Northern Shenandoah Valley Master Gardener's Association
Board of Directors Meeting
Strasburg Community Center, Strasburg
January 13, 2015

Attendees:

Susan Garrett, President
Karen Brill, Vice President
Kris Behrends, Secretary
Lee Demko, Treasurer
Bob Carlton, Past President

Mary Flagg, Volunteer Coordinator
Sharon Bradshaw, Shenandoah Co. Coordinator
Emily Wickham, Frederick Co. Coordinator
Katherine Rindt, Warren Co. Coordinator
Ginny Smith, Clarke Co. Coordinator

Cy Haley, 2015 MG Class Coordinator
Brenda Powell, Education
Anne Dewey-Balzhiser, MG
Stacey Smith, Communications and Publicity
Mark Sutphin, VCE Agent

President Susan Garrett brought the meeting to order at 6:00 p.m. First part of meeting was devoted to the Strategic Plan (Anne Dewey-Balzhiser is the godmother of this!). Members' names on list are nominal—members who weren't present at strategy meeting couldn't be volunteered.

1. <u>Assess the Structure of NSVMGA</u>
    a. Better Job Description
        i. Intro at November meeting of new officers and duties (how members will interact with each other)

        Board Input: This would include the committee chairs and county coordinators. Susan advised that the Guidelines have been written which contains job descriptions and this document can be shared with nominees.

        Emily Wickham suggested position holders give a brief talk (3-5 minutes) about their office at each meeting.

            1. Karen Brill will speak about the vice president's position at the January meeting.
            2. Emily Wickham will speak about the Frederick County Coordinator's position at the January meeting.

        ii. Voting Board list on VMS and website
            1. Include photos and biographies

Board Input: Susan will contact Board members for pictures and brief bio.

2. FAQs

Board Input: Emily Wickham suggested that members be given the opportunity to submit questions at the meeting. Kris Behrends will obtain and provide 3x5 cards for the members.

iii. Impact descriptions for membership

Board Input: The Guidelines have been updated with better job descriptions and how they impact membership

b. Cross Training

i. Access need for mentoring with positions (shadow)

Board Input: Bob Carlton advised that class coordinators already serve as mentors to new class members. Also, it is the Board members' responsibility to mentor possible leaders as well as to prepare their replacements.

Karen Brill asked if training is available for organizational jobs. There is nothing formal at this time. The Volunteer Coordinator has meetings with county coordinators. Ginny Smith offered that included with job descriptions should be the "nuts and bolts" of who to contact when organizing events, etc. Bob Carlton suggested that current county coordinators write a description of their position. Mary Flagg, Volunteer Coordinator will work the county coordinators on this.

ii. Growing into new or different roles/positions

Board Input: The example was given of Sharon Bradshaw attending board and association meetings with Carolyn Wilson in preparation for assuming the Shenandoah County coordinator position.

c. Unit vs. County Responsibility

i. Criteria and language

Board Input: This is defined as how projects progess to the next project. What characteristics make a project a county project vs. a unit project?

Mary Flagg, Ginny Smith, and Emily Wickham will address this goal which is targeted to be completed in two months.

d. Time and Place of Meetings

i. Frequency

ii. Survey membership

1. Day of week
2. Time
3. Rotate counties

Board Input: Mark Sutphin distributed a printed copy of a survey for members' review, and this survey will be posted online. This survey can be made available in print for those members without access to a computer.

Discussion pursued regarding having monthly meetings vs. online training. A number of members get educational hours for the monthly meetings. There may also be members who are not comfortable with computers.

If anyone has suggestions for the survey, please contact Mark by Friday, January 16. Everyone in attendance approved the contents of the survey as presented. Mark will e-mail a link to the survey to all members.

e. VP Position(s)
   i. Assess Board makeup
   ii. Make recommendations
   iii. Succession planning

Board Input: This will be placed on hold. This topic can be reviewed in the Bylaws Committee meeting.

November Board Minutes: Susan Garrett noted that the minutes were distributed to the Advisory Board. Bob Carlton moved to accept the minutes, Lee Demko seconded, and it was approved by the voting Board members.

