REVISED Minutes for Northern Shenandoah Valley Master Gardener Association Association Meeting Held February 21, 2016

Call to Order

The Northern Shenandoah Valley Master Gardener Association held an Association meeting February 21, 2016, at 125 Prosperity Dr, Winchester, VA 22602.

Susan Garrett, president, presided over the meeting and called the meeting to order at 2:03 PM. Stacey Smith served as secretary.

Opening Remarks

Opening remarks included an agenda review.

Attendees

53 Master Gardener Volunteers, Interns, and Trainees were in attendance, along with 1 guest. ***With 44 active members in attendance, a quorum was present.*** (Attendee list attached.)

Officers' Reports

Secretary:

Susan Garrett noted that the minutes for the previous month's association meeting were distributed via email.

Motion: Rich Howell made a motion to approve the minutes of the previous month's association meeting as distributed. Sharon Bradshaw seconded the motion. The motion carried with all in favor and none against.

Stacey Smith presented the secretary's report, requesting everyone sign in. No correspondence was reported.

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Treasurer:

Lee Demko presented the following treasurer's report.

Northern Shenandoah Valley Master Gardener Association
Treasurer's Report for Period Ending 2/12/2016

Outstanding checks as of 2/12/2016

1/18/2016	1640	G Smith	$ 18.56
1/27/2016	1641	J Brunk	$ 94.97
1/29/2016	1642	J Butler	$225.00
2/4/2016	1644	S Carroll	$ 50.00
2/4/2016	1645	S Carroll	$ 50.00
2/4/2016	1646	T Roulston	$ 50.00
2/4/2016	1647	F Frenzel	$ 50.00
2/4/2016	1648	C Frenzel	$ 50.00
2/4/2016	1649	M Neese	$ 50.00
2/4/2016	1650	A Bordas	$ 50.00
2/4/2016	1651	J Cooper	$ 50.00
2/4/2016	1652	M Goatley	$ 50.00
2/4/2016	1653	C Schmidt	$ 50.00
2/4/2016	1654	C Whitacre	$ 50.00
2/4/2016	1655	M Stickley-Godinez	$ 50.00
2/4/2016	1656	B Rose	$ 50.00
2/4/2016	1657	B Mackintosh	$ 50.00
2/4/2016	1658	M Stickley-Godinez	$ 50.00
2/8/2016	1659	VCE-Frederick	$109.45
2/8/2016	1670	A Leatherman	$215.05
2/10/2016	1671	E Specht	$ 58.89

Total Outstanding Checks as of 2/12/2016	**$ 1,471.92**
Checking Balance as of 2/12/2016	$ 8,736.69
CD/United Bank	$ 5,200.74
College/HS Memorial Fund (savings)	$ 5,128.48
Total Balance	$ **19,065.91**

Vice President:

Karen Brill presented the vice president's report, noting that Chris Schmidt is today's speaker. Karen is working on an official program for March, which will be held at the Blandy library. Next month she will provide more information about a mid April tour/field trip to the Winchester Medical Center garden.

Standing Committee Reports

Communications and Publicity:

Kris Behrends gave the Communications and Publicity Report. Of note, the co-chairs held a meeting February 5th to review current projects and 12-month publicity plan. They've asked for any members who want an event publicized to email with the name and date to ensure the event is added to the schedule.

The committee focuses on community events, calendars, and other free methods of advertising. Committees for large events may need more publicity and want to recruit a dedicated publicity person on their committee (who will have access to our materials) to dedicate more time to the event. Large events may also want to include paid ads in their budget. Some of our free sources are increasingly mentioning the importance of "rewarding them" with paid ads.

Elaine Specht finished press for the Blandy Seed Exchange. It was well attended and many seed swappers shared hearing about the event in Elaine's radio interview, reading the article in the Winchester Star, or seeing the event on our and Blandy's Facebook pages.

Stacey has been filling in for Joy Brunk on March's Symposium while Joy was traveling. Joy has picked that back up for the final push. The membership put up over 100 flyers about the event at various places in our five counties. Because another MG organization has an educational event March 12th, we need everyone to help in getting the word out.

