

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held September 13, 2017**

Call to Order

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting September 13, 2017, at 125 Prosperity Drive, Winchester, Virginia 22602. Cy Haley, president, presided over the meeting and called it to order at 6:02 PM. Suzanne Boag served as secretary.

Attendees

Voting Board of Directors:

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

Advisory Board Members:

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

Lynn Hoffmann, Publicity Chair
Russ Watkins, Master Gardener

A quorum was present

Opening Remarks

Opening remarks included an agenda review.

Vice President's Report

Suzanne Boag reported September's Association Meeting is Sunday, September 17th, 4:00 p.m., at the Shenandoah University River Campus at Cool Spring 1400 Parker Lane, Bluemont, VA 20136 (located in Clarke County along the Shenandoah River). Gene Lewis, the Cool Spring site manager, is the guest speaker, and his topic is "The Process of Going Native at Cool Spring." The Cool Spring Lodge has handicap access via a ramp for anyone who has difficulty with stairs. Master Gardeners will receive "Celebrate Us" pins for years served as Northern Shenandoah Valley Master Gardener Association Volunteers (5, 10, 15, 20, or 25 year pins). Clarke County Master Gardeners will host this meeting. Members should wear nametags and bring a dish to share for the potluck. Parker Lane, approximately 1.5 miles long, is a narrow, somewhat rough an partially graveled road, and members should consider carpooling to reduce traffic.

October's Association Meeting is Sunday, October 15th, 2:00 p.m. at Weber's Nursery and Garden Center, 1912 Martinsburg Pike, Winchester, VA 22603. Peter Weber, owner, is the guest speaker, and his topic is "Right Tree, Right Place." The meeting will take place inside the nursery, and Master Gardeners will have an opportunity to shop. Frederick County Master Gardeners will host this meeting. Members will need to bring a chair, and finger foods are recommended for the potluck.

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Secretary's Report

Stacey Smith reported via email the minutes for the August Board of Directors meeting were emailed for review.

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

No correspondence received.

Treasurer's Report

Bob Gail presented the following reports:

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

FINANCIAL POSITION

CHECKING ACCOUNT

Checking Balance - July 31, 2017 \$12,691.07

<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
		Amazon Smile	
	17-Aug	Donation	\$7.73
	21-Aug	Belle Grove - Air Plant Class Reg.	\$92.43
	28-Aug	Mt. Jackson Garden Club	\$25.00

Total August 2017 Deposits \$125.16

<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	15-Aug	1810	\$(42.00)	Lynn Hoffman - GardenFest Soil
	15-Aug	1811	\$(25.24)	Ginny Smith - Clarke County Fair
	22-Aug	1812	\$(23.60)	Fine Line Inc. - ELC Float Sign

Total August 2017 Expenses \$ (90.84)

Checking Balance - August 31, 2017 \$12,725.39

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SCHOLARSHIP FUND

Scholarship Fund Balance - July 31, 2017 \$11,185.58

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	31-Aug	Earned Interest	\$0.95

Total August 2017 Activity \$0.95

Scholarship Fund Balance - August 31, 2017 \$11,186.53

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RESERVE FUND

Reserve Fund Balance - July 31, 2017 \$5,217.37

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	31-Aug	Earned Interest	\$0.45

Total August 2017 Activity \$0.45

Reserve Fund Balance - August 31, 2017 \$5,217.82

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TOTAL CASH ON HAND - August 31, 2017 \$29,129.74

Respectfully Submitted,
Robert A. Gail
Treasurer

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

7-31-17 Checking Account Balance	\$12,691.07
August Deposits	\$125.16
August Cleared Checks	<u>\$(90.84)</u>
8-31-17 Bank Statement Balance	\$12,725.39

Outstanding Checks:

1800 (6-7-17) - MG Class Honorarium To Master Naturalist	\$(50.00)
Total Outstanding Checks	<u>\$(50.00)</u>

NSVMGA August 31, 2017 Checking Account Balance \$12,675.39

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**Northern Shenandoah Valley Master Gardner Association
Budget Report
YTD August 31, 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*	\$1,434.09	\$1,401.36	\$(32.73)
	TOTAL INCOME	\$11,234.09	\$13,711.84	\$2,477.75
	<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	\$589.02	\$(410.98)
335	Unit Projects**	\$400.00	\$1,215.21	\$815.21
340	Donations/Awards/Gifts	\$250.00	\$50.00	\$(200.00)
350	MG Class	\$3,600.00	\$3,502.54	\$(97.46)
360	Miscellaneous	\$1,100.00	\$644.65	\$(455.35)
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	\$170.10	\$0.10
420	Volunteer Coordinator Travel	\$250.00	\$-	\$(250.00)
	TOTAL EXPENSES	\$9,800.00	\$7,173.77	\$(2,626.23)

*Includes \$1150 in donations for JMG tree removal

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

*** Includes \$587.72 GardenFest Ads

Expenses

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Old Business

1. Hours Change. Cy Haley reported that overall the membership present at the August Association Meeting was not enthusiastic about the idea of adding a face-to-face Greenline requirement of six hours per year. Discussion followed, and those present agreed that the topic should be revisited at future meetings.

