

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 WCMG membership's hours reports and reports status to the Executive Committee.
3. Awards Committee forwards Master Gardener state award nominations (except for local awards) to state MG office prior to January 15th.
4. WCMG Member Resource Guide Committee is activated for annual review and revision of documents as needed.
5. WCMG New MG in-person Basic Training begins.
6. Mentors contact their assigned Trainees and will begin to integrate them into the WCMG program.

FEBRUARY

1. WCMG Graduation for 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 Individual
 - e. Excellence in Education of the Year
 - 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. Gold Butterfly Award Recipients – 200-plus sanctioned hours for 15 consecutive years (local award)

MARCH

1. Annual WCMG Project/Committee Fair takes place during the regular WCMG membership meeting.
2. The revised WCMG Member Resource Guide is posted on WCMG website.
3. Training Committee will confirm the first ten hours of assigned sanctioned work for new Online Trainees.
4. 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.

APRIL

1. Executive Committee appoints the Nominations Committee (*see July, August, and September*).
2. Mentors remain engaged with Trainees and explore activities that appeal to Trainees' interests.
3. Awards Committee begins presenting WCMG Busy Bee Award pins each month for recording WCMG members and/or Trainees their first 50 sanctioned project/committee hours at WCMG membership meeting.

MAY

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

JUNE

1. Membership meeting and Potluck Picnic at a selected site.
2. Master Gardener State Conference in Searcy (White County) is June 5-7, 2025.
3. Mentors ensure that Trainees meet people outside their normal circle.
4. Membership Committee reviews status of volunteer hours recorded January through May and reports findings to New MG Training/Mentoring Committee and Executive Committee.
5. Awards Committee presents WCMG's Years-of-Service pins at the first available WCMG meeting.
6. President appoints two WCMG members to serve on Finance Committee with Treasurer.
7. Finance Committee requests 2026 budget requests from eligible Sanctioned Project and Committee Chairs.

JULY

1. Bylaws, Policies and Procedures Committee presents suggested revisions (if applicable) to Executive Committee for their 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 reviews the 2026 WCMG budget and makes recommendations to the Executive Committee.
3. Slate of WCMG Executive Committee 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.

SEPTEMBER - ANNUAL BUSINESS MEETING

1. Election of Executive Committee members.
2. Approval of the annual WCMG Budget.
3. Approval of WCMG 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 basic training registration.
7. WCMG online basic training applicants are interviewed.
8. Mentors are assigned Online WCMG Trainees and receive mentoring materials.

OCTOBER

1. Annual membership dues collection begins.
2. Mentors remind Trainees of December 15th deadline for recording hours.
3. Incoming Executive Committee members attend current Executive Committee meetings, formal training begins.
4. State MG Online Training begins.
5. WCMG in person basic training applicants are interviewed.
6. Awards Committee receives all WCMG 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 Individual (state)
 - f. Excellence in Education of the Year (state)
 - g. Mentor of the Year (state)
 - h. Joyce Mendenhall “Yes, I Can” Award of the Year (local award)

NOVEMBER

1. Sanctioned Project/Proposal Committee reviews sanctioned projects and makes recommendations to the Executive Committee as needed.
2. Awards Committee selects WCMG's state MG award winners and begins preparations for the annual WCMG Awards Program.
3. Incoming President reviews, appoints, and/or approves new Standing Committee and Sanctioned Project Chair(s.)

DECEMBER

1. Membership meeting and Winter Potluck Celebration.
2. State MG Online Training concludes.
3. All WCMG members and trainees record hours in Online Recording System by December 15th deadline.
4. Executive Committee holds its final meeting of the year.

2025 WCMG Membership and Executive Committee Meetings Schedule

Tuesday Membership Meetings Date & Location with 6:30 p.m. Start (location subject to change)	Executive Committee Meetings Date & Location with 2 p.m. Start
1/7/2025 – Executive Committee Installation	1/21/2025 – CES Auditorium
2/4/2025 – WCMG Annual Awards and 2024 Class Graduation	2/18/2025 – CES Auditorium
3/4/2025 – Project/Committee Fair – Thompson Hall, Wash. Co. Fairgrounds	3/18/2025 – CES Auditorium
4/1/2025 –	4/15/2025 – CES Auditorium
5/6/2025 –	5/20/2025 – CES Auditorium
6/3/2025 – WCMG Meeting & Potluck Picnic - (Location TBD)	6/17/2025 – CES Auditorium
7/1/2025 –	7/15/2025 – CES Auditorium
8/5/2025 –	8/19/2025 – CES Auditorium
9/2/2025 – Annual Business Meeting	9/16/2025 – CES Auditorium
10/7/2025 –	10/21/2025 – CES Auditorium
11/4/2025 –	11/18/2025 – CES Auditorium
12/2/2025 – Winter Potluck – Tyson Auditorium	12/16/2025 – CES Auditorium
Except 3/4/25, 6/3/25 and 12/2/25 all meetings are scheduled at Alton Center, Good Shepherd Lutheran Church Address: 2925 N. Old Missouri Rd., Fayetteville, AR 72703	

WCMG COMMITTEE 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, Policies and Procedures	Every 3 Years or as needed	
Communications	Ongoing	
Community Outreach	Ongoing	
Executive Committee	Ongoing	
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 (recruitment/interviews, classes)	August	March
Nomination of Officers	April	July
Program	Monthly	
Project Proposal Review	Ongoing	
Publicity	Ongoing	
Sunshine	Ongoing	
Website	Ongoing	
WCMG Member Resource Guide	Ongoing	