The whole committee met before today's meeting. Our calendar is quickly filling up with the available members we have actively helping, so we are working to recruit more committee members, especially since Stacey is stepping away from publicity through mid June to focus on Garden Fest. Virginia Hisghman, Cathy Allen, and Liz Stevenson joined us today.

The committee also wants to ensure all members who distribute any sort of advertisement for an official event use the language and rules provided by Mark. (See attachment A)

Education:

Karen Brill presented the Education Report. Of note, the Symposium is three weeks away. The committee wants to thank everyone involved. If you have donated anything or helped in any way, please let Karen know. Volunteers are needed to help during the event. Please sign up to help. The event counts as four education hours for Master Gardeners who attend, and any working time before or during the event counts as project hours for actual time worked.

Special Committee Report for Garden Fest:

At this time, Cy Haley presented the Garden Fest report. First she mentioned the Hilda J. Barbour seed starting class being on Saturday February 27th from 10:00 – 12:00. Lynn Hoffmann is teaching the class, and it counts for two education hours for Master Gardeners.

The Garden Fest committee held a meeting at Belle Grove to review changes in layout, including speakers now being in the barn, children's activities where speakers were, and workshops in the old children's activity place. A signup sheet is going around for volunteers. Plant volunteer signup will go out separately. Mary Flagg and Susan Groom need to know from leaders if tents and tables are needed. A few more vendors are needed. Suzanne Boag is looking for a handmade-garden-pot vendor and a birdfeeder/birdhouse vendor. The vendor fee is $75. Cy pointed out that any expenses incurred should be reimbursed through her. Members should fill out the reimbursement voucher and return it to her. She will then forward that to Lee Demko.

Stacey Smith gave an overview of February activities to prepare for the Garden Fest plant sale (see Attachment B). She also demonstrated the kind of pots needed, that trademarked pots are not allowed, and the locations of various "plant pot locations," including her home in Shenandoah, Cy's home in Warren, Russ Watkins' home in Frederick, and, soon, Susan Garrett's home in Clarke.

Finance:

No report.

Membership:

Susan Garrett noted that the dues and recertification deadline is February 29, 2016. The membership committee is meeting March 31, 2016 to update the membership roll.

Newsletter:
No report.

Special Committee Reports

Audit:
Susan Garrett stated that the Audit committee needs another member. Cy Haley volunteered. The committee members are Frank Baxter, chairman, Stan Corneal, and Cy Haley.

Class of 2016:
Susan Garrett presented the Class of 2016 report. Of note, several members attended the Garden Fest meeting and a few are at today's meeting. Angie Hutchinson and Russ Watkins need helpers for two classes on Thursdays in March. Suzanne Boag will help.

Scholarships:
Bob Carlton presented the Scholarship Report. Three applications have been received.

Facebook:
Suzanne Boag presented the Facebook Report, requesting MGs to like and share posts and events from the NSVMGA Facebook page. The Symposium post reached over 1,000 people.

County Coordinator Reports

Clarke County Coordinator:
Ginny Smith presented the Clarke County report via email. Of note, the county will hold its project planning and review meeting in March. Other projects are on hold for spring.

Frederick County Coordinator:
John Kummer presented the Frederick County Report. Of note, Janet Keithley, Shan Kilby, and Tricia Boyd put together the county basket for Symposium. The county wrap up and organizational meeting will be held March 15 at 6:30 PM at the Greek Orthodox Church at 1700 Amherst Street in Winchester. Greenline starts up mid April every Friday from 9:00 to noon. Frank Baxter reported that the horticulture therapy program at Westminster Canterbury is moving ahead. They are looking at other locations for ideas.

Page County Coordinator:

Charlie Newton presented the Page County Report. Of note, the county is getting together in March to discuss projects. A marble bench for the Chinquapin Oak is on hold for some leveling and tree removal. Brick House Nursery will host the June Master Gardener meeting.

Shenandoah County Coordinator:

Sharon Bradshaw presented the Shenandoah County Report. Of note, the county planning meeting is March 14 at 6:30 PM in the VCE classroom at the county government center. The members will review 2015 activities and define projects for 2016.

