

**Northern Shenandoah Valley Master Gardener Association Meeting
Warren County Government Center, Front Royal
November 20, 2011**

President Cy Haley brought the meeting to order at 4:00 p.m.

Announcements

Quorum: Cy Haley explained that today's meeting would require a quorum for voting purposes and requested that all MGs sign in.

Word Search: Vice President Angie Hutchinson announced that the prize winners for today's word search would receive copies of the 2011 Pest Management Guide (PMG).

Survey: Angie Hutchinson encouraged MGs to complete a survey to help determine future program topics.

Reports of Board

Vice President's Report: Angie Hutchinson reminded the group that our next Association meeting will be held January 15 at Fort Valley Nursery in Shenandoah County. She added that our new Extension Agent, Mark Sutphin, will be attending the January meeting. Angie asked county coordinators to email their ideas for meetings to be held in their respective counties next year.

Belle Grove Discovery Path: Cy Haley explained that the Board had voted to pledge \$1000 towards the Discovery Path over a four year period at the October Board meeting. She stated that the project involved the purchase of a tractor to be used to clear the path. Bob Carlton explained that Belle Grove is working with other groups to establish a trail and we as a Board found this a worthy cause to support. Angie Hutchinson added that this would be an agricultural path demonstrating what has been grown historically in the Valley. ***Marsha Burd made a motion for NSVMGA to pledge \$1000 over a four year period in support of the Belle Grove Discovery Path. Bob Carlton seconded the motion and discussion ensued.*** Paula Brownlee asked if a sign would recognize NSVMGA for their contribution and Cy thought that would be possible. Marsha asked what the total cost of the project would be, and Randy Langford answered \$30,000 to \$35,000. Anita Harris added that MGs would not be obligated if the project did not get off the ground. ***Cy called for a vote, noting that a quorum was present, and the motion was passed with no objections.***

Treasurer's Report: Anita Harris explained that NSVMGA was now officially a 501c3 after successfully filing for this nonprofit status with the IRS. She then presented the Treasurer's Report as follows:

Northern Shenandoah Valley Master Gardeners Association

Treasurer's Report

Wednesday, November 16, 2011

FINANCIAL POSITION

Checking balance - September 30, 2011		4762.85
INCOME	Donation/\$50, Rain Barrell Raffle/\$75, Frog Book Sale/\$30	155.00
EXPENSE	September Meeting Honorarium #1224	50.00
	Newsletter Postage Expense #1225	8.80
	Staples/IRS Fax #1252	57.10
	VCE Travel Reimbursement #1253	250.00
	MG College Scholarships #1254 - 1258	250.00
	VA Tech Foundation Annual MG Endowment #1259	250.00
	Raffle Tickets #1260	7.81
		873.71
Checking balance - October 30, 2011		4,044.14
		<u>Int YTD</u>
CD balance with interest, 12 mo, .5%, 05/04/201	\$31.87	\$5,145.11
CD balance with interest, 18 mo, 1%, 01/21/201	\$50.31	5,062.91
TOTAL FUNDS AVAILABLE		<u>\$14,252.16</u>

Respectfully,
 Anita Z Harris
 Treasurer NSVMGA
azharris@comcast.net
 540-869-0642

Anita reviewed the Yearly Budget Report for 2011 next and stated that we had had a balanced budget this past year:

