

# Revised Minutes for The Northern Shenandoah Valley Master Gardener Association Board of Directors Meeting Held March 15, 2016

## Call to Order

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting March 15, 2016, at the Strasburg Community Center, 726 E Queen Street, Strasburg, VA, 22657.

Susan Garrett, president, presided over the meeting and called it to order at 6:00 PM. Stacey Smith served as secretary.

## Attendees

The following attended:

### Voting Board of Directors:

Susan Garrett, president

Karen Brill, vice president

Lee Demko, treasurer

Stacey Smith, secretary

Bob Carlton, past president

### Advisory Board Members:

Ginny Smith, Clarke county coordinator

Sharon Bradshaw, Shenandoah county coordinator

Ann Levi, guidelines committee chair

***A quorum was present***

## Opening Remarks

Opening remarks included an agenda review.

## Officers' Reports

### Secretary:

Susan Garrett noted that the minutes for the previous month's board of directors meeting were distributed via email. Stacey Smith reported that she made one edit to those minutes, correcting a typo: "of" to "if" in the last sentence of the new business item concerning the Virginia Tech endowment fund.

**Motion:** Bob Carlton made a motion to approve the minutes of the previous month's board of directors meeting as emailed, with discussed revision. Lee Demko seconded the motion. The motion carried with all in favor and none against.

Stacey Smith presented the secretary's report, requesting everyone sign in. No correspondence was reported.

### Treasurer:

Lee Demko presented the following treasurer's report.

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**Northern Shenandoah Valley Master Gardener Association  
Treasurer's Report for Period Ending March 11, 2016**

**Outstanding checks as of March 11, 2016**

1644	S Carroll	\$ 50.00
1645	S Carroll	\$ 50.00
1646	T Roulston	\$ 50.00
1647	C Frenzel	\$ 50.00
1649	M Neese	\$ 50.00
1651	J Cooper	\$ 50.00
1652	M Goatley	\$ 50.00
1653	C Schmidt	\$ 50.00
1654	C Whitacre	\$ 50.00
1655	M Stickleby-Godinez	\$ 50.00
1656	B Rose	\$ 50.00
1657	B Mackintosh	\$ 50.00
1658	M Stickleby-Godinez	\$ 50.00
1661	E Specht	\$ 58.89
1662	C Schmidt	\$ 50.00
1666	M Sutphin	\$130.00
1667	FOSA/Gardenfair	\$ 50.00
1668	M Sutphin	\$ 10.00
1669	VCE-Frederick	\$ 79.60
1670	M Stickleby-Godinez	\$200.00
1671	G Rose	\$200.00
1672	K Strader	\$100.00
1673	R Morrison	\$100.00
<b>Total Outstanding Checks as of March 11, 2016</b>		<b>\$ 1,448.49</b>
<b>Checking Balance as of March 11, 2016</b>		<b>\$ 9,563.50</b>
<b>CD/United Bank</b>		<b>\$ 5,200.74</b>
<b>College/HS Memorial Fund (savings)</b>		<b>\$ 5,128.48</b>
<b>Total Balance</b>		<b>\$ 19,892.72</b>

**Vice President:**

Karen Brill presented the vice president's and programs committee reports. The next meeting is Sunday at Blandly Library, with Cider Works presenting. April programs through the end of year

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are fairly firm. She also presented the following symposium report, reflecting a total scholarship fund gain of \$2,357.40.

<b>"GARDENING IN THE VALLEY" SYMPOSIUM</b>	
MARCH 15, 2016	
COMMITTEE CO-CHAIRS: SANDY WARD AND KAREN BRILL	
<b><u>EXPENSES FOR THE MARCH 12, 2016 SYMPOSIUM</u></b>	
TOTAL SPEAKERS	<u>\$ 600</u>
SCHOLARSHIP MAILING	<u>\$ 75</u>
MISCELLANEOUS EXPENSES	
<b><u>TOTAL EXPENSES</u></b>	<b><u>\$ 675</u></b>
<b><u>EXPENSES BASED UPON 106 ATTENDEES</u></b>	
LUNCHEON AND MORNING COFFEE/TEA SERVICE	\$1,495.50
ADMINISTRATIVE CHARGE:	\$ 299.10
<b><u>TOTAL MEALS AND BEVERAGES:</u></b>	<b><u>\$1,794.60</u></b>
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	<b>\$ 675.00</b>
	<b>\$1,794.60</b>
<b><u>TOTAL EXPENSES:</u></b>	<b><u>\$2,469.60</u></b>
<b><u>INCOME BASED UPON 106 ATTENDEES</u></b>	
ATTENDEES/REGISTRATION	\$4,450
BOOK AND MAGAZINE SALES	\$ 197
MG 2016 INTERN CLASS	\$ 180
<b><u>TOTAL INCOME:</u></b>	<b><u>\$4,827</u></b>
<b><u>TOTAL PROFIT</u></b>	<b><u>\$2,357.40</u></b>

The event brought in \$600 more than in 2014, and at least 41 members supported the event by volunteering.

