

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held April 19, 2017**

Call to Order

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting April 19, 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:

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

A quorum was present

Lynn Hoffmann, Publicity Chair
Ann Levi, Timekeeper
Lori Nuri, Master Gardener Trainee
Betty Place, Master Gardener Trainee
Sandy Ward, Symposium Co-Chair

Opening Remarks

Opening remarks included an agenda review.

Vice President's Report

Suzanne Boag reported April's Association Meeting, Sunday, April 23, 4:00 p.m., is at the Corhaven Graveyard, 2883 Quicksburg Rd., VA 22847, located in Shenandoah County. Sarah Kohrs, Master Gardener and Project Leader for the Corhaven Graveyard Tribute Garden will be the guest speaker. Parking is located in a cow field, but the ground is uneven pasture (no cows). Carpooling instructions have gone out to the membership. Shenandoah County Coordinator Sharon Bradshaw recommended that Master Gardeners carpool from the municipal lot to the graveyard due to space and the condition of the parking area. There is an indoor space - a workshop used for retreats - that can seat at least 40 inside. Bathrooms are on site, and there is an indoor space for Master Gardeners to place their potluck meal. Rain is forecast for the entire day, 80% dropping to 40% that evening. Suzanne plans to send an update to the membership once the meeting arrangements for rainy weather are set.

May's Association Meeting, Sunday May 21st, 4:00 p.m., is at Belle Grove Plantation in the Barn. Our speaker is Myron Kremer, a stonemason, and his demonstration will take place outside the barn in the parking lot.

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October's Association Meeting is at Weber's Nursery, located in Winchester. Peter Weber is the speaker, and his topic is, "Right tree, right place." Mr. Weber asked if our meeting starting time of 4:00 p.m. could be changed to 2:00 p.m. so that Master Gardeners could walk around the nursery as he is talking to see the trees while there is still daylight. The Board voted to approve the time change, so the October Meeting is set to begin at 2:00 p.m. There will also be time to shop!

Secretary's Report

Stacey Smith reported the revised minutes for the March Board of Directors meeting were emailed for review April 4th.

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

Stacey reported a board action that occurred via email March 25th. Susan Garrett made a motion to move the October board meeting to 2:00. Suzanne Boag seconded the motion, and the motion carried with all in favor and none against.

Correspondence: The Association received information about Master Gardener College, and registration is scheduled to open May 1.

Stacey requested that when sign-in sheets are used at Association events, members send her a scan to add to the Association archives, which she will then forward for inclusion on Association email lists.

Treasurer's Report

Bob Gail presented the following reports:

**Northern Shenandoah Valley Master Gardener Association
Treasurer's Report
YTD March 31, 2017**

FINANCIAL POSITION

CHECKING ACCOUNT

Checking Balance - February 28, 2017

\$12,614.24

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<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	31-Mar	Member Dues	\$40.00
	31-Mar	Symposium Garden Fest	\$2,101.30
	31-Mar	Vendors Rich Howell	\$555.00
	31-Mar	Honorarium	<u>\$50.00</u>

Total March 2017 Deposits **\$2,746.30**

<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	2-Mar	1732	\$(20.00)	Sanctuary on the Trail
	1-Mar	1734	\$(50.00)	Dr. Steve Carroll - MG Class Speaker
	3-Mar	1735	\$(50.00)	Terry Fogle - MG Class Speaker
	14-Mar	1736	\$(50.00)	Randy Fogle - MG Class Speaker
	13-Mar	1738	\$(50.00)	Dr. Mike Goatley - MG Class Speaker
	23-Mar	1739	\$(50.00)	Michael Neese - MG Class Speaker
	31-Mar	1741	\$(50.00)	Lee Draper - MG Class Speaker Janet Davis - Feb. Assoc. Mtg. Speaker
	1-Mar	1752	\$(50.00)	
	7-Mar	1754	\$(55.00)	FOSA - Garden Fair Booth Fee Shaffer's Catering - Symposium Deposit
	3-Mar	1755	\$(500.00)	
	9-Mar	1756	\$(160.00)	VT Soil Testing Lab - MG Class
	13-Mar	1757	\$(202.34)	VT Treasurer - MG Class PMG's
	15-Mar	1758	\$(162.00)	LFCC - Symposium IT Support The Winchester Star - Home & Garden Ad
	10-Mar	1759	\$(96.00)	
	27-Mar	1760	\$(152.00)	Cabin Hill Tees - MG Class T-Shirts VT Treasurer - MG Class
	27-Mar	1761	\$(9.95)	Background Search Kathy Baker - Symposium
	24-Mar	1762	\$(60.00)	Registration Refund Symposium Supplies -
	24-Mar	1763	\$(13.57)	Markers/Name Tags
	29-Mar	1764	<u>\$(50.00)</u>	Symposium - Book Sale Change

