

Minutes for Northern Shenandoah Valley Master Gardener Association  
Board of Directors Meeting Held August 14, 2018

**Call to Order**

The Northern Shenandoah Valley Master Gardeners Association held a board of directors meeting August 14, 2018 at 125 Prosperity Drive, Winchester, Virginia 22602. Cy Haley, President, presided over the meeting and called it to order at 6:00 PM. Sandra Ward served as secretary.

**Opening Remarks**

Cy reviewed the agenda.

**Attendees**

**Voting Board of Directors**

Cy Haley, President  
Suzanne Boag, Vice President  
Sandra Ward, Secretary  
Bob Gail, Treasurer

**Advisory Board Members**

Lynn Hoffmann, Publicity/scholarship chair  
Stacey Smith, Newsletter Editor

**Officers' Reports**

**Vice President**

Suzanne reported on plans for upcoming association meetings:

**August's Association Meeting** will be held Sunday, August 19, 4:00 p.m. at the Blandy Library. Geo Giordano will be our speaker and the topic will be Herbal Medicine. Clarke County Master Gardeners will be hosting this meeting.

**September's Association Meeting** will be held Sunday, September 16, 4:00 p.m. at Sunflower Cottage. Billie Clifton will be our guest speaker and her topic will be Hops & Fall Plants. Frederick County Master Gardeners will be hosting this meeting.

**October's Association Meeting** will be held Sunday, October 21, 4:00 p.m. at the Shenandoah County Office Building. We will have two guest speakers: Cathy Mayes, Chestnut Foundation President, will talk about the history of the Chestnut and what lies ahead with the effort to develop a blight resistant tree and then Eric Day, Manager of the VT Insect ID Lab, will update us on the Spotted Lanternfly. The business meeting will be abbreviated to accommodate both speakers. Shenandoah County Master Gardeners will be hosting this meeting.

**November's Association Meeting** will be held Sunday, November 18<sup>th</sup>, 2:00 p.m. at the Warren County Government Center located in Front Royal. We will hold our annual

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business meeting and election plus review the year and our accomplishments. The Warren County Master Gardeners will be hosting this meeting.

**Secretary**

Bob Gail moved to approve the July board meeting minutes as emailed by Sandy Ward. Suzanne Boag seconded the motion. Motion carried.

**Correspondence:** None.

**Treasurer**

Bob Gail presented the Financial Reports for July (see attachments for the July financial reports).

**Old Business**

Stacey Smith reviewed the list of speakers and topics included in the NSVMGA Speaker Bureau literature created by Stacey.

**New Business**

Suzanne Boag discussed a future educational trip to the Mt. Defiance Cidery in Middleburg, VA.

Town of Strasburg Community Garden – Strasburg Water and Soil Conservation personnel are not happy with the lack of NSVMGA progress at the Strasburg Children’s Garden. We may need to get extra help for Roz McIntosh, who is the project leader

Town of Strasburg Beautification Project has not used any of the money donated by the Larry Haun estate. We need to push them to get going on this project.

**Approval of New Projects**

The Board approved funding requests for three projects, as detailed below:

Lunch N’ Learn – an hour-long educational presentation to employees of O’Sullivan Films. The Project Leader is Helen Lake, and she requested \$25.00 for small pots of herbs.

2019 Bowman Library Plant Clinic – This is a one-day event. Project Leader Lynn Hoffmann requested \$25.00 for pots if necessary.

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Seed Exchange at Blandy – Elaine Specht, Project Leader, requested funding for the seed event, to be held in January 2019 at Blandy. The Board approved \$200.00 for expenses associated with the Seed Exchange.

### **County Coordinators' Reports**

#### **Clarke**

No report.

#### **Frederick**

Mary Turner reported that August has been a busy month for master gardeners and September looks to be just as busy.

The NAACP Family Day on Sunday, August 5, was a huge success, bringing hundreds of people out to Frederick Douglass Park in the North end of Winchester

The Summer Garden Project at Fremont Street Nursery came to an end on Tuesday, August 7, with nine master gardener and intern volunteers, 42 happy children and several Fremont teachers at five craft stations.

The Gardening after School extension of the Fremont Street Nursery Project will begin August 29 and run into October.

The Winchester Farmer's Market continues to be served by master gardener volunteers on Saturdays through September. We will be recruiting a few additional volunteers for the September 15 session, as we have been invited to participate in the Green Neighborhood Expo from 11-3.

Frederick County Master Gardeners will meet at Westminster-Canterbury at 9:30 on Saturday, August 25.

Greenwood Mill Elementary would like to re-start the 4-H Junior Master Gardener Project next month.

Helen Lake is looking for one volunteer for the O'Sullivan Films Lunch N Learn Session on September 13. She will also be presenting at the O'Sullivan Wellness Expo on September 27, and will need a volunteer to help set up at 9:30 as well as information booth volunteers from 10 am until 1 p.m.

