

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held July 12, 2017**

Call to Order_____

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting July 12, 2017, at 125 Prosperity Drive, Winchester, Virginia 22602. Cy Haley, president, presided over the meeting and called it to order at 6:06 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

Ann Levi, Timekeeper
Paula Brownlee, Master Gardener
Brooke Deavers, VCE Intern

Opening Remarks_____

Opening remarks included an agenda review.

Vice President's Report_____

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

Secretary's Report_____

Stacey Smith reported the minutes for the June Board of Directors meeting were emailed for review.

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

Stacey reported she is traveling the week of the September Board and Association meetings. She'll ask for a volunteer to take minutes who may be interested in being secretary in 2018. She asked those in attendance to think of someone who might be a good candidate for this and/or for the position of secretary for 20108.

Treasurer's Report_____

Bob Gail presented the following reports:

Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held July 12, 2017

**Northern Shenandoah Valley Master Gardener Association
Treasurer's Report
YTD June 30, 2017**

FINANCIAL POSITION

CHECKING ACCOUNT

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

<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
		GardenFest Cash	
	5-Jun	Receipts	\$6,121.50
		GardenFest	
	5-Jun	Square Receipts	\$2,903.59
		Transfer from	
		Scholarship Fund	
		- Micaela Shell	
	20-Jun	Scholarship	\$500.00

Total June 2017 Deposits \$9,525.09

<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	1-Jun	1785	\$(52.65)	Westminster Canterbury - Frederick County Meeting
	1-Jun	1792	\$(300.00)	GardenFest Change - Plant and Raffle
	2-Jun	1793	\$(50.00)	GardenFest Change - 2nd Hand Rose
	5-Jun	1796	\$(34.12)	Mary Craig - GardenFest Expenses
	6-Jun	1790	\$(170.10)	C N A Surety Bond
	6-Jun	1791	\$(950.00)	Sky View Tree - Jr. Master Gardener
	6-Jun	1794	\$(264.00)	Tim McCoy - GardenFest Speaker
	8-Jun	Transfer	\$(261.83)	GardenFest Transfer to Scholarship Fund
	12-Jun	1795	\$(50.00)	Lynn Phillips - GardenFest Speaker
	12-Jun	1799	\$(348.88)	Stacey Smith - GardenFest Expenses
	13-Jun	1798	\$(96.05)	Joey Waters - GardenFest Expenses
	13-Jun	1802	\$(20.97)	Joey Waters - Circle of Life Expenses
	14-Jun	1797	\$(50.00)	Paws for Seniors - Jim Pinsky GF Speaker Honorarium
	15-Jun	1801	\$(1,474.00)	Belle Grove - GardenFest Proceeds
	26-Jun	1803	\$(37.88)	Bob Carlton - Volunteer Coordinator

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held July 12, 2017**

Expenses

Total June 2017 Expenses \$ (4,160.48)

Checking Balance - June 30, 2017 \$13,932.70

=====

SCHOLARSHIP FUND

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

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
		Gardenfest Scholarship	
	5-Jun	Deposit	\$261.83
	20-Jun	Micaela Shell Scholarship	\$(500.00)
	30-Jun	Earned Interest	<u>\$0.94</u>

Total May2017 Activity \$(237.23)

Scholarship Fund Balance - June 30, 2017 \$11,184.63

=====

RESERVE FUND

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

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	30-Jun	Earned Interest	\$0.43

Total June 2017 Activity \$0.43

Reserve Fund Balance - June 30, 2017 \$5,216.93

=====

TOTAL CASH ON HAND - June 30, 2017 \$30,334.26

*Respectfully Submitted,
Robert A. Gail
Treasurer*

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held July 12, 2017**

**NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION
CHECKING ACCOUNT RECONCILIATION
June 30, 2017**

5-31-17 Checking Account Balance	\$8,568.09	
June Deposits	\$9,525.09	
June Cleared Checks	\$(4,160.48)	
6-30-17 Bank Statement Balance	\$13,932.70	
Outstanding May Checks:		
1800 - MG Class Honorarium To Master Naturalist	\$(50.00)	
1805 - VT Bursar - Micaela Shell Scholarship	\$(500.00)	
Total June Outstanding Checks	\$(550.00)	
NSVMGA June 30, 2017 Checking Account Balance	\$13,382.70	

**Northern Shenandoah Valley Master Gardener Association
Budget Report
YTD June 30, 2017**

Account Number	INCOME	2017 Budget	YTD Actual	Over/(Under) Budget
110	GardenFest (Net Income)	\$4,200.00	\$6,595.48	\$2,395.48
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	\$9,800.00	\$13,711.84	\$3,911.84
	<u>SYMPOSIUM</u>			
200	Symposium Registration Fees	\$5,500.00	\$5,892.10	\$392.10
205	Symposium Expenses	\$3,350.00	\$3,071.57	\$(278.43)
210	Net Proceeds to Scholarship Fund	\$2,150.00	\$2,820.53	\$670.53
	<u>EXPENSES</u>			
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	\$540.18	\$(459.82)

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held July 12, 2017**

335	Unit Projects**	\$400.00	\$1,218.66	\$818.66
340	Donations/Awards/Gifts	\$250.00	\$-	\$(250.00)
350	MG Class	\$3,600.00	\$3,502.54	\$(97.46)
360	Miscellaneous	\$1,100.00	\$170.10	\$(929.90)
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	\$6,433.73	\$(3,366.27)

*Includes \$1150 in donations for JMG tree removal

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

*** Includes \$587.72 GardenFest Ads Expenses

Old Business

1. Strategic Plan Update. Cy Haley reported she pulled the 2016 Board's work on the strategic plan and forwarded it to the Board. Stacey Smith suggested the Association have a strategic plan review. Susan Garrett recommended scheduling it with the project review meeting in September. After discussion, the strategic plan review will take place at 2:00, September 9, 2017, followed by the project review meeting at 3:00.

