

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Association Meeting Held October 15, 2017**

Call to Order_____

The Northern Shenandoah Valley Master Gardener Association held an Association meeting October 15, 2017, at 1912 Martinsburg Pike, Winchester, VA 22603. Cy Haley, president, presided over the meeting and called it to order at 2:05 PM. Stacey Smith served as secretary.

Attendees_____

33 Master Gardener Volunteers were in attendance. With 31 active members in attendance, a quorum was present.

Opening Remarks_____

Opening remarks included an agenda review.

Vice President's Report_____

Suzanne Boag reported today Peter Weber, owner, is the guest speaker, and his topic is "Right Tree, Right Place." Weber's will extend discounts to Master Gardeners attending the meeting, with 25% off all plants and 10% off all hard goods.

November's Association Meeting is Sunday, November 19th, 2:00 p.m. at the Warren County Government Center, 220 North Commerce Avenue, Front Royal, Virginia. This is our annual business meeting and election of Association executive Association officers.

Secretary's Report_____

Stacey Smith reported the minutes for the September Association meeting were emailed for review.

Motion: Bob Gail moved to approve the minutes of the September Association meeting. Lisa Brown 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 September 30, 2017**

FINANCIAL POSITION

CHECKING ACCOUNT

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

<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
		Belle Grove - Lavender Class	
	18-Sep	Registrations	\$142.95
	18-Sep	Woodstock Garden Club Honorarium	\$50.00

Total September 2017 Deposits \$192.95

<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	18-Sep	1813	\$(600.00)	VNPS - 2018 Symposium Books Suzanne Boag - The Gathering
	21-Sep	1815	\$(54.77)	Bulbs
	25-Sep	1817	\$(45.95)	Lynn Hoffman - Event Signs
	26-Sep	1816	\$(150.00)	Simpson's Nature Photography

Total September 2017 Expenses \$ (850.72)

Checking Balance - September 30, 2017 \$12,067.62

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SCHOLARSHIP FUND

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

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	30-Sep	Earned Interest	\$0.92

Total September 2017 Activity \$0.92

Scholarship Fund Balance - September 30, 2017 \$11,187.45

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RESERVE FUND

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

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

Total September 2017 Activity \$0.43

Reserve Fund Balance - September 30, 2017 \$5,218.25

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TOTAL CASH ON HAND - September 30, 2017 \$28,473.32

*Respectfully Submitted,
Robert A. Gail*

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Bob is collecting dues now.

Cy Haley reported Bob procured a credit card for the Association. The Association has implemented the following "Northern Shenandoah Valley Master Gardener Association Credit Card Use Policy":

1. The NSVMGA credit card may be used only with the permission of the Treasurer and the President or, if the President is not available, of one other member of the Association of Directors.
2. To use the NSVMGA credit card for charges over \$250, permission must be received by vote of the full Association of Directors.
3. The NSVMGA credit card can only be used for expenses associated with approved NSVMGA County or Unit projects; and other as approved by the Association of Directors.
4. The minimum charge to use the NSVMGA credit card is \$25.
5. All supporting documentation (i.e. cash register receipts, invoice, etc.) must be submitted to NSVMGA Treasurer for each approved credit card charge.
6. NSVMGA Project Leader is responsible for collecting all payments to repay prepayments charged to credit card for approved events or projects not funded by the association (i.e. Day Trippin).
7. NSVMGA Project Leader will be responsible for making credit card purchases associated with approved project expenses.
8. The NSVMGA Treasurer will be responsible to manage the physical whereabouts of the credit card.
9. The credit card balance will be paid in full within 14 days of each billing cycle.
10. Personal use, misuse, or abuse of the NSVMGA credit card will not be tolerated.

Special Committee Reports

2018 Scholarship Committee: Lynn Hoffmann reported committee members have requested that the amount of the scholarship award be raised to \$1,000, and wording of the bylaws could be changed in order to be flexible with the amount of the award each year. Discussion followed.

Motion: Frank Baxter moved to increase the scholarship award to up to \$1,000 per recipient. Charles Newton seconded the motion. The motion carried with all in favor and none against.

2018 Symposium: Lynn Hoffmann reported everything is moving ahead on schedule. Flyers will go out next week.

2018 GardenFest:

2018 GardenFest Plant Sale: Stacey Smith reported one more potting party is planned for October 29th, at Belle Grove.

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2018 Master Gardener Class: Bob Gail reported speakers are confirmed and policies are set. Class starts February 13 and runs to May 10th. Two applications have come in. Members are encouraged to talk to their friends who might be interested in joining.