Total March 2017 Expenses **\$(1,830.86)**

Checking Balance - March 31, 2017 **\$13,529.68**

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SCHOLARSHIP FUND

Scholarship Fund Balance - February 28, 2017 **\$9,098.76**

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<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	31-Mar	Earned Interest	<u>\$0.77</u>

Total March 2017 Activity \$0.77

Scholarship Fund Balance - March 31, 2017 \$9,099.53

RESERVE FUND

Reserve Fund Balance - February 28, 2017 \$5,215.19

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	31-Mar	Earned Interest	\$0.44

Total March 2017 Activity \$0.44

Reserve Fund Balance - March 31, 2017 \$5,215.63

TOTAL CASH ON HAND - March 31, 2017 \$27,844.84

*Respectfully Submitted,
Robert A. Gail
Treasurer*

**Northern Shenandoah Valley Master Gardener Association
Budget Report
YTD March 31, 2017**

<u>Account Number</u>	<u>INCOME</u>	<u>2017 Budget</u>	<u>YTD Actual</u>	<u>Over/(Under) Budget</u>
110	Garden Fest (Net Income)	\$4,200.00	\$795.00	\$(3,405.00)
120	Master Gardener Class	\$3,600.00	\$3,600.00	\$-
130	Member Dues	\$2,000.00	\$2,115.00	\$115.00
140	Miscellaneous/Donations	\$-	\$164.00	\$164.00
	TOTAL INCOME	<u>\$9,800.00</u>	<u>\$6,674.00</u>	<u>\$(3,126.00)</u>

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SYMPOSIUM

200	Symposium Registration Fees	\$5,500.00	\$5,892.10	\$392.10
205	Symposium Expenses	\$3,350.00	\$3,071.57	\$(278.43)
210	All Proceeds to Scholarship Fund	\$2,150.00	\$2,820.53	\$670.53

EXPENSES

310	Administration/Leadership	\$400.00	\$98.06	\$(301.94)
320	Continuing Education Programs	\$500.00	\$100.00	\$(400.00)
330	County Projects	\$1,000.00	\$50.00	\$(950.00)
335	Unit Projects	\$400.00	\$169.47	\$(230.53)
340	Donations/Awards/Gifts	\$250.00	\$-	\$(250.00)
350	MG Class	\$3,600.00	\$2,908.54	\$(691.46)
360	Miscellaneous	\$1,100.00	\$250.00	\$(850.00)
370	Newsletter/Web	\$50.00	\$-	\$(50.00)
380	Outreach/School Programs	\$750.00	\$-	\$(750.00)
390	Permanent Items	\$330.00		\$(330.00)
400	Publicity/Education	\$1,000.00	\$96.00	\$(904.00)
410	Surety Bond	\$170.00	\$-	\$(170.00)
420	Volunteer Coordinator Travel	\$250.00	\$-	\$(250.00)
	TOTAL EXPENSES	\$9,800.00	\$3,672.07	\$(6,127.93)

**NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION
CHECKING ACCOUNT RECONCILIATION
March 31, 2017**

2-28-17 Checking Account Balance	\$12,614.24
February Deposits	\$2,746.30
February Cleared Checks	<u>\$(1,830.86)</u>

3-31-17 Bank Statement Balance \$13,529.68

Outstanding March Checks:

1742 - Ed Clark, MG Class Speaker	\$(50.00)
1743 - Dr. Francis Reilly, MG Class Speaker	\$(50.00)
1744 - Lynne Phillips, MG Class Speaker	\$(50.00)
1745 - Bart McDowell, MG Class Speaker	\$(50.00)
1746 - Dr. Allen Straw, MG Class Speaker	\$(50.00)
1747 - Dr. Robert McDuffey, MG Class Speaker	\$(50.00)
1753 - Peter Benedetto, Woodstock Community Garden	\$(50.00)

**Minutes for The Northern Shenandoah Valley Master Gardener Association
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Total March Outstanding Checks	\$(350.00)
NSVMGA March 31, 2017 Checking Account Balance	\$13,179.68

