

Minutes for Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held October 16, 2018

Call to Order

The Northern Shenandoah Valley Master Gardeners Association held a board of directors meeting October 16, 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 noted that the business meeting portion of the October Association meeting would be an abbreviated meeting because there will be two speakers for the educational portion of the meeting. She asked that county coordinators not report at this meeting. The November meeting will focus on achievements in each county's projects during the year.

Attendees

Voting Board of Directors

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

Advisory Board Members

Mary Turner, Frederick County Coordinator
Sharon Rodriguez, Shenandoah County
Coordinator
Jessica Priest-Cahill, Warren County
Coordinator
Lynn Hoffmann, publicity/scholarship chair
Stacey Smith, newsletter editor
Mark Sutphin, VCE Agent

Officers' Reports

Vice President

Suzanne Boag, Vice President, reported on the program for upcoming Association meetings:

October's Association Meeting will be held Sunday, October 21, 4:00 p.m. at the Shenandoah County Office Building. There will be two guest speakers: Cathy Mayes, VA Chapter, The Chestnut Foundation President, will talk about the history of the Chestnut and what lies ahead with the effort to develop a blight resistant tree. Eric Day, Manager of the VT Insect ID Lab, will provide an update 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, 2:00 p.m. at the Warren County Government Center located in Front Royal. NSVMGA will hold our annual business meeting and election plus review the year and accomplishments. The Warren County Master Gardeners will be hosting this meeting. Cy would like the

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County Coordinators to send pictures of each respective county's Master Gardeners at work/events – please send in PowerPoint format to Suzanne Boag, who will create a PowerPoint loop to be played at the meeting using the photos that she receives.

Secretary

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

Correspondence: Lynn Hoffmann presented a letter of thanks to the Association from Brandon McDonald, recipient of a 2018 Master Gardeners Association Scholarship.

Treasurer

Bob Gail presented the Financial Reports for September (see appendix for the September reports).

Bob also presented the draft 2019 NSVMGA budget for discussion. The budget assumes a 2019 class enrollment of 16 students. Discussion included the possibility of using computers acquired by the Master Gardeners for Greenline use with the Extension Service computer system. Mark Sutphin will check with Virginia Tech to find out if that is permissible. Lynn Hoffmann also proposed participating in a study of native bees next year. The board agreed to add \$500 into the budget for participation in that study.

Motion: Suzanne Boag moved to accept the proposed budget as modified. Sandy Ward seconded the motion; motion passed with all in favor.

Sandy will send out the budget to the membership for review, with a note that the budget is a balanced budget. The budget will be voted on by the membership at the November meeting.

(See Appendix for September financial reports and the proposed 2019 budget.)

Old Business

Scholarship Guidelines – Lynn Hoffmann presented the revised Memorial Scholarship Guidelines. The new guidelines add a scholarship for a student from the City of Winchester, for a total of six \$1,000 scholarships per year. NSVMGA also set aside \$5,000 from the Larry Haun Estate to be awarded to community and individual applicants who meet the award criteria. The grant award for an individual grant will be a maximum of \$250. NSVMGA also set aside \$5,000 as a stipend award for NSVMGA members who attend VCE Master Gardener College. \$1,000 will be divided each year among the attendees.

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Motion: Bob Gail moved to approve the revised Scholarship Guidelines. Suzanne Boag seconded the motion. Motion was approved unanimously.

Habitat Garden Plaques

By email vote on September 13, the Board unanimously approved a motion to authorize the expenditure of up to \$450 to order Habitat Garden plaques, to be reimbursed through the sale of the plaques and the proceeds returned to Association funds.

New Business

Cy Haley reported that the Town of Strasburg is ready to start planting trees and shrubs for their Town Beautification Project. They have 36-48 volunteers and will need to 12 Master Gardeners to instruct them on how to install and mulch the plants. The date for this effort is October 29.

Approval of New Projects

None.

County Coordinators' Reports

Clarke

Ginny Smith reported via email that the final clean-up of the Xeriscape garden is complete. All other projects completed.

Frederick

Mary Turner reported that the very successful Winchester Farmer's Market booth presence ended in September. She thanked Shan Kilby for leadership of this important public outreach project, Bob Gail for major support and Stan Corneal for providing close storage of materials.

Mary also thanked Shan Kilby for organizing NSVMGA participation in Saturday's Green Market Expo on the walking mall.

The Frederick County Green Line and Help Desk has been seeing clients this month on Wednesdays from 10 until 1. The project will continue into the late fall and winter months. Special thanks to Elizabeth Bevan for her leadership on this initiative.