Treasurer's Report: Lee Demko presented the report that follows:

Northern Shenandoah Valley Master Gardener Association

Financial Statement for Period Ending Jan. 7, 2015

Outstanding Checks:			
	1498	Treasurer Warren County	$100.00
	1535	Audra L Gollenberg, PhD	$250.00
Total Checks Outstanding as of 1/7/2015			$350.00
Current Checking Balance as of 1/7/2015			**$ 3898.71**
Investments:			
	Certificate of Deposit, United Bank		$ 5172.24
	Savings Deposit, United Bank		$ 5103.36
Total Cash on Hand			**$14,174.31**

Submitted by Saundra Lee Demko, Treasurer

Old Business: None

New Business:

Clarke County: Ginny Smith announced there will be a county meeting in March. The GardenFair last year was presented by Warren County, and the ArborFest was hosted by Shenandoah County. This year Clarke County will host the GardenFair and Frederick County will host ArborFest. The county coordinators can work with Mary Flagg on these events. Mary Craig can also be a resource.

Frederick County: Emily Wickham announced that their Christmas dinner was a success. They also conducted a good PC training class which was led by Stacey Smith. They are willing to do it in another county if that county wants to host it. Emily had a meeting with Debra Hilte, Museum of the Shenandoah Valley, regarding hosting a hanging basket class possibly in June. In the Fall they hope to have a class on gourds and pumpkins. In April they will be participating in a Girl Scout Badge Day. Mark Sutphin advised that he also met with the Museum of the Shenandoah Valley in December to develop ideas for classes.

Shenandoah County: They had a wrap-up meeting in November. The GreenLine is ongoing. A county meeting will be held at the end of February. Only two of 16 interns from last year's class are not members, and those two will need to ask for extension.

Warren County: They need to schedule a county meeting.

Page County: No report

Note: Project forms can be obtained from Mary Flagg, and forms need to be submitted by end of January. Shenandoah County isn't having a meeting until the end of February: Projects can be deactivated and reactivated.

VCE Agent: Mark Sutphin presented the following statistics for the year of 2014:

- There were 8,685.75 volunteer hours (up 12% from 2013)
- Everyone is doing a great job submitting hours
- Nearly 6,000 contacts

He thanked the MG organization for the projects they hosted/supported in 2014.

Volunteer Coordinator: Mary Flagg stated that milestone awards will be announced at the January meeting (the certificates are awarded at the Master Gardener College in June).

- Ten members reached 250 hours
- Three reached 500 hours
- Four reached 1,000 hours
- Three reached 2,000 hours

There are seven or eight members who have not reached their hours for 2014 (this includes interns). There are a few transfers: Debra Byrd is one. There are a couple of reinstatements. The following items have been posted on VMS for educational hours: Seed exchange, speaker series, and MG class.

She talked about the Philadelphia Flower Show. There is a bus going from Woodstock and one from Winchester (which isn't going until the last day of the show).

Vice President: Karen Brill asked what the honorarium is for non-member speakers, and it was reported $50. She expressed her appreciation to the county coordinators for the ideas for programs to be presented. A tentative list for this year's programs was distributed. Bob Carlton asked where the business portion of the meeting would be held for some of the locations scheduled. Karen will follow up on this.

A discussion pursued regarding the MG meeting that is scheduled for Father's Day. The Master Gardeners College is the week after Father's Day. Perhaps it should be rescheduled to the Sunday before?

Stacey Smith asked if meetings are open to the public: The business portion of the meeting is not open to the public.

Education Chair: Brenda Powell inquired about the purpose of the Symposium. Is it to make money, PR for MG, recruiting tool, or educational? The attendees agreed that all mentioned are the purpose of the Symposium. Brenda will check with John Stevens to determine when Shenandoah University is available. If we're aiming for March, publicity will need to be implemented as soon as

possible. Brenda advised that an announcement regarding the Symposium will be made at the January meeting.

2015 Intern Class: Cy Haley advised that there are some interns who will be attending the MG meeting in January.

Transfers/Possible New Member: Discussion revolved around:

1. A Master Gardener who has moved into Shenandoah County from Birmingham, AL. Mary Flagg and Sharon Bradshaw will need to interview her and send her a transfer form.
2. A 14-year-old from Frederick County would like to apply for membership. She completed the Jr. Master Gardener class. There are items to consider: Is the organization ready to deal with a minor (risk management issues)? A parent will be required to be present during the volunteer activities and meetings. Two Master Gardeners will be required to be in attendance when the minor is participating in an activity. The group decided to not approve membership at this time. Mark will convey this to the individual; however, she will be encouraged to continue her education with the 4H group.

Honorary Members:

Mary Carlton and John Stevens were approved for honorary membership. Karen Brill moved to accept this, and Lee Demko seconded it. The voting members of the Board approved this.

Bob Carlton moved to adjourn the meeting, it was seconded, and approved.

Respectfully submitted by

Kris Behrends
NSVMGA Secretary