

**Northern Shenandoah Valley Master Gardener's Association  
Board of Directors Meeting  
Frederick County Government Building, Winchester  
November 14, 2012**

**Attendees:** President Cy Haley, Treasurer Luann Laundry-Woodard, Secretary Suzanne Boag, Past President Bob Carlton, Volunteer Coordinator Elizabeth Bevan, Shenandoah County Coordinator Carolyn Wilson, Education Committee Chair Lynn Hoffmann, and Extension Agent Mark Sutphin.

**Reports of Boards**

**Vice President's Report:** Cy Haley reported that the Association Meeting was set for Sunday at the Warren County Government Center.

**Treasurer's Report:** Luann Laundry reviewed the report which included income from orchid and shirt sales and rain barrel raffle tickets sold.

<i>Northern Shenandoah Valley Master Gardener's Association</i>				
<b>Treasurer's Report</b>				
<b>Wednesday, October 31, 2012</b>				
<u><b>FINANCIAL POSITION</b></u>				
<b>Checking Balance - September 30 2012</b>				<b>\$ 5,870.70</b>
<b>INCOME:</b>	DEP - 10/15 Orchid		\$ 25.00	
	DEP - 10/28 Orchid \$25, Shirts \$274.40, Raffle \$154.00		\$ 453.40	
		<b>Total Income</b>		<b>\$ 478.40</b>
<b>EXPENSES:</b>	# 1324 - Carolyn Wilson - MG Shirts		\$ 345.06	
	# 1325 - Gary DeOms - Oct Speaker		\$ 50.00	
	# 1326 - Luann Woodard - Native Publications		\$ 276.00	
		<b>General Sub Total</b>		<b>\$ 671.06</b>
	2012 MG Class			
		<b>2012 MG Class Sub Total</b>		<b>\$ -</b>
		<b>Total Expense</b>		<b>\$ 671.06</b>
<b>Checking Balance - October 31 2012</b>				<b>\$ 5,678.04</b>
<b>Investments</b>				
	CD	12 mo. 5/4/12 Maturity	\$ 6.48	<b>\$ 5,158.08</b>
	CD	18 mo. 1/21/12 Maturity	\$ 12.76	<b>\$ 5,075.67</b>
		<b>Net Worth</b>		<b>\$15,911.79</b>

- **Audit:** Luann plans to turn over the books to the Audit Committee on Sunday at the Association Meeting or will deliver at home if members are not present at the meeting.
  - **VMGA Check Returned:** Luann explained that VMGA returned our check, which was sent to cover membership for the Interns. VMGA requested that we provide completed VMGA membership forms for each Intern. Cy Haley stated that Mary Stickley had offered to procure the VMGA forms, which once completed can be resubmitted to VMGA with a new check.
  - **2013 Proposed Budget:** The group reviewed the Proposed 2013 Budget line by line, which was prepared by Cy Haley, Lynn Hoffmann, and Helen Lake.
  - **MG Dues Increase:** Annual dues were discussed and it was pointed out that dues have never gone up since the inception of NSVMGA. **Bob Carlton made a motion to raise dues to \$15 annually for an individual and \$20 for a couple. Luann Laundry seconded the motion and it passed with all four Board members present in agreement.** Bob added that the membership will need to vote on the dues increase at the November Association Meeting on Sunday.
  - **Property Purchases Funds Increased:** Budgeted funds were increased to \$200 to cover the cost of the purchase of sandwich boards to be used for MG event advertising.
  - **Administrative Funds Increased:** Budgeted funds were increased to \$300 due to the cost of postage necessary for recertification forms and MG correspondence.
  - **Second Hand Rose Proceeds Question:** In reviewing the proposed 2013 budget, questions arose about our agreement with Belle Grove regarding Second Hand Rose proceeds and the MG funding of an Intern position. Suzanne Boag agreed to research the question and email her findings to the Advisory Board members. The Belle Grove Intern Scholarship of \$250 will be removed from the budget since Second Hand Rose proceeds donated to Belle Grove more than covers that pledged donation.
  - **Volunteer Coordinator Travel Reimbursement:** The Board discussed the \$250 travel reimbursement, which is to be disbursed in two separate payments over the year served.
  - **MG College Scholarship:** The Board reviewed this fund, which is budgeted for \$750. The VC receives \$250 for attending and \$250 total is available for Board members who attend and \$250 total is available for eligible Active MGs to attend.
- MG College Students' Scholarship:** This scholarship will be funded with \$2000 to be moved from a CD into a separate checking account in January 2013 for IRS purposes.
- **Belle Grove Garden Week:** Funding of \$200 was set aside for MG participation in this spring event.
  - **Junior Master Gardeners:** Lynn Hoffmann requested that the budget for Junior Master Gardeners include funds for a \$100 donation to the church that has hosted the program for the past three years, which brings the total amount budgeted to \$700.
  - **4 H Camp Funds:** Camp funds of \$250 budgeted.
  - **Miscellaneous Contingency Funds:** Funds of \$250 budgeted.

