

**Minutes for The Northern Shenandoah Valley Master Gardener Association  
Board of Directors Meeting Held May 10, 2016**

## **Call to Order**

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting May 10, 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 6:00 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:

Sharon Bradshaw, Shenandoah county coordinator  
Mary Flagg, volunteer coordinator  
Mark Sutphin, VCE Agent  
Terry Hanahan, sunshine chair  
Lynn Hoffmann, scholarship chair

***A quorum was present***

## **Opening Remarks**

Opening remarks included an agenda review. Also of note, the June meeting is the 1<sup>st</sup> Wednesday of the month and two days before Garden Fest set up. We will keep the June meeting short because of this.

## **Officers' Reports**

### **Secretary:**

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

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

Stacey Smith reported the following board action, which occurred via email on April 22, 2016.

***Motion:*** Bob Carlton made a motion to reinstate Sally and Chuck Walters for the purpose of approving them as Emeritus members. Stacey Smith seconded. The motion carried with three in favor.

No correspondence was received other than a thank-you note mentioned in another report.

### **Treasurer:**

Lee Demko presented the following treasurer's report.

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**Northern Shenandoah Valley Master Gardener Association  
Financial Statement for April 2016 as of 4/29/16**

**Balance on 3/31/2016** **\$ 7,410.41**

**Deposits (3) for April 2016 (Total = \$ 165.00)**

Date	Amount	Project
4/15/2016	\$ 50.00	Donation rec'd for Corhaven Project
4/22/2016	\$ 40.00	2016 Dues rec'd x 2 members
4/22/2016	\$ 75.00	2016 Garden Fest vendor fee (1) rec'd

**Total Deposits for April 2016** **\$ 165.00**  
**\$ 7,575.41**

**Debits (10) for April 2016 (Total = \$ 793.10)**

Date	Amount	Project
4/1/2016	\$ 50.00	2016 Class
4/6/2016	\$ 12.00	Cnty project/HJB Elem
4/6/2016	\$ 17.95	Garden Fest 2016
4/8/2016	\$ 50.00	2016 MG Class spker fee
4/11/2016	\$ 50.00	2016 MG Class spker fee
4/14/2016	\$ 200.00	Barn Series (books)
4/19/2016	\$ 50.00	Corhaven Project (donation)
4/22/2016	\$ 50.00	2016 MG Class spker fee
4/28/2016	\$ 284.31	Garden Fest 2016 (porta-potty rental)
4/29/2016	\$ 28.84	Page Cnty: "Farm-to-table" project

**Total Debits for April 2016** **\$ 793.10**

**Checking Balance as of 4/29/2016** **\$ 6,782.31**

**CD/United Bank** **\$ 5,200.74**

**College/HS Memorial Fund** **\$ 5,128.48**

**Total Balance on Hand as of 4/29/2016** **\$ 17,111.53**

The CD has since been converted into a money market account, and all accounts are now at Citibank.

**Vice President:**

Karen Brill presented the vice president's report. At Sunday's meeting Kris Behrends and Elaine Specht will present a program on good booth setup and etiquette, and Anne Dewey-Balzhiser

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will provide a program on snappy presentations. The June meeting is at Brick House Nursery in Page County.

## **Advisory Board Reports**

### **Clarke County Coordinator:**

Susan Garrett reported that Ginny Smith has asked to withdraw her resignation.

**Motion:** Bob Carlton made a motion to reinstate Ginny Smith as Clarke County Coordinator. Karen Brill seconded. The motion carried with all in favor.

Susan also reported that several projects are ongoing, including a high-school tree planting education session and another session on mulching. MGs are going to the farmers' market twice per month and a few veterans are still needed. The new interns are enthusiastic and have signed up for most weekends.

Mary Flagg reported a plant sale at Clarke County High School. The new directors of the Ag department are very welcoming to NSVMGA. It's good to be back at the school.

### **Frederick County Coordinator:**

Mark Sutphin presented the Frederick County report. Greenline has begun, and volunteers are needed. Helen Lake is leading the Lowes help desk. A Green Neighborhood Expo takes place May 21 in Jim Barnett Park to highlight conservation and recycling.

### **Page County Coordinator:**

Lesley Mack presented the Page County report via email. Farmers' Market organizers are not having their regular Luray Farmer's Market at the previous location. No one wants to lead, so the Hawksbill Trading Co. (<https://www.facebook.com/hawksbilltradingco/?fref=ts>), a co-op of shops, with the leader Jay North would like to have a FM at his shop area instead. He will be charging ten dollars for a booth. Cheryl is trying to talk him into letting us have it for free as we are a service.

County MGs will work with Genna McGahee, her 24 kids, and several adults, as well as the Hill & Valley Garden Club, for a "service day" in Luray on June 30th from 9am to 1:30 pm.