Sharon encouraged members to verify that all 2015 hours are posted on VMS, either on their own or with Mary Craig's or Kris Behrend's assistance. After each county has its 2016 projects defined and leads identified, the applications will go to Mary Flagg and Mark Sutphin for approval. Once approved, the 2015 version of a project will be removed from VMS and hours can no longer be posted to that project.

One item mentioned in the February newsletter needs to be emphasized: the Volunteer Farm in Shenandoah County has closed permanently. That farm, in 2015 alone, distributed over 55 tons of food to local food banks. With this source no longer available, many of our local citizens are going to have problems with fresh produce from food banks. If Association members, as individuals, can plant a few additional vegetable plants to donate to a food bank, it would be greatly appreciated.

Warren County Coordinator:

Cy Haley presented the Warren County Report. The Hilda J. Barbour seed starting class is Saturday February 27th from 10:00 – 12:00. Greenline begins in April. The county will hold a review meeting soon.

Volunteer Coordinator Report:

Mary Flagg presented the Volunteer Coordinator Report. Every county has plenty of opportunities to get hours. Members should get in touch with Mary Craig or Susan Garrett if they need help getting their 20 project or 8 educational hours. A few of the opportunities include:

- Clarke – Blandy community garden
- Frederick – Westminster Canterbury, Belle Grove Barn Series, Garden Fest, JR MG Home school program, Symposium

- Shenandoah – Fort Valley series
- Warren – Hilda J Barbour seed starting, Horticultural Dayz

Projects are there, and hours need to be entered into VMS.

VCE Agent:

Susan Garrett noted that Mark Sutphin, if there, would stress the advertising requirements mentioned by Kris Behrends are for insurance reasons. The Publicity Committee is working on putting together clear guidelines based on Virginia Tech's Resource Guide (available on VMS).

Old Business:

Blandy Educational Garden – Mary Craig reported via email that a good number of volunteers have signed up. More are needed. Right now planning the garden is a priority.

New Business

Garden Fest Children's Activities – Cyndi Walsh will need volunteers to help plant trees for the children's activities at Garden Fest. The trees should arrive in March. Volunteers are also needed the day of the event.

Samuels Library Garden Lecture Series – Frank Baxter reported that Matt Windt is working on setting up the MG lecture series at Samuels Library. He will send out information soon.

Closing Remarks

Susan Garrett held a Valentine's Day themed raffle for the members present.

Adjournment

The meeting suspended at 2:54 for an education presentation.

Motion: At 4:00 Cy Haley motioned that the meeting be adjourned, and Rich Howell seconded the motion. The motion carried with all in favor and none against, and the meeting was adjourned at 4:00 PM.

REVISED Minutes for Northern Shenandoah Valley Master Gardener Association Association Meeting Held February 21, 2016

Respectfully submitted by:

Stacey Smith, Secretary Northern Shenandoah Valley Master Gardener Association	Date Approved by Association

Date Draft to Association:	02/25/16
Date Revised Draft Sent to Association:	03/03/16
Date Final Approved Copy Sent to Webmaster:	

Meeting of the Northern Shenandoah Valley Master Gardener Association
Held February 21, 2016 at 2:00 PM
at Farm Credit Building, 125 Prosperity Drive, Winchester, VA 22602

Welcome, Guests! Please Sign in on Last Page

Last Name	First Name	S	Association Members, Please Sign In	
Allen	Cathy	T	Cathy Allen	1 ✓
Ames	Eleanor	E		
Andriola	Cathy	A	Catherine J. Andriola	1 ✓
Bakos	Lisa	A		
Baxter	Frank	A	Frank Baxter	2 ✓
Behrends	Kris	A	Kris E Behrends	3 ✓
Bevan	Elizabeth	A		
Boag	Suzanne	A	S Boag	4 ✓
Bowling	Skip	A		
Bowman	Terry	A		
Boyd	Tricia	A	Patricia B Boyd	5 ✓
Bradshaw	Sharon	A	Sharon Bradshaw	6 ✓
Brill	Karen	A	Karen Brill	7 ✓
Brown	Lisa	T		
Brownlee	Paula	A		
Brunk	Joy	A	Joy Brunk	8 ✓
Burslem	Patricia	A		
Byrd	Deborah	A		
Carlton	Bob	A	Bob	9 ✓
Carlton	Mary	H		
Carp	Sari	A		
Casey	Pat	A	Pat Casey	10 ✓
Chiccehitto	Susan	D		
Cocina	Laurie	A	Laurie Cocina	11 ✓
Collett	Bob	A		

