

MGPW BOD MEETING MINUTES

6:00pm Wednesday, 13 May 2026

Hybrid Meeting - In-person at VCE Conference Room and on Zoom

The MGPW BOD voted via email on May 6, 2026 to approve this year's garden grant awardee selection by the MGPW Grant Committee. The awardee is the Prince William County Community Foundation, Inc. The vote was proposed by Jimmie Jones and accepted by Susie Besecker, Christina Hastings, Erin Johnson, Rebecca Arvin-Colon, Janice Improta, and Janene Cullen. Rebecca noted the majority and that the motion was accepted.

Order of Business

1) Call to order (Janene Cullen)

2) Garden Grant 2025 Follow-up

- a. Jim Relyea, Old Bridge United Methodist Church, and Jeff Schneider, MGPW mentor for the 2026 project presented a power point presentation on the success of their garden established with assistance of the MGPW Garden Grant award.
- b. Successes requested for Communication Committee from Valerie Kenyon Gaffney

3) Secretary's Report (Rebecca Arvin-Colon)

- a. Past Approved Board meeting minutes are (or will be) posted: <https://mgpw.org/our-board/>
- b. Rebecca made a motion to approve the March Annual Meeting minutes, Janene Cullen seconded, everyone accepted the motion
- c. Approved minutes of January Board meeting - revised in April
 - i. Rebecca will ask Susie to update the website

4) Treasurer's Report/Budget (David Fuller)

- a. Final audit report: recommendations, progress and plans to make changes (David/Ellen Miles)
 - i. Nothing is terrible, however some procedures need to happen, rules to follow, reimbursement policy, cash handling policy, 501c3 status could be at risk if we can't prove policies and procedures, example - time limit on reimbursements, currently no policy for this
 - ii. Looked at checking accounts, accounted for checks, we are not tying cash receipts to actual receipts
 - iii. Documentation, policy and procedures we need to follow up on, records checklist

- iv. Temporary committee to setup these procedures, processes for Audit Committee
- v. Change reimbursement form to 60 days, instead of 30 days
- vi. Plant sales not in budget yet, new process, should be above that amount
- vii. Close to \$7,800
- b.** Funds for VCE intern - status
 - i. Wrote the check, \$898 - MGPW funds
- c.** 1st quarter budget review
- d.** Don't have plant sales in yet, receipts in donations, actual \$4,814 surplus, good shape
- e.** State Corporation Commission due by end of Feb 2027, paid in January
- f.** Yearly by end of December, update with Board changes
- g.** Filed by end of March, due by May 15th
- h.** Retail sales tax, due monthly, April \$0, include sales in May
 - i. Non-profits are exempt from federal sales tax but not for the state
 - ii. Question about filing quarterly instead of monthly
- i.** American Income Life Insurance - paid \$1 per volunteer
- j.** Donations - required state information, template for this?
- k.** PNC MoneyMarket - need to put money in/out or it becomes frozen (inactive) after 6 months of inactivity, suggestion of a minimal amount on monthly basis to keep running
 - i. Fees on small amounts of withdrawal or deposit?
 - ii. Money in CD? Short term with higher interest rate?
 - iii. Budget for CDs on known budget forecast
 - iv. Bring to the Board to vote on, look into different banks?
 - v. Credit union - organization needs to be member, not Treasurer
 - vi. \$31,000 without plant sale
 - vii. Procedure change at plant sales - receipt number and receipt book, able to trace back
 - viii. Credit cards - internet not stable enough
 - 1. Square through free account, Venmo, Zelle, PayPal
 - 2. Try a demo?
 - 3. Erin to find out information and report back, discuss next time

5) Member-at-Large (Jan Improta)

- a. Internal Communications?

- i. Getting started on internal newsletter, looking at some ideas, plant of the month, spotlighting master gardeners and interns, highlight projects, messages/information from the Board, spotlighting TG bed per month, Farmer's Markets
 - ii. Submissions? Google Drive, Official emails with gmail accounts, Newsletter submissions folder
 - iii. Problems with email address
- b. Membership base and retention
 - i. Need more information for what to do here, list of MGs?
 - ii. What have we done in the past
 - iii. Setup a meeting with Harriett - contact people
 - iv. Volunteer retention vs MGPW member involvement
 - v. Erin will work with Jan on a list
- c. Bereavement – cards, flowers?
 - i. Requesting language change - MG, spouse or partner, not just spouse
 - ii. Standing Rules change, send change to Janene and put out for Board vote
 - iii. Staff members not included, Board members to be included
 - iv. Erin to let Jan know if a card needs to be sent
- d. Participation – MG and intern
 - i. Nothing right now

