

NORTHERN NECK MASTER GARDENERS  
EXECUTIVE COMMITTEE MEETING  
Heathsville Tavern, Heathsville, VA  
September 5, 2018

Henry Reily, Vice President, called the meeting to order at 10:00 a.m. Also present were Harriet Chinn, Wayne Condrey, Carolyn Gorman, Liz Giovane, Barbara Kauneckas, Sue Kosinski, Deborah Marl, Anne Olsen, Jo Ann Perkins, and Bill Bell.

**Minutes:** The August 1, 2018 Executive Committee meeting minutes were approved.

**Treasurer's Report:** The August Cash Flow report was approved.

**Committee Updates:**

- **Audit Committee:** Wayne summarized the 2017 Audit Report. The records were generally well maintained and accurate. Several documentation issues which were minor in nature or transactions involving small amounts were noted. No additional actions were necessary. Henry thanked the committee for their work and Jo Ann for her detailed recordkeeping. Although the GWB account was not part of the audit, Wayne suggested the incoming officers and Harriet/Betsy meet with the bank to resolve access to the account and statement mailing.
- **Extension Leadership:** Bill noted that the September monthly meeting is mandatory of all EMG's. Tara will discuss civil rights and risk management. Bill will bring 4-H volunteer and re-enrollment forms. He advised that VCE is conducting well testing in Northumberland, Lancaster, and Richmond Counties in early October. Hazardous waste collection will take place in September in all northern neck counties. Check the website for more information on these topics.
- **Plant Clinics:** Lots of contacts were reported at recent markets. There is interest in offering more books for sale at plant clinics. In the past, books available were mostly "leftover" from GNN. Plant Clinic, Help Desk, and GNN Book Sales will coordinate and order when the GNN book order is

placed to receive discount pricing. Before 2019 plant clinics, Henry would like to review all plant clinic bins to update materials.

- **Help Desk:** The 2019 budget includes funds for a few new reference books. Suggestions are welcome.

#### **Vice President's Reports:**

- Tami and Kathy Powell are working on 2019 Continuing Education programs for monthly meetings.; field trips are being planned.
- GNN Committee will meet on September 19, at 9:30 a.m. at the Heathsville Tavern.
- Henry noted that the "Microscope" computer and monitor at Northumberland Help Desk, donated by John Lunsford, is obsolete and not being used. Sue motioned to donate it to a tech recycling business in Tappahannock. Liz seconded the motion and all approved.
- **2019 Budget:** Henry and Jo Ann provided handouts showing the 2018 budget and 2019 proposed budget with comments and explanations. Income and expense categories were reviewed line by line. Estimates are still needed for a few programs. Henry will follow up on a few categories. There was discussion about whether pass-through income/expenses such as the holiday luncheon should be included in the budget. Last month it was suggested that large programs such as GNN list categories to explain the amounts rather than one figure for the entire program. Work will continue at the October Executive Committee meeting where the budget must be finalized.

#### **New Business:**

Sue motioned that we purchase a \$50 gift card for Caroline Campbell, VCE intern, thanking her for her hard work this summer. Carolyn seconded the motion, and all approved.

The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Barbara Kauneckas, Secretary