* - VCE Agent, A - Active, D - Adjunct, E - Emeritus, H - Honorary, I - Intern, T - Trainee
Updated 2016/02/21

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Cooper III	Herbert	I		
Corneal	Stan	A		
Costello	Diane	A		
Craig	Mary	A		
Crandell	Patricia	T		
Creager	Nancy	A		
Cypser	Beth	A		
DeMasi	Claire	A	Claire DeMasi	12
Demko	Lee	A	Saundra Lee Demko	13
Dewey-Balzhiser	Anne	A		
Dickey	Cathy	A		
Dowty	Rodney	A		
Downing	Donna	D		
Doyle	Kathy	A		
DuBois	Georganna	E		
Embrey	Randy	D		
Fairbanks	Mark	A		
Fairman	Rose	A		14
Findler	Alice	T		
Finlay	Susan	I	Susan Finlay	1
Flagg	Mary	A	Mary Flagg	15
Funk-Smith	Donna	A		
Gail	Bob	T		
Garretson	Ruth	E		
Garrett	Susan S.	A		16

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Goff	Kristen W.	D		
Gordy	Malinda	A	Malinda Gordy	17
Gregory	Fran	E		
Griffin	Donna	A		
Groom	Susan	A	Susan Groom	18
Guevremont	Rita	A	Rita Guevremont	19
Hadeler	Shelby	E		
Hale	Lynda	A	Lynda Hale	20
Hale	Nina	T		
Hale	Sally	A	Sally Hale	21
Haley	Cynthia D.	A	Cy	22
Hallar	Barb	A		
Hanahan	Terry	A	Terry Hanahan	23
Harshman	Elaine	A		
Haun	Larry	A	LH	24
Himelright	Sandy	A		
Hinkle	Scott	A		
Hisghman	Virginia	A	Virginia Hisghman	25
Hoffmann	Lynn	A		
Holland	Robbin Jo	A	RJ Holland	26
Hough	Pam	A		
Howe	Denise	A	Denise Howe	27
Howell	Rich	A	Rich Howell	28
Hutchinson	Angie	A	A Hutch	29
Huttar	Emily	A		

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James	Kaye	D		
Johnson	Peggy	T	Peggy L Johnson	2
Jones	James	A	James Patricia Jones	30
Keithley	Janet	A	Janet Keithley	31
Kilby	Shan	D	Shan Kilby	1
Killingbeck	Martin	T	Martin Killingbeck	3
Kohrs	Sarah	A		
Krause	Theresa	A		
Kummer	John	A	John Kummer	32
Kunkel	Kelly	A		
Lake	Helen	A		
Latham	Cecelia	A		
Layton	Charles	A		
Legeer	Pat	A		
Levi	Ann	A	Ann Levi	33
Look	David W.	A		
Luce	Bob	T		
Lycas	Elena	A		
Mack	Tom	A		
Mack	Lesley	A		
Markel	Ellen	D		
Martin	Glenn	A		
Marx	Mike	A		
McConnell	Enid	A		
McDonald	Cheryl	A	Cheryl A McDonald	34

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McIntosh	Rozalynn	A		
Miller	Margie	T		
Morgan	Liz	I		
Newcomb	June	A	June Newcomb	35 ✓
Newton	Charles	A	Charles Newton	34 ✓
Norman	Sandra	A		
O'Brien	Siobhan	A		
Ortgies	Anna Mea	D		
Palmer	Belinda P.	A	Belinda Palmer	37 ✓
Patton	Jeff	T		4 ✓
Pittillo	Carol	A		
Powell	Brenda	A		
Reed	Ginny	A		
Rindt	Katherine	A		
Rogers	Sue	A		
Rutherford	Carolyn	T	Carolyn Rutherford	5 ✓
Smith	Ginny	A		
Smith	Stacey	A	Stacey Smith	38 ✓
Specht	Elaine	A	Elaine S Specht	39 ✓
Specht	Nancy	D		
Stevens	John	H		
Stevenson	Liz	T	Liz Stevenson	6 ✓
Stilwell	Anne	E		
Stromberg	Richard	A		
Sutphin	Mark	*		