**2017 NSVMGA Symposium Financial Summary
April 1, 2017**

INCOME	
Registration Fees	\$5,545.00
Book Sale Proceeds	\$415.40
Total Symposium Income	\$5,960.40
EXPENSES	
PayPal/Square Fees	\$(68.30)
Symposium Book Sale Change	\$(50.00)
Shaffer's Catering	\$(2,036.00)
IT Support	\$(162.00)
Name Tags/Makers	\$(13.57)
Speaker Fees	\$(750.00)
Registration Refund	\$(60.00)
Total Symposium Expenses	\$(3,139.87)
Net Symposium Income	\$2,820.53

Helen Lake requested another stand-up banner for Frederick County, with one assigned to farmers' markets and another used for other events. She is also unable to locate the tabletop banner for Frederick County. Bob Gail will look through the treasurer's files for information on cost, and the Board will vote at a later date on approval of the purchase(s).

Old Business

1. Adjunct Form. Susan Garrett presented the "Request for Adjunct Membership" form to the board for approval.

Motion: Susan Garrett moved to approve the "Request for Adjunct Membership" form with noted changes and to send a copy to the Guidelines Committee Chair for inclusion in the next revision of the "Northern Shenandoah Valley Master Gardener Association Guidelines." Stacey Smith seconded the motion. The motion carried with all in favor and none against.

2. Adjunct Form. Susan Garrett presented the next "Did You Know" article on "The Duties of Project Leaders." Through discussion, Helen Lake reported that the Village at Orchard Ridge

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project closed due to misunderstanding with the community partner of the project goals. Future projects with community partners will receive more in-depth vetting and include a written shared understanding of the project and expectation of roles.

Motion: Susan Garrett moved to approve the “The Duties of Project Leaders” with noted changes and to send a copy to the Guidelines Committee Chair for inclusion in the next revision of the “Northern Shenandoah Valley Master Gardener Association Guidelines.” Suzanne Boag seconded the motion. The motion carried with all in favor and none against.

After discussion, the information will be added as the second page of the “Project Application Form” and updated on VMS.

3. Service Year Recognition Pins. Cy Haley and Helen Lake presented information on service-year recognition pins. Helen Lake will choose pins to be awarded for 5, 10, 15, 20, and 25 years’ of service.

Motion: Bob Gail moved to reward brass service-year recognition pins to members, beginning at five years from class year, and at five-year intervals, retroactively. Susan Garrett seconded the motion. The motion carried with all in favor and none against.

Motion: Bob Gail moved to approve expenditure of approximately \$550 for purchase of brass service-year recognition pins for members. Stacey Smith seconded the motion. The motion carried with all in favor and none against.

Cy Haley will present to the Association for a vote at the next meeting where a quorum is present.

New Business

1. VMS Project signup. Susan Garrett suggested members sign up for projects in VMS through calendar events versus projects. After discussion, volunteer names will be removed from ongoing projects after the annual fall project review. This will help ensure those listed on a project are currently active and interested in that project and are not carryovers from a previous year.

Motion: Susan Garrett moved that members be encouraged to sign up for projects in VMS through calendar events versus through the project. Bob Gail seconded the motion. Suzanne Boag called for the vote, and the motion carried with all in favor and none against.

VMGA Liaison Report

Susan Garrett reported she plans to attend the next meeting and will then report back to the Board.

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VCE Agent Report

Mark Sutphin clarified program ownership for liability and insurance purposes. After discussion, NSVMGA events will be listed, promoted, and/or advertised as a "VCE Master Gardener Program Sponsored by NSVMGA." Mark is happy to review any materials before they are distributed.

Mark reported one member has not turned in a completed VCE-MG volunteer form. He submitted the front page only, but both sides must be completed.

Cy Haley reported that travel time recording may change for VCE Master Gardeners at the state level, but that doesn't mean individual units have to change in the same way. After discussion, Association members will continue to report as they do now.

Volunteer Coordinator Report

Bob Carlton reported the coordinators' meeting April 12th was well attended. County Coordinator issues were discussed. Going forward, County Coordinators will present brief reports at Board and Association meetings to help condense time spent at the meetings. More extensive reports will go to the secretary for inclusion in the minutes.

All project applications received have gone to Mark Sutphin and been returned. Bob asks that Project Application Forms be turned in to him well in advance of a project. He also requests County Coordinators remind their county members to return any intern badges, and he thanked Susan Garrett for her "Did You Know Articles" and Adjunct Form.