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**Advisory Board Reports**

**Clarke County Coordinator:**

Ginny Smith presented the Clarke County report. The county will hold its project planning and review meeting Tuesday, March 22<sup>nd</sup> at her home.

**Frederick County Coordinator:**

No report.

**Page County Coordinator:**

Lesley Mack presented the Page County Report via email.

Page will have a MG meeting on March 13th at Cheryl's home in Luray, which is the first meeting in a long time. They will talk about the Farmers Market, Chinquapin Oak, if Sari is doing anything at Walmart this Spring, and how exciting the Symposium was, as well as other topics.

Everyone is invited to The Hill & Valley Garden Club Flower Show, April 30th, Sat, from 1-4 pm at the Warehouse Art Gallery, in Luray. The Show is free and open to the public. There will be refreshments, raffle baskets, gorgeous flowers, and exhibits.

For the June MG meeting at the Brick House Nursery in Page County, although the nursery is normally wholesale only, Sam and Denie Smith, owners, will have sales available to the MGs from their hoop houses, on that day. Their plant list is available at their website: <http://brickhousenursery.com/>.

**Shenandoah County Coordinator:**

Sharon Bradshaw presented the Shenandoah County Report. The County's planning meeting was March 14<sup>th</sup> in the VCE classroom. Of the 32 county MGs, 21 were at the meeting – a very good turnout. Many projects are now fully staffed.

At the beginning of the County meeting, Sharon shared some statistics from Karen Poff, the Family and Consumer Science Extension Agent for the five county area. Although much of the data is dated by a couple of years, the trends are evident:

- Population is 95% white by race, with Latinos listed at 5.2% - a 137% increase since 2007 (Latinos vary in reporting race vs. ethnicity);
- Population is aging, with the average age of 31.9 in 1960 to 43 in 2013
- 11.7% live in poverty, with 17.2% of children living in poverty;
- School system free or reduced meal program from 25.17 in 2003-4 to over 44% in 2014-2015.

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There was discussion on reaching out to Spanish language speakers by including translations in our posting of our office hours and farmers' markets, along with exploring other ideas.

The county hosts a Green Help Line workshop on Friday, March 18, for interested MGs. This is primarily for Shenandoah County, but all are welcome. It is 9am – noon, normal office hours.

Shenandoah County hosts Garden Fair at Blandy in May and will have a sign-up list at the meeting Sunday.

### **Warren County Coordinator:**

Katherine Rindt presented the Warren County Report via email. The March 5th presentation at Southern States in Front Royal by Sari Carp and Liz Morgan on gardening in raised beds was a big success. Around 40 people attended.

Matt Windt hosted the first MG lecture series at Samuels Library on March 12. About 25 members of the public attended.

All Warren County applications for ongoing 2016 projects have been approved.

The Warren County Help Line will open on Monday, April 4. The schedule of coverage from April – June has been distributed and added to the VMS calendar. Warren has space for one intern to work each Monday from 9 – noon if any would like to sign up.

### **Volunteer Coordinator:**

Mary Flagg presented the Volunteer Coordinator Report via email.

- 11 members were adjunct in 2015. 3 are active. 3 went inactive. 5 no response yet.
- 19 did not meet NSVMGA requirements for **2015**.
- 9 active members have not paid and/or enrolled for 2016.
- 7 members have gone inactive for 2016.
- 1 member is requesting adjunct though met requirements.
- Class of 2015, 3 interns still working on 50 hours.
- Class of 2016, started with 16 students, and 2 students have dropped.

### **VCE Agent:**

No report. Susan Garrett noted that Mark Sutphin is on paternity leave until April 4<sup>th</sup>.

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**Standing Committee Reports**

**Communications and Publicity:**

Kris Behrends presented the Communications and Publicity Report via email. After tonight's meeting, Stacey Smith is stepping away from the committee for three months so she can focus on the Garden Fest plant sale.

Virginia Hisghman has joined the committee and is sending out monthly meeting notices to the Winchester Star, Northern Virginia Daily, and Page Courier. Nancy Creager has also expressed an interest in helping.

