

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held June 7, 2017**

Call to Order

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting June 7, 2017, at 125 Prosperity Drive, Winchester, Virginia 22602. Cy Haley, president, presided over the meeting and called it to order at 6:01 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

Opening Remarks

Opening remarks included an agenda review.

Vice President's Report

Suzanne Boag reported June's Association meeting is Sunday, June 11th, 4:00 p.m., at Birdsong Pleasure Garden (AKA, the Mack's Place) in Page County. Master Gardeners Lesley and Tom Mack will be the guest speakers, and a tour of their beautiful garden will be a treat for Master Gardeners. Page County Master Gardeners will host this meeting.

July's Association Meeting is Sunday, July 16th, 4:00 p.m. at the Blandy Library at the State Arboretum, 400 Blandy Farm Lane, Boyce, VA 22620. Master Gardener Paula Brownlee will be our guest speaker, and her topic will be Fall/Winter Plantings. Clarke County Master Gardeners will host this meeting.

Secretary's Report

Stacey Smith reported the minutes for the April Board of Directors meeting were emailed for review, with one amendment: Cy Haley will research the strategic plan.

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

Treasurer's Report

Bob Gail presented the following reports:

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

FINANCIAL POSITION

CHECKING ACCOUNT

Checking Balance - April 30, 2017 \$8,871.59

<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	5-May	Belle Grove - Kids Garden Art 1/2 Registration Fees	\$50.39
	5-May	From Scholarship to Checking	\$500.00
	11-May	AmazonSmile Donation	\$11.97
	16-May	GardenFest Vendor - Birdhouse Engineering	\$40.00
	16-May	Rotary Club Donation - JMG Program	\$550.00
	18-May	GardenFest Vendor - Energy Cafe	\$40.00
	18-May	MG Wear Deposit	\$462.00
	18-May	GardenFest Vendor - Clever Containers	\$75.00
	22-May	Carolyn Wilson Honorarium	\$25.00

Total May 2017 Deposits **\$1,754.36**

<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	4-May	1779	\$(200.00)	Northern Va Daily - GardenFest Ads
	5-May	1778	\$(67.00)	The Valley Revue - GardenFest Ad
	11-May	1780	\$(500.00)	Cameron Terzian Scholarship
	12-May	1775	\$(72.72)	Cheryl McDonald - 4H Farm to Table Talk
	16-May	1782	\$(660.00)	Cabin Hill Tees - MG Wear

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19-May	1781	\$(50.78)	Lynne Hoffman - Bus. Cards, GF Publicity
22-May	1783	\$(41.35)	Ginny Smith - CC Project Materials
22-May	1784	\$(284.31)	Johnny Blue Inc. - GardenFest Restrooms
23-May	1788	\$(75.22)	Mary Craig - Blandy Com. Garden, GF
24-May	1787	\$(50.00)	Myron Kremer - May Ass. Mtg. Speaker
25-May	1776	\$(9.99)	Robin Holland - 4H Farm to Table Talk
30-May	1786	\$(26.49)	Lynne Hoffman - GF Plant Signs
30-May	1789	\$(20.00)	Suzanne Boag - GF Facebook Boost Ad

Total May 2017 Expenses \$ (2,057.86)

Checking Balance - May 31, 2017 \$8,568.09

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SCHOLARSHIP FUND

Scholarship Fund Balance - April 30, 2017 \$11,920.88

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	5-May	Cameron Terzian Scholarship	\$(500.00)
	31-May	Earned Interest	<u>\$0.98</u>

Total April 2017 Activity \$(499.02)

Scholarship Fund Balance - May 31, 2017 \$11,421.86

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RESERVE FUND

Reserve Fund Balance - April 30, 2017 \$5,216.06

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

Total May 2017 Activity \$0.44

Reserve Fund Balance - May 31, 2017 \$5,216.50

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TOTAL CASH ON HAND - May 31, 2017 \$25,206.45

