

Minutes for The Northern Shenandoah Valley Master Gardener Association  
Board of Directors Meeting Held February 16, 2016

**Call to Order**

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting February 16, 2016, at the Strasburg Community Center, 726 E Queen Street, Strasburg, VA, 22657.

Susan Garrett, president, presided over the meeting and called it to order at 5:59 PM. Stacey Smith served as secretary.

**Attendees**

The following attended:

Voting Board of Directors:

Susan Garrett, president  
Karen Brill, vice president  
Lee Demko, treasurer  
Stacey Smith, secretary

***A quorum was present***

Advisory Board Members:

Ginny Smith, Clarke county coordinator  
John Kummer, Frederick county coordinator  
Mark Sutphin, VCE agent  
Kris Behrends, timekeeper  
Lynn Hoffmann, scholarship chair  
Ann Levi, guidelines committee chair

**Opening Remarks**

Opening remarks included an agenda review.

**Officers' Reports**

**Secretary:**

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

***Motion:*** Karen Brill made a motion to approve the minutes of the previous month's board of directors meeting as emailed. Lee Demko seconded the motion. The motion carried with 4 in favor and 0 against.

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

**Treasurer:**

Lee Demko presented a balance-forward budget report (see Attachment A). She also presented the following treasurer's report.

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**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 Sticklely-Godinez	\$ 50.00
2/4/2016	1656	B Rose	\$ 50.00
2/4/2016	1657	B Mackintosh	\$ 50.00
2/4/2016	1658	M Sticklely-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

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

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**VCE Agent:**

Mark Sutphin presented the VCE Agent Report. Of note, in 2015, Master Gardener Volunteers reached 6,857 contacts and contributed 10,122 volunteer hours and 2,532.5 continuing education hours. At \$24.90 per volunteer hour, that equates to \$252,038 contributed to local communities.

Also of note, new handbooks are available this spring, and we will consolidate orders. Hardcopies are \$50 plus \$2 shipping if ordered in groups of five. The PDF file will be available soon. Mark will send out an email regarding ordering.

Volunteer recertification forms are due February 29<sup>th</sup>. Susan Garrett will collect at the next meeting, or they can be returned directly to Mark.

For any advertisements that go out, they must show VCE ownership of the program/project. It 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 on our press releases to avoid any liability concerns. A resource guide is available on VMS. This does not apply to administrative resources (ie, agenda) given out during an event. Mark is happy to review anything.

At this time, Mark presented the Class of 2016 report. 16 students are registered for the class, and the classes are going well.

**Vice President:**

Karen Brill presented the vice president's and programs committee reports. Of note, the programs are fairly confirmed for 2016. Christ Schmidt is speaking Sunday on invasive bugs ID and control. Additional education opportunities will begin in April, and the intern classes are also available for education hours.

**Advisory Board Reports**

**Clarke County Coordinator:**

Ginny Smith presented the Clarke County report. The county will hold its project planning and review meeting in March.

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**Frederick County Coordinator:**

John Kummer presented the Frederick County Report. They will hold a project planning meeting in middle March, location to be determined. The Greenwood Mill project is going on with Tammy Epperson, and the next monthly meeting is in Frederick County at Kernstown.

**Page County Coordinator:**

Lesley Mack presented the Page County Report via email. Of note, projects for the 2016 year and the Contact Person include:

- Farmers' Market - Cheryl McDonald
- Community Garden Talks - Lesley Mack
- Page County Fair - Charlie Newton
- Home Consultation - Lesley and Tom Mack
- Chinquapin Oak - Charlie Newton
- Demo Garden/Mack Garden - Lesley and Tom Mack
- Greenline - Lesley

A Gift Box was made for the March Symposium and delivered to Karen Brill. The box is a \$60.00 value filled with gardening supplies, local foods, and books.