2. Celebrate Us. Cy Haley reported years-of-service pins would go to members at the September meeting at Cool Springs if the location supports the "Celebrate Us" celebration.

3. Photo Archival. Cy Haley reported Mary Craig sent out a request for help with this project and has some volunteers.

New Business

1. Approval Process for Unit Projects. Cy Haley reported receiving emails from many Association members asking questions about recently approved unit projects. Because those projects had not been presented to the board for approval, she was unable to answer the members' questions. Discussion followed.

Motion: Bob Gail moved that all project applications will go to county coordinators, who will determine unit versus county status. County coordinators will present unit projects to the board for approval before forwarding the projects to the volunteer coordinator for approval. If approved, the volunteer coordinator will then forward the project to the VCE liaison. Suzanne Boag seconded the motion. The motion carried with all in favor and none against.

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held July 12, 2017**

2. Project/Education/Person-to-Person Hours Requirements. Cy Haley reported that after discussions with attendees at Master Gardener College, she realized the Association's hour requirements were the lowest in the state at the minimum acceptable number under VCE guidelines. Discussion followed.

Motion: Susan Garrett moved that that the Board present for discussion to the membership an increase of hours to add 6 hours to project requirements and to require 6 person-to-person hours in the requirement. Bob Gail seconded the motion. The motion carried with all in favor and none against.

VMGA Liaison _____

Cy Haley reported she and several members attended the recent meeting at Master Gardener College. VMGA is holding an education project in Frederick County in August.

VCE Agent Report _____

Mark Sutphin asked county coordinators to contact Katherine Rindt about 4H's surplus of seeds. He requested all members challenge themselves to bring new members in under a positive experience and to allow them to utilize their broad range of talents, not just to do menial tasks.

Volunteer Coordinator Report _____

Bob Carlton reported holding a coordinator meeting July 5th. Another meeting is scheduled for September.

Approval of Projects:

- 1. Symposium 2018** - March 3, 2017, at Shenandoah University - approved by the Board.
- 2. Seed Exchange 2018** - January 27, 2017, at Blandy Library - approved by the Board.
- 3. Winchester Worlds of Work 2017**, October 25 – 26, 2017 – not approved by the Board. Members may assist in the VCE booth.

County Coordinator Reports _____

Clarke: Ginny Smith reported nothing new.

Frederick: Helen Lake reported Carol Pitillo moved out of the area. Helen continues to have difficulty getting help with Greenline and projects.

Page: Lesley Mack reported the County is trying to find an organizer for the Page County Fair Flower Show, which was formerly managed by the Page County Master Gardeners before the

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held July 12, 2017**

Hill & Valley Garden Club took over. The garden club is no longer able to manage the show, so Master Gardeners are being called on to take over beginning in 2018.

The Farmers' Market continues to be busy, with questions on low screening, sycamore tree maintenance, gathering specimens for testing and identification, other tree problems, and tomato blights.

It was nice to have everyone at Birdsong Pleasure Garden for the June meeting. Hopefully everyone enjoyed it and can come again sometime.

Shenandoah: Sharon Bradshaw reported all projects are ongoing, with several children's activities scheduled for July. She will have more to report next month.

Warren: No report.

Standing Committee Reports

Communications & Publicity: Lynn Hoffmann reported via email that the web page is being updated for 2018. She will be looking into the resources page. Apparently it's stagnant and has not been updated in a while.

She has received emails from Marsha in the Extension Office and will start to add to the contact lists. She still has not received any emails from the Library Series, except for the first and last, or Farmers' Markets. She will put out an email to remind people. Stacey Smith also emailed the membership.

Education: Paula Brownlee reported three Education Committee programs that need funds expenditures. She requested \$238 for a canning workshop for 14 people, \$150 for a photography workshop, and \$50 for a mushroom foraging field trip. Discussion followed.

Motion: Susan Garrett moved to approve a canning workshop expenditure of \$238 for 14 members. With no second, the motion failed.

Motion: Stacey Smith moved to approve a photography workshop expenditure of \$150. Suzanne Boag seconded the motion. The motion carried with all in favor and none against.

Paula said she was concerned with the direction of the education committee, its leadership, and the new Garden Gossip series and how it ties into the committee. After discussion, it was agreed the next chair of any committee would receive all the information from the guidelines and bylaws concerning the committee. Cy Haley will meet to talk with Mark Sutphin and former chair Sari Carp about these issues and related topics.

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held July 12, 2017**

Finance: Bob Gail reported budget time is approaching.

Membership: No report.

Newsletter: No report.

Special Committee Reports _____

2017 GardenFest: Cy Haley reported she would send out notes from the GardenFest meeting.

2018 GardenFest Plant Sale: Stacey Smith reported she is working on 2018 and is looking for help with fall digging. She'll let the Association know at Sunday's meeting about tasks they can do now for next year's sale.

2018 Master Gardener Class: Susan Garrett reported the coordinators have held two planning sessions.

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 8:28 pm.

Respectfully submitted by:

Stacey M. Smith

8/16/17

Stacey Smith, Secretary

Date Approved by the Board

Northern Shenandoah Valley Master Gardener Association