*Respectfully Submitted,
Robert A. Gail
Treasurer*

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

4-30-17 Checking Account Balance	\$8,871.59
May Deposits	\$1,754.36
May Cleared Checks	<u>\$(2,057.86)</u>
5-31-17 Bank Statement Balance	\$8,568.09

Outstanding May Checks:

1785 - Westminster Canterbury - Fred. Cty. Meeting	\$(52.65)	
Total May Outstanding Checks		<u>\$(52.65)</u>

NSVMGA May 30, 2017 Checking Account Balance \$8,515.44

**Northern Shenandoah Valley Master Gardner Association
Budget Report
YTD May 31, 2017**

Account Number	<u>INCOME</u>	2017 Budget	YTD Actual	Over/(Under) Budget
110	GardenFest (Net Income)	\$4,200.00	\$950.00	\$(3,250.00)
120	Master Gardener Class	\$3,600.00	\$3,600.00	\$-
130	Member Dues	\$2,000.00	\$2,115.00	\$115.00
140	Miscellaneous/Donations*	\$-	\$1,401.36	\$1,401.36
	TOTAL INCOME	<u>\$9,800.00</u>	<u>\$8,066.36</u>	<u>\$(1,733.64)</u>

SYMPOSIUM

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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	\$147.06	\$(252.94)
320	Continuing Education Programs	\$500.00	\$150.00	\$(350.00)
330	County Projects	\$1,000.00	\$290.18	\$(709.82)
335	Unit Projects**	\$400.00	\$1,130.06	\$730.06
340	Donations/Awards/Gifts	\$250.00	\$-	\$(250.00)
350	MG Class	\$3,600.00	\$3,452.54	\$(147.46)
360	Miscellaneous	\$1,100.00	\$420.10	\$(679.90)
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	\$705.19	\$(294.81)
410	Surety Bond	\$170.00	\$-	\$(170.00)
420	Volunteer Coordinator Travel	\$250.00	\$-	\$(250.00)
	TOTAL EXPENSES	\$9,800.00	\$6,295.13	\$(3,504.87)

*Includes \$1150 in donations for JMG tree removal

**Includes \$950 unbudgeted for JMG tree removal offset by donations

Old Business

1. Strategic Plan Update. Cy Haley will review the 2015 minutes of the meetings regarding the plan and will forward to the Board for review.

New Business

1. Celebrate Us. Helen Lake pointed out part of the strategic plan included celebrations. Helen recommended a social celebration or fun day for members to celebrate and recognize all their accomplishments throughout the year as volunteers in their communities as members of NSVMGA. The event would give members the opportunity and time to enjoy and feel appreciated for all the great projects they lead, volunteer, and give of their time. Helen will work with Suzanne Boag to coordinate a small celebration this year. Based on this, in future years, the event may be larger and planned more in advance.

2. Archival of Photos. Cy Haley reported the Association needs some method to conveniently archive and access members' photos of events. Lynn Hoffmann will discuss options with Terry Bowman, Mary Craig, and Mary Flagg for a cloud storage option with access for county coordinators and board members.

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VMGA Liaison _____

Cy Haley will attend the next meeting for Susan Garrett and will report back.

VCE Agent Report _____

Mark Sutphin discussed his recent email regarding food offered to children. Association members have to be careful to follow the guidelines when working with schools and other civics organizations.

Volunteer Coordinator Report _____

Bob Carlton reported a coordinator meeting is scheduled for July 5th. County Coordinators will review those who have not yet met their 20/8 hours for 2017.

Approval of Projects: None.

County Coordinator Reports _____

Clarke: Ginny Smith reported nothing new.

Frederick: Helen Lake reported nothing new.

Page: Lesley Mack reported a couple of Page County Master Gardeners went over to the Chinguapin Oak tree to clean it up in case anyone stops by to see it this coming June 11th for the Master Gardener meeting. Cheryl McDonald and crew continue to show up at the Farmers' Market. Marcia Kaetzel achieved her 50 hours. County Master Gardeners are looking forward to the 11th.