Regarding the installation of the marble bench at the Chinquapin Oak tree: it is now waiting for the Page Co. Sup. to make the ground a little more level for mowing and to take out a sad, abused maple tree. Hopefully, the bench will go in this calendar year.

Sponsored by the National Science Foundation, ProjectBudBurst.org is a nationwide collection project making observations in one's own backyard, reporting those findings, and making a nationwide ecological record for the future: <http://budburst.org/aboutus>

The Hill & Valley Garden Club is hosting a Flower Show, April 30th, Sat, from 1-4 pm at the Warehouse Art Gallery, in Luray. The Show is free and open to the public. There will be refreshments, horticultural exhibits, designed arrangements, and educational exhibits. This is an opportunity to enjoy the day at the show, the shops in downtown Luray, great restaurants to choose from, and a movie.

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**Shenandoah County Coordinator:**

Sharon Bradshaw presented the Shenandoah County Report via email. Of note, the county planning meeting is scheduled for 6:30 PM on March 14 in the VCE classroom at the county government center. It is open to all members but will be limited to discussion of in-county projects.

Sharon is in the process of applying to participate in the South Street Market in downtown Woodstock. While this market is year round, with abbreviated hours in the winter months, we are applying for growing season months only – mid-April through mid-October, continuing our 2nd and 4th Saturday practice. Belinda is investigating participation in the Strasburg Market again this year.

While it does not directly affect Master Gardeners, the closing of the Volunteer Farm in the county does remove a tremendous amount of donated fresh produce to food banks/pantries. As was included in this month's newsletter, Members are encouraged to plan for some excess produce to donate in your communities.

**Warren County Coordinator:**

Katherine Rindt presented the Warren County Report via email. Of note, there will be a seed starting class for the public at Hilda J. Barbour Elementary starting at 10:00 on Feb 27.

Matt Windt is working on setting up the MG lecture series at Samuels Library. The first lecture will be on March 12. Harry Reed will present a talk on extending the garden season. In June, Don Belmar of Rappahannock Vineyards will talk on growing grapes. In September, there will be a program on 'Project Bud Burst', an effort by SCBI to enlist the help of the public to track bloom times.

Sari Carp responded to the email about helping Front Royal Southern States with a program on raised beds. She has enlisted the assistance of Liz Morgan and they are working with the manager to set up the date.

Warren County discussed their projects for 2016. Project applications will soon be requested from leaders.

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**Volunteer Coordinator:**

Mary Flagg presented the Volunteer Coordinator Report via email. Of note,

- MG Intern/members class of 2015 - 16 of 19 interns have earned 50 hrs,
- INACTIVE 1/1/2016 - 6 members have gone inactive,
- ADJUNCT REQUESTS 2016 - 4 members need to be approved,
- REINSTATEMENTS - 1 member is working with Sharon Bradshaw,
- EXTENSIONS - possibly in February - 4 Interns 2014/2015 class,
- 2015 ADJUNCT MEMBERSHIP - need to follow up on hour requirements.

**Standing Committee Reports**

**Communications and Publicity:**

Stacey Smith presented the Communications and Publicity Report. Of note, the Communications and Publicity Committee welcomed a new co-chair, Kris Behrends, and the co-chairs held a meeting February 5th to review current projects and 12-month publicity plan. We've asked for any members who want an event publicized to email us with the name and date so we can ensure we have it on our schedule. We focus 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) and/or consider adding paid ads into their budget. Some of our free sources are increasingly mentioning the importance of "rewarding them" with paid ads.

Elaine Specht finished press for the Bland 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 Bland's Facebook pages.

Stacey has been filling in for Joy Brunk on March's Symposium while Joy was traveling. Joy is picking that back up on her return. 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.

Our committee is meeting February 21st at 12:45 at the Midatlantic Farm Credit Building, thanks to Karen getting us access right before our monthly Association meeting. We'll review our publicity calendar, discuss our info-booth best-practice training, and plan out how to increase communication with other MG organizations as well as within our own Association. Our calendar is quickly filling up with the available members we have actively helping, so we are working to recruit more committee members. Kris is directly contacting members of the 2015 class.