### **Shenandoah County Coordinator:**

Sharon Bradshaw presented the Shenandoah County report. All projects are going well. The Farmers' Market theme this month for both markets will be composting. Of note, April 30 was the dedication of the Corhaven Graveyard. Master Gardeners have worked with several community groups to landscape the area with native plants and wildflowers that would have been found in the area at the time. It is open to the public and has a website (<http://www.corhavengraveyard.org/>).

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Blandy's Garden Fair 2016 had a full slate of volunteers who staffed the information booth. Set-up on Friday was in the rain while front-end loaders constantly dumped and spread mulch in the aisles to prevent vehicles from becoming mired in the mud. The rain and mud were so pervasive that we decided to lower the tent and not open until Saturday morning. Kris Behrends and Elaine Specht arrived very early Saturday morning to take "bad" and "good" pictures for this month's NSVMGA meeting program, and mud played a major role in the action.

We got a variety of questions over the weekend, including several asking about native plants (e.g. is Sweet Woodruff native?). One woman on Sunday had a list of five or six questions already written down. Four people asked to be notified of 2017 class registration. We had 124 contacts on Saturday and 83 on Sunday for a total of 207 for the weekend.

The Rain Barrel raffle brought in \$84.00, with 27 tickets sold. Russ Wilkins transported it to Suzanne's house until the winner, Mady Tobias, picks it up.

On another aspect of the administration side of our participation in Garden Fair, VMS threw out some curves. The first full membership email requesting volunteer commitment was via VMS. One response was from a newly classified Inactive member who volunteered for a shift. When I attempted to find her email in the Member Roster later, it was not there. I contacted Mary who notified Mark. I did email the former member and inform her that she couldn't participate in staffing our information table.

The second curve on May 6 (set-up day) was from two members who "unvolunteered" themselves according to a VMS email to me. The first was Marianne Pagington, who is also not on our roster and had not volunteered to begin with, and the second was Belinda Palmer, who did show up for her shift and had absolutely no idea how the email was generated.

**Warren County Coordinator:**

Katherine Rindt presented the Warren County report via email. The Warren County Help Line is up and running. Flyers advertising the Help Line have been placed in the library. We have space for one intern to work each Monday from 9 – noon if any would like to sign up.

The Master Gardeners had a very popular table at the Samuel's Library 'A Taste for Mystery' event. A description and pictures is in the Warren County section of the last newsletter. We got a very nice thank you note from Nicki Lynch, the library director, which is attached below.

The large Board Room and the Community Meeting Room have both been reserved for the MG meeting on Sunday. We can use either room for our meeting and program depending on how many people attend. The potluck will be set up in the lunchroom and we will eat in the Community Meeting Room where there are tables and chairs.

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Master Gardeners,  
You all are wonderful  
for being so supportive  
of Samuel's library.  
Your table at Taste  
for Mysteries was so  
decorative and filled with  
wonderful food.  
Many thanks to  
you all from all of us at  
Samuel's. Micki

**Volunteer Coordinator:**

Mary Flagg presented the volunteer coordinator report. There are many projects going on. Several members need a vote regarding adjunct status.

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The following persons have now submitted their VCE Recertification Form and their Dues but have not fulfilled the hour requirements to be Active Members: Deborah Byrd, Glenn Martin, Lisa Bakos, and Kaye James. Mary Flagg will follow up with a fifth member regarding his status.

**Motion:** Bob Carlton made a motion to approve adjunct status for Deborah Byrd, Glenn Martin, Lisa Bakos, and Kaye James. Lee Demko seconded the motion. The motion carried with all in favor and none against.

Two interns from 2015, Liz Morgan and Susan Finlay, have requested a six-month extension. Susan Finlay has paid her dues, and Liz Morgan has mailed hers.

**Motion:** Bob Carlton made a motion to approve a six-month extension for Liz Morgan and Susan Finlay. Karen Brill seconded the motion. The motion carried with all in favor and none against.

There are two new transfers, and Mark talked to a third. Bob Carlton has compiled Emeritus and "in remembrance" lists of members, and he will make recommendations on how best to honor those members, including adding them to the website.

**VCE Agent:**

Mark Sutphin presented the VCE Agent report. Mary Flagg has worked to ensure the VMS roster is up to date. A new email about Master Gardener College went out from John Freeborn. If desired, we can put together a poster about NSVMGA programs to display at Master Gardener College.

**Standing Committee Report**

**Communications and Publicity:**

Kris Behrends presented the Communications and Publicity report via email. She has been getting word out to newspapers and other MG associations about the May 22 Barn Series. On Saturday the first shift at Blandy distributed a LOT of flyers for Garden Fest! They did their part to get the word out! She and Elaine Specht are presenting a program at the May meeting on setting up a successful MG booth. Virginia Hisghman has resigned from the Publicity committee due to a death in the family, leaving Kris and Elaine as members, so next up is recruitment for additional help.