<i>Northern Shenandoah Valley Master Gardeners Association</i>						
Projected Budget Report 2011						
November 16, 2011						
				BOD	Actual	+/-
INCOME				Budget	YTD	Budget
<i>Northern Shenandoah Valley Master Gardeners Association</i>						
Projected Budget Report 2011						
November 16, 2011						
				BOD	Actual	+/-
INCOME				Budget	YTD	Budget
Total dues, members & interns				\$1,200.00	\$1,082.00	-\$118.00
Plant sales and raffles				2,500.00	3,444.69	944.69
Other income, CE, donations, etc				1,000.00	579.00	-421.00
MG class tuition				2,775.00	6,033.00	3,258.00
MG College scholarship donation				0.00	0.00	0.00
TOTAL INCOME				\$7,475.00	\$11,138.69	\$3,663.69
EXPENSE						
Property purchases				0.00	1,035.46	1,035.46
CD additions				0.00	0.00	0.00
MG class				2,775.00	5,807.12	3,032.12
CE programs				1,000.00	934.70	-65.30
Gardenfest				0.00	439.68	439.68
CE travel				1,000.00	0.00	-1,000.00
Administrative				100.00	1,037.44	937.44
Publicity & materials				600.00	610.28	10.28
Donations, awards & gifts				500.00	50.00	-450.00
Newsletter & web				300.00	17.60	-282.40
County projects (\$200 each)				1,000.00	641.65	-358.35
Belle Boyd project				100.00	0.00	-100.00
Belle Grove intern scholarship				250.00	0.00	-250.00
VT Endowment (2008-2013)				250.00	250.00	0.00
VC travel				250.00	250.00	0.00
MG College scholarship, BOD (\$250) & other				750.00	250.00	-500.00
MG College scholarship, from \$2000 max donation				0.00	0.00	0.00
TOTAL EXPENSE				\$8,875.00	\$11,323.93	\$2,448.93
Surplus/-deficit funds to/-from reserves				-1,400.00	-185.24	1,214.76
EXPENSE net of surplus/-deficit				\$7,475.00	\$11,138.69	\$3,663.69
Respectfully,						
Anita Z Harris						
Treasurer NSVMGA						
azharris@comcast.net						

Anita then reviewed the Proposed Budget for 2012 (copies were provided to those present) line by line as follows:

<i>Northern Shenandoah Valley Master Gardeners Association</i>				
Budget Report				
PROPOSED 2012				
				BOD
INCOME		Assumptions		Budget
Total dues, members & interns		110 @ \$10		\$1,100.00
GF Plant sales & raffles		G'fest & raffles		3,000.00
Other income, CE, donations, etc		Seminars		1,000.00
MG class tuition		15 @ \$185		2,775.00
TOTAL INCOME				\$7,875.00
EXPENSE				
Property purchases				1,250.00
Inc/-Dec CD balance				0.00
MG class				2,775.00
CE programs				1,500.00 (Speaker fees)
Gardenfest				500.00
Jr MGs				400.00 (Tshirts, Supplies, Graduation)
Administrative				250.00
Publicity & materials				1,000.00
Donations, awards & gifts				250.00
Newsletter & web				100.00
County projects (\$200 each)				1,000.00
Belle Grove Pathway to Discovery Pledge (2012-2016)				250.00
Belle Grove intern scholarship				250.00
VT Endowment (2008-2013)				250.00
Volunteer Coordinator travel				250.00
MG College tuition, BOD (\$250) & other				750.00
Scholarship for College Student				1,000.00
TOTAL EXPENSE				\$11,775.00
Surplus/-deficit funds to/-from reserves				-3,900.00
EXPENSE net of surplus/-deficit				\$7,875.00
Respectfully submitted,				
Anita Harris				
Treasurer, NSVMGA				
azharris@comcast.net				
540-869-0642				

The MGs present discussed the proposed budget. Anita explained that the anticipated income from tuition was based on an estimate of 15 students, but the number could be greater or less than that. Randy Langford agreed and said the maximum class size would be 20 students. Teri Merrill asked if we charged students for Jr. Master Gardeners, and suggested that we might consider doing that in the future. Anita explained that the proposed budget was not balanced with a \$3900 deficit for 2012. She continued to say that the budget acts as a guideline and expenses will still need to be approved by the Board. Karen Brill asked about speaker fees, and suggested that we consider using MGs as speakers. Anita said that MG speakers do not get paid, and Cy Haley added that experts who are brought in as speakers are paid \$50 to cover their travel expenses and as a thank you. Randy said that the class speakers' fees come out of the student tuition. Carolyn Wilson noted that many speakers give the money back, but it is an expression of thanks from NSVMGA. **Bob Carlton made a motion to accept the 2012 Proposed Budget as presented and Paula Brownlee seconded it. There were no objections and the motion was approved by all.**

Secretary's Report: Suzanne Boag stated that the minutes from the October meeting were posted on the website and asked if there were any changes or corrections. **Bob Carlton made a motion to accept the minutes as posted and Randy Langford seconded it. The motion passed with no objections.**

Standing Committees

Communications and Publicity: No report.

