

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held April 12, 2016**

Call to Order

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting April 12, 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 6:04 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
Bob Carlton, past president

Advisory Board Members:

John Kummer, Frederick county coordinator
Sharon Bradshaw, Shenandoah county coordinator
Mark Sutphin, VCE Agent
Kris Behrends, Timekeeper

A quorum was present

Opening Remarks

Opening remarks included an agenda review.

Officers' Reports

Secretary:

Stacey Smith reported that the minutes for the previous month's board of directors meeting were distributed via email, noting Mary Flagg made one edit to the revised minutes, correcting a typo: "2016" to "2015" in her report.

Motion: Bob Carlton made a motion to approve the minutes of the previous month's board of directors meeting as emailed, with discussed correction. Karen Brill seconded the motion. The motion carried with all in favor and none against.

Stacey requested everyone sign in. Correspondence from the New River Valley Master Gardeners will be discussed under new business.

Treasurer:

Lee Demko presented the following treasurer's report.

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Treasurer's Report for Period Ending April 9, 2016**

Outstanding checks as of April 9, 2016

1646	T Roulston	\$ 50.00
1647	C Frenzel	\$ 50.00
1654	C Whitacre	\$ 50.00
1657	B Mackintosh	\$ 50.00
1658	M Stickleby-Godinez	\$ 50.00
1678	Lynn Hoffman	\$200.00

Total Outstanding Checks as of April 9, 2016	\$ 450.00
Checking Balance as of April 7, 2016	\$ 7,280.46
CD/United Bank	\$ 5,200.74
College/HS Memorial Fund (savings)	\$ 5,128.48
Total Balance	\$ 17,609.68

Vice President:

Karen Brill presented the vice president's report. Sunday's program is by Colin Campbell, a 17-year-old iris hybridizer. A May field trip is planned to visit his family's farm. At the May meeting, Kris Behrends will present a program on good booth setup, and Anne Dewey-Balzhiser will provide a program on snappy presentations. The June meeting is at Brick House Nursery in Page County. Sheryl Campbell will provide a June program on edible flowers.

Advisory Board Reports

Clarke County Coordinator:

Susan Garrett reported that there is a vacancy in the position, and the county is working on lining up a new coordinator.

Frederick County Coordinator:

John Kummer presented the Frederick County report. The county had its semiannual meeting last month and discussed projects. The Rain Garden at Douglass Learning Center is starting up, and the Greenwood Mill garden club is going well. Greenline is also going well, with two sessions completed. Helen Lake is leading the Lowes help desk, for which she is currently scheduling volunteers.

Page County Coordinator:

Lesley Mack presented the Page County report. Sunday, April 10, Susan Finlay, Robbin Holland, Charlie Newton, and Lesley & Tom Mack met at Cheryl McDonald's to pot up 410 peat pots for students and teachers at Shenandoah Elementary School in Page County. The "Farm to Table" day is hosted by the 4-H office with Nicole Clem. There will be activities for the classes, grades

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K-5, from the "Farm to Table" theme and for Earth Day, April 22. They will be requesting a reimbursement from the NSVMGA for supplies, which Lesley will send to Lee Demko.

Cheryl will be starting the first Farmers' Market day on the third Saturday in May. Other Page County MGs will be taking turns helping her. (Cheryl's husband, Glenn, is doing well with his chemo treatments.)

The county looks forward to having all the MGs come to visit the Brick House Nursery with Sam and Denie Smith in June. The Page County MGs will provide liquid refreshments. If others would like to bring a picnic lunch or their own snacks or something to share, please do. Sam and Denie will welcome sales from their hoop houses at this time, only. The website and plant list is available at: <http://brickhousenursery.com/container-shrub-availability-2014/>

A plant potting party at Cheryl's is planned. Also, Hill & Valley Garden Club will be giving their leftover potted plants from the May 7th Spring Fest sales, as usual. Stacey has been kind enough to offer to come pick up the leftovers.

Shenandoah County Coordinator:

Sharon Bradshaw presented the Shenandoah County report. The Green Help Line held its first plant clinic office session of the growing season.

Landscape planting has begun at the Corhaven Graveyard project, which began last year as the Sam Moore Slave Cemetery. Monday several Master Gardener volunteers guided a large group of students from the Massanutten Governor's School based at Triplett Tech in several activities.

Students searched the creek for possible headstones from the sites up the bank, learned about riparian buffers and the need for erosion control, and learned about mixing native soil with the potting soil when transplanting.

The farmers' market kits have been updated with the new PMG and several updated VCE publications, along with a new supply of soil test kits.

Volunteers are lined up for a table at Natural Art Garden Center to promote MG activities during the Artisan Trail open house on April 23.

Warren County Coordinator:

No report.

Volunteer Coordinator:

Susan Garrett reported that several members need a vote regarding adjunct status. That will be done as part of the membership report.

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VCE Agent:

Mark Sutphin presented the VCE Agent report. A new 4-H agent joins the Frederick office in March. This week is National Volunteer Week, and Mark thanks everyone for all that they do as VCE Master Gardener volunteers. The board thanked Mark, as well. Winchester City is planning a Green Neighborhood Expo May 21 in Jim Barnett Park and will be a chance for MGs to set up an info/demo booth with Mark.

Standing Committee Report

Communications and Publicity:

Kris Behrends presented the Communications and Publicity report. The first Barn Series event is April 24th, and Kris will send an email to the membership. She and Elaine Specht are presenting a program at the May meeting on setting up a successful MG booth.

