

**Northern Shenandoah Valley Master Gardener's Association  
Board of Directors Meeting  
Strasburg Community Center, Strasburg  
February 11, 2014**

**Attendees:** President Bob Carlton, Vice President Ginny Smith, Treasurer Lee Demko, Secretary Suzanne Boag, Past President Cy Haley, Volunteer Coordinator Susan Garrett, Warren County Coordinator Katherine Rindt, Education Chair Helen Lake, and VCE Agent Mark Sutphin.

President Bob Carlton brought the meeting to order at 2:00 p.m.

**January Board Minutes:** Bob Carlton noted that the minutes had been posted and asked for a motion to accept them as posted. ***Cy Haley made a motion to accept the minutes as posted, Ginny Smith seconded, and the motion passed with all four Board members present in favor.***

**Treasurer's Report:** Bob Carlton presented the report for February as follows:

<i>Northern Shenandoah Valley Master Gardener's Association</i>			
Statement of Cash Operations for Period Ending			
2/10/14(covering 1/15/14-2/10/14)			
<b>Checking: Opening Balance – January 31/2014</b>			<b>\$9727.42</b>
<b>Income:</b> Deposit (none)			
	Total Income for February, 2014 (as of 2/10/2014)		
<b>Expenses: (15)</b>			
	Total expenses for February 2014 (as of 2/10/2014)		<b>\$ 1008.61</b>
	#1427 – L Hoffman	\$133.61	
	#1426 – reimb R S Collett	\$225.00	
	#1428 – spker fee – C Frenzel	\$50.00	
	#1429 - “ S Carroll	\$50.00	
	#1430 “ J Fields	\$50.00	
	#1431 “ B Mackintosh	\$50.00	
	#1432 “ M Neese	\$50.00	
	#1433 “ F Frenzel	\$50.00	
	#1434 “ T Roulston	\$50.00	
	#1435 “ D Dillon	\$50.00	
	#1436 “ T Fogel	\$50.00	
	#1437 “ C Schmidt	\$50.00	
	#1438 “ A Straw	\$50.00	
	#1439 “ M Stickley-Godinez	\$50.00	
	#1440 “ R McDuffie	\$50.00	
<b>Checking: Closing Balance – February 10, 2014</b>			<b>\$8,718.81</b>
<b>Investments:</b>	<b>CD</b>	Cert Dep., United Bank 11/4/13 Maturity	<b>\$5172.24</b>
	<b>Savings Acct</b>	Savings Acct. United Bank	<b>\$5102.08</b>
		<b>Total Cash on hand February 10, 2014</b>	<b>\$18,994.41</b>
Prepared by: Sandra Lee Demko			

Bob noted that all speakers' checks for the 2014 MG Class had been cut. The group discussed Lee Demko's previously submitted summary of "Square" and how it might be used at the Symposium and GardenFest. ***Suzanne Boag made a motion for Lee Demko to go forward with setting up a "Square" account for NSVMGA, Cy Haley seconded, all four Board members present were in favor and the motion passed.***

**Vice President's Report:** Ginny Smith explained that Sunday's Association Meeting would take place at the Warren County Government Center (WCGC) in Front Royal at 2:00 p.m. She added that the program, featuring an herbalist, would take place first followed by the business meeting.

## **Committee Reports**

**Communications and Publicity:** Bob Carlton reported that Teri Merrill had written an article for the Winchester Star about NSVMGA's 20<sup>th</sup> anniversary, another on the upcoming Garden in the Valley Symposium, and plans to write one more featuring the Symposium event itself.

### **Education:**

**Public Speaking Workshop:** Helen Lake reported that the February 22 in-house Public Speaking Workshop being offered by Anne Dewey-Balzhiser was close to capacity.

**2014 Symposium:** Helen coordinated with Teri Merrill on the Winchester Star Symposium article and will do an interview with Channel 8 on the Symposium as well. Sharon Bradshaw is ensuring that the Symposium is included in local newsletters, press releases, and the Washington Post Weekender. The keynote speaker for the Symposium hails from Smithsonian. Everything is on track and all bios have been gathered except for those of the panel members. The bios will be posted alongside the flyer on the website. Lynn Hoffmann has received 25 checks so far and all 2014 Students will be attending as well. Helen added that MGs attending the Symposium will earn 8 education hours.

