

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held January 11, 2017**

Call to Order

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting January 11, 2017, at 125 Prosperity Drive, Winchester, Virginia 22602. Cy Haley, president, presided over the meeting and called it to order at 6:00 PM. Stacey Smith served as secretary.

Attendees

Voting Board of Directors:

Cy Haley, President
Suzanne Boag, Vice President
Stacey Smith, Secretary
Bob Gail, Treasurer
Susan Garrett, Past President

Advisory Board Members:

Helen Lake, Frederick County Coordinator
Sharon Bradshaw, Shenandoah County Coordinator
Bob Carlton, Volunteer Coordinator
Mark Sutphin, VCE Agent

A quorum was present

Sari Carp, Education Chair
Lynn Hoffmann, Publicity Chair
Ann Levi, Timekeeper
Sandy Ward, Symposium Co-Chair

Opening Remarks

Opening remarks included an agenda review.

Vice President's Report

Suzanne Boag reported the next board meeting is Wednesday, February 15th at 6:00 PM at Farm Credit. The January Association meeting is this Sunday at 2:00 PM at Fort Valley Nursery in Woodstock, and Terry Fogle is the speaker.

The Programs Committee Members include Rose Fairman and Laurie Cocina and will meet this Friday to discuss ideas for meeting locations and speakers.

The February Association meeting is scheduled for Sunday, February 19th. This is a three-day weekend, which could lead to less attendance. In addition, Janet Davis has agreed to be a speaker but cannot make the 19th, though she can do the 26th. Suzanne confirmed that the Warren County Government Center is available the 26th.

Motion: Bob Gail moved to change the February Association meeting to February 26th. Susan Garrett seconded the motion. The motion carried with all in favor and none against.

Secretary's Report

Stacey Smith reported the minutes for the November Board of Directors meeting were emailed in November and December for review.

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Motion: Bob Gail moved to approve the minutes of the November Board of Directors meeting as distributed. Suzanne Boag seconded the motion. The motion carried with all in favor and none against.

Stacey reported the minutes for the December Board of Directors meeting were emailed in December for review.

Motion: Bob Gail moved to approve the minutes of the December Board of Directors meeting as distributed. Suzanne Boag seconded the motion. The motion carried with all in favor and none against.

Correspondence: Stacey reported the Association received a letter and \$75 donation on behalf of Carolyn Wilson from real estate agent Kemp Miller. Cy Haley will send a thank you note on behalf of the Association.

Treasurer's Report _____

Bob Gail presented the following report:

**Northern Shenandoah Valley Master Gardener Association
Treasurer's Report
YTD December 31, 2016**

FINANCIAL POSITION

CHECKING ACCOUNT

Checking Balance - November 30, 2016 \$7,055.60

<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	
		Member		
	7-Dec	Dues	\$40.00	
	7-Dec	Book Sale	\$21.00	
Total December 2016 Deposits				\$61.00

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<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>	
	13- Dec	1724	\$(150.00)	Gift	
	21- Dec	1726	<u>\$(28.00)</u>	Publicity	
Total December 2106 Expenses					<u>\$(178.00)</u>

Checking Balance - December 31, 2016 \$6,938.60

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SCHOLARSHIP FUND

Scholarship Fund Balance - November 30, 2016 \$9,046.52

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	
	31- Dec	Interest	\$0.77	
Total December 2016 Activity				<u>\$0.77</u>

Scholarship Fund Balance - December 31, 2016 \$9,047.29

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RESERVE FUND

Reserve Fund Balance - November 30, 2016 \$5,208.90

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	
	31- Dec	Interest	\$0.44	
Total December 2016 Activity				<u>\$0.44</u>

Reserve Fund Balance - December 31, 2016 \$5,209.34

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TOTAL CASH ON HAND - DECEMBER 31, 2016 \$21,195.23

*Respectfully Submitted,
Robert A. Gail
Treasurer*

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Old Business

1. The Association needs a new Facebook editor. There were some technical issues for the member appointed last month.

New Business

1. Bob Gail will send to the Board a list of members who need to pay dues, which are due January 31st. Any members who have not paid at that point will receive a 30-day notice that payments must be made by the “drop-dead” due date.

VCE Agent Report

Mark Sutphin reported VCE Recertification Forms are coming in. He asked that members be reminded at the next Association meeting to send the forms in by the end of January. Mark will send a list of those still needed to Cy Haley and Bob Carlton. Mark has several projects to review with Bob Carlton after tonight’s meeting. The Healthy Virginia Lawns Program is picking up steam, and Mark will follow up with those who offered to help.

Mark reiterated the appreciation he expressed in an earlier email concerning the Association’s significant contributions in 2016: Master Gardener Volunteers reached 11,282 contacts throughout the year and contributed 9,867 volunteer (at \$26.09 per hour that equates to \$257,430) and 2,363 continuing education hours in our five counties. Northern Shenandoah Valley Master Gardeners participated in nearly 75 educational programs, projects, and events to extend best management practices and knowledge into the local communities, representing the equivalent of 6 full-time employees.

