

ANNUAL TIMELINES **Washington County Master Gardeners**

This document is a guide for the WCMG President, committees, and members so the organization can operate smoothly from one year to the next.

JANUARY - *Beginning of new fiscal year and term of Executive Committee*

1. Executive Committee is formally installed.
2. Membership Committee reviews members' hours reports and reports to the Executive Committee regarding members' status.
3. Awards Committee forwards Master Gardener state award nominations (except for local awards) to state MG office by January 15.
4. Peer Review Financial Inspection Team is appointed and begins its review.
5. WCMG Member Resource Guide Committee is activated for annual review and revision of documents as needed.
6. WCMG New MG face-to-face Basic Training begins January 22, 2024.
7. Mentors begin contacting their assigned Trainees and integrating Trainees into the WCMG program.

FEBRUARY

1. WCMG Graduation for WCMG Trainees who have completed training requirements and are certified as new WCMG members is held at the monthly WCMG meeting.
2. WCMG Awards Program. Award presentations for:
 - a. Master Gardener of the Year
 - b. Rookie of the Year
 - c. Project of the Year
 - d. Friend of Master Gardeners – Organization and/or Individual
 - e. Excellence in Education
 - f. Mentor of the Year
 - g. Joyce Mendenhall "Yes, I Can" Awards of the Year (local award)
 - h. Trowel Award Recipients – 200-Plus sanctioned volunteer hours annually (local award)
 - i. Watering Can Award Recipients – 200-Plus sanctioned hours for 5 consecutive years (local award)
 - j. Wheelbarrow Award Recipients – 200-Plus sanctioned hours for 10 consecutive years (local award)
 - k. Other awards
3. Project Proposal Committee meets with Project Chairs for review and information-sharing.
4. Peer Review Financial Inspection Team presents results of review to Executive Committee.
5. Peer Review Financial Inspection report is sent to the Staff Chair (County Extension Agent) at the Extension Office.

MARCH

1. The revised WCMG Member Resource Guide is posted on WCMG website.
2. Mentors assist Trainees in identifying sanctioned projects that align with Trainees' interests. Mentors ensure that Trainees are receiving *Garden Thyme* newsletter, can access the State MG and WCMG website and have subscribed to Constant Contact at uaex/uada.edu/yard-garden/master-gardeners.
3. Peer Review Financial Inspection report is presented as an information item to WCMG membership.

APRIL

1. Executive Committee appoints the Nomination Committee (*see July, August, and September*).
2. Mentors remain engaged with Trainees and explore activities that appeal to Trainees' interests.
3. Master Gardener State Conference in Hot Springs is May 30 through June 1, 2024.

WCMG ANNUAL TIMELINE

MAY

1. Bylaws Review Committee is activated (*if revisions are needed - see July.*)
2. Members are reminded to record hours.
3. Mentors check with Trainees about recording hours.

JUNE

1. Annual WCMG Picnic takes place.
2. Mentors ensure that Trainees meet people outside their normal circle.
3. Membership Committee reviews status of volunteer hours recorded January through May and provides recommendations on needed actions to New MG Training/Mentoring Chair and Executive Committee.
4. Awards Committee presents WCMG's Years-of-Service pins at the first available WCMG meeting.
5. President appoints two WCMG members to serve on Finance Committee with Treasurer. (***Finance Committee requests 2025 budget requests from Sanctioned Project and Committee Chairs. Budget review and recommendations shall be completed by the August Executive Committee meeting.***)

JULY

1. Bylaws Committee presents suggested revisions (if applicable) to Executive Committee for review and approval.
2. Awards Committee begins promotion campaign for WCMG State MG Award nominations.
3. Nominations Committee presents officer and members-at-large nominations to Executive Committee for review and approval.

AUGUST

1. Washington County Fair takes place the last week of the month.
2. Finance Committee completes and presents the 2025 Annual Budget to Executive Committee for approval. Once approved by the Executive Committee, published in the September *Garden Thyme* newsletter.
3. Slate of WCMG nominees approved by the Executive Committee is announced at the August WCMG meeting and published in the September *Garden Thyme* newsletter.
4. Proposed WCMG Bylaws amendments (if applicable) are published in the September *Garden Thyme* newsletter.
5. New WCMG Training information is made available to the public and recruitment begins.