3. The Gathering. Suzanne Boag reported that The Gathering Unit Project Booth, October 21 – 22, will take place at the Clarke County Fair Grounds. All volunteer shifts are full, with the exception of the last shift on Sunday afternoon. The booth will feature an activity using recycled newspaper to make small pots, which will then be used to plant Indian Hyacinth bulbs. Russ Watkins is working on a No-Till Gardening display, and there will be an additional display focused on Indian Hyacinth. Free seed and fertilizer packets will be available to hand out, as will VCE publications.

New Business

1. Association Credit Card. Bob Gail requested the use of an Association credit card. After discussion, Bob will procure an Association credit card.

2. Project Approval Process. Cy Haley opened a discussion requesting clarification of the project approval process. Bob Carlton confirmed he is the first point of contact for project approval, and that Mark Sutphin has authority for final approval. Bob also reported that he is able to approve projects for education hours.

VMGA Liaison

Susan Garrett reported that the next VMGA Meeting is Saturday, October 14th, 10 a.m. to 2 p.m., at the Eastern Shore Agriculture Research and Extension Center (AREC), Painter, VA.

VCE Agent Report

Mark Sutphin reported the Philadelphia Flower Show is March 3 -11, 2018, at the Pennsylvania Convention Center. If the Association is interested in organizing a group trip, the cost per person is \$28 for entrance to the show, and a \$12 processing fee is charged for the ticket order.

The unit has a new transfer member, Amanda Sheets, who is just 2 hours shy of completing her Intern hour requirement.

Mark revisited the topic of Greenline login changes. Access to VCE computers for Greenline workers will be completed in January 2018.

Mark reported that the Master Gardener Handbook was revised in 2014, and there are a number of changes that will have an impact on the roles of VCE and the Association. One of the

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changes that Mark discussed was that County Coordinators would fall under VCE, appointed by VCE, and Association membership would not be a requirement for this position. After a discussion of how this would affect the Association and its operations, Helen Lake reported she had contacted John Freeborn and Dave Close to request contact information from other Associations grappling with role changes and how to move forward. John and Dave suggested contacting Bedford, New River Valley, and Lynchburg Master Gardener Associations. The consensus was that the Association would move forward slowly after consulting with other Associations about their respective approaches to these changes.

Volunteer Coordinator Report

Bob Carlton reported that a coordinator meeting was held, and the consensus was that a NSVMGA credit card would be helpful. Meeting attendees reviewed current projects. Cy Haley requested that the Project Review Meeting be open to all Master Gardeners in the future. Bob Carlton suggested the possibility of an Association Meeting focused on VMS.

Approval of Projects:

Library Series for Kids for 2018: Lynn Hoffman reported this project would run from April through October, require 5 to 10 volunteers, and have an estimated cost of \$150 for six classes. She is the project leader. Susan Garrett made a motion to approve funding this project. Bob Gail seconded the motion. The motion carried with all in favor and none against.

GardenFest 2018 Cy Haley reported this event is Saturday, June 2, 8:00 to 3:00, and has an estimated budget of \$3,510. She is the project leader. Bob Gail made a motion to approve funding this project. Suzanne Boag seconded the motion. The motion carried with all in favor and none against.

County Coordinator Reports

Clarke: Ginny Smith reported no news.

Frederick: Helen Lake reported that the Day Trippin' trip to Brookside Gardens is scheduled for Friday, September 15th. Those planning to attend will meet at 8:00 a.m. A possible Association trip to Lewis Ginter is also being considered. Depending upon interest, a bus might be needed. Frederick County may have a booth at the Wellness Expo in mid-October.

Page: Lesley Mack presented the Page County Report via email. Master Gardeners participated in the recent county fair. Several Master Gardeners worked along with Hill & Valley Garden Club in the horticultural section, and hopefully one of the Master Gardeners will want to lead it next year. The county is still waiting for the signage approval for the Chinquapin Oak. The Farmers Market and Greenline are ongoing.

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Shenandoah: Sharon Bradshaw presented the Shenandoah County Report via email. Green Help Line office hours continue through October, as will the Strasburg Farmer’s Market participation. Volunteers are welcome and can sign up via VMS or by contacting the project leads: Rich Howell for Green Help Line and Roz McIntosh for Strasburg Farmer’s Market. The Woodstock Community Garden’s “Growing Groceries” planning for 2018 is continuing to evolve, with a recent request by a local church to provide workshops and guidance for their new grant-funded community garden effort to be located on county property. Cecelia Latham is project lead. Other projects are ongoing. Read more details in the NSVMGA Newsletter. Bob Carlton added that Shenandoah County Master Gardeners attended the County Fair and participated in the 100th Anniversary Parade.

Warren: No report.

Standing Committee Reports

Communications & Publicity: Lynn Hoffmann reported that bookmarks and rulers had been ordered. Save the date flyers will be available soon.

