

**Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting
Tuesday, April 12, 2011
Warren County Government Center, Front Royal**

Attendees: Cy Haley, President; Anita Harris, Treasurer; Suzanne Boag, Secretary; Bob Carlton, 2010 President; Randy Langford, Volunteer Coordinator; Mary Craig, Clarke County Coordinator; Marsha Burd, Warren County Coordinator; and Teri Merrill, Frederick County Coordinator.

President Cy Haley brought the meeting to order at 6:00 p.m.

Report of Boards

Vice President's Report: Angie Hutchinson was not present. Cy reported that Helen Lake would not be able to host the May meeting which was to include the MG class graduation. The graduation will be held at GardenFest instead. Angie is working on moving the May meeting to Blandy. Carolyn Wilson has arranged for Bobby Clark to review the PMG at our upcoming April Association meeting.

Secretary's Report: Cy asked if there were any additions or corrections to the minutes. *Bob Carlton made a motion to approve the minutes as posted, Mary Craig seconded it, and all four Board members present voted to approve the minutes. The motion carried.*

Treasurer's Report: Anita Harris presented the report as follows:

<u>FINANCIAL POSITION</u>				
Checking Balance - February 20, 2011				\$ 4,403.64
INCOME:	Member Dues Deposit 2/22		90.00	
	Refund Cost of Two Computers (Costco) 2/24	1056.96		
	Member Dues Deposit 3/12	46.00		
	Total Income		1,192.96	
EXPENSE:	MG Class Honorariums (1179, 1180, 1181)	150.00		
	MG Class Supplies (1185, 1188)	186.70		
	VMGA Dues MG 2011 Class (1186)	444.00		
	VT Pest Management Guides MG Class (1187)	355.79		
	Hortons Nursery Honorarium (1184)	50.00		
	VCE Shenandoah County ELC Showcase (1183)	50.00		
	Dues Refund (1182)	10.00		
	MG Supplies & Postage (1177, 1178)	19.60		
	Total Expenses		1,266.09	
Checking Balance March 29, 2011				\$ 4,330.51
	CD Balance with interest, 12 month, 1%, 05/04/2011 maturity, +\$12.89 Interest Earned		5,126.13	
	CD Balance with interest, 18 month, 1%, 01/21/2012 maturity		5,025.23	
	Total Funds Available		\$14,481.87	
Respectfully,				
Anita Z Harris				
Treasurer NSVMGA				
azharris@comcast.net				
540-869-0642				

Marsha Burd requested \$75.00 for the Farmer's Market and will provide Anita the details in an email. The \$75 will come out of Warren County's \$200 annual allotment. Anita asked the Board about the 12 month CD, which will mature on May 4. Cy asked if we should roll it over. Both CD are at United, but the interest rates are low. Anita suggested that the interest rate might be better if we were to roll it into a savings account. Anita will research the savings account rates and get back to the Board. Anita went over the class expenses with income at a little less than \$6,000 and expenses at \$5500. Some expenses are still pending to include two honorariums. Anita stated that we will come close to breaking even. Helen Lake asked Anita to purchase 40 PMGs for the class at a cost of \$356. In light of the class expenses thus far, Helen decided that the students could simply purchase the PMGs at \$10 each if they wanted one. However, the response was not enthusiastic, and a lot of PMGs are still available. Anita said other class expenses are still pending to include t-shirts and name badges for the students. Mary Craig suggested that we sell the PMGs at the MG Booth at Blandy. Anita asked the Board about when to send past due notices for membership dues and who does it. Bob Carlton said that last year Bob Powell, the Treasurer, took care of that. Anita asked about two donations found on past Treasurer's Reports and carried forward that were approved and not disbursed: Woodstock Rescue Squad for Susie's Garden at \$100 and New Market Garden at \$150. Bob suggested that Anita contact Carolyn Wilson and Johan Guss about this. Anita stated that she had been to the bank and had signed the signature cards. Anita said that she had tried to file our IRS Form 990 per Bob Powell's instructions and it was rejected. She contacted the IRS and up to this point we have been treated as an informal 501c3. We now must file a Form 1023 with the IRS to get formal recognition as a 501c3 by the IRS. There is a \$400 application fee and we will need to also submit an explanation of why we are filing late. The IRS Publication for this is Publication 557.

Standing Committees

Communication and Publicity: Teri Merrill reported that the Winchester Star will run something about Green line, Scouts, and GardenFest. Bob added that Belle Grove will be providing a lot of publicity for GardenFest as well.

Education: Lynn Hoffmann and Helen Lake were not present.

Finance: No report.