Greenwood Mill Garden Club has been meeting on Tuesdays before school. Mary thanked Tammy Epperson for leadership on this great fall and spring project, which wraps up next Tuesday with a bird feeder presentation by Russ Watkins. A very energetic 85 elementary students have enjoyed every moment.

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At Bowman Library, Nature Surprises for Kids continues through December, third Wednesdays at 5 pm.

The Fremont Street Nursery Project has started putting the garden to bed. During late fall, master gardeners will construct two new beds, transplant some brambles and put in a little time on fence improvements. The final fall activity for students will be a bus trip to Marker Miller apple orchard.

At Timbrook Community Garden, the pollinator garden has been weeded and mulched. During Spring 2019, we will create signage for the garden and supplement existing perennials with natives as part of a new native bee support program. The three-season vegetable garden at Timbrook is ready to plant snow peas, leaf and root crops. Planting will occur before the end of October.

Page

Lesley Mack reported via email on activities in Page County. She said that she and Marcia Kaetzel fielded questions at the Page County Heritage Festival and will be recording that time as Unit Consultations. Cheryl McDonald had a successful year at the Farmers Market. Their Greenline has also handled a number of inquiries.

Shenandoah

Sharon Rodriguez reported that she still needs a coordinator for Shenandoah County for next year.

Warren

Jessica Priest-Cahill reported that Katherine Rindt will be stepping down as co-coordinator in January.

Standing Committee Reports

Communications and Publicity

Stacey Smith is continuing to work with Donna on improving the Website.

Education

Suzanne Boag reported that the committee will meet soon to generate ideas for a final educational activity for 2018.

The upcoming tour/tasting at Mt. Defiance Cider Barn, located in Middleburg, will be held on October 24 at 1:00 pm. The tour is free and a cider flight will cost \$12 for those interested. Group payment must be made by one person – payment deadline to Suzanne Boag will be the October 21 Association Meeting. Carpooling can be organized for those interested.

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Membership

No report.

Newsletter

Stacey Smith reported that she will be staying on next year as the newsletter editor. The deadline for the next newsletter is January 10, 2019.

Special Committees

Nomination Committee

On behalf of Bob Carlton, Suzanne Boag presented the nominations for officers for 2019: Bob Gail, President; Carolyn Rutherford; Vice President, Sue Rogers, Treasurer; Sandra Ward, Secretary. The Secretary will send out the slate of officers to the membership.

Jr. Master Gardeners

No report.

Seed Exchange

No report.

Symposium 2019

Lynn Hoffmann reported that the Symposium committee has identified three speakers and is waiting for a response from a fourth speaker.

MG Class of 2019

Jessica Priest-Cahill reported that class registration will be held January 17, 5:00 PM at Samuels Public Library, 330 East Criser Road, Front Royal, VA. Speakers and the class dates have been set.

Garden Fest 2019

No report.

Scholarship Committee

(See discussion of revised scholarship guidelines under Old Business).

Website

Stacey reported that the priorities for the Website are the class; the Seed Exchange; and the scholarships. Project Leaders should do marketing for their projects – “snippets” and photos for the website and Facebook.

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ELC Member Report – Frederick County

No report.

VCE Agent Report

Mark Sutphin reported that the MG Leadership Training Conference will be held November 2 in Warrenton.

Volunteer Coordinator Report

Bob Carlton was not present. He reported via email that the Coordinators Meeting and Project Wrap-up was held October 10, and that Leadership Workshop would be held November 2 in Warrenton. Since Bob is resigning as Volunteer Coordinator, Cy reported that she will be taking over his position in January.

Closing Remarks

Stacey noted that Carolyn Wilson will be involved in fewer NSVMGA projects because she has relocated to Harrisonburg. In recognition of Carolyn’s contribution to NSVMGA in various capacities over her years with NSVMGA, Stacey proposed, and the Board unanimously approved, recommending Carolyn for Emeritus membership.

Jessica Priest-Cahill volunteered to take over the position of liaison to VMGA, the state-wide MG organization.

Adjournment

Bob moved to adjourn the meeting. Suzanne Board seconded the motion, the motion passed. The meeting was adjourned at 7:30 PM.