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**Education:**

Karen Brill presented the Education Report, including a projected budget based on either 100 or 75 attendees (see Attachment B). Of note, books could bring in \$140.00. She also provided a brochure sample for review (see Attachment C). The new deadline for registration is March 5<sup>th</sup>. If anyone has any suggestions for the day of the event, including signage, send to Karen.

**Finance:**

No report

**Membership:**

No report.

**Newsletter:**

No report.

**Special Committee Reports**

**Scholarships:**

Lynn Hoffmann presented the Scholarship Report. The high school scholarship has gone out and so far has brought in 3 partial applications. The deadline is March 1<sup>st</sup>. It may be worth discussing changing the structure of the scholarships in the future.

At this time, she also reported on several projects:

- Junior MGs – starting March 8 and going to early June and then planting for CCAP.
- Belle Grove Barn Series – starting in April on Sundays. Only conflicting with one Association meeting, and that's in August. Purpose of the series is to boost scholarships. We will split the registration fees with Belle Grove. Master Gardeners receive two education hours per class. It is also open to the public. Lynn would like to purchase books from Storey publishing, targeted to the presentations. Belle Grove will purchase any leftovers from us. Lynn asked that the board advance her \$250 toward the purchase of the books.

***Motion:*** Lee Demko made a motion that the Association advance \$250 to Lynn Hoffmann for purchase of books to sell at the Belle Grove Barn Series. Stacey Smith seconded the motion. The motion carried with 4 in favor and 0 against.

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**Bylaws:**

Susan Garrett presented the Bylaws Report. Sharon Bradshaw is the new committee chair, and Bob Carlton, Lee Demko, Anne Levi, and Susan Garrett are serving on the committee. If anyone has suggestions to improve the bylaws, email Sharon. The committee will work mostly by email.

**Audit:**

Susan Garrett presented the Audit Report, noting the committee needs another non-board member. Frank Baxter is the chair, and Sue Rogers is considering serving on the committee.

**Facebook:**

Suzanne Boag presented the Sunshine Report via email. The following MGs were sent cards in January/February 2016:

- Karen Brill - Get well, food poisoning
- Laurie Cocina - Sympathy, mother passed away
- Emily Huttar - Husband Jim passed away

**Old Business**

No old business.

**New Business**

1) Susan Garrett asked for opinions on applying as a vendor at Arborfest. The Gardenfair application is \$50, and the Arborfest application is \$25. If both are registered at the same time, a \$10 credit is applied. Of concerns is event attendance, other events held that weekend, number of vendors, and low recorded contacts.

**Motion:** Karen Brill made a motion that the Association register only for Gardenfair at this time and make a decision later about Arborfest. Lee Demko seconded the motion. The motion carried with 4 in favor and 0 against.

2) Lee Demko reported that the Association received a bill from Virginia Tech showing \$500 due on a \$1,250.00 endowment pledge dated December 6, 2012. She paid the requested minimum of \$250. After some research, records show only one endowment pledge to cover the period of 2008 – 2013, which was fully funded. Susan Garrett will follow up with Virginia Tech to ask for proof of the second endowment pledge and to request a refund of the \$250 if proof is not available.



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**Closing Remarks**

None.

**Adjournment**

**Motion:** Karen Brill a motion to adjourn the meeting. Stacey Smith seconded the motion. The motion carried with 4 in favor and 0 against, and the meeting was adjourned at 7:34 P.M.