Volunteer Coordinator Report

Bob Carlton reported the County Coordinators will meet January 18th at the Shenandoah County Government Building kitchen at 2:00. At least three active members and seven adjunct members have not meet 2016 requirements. Bob will send their names to their county coordinators. Bob also expressed appreciation for the support he’s receiving from Association members as he moves into his new role and gets familiar with VMS.

County Coordinator Reports

Cy Haley suggested that county coordinators share detailed project updates at the Association meetings and share important events or discussion items at the Board meetings. Those in attendance agreed.

Clarke: No report.

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Frederick: Helen Lake reported she is reevaluating and retooling community outreach events such as the Lowe's Help Table, Extension Office Helpline (in person and via email), and potentially the City of Winchester's Farm Market. She also received 2017 project applications from project leaders for Our Family, Virginia Avenue Elementary Garden Program, and Village at Orchard Ridge Sensory Garden Program, all of which were approved by Volunteer Coordinator Bob Carlton and VCE Agent Mark Sutphin.

Page: Lesley Mack reported the county will have a meeting in March. Cheryl McDonald's husband is home after being hospitalized prior to the holidays.

Shenandoah: Sharon Bradshaw reported the county planning meeting is March 13 at the Shenandoah County Government Center. The county will hold Greenline training March 31st from 9am – 12pm at the Shenandoah County Government Center in the classroom. Class of 2017's registration night is Tuesday, January 17th beginning at 6:00 PM, and the first class is Tuesday, February 14th, from 6:00 PM – 9:00 PM. All are invited to attend wearing green shirts and nametags.

Warren: No report.

Standing Committee Reports

Communications & Publicity: Lynn Hoffmann reported the website has been a work in progress and Donna Funk-Smith is posting updates as Lynn gets them to her. She has updated emails and entered them into the new Contact Us email from the web page. The county and unit projects will be updated next. As we have events, all coordinators should forward to Lynn any emails they collect so she can keep the list up to date.

The Seed Exchange info has been sent to the major papers and emails have been sent, and Facebook continues to announce it. Elaine Specht will have flyers at the January Association meeting. The Symposium Save the Date info has gone out to the email list and the Paypal information is set up and is on the webpage. Lynn will hand out flyers at the January Association meeting, and they will be posted on the website and Facebook. We need to get started on the Garden Fest flyer, and Lynn will be contacting Elena Lycas to coordinate with Cy Haley and Suzanne Boag.

We've connected to a garden blog in the Northern Virginia area called Pegplant, and she will add our events to her event lists. We will try to link her site on the web page and Facebook. Sarah Kohrs has volunteered to keep a binder of newspaper articles and information about the Association and events. Anyone who has copies of past articles should forward them to her or to Lynn at the monthly meetings.

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Scholarship (Special Committee): At this time Lynn Hoffmann reported that the application and letters have gone out to all the High Schools and some home school and Christian/Private schools in the area. She is still looking for more private schools. If anyone knows of any, please forward info to her. The committee has been filled and should get applications by February or March. The Brent & Becky's and Smile.Amazon programs are up and running. Each will contribute a portion of their sales to the Association, possibly earmarked for the Scholarship Committee.

Junior Master Gardeners (Special Committee): At this time Lynn Hoffmann reported she met to plan the next class of homeschoolers on Monday January 9th. The class will start March 7th. She has applied for a grant/donation from Johnny's Seeds and Burpee Seeds. She will share anything she gets for other programs that are in need of seeds.

Education: Sari Carp reported the committee is up and running. Public Library Series presentations are planned in four counties and are open to Master Gardeners for Education Hours and to the public. The committee is also planning more traditional Master-Gardener only events with a goal of one per month. Kris Behrends will enter all Education Committee events into the VMS calendar.

Finance: Bob Gail reported a new Square credit-card reader is on order for the Association.

Membership: No report.

Newsletter: No report.

Special Committee Reports

Symposium: Sandy Ward reported PayPal is up and working. Cy Haley reported she had some difficulty getting the registration and payment to work, which Bob Gail noted. Sandy is working with Lynn Hoffmann on publicity. Details have gone out to the Association, and the committee needs books and magazines for the sale table.

Garden Fest: Cy Haley reported she and the leaders will meet in February. Advertising will focus on children, and children and pollinators are the overall themes of the event. She is also collecting Second Hand Rose materials. Stacey Smith reported she would get together a monthly "to do" handout for Sunday's Association meeting and will sign up committed volunteers to help with the plant sale.

Closing Remarks

None.

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Adjournment

Motion: Susan Garrett moved to adjourn the meeting. Bob Gail seconded the motion. The motion carried with all in favor and none against, and the meeting adjourned at 7:44 pm.

Respectfully submitted by:

Stacey M. Smith

Stacey Smith, Secretary

Northern Shenandoah Valley Master Gardener Association

February 15, 2017

Date Approved by the Board