

Final Minutes from 14 Jan 09 RAMGA Board Meeting

Attendees: Anne Riffey-Buckner, Ted Jenks, David Mims, Carol Schoner, Nancy Smith, Tracey Smith-Oliver, Barbara Thomas, Gerri Wenz

Apologies: Kip Brooks, Sherry Smith, Stephanie West

Meeting was called to order 2:02 PM

Minutes from 09Dec08 meeting to review/revise RAMGA By Laws was accepted.

1. Reports

Treasurer (See Appendix 1)

The treasurer's report was accepted pending the annual audit. *Post Meeting Note:* The YTD dues income was incorrectly reported to be \$748, and should be \$848. The corrected report is attached as Appendix 1.

Action: B. Thomas will send T. Smith-Oliver letter from VA Tech indicating they will take back the MG Manuals. (*Action complete*)

Action: T. Smith-Oliver will send copies of the letter and invoice to VA Tech and indicate that the MG Manuals have been returned. (*Action Complete*).

2. Volunteer Coordinators

A. **Continuing Education** – No report this month

B. Records

The spreadsheet was reviewed and revised.

Action: T. Smith-Oliver will contact the people identified on the spreadsheet reminding them to send in their dues. (*Action Complete*)

Action: C. Schoner will contact the people identified on the spreadsheet reminding them to send in their hours by the end of Jan09.

Agreement: Those members who have insufficient hours will be sent an email early Feb (with their team leaders cc'd if applicable), informing them that they are no longer active members.

C. Class Steering

There will not be a MG class this year, due to not meeting the currently accepted minimum of 14 participants.

Action: B. Thomas will discuss with J. Repair the following 2 proposals: 1) Offering the MG class every *other* year instead of every year. 2) Reducing the minimum number of participants from 14 to 10.

There was general agreement that advertising for the MG class should occur earlier in the year.

The MG class steering committee has proposed offering 4 short advanced courses in Feb on Tuesday and Thursday mornings at the extension office which would be open to the public.

Action: B. Thomas will contact the MG class steering committee with the following suggestions: 1) Hold the courses on Saturday so that people who work during the week can attend. 2) Hold the courses at a different venue such as the Piavano Room (Library) or the Turman Room (VMI), both of which accommodate more people.

A few people have expressed interest in working on MG projects, programs, and activities who are not Master Gardeners (but are interested in becoming MGs when the next class is offered).

Agreement: People who are not MGs (but are interested in becoming MGs when the next class is offered) can work on MG projects, programs, and activities as long as the appropriate team leader has approved it. The hours worked would count towards volunteer hours but only after the person had completed the MG class (it would be up to the individual to track these hours.)

Newsletter

Action: B. Thomas will contact S. Smith and request that the RAMGA newsletter email distribution list be blinded.

3. Website and Directory

There are 3 email addresses (RAMGA newsletter email distribution list) that cannot be identified.

Action: G. Wenz will contact K. Jenks to determine whether she can identify the 3 email addresses.

Action: G. Wenz will wait for final active member list and then generate a list for both the website and directory. She will then send out an email asking all active members to confirm/update their contact information.

The directory will be completed Feb09.

Agreement: J. Repair and H. Leslie will be granted access to the website.

Action: C. Schoner will send G. Wenz the new timesheet to put on the website.

4. Plant Sale

The first planning meeting is scheduled for 29Jan09 at 6PM in the Piavano Room. A notice will be sent to all members inviting them to attend along with the minutes from the 2008 Plant Sale Wrap Up Meeting.

5. Programs

The following monthly programs are scheduled:

26Feb09 – Piavano Room – Debbie Lugar will present “Growing Roses and Other Things Responsibly”

28Mar09 – Turman Room (VMI) – Joint Garden Symposium with the Herb Guild. The agenda is still under discussion. The Patisserie is working on a complimentary budget for breakfast, as well as box lunches to sell after the symposium.

A program has not yet been scheduled for April.

6. Projects

N. Smith is still receiving surveys back from project leaders re: whether projects are adequately resourced, etc. Results of surveys received so far seem to indicate that projects are not adequately resourced.

7. Publicity

An article will be submitted to the newspapers listing the 2009 winter/spring program series with a small box ad highlighting the February program.

S. West will take over leadership of the monthly radio program from Katherine Smith, and proposes to invite the monthly program speaker to do the radio program with her. The speaker would give a preview of their upcoming program and hopefully generate interest for attendance. In addition, highlights of any special progress from our RAMGA projects (or upcoming demonstrations) will be provided, along with timely tasks for the Virginia gardener. Any additional ideas for the monthly radio program are welcome.

Action: N. Smith will contact S. West to put the monthly radio show in the newsletter.