Respectfully submitted by:

  
\_\_\_\_\_  
Stacey Smith, Secretary  
Northern Shenandoah Valley Master Gardener Association

**March 15, 2016**  
\_\_\_\_\_  
Date Approved by Board

Date Draft to Board: 02/19/16  
Date Revised Draft Sent to Board (if necessary): 02/25/16  
Date Sent to Webmaster: **03/25/16**

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Attachment A

January 2016		Income	Expense	Balance Forward
1	2016 Dues (\$2,000)			
	11/2015 – 2 members	\$ 40.00	\$ 0.00	\$ 975.00
	1/20/16 -	\$ 935.00		
2	2016 MG Class (\$3,600.00) (\$225 x 16 students)			
	1/15 Deposit	\$3,375.00	1/18 - Reimb/G Smith \$ 18.56	\$3,131.44
			1/29 – Reimb/J Butler (WD) \$ 225.00	
3	2016 Gardenfest (NET \$2,500)			
		\$ 0.00	\$ 0.00	\$ 0.00
4	2016 Symposium (\$2,100)			
	1/20 Deposit	\$180.00	1/27 Reimb/J Brunk \$ 94.97	\$ 85.03
		Income	Expense	Balance Forward
A	Permanent Items (\$300)			
B	CE Programs (\$350)		T Fogle \$ 50.00	\$ 300.00
C	VC Travel (\$250)			
D	Publicity/Educ Materials (\$450)			
E	Admin/VC Leadership (\$400)			
F	Donation/Gifts/Awards (\$250)			
G	Newsletter/Web (\$50)			
H	VC Coordinator Training (\$250)			
I	Unit/County Projects (\$1,000)			
J	Outreach school programs (\$500)			
	Jr MG/ Homeschool (\$100)			
	Greenwood Mille E (\$200)			
	H J Barbour E (\$200)			
K	Surety Bond Insurance (\$170)			
L	Miscellaneous (\$500)		Va Tech Fund \$250.00	
			VCE 2 Background \$19.90	\$230.10

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Attachment A

February 2016		Income	Expense	Balance Forward
(\$ 975)	1	2016 Dues (\$2,000)		
		2/2 Deposit \$ 95.00		\$ 1,270.00
		2/12 Deposit \$ 200.00		
(\$3,131.44)	2	2016 MG Class (\$3,600) (\$225 x 16 students)		
		2/12 Deposit \$ 675.00	2/4 MG class speaker fees \$ 750.00	\$ 2,841.39
			2/18 Refund class student \$215.05	
	3	2016 Gardenfest (NET \$2,500)		
		2/2 Deposit (vendor fee) \$ 60.00		\$ 120.00
		2/12 Deposit (vendor fee) \$ 60.00		
(\$85.03)	4	2016 Symposium (\$2,100)		
		2/2 Deposit registration \$730.00	2/3 L Hoffmann reimb \$ 75.00	\$ 1,515.03
		2/12 Deposit registration \$775.00	scholarship expenses	
		Income	Expense	Balance Forward
(\$300) A		Permanent Items (\$300)		\$ 300.00
(\$300) B		CE Programs (\$350)		\$ 300.00
(\$250) C		VC Travel (\$250)		\$ 250.00
(\$450) D		Publicity/Educ Materials (\$450)		\$ 450.00
(\$400) E		Admin/VC Leadership (\$400)		\$ 400.00
(\$250) F		Donation/Gifts/Awards (\$250)		\$ 250.00
(\$ 50) G		Newsletter/Web (\$50)		\$ 50.00
(\$250) H		VC Coordinator Training (\$250)		\$ 250.00
(\$1,000) I		Unit/County Projects (\$1,000)		\$ 941.11
			Blandy Seed Exch reimb 58.89	
(\$500) J		Outreach school programs (\$500)	E Specht	\$ 500.00
		Jr MG/ Homeschool (\$100)		
		Greenwood Mille E (\$200)		
		H J Barbour E (\$200)		
(\$170) K		Surety Bond Insurance (\$170)		\$ 170.00
(\$230.10) L		Miscellaneous (\$500)		\$ 120.65
			VCE Fred Background	
			cks (11) \$109.45	