Shenandoah: Shenandoah County Master Gardeners are busy with two information tables and the Green Help Line. The county is proud of Corhaven Graveyard's recognition last month by the Shenandoah County Historical Society for its work in historical preservation.

Warren: No report.

Standing Committee Reports _____

Communications & Publicity: Cy Haley reported sign-in sheets aren't always getting forwarded to the appropriate persons. After discussion, sign-in sheets will go to the Secretary, who will forward them to the Communications & Publicity Chair as well as to the VCE Agent.

Education: Cy Haley reported the committee will need a new chair for 2018. Members are asked to think of someone who can lead.

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Finance: Susan Garrett reported the background checks are coming up again in 2018. Bob Gail recommended they be included in the 2018 budget. After discussion, it was also suggested the “Master Gardener College” scholarship for members be considered as part of the next budget.

Membership: No report.

Newsletter: No report.

Special Committee Reports

2018 Symposium: Cy Haley reported Lynn Hoffmann and Helen Lake may chair the 2018 symposium.

2018 Master Gardener Class: Susan Garrett reported the coordinators have a planning session scheduled. After that, they’ll have another planning meeting, which will include prior years’ coordinators.

2017 GardenFest: Cy Haley reported GardenFest was a success, with 930 visitors recorded. She read from the financial report Bob Gail previously emailed to the Board:

**GardenFest Financial Summary
June 7, 2017**

GardenFest Area	Income		Subtotal Income	Less		Gross Income
	Cash	Square		Square Fees	Change	
Tool Sharpening	\$84.50	\$-	\$84.50	\$-	\$-	\$84.50
Second Hand Rose	\$893.00	\$-	\$893.00	\$-	\$(50.00)	\$843.00
Raffle	\$300.00	\$10.00	\$310.00	\$(0.27)	\$(100.00)	\$209.73
Scholarship	\$320.00	\$43.00	\$363.00	\$(1.17)	\$(100.00)	\$261.83
Plants	\$4,524.00	\$2,932.00	\$7,456.00	\$(79.96)	\$(100.00)	\$7,276.04
Vendors	\$950.00	\$-	\$950.00	\$-	\$-	\$950.00
TOTAL	<u>\$7,071.50</u>	<u>\$2,985.00</u>	<u>\$10,056.50</u>	<u>\$(81.40)</u>	<u>\$(350.00)</u>	<u>\$9,625.10</u>

Expenses	
Lynn Hoffman - GardenFest Publicity	\$(55.75)
Lynn Hoffman - GF Kids Event Publicity	\$(29.31)
Johnny Blue, Incorporated - GF Restrooms	\$(284.31)
Lynn Hoffman - GardenFest Plant Signs	\$(26.49)

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Suzanne Boag - GF Facebook Boost Ad	\$(20.00)
Mary Craig - GF Materials	\$(34.88)
Tim McCoy - GF Speaker	\$(264.00)
Lynne Phillips - GF Speaker	\$(50.00)
Stacey Smith - GF Expenses	\$(348.88)
Mary Craig - GF Materials	\$(34.12)
Paws For Seniors - Jim Pensky GF Speaker	\$(50.00)
Belle Grove - Vendor Fees	\$(950.00)
Belle Grove - 50% Second Hand Rose	\$(421.50)
Belle Grove - Dumpster Fee	\$(40.00)
Belle Grove - Banner Handling Fee	\$(62.50)
Joey Waters - GF Materials	\$(96.05)
TOTAL EXPENSES	<u>\$(2,767.79)</u>

Financial Summary	
Gross Income	\$9,625.10
Total Expenses	<u>\$(2,767.79)</u>
Net Income	<u>\$6,857.31</u>

Cy Haley will send out possible dates for a review meeting.

Closing Remarks _____

None.

Adjournment _____

Motion: Bob Gail moved to adjourn the meeting. Suzanne Boag seconded the motion. The motion carried with all in favor and none against, and the meeting adjourned at 7:40 pm.

Respectfully submitted by:

Stacey Smith, Secretary
Northern Shenandoah Valley Master Gardener Association

Date Approved by the Board