Finally, the Timbrook Gardens Projects, initially part of the Fremont Street Nursery Project, is now a stand-alone project with a new definition.

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**Page**

Lesley Mack reported via email. Susan and Kristin are organizing the adult horticultural exhibit at the Page County Fair on August 20. It takes most of the day with the “take-ins” recording and judging. There are usually 20-30 persons exhibiting horticultural specimens. Cheryl continues to have a booth at the Luray Farmer’s Market. Charlie answered a couple homeowners’ questions about squash bugs and a maple tree with several dead branches.

**Shenandoah**

Sharon Rodriguez reported that project leads are continuing to do an excellent job in keeping projects on track. There is nothing new to report this month.

**Warren**

No report.

**Standing Committee Reports**

**Communications and Publicity**

Lynn Hoffmann reported that there are no paid advertisements for the Fall Round-up. However, it will be pushed on Facebook.

Elena Lycas is working on a new banner with our new logo, and it will be sent to the Board members for feedback.

Stacey needs people willing to be interviewees for writers.

**Education**

Suzanne reported that the Committee will meet soon to generate ideas for the fall.

**Membership**

No report.

**Newsletter**

Stacey Smith reported that the Fall issue is the last one before the recruitment drive, and the theme of the newsletter will be “What Master Gardeners Do.” The deadline is September 10 (for October 1 publication). She would like articles that highlight why we are here.

She noted that she saw event flyers at the Clarke County Fair, and thanked Ann Levi.

Stacey would like photos of Master Gardeners helping people.

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## **Special Committees**

### **Jr. Master Gardeners**

Lynn Hoffmann reported that it has been too rainy to proceed with the garden clean-up.

### **Seed Exchange**

The Board approved funding for the Seed Exchange. Elaine Specht will talk about the project at the monthly Association on Monday.

### **Symposium**

Nothing new to report.

### **MG Class of 2019**

Cy reported that the class committee had met to plan the class schedule and identify speakers.

### **Garden Fest 2018**

Cy reported that there will be a wrap-up meeting.

### **Garden Fest 2019**

Stacey reported that there will be a pot cleaning and sorting party on September 29. She also hoped to schedule a dig of Larry Haun's plants the weekend before sorting.

### **Fall Round-up**

Suzanne Boag is working with vendors for the Fall Round-up. Vendor demonstrations will include a soap-making demonstration. Vendors should be there by 9:00 am to set up.

### **Website**

Donna is continuing to work on the design for the Webpage. Stacey reported that there is an update plan in place and sent to Donna for feedback. She asked Donna to recommend four-five designs/themes what will work with our content. We will need a committee of several people to review options and choose a new site design.

### **ELC Member Report – Frederick County**

No report.

### **VCE Agent Report**

No report.

### **Volunteer Coordinator Report**

No report.

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**Closing Remarks**

None

**Adjournment**

Bob Gail moved to adjourn the meeting. Cy Haley seconded the motion. It passed with all in favor at 7:27 PM.

*Respectfully submitted by* \_\_\_\_\_  
*Sandra Ward*  
*NSVMGA Secretary*

*Date Approved* \_\_\_\_\_

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**APPENDIX**

**NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION  
CHECKING ACCOUNT RECONCILIATION  
July 31, 2018**

June 30, 2018 Bank Statement Balance	\$ 34,688.78
July Credits	\$ 61.57
July Debits	<u>\$ (1,079.25)</u>
July 31, 2018 Bank Statement Balance	\$ 33,671.10
Outstanding Checks:	
1914 - Blue Ridge PRISM Honorarium - July Association Meeting	\$ (50.00)
Total Outstanding Checks	<u>\$ (50.00)</u>
<b>NSVMGA July 31, 2018 Checking Account Balance</b>	<b><u>\$ 33,621.10</u></b>

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**Northern Shenandoah Valley Master Gardener Association  
Treasurer's Report  
YTD July 31, 2018**

**Town of Strasburg Money Market Fund**

<b>Money Market Balance - June 30, 2018</b>				\$ 50,020.64
<b><u>DEPOSITS</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	
	31-Jul	Earned Interest	\$ 13.16	
<b>Total May 2018 Deposits</b>				\$ 13.16
<b><u>EXPENSES</u></b>	<b><u>Date</u></b>	<b><u>Check #</u></b>	<b><u>Amount</u></b>	<b><u>Description</u></b>
	31-Jul	NONE	\$ -	
<b>Total June 2018 Expenses</b>				<u>\$ -</u>
<b>Ending Balance - July 31, 2018</b>				<u>\$ 50,033.80</u>