At this time, Kris also presented the Timekeeper report. Mark posted a document to VMS. Anne Dewey-Balzhiser created the document to help with timekeeping.

Education:

Karen Brill presented the Education report. A May field trip is planned to visit Iris Hills Farms. Sheryl Campbell will provide a June program on edible flowers.

Finance:

No report

Membership:

Mark Sutphin reported that some members have not sent in recertification forms, which were due February 28th. They will receive final notice that the forms are required to stay a Master Gardner.

Susan Garrett reported that Siobhan O'Brien met all requirements and requests adjunct status.

Motion: Bob Carlton made a motion to approve adjunct status for Siobhan O'Brien. Karen Brill seconded the motion. The motion carried with all in favor and none against.

Susan Garrett reported that Skip Bowling, Pat Burslem, Laurie Cocina, Donna Downing, Randy Embury, Rita Guevermont, Virginia Hisghman, and Theresa Krause paid dues and turned in VCE recertification forms but did not complete 20 project and 8 education hours in 2015 and therefore required to request adjunct status to remain members of the NSVMGA.

Motion: Bob Carlton made a motion to approve adjunct status for Skip Bowling, Pat Burslem, Laurie Cocina, Donna Downing, Randy Embury, Rita Guevermont, Virginia Hisghman, and Theresa Krause. Lee Demko seconded the motion. The motion carried with all in favor and none against.

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Bob Carlton presented a draft of those emeritus and deceased members who should be recognized in some way. He will continue to add to the list as more members are researched.

Newsletter:

No report.

Special Committee Reports

Class of 2016

John Kummer presented the Class of 2016 Report. The trainees have their final exams and have four more classes. 13 will graduate.

At this time, Sharon Bradshaw reported that Shenandoah County has volunteered to hold the 2017 class in Woodstock. Classes will be held Tuesdays and Thursdays from 6:00 – 9:00.

Scholarships:

Stacey Smith presented the Scholarship Report. Score sheets are due this week.

Bylaws:

Susan Garrett reported that the Bylaws are on the agenda for the April Association meeting. If a quorum is present, the membership will vote on whether or not to accept the recommended changes.

2016 Garden Fest:

Sharon Bradshaw reported that the publicity flyer is getting wrapped up. Elena Lycas is doing the poster.

Audit:

Frank Baxter presented the audit report via email. Audit Committee members: Frank Baxter, Cy Haley, and Stan Corneal.

The Audit Committee met on March 23rd, 2016 with Lee Demko, Treasurer, to perform an audit of Association financial records for the years 2014 and 2015.

Lee had each year in separate notebooks by month containing bank statements, canceled checks, and payment vouchers. The committee also examined the checkbook. They found the material well organized and consistent without discrepancies.

The Audit Committee certifies that the financial records for the years 2014 and 2015 of the NSVMG Association are complete and correct.

The Audit Committee recommends to the NSVMG Board for consideration the following:

- Establish a permanent mailing address for important government and bonding correspondence – “to the attention of the treasurer” at one of the Cooperative Extension Offices.

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- Purchase an accounting software program such as Intuit QuickBooks (\$200) for the treasurer, to facilitate tracking project costs and ease of generating reports.

After discussion, the board agreed that anything sent once per year, such as insurance renewals, would go to the Frederick County VCE office.

Motion: Bob Carlton made a motion to purchase QuickBooks Accounting Software for the treasurer. Karen Brill seconded the motion. The motion carried with all in favor and none against.

Guidelines:

Ann Levi presented the audit report via email. The Guidelines Committee is having its first meeting on Sunday April 17 at 3pm at Farm Credit before the Association meeting. Ann sent out relevant sections of the Guidelines to all the Officers, Committee Chairs, and County Coordinators and has received comments back from most.

Old Business

1) Sunshine Chair: Susan Garrett reported that seven members expressed interest in the position. After discussion, the board selected Terry Hanahan as the new Sunshine Chair.

New Business

1) Funding for projects: Susan Garrett reported several requests for funds. Discussion followed.

Motion: Bob Carlton made a motion to approve \$100 for Belle Grove Plant materials. Stacey Smith seconded the motion. The motion carried with all in favor and none against.

Motion: Bob Carlton made a motion to approve \$50 for Belle Grove Christmas decorations. Stacey Smith seconded the motion. The motion carried with all in favor and none against.

Motion: Karen Brill made a motion to approve \$50 for a Fair Judging class. Lee Demko seconded the motion. The motion carried with all in favor and none against.

Motion: Bob Carlton made a motion to purchase an updated copy of the new Master Gardener Handbook for each county when final revised copies are available. Stacey Smith seconded the motion. The motion carried with all in favor and none against.

2) NRVMGGA: Susan Garrett reported that the New River Valley Master Gardener Association is sightseeing in our area in June and would like to meet with NSVMGA members for dinner in Winchester. Susan will discuss at the Association meeting in the hopes of establishing a committee to organize a dinner.

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Closing Remarks

None.

Adjournment

Motion: Bob Carlton a motion to adjourn the meeting. Karen Brill seconded the motion. The motion carried with all in favor and 0 against, and the meeting was adjourned at 7:46 pm.

Respectfully submitted by:

Stacey Smith, Secretary
Northern Shenandoah Valley Master Gardener Association

Date Approved by the Board