the application is too short. Committee is reviewing the entire process and will get back to the Board by July.
- b. **Education/Social Committee:** Tour of Jeff Zimmermans house, July 19<sup>th</sup>, has a great garden and pool and will have food and drink. Attendees need to bring your own wine or beer. He can fit 80 people at his house. The event will be on a Saturday, time to be determined. The location is mid county, making it convenient for all to attend.
  - i. Green Springs – November 8<sup>th</sup>. \$48 dollars per person. This is our Fall activity. It will have a Tea includes a slide show and lecture. Full tea service. MG needs to send a \$250 non-refundable deposit. Anyone attending will pay MGPW and MGPW will write one check.

- ii. Lewis Genter was cancelled because too much happening on the same day.
- iii. Jimmy to come up with some walks as an activity.
- iv. Holiday party will be at the same location as we had last year. Had an activity by Christina, had a raffle. We were there for 3 hours.

**c. Communication Committee:**

- i. Thank Missi for Volunteer week. She got lots of pictures. She works late and puts in lots of time and develops advertising for plant sale. Very creative. We had 3,600 views on social media.
- ii. Pictures of wildlife, flowers, bugs. People like watching the videos, formers market and the Teaching Garden.
- iii. Any videos submitted should be under 2 minutes.
- iv. Susie sent a text:
  1. New speaker request form to be added to the web page
  2. Erin suggested that we move the most viewed blogs to the web page.
  3. Add the program request form to the web page.
  4. Add the names of the members to the web page.

**d. Teaching Garden:** Did really well, I was very busy. We sold 2/3rds of what we had. Check reconciliation was challenging this year. Need to have a big yard sale sign. Location of the sign is challenged because the trees are in the way. Lots of concrete. We do have a sign, but no good way to display it. On the bi-weekly every unit in the state was posted.

The f

- e. VMGA:** Early registration is closed. Scholarship is available. The form to become a member is on line VMGA.net. Can get education hours. Next meeting June 14<sup>th</sup> at Blacksburg, working on a Zoom link.
- f. Education:** End of the September working on an event, near Petersburg. The topic will be on vegetables, working on getting all of the speakers. **What event and who is doing this?**
- g. VCE:** There are a total of 5 libraries participating in the Seed Library program. Manassas City will also be participating in the future. A grant submitted by Florence Pullo and received from the Virginia Garden Club Association (?) for seeds has been given out. VCE and the PWC Seed Library Coalition

ensures that all libraries are getting their standard seed allotment. As of May, 5,000 packets have gone out to the public. Chinn Park Regional Library has given out the most seeds. Some libraries have a little seed library outside of the building, some have them in the library and some in the children's areas.

- h. 2025 MG Training.** First information session for master gardener, last Thursday, and two more to come. Have 80 people signed up. One meeting at County complex one on Zoom. The class will start in August. So far have 2 people.
- i. MPGW training scholarship.** Class fee is \$200. We already have a line item in the budget. We offer only half of the fee. We offer 2 scholarships. Prior years it has been \$500. There is a hard deadline for the scholarship application. Looking for people who want horticultural skills. We have a list for those interested in information. Classes will be all in person, but will do Zoom due to inclement weather. Classes will be capped at 25, so veteran MGs can attend required 5-year refresher classes.
- j. New Business:** Virginia Native Seed program. The goal is to get enough sites to get them out to VCE, Master Gardeners and the public. Contacting farmers to get a piece of their land. Requesting that MPGW give a grant of \$1,000 to support this project by the Clifton Institute in Warrenton. Prince William has 5 sites. Plants need to survive in their native conditions. This is a one-time request to help them with this program. We would like to have the Virginia Native Seed Program to present to the board.
- k. NEW:** Diversity Committee would like to be reinstated. The Chair would be Kim Gates. The Diversity Committee needs to be added to the Standing Rules to make it a standing committee. Discussion of whether it should be a Special Committee and be granted funds.
- l. New:** 3<sup>rd</sup> week of June, Bee festival. This is the 5<sup>th</sup> year. Master Gardeners get involved. Looking for someone who would be interested in talking about pollinators (15 minutes). Erin will put out a request in the bi-weekly newsletter. Can sign up on Better Impact.

**m. Donation to Master Gardener College:** Last year we gave \$500. Leslie motion: \$500 this year. Will get the logo for MGPW. Over all cost of the college. Robin seconded the motion. Approved unanimously.

MGPW Committee Members				
Committee	Type	Voting Member	Alternate Voting Member	Current Member
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	Valerie Gaffney		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				Amye 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
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

**10. Ajournd the meeting at 8:06 PM**