*Northern Shenandoah Valley Master Gardeners Association*

**Proposed Budget 2013**

	<b>BOD Budget</b>
<b>INCOME</b>	
Total dues, members & interns (129 x \$15)	\$1,935.00
Plant sales and raffles	2,500.00
Other income, CE, donations, etc	1,000.00
MG class tuition (15 @ \$185)	2,775.00
MG College scholarship donation	0.00
<b>TOTAL INCOME</b>	<b>\$8,210.00</b>
<b>EXPENSE</b>	
Property purchases (Sandwich Boards)	200.00
MG class (15 @ \$185)	2,775.00
CE programs (Symposium)	1,000.00
VC travel	250.00
Publicity & materials	600.00
Administration	300.00
Donations, awards & gifts	500.00
Newsletter & web	50.00
MG College scholarship (\$250), BOD (\$250) & VC (\$250)	750.00
MG College scholarship, from \$2000 max donation	2,000.00
VT Endowment (2008-2013)	250.00
Belle Grove Pathway to Discovery Pledge-Tractor (2012-2015)	250.00
County projects (\$200 each)	1,000.00
Gardenfest	500.00
Belle Boyd project	100.00
Belle Grove Garden Week	200.00
Jr MGs (Tshirts, Supplies, Graduation)	700.00
4-H Camp - Front Royal	250.00
Miscellaneous Contingency	250.00
<b>TOTAL EXPENSE</b>	<b>\$11,925.00</b>
<b>Surplus/-deficit funds to/-from reserves</b>	<b>-3,715.00</b>
<b>EXPENSE net of surplus/-deficit</b>	<b>\$8,210.00</b>

**Secretary's Report:** Suzanne Boag stated that the minutes were posted on the website and asked for changes or corrections. ***Bob Carlton made a motion to accept the October Board minutes as posted on the website, Luann Laundry seconded, and the motion carried with all four Board members present in agreement.***

### **Standing Committees**

**Communication and Publicity:** Lynn Hoffmann reported that she will be asking Donna Funk-Smith will produce a flyer for Junior Master Gardeners, GardenFest, and a brochure describing the MG Program.

**Education:** Lynn Hoffmann reported that the MG education symposium to be held Saturday, March 16, 2013, will be all about Alternative Gardening in the Valley. The Junior Master Gardeners had their luncheon in October. Lynn will ask the Winchester Star to write an article on the Junior Master Gardener program.

**Membership:** No report.

**Newsletter:** No report.

### **Special Committees**

**Audit:** Cy Haley reported that the annual NSVMGA Audit Committee will perform the audit when Committee Member Frank Baxter returns from an overseas trip.

### **County Coordinators' Reports**

**Clarke:** No report.

**Frederick:** Lynn Hoffman reported that the rain garden at the Douglass Learning Center is in need of maintenance. A sign is posted in the garden reads, "NSVMGA Maintained". Teresa Krause has been single-handedly caring for the Hedgebrook Farm rain garden also located in Frederick. So far, no one has stepped up to fill the county coordinator position in Frederick, although one MG is interested. Cy Haley asked that Elizabeth Bevan make sure that whoever steps up to this position knows that a clean-up needs to be scheduled sometime in December. Suzanne Boag volunteered to help with the clean-up once scheduled.

**Warren:** No report.

**Page:** No report.

**Shenandoah:** Carolyn Wilson reported that the green line continues via computer 24/7 with MGs taking responsibility for it one month at a time. Carolyn is answering questions for the month of December. The rain garden in New Market is in need of a clean-up, which will be scheduled for the last week in November.

### **Volunteer Coordinator's Report**

- **2013 MG Class:** Elizabeth Bevan reported that per Janet Keithley so far no one has stepped up to coordinate the class. Blandy has indicated that other organizations are interested in the use of trailer, which was offered to NSVMGA for the use of the MG class.

**VMGA Coordinator's Report:** No report.

## Old Business

- **January Association Meeting at Fort Valley Nursery:** Carolyn Wilson confirmed with the Nursery that our January 20 meeting will be held at 2:00 p.m. rather than the usual 4:00 p.m. meeting time.
- **Educational Books:** Luann Laundry reported that she has received 5 boxes of books and will bring them to the November Association Meeting. Cy Haley offered to print stickers for books donated to local libraries that will read, "Donated by NSVMGA".
- **Thank you gift for Acting VC:** *A Board vote was held via email October 27, 2012 to purchase a thank you gift with a cost not more than \$30 for our 2012 Acting VC. Three of four Board members contacted voted yes and motion passed (Bob Carlton, Suzanne Boag, & Luann Laundry – Angie Hutchinson was out of town and did not respond).*

***Bob Carlton made a motion to adjourn, Suzanne Boag seconded and the meeting was adjourned at 7:10 p.m.***

Respectfully submitted,

Suzanne Boag  
Secretary, NSVMGA