Sari Carp has secured space for 6 articles in the Page Courier, Shenandoah Valley Herald, and Warren Sentinel's spring gardening pullout. She, Siobhan O'Brien, Stacey Smith, and Elaine Specht are writing those articles now. Sari is also in discussion to begin a monthly column for the Winchester Star written as a Master Gardener, as well as opportunities for other columns in area papers for her and/or other members of the committee.

The committee will give a presentation at the May meeting regarding proper and not-so-proper ways to set up a MG info booth. Elaine Specht and Kris Behrends are meeting in April to finish planning that presentation. Emails requesting feedback on "how to set up a good booth" were sent to those MGs who other members mentioned set up very good booths.

**Education:**

No report.

**Finance:**

No report

**Membership:**

Susan Garrett presented the Membership Report. NSVMGA has two honorary members who require an annual vote to approve their continued honorary status: Mary Carlton and John Stevens.

***Motion:*** Lee Demko made a motion to approve the 2016 honorary status of Mary Carlton and John Stevens. Karen Brill seconded the motion. The motion carried with all in favor and none against.

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Bob Carlton recommended ongoing recognition of NSVMGA's emeritus members and those who pass while active members of the Association. He will gather a couple of members to help.

After discussion, it was decided a vote will be held at the following board of directors meeting on the status of members' adjunct requests for 2016

### **Newsletter:**

No report.

### **Special Committee Reports**

#### **Class of 2016**

Susan Garrett presented the Class of 2016 Report. Three trainees have dropped out, leaving 13, 12 of whom were at the symposium. Susan requested the board consider the location of the class of 2017.

#### **Scholarships:**

Lynn Hoffmann presented the Scholarship Report via email. A final total of six students submitted applications for the scholarships. The committee is in the review process and should be finished by April 15th.

At this time, Lynn also reported on the Jr MG Homeschool Program. The program began on March 8. There are six students so far this year, and some applications are still being received.

#### **Bylaws:**

Sharon Bradshaw presented the Bylaws Report. The committee met and came up with recommended revisions. After discussion and with one additional revision regarding Treasurer bond, the board accepted the recommended revisions.

**Motion:** Bob Carlton made a motion to approve the bylaws revisions as written, with the one additional noted revision. Lee Demko seconded the motion. The motion carried with all in favor and none against.

Sharon noted the Bylaws specify that the membership should receive a notice of proposed amendments 30 days prior to the meeting at which a vote will take place on those amendments. At our April meeting, these amendments are on the agenda for discussion, and active members will vote at that time. Stacey Smith, as secretary, will distribute the minutes to the membership by Wednesday, March 16, 2016, to meet that requirement.

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## Old Business

1) Susan Garrett reported The Virginia Tech Endowment Pledge inaccurate billing and overpayment has now been corrected, and NSVMGA will receive no further bills on this matter. Lee Demko reported she has received a refund check from Virginia Tech.

## New Business

1) Susan Garrett reported that the registration was sent to Blandy for Gardenfair, which Shenandoah County is hosting.

2) Susan Garrett reported that Suzanne Boag has resigned after a year doing a wonderful job as Sunshine Chair. A description of the position will be shared with whomever takes over the role. After another year, and at a future guidelines revision, a description of the position will be added to the guidelines.

At this time, the Sunshine report, sent via email by Suzanne Boag, was presented. The following MGs were sent cards in February 2016

- Mary Carlton - Get well, hip surgery
- Greg MacDonald (Cheryl's Husband) - Lymphoma treatment
- Patrice Vossler - Get well, hip surgery

“Thank you for keeping me posted over the past year. I think it is a wonderful thing for us to show support for our members, especially in times of personal need.

On another note, I have decided to step down as Sunshine Chair effective today. I have cards and stamps to turn over - I will send them with Ginny to the next Board Meeting. It has been a pleasure to serve as the NSVMGA Sunshine Chair.”

3) Susan Garrett will send out a scan of Association handouts for feedback on needed changes. She will also ask for requests for number of handouts needed at upcoming events and then place orders at Piccadilly Press. The Communications and Publicity Committee will gather requests late fall in preparation for 2017.

4) Bob Carlton received some comments concerning a page on the website looking strange and the calendar on the homepage missing important dates and events. After discussion, Susan Garrett will follow up with Donna Funk-Smith, webmaster.



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**Closing Remarks**

None.

**Adjournment**

**Motion:** Bob Carlton a motion to adjourn the meeting. Karen Brill seconded the motion. The motion carried with all in favor and 0 against, and the meeting was adjourned at 8:07 pm.

Respectfully submitted by:

  
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Stacey Smith, Secretary  
Northern Shenandoah Valley Master Gardener Association

**April 12, 2016**  
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Date Approved by Board