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Last Name	First Name	S	Association Members, Please Sign In	
Sydnor	Jennifer	T		
Turner	Mary	(T)	Mary M. Turner	1 ✓
Vossler	Patrice	A		
Walker	Carroll	T		
Walsh	Cyndi	A	Cyndi Walsh	40 ✓
Ward	Sandra	A	Sandra Ward	41 ✓
Waters	Joey	A	Joey Waters	42 ✓
Watkins	Russ	A	Russ Watkins	43 ✓
Wilson	Carolyn	A	Carolyn Wilson	44 ✓
Windt	Matt	A		
			Chris Schmidt	1 ✓

A Active	98	25 active members constitutes a quroum –	44
D Adjunct	9		1
E Emeritus	6		∅
H Honorary	2		∅
I Intern	3		1
T Trainee	16		7
GUEST			1/54

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Attachment A

Advertising Standard Draft

For any advertisements that go out (flyers, brochures, press releases):

- they must show VCE ownership of the program/project;
- should be clear that it is a VCE project supported by a local MG chapter; and
- must include the ADA statement and indicia as shown below to avoid any liability concerns.

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.

If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this activity, please contact Mark Sutphin, Frederick County Extension, at (540) 665-5699/TDD (800) 828-1120 during business hours of 8:00 a.m. and 5:00 p.m. to discuss accommodations five days prior to the event.

This does not apply to administrative resources (ie, agenda) given out during an event.

Mark is happy to review anything. (Email Stacey or Kris for a soft copy of this.)

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Attachment B

Plants for Garden Fest! What to do in February

We need plants for Garden Fest!
Every year, our members provide plants for sale to the public. Last year we had over 2,000 plants!
We start seeds or bulbs, dig and pot up perennials, and care for the plants for a couple of months.
With our previous leader Carolyn (who provided over 500) moving, we all need to work extra hard this year!

How can YOU help?

- **Purchase a few packets of seeds to start!**
  - Look for these words on the packet:
    - Early-blooming
    - Dought-tolerant
    - Shade
  - Pick single-color packets. Mixed or unlabeled colors rarely sell.
  - Focus on herbs! Every year is different. If you grow it for yourself, start a dozen extra!
    - Speciality basils
    - Unique or heritage herbs (we had a request for lovage in 2014 and sold all 6 in 2015!)
  - Annuals. Single-color old favorites sell well.
    - Zinnias
    - Cosmos
    - Florist-sized sunflowers
  - Veggies. Hit or miss depending on customer needs. Small seedling 6-packs don't do well.
    - Tomatoes in good-sized pots are good. Should have a support stake.
    - Old favorites and specialty varieties.
  - Start by April 1 to ensure good quality seedlings
  - Keep warm, moist, and dark until you see growth.
  - Mild bottom heat helps with germination (warming pad, top of fridge, top of fluorescent light)
  - Move to bright growlights or direct sun and keep watered!
  - Harden off and move outside when conditions are right.
  - Pot up to the next size pot as needed.
- **Buy bare roots or bulbs to pot up!**
  - Pot up when you'd normally plant, putting 3 – 5 in a pot.
    - Liatris – 3 - 4 to a pot (we sold a couple dozen pots in 2015 – every single one!)
    - Crocosmia – 3 to a pot
    - Other summer-flowering bulbs
  - Pot up by late March to ensure good quality plants
  - Keep watered and in the shade till you see growth.
  - Move to the sun and keep watered!
- **Avoid invasives**
  - check DCR's list at http://www.dcr.virginia.gov/natural_heritage/invsppdflist.shtml.
- **Start planning for digging**
  - Mark off perennials in anticipation of digging when they are small.
  - Let us know if you can host a digging party, where we help you dig and pot up!

Attend the class at Hilda J Barbour Elementary Saturday 2/27 to learn about seed starting!

Questions? Contact Stacey at staceymorgansmith@gmail.com or any member of the plant sale committee.