Education: Suzanne Boag reported that the Association’s Photo Workshop has 25 members signed up. Susan Garrett added that she attended the Association’s Canning Workshop and Rebecca Davis did a nice job.

Finance: Bob Gail provided a draft of the 2018 proposed budget. After discussion, some amendments were made. The below reflects those changes:

**Northern Shenandoah Valley Master Gardener Association
2018 Budget - DRAFT DOCUMENT**

	Proposed 2018 Budget	2017 Budget	2017 Actual YTD 9-30-17
<u>INCOME</u>			
Master Gardener Class (16 Trainees)	\$3,600.00	\$3,600.00	\$3,600.00
Member Dues (Net gain of 10 Members)	\$2,300.00	\$2,000.00	\$2,115.00
Miscellaneous Donations	\$200.00	\$-	\$450.00 1.)
Subtotal Income	\$6,100.00	\$5,600.00	\$6,165.00
<u>GARDENFEST</u>			
Gross Revenue	\$7,200.00	\$7,200.00	\$9,625.00
Total Expenses	\$(3,000.00)	\$(3,000.00)	\$(3,618.00) 2.)
Net GardenFest Revenue	\$4,200.00	\$4,200.00	\$6,007.00
TOTAL 2018 INCOME	\$10,300.00	\$9,800.00	\$12,172.00

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SYMPOSIUM

Registration Fees	\$6,300.00	\$5,000.00	\$5,960.00
Total Expenses	\$(4,000.00)	\$(3,000.00)	\$(3,140.00)
Net Income to Scholarship Fund	<u>\$2,300.00</u>	<u>\$2,000.00</u>	<u>\$2,820.00</u>

EXPENSES

Administration/Leadership	\$400.00	\$400.00	\$150.00
Continuing Education Programs	\$500.00	\$500.00	\$150.00
County Projects (\$200 per County)	\$1,000.00	\$1,000.00	\$589.02 3.)
Unit Projects (See Attachment)	\$2,155.00	\$400.00	\$239.00 4.)
Donations/Awards/Gifts	\$250.00	\$250.00	\$50.00
MG Class	\$3,600.00	\$3,600.00	\$3,600.00
Miscellaneous	\$750.00	\$1,100.00	\$644.65 5.)
Newsletter/Web	\$50.00	\$50.00	\$-
Outreach/School Programs	\$750.00	\$750.00	\$-
Permanent Items	\$330.00	\$330.00	\$-
Publicity/Education	\$1,200.00	\$1,000.00	\$117.00 6.)
VCE Office Support Fee	\$250.00	\$-	\$- 7.)
Surety Bond	\$170.00	\$170.00	\$170.00
Volunteer Coordinator Travel	\$250.00	\$250.00	\$-
TOTAL EXPENSES	<u>\$11,655.00</u>	<u>\$9,800.00</u>	<u>\$5,709.67</u>

1.)(Excludes \$950 for JMG Trees)

2.)(Includes \$588 posted in Publicity)

3.)(Includes \$250 for MG Manuals)

4.)(Excludes \$950 for JMG Trees)

5.)(Includes VCE \$250 and \$395 for Pins)

6.)(Moved \$588 to GardenFest)

7.)(2017 - Posted in Miscellaneous)

After discussion, Suzanne Boag made a motion to accept the 2018 proposed budget, as amended. Susan Garrett seconded the motion. The motion carried with all in favor and none against.

Bob will make an announcement at the November Association Meeting that 2018 dues will be accepted as follows:

- \$20 per member writing a check or paying by cash,
- \$25 per member couple writing a check or paying by cash,
- \$21 per member using a credit or debit card with Square, and
- \$26 per member using a credit or debit card with Square.

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He also noted that he will add \$5 per member for re-check background checks in the 2018 Budget.

Membership: Cy Haley reported that Siobhan O'Brien has requested adjunct status for 2018. She will have to continue to pay dues and complete the adjunct status form.

Newsletter: No report.

Special Committee Reports

2018 Symposium: Lynn Hoffmann reported that Save the Date flyers will be ready soon.

2018 GardenFest: Cy Haley reported that GardenFest will be held Saturday, June 2, 2018.

2018 GardenFest Plant Sale: Stacey Smith reported via email that two potting parties are planned for October: a small party October 1st in Strasburg and a pot cleaning/sorting and plant digging party on October 7th at Stacey's house in Mount Jackson. The VMS calendar has room for several more, so if members need to schedule one, check the calendar and email Stacey.

2018 Nominations Committee: Stacey Smith reported via email that the committee has a nomination for President, Vice President, Treasurer, and Past President, as the current officers are continuing for the next term. It also has, so far, one nomination for secretary. Nominations are open through Sunday's meeting. The committee will then present its slate of nominees to the Board.

2018 Master Gardener Class: No report.

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 8:32 pm.

Respectfully submitted by: *Stacey M. Smith*

10/11/17

Stacey Smith, Secretary

Date Approved by the Board

Northern Shenandoah Valley Master Gardener Association