

*** DRAFT*** Minutes for Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held January 12, 2016

Call to Order

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting January 12, 2016, at the Strasburg Community Center, 726 E Queen Street, Strasburg, VA, 22657.

The meeting was presided over by Susan Garrett, president, and was called to order at 6:00 PM.

Attendees

The following were in attendance

Voting Board of Directors Members:

Susan Garrett, president
Karen Brill, vice president
Lee Demko, treasurer
Bob Carlton, past president
Stacey Smith, secretary

A quorum was present

Advisory Board Members:

Ginny Smith, Clarke county coordinator
John Kummer, Frederick county coordinator
Sharon Bradshaw, Shenandoah county coordinator
Mark Sutphin, VCE agent
Kris Behrends, timekeeper
Ann Levi, guidelines committee chair

Officers' Reports

Secretary:

Motion to Approve Minutes: Susan Garrett noted that the minutes for the previous month's board of directors meeting were posted on the website. Bob Carlton made a motion to approve the minutes of the previous month's board of directors meeting as posted. Lee Demko seconded the motion. The motion carried with 5 in favor and 0 against.

Stacey Smith presented the secretary's report, requesting everyone review the list of standing and special committee members and that all present sign in. No correspondence was reported.

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Treasurer:

Lee Demko presented the following treasurer's report.

NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION			
Financial Statement for Period Ending January 11, 2016			
Checking Balance as of January 11, 2016			\$ 2,096.59
<u>Outstanding Checks</u>			
8/23/2015	1617	D Funk-Smith	\$ 50.00
<u>Total Outstanding Checks</u>			\$ 50.00
Checking Balance as of January 11, 2016			\$ 2,096.59
Investments:			
CD/United Bank			\$ 5,200.74
College/HS Memorial Fund			\$ 5,128.05
Total Balance			\$ 12,425.38

Vice President:

Karen Brill presented the vice president's report, including the following as proposed dates for the NSVMGA board meetings for 2016. Upon discussion, one change was made, indicated below in italics:

January 12, 2016 (Tuesday)

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February 16, 2016 (Tuesday)

March 8, 2016 (Tuesday) **after discussion, moved to March 15th if possible*

April 12, 2016 (Tuesday)

May 10, 2016 (Tuesday)

June 1, 2016 (Wednesday)

July 12, 2016 (Tuesday)

August 16, 2016 (Tuesday)

September 13, 2016 (Tuesday)

October 11, 2016 (Tuesday)

November 2, 2016 (Wednesday)

The following were presented as proposed dates for the NSVMGA monthly Association meetings for 2016. Upon discussion, one change was made, indicated below in italics:

January 17, 2016

February 21, 2016

March 13, 2016 **after discussion, moved to March 20th*

April 17, 2016

May 15, 2016

June 12, 2016 - early due to Father's Day

July 17, 2016

August 21, 2016

September 18, 2016

October 16, 2016

November 13, 2016 - early due to Thanksgiving

Programs Committee:

At this time Karen Brill also presented the programs committee report. She noted that the development of programs for the monthly association meetings is currently in progress and more details will follow in February. She requested the current draft not be made part of the minutes. Karen also requested everyone present email her with ideas for programs.

Advisory Board Reports

Clarke County Coordinator:

Ginny Smith presented the Clarke County report. Of note, the county will hold its project planning and review meeting in March. They had a good year-end get together with almost everyone in attendance. There are 10 projects going on.

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Frederick County Coordinator:

John Kummer presented the Frederick County Report. Of note, the county held a 2015 wrap-up meeting at Bonnie Blue, with eight people attending. Tammy Epperson is holding six Greenwood Mill children's gardening sessions this spring and hopes to hold another six in the fall. Also in the planning stages is a therapy greenhouse for Westminster Canterbury.

Page County Coordinator:

Tom and Lesley Mack presented the Page County Report via email. Tom noted there is a lot of energy from new members. The farmers market is on for this year. Lesley noted they are getting a marble bench for the Chinquapin Oak. The bench will have some of the history engraved on the backrest and seat.

Shenandoah County Coordinator:

Sharon Bradshaw presented the Shenandoah County Report. Of note, green line remote monitoring is ongoing. Other projects are in winter dormancy. The South Street Barn Market and the Strasburg Farmers' Markets are both possible for this year. The county will hold its spring planning session March 14th from 6:30 - 8:30 at the Government Center. The Fort Valley Nursery seminar series began January 11th. Each of the next five sessions are approximately two weeks apart, are highly recommended, and are approved for education hours.