Susan Garrett reported that she received pricing from Piccadilly Printing and Marketing in Winchester of \$466.00 for 1,000 "daylily" brochures, 760 bookmarks, and 500 business cards, plus additional costs for any edits needed. The printers will work up a quote for 1,000 rulers, which cost \$376.00 in 2013. They can do 500 for \$150 less than the to-be-determined quote.

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**Motion:** Bob Carlton made a motion to approve spending \$400 for rulers. Karen Brill seconded the motion. The motion carried with all in favor and none against.

A vote will go before the Association at Sunday's meeting regarding the \$400 expenditure.

Lynn Hoffmann requested members compile email addresses to use for marketing efforts. After discussion, it was decided email addresses collected from Symposium, Garden Fest, Seed Exchange, and "Next Class Interest" sheets will go to Mark Sutphin to be compiled for marketing purposes. In addition, Sharon Bradshaw will create a sign-up sheet to collect email addresses at farmers' markets and info booths. That sheet will be shared with all county coordinators, who will forward it to individual project leads. Those collected email addresses will also be forwarded to Mark. Emails will go out about major public NSVMGA events three or four times a year and will go out from Mark's office, which will maintain the database.

**Education:**

Karen Brill presented the Education report. A field trip on May 21<sup>st</sup> is planned to visit Iris Hills Farms. Sheryl Campbell will provide a June program on edible flowers if there is enough interest. This is not covered in the budget.

**Motion:** Bob Carlton made a motion to approve spending \$50 for an edible flowers class. Lee Demko seconded the motion. Karen Brill abstained. The motion carried with three in favor and none against.

**Finance:**

No report

**Membership:**

Susan Garrett brought up the idea of honoring the following business owners who have gone above and beyond in their support of the NSVMGA: Terry Fogle of Fort Valley Nursery, Lynn Phillips of Natural Art Garden Center, and Mike Weber of Weber's Nursery. After discussion, Susan suggested that the Board members consider how best to recognize these persons and finalize plans to do so at a succeeding board meeting.

**Newsletter:**

Mark Sutphin remarked on the quality of the last newsletter and that he had forwarded it on to VCE state officials.

**Special Committee Reports**

**Class of 2016**

Susan Garrett presented the Class of 2016 report. 12 students will graduate, and the class budget should end with a surplus.

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**Scholarships:**

Lynn Hoffmann presented the Scholarship Report. Two scholarships have been awarded for 2016. Jeremy Linaberg from Frederick County and Ashley Yanego from Shenandoah are the two students. There were a total of 6 applicants. There were 7 applicants via Clarke County School Guidance Office, and the forms were all late, and none were qualified or interested in a major in Ag/Hort. The committee discussed changes to the guidelines and suggestions will be presented to the Guidelines Comm.

Lynn recommends clearly designating in the guidelines where scholarship funds come from and how they are to be handled if not disbursed. The guidelines committee will discuss at their next meeting and make recommendations.

**Guidelines:**

Ann Levi presented the Guidelines committee report via email. The committee has completed a first review of the entire document via email. They are planning to meet in person tomorrow night to go over the revised draft and look at making some organization updates.

**2016 Garden Fest:**

Cy Haley presented the Garden Fest report via email.

Intern Schedules were sent out; however with a smaller class and two interns who will not be there, we will be short staffed in several areas. She will try to find MGs to fill in the spots.

The arrangements are all set for workshops, sheepdog demos, face painting, petting farm, booths, port-a-potties.

We will have 20 vendors, including non-profits. Suzanne Boag has been really going after the vendors, and we've had several referred by the membership. We had someone refer a food vendor, but we had to let the vendor know that we're only using the 4-H Club for food at the event.

I believe we have enough canopies and tables, but there has been some confusion in this area, and we will meet about it on Sunday before the meeting to try to get it cleared up.

Stacey has done a fantastic job with the coordination of the plants, and Cyndi and Claire have a great kid's event planned.

Lynn has been painting signs, and Joey is also working on signs. We should have everyone headed in the right directions and finding all the events!

Maps with sponsors and vendors will be printed once we map out where everyone will be. We will also be advertising the Barn Series.



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**Sunshine Chair:**

Terry Hanahan asked to be notified of anyone needing correspondence. County Coordinators will forward any to her.

**Old Business**

1) NRVMGGA: Susan Garrett reported that the New River Valley Master Gardener Association has four people signed up for their visit to the area June 17<sup>th</sup>. She will follow up with them and give the information to Helen Lake and her committee, who will coordinate a get together.

**New Business**

1) Gardenfair / Arborfest / Gathering: Susan Garrett reported that “The Gathering” will not be held in Clarke County in 2016. Mary Flagg will check with Blandy to find out more information about this year’s Arborfest before we commit to attending.

**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 none against, and the meeting was adjourned at 8:11 pm.

Respectfully submitted by:

*Stacey M. Smith*

Stacey Smith, Secretary

Northern Shenandoah Valley Master Gardener Association

June 1, 2016

Date Approved by the Board