**MG College Break-out Session on Youth Gardens:** Helen and Lynn are working with John Freeborn to put together a break-out session for MG College 2014 that will focus on youth gardens.

**4-H:** Helen will possibly get together with 4-H Programs Leaders in all 5 counties to exchange information on our MG programs – we do not want to compete with them.

**Junior Master Gardeners:** Helen said that we are using the Master Gardener Handbook with Jr. MGs rather than the Jr. Master Gardener Handbook. She did get feedback from the last year's program and overall the students did learn basic gardening concepts.

**Leadership Workshop:** To be announced. Anne Dewey-Balzhiser has volunteered to help.

**Finance:** Bob Carlton reported that Lee Demko and Frank Baxter will perform an audit soon.

**Membership:** Bob Carlton reported that Mary Craig will update the roster with dues payments and new students. The updated roster should be on the website sometime in March.

**Newsletter:** Bob Carlton asked that MGs send Editor Richard Stromberg articles on any gardening topic to be included in the newsletter: [risy@embarqmail.com](mailto:risy@embarqmail.com).

## **County Coordinators' Reports**

**Clarke:** Suzanne Boag reported that 12 Clarke MGs and Interns attended a Meet and Greet at Janet Keithley's house. VC Susan Garrett explained the new Project Application form and

reviewed the VMS procedures for entering hours. She added that a county meeting is scheduled for February 22<sup>nd</sup> to review Clarke's projects, although it is possible that it will have to be rescheduled because a number of people have scheduling conflicts.

**Frederick:** Helen Lake reported that Rinker's Orchard in Stephens City has invited MGs to set up a booth the last two weekends of September and the first weekend of October. Helen is the project chair and demos will be welcome (e.g., worm bin). This will be unit project; it will be an opportunity for Interns to earn hours. The Beekeepers will be there as well.

**Shenandoah:** Bob Carlton reported that the email green-line is up and running. MGs will have a project at Signal Knob Middle School with the FFA group. The farmers' market will begin in May.

**Warren:** Katherine Rindt reported that Warren MGs will have a meeting on Sunday, February 16 at 1:00 p.m. at the WCGC prior to the Association Meeting. Please send ideas for Blandy's Garden Fair MG Booth to Katherine: [jkrindt@comcast.net](mailto:jkrindt@comcast.net). Warren County MGs will be organizing and planning the booth set-up, activities, and take-down this spring. Suzanne Boag will contact Clarke County about getting a rain barrel to raffle.

**Page:** Bob Carlton reported that Page MGs are moving along with their new project to protect a State Champion Chinquapin Oak. They continue to respond to questions forwarded by the County Extension Office. Page MGs also had a county meeting.

### **Volunteer Coordinator's Report**

**2013 Intern Update:** Susan Garrett reported that Intern Ginny Reed had submitted her recertification form and requested an extension. ***Cy Haley made a motion to grant the extension, Suzanne Boag seconded, all four Board members were in favor and the motion passed.*** Via email February 17<sup>th</sup>, Susan relayed to the Board that Glenn Martin had requested an extension also. Mark Sutphin emailed February 20<sup>th</sup> that he had received Glenn's recertification form, and ***February 21<sup>st</sup> Suzanne Boag made a motion to grant the extension, Cy Haley seconded, all five Board members responded in favor and the motion passed.*** Susan stated that she had sent notices to all Interns without their 50 hours and recertification form.

**New Transfer MG:** Susan reported that we have a new MG requesting a transfer to NSVMGA; Carol Pittillo comes to us from Blue Ridge Master Gardeners where she served as their Time Keeper and accumulated 587 hours! She lives in Winchester and is eager to join NSVMGA.

**County Coordinators' Meeting:** VC Susan Garrett, Education Chair Helen Lake, President Bob Carlton and VCE Agent Mark Sutphin all attended the January 25<sup>th</sup> Meeting along with County Coordinators from each county (Charlie Newton represented Page County).

