

Minutes for Northern Shenandoah Valley Master Gardener Association  
Board of Directors Meeting Held June 13, 2019

## Call to Order

The Northern Shenandoah Valley Master Gardeners Association held a board of directors meeting June 13, 2019 at 125 Prosperity Drive, Winchester, Virginia 22602. Bob Gail, President, presided over the meeting and called it to order at 6:00 PM.

## Opening Remarks

Bob Gail welcomed everyone to the meeting.

## Attendees

### Voting Board of Directors

Bob Gail, President  
Carolyn Rutherford, Vice President  
Sue Rogers, Treasurer  
Sandra Ward, Secretary  
Cy Haley, Past President

### Advisory Board Members

Elaine Specht, Seed Exchange/2020 Class  
Coordinator  
Ann Levi, Clarke County Coordinator  
Lynn Hoffmann, Publicity/Scholarship Chair  
Stacey Smith, Newsletter Editor

## Officers' Reports

### Vice President

Carolyn Rutherford reported that the July Association Meeting is at Veatch's Gleann Arboretum on July 21, 2019 from 3- 6 p.m. The hosts are the owners, Beverly and Chuck Veatch. Grounds information and tours will be provided by the Veatches and Head Gardener, Teresa Peters. The trees and shrubs have identification labels and we will be given a handout with lists of the perennials.

The schedule for this meeting is as follows:

- 2:45 Arrive for parking and short walk to house
- 3:00 A catered tea provided by our hosts
- 3:30 Brief Business Meeting
- 4:00 Talk and Grounds tour
- 5:00 Optional tour of the historical house, Frye's Fort (ca 1750).

Mrs. Veatch and her caterer will need a headcount by July 14.

Members should bring chairs.

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**Secretary**

Cy Haley moved to approve the May board meeting minutes as emailed by Sandy Ward. Carolyn Rutherford seconded the motion. Motion carried.

**Correspondence:** Bob Gail reported that the Association received a letter from the Frederick County Sheriff's Office, thanking the Association for the kind words about two deputies that presented the K-9 demonstration at Garden Fest.

**Treasurer**

Sue Rogers presented the Treasurer's Report (see Appendix for the Financial Reports). She noted that there have been no expenditures for the Town of Strasburg in 2019.

Sue also reported that taxes were submitted on May 10 and received on May 15.

Net Proceeds of \$4,501.10 from the Symposium were transferred to the Scholarship Fund on April 30. Scholarships will be paid out in June.

Preliminary results from Garden Fest show net proceeds of \$10,073.53. Updated results will be available at the July Board meeting.

**New Business**

Lynn Hoffmann reported that there are only three Habitat Garden plaques left. Bob Gail recommended ordering two sets of plaques (they must be ordered in multiples of 12) to sell at the Fall Fest. The cost is \$307, which is reimbursed to the Association when we sell the plaques.

**Motion:** Carolyn Rutherford moved to approve the purchase of 24 plaques (two sets). Cy Haley seconded the motion. Motion carried with all in favor.

Elaine Specht reported that she needs \$250.00 for expenses for the Seed Exchange project.

**Motion:** Cy moved to approve \$250.00 for the Seed Exchange. Carolyn seconded the motion. Motion carried with all in favor.

**VCE Agent Report**

No report.

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**ELC Member Report**

No report.

**Volunteer Coordinator Report**

Cy reported that the Belle Grove Teaching Garden project was approved.

Cy also reported that eight members of the 2019 class have completed their 50 hours and are now “full blown” Master Gardeners.

**County Coordinators Reports**

**Clarke**

Ann Levi reported that the Bland Community Garden needs more volunteers. The MGs will have a presence at the County Fair.

**Frederick**

Mary Turner sent her report to Bob Gail via text message. Grace Lilly, a rising Senior at James Wood High school who plans to study horticulture, is helping with various MG projects, including the Nature Surprises for Kids program at Bowman Library. When school begins again, she plans to continue helping us.