8. VMGA Representative

Highlights of the 13Dec08 meeting were reviewed. There was discussion on ways to promote RAMGA attendance at the Master Gardener College.

Action: D. Mims will write an article re: the Master Gardener College for the newsletter.

Action: G. Wenz will include a link to the Master Gardener College in the RAMGA website.

Action: T. Smith-Oliver will check previous RAMGA donations to the Foundation and report back at 11Feb09 board meeting.

9. Old Business

A. By Laws Revision

A revision was made to Standing Rule 2.

Agreement: Standing Rules will stay separate from the By Laws.

Action: B. Thomas will send the By-Laws to the membership (at least 30 days before the 26Feb program meeting) and will be voted on at the 26Feb meeting.

Agreement: A general meeting will be held immediately before the monthly program meetings. The general meeting will start at 6:45 and be open to all members. The purpose of the general meetings is to update the membership on the highlights of the board meetings.

Action: A. Riffey-Buckner will include a note in the Feb. newsletter re: the general meetings. (*Action complete – S. Smith will include a note in the Feb newsletter*).

10. New Business

- A. 02May "Weed out" – The Native Plant Society is hosting a workshop on alien/invasive plants and has inquired whether RAMGA would like to be involved.

Action: **B. Thomas** will get more information on the workshop.

11. Other Business

P. Wilson has resigned as Secretary effective Dec08. H. Smith will join the RAMGA board as Secretary effective Feb09.

Action: **B. Thomas** will send email addresses of all board members to the board (*Action Complete*).

Meeting was adjourned at 4:30 PM. The next RAMGA board meeting is scheduled for 11Feb09 at 2:00PM.

APPENDIX 1

**RAMGA Treasurers Report
For Dec 2008
Presented 14 Jan 2009**

Checking Account

Balance as of 11/28/2008		\$5,122.96
<u>Income</u>		
Dues		\$168.00
Garden Club Donation		\$200.00
		\$368.00

Expenses

VMGA Meeting (12Oct08)	\$100.00
Books - Library	\$9.95
Newsletter - Stamps	\$21.00
Annual trip - bus deposit	\$100.00
Frame, etc - Caroline Norrington	\$16.00
NBES - Handbook	\$20.83

		-\$267.78
Balance as of 12/31/2008		<u>\$5,223.18</u>

12 mo Certificate of Deposit 1 with ING Direct (Maturity Date 11/3/09)

Opening Balance		\$2,722.40
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Current Balance		<u>\$2,722.40</u>
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Certificate of Deposit 2 (Maturity Date 08-08-09)

Opening Balance		\$0.00
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Transfer from Checking \$2,500.00

Current Balance		<u>\$2,500.00</u>
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Total Assets \$10,445.58

Year to Date Income & Expenses to Budget FY 08-09

Income YTD

<u>Category</u>	<u>Project Leader</u>	<u>Budget</u>	<u>Income</u>	<u>Remainin g</u>
Annual Trip	Becky England	1000	0	1000
Dues	Tracey Smith-Oliver	1100	848	252
MG Class	Margaret Fletcher	1140	0	1140
Miscellaneous	Barbara Thomas	200	0	200
Plant Sale	Ted Jenks	5500	0	5500
Short Course	Margaret Fletcher	350	0	350
Total Income		9290	848	-

Expenses YTD

<u>Category</u>	<u>Project Leader</u>	<u>Budget</u>	<u>Expense</u>	<u>Remainin g</u>
Annual Trip	Becky England	1000	100	900
Books	Becky England	150	50	100
BV Visitor Ctr	Katherine Smith	170	0	170
Comm Festival	Phyllis Fevrier	100	0	100
Directory	Geri Wenz	300	0	300
Donations	Barbara Thomas	500	0	500
Effinger	Katherine Brush	500	0	500
Fairfield	Jane Comstock	500	0	500
Firebaugh	Becky England	150	17	133
Hort Show	Maureen Becker	150	0	150
MG Class	Margaret Fletcher	1450	0	1450
Miscellaneous	Barbara Thomas	750	106	644
MR Senior Ctr	Aline McKenna	100	117	-17
NB Elementary	Barbara Thomas	500	21	479
Newsletter	Sherry Smith	600	151	449
Office Admin	Pat Tichenor	50	0	50
Parry McClure	Chris Shiraki	500	148	352
Plant Sale	Ted Jenks	1200	386	814
Programs	Buckner, Smith, Mattingly, Brook	1100	0	1100
Publicity	Stephanie West	300	0	300
Short Course	Margaret Fletcher	350	0	350
Special				
Requests	Nancy Smith	1325	0	1325
VMGA Rep	David Mims	550	100	450
Website	Gerri Wenz	150	91	59
Total Expenses		12445	1287	11158