**Master Gardener License Plate Coming:** Susan reported that VMGA is working on a design for an MG license plate.

**New MG PowerPoints:** Newly submitted PowerPoints on Vegetable Gardening, Plant Propagation and Riparian Boundaries are available on VMS. Please ensure that you give credit to the MG author(s) if you use one of these presentations.

**Facilitation Skills Training:** Susan plans to attend the training to be held in February.

**MG Milestone:** 2013 Intern Kris Behrends has completed her 50 hours and will be receiving her certificate at Sunday's Meeting!

**Recertification Forms:** Susan reported that forms are coming in. 2010 MG David Freese resigned.

**New Project Application Form Approved:** Susan Garrett requested Board approval of the newly designed project application form via email on January 28<sup>th</sup>. After reviewing the new form, ***Board members Lee Demko, Suzanne Boag, Cy Haley, and Bob Carlton responded on January 28<sup>th</sup> and 29<sup>th</sup> via email and all voted to approve the new project application form.***

**Guidelines Review Report:** Cy Haley reported that she is compiling all the guideline updates submitted to her and will forward the updated document to the Guidelines Committee and then the Board for approval.

**GardenFest Report:** Cy Haley reported that a lot of volunteers have stepped up, but we still need someone for set-up and take-down. Cy will share GardenFest Meeting notes.

**2014 MG Class:** Bob Carlton reported that the first class is tonight, January 11<sup>th</sup>, at 6:00 p.m. and is being held at Government Center in Woodstock. There are 16 students in the class.

**Class Schedule:** Bob will send the class schedule to VC Susan Garrett to distribute; MGs can audit or make up classes with permission from Class Coordinators Rich Howell or Bob Carlton. Education hours can be earned by attending classes that were either not offered or missed during an MG's initial training class period (Class of 2013 members will be given preference for making up missed classes as space allows).

## **Old Business**

**2014 Budget:** Bob Carlton reported that the budget was approved by the Board and will be voted on at the Association Meeting on Sunday so long as there is a quorum present.

## **New Business**

**Webpage and other communication:** Susan Garrett reported that Mary Flagg has volunteered to keep the VMS Calendar updated, which is internal to NSVMGA and administration. Donna Funk-Smith continues to maintain the NSVMGA Calendar, which is open to the public. Kelly Kunkel is keeping our Facebook Page up to date. Susan Garrett and

Suzanne Boag will meet to review the two websites and will make recommendations to the Board about possibly restructuring content of the sites and determining who is responsible for updating various lists (e.g., Board Members, County Projects, Resources)..

**Honorary MG:** *Suzanne Boag made a motion to grant Honorary Membership to Mary Carlton, Cy Haley seconded, all four Board members present were in favor and the motion passed.*

**Canopy for Warren County:** Katherine Rindt stated that Warren may need to purchase a canopy for Garden Fair. The cost will be approximately \$220.

**Ask A Master Gardener Banner:** Susan Garrett will have prices for us at the March Board Meeting.

**Symposium Rain Barrel Raffle:** The Board, County Coordinators, and Education Chair discussed (via email) the possibility of raffling off a rain barrel at the Symposium in addition to having a barrel raffle at events throughout the year; Clarke County donated one barrel, and Suzanne Boag suggested that we buy a second barrel for the Symposium. ***February 20<sup>th</sup> via email Suzanne Boag made a motion to purchase a rain barrel to be raffled off at the Symposium with a cost of not more than \$90; tickets will be sold for \$2.00 each or 6 for \$10 during registration and breaks, and the winning ticket will be drawn and awarded at the conclusion of the symposium. February 20<sup>th</sup> and 21<sup>st</sup> via email Ginny Smith seconded, Lee Demko, Cy Haley and Bob Carlton were all in favor and the motion passed.***

***Cy Haley made a motion to adjourn, Suzanne Boag seconded and the meeting was adjourned at 3:30 p.m.***

Respectfully submitted,

Suzanne Boag  
Secretary, NSVMGA