**Page**

Lesley Mack reported via email. There is nothing new to report.

**Shenandoah**

No report.

**Warren**

Cy reported that Stacy Swain, the local 4-H agent, would like the Master Gardeners to start a Junior Master Gardener program. The inner courts at one of the Frederick schools could be used by such a program.

She also said that the Master Gardener presence at Southern States is going well.

**Standing Committee Reports**

**Communications and Publicity**

Lynn requested that the County Coordinators submit changes for their Web pages. Lynn is working on publicity for Fall Fest, including newspaper ads.

Garden Fest signs need to be updated for next year.

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**Scholarship**

Lynn reported that all members of the committee want to continue next year: Lynn Hoffmann, chair; Frank Baxter, Warren; Kristin Gaulard, Page; Helen Lake, Frederick; and Sharon Rodriguez, Shenandoah.

Lynn also reported that the scholarship recipient from Frederick County has received a full scholarship to Virginia Tech. Money awarded to him by the Master Gardeners will go to the Foundation.

**Education – MG Educational Adventures**

Carolyn reported that a small group of MG's plan to attend the Rain Gardens for Homeowners Workshop facilitated by the Prince William County Master Gardeners. The event will be held in Dumfries on June 22 from 10 am – 12 pm.

Currently 22 people are scheduled for the July 11 educational adventure trip to Blooming Hill Lavender Farm in Purcellville for a talk, tour and full tea.

**Newsletter**

Stacey reported that July 1 is the deadline for the issue that publishes July 20. October 1 is the deadline for the Fall issue. The cover article for the July issue is Fall Fest, with an article about the 2020 class inside.

Stacey still needs to find a newsletter editor for next year.

**Membership**

No report. Ginny Smith has received the membership report that Mary Craig had compiled.

**Special Committees**

**Jr. MG Program**

Lynn reported that the program is going well.

**2020 Symposium**

Lynn reported that the committee has been established. The date will be March 7, 2020. The date is on the Shenandoah University calendar, and the committee is working on speakers.

**2020 MG Class**

Elaine Specht reported that she will be meeting with County Coordinators to acquaint them with the new class format and what is needed from them. She anticipates about 18 members in the class, which will be a six-month class. Screening will occur in the Fall, and the class will run January through June. Attendees will be required to attend 6 of 12 workshops.

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Cy suggested ordering "badge holders" for MG badges since the current badges come loose from the clips on the back.

**Garden Fest 2019 Summary**

Bob noted that everything went very well at Garden Fest, from the weather to the attendance. We may need to evaluate using Belle Grove in the future for Garden Fest because of the Frederick County quarantine related to the Spotted Lanternfly.

**2019 Garden Fair**

Ann Levy reported that the traffic flow at the Blandy Garden Fair was OK, considering that the weather was not very good.

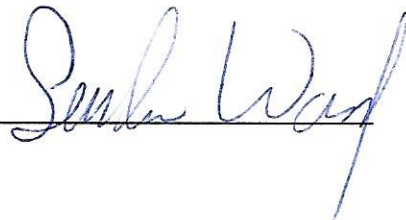
**Closing Remarks**

None.

**Adjournment**

Carolyn Rutherford moved to adjourn the meeting. Cy Haley seconded the motion. Motion carried and 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 Gardner Association  
Treasurer's Report  
YTD May 31, 2019**

**Town of Strasburg Money Market Fund**

<b>Money Market Balance - April 20, 2019</b>			<b>\$ 44,093.06</b>
<u><b>DEPOSITS</b></u>	<u><b>Date</b></u>	<u><b>Description</b></u>	<u><b>Amount</b></u>
	20-May	Earned Interest	\$ 22.77
<b>Total May 2019 Deposits</b>			<b>\$ 22.77</b>
<u><b>EXPENSES</b></u>	<u><b>Date</b></u>	<u><b>Check #</b></u>	<u><b>Amount</b></u>
		N/A	
<b>Total April 2019 Expenses</b>			<b>\$ -</b>
<b>Ending Balance -May 20, 2019</b>			<b><u>\$ 44,115.83</u></b>

