

**West Virginia Master Gardener Association
Board of Directors Meeting
January 12, 2008**

The January 12, 2008 Board of Directors Meeting of the West Virginia Master Gardener Association was held in Fairmont, West Virginia with 37 members attending.

Vice-president, Polly Reynolds, welcomed the group and called the meeting to order at 10:30 AM.

Roll call was conducted by Secretary, Diana Higginbotham. The Vice-president called for corrections and/or additions to electronically distributed minutes of the October 13, 2007 meeting. With no corrections, the minutes stand as distributed.

Treasurer Jan Hargate reported that since the last meeting, the association has incurred expenses in the amount of \$663.36. In addition, \$8535.00 is being held in escrow for the 2008 conference and \$865.00 for the 2011 International Conference, leaving a balance in the association checking account of \$ 5257.99 available in the association's checking account as of January 12, 2008. The balances in Foundation accounts were reported as follows: checking account \$2623.77 and the Foundation Endowment account \$50,781.55. With no questions, the treasurer's report was accepted as presented.

WVU Extension Service Report- John Jett reported the following:

1. E-extension, a national web-based program that includes a horticulture community of practice, will be launched in February, 2008. An "Ask the Expert" component will be available to the public. WVU Extension county agents and master gardeners with an interest in serving as first responders for questions applicable to their county or region of the state were encouraged to contact John Jett.
2. WVU Extension and WVU Legislative Day is scheduled for February 19, 2008. Local programs interested in having a display for Legislative Day should contact Ann Berry as soon as possible.
3. Green Thumb, Healthy Joints Grants are available for 2008. The amount of the grants has increased to \$1000. The deadline for grant applications is February 8, 2008.
4. John Jett reported there has been a good response to efforts to market the "Master Gardeners Know All the Good Dirt" License Plate Frames to other state master gardener groups. There is a need to order 400 license plate frames to fill these orders. In discussion, the board recommended purchasing an addition 100 frames for the upcoming conference.

After discussion, Delores Barber moved that the WVMGA purchase 500 license plate frames. This motion was duly seconded and passed.
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Presentation of Teamwork Pins- John Jett presented pins to the individuals who committed two days to strategic planning in September, 2007.

Review of the WVMGA Five Year Plan- Larry Lower served as facilitator for a review of the WVMGA Strategic Plan draft. He guided the group through the documents beginning with vision statement and goals. To help board members who had not attended the strategic planning retreat, he review existing committee structure /responsibilities and outlined how this structure would change with adoption of the strategic plan. For example:

<u>Existing Committee</u>	<u>with Adoption of Plan Becomes</u>	<u>Responsible Party</u>
Publicity Committee	Public Relations & Communication Committee	Secretary, WVMGA
Finance Committee	Fiscal Planning Committee	Treasurer, WVMGA
Volunteer Activities	Volunteer Activities & Projects	At-Large Member, WVMGA

Two new committees would be formed:

Membership Retention Committee-	Chair to be determined
Education & Continuing Education Committee	Chair to be determined

The following committee would remain as outlined in the Bylaws:

Awards Committee	Chaired by an At-Large Member, WVMGA
State Conference Committee	Chaired by Vice President, WVMGA

Discussion occurred relative to how the chairs for the Membership Retention and Education Committees might be filled. The value of having balance on all committees was discussed- board members, alternates and interested individuals from local programs. The possibility of additional members-at-large positions for chairs of these two committees and possible bylaw revisions were discussed. Vice President Reynolds redistributed the committee sign-up list encouraging all board members to volunteer to serve on at least one committee. .

1. After discussion, John Griggs moved that Attachments A & B of the draft document be adopted as the WVMGA Five Year Plan and that the president and Executive Committee make membership appointments as necessary to populate the committees outlined in the plan. The motion was duly seconded and passed.
2. John Jett moved that the first sentence of the vision statement be edited to read “West Virginia University Extension”. This motion was duly seconded and passed.
3. The secretary was charged with making necessary adjustments to the documents and distributing the Five Year Plan to the membership.