*Respectfully Submitted,  
Robert A. Gail  
Treasurer*

8/14/2018



# Minutes for Northern Shenandoah Valley Master Gardener Association Board of Directors Meeting Held August 14, 2018

## Northern Shenandoah Valley Master Gardener Association Budget Report YTD July 31, 2018

<u>INCOME</u>	<u>2018</u>	<u>YTD</u>	<u>Over/Under</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Master Gardener Class	\$ 3,600.00	\$ 5,400.00	\$ 1,800.00	
Member Dues	\$ 2,300.00	\$ 2,555.84	\$ 255.84	
Miscellaneous Donations	\$ 200.00	\$ 50,617.21	\$ 50,417.21	
<b>Subtotal Income</b>	<b>\$ 6,100.00</b>	<b>\$ 58,573.05</b>	<b>\$ 52,473.05</b>	
<u>GARDENFEST</u>				
Gross Revenue	\$ 7,900.00	\$ 11,131.00	\$ 3,231.00	
Total Expenses	\$ (3,510.00)	\$ (3,257.51)	\$ 252.49	
<b>Net GardenFest Revenue</b>	<b>\$ 4,390.00</b>	<b>\$ 7,873.49</b>	<b>\$ 3,483.49</b>	
<b>TOTAL INCOME</b>	<b>\$ 10,490.00</b>	<b>\$ 66,446.54</b>	<b>\$ 55,956.54</b>	
<u>EXPENSES</u>				
Administration/Leadership	\$ 400.00	\$ 1,090.74	\$ (690.74)	Computer, Projector, Software
Membership Background Screens	\$ 600.00	\$ 80.00	\$ 520.00	
VCE Office Support Fee	\$ 250.00	\$ 250.00	\$ -	
Continuing Education Programs	\$ 500.00	\$ 150.00	\$ 350.00	
County Projects	\$ 1,200.00	\$ 149.68	\$ 1,050.32	
Unit Projects	\$ 1,020.00	\$ 1,188.10	\$ (168.10)	
Donations/Awards/Gifts	\$ 200.00	\$ 50.00	\$ 150.00	
Master Gardener Class	\$ 3,600.00	\$ 5,091.20	\$ (1,491.20)	Offset by Income
Miscellaneous	\$ 750.00	\$ 1,679.98	\$ (929.98)	NSVMGA Shirts, Magnets
Newsletter/Web	\$ 50.00	\$ 50.00	\$ -	
Permanent Items	\$ 300.00	\$ 3,208.22	\$ (2,908.22)	Canopies, Tablecloths, Signs
Publicity/Education	\$ 1,200.00	\$ 87.42	\$ 1,112.58	
Surety Bond	\$ 170.00	\$ 170.10	\$ (0.10)	
Volunteer Coordinator Travel	\$ 250.00	\$ 250.00	\$ -	
<b>TOTAL EXPENSES</b>	<b>\$ 10,490.00</b>	<b>\$ 13,495.44</b>	<b>\$ (3,005.44)</b>	
<u>SYMPOSIUM</u>				
Registration Fees	\$ 6,300.00	\$ 8,733.95	\$ 2,433.95	
Total Expenses	\$ (4,000.00)	\$ (4,980.92)	\$ (980.92)	
<b>Net Income to Scholarship Fund</b>	<b>\$ 2,300.00</b>	<b>\$ 3,753.03</b>	<b>\$ 1,453.03</b>	

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## Northern Shenandoah Valley Master Gardner Association Treasurer's Report YTD July 31, 2018

### FINANCIAL POSITION

#### CHECKING ACCOUNT

Checking Balance - June 30, 2018 \$ 34,688.78

<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	11-Jul	Donations	\$ 61.57

Total July 2018 Deposits \$ 61.57

<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	2-Jul	Debit	\$ (12.18)	City National Credit Card - GardenFest FB Ads
	18-Jul	1887	\$ (50.00)	Robert McDuffie - MG Class Speaker
	5-Jul	1910	\$ (355.34)	Stacey Smith - GardenFest Expenses
	24-Jul	1911	\$ (329.52)	Kathryn Doyle - GardenFest and Strasburg
	17-Jul	1912	\$ (47.28)	Lynn Hoffmann - Gaden Soil
	17-Jul	1913	\$ (39.14)	Patrcia Boyd - GardenFest Expenses
	20-Jul	1915	\$ (125.00)	Bob Carlton - 2nd Half 2018 VC Expenses
	18-Jul	1916	\$ (120.79)	Signet - Habitat Garden Signs

Total July 2018 Expenses \$ (1,079.25)

Checking Balance - July 31, 2018 \$ 33,671.10

#### SCHOLARSHIP FUND

Scholarship Fund Balance - June 30, 2018 \$ 29,633.91

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	31-Jul	Earned Interest	\$ 7.55

Total July 2018 Activity \$ 7.55

Scholarship Fund Balance - July 31, 2018 \$ 29,641.46

#### RESERVE FUND

Reserve Fund Balance - June 30, 2018 \$ 20,227.38

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	31-Jul	Earned Interest	\$ 2.58

Total July 2018 Activity \$ 2.58

Reserve Fund Balance - July 31, 2018 \$ 20,229.96

TOTAL CASH ON HAND - July 31, 2018 \$ 83,542.52

*Respectfully Submitted,  
Robert A. Gail  
Treasurer*

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