*Respectfully Submitted,  
Suzanne M. Rogers  
Treasurer*

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**NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION  
CHECKING ACCOUNT RECONCILIATION  
May 2019**

April 30 , 2019 Bank Statement Balance	\$ 32,658.60
May Credits	\$ 706.43
May Debits	\$ (2,665.02)
May 31, 2019 Bank Statement Balance	\$ 30,700.01

Outstanding Checks:			
Date Written	Check Number	Payee	
15-Mar-19	1968	John Price, Class 2019 Speaker Honorarium	(\$50.00)
14-May-19	1990	GF Pat Burslem - Potting Soil	(\$16.52)
20-May-19	1994	Mary Turner - (on email print)	(\$22.33)
Total Outstanding Checks			(\$88.85)

NSVMGA May 31, 2019 Checking Account Balance	\$ 30,611.16
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**Northern Shenandoah Valley Master Gardner Association  
Budget Report**

YTD May 31, 2019

<u>INCOME</u>	<u>2019 Budget</u>	<u>YTD Actual</u>	<u>Over/(Under) Budget</u>	<u>April Items</u>
Master Gardener Class (22 Trainees)	\$ 4,950.00	\$ 4,950.00	\$ -	
Member Dues	\$ 2,700.00	\$ 2,197.79	\$ (502.21)	
Miscellaneous/Donations	\$ 200.00	\$ 316.06	\$ 116.06	Lav Trip, AmazonSmile, Apparel
VT Bee House Project	\$ -	\$ 740.42	\$ 740.42	Bee Houses
<b>Subtotal Income</b>	<b>\$ 7,850.00</b>	<b>\$ 8,204.27</b>	<b>\$ 354.27</b>	
 <u>GARDENFEST</u>				
Gross Revenue	\$ 10,225.00	\$ 768.00	\$ (9,457.00)	
Total Expenses	\$ (5,560.00)	\$ (2,569.00)	\$ 2,991.00	
<b>Net GardenFest Revenue</b>	<b>\$ 4,665.00</b>	<b>\$ (1,801.00)</b>	<b>\$ (6,466.00)</b>	
 <u>TOTAL INCOME</u>				
	<b>\$ 12,515.00</b>	<b>\$ 6,403.27</b>	<b>\$ (6,111.73)</b>	
 <u>EXPENSES</u>				
Administration/Leadership	\$ 300.00	\$ -	\$ (300.00)	
Membership Background Screens	\$ 300.00	\$ 95.00	\$ (205.00)	
VCE Office Support Fee	\$ 250.00	\$ -	\$ (250.00)	
Continuing Education Programs	\$ 500.00	\$ 50.00	\$ (450.00)	Speaker
County Projects	\$ 500.00	\$ 70.00	\$ (430.00)	
Unit Projects	\$ 2,350.00	\$ -	\$ (2,350.00)	
2019 Habitat Garden Plaques Reorder	\$ 400.00	\$ -	\$ (400.00)	
Donations/Awards/Gifts	\$ 100.00	\$ -	\$ (100.00)	
Master Gardener Class (22 Trainees)	\$ 4,950.00	\$ 4,343.17	\$ (606.83)	Speakers, Books, Software
Miscellaneous	\$ 1,100.00	\$ 229.29	\$ (870.71)	Apparel
VT Bee House Project	\$ -	\$ 2,109.91	\$ 2,109.91	Bee Houses
Newsletter	\$ 385.00	\$ -	\$ (385.00)	
Web	\$ 50.00	\$ -	\$ (50.00)	
Permanent Items	\$ 300.00	\$ -	\$ (300.00)	
Publicity/Education	\$ 610.00	\$ -	\$ (610.00)	
Surety Bond	\$ 170.00	\$ -	\$ (170.00)	
Volunteer Coordinator Travel	\$ 250.00	\$ -	\$ (250.00)	
<b>TOTAL EXPENSES</b>	<b>\$ 12,515.00</b>	<b>\$ 6,897.37</b>	<b>\$ (5,617.63)</b>	
 <u>SYMPOSIUM - FINAL (as of May 1, 2019)</u>				
Registration Fees, Raffle, Book Sale	\$ 6,300.00	\$ 10,604.87		
Total Expenses	\$ (4,000.00)	\$ (6,103.77)		
<b>Net Income to Scholarship Fund</b>	<b>\$ 2,300.00</b>	<b>\$ 4,501.10</b>	<b>\$ 2,201.10</b>	