Education: No report. Cy Haley mentioned that Lynn Hoffmann is coordinating an educational seminar to be held at Shenandoah University on February 4. Lynn will provide more information as it becomes available.

Time Keeper: Susan Garrett introduced herself. She asked that MGs send in their timesheets to her and that Interns continue to send their time sheets to Randy Langford. She stated that she will acknowledge receipt of all time sheets so that members will be certain that she did in fact receive it. She also urged MGs to use the wonderful Excel time sheet (available on the website) with tabs for each quarter that was designed by Mary Craig, but she added that she will accept time sheets in any form. Susan reminded MGs that to be considered "Active", MGs must complete 8 education hours and 20 project hours per year. She noted that Association meetings with a program are worth 1 education hour **and** 1 project hour. She pointed out that most Association meetings have a program, and that by attending MG meetings, MGs can complete their education hours. Susan asked that time sheets be sent in quarterly and if anyone has questions, to please email her at: SusanSGarrett@yahoo.com .

Finance: No report.

Membership: No report.

Newsletter: No report.

Special Committees

Nominating: Randy Langford stated that our current Treasurer, Anita Harris, will be stepping down from her position and he thanked her for doing a great job. He added that Luann Laundry had volunteered to fill that job for the coming year. Randy presented the slate of nominees as follows:

President: Cy Haley

Vice President: Angie Hutchinson

Treasurer: Luann Laundry

Secretary: Suzanne Boag

Bob Carlton made a motion to accept the slate of officers, it was seconded, and the motion carried without objections.

County Coordinator's Reports

Clarke: Mary Craig praised Clarke's "strong core group" of Susan Garrett, Nancy Specht, Suzanne Boag and others. She thanked Nancy for negotiating a space at the Clarke County Fair and Marianne Pagington for ensuring that we got a great location. Mary said that MGs who manned the booth this year suggested starting earlier, closing up before dark, and using the canopy and those ideas will be incorporated next year. Mary thanked Susan for working the green line and Suzanne for organizing clean ups for the Xeriscape Garden. Mary stated that Allison Teetor, Natural Resource Planner for Clarke County, has asked MGs if we will help build more rain barrels next spring. Mary promised to provide more details once available and reminded the group that all MGs can participate in rain barrel building. Cy Haley suggested we consider offering education hours for rain barrel building. Mary said Clarke MGs are considering establishing a rain garden at the Barn of Rose Hill as well. Mary also suggested a possible hypertufa workshop sometime next spring. Mary stated that David Boyce, Director of Long Branch, had passed away and asked that a donation be given to Long Branch in his memory for educational purposes. ***Suzanne Boag made a motion to donate \$50 to Long Branch for educational purposes in memory of David Boyce, and Susan Garrett seconded it. The motion was approved by all with no objections.***

Frederick: Teri Merrill announced that we received \$750 from the Rotary Club for a lockable shed to be used by the Jr. Master Gardeners. She said that Belle Grove will have holiday decorating on December 6 at 9:30 a.m., and volunteers are welcome. Belle Grove needs pine cones and volunteers can also bring an ornament to hang on the tree. She said Frederick County had a meeting in October and the group discussed participating in a Farmers' Market, but Teri has since emailed all 40 Frederick MGs to

weigh in on this idea, and she has not received any feedback. As a result, she is hesitant to move forward with this project. She said Frederick MGs are also planning to participate in the Frederick County Fair next year. Cy Haley added that Frederick County MGs could help with Clarke's Farmers' Market if any of them would like to test out working at a market booth.

Page: No report.

Shenandoah: Carolyn Wilson summed up Shenandoah's projects including the 4-H camp with a theme of "Vegetables" as a success despite having no Interns this year. She said the Halloween project was snowed out this year and a final clean up will be scheduled at the rain garden sometime in December.

Warren: Marsha Burd thanked everyone for coming to the meeting so that we could have a quorum. She stated that Warren County had had a successful year. She said that Warren County MGs would discuss whether or not to participate in the Farmers' Market next year. She announced that December 3 an MG talk on Holiday Herbs will be offered at the Samuel's Library at 1:00 p.m. The speaker will be Billie Clifton from the Sunflower Cottage.

Volunteer Coordinator's Report

Randy Langford described the past year as, "Wow!" He offered thanks to those who given him support as Volunteer Coordinator, and to county coordinators for all their hard work.