Fund Raising for 2011 International Conference- Julie Cryser, WVU Extension Development Director overviewed the work that the Development Office and Foundation are able to do in assisting the WVMGA with fund raising necessary for the 2011 International Conference. This includes the seeking of money and “in kind” gifts from both large corporations and smaller companies. The ongoing assistance of local programs in the identification of potential sources of money is needed. The value of being able to tell outside organizations the extent to which support has come from within the WVMG organization was stressed. Mrs. Cryser related she had not been able to find any legal reason that the organization, via WVU Foundation/Development Office, cannot solicit the membership of one of its internal groups (WVMGA members). She also addressed the limits and guidelines for tax exempted monetary gifts. Each member of the Board was provided with a guidebook for solicitors. She verbalized her willingness to meet with the established regional workgroups to identify funding sources within their geographic areas.

After discussion, Jean Dawson moved that the WVMGA approve an internal mailing to West Virginia master gardeners for contributions to support the 2011 International Master Gardener Conference. The motion was duly seconded and passed.

Lee Reger, 2011 International Conference regional coordinator for counties in central West Virginia, displayed the map for regional coordination and encouraged members to familiarize

themselves with the groupings. He also needs to recruit a regional coordinator for a southern region that encompasses Wayne, Mingo, Logan, Wyoming, and McDowell counties.

Standing Committees:

State Conference Committee- Vice President Polly Reynolds reported that policies and procedures have been drafted and will be distributed in the near future.

Publicity Committee- Diana Higginbotham, chairperson, presented a brief overview of how to write articles for local newspapers with an emphasis on the “inverted triangle”, the “5 W’s & H, and looking at different angles for telling the story.

Volunteer Activities Committee- Pat Izzo, Chairperson, reported that opportunities exist for local master gardeners to earn volunteer hours by working in the State Fair Gardens. The dates of the 2008 State Fair are August 8-16, 2008.

Awards Committee- Lee Reger, chairman, reported that the guidelines for submitting nominations for the Golden Trowel Award and Honorary Master Gardener Award are posted on the West Virginia Master Gardener website. The deadline for submitting nominations is February 1, 2008.

Special Committee Reports

2008 Annual Conference- The conference, *Naturally Native*, will be held on Charleston, WV at the John XXIII Retreat Center, April 4-6, 2008. Delores Barber reported that the conference brochure is now available on the Kanawha Master Gardener website. The registration form will be available online next week. The deadline for early bird registration is a postmark of no later than February 29, 2008.

2009 Annual Conference- Karen Toothman reported that a theme, *Cultivating Our Mountain Roots*, has been selected for the conference. The dates for the conference are May 1-3, 2009, and the conference will be held in Morgantown at the Ramada Inn with Preston and Monongalia Counties collaborating on conference planning. Karen asked that local master gardener programs send a brief description of their auction items to her no later than two months before the conference.

Old Business

Use of Auction Proceeds- The question arose that the organization might want to consider alternatives to placing the proceeds from the 2008 Conference auction in the WVU Foundation/Scholarship Fund. Numerous possibilities were identified- increasing amount of existing scholarship, creating a second scholarship, financial support of the international conference and/or use of funds for local program grants, etc. With no action, this discussion item was deferred to the Finance Committee.

New Business

Resignation of WVMGA President Jill Dolen- Vice President Polly Reynolds read the letter of resignation, as written by Jill Dolen. A motion was approved by unanimous consent.

Vice President Reynolds then referred members to the current WVMGA Bylaws, as she read Article IV, Section 5. Replacement of Officers, followed by appropriate references in *Roberts Rules of Order*.

Delores Barber moved that Polly Reynolds fill the vacancy of President of the WVMGA, and the term of office of Jill Dolen. The motion was duly seconded and passed. Polly graciously agreed to accept the office of President.

Filling the Vacancy of Vice President-

Becky Eneix-Chong moved that Willa Izzo fill the vacancy of Vice President of the WVMGA, and the remaining term of office of Polly Reynolds. The motion was duly seconded and passed. Willa graciously agreed to accept this office.

Other New Business- None

For the Good of the Order:

<u>Future Meetings:</u>	Saturday, April 5, 2008	WVMGA Board Meeting John XXIII Retreat Center Charleston, WV
	Sunday, April 6, 2008	WVMGA Annual Meeting John XXIII Retreat Center Charleston, WV
	Saturday, July 12, 2008	WVMGA Board Meeting Jackson Mills, WV TBA
	Saturday, October 11, 2008	WVMGA Board Meeting Flatwoods, WV TBA
	January 17, 2009	TBA

With no further business, the meeting adjourned at 2:45 PM.

Respectfully submitted

Diana Higginbotham, Secretary

Polly Reynolds, President