6) Committee Reports:

- a. Education/Social (Christina Hastings, Kathy Kershner)
 - i. MG events planned?
 - 1. TG Anniversary - 75 RSVPs, Ed Olson, 2 County Supervisors, Deputy County Executive
 - 2. Christina - \$600 for refreshment reimbursement
 - 3. TG budget for musician
 - ii. Communications, advertisements
- b. Communication Committee (Robin Finehout)
 - i. Website review
 - 1. Encourage committee members to use folders on website
 - 2. Many pictures are available now
 - ii. Communications (newsletter)

- iii. Social media
 - 1. Advertising in larger area, bringing in more people, huge growth on website this spring, more traffic on pages
 - 2. Hot topics from help desk
- c. Teaching Garden (Kim Zell)
 - i. Anniversary
 - ii. Plant sale great success
 - iii. Tents for the TG - need to additional? no
 - iv. Request for funds - create a new bed, planning by Cathy Kubat, Patio/Container demo garden, work to be completed this summer, \$4,000 (\$5,000 total) for raised bed, pavers, gate, lattice fence work, soil, signage, adding bed to annual TG budget for ongoing maintenance
 - 1. Lattice and gate to reduce sight line from columbarium
 - 2. Additional funds for TG budget - one time
 - 3. Kim made a motion to approve additional funds to establish new garden bed (\$4,000), Erin seconds motion, everyone accepts, motion passed
 - 4. Kim made a second motion to approve \$1,000 for lattice and gate, Erin seconds motion, everyone accepts, motion passed
 - v. Communications; visits and tours (any scheduled?)
 - 1. Schools, homeschooling, had a couple of tours so far this year and more scheduled for spring, Cathy taking this over from Jan Rice
 - 2. Communications Committee can highlight
 - vi. Training or discussions of training interns
- d. Garden Grant Committee (Valerie Kenyon Gaffney)
 - i. Community Garden Grant - 2026. Status? Sign? Recipient knows he comes in next year?
 - 1. Need a check, make a large check to present to them, Dave will get a check to Valerie
 - 2. Big fake check is in the office
- e. VMGA (Jeanne Lamczyk)
 - i. Upcoming events
 - 1. Registration open to the end of May for MG College

2. Financial committee - questions about reserve funds, Board should discuss financial situation, prepare for future, pass information along, 501c3 doesn't need to designate what reserve funds are for, just a line item in the budget, funds now are in a 5 month CD, emergency fund
 3. Educational events for unit members, not the public, Board decision on how you handle
- ii. Communications
- f. VCE (Erin Johnson)
 - i. Upcoming events
 1. Bull Run Library plant swap, second Sunday of every month
 - ii. MG Training & Scholarships
 1. Applications currently open for next MG class, seeking financial assistance?, scholarships, assuming there will be requests
 2. Announcement for info session didn't go on social media, over 60 people
 - a. Didn't need facebook last year either
 - b. Class starting in August, discuss scholarships at July meeting
 - c. Looking for mentors again
 - iii. VCE Facilitation Training & MG College
 1. VCE facilitation training in May, open to MGs, how to lead effective meetings
 2. Encourage everyone to attend training tomorrow, best management for units and how VMGA can assist, will be recorded
 3. MG College - using funds for MG College, no one has signed up for college, no requests or asked for scholarship, no ability to breakout by unit
 - iv. Accessibility Standards & Title II
 1. Erin already talked to the Communications Committee, digital accessibility law, all of digital content, websites, social media, publications, powerpoints online, ADA accessible, captions on meetings, federal guidelines, units fall under VCE so need to adhere to this as well, trainings and step by step tutorials, more to come, starts end of April 2026 and going forward

7) Other Reports

- a. Access to MGPW files. Success?

8) Old business/New business

a. MGPW Little Library usage?

- i. Constantly asking for seeds (clarification - this was a reference to the Teaching Garden Little Library, not the Seed Libraries. The seed libraries are not asking or collecting seeds. We purchase them.)
- ii. Robin restocked library with books

9) General discussion (All) – none

10) Comments from other Association members - none

11) Adjournment - meeting adjourned at 7:36pm