SEPTEMBER - ANNUAL BUSINESS MEETING

1. Election of Executive Committee members.
2. Approval of annual budget.
3. Approval of annual dues.
4. Approval of Bylaws changes by WCMG membership (if applicable.)
5. Approval of membership meeting dates and times for the following year.
6. Deadline for State MG Online Training and State Fall Zoom MG Training registration. WCMG Training applicants are interviewed for Zoom and Online Training (if applicable).
7. Mentors are assigned to Zoom and Online WCMG Trainees and receive mentoring materials.

OCTOBER

1. Annual membership dues collection begins.
2. Mentors remind Trainees of December 15 deadline for recording hours.
3. Incoming Executive Committee members attend current Executive Committee meetings, formal training begins.
4. State MG Online Training begins.
5. State MG Zoom Training begins.
6. Awards Committee receives WCMG's State MG award nominations by October 15 deadline.
 - a. Master Gardener of the Year (state)
 - b. Rookie of the Year (state)
 - c. Project of the Year (state)
 - d. Friend of Master Gardeners – Organization and/or Individual (state)
 - f. Excellence in Education (state)
 - g. Mentor of the Year (state)
 - h. "Yes, I Can" Award of the Year (local award)

WCMG ANNUAL TIMELINE

NOVEMBER

1. Sanctioned Project Chair(s) send Annual Reports to the Sanctioned Project/Proposal Committee by November 15.
2. Sanctioned Project/Proposal Committee reviews project annual reports, forwards them to the Archivist, and makes recommendations to the Executive Committee as needed.
3. Awards Committee selects WCMG’s state MG award winners and begins preparations for the annual WCMG Awards Program.
4. Incoming President reviews, appoints, and/or approves new Standing Committee and Sanctioned Project Chair(s.)

DECEMBER

1. Holiday Celebration membership meeting.
2. WCMG In-Person Training applicants are interviewed.
3. Mentors are assigned to WCMG Trainees and receive mentoring materials.
4. All WCMG members and trainees enter hours into Online Recording System by December 15.
5. Committee and Sanctioned Project Annual Reports are forwarded to new project chair(s.)
6. Executive Committee holds its final meeting of the year.

2024 WCMG Membership Meetings Schedule

Tuesday Membership Meetings Date & Location with 6:30 p.m. Start	Executive Committee Meetings Date & Location with 2 p.m. Start
1/2/2024 – Executive Committee Installation - CES Auditorium	1/16/2024 – CES Auditorium
2/6/2024 – Awards & Class of 2023 Graduation - Waldrip Hall, Tyson Center	2/20/2024 – CES Auditorium
3/5/2024 – Project Fair – Thompson Hall, Washington Co. Fairgrounds	3/19/2024 – CES Auditorium
4/2/2024 – CES Auditorium	4/16/2024 – CES Auditorium
5/7/2024 – CES Auditorium	5/21/2024 – CES Auditorium
6/4/2024 – Potluck Picnic & MG Swag Swap - (a sanctioned project site TBD)	6/18/2024 – CES Auditorium
7/2/2024 – CES Auditorium	7/16/2024 – CES Auditorium
8/6/2024 – CES Auditorium	8/13/2024 – CES Auditorium
9/3/2024 – Annual Business Meeting – CES Auditorium	9/17/2024 – CES Auditorium
10/1/2024 – CES Auditorium	10/15/2024 – CES Auditorium
11/5/2024 – CES Auditorium	11/19/2024 – CES Auditorium
12/3/2024 – Holiday Potluck – Waldrip Hall, Tyson Center	12/17/2024 – CES Auditorium

WCMG COMMITTEES ANNUAL TIMELINE

(January 1 through December 31)

This document is a guide for the WCMG President, Committees, and members so the organization can operate smoothly from one year to the next.

Standing WCMG Committee	Beginning Date	Completion Date
Archives	Ongoing	
Awards	Ongoing	
Bylaws and Policies & Procedures Review	As Needed	
Communications	Ongoing	
Executive Committee	Monthly	
Endowment	Ongoing	
Finance		
Budget Review	June	August
Dues Collection	October	December
Garden Thyme Newsletter	Ongoing	
Membership		
Online Hours Management	Ongoing	
Membership Directory Contact Information	Ongoing	
Membership Directory Photos	November	February
Memorial	Ongoing	
Mentoring	Ongoing	
New MG Training <i>(recruitment/interviews, classes)</i>	August	March
Nomination of Officers	April	July
Peer Review Financial Inspection	January	March
Program	Monthly	
Project Proposal Review	Ongoing	
Project Chairs Annual Reports	February through November	
Publicity	Ongoing	
Sunshine	Ongoing	
Website Committee	Ongoing	
WCMG Member Resource Guide	Ongoing Updates	