Respectfully submitted by _____

Sandra Ward

NSVMGA Secretary

Date Approved _____

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APPENDIX

**NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION
CHECKING ACCOUNT RECONCILIATION
September 30, 2018**

August 31, 2018 Bank Statement Balance		\$ 32,173.17
September Credits		\$ 30.70
September Debits		<u>\$ (1,131.46)</u>
September 30, 2018 Bank Statement Balance		\$ 31,072.41
Outstanding Checks:		
NONE	\$ -	
Total Outstanding Checks		<u>\$ -</u>
NSVMGA September 2018 Checking Account Balance		<u>\$ 31,072.41</u>

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Northern Shenandoah Valley Master Gardner Association Budget Report YTD September 30, 2018

<u>INCOME</u>	2018 Budget	YTD Actual	(Over)/Under Budget	
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	\$ 50,685.80	\$ 50,485.80	
Subtotal Income	\$ 6,100.00	\$ 58,641.64	\$ 52,541.64	
<u>GARDENFEST</u>				
Gross Revenue	\$ 7,900.00	\$ 11,131.00	\$ 3,231.00	
Total Expenses	\$ (3,510.00)	\$ (3,257.51)	\$ 252.49	
Net GardenFest Revenue	\$ 4,390.00	\$ 7,873.49	\$ 3,483.49	
TOTAL INCOME	\$ 10,490.00	\$ 66,515.13	\$ 56,025.13	
<u>EXPENSES</u>				
Administration/Leadership	\$ 400.00	\$ 1,158.02	\$ (758.02)	Computer, Projector, Software
Membership Background Screens	\$ 600.00	\$ 285.00	\$ 315.00	
VCE Office Support Fee	\$ 250.00	\$ 250.00	\$ -	
Continuing Education Programs	\$ 500.00	\$ 200.00	\$ 300.00	
County Projects	\$ 1,200.00	\$ 246.40	\$ 953.60	
Unit Projects	\$ 1,020.00	\$ 1,735.31	\$ (715.31)	Strasburg Garden
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	\$ 2,104.98	\$ (1,354.98)	NSVMGA Shirts, Magnets, C-CAP Garden
Newsletter/Web	\$ 50.00	\$ 50.00	\$ -	
Permanent Items	\$ 300.00	\$ 3,208.22	\$ (2,908.22)	Canopies, Tablecloths, Signs
Publicity/Education	\$ 1,200.00	\$ 620.86	\$ 579.14	
Surety Bond	\$ 170.00	\$ 170.10	\$ (0.10)	
Volunteer Coordinator Travel	\$ 250.00	\$ 250.00	\$ -	
TOTAL EXPENSES	\$ 10,490.00	\$ 15,420.09	\$ (4,930.09)	
<u>SYMPOSIUM</u>				
Registration Fees	\$ 6,300.00	\$ 8,733.95	\$ 2,433.95	
Total Expenses	\$ (4,000.00)	\$ (4,980.92)	\$ (980.92)	
Net Income to Scholarship Fund	\$ 2,300.00	\$ 3,753.03	\$ 1,453.03	

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**Northern Shenandoah Valley Master Gardener Association
Treasurer's Report
YTD September 30, 2018**

Town of Strasburg Money Market Fund

Money Market Balance - August 31, 2018				\$ 50,048.47
<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	
	30-Sep	Earned Interest	\$ 17.62	
Total September 2018 Deposits				\$ 17.62
<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	30-Sep	NONE	\$ -	
Total September 2018 Expenses				\$ -
Ending Balance - September 30, 2018				<u>\$ 50,066.09</u>

*Respectfully Submitted,
Robert A. Gail
Treasurer*

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Northern Shenandoah Valley Master Gardner Association Treasurer's Report YTD September 30, 2018

FINANCIAL POSITION

CHECKING ACCOUNT

Checking Balance - August 31, 2018 \$ 32,173.17

<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	28-Sep	PayPal Deposit - Habitat Garden Plaques	\$ 30.70

Total September 2018 Deposits \$ 30.70

<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	4-Sep	1925	\$ (533.44)	Piccadilly Printers - Rulers and Bookmarks
	7-Sep	1921	\$ (58.00)	Lynn Hoffmann - Fall Roundup Materials
	20-Sep	1928	\$ (425.00)	Skyview Tree Experts - C-Cap Garden
	25-Sep	1914	\$ (50.00)	Blue Ridge PRISM
	26-Sep	1927	\$ (65.02)	Theresa Krause - Greenwood Mill Elementary

Total September 2018 Expenses \$ (1,131.46)

Checking Balance - September 30, 2018 \$ 31,072.41

SCHOLARSHIP FUND

Scholarship Fund Balance - August 31, 2018 \$ 29,651.53

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	30-Sep	Earned Interest	\$ 10.52

Total September 2018 Activity \$ 10.52

Scholarship Fund Balance - September 30, 2018 \$ 29,662.05

RESERVE FUND

Reserve Fund Balance - August 31, 2018 \$ 20,232.53

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	30-Sep	Earned Interest	\$ 3.02

Total September 2018 Activity \$ 3.02

Reserve Fund Balance - September 30, 2018 \$ 20,235.55

TOTAL CASH ON HAND -September 30, 2018 \$ 80,970.01

*Respectfully Submitted,
Robert A. Gail
Treasurer*

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