Approval of Projects: None.

County Coordinator Reports

Clarke: Ginny Smith reported Frederick and Clarke are coordinating signups for Blandy Garden Fair, and work is beginning on the xeriscape garden.

Frederick: Helen Lake reported Frederick and Clarke are coordinating signups for Blandy Garden Fair. Frederick County held its planning meeting, which was well attended. Shan Kilby is prepared for the Farmers' Market, and John Kummer is project leader for the Lowes help desk. She encourages members to sign up for Greenline and for the Greenline workshop.

Page: Lesley Mack reported via email Page County Master Gardeners potted 420 peat pots for the Shenandoah Elementary "Farm to Table" Day on April 21st. Cheryl McDonald has planned dates for the Luray Farmers' Market May through Sept.

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Shenandoah: Sharon Bradshaw reported The Growing Groceries workshops (within the Community Garden project) have had increasing attendance for each of its sessions. The Green Help Line has several new volunteers and began its seasonal office clinics this month, in addition to the computer and phone support. The Lowe's help desk series kicks off this Saturday, along with the annual Artisan Trail weekend. County members look forward to having the monthly meeting at Corhaven Graveyard on Sunday to introduce the membership to one of its more famous activities.

Class of 2017 (Special Committee): At this time Sharon reported the class is in the final third of its classroom training, and the trainees have become a cohesive group. Their work on the project of mapping the New Market Rain Garden is over and beyond the coordinators' expectations. They are in the process of adding finishing touches to a map, a plant list with scientific names, a dichotomous guide, coloring pages, bookmarks, and a display board that the library will feature inside. Various members have brought awards and door prizes for weekly drawings. The presenters have been excellent, and the class has responded very favorably to them.

After discussion regarding the Class of 2018, Susan Garrett will check availability of the Mid Atlantic Farm Credit conference room at Kernstown Business Center. The space proved a good location for the Class of 2016.

Warren: Katherine Rindt reported via email the next Samuels Library Master Gardener Speaker Series will be May 6th at 12:00 noon on "Starting a Vegetable Garden" for beginning gardeners. The Warren County Help Line has started, and she published a notice in the Warren Sentinel and the Warren County Report and distributed some flyers to local garden centers. Southern States in Front Royal invited the Association to set up an information table, but she received minimal interest from Warren County Master Gardener, so it may not happen. She also received a request via the Shenandoah County Greenline from Better Thymes about a Master Gardener coming to the store to provide information, and she's contacted them to work out details. Spring cleanup workdays have been held at the Samuels Library and Belle Boyd Cottage Gardens.

Standing Committee Reports

Communications & Publicity: Lynn Hoffmann reported several forms are updated and will also be updated on VMS, including letterhead, the project application form, and the reimbursement voucher.

Garden Fest ads are scheduled to run in the Winchester Star, NVD and Valley Revue. Press releases will go out to the list of media contacts this week. Email reminders will go out the week of May 1st and 15th. Signs for the side of the road were purchased and set up from Rt. 81 up Route 11 to Belle Grove. Flyers for Garden Fest are ready. She will email members and ask them

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to give out flyers in their neighborhoods. Ginny Smith will have flyers for Garden Fair and Helen Lake will have flyers for the first day of the Farmers Market.

Lynn plans to email the publicity public-contact list twice in May about Garden Fest and then updates in the summer for the Library series and Barn Series. Since the publicity public-contact list and the list maintained by Mark Sutphin's office are separate and both sending out updates, the methods of compilation and frequency of contact will to be reviewed and coordinated in depth at a later date with the board.

Donna Funk-Smith has updated parts of the website. It's a continuing project, so forward requests and changes to Lynn.

Scholarship 2017 (Special Committee): At this time Lynn reported the score sheets are due on April 20th. She will forward the names to the Board via email once the committee makes it decision.

Junior Master Gardeners 2017 (Special Committee): At this time Lynn reported classes are continuing. American Woodmark generously donated \$550.00 to cut down trees and shrubs that are encroaching in the CCAP garden area. The class would not have this grant without the idea and forwarding of the request to American Woodmark by Bob Gail. Bob suggested this company and was able to follow through and secure the grant. They would like a photo op with two of the homeschoolers who come to accept the check.

Belle Grove Barn Series 2017 (Special Committee): At this time Lynn reported a flyer and a brochure are ready, and members are needed to pass them out. There are no registrations so far.

