

**Northern Shenandoah Valley Master Gardener's Association**  
**Board of Directors Meeting**  
**Strasburg Community Center, Strasburg**  
**May 13, 2014**

**Attendees:** President Bob Carlton, Vice President Ginny Smith, Treasurer Lee Demko, Past President Cy Haley, Secretary Suzanne Boag, and Education Chair Helen Lake.

President Bob Carlton brought the meeting to order at 6:00 p.m.

**April Board Minutes:** Bob noted that the March Board minutes had been circulated to the Board. **Cy Haley made a motion to accept the minutes as posted and Ginny Smith seconded. All five Board members present were in agreement and the motion passed.**

**Treasurer's Report:** Lee Demko presented the report as follows:

<i>Northern Shenandoah Valley Master Gardener's Association</i>			
Financial Statement for Period Ending			
5/12/14 (covering 4/30/14 – 5/10/14)			
Checking Opening Balance – April 30, 2014			\$11,272.07
Income: Deposit	\$214.50		
			\$11,486.57
Expenses:	Checks outstanding as of May, 12, 2014		
	Ck # 1440 R McDuffie	\$50.00	
	1464 S Edmundson	\$50.00	
	1466 R Howell	\$17.87	
	1465 S Garrett	\$106.51	
	1471 C Wilson	\$376.70	
	1472 A Hutchison	\$173.60	
	1473 Sodexo, I & A	\$1774.50	
	Total checks outstanding	\$2,549.18	
Checking Closing Balance – 5/12/14			\$11,478.18
Investments: CD	Cert of Dep., United Bank (11/4/13 Maturity)		\$ 5172.24
Savings Acct	Savings Acct, United Bank (12/31/13)		\$ 5103.36
	Total Cash on Hand 5/10/14		\$21753.78

Submitted by: Sandra Lee Demko, Treas. 5/10/14

**Vice President's Report:** Ginny Smith reported that the Sunday Association Meeting will be held at Country Gardens in Toms Brook at 4:00 p.m. May 18<sup>th</sup>. A 20% discount will be offered to attendees.

### **Committee Reports**

**Communications and Publicity:** No report.

**Education:** Helen Lake reported that Throx County Store was a potential vendor for GardenFest and agreed to forward contact information to Janet Keithley, Vendor Chair. Helen Lake, Bob Carlton, and Anne Dewey-Balzhiser will meet to discuss a future leadership workshop. Two high school scholarships will be awarded, one to a Shenandoah student and another to a Clarke student. The group discussed the scholarship process and agreed that Helen would make arrangements for the Committee to meet in August to discuss/refine the guidelines, to devise a plan to draw more qualified applicants, to ensure that NSVMGA receives public recognition for awarding the scholarships, and to approach county high school education foundations to learn what we can do to further refine/target our approach. The group was pleased that two very qualified applicants, one from Clarke and one from Shenandoah, will each be receiving \$200 to go towards tuition and fees, which will be sent directly to the colleges they will be attending in the fall.

**Finance:** The group discussed an issue raised by the Audit Committee, why two different banks for checking and CDs? The Treasurer primarily uses only one bank, which is where NSVMGA's checking account is kept and did not find having two banks an issue. In addition, the two banks are located in the same area and it is not an inconvenience as only one account is accessed with any frequency. NSVMGA has a MM account for the scholarship fund, which allows for withdrawals without penalty while the CD can be left alone to accrue interest. The Board decided the issues raised did not need to be acted on. Helen Lake suggested that the membership be informed about our tax exemption (from VA sales tax). Cy Haley added that members wishing to use the tax exempt card for authorized NSVMGA purchases could ask their respective county coordinators if they could use the card. Bob Carlton suggested that guidelines be drafted and sent out to county coordinators to clarify how and when to use the tax exempt card.

**Membership:** No report.

**Newsletter:** Bob Carlton asked that MGs send Editor Richard Stromberg articles on any gardening topic to be included in the newsletter: [risy@embarqmail.com](mailto:risy@embarqmail.com).

### **County Coordinators' Reports**

**Clarke:** Suzanne Boag reported that tomorrow, she and Clarke MGs Ginny Smith, and Mary Craig plan to clean up the Xeriscape Demonstration Garden located in Chet Hobert Park, Berryville. The previous week Suzanne and Ginny began the clean-up, but heavy rain ended the session after an hour.

**Frederick:** Helen Lake reported that May 24<sup>th</sup> an information booth will be set up at Lowe's in Winchester. Helen asked about what resources should MGs have at farmers' markets and planned to discuss with VC Susan Garrett. July 9<sup>th</sup> there will be a 4-H day camp. The camp will require MG volunteers for three days, one day each week for three weeks, 9:30 -12 at the C-Cap garden. There will be a \$10 materials charge with minimum enrollment 10, maximum 18. Helen said there will be three topics and she is working those out now. Ginny Smith stated that the Bowman Library project was approved. Helen submitted documentation of the transfer of \$12,000 worth of grow lights (that had been confiscated by the County and given to NSVMGA) to the Frederick County School System. Suzanne Boag said she would pass the documentation to Mary Craig, who manages NSVMGA's inventory. A small box of grow lights, bulbs, etc. was kept for NSVMGA's use.

**Shenandoah:** Bob Carlton reported that the in-office greenline is up and running the first and third Fridays every month along with the 24/7 computer green line. The farmers markets at Fort Valley and Strasburg are being manned. There will be a 4-H day camp later in summer.

**Warren:** Cy Haley reported that Frank Baxter is heading up the Library grounds project. Cy Haley and Katherine Rindt reported 19 contacts at the Southern States information table.

**Page:** No report.

**VCE Agent:** No report.

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

**GardenFest Report:** Cy Haley reported that the GardenFest Committee will meet Saturday, May 17<sup>th</sup> at Belle Grove to review the site plan and vendor set up. Fort Valley is a potential vendor and the Board decided that the vendor fee should be waived for Fort Valley due to their contributions to us over the years.

**2014 MG Class:** Bob Carlton reported that tonight the class topic will be "volunteerism" and next week the class finishes up.

### **Old Business**

**Garden Fair Raffle Proceeds:** Suzanne Boag reported that NSVMGA raised over \$260 from ticket sales for the rain barrel and quilt raffles.

### **New Business**

**NSVMGA Donation Requested:** Ginny Smith received a request for a donation and Bob Carlton explained that the Board had previously discussed this topic and had decided not to provide donations to other groups.

**Project Contact Reporting:** Helen Lake asked for clarification on how to report project contacts. Bob Carlton stated that it up to the project leader to ask volunteers to submit separately or submit a contact report for the entire group. Cy Haley added that GardenFest attendees will be counted at the gate, but the information booth and speakers should also track contacts at GardenFest.

**MG College:** Helen Lake submitted a name for MG College Scholarship. Helen Lake and Lynn Hoffmann will be speakers for a break out session on children's programs at MG College, which runs from June 25-29 at Virginia Tech.

***Suzanne Boag made a motion to adjourn, Cy Haley seconded and the meeting was adjourned at 7:05 p.m.***

Respectfully submitted,

Suzanne Boag  
Secretary, NSVMGA