Membership: Mary Craig reported that the membership list has been updated online. Randy added that he has arranged with Carolyn Stonesifer to receive members' quarterly hours. Randy spoke to the MG students about how to turn in their hours. Randy said that Helen will track classroom hours for students and any student volunteer hours outside of class will be submitted directly to Randy, who will then review them and forward them on to Carolyn S. Mary said she is looking into posting members' quarterly volunteer hours by adding a column to the membership list. Mary added that she will update the Word version of our MG Timesheet to make it easier to use.

Newsletter: Richard Stromberg was not present. Mary C. suggested including recipes in the newsletter. Marsha said a column entitled, "Plants I used to like" and another, "Plants I still like" might be interesting also.

Program: Cy said that we had already covered programs under the VP's report.

County Coordinators

Clarke: Mary Craig reported that Janet Keithly found a convenient location to store the Farmer's Market supplies. The Dollar General has a shed behind the store, which is very close to the Farmer's Market and they have offered it to us for storage. The shed will have a lock on it and Janet will hold the key. Mary explained that there was little interest in doing the rain barrel workshops. She mentioned that she, Suzanne Boag, and Marianne Pagington had cleaned up the Xeriscape Demonstration Garden recently. Mary added that volunteers are needed for the Clarke Farmer's Market, which is held on Saturday mornings starting in May.

Frederick: Teri Merrill reported that she has a 2009 intern who completed the class, but not her hours. Mary Stickley has verified the intern's first 30 hours and she has 20 hours remaining to complete. Randy said he would verify her remaining hours. Teri added that the intern would like to submit a project application for an afterschool program, which is not part of the school curriculum. Randy asked that the project application go through him and he will forward it to Bobby. Cy suggested that we graduate her with the 2011 Class. Bob reminded Teri that she will need an MG shirt, name tag, and certificate for this intern. Teri then explained that she held a meeting for Frederick MGs and was dismayed by the apathy and general confusion about our educational mission. She would like to see more emphasis on our mission statement and would like to see extension agents at our meetings reminding and encouraging the membership. Randy offered to email Frederick County MGs and set up a meeting in an effort to generate interest and participation. Mary Craig said she thought that meeting attendance was an important part of being a Master Gardener and becoming involved. Teri said she would send out an email to Frederick County MGs encouraging them to attend the upcoming Association meeting in Woodstock.

Page: George Hadelar was not present.

Shenandoah: Bob reported that the 24/7 green line was up and running. He said that the green line in the Extension Office would start up the first weekend in May every Friday. Carolyn Wilson is trying to set up the Farmer's Market. Shenandoah MGs will be working with the Shenandoah Shelter, which is associated with the county farm, the old Alms House. They have asked us to consult on putting together raised beds and planting them. Special Ed students will be doing the actual work. Shenandoah County MGs will be at the Shenandoah County Fair the last week in August. MGs have not been able to work on the rain gardens in New Market due to rain. Bob noted that the rain gardens are working very well.

Warren: Marsha Burd reported the help desk is manned every Monday. She said Belle Boyd is going fine. Both Marsha Burd and Frank Baxter have given talks at the Samuel's Library. Calvary Memorial Church project is going well. David Freese is interested in a community garden project. Marsha said Warren County will participate in the Farmer's Market beginning in June.

Volunteer Coordinator's Report: Randy gave his report earlier in the meeting.

Unfinished Business

GardenFest: Bob Carlton said that Lynn held a GardenFest meeting at Belle Grove. Set up will be June 3 and Randy is in charge of the set up. Mary Stickley is in charge of the education programs. Belle Grove will be advertising the event, which will be held June 4. Flyers will be sent out by email. Lynn is trying to recruit Cub Scouts and Girl Scouts and we will offer a badge, passport, and possibly GardenFest t-shirts for sale. Cy added that Carolyn Wilson will have

pots and markers available at the Association meeting on Sunday. Carolyn will talk to the members at the meeting about GardenFest and how to prepare plants for the plant sale.

Training Seminars: Cy said she did not have any new information on seminars. Mary C. suggested topics that would be helpful in the fall like what to do about stinkbugs.

Old Business: Bob said that in Westminster, Maryland, a class is being offered in May. A number of topics will be offered including fair judging for vegetables, baked goods, wood working and candy. Bob mentioned that every year at the county fair we get questions about how the judges make their decision. This began as an interest in Shenandoah County, but all counties are welcome to participate.

Signs, book marks, and notepads: Cy reported that they will be ready by May. She said the signs will have the official logo on them.

Bob made a motion to adjourn and Marsha seconded it. The motion carried. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Suzanne Boag
NSVMGA Secretary