Education: Sari Carp reported via email that library talks have happened in all four counties and are averaging attendance in the low 30s, with the lion's share of attendees from outside the Association and some Master Gardeners from other units. Audiences are engaged, enthusiastic, and provide extremely positive feedback, with most planning to continue attending. The libraries are excited by how well things are going. The Winchester Star, the NVD, and Winc-FM, etc. have provided press coverage.

In Shenandoah and Clarke counties, Master Gardeners are joining a "social hour" after the talks, where attendees can socialize and discuss gardening over coffee and snacks in local eateries. These are proving very popular and a good opportunity to raise awareness of MG activities in the community.

Finance: No report.

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Membership: Cy Haley reported there are two requests for reentry. She will send them each the transfer/reinstatement form.

Newsletter: No report.

Special Committee Reports

2017 Symposium: Sandy Ward reported NSVMGA's 2017 Symposium was held on Saturday, April 1st at Lord Fairfax Community College. Attendance was good, with 98 registrants and 6 speakers attending. Net Symposium income, detailed in Treasurer's Report below, was \$2,820.53, to be allocated to the Scholarship Fund. 65 attendees filled out Symposium evaluation forms, and ratings were overwhelmingly "excellent" in the areas of Facility, Refreshments, Number of Breaks, and Symposium Length. One area that needs to be reviewed next year is media effectiveness -- only 28 of the registrants were not NSVMGA members. The Symposium committee has compiled a lengthier report on the Evaluation Summary, including recommendations for next year. That Report will be passed on to next year's Symposium Committee. After discussion of competition from other events, it was decided that the Association would not schedule competing activities the same day as Symposium.

2017 Garden Fest: Cy Haley reported the children's events are scheduled, and vegetable cans are needed for bee boxes. Area leaders are recruiting volunteers, and flyers are ready for distribution.

Vendors: Suzanne Boag reported so far there are a total of 21 vendors and non-profits, not counting booths for NSVMGA & Belle Grove: 14 are retail, 7 are non-profits. Mary Rose Lavender and North Mountain Rescue can't participate for this year (a scheduling conflict & shoulder surgery). Suanne has sent out vendor recruiting emails to old and new vendors and is continuing to try to locate a pottery vendor. She is hopeful that the VNPS and Beekeepers of NS will join, although no applications are received from either yet. Garden Fest Vendors include: A Welders Wife Creates. Blue Ridge Educational Center, Birdhouse Engineering, C & C Frozen Treats, Catherine's Clay Creations, Claylick Brooms, Eggs & Ears 4-H Frederick County, Front Royal Tree Stewards, Glass Reflections, Hill House Farm & Nursery, Iris Hills Farm. KPhillips Ent LLC. Left Field Clock Company, Olive Oil Soap Company, Ornametal Welding, Spring Thyme Nursery, USBCHA Natl Sheep dog Finals, Valley Wildlife Care of VA, Virginia Lovers Gourd Society, VA Master Naturalists Shen. Ch., and Young Living Essential Oils. Fifteen of the vendors/non-profits have attended Garden Fest before and six are new to Garden Fest: Blue Ridge Educational Center, C&C Frozen Treats, Catherine's Clay Creations, Claylick Brooms, Glass Reflections, and Left Field Clock Company. There are two food vendors this year: the Frederick County 4-H and the newly added C&C Frozen Treats.

Plants: Stacey Smith reported 12 of 17 potting parties are complete. From 9 of the parties, volunteers have potted more than 700 6" – 8"+ plants. For all parties, over 45 individual

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volunteers are putting in about 91 2-hour shifts. This doesn't account for all of the other plants so many members have dug on their own. She'll have more of that info in May as they start making labels and signs. Several subcommittee members are writing plant snippets for Suzanne Boag to post on Facebook to help lure customers. Others are working on simplified pricing with a bump up in base price and a written pricing book that includes each year's pricing. They will also try to visit other Master Gardener plant sales in April and May to see comparable pricing and get other ideas.

Closing Remarks _____

None.

Adjournment _____

Motion: Bob Gail moved to adjourn the meeting. Stacey Smith seconded the motion. The motion carried with all in favor and none against, and the meeting adjourned at 8:45 pm.

Respectfully submitted by: *Stacey M. Smith*

05/17/17

Stacey Smith, Secretary

Date Approved by the Board

Northern Shenandoah Valley Master Gardener Association