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## Northern Shenandoah Valley Master Gardner Association Treasurer's Report YTD May 2019

### FINANCIAL POSITION

#### GENERAL FUNDS (Checking Account)

Checking Balance -April 30, 2019 \$ 32,658.60

<u>DEPOSITS</u>	<u>Date</u>		<u>Description</u>	<u>Amount</u>
	1-May-19	CREDIT	Square Symposium Book Sale	\$14.59
	8-May-19	CREDIT	Amazon Smile Donation	\$5.57
	15-May-19	CREDIT	Deposit - Bee Houses - (1) Lavender Trip	\$173.80
	20-May-19	CREDIT	Lavender Ed Adventure-Nuri-Kesner	\$32.87
	21-May-19	CREDIT	Deposit-Lav Trip,Apparel(\$8), GF Vendor Fees	\$252.00
	30-May-19	CREDIT	Deposit-Lav Trip (2), GF Vendors/Bee House(1)	\$227.60

Total May 2019 Deposits \$706.43

<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Description</u>	<u>Amount</u>
	6-May-19	1980	Marc Monroe - Class of 2019 Speaker Honorarium	(\$50.00)
	8-May-19	1941	Terry Fogel-January Assoc Mtg. Speaker	(\$50.00)
	17-May-19	1989	GF Johnny Blue Rental Contract	(\$492.80)
	20-May-19	1966	Steve Carroll, Class 2019 Speaker Honorarium	(\$50.00)
	20-May-19	1991	City National Credit Card Account - Crown Bees	(\$374.30)
	21-May-19	1987	Kris Behrends -Class of 2019 Computer Software	(\$249.00)
	21-May-19	1988	Kris Behrends -Potting soil for GF potting parties	(\$93.92)
	21-May-19	1992	Cabin Hill Tees-CI 2019 Polos/2 member Hasts	(\$210.00)
	24-May-19	1993	Barb Hallar - GF Potting Soil	(\$45.00)
	30-May-19	1995	cash - Seed \$ for GF Cash Boxes	(\$1,050.00)

Total May 2019 Expenses (\$2,665.02)

Checking Balance -May 31, 2019 \$ 30,700.01

#### SCHOLARSHIP FUND

Scholarship Fund Balance	April 30, 2019			\$ 33,262.95
<u>Activity</u>	<u>Date</u>		<u>Description</u>	<u>Amount</u>
	30-Apr-19			
	30-Apr-19		Earned Interest	\$18.36
Total April 2019 Activity				\$18.36
Scholarship Fund Balance	May 31, 2019			<u>\$ 33,281.31</u>

#### RESERVE FUND

Reserve Fund Balance	April 30, 2019			\$ 20,281.23
<u>Activity</u>	<u>Date</u>		<u>Description</u>	<u>Amount</u>
	30-Apr-19		Earned Interest	\$ 7.75
Total April 2019 Activity				\$ 7.75
Reserve Fund Balance	May 31, 2019			<u>\$ 20,288.98</u>

TOTAL CASH ON HAND - April 30, 2019 \$ 84,270.30

*Respectfully Submitted,  
Suzanne M. Rogers  
Treasurer*