New Extension Agent: Randy explained that Mark Sutphin would replace Bobby Clarke as our Extension Agent in the near future. Randy asked that coordinators consider quality rather than quantity when submitting projects for the next year.

Class of 2012: Randy said that Anni Sherman will be co-coordinating the class with him. He stated that the speakers are all set and the room is reserved. He invited all MGs to attend the classes which will begin February 16 and will be held Tuesdays and Thursdays at the Shenandoah County Government Center. Randy said the speakers and the topics for the classes will be posted on the website. Bob Carlton reminded the group that it is a tradition for all active MGs to come to the first class to make the new students feel welcome. Randy joked that we might have to do that in shifts due to the size of the room. Randy said the primary focus of the classes will be back to the basics, working on projects and attending meetings.

Unfinished Business and General Orders

Scholarship: Cy Haley read through the proposed guidelines for a \$1000 NSVMGA Memorial Scholarship to be offered annually. The scholarship will be offered to a Virginia rising college senior who is a resident of any of the five counties participating in the NSVMGA area. This scholarship will be a memorial scholarship to remember the active MGs who have died during their volunteer service to the MG program. **Bob**

Carlton made a motion to accept the concept of the scholarship and the specific guidelines as presented. Katherine Rindt seconded it and discussion followed. Some asked why a scholarship for a college senior rather than a high school senior? Bob Carlton responded that the degree of commitment to an agricultural major was the issue. Some wondered why we should do this if the student might not choose to stay in the Shenandoah Valley. Cy said that the goal was for the student to make a contribution to the agricultural/horticultural community at large. One MG emphasized the importance of getting the word out so that we get the best applicants. Cy explained that four state universities would be contacted regarding the scholarship, and that the Scholarship Committee would fine tune all the details, which will be added to the Guidelines. **Cy called for a vote and the motion was approved by all with no objections.**

Bylaw Amendments: Cy explained that the Bylaws Committee had circulated changes to the membership for review, and since we had a quorum present we would be able to vote on those changes. Suzanne Boag read through the changes including changes required by the IRS in order to establish ourselves as a 501c3 nonprofit organization. **Bob Carlton made a motion to accept the Bylaw changes as read and posted. Karen Brill seconded the motion and it was approved by all with no objections.**

New MG Website: Mary Craig complimented Eleanor Ames on the new website. Cy Haley said El had done a great job and it could possibly win an award for it at the MG College next year. Cy also noted that Donna Funk-Smith had volunteered to update the calendar on the website. Carolyn Wilson urged MGs to check out the website. The website location is www.nsvmga.org, the userid is “nsvmga” and the password is “leaf2011”.

Word Search Winners: Angie Hutchinson awarded 2011 PMGs to Kevin Hollingsworth, Jr., Sandra Dee Thompson, Anni Sherman and Karen Brill for their expertly solved word searches.

Appreciation Gifts: The Board presented gifts to Anita Harris, 2011 Treasurer, and Randy Langford, Volunteer Coordinator, in appreciation of their service.

Adjournment

Bob Carlton made a motion to adjourn and Carolyn Wilson seconded it. There were no objections and the meeting was adjourned at 5:15 p.m. Another great potluck followed the meeting.

Respectfully Submitted,

Suzanne Boag
Secretary, NSVMGA

November 20, 2011 MG Association Meeting Attendance

Suzanne	Boag		
Karen	Brill		
Paula	Brownlee		
Marsha	Burd		
Bob	Carlton		
Mary	Carlton		
Mary	Craig		
Susan	Garrett		
Ron	Guss		
Johan	Guss		
Cy	Haley		
Anita	Harris		
Elaine	Harshman		
Scott	Hinkle		
Kevin	Hollingsworth		
John	Hunter		
Marilyn	Hunter		
Angie	Hutchinson		
Randy	Langford		
Luann	Laundry		
Teri	Merrill		
Belinda	Palmer		
Ernie	Polanskas		
Katherine	Rhindt		
Sid	Rowlett		
Donna	Rowlett		
Lee	Ruddle		
Anni	Sherman		
Sandra Dee	Thompson		
Carolyn	Wilson		
30 Present			
29 Eligible to Vote			
26 required for a quorum			