Old Business _____

None.

New Business _____

1. Project Funds Approval:

Strasburg Community Garden Urban-Ag Project – Cy Haley reported a funds request of \$575.

Motion: Bob Gail moved to approve \$575 for the Strasburg Community Garden Urban-Ag Project. Lynn Hoffmann seconded the motion. The motion carried with all in favor and none against.

2018 Nature Surprises Series: Lynn Hoffmann reported the Nature Surprises Series at Bowman would have a planning meeting on Wednesday, Oct 18 at 5:00. The Library would like one class a month. With enough instructors, she would like to request additional funding for the year: \$25 per class is requested, or an additional \$300.

Motion: Bob Gail moved to approve \$300 for the 2018 Nature Surprises Series. Helen Lake seconded the motion. The motion carried with all in favor and none against.

2. Association Speakers Bureau. Cy Haley reported Stacey Smith is putting together a Speaker's Bureau for our website, and she's received feedback from a few people who want to be included. Stacey plans to have a website update to Lynn Hoffmann by mid December to have it live on the website by January 2018, which gives plenty of time to flesh out the subjects and topics. The updated page will serve for members of the public to quickly find a speaker ready to talk about a subject, for Association members to quickly find qualified member speakers when approached by others, and for members to know what other members can talk about. The Association will also know anyone listed will have completed the VCE project form to speak.

3. 2018 Committee Members List. Cy Haley has sent out the committee member list and asked for new volunteers to help. In addition, Stacey Smith is updating the list with any changes to pass on to the next secretary.

4. Master Gardeners Helping Other Master Gardeners. Helen Lake suggested putting in place a mechanism for Master Gardeners to help other members who need it, such as with gardening, weeding, etc. She suggested forming a "Master Gardener SOS" committee.

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5. Asset Accountability System. Lynn Hoffmann reported she and Bob Gail are working on an inventory list. Members should email her with any Association assets in their possession.

VCE Agent Report _____

Cy Haley reminded members that recertification forms are due.

Volunteer Coordinator Report _____

Bob Carlton reported he has approved projects and sent them on to Mark Sutphin. Any 2018 project forms should be submitted as soon as possible.

County Coordinator Reports _____

Clarke: Ginny Smith reported the county would hold a planning meeting the first week of December.

Frederick: Helen Lake reported the county would have an info booth at Continental Tire Company, previously known as O'Sullivan's, for the company's Wellness Expo. An end-of-year county-program review meeting for all Frederick County master gardeners is November 5th at Helen's home. An email with details will go out to all County members. Shan Kilby and Laurie Cocina reported Day Trippin' events are scheduled, and members should check VMS or get in touch with them with any questions or to join in.

Page: Charles Newton reported volunteers are fighting weeds at the Chinquapin Oak.

Shenandoah: Sharon Bradshaw reported no news.

Warren: No report.

Standing Committee Reports _____

Communications & Publicity: Lynn Hoffmann reported website updates have been made with new dates for the upcoming events. County coordinators should review their county's project information online to ensure it is accurate.

Education: Cy Haley reported Suzanne Boag would chair the committee. Volunteers are needed to help her plan 2018's member education activities.

Finance: No report.

Membership: No report.

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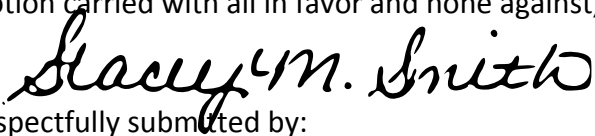
Newsletter: Cy Haley reported Richard Stromberg is resigning as newsletter editor. She asked Stacey Smith to take over the role beginning with the January 2018 edition, and she has agreed to do so. Stacey is now lining up volunteers and writers to help her on the committee.

Closing Remarks

2017 The Gathering: Suzanne Boag reported the Association has a booth at The Gathering, held at the Clarke County Fairgrounds October 21-22, with set-up on October 20. All volunteer shifts are filled, and she will email volunteers with more information.

Adjournment

Motion: James Jones 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 2:50 pm.



Respectfully submitted by:

November 19, 2017

Stacey Smith, Secretary
Northern Shenandoah Valley Master Gardener Association

Date Approved by the Association