

**Northern Shenandoah Valley Master Gardener's Association**  
**Board of Directors Meeting**  
**Strasburg Community Center, Strasburg**  
**June 4, 2014**

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

President Bob Carlton brought the meeting to order at 6:00 p.m.

**May Board Minutes:** Bob noted that the May Board minutes had been circulated to the Board and Advisory Board members. ***Cy Haley made a motion to accept the minutes as circulated and Lee Demko seconded. All four Board members present were in agreement and the motion passed.***

**Treasurer's Report:** Lee Demko presented the report as follows:

*Northern Shenandoah Valley Master Gardener Association*

Financial Statement for Period Ending

6/3/2014(covering 5/10/14 – 6/3/2014)

Checking Opening Balance – 5/31/2014		\$9,067.41
Income Deposit	\$347.17	
Expenses	Checks outstanding as of 6/2/2014	
	Ck # 1464 S Edmondson \$50.00	
	1466 R Howell \$17.87	
	1471 C Wilson \$376.70	
	1478 A Hutchison \$51.17	
	Total checks outstanding \$495.74	
Checking Closing Balance – 6/2/14		\$9,314.58
Investments:	CD Cert of Deposit, United Bank (11/4/13 Maturity)	\$ 5172.24
	Savings Acct Savings Acct, United Bank (12/31/13)	\$ 5103.36
	Total Cash on Hand 6/2/14	\$19590.18

Submitted by: Sandra Lee Demko, Treas. 6/2/14

**Vice President's Report:** No report.

### **Committee Reports**

**Communications and Publicity:** No report.

**Education:** Helen Lake reported that the Plant Invaders of Mid-Atlantic Natural Areas books come in cases of 50 at \$111 per case. ***Cy Haley made a motion to purchase 3 cases of books at \$111 per case pending Membership approval at the June 29<sup>th</sup> Association Meeting, Suzanne Boag seconded and all four Board members present agreed.*** Helen also noted that the Scholarship Committee had one very qualified applicant for the College Scholarship.

**Finance:** Chair Lee Demko presented a draft of Guidelines for Use of Virginia Tax Exempt Status; the Board discussed and some changes were made. The Board agreed that a Treasurer's check would be required for purchases made using the tax exempt status letter and that purchases for projects would have to be pre-approved by the Board except for purchases approved by the County Coordinator that fell under a county budget. The final draft is as follows and will be voted on by the Membership at the June 29<sup>th</sup> Association Meeting so long as a quorum is present:

#### **Guidelines for Use of Virginia Tax Exempt Status**

1. The County Coordinator of the county in which the project is conducted will be consulted prior to use of the tax exempt status.
2. A copy of the tax exempt status letter will be obtained from the County Coordinator. It will be issued for a one-time use to purchase items for a single project. This letter must not be re-copied.
3. The tax exempt letter must be returned with the receipts to the County Coordinator and then to the Treasurer prior to reimbursement for the project purchase(s).
4. The use of the tax exempt status is encouraged for purchases greater than \$25.

***Cy Haley made a motion to approve the amended Tax Exempt Status Guidelines, Suzanne seconded and all four Board members agreed pending Membership approval at the June 29<sup>th</sup> Association Meeting.***

**Membership:** No report.

**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 the Chet Hobert Xeriscape Garden was cleaned up and beautiful with stepping stones leading passersby right up to the bulletin board

where VCE publication are displayed as well as MG event posters. Susan Garrett reported that there had been some issues with the Berryville Farmers' Market management about set up times and canopy requirements. She will check with the management when she is on duty next Saturday morning.

**Frederick:** Helen Lake reported that the MG Information Table at Lowe's in Winchester went very well; over 16 contacts were made. Another Information Table event at Lowe's will be scheduled later in June and possibly one more in the fall. June 20<sup>th</sup> Angie Hutchinson will step down as County Coordinator and Emily Wickham will be the new Coordinator; Emily plans to have a county meeting soon thereafter.

**Shenandoah:** Bob Carlton reported that the in-office greenline is up and running the first and third Fridays every month along with the 24/7 computer green line. The farmers markets at Fort Valley and Strasburg are ongoing.

**Warren:** Cy Haley reported that the Samuel's Library talks are going well and have had good attendance. The Belle Boyd Garden is being maintained. June 10<sup>th</sup> County Coordinator Katherine Rindt will hold a meeting at the Samuel's Library to discuss the possibility of Warren County MGs hosting the 2015 MG Class. The Warren MGs are also looking into participating in the County Fair. The \$75 booth fee is an issue.

**Page:** Susan Garrett noted that Page had submitted a nice report for the newsletter. The VCE's 100<sup>th</sup> Anniversary Celebration drew 80 attendees.

### **VCE Agent**

**Emergency Procedure Contacts:** Mark Sutphin provided Board members with contact information for emergencies.

**New Contact Reporting Forms:** The forms have been updated.

**New Badges:** Mark distributed the new VCE badges at the meeting.

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

**Class of 2014 Graduation:** Susan Garrett reported that 2014 Graduation will be held at 12:30 in the speakers' tent at GardenFest on June 7<sup>th</sup>.

**New MG:** Glenn Martin has completed his 50 hours!

**2013 Intern Status:** Susan reviewed the 2013 Interns status and said two had still not completed their 50 hours.

**MG Recertification Forms:** Susan reviewed the list of those who have not turned in recertification forms for 2014; several are Frederick County MGs and incoming County Coordinator Emily Wickham will need to contact them.

**2014 Interns:** Susan reviewed the Interns hours and two of them already have half of their 50 hours completed!

**NSVMGA Website:** Susan Garrett, Suzanne Boag and Bob Carlton will review applications for the vacant webmaster position.

**VMS:** Suzanne Boag noted that accessing the minutes, bylaws, and guidelines from VMS could be confusing to some as the minutes are listed under “Newsletters” and the Bylaws and Guidelines are listed under “Documents”. Susan said that a box could make it easier to access documents on VMS. Cy Haley suggested a training class on computer/VMS for the Membership.

**Thank You Gift:** *Cy Haley made a motion to purchase a thank you gift for outgoing Frederick County Coordinator Angie Hutchinson for not more than \$50, Suzanne Boag seconded, and all four Board members present were in agreement. The motion passed.*

**GardenFest:** Helen Lake reported that the Belle Grove Garden has been cleaned up. Helen will put up the yellow MG Event signs for GardenFest. Chair Cy Haley reported that Kirsten at Belle Grove has worked well with NSVMGA on GardenFest and advertisements, which has resulted in great teamwork.

### **Old Business**

**New County Coordinator for Frederick County:** May 16<sup>th</sup>, President Bob Carlton contacted the Board via email; Emily Wickham had agreed to serve as the Frederick County Coordinator. ***Bob called for a vote to approve MG Emily Wickham as Frederick’s County Coordinator. Cy Haley, Lee Demko, Ginny Smith and Suzanne Boag all responded via email with a yes to approve Emily Wickham as the new Frederick County Coordinator. The motion passed with all in agreement.***

**New Business:** None.

***Cy Haley made a motion to adjourn, Suzanne Boag seconded and the meeting was adjourned at 7:15 p.m.***

Respectfully submitted,

Suzanne Boag  
Secretary, NSVMGA