Warren County Coordinator:

No report.

Volunteer Coordinator:

Mary Flagg presented the Volunteer Coordinator Report via email. Of note, the membership committee will hold a short meeting after the board of directors meeting to discuss those Association members who did not put in 2015 hours. 16 of the 19 2015 interns have earned their 50-hour MG status. Five members have gone inactive.

VCE Agent:

Mark Sutphin presented the VCE Agent Report. Of note, four Association members did not complete the background screening. Association members should expect to receive volunteer renewal forms via email in the next month or two.

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Standing Committee Reports

Communications and Publicity:

Stacey Smith presented the Communications and Publicity Report. Of note, she will continue on as co-chair of the committee in the hopes of spinning up a co-chair who can carry the load during late spring as she prepares for Garden Fest's plant sale. Kris Behrends offered to serve as co-chair of the committee. Sari Carp wrapped up press for the new class, and Elaine Specht has finished press for the Blandy Seed Exchange. Joy Brunk and Stacey are working on press for the Symposium. Stacey is next starting press for the scholarship.

Education:

Karen Brill presented the Education Report. Of note, the symposium committee would like to receive the five counties' door-prize raffle baskets at the February meeting. Baskets should have a minimum value of \$25 and come with a list of contents and contributors. Press is ongoing. NSVMGA members pay \$45, and the public pays \$55. The committee still needs books and magazines.

Finance:

No report

Membership:

Susan Garrett presented the Membership Report. This year the VCE recertification form will only be sent to Association members by email. Dues payments go directly to Lee Demko, and recertification forms go directly to the VCE-Frederick office. Mark will let the committee know if members have not returned their forms. The dues payment deadline is February 28th. Any member who has not paid dues and/or submitted a recertification form within a 30-day grace period of that date is no longer a member of the Association. Committee members will contact adjunct or members with other special designations, as well as those who do not pay dues and/or recertify.

Newsletter:

No report.

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Special Committee Reports

Class of 2016:

Mark Sutphin presented the Class of 2016 report. Of note, applications are accepted through January 29th. 18 applications are in, and most of those applicants should be interviewed January 14th. Susan Garrett sent an invite to county coordinators and executive board members to attend the first meeting on February 9th. Expenses are going up, and right now the budget is balanced, but expenses may exceed the budget unless at least 20 – 25 students are enrolled. If necessary, some costs could be allocated as organizational expenses.

Facebook:

Suzanne Boag presented the Facebook Report via email, requesting MGs to use JPG or Word documents when sending something to be posted on the Facebook Page. On January 10th she posted the Seed Exchange flyer and pictures from last year's event provided by Elaine Specht. The event was shared by the Alexandria/Arlington MGs, and so far 248 people have been reached. Depending on the target audience, Facebook can be a great way to advertise an event.

Scholarships:

Lynn Hoffman presented the Scholarship Report via email. The high school scholarship info packet was mailed out to all local private and public high school principals and guidance offices, with copies sent to BOE superintendents. Mark Sutphin sent out the info to all the Extension offices, and Tammy Epperson will spread the word to the 4-H groups. Lynn mailed out about 50 info packets. Donna Funk-Smith put the college and high school scholarship info on the website with links for the applications. Stacey Smith was sent information for an info blurb in the local papers. Lynn will contact the Virginia state colleges via email to the financial aid offices giving the information about the college scholarship

Old Business

No old business.

New Business

Susan Garrett needs all those present to email her with suggestions for members of the bylaws committee. Members of the committee should balance the new versus the old and represent our geographic diversity.

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Karen Brill suggested lowering the programs honorariums from \$50 to \$40. After discussion, it was decided to leave it at \$50.

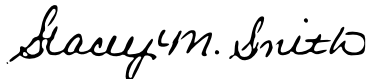
Closing Remarks

Susan thanked the board and expressed her appreciation for a job well done.

Adjournment

Bob Carlton moved that the meeting be adjourned, and this was agreed upon at 7:30 P.M.

Respectfully submitted by:



Stacey Smith, Secretary
Northern Shenandoah Valley Master Gardener Association

February 18, 2016

Date Approved by Board

Date Draft to Board: 01/14/16

Date Revised Draft Sent to Board (if necessary): 01/19/16

Date Sent to Webmaster: 02/23/16