

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

Call to Order

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting July 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 6:01 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

A quorum was present

Advisory Board Members:

Ginny Smith, Clarke county coordinator
John Kummer, Frederick county coordinator
Sharon Bradshaw, Shenandoah county coordinator
Mary Flagg, volunteer coordinator
Mark Sutphin, VCE Agent
Lynn Hoffmann, scholarship chair
Ann Levi, guidelines chair
Sandy Ward, education co-chair

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. She noted one amendment to the version emailed.

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

No correspondence was received.

Treasurer:

Lee Demko presented the following treasurer's report.

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**Northern Shenandoah Valley Master Gardener Association
Financial Statement for June 2016**

Checking Account

Balance on 5/31/2016 **\$4,295.00**

12 Deposits for June 2016 (Total = \$7,430.14)

Date	Amount	Project
6/6/2016	\$ 225.00	GF
6/6/2016	\$ 386.00	GF
6/6/2016	\$4,028.00	GF
6/6/2016	\$ 452.39	GF (Square Deposit)
6/7/2016	\$ 20.00	2016 Dues
6/7/2016	\$ 286.00	GF
6/7/2016	\$ 310.00	GF
6/8/2016	\$ 886.00	MG Tee Shirts Order
6/9/2016	\$ 56.00	GF
6/10/2016	\$ 93.00	GF
6/10/2016	\$ 250.00	GF
6/10/2016	\$ 437.75	GF

Total Deposits for June 2016 **\$7,430.14**
\$ 11,725.14

9 Debits for June 2016 (Total = \$ 4,603.38)

Date	Amount	Project
6/2/2016	\$ 1,332.00	GF (seed \$)
6/6/2016	\$ 50.00	GF
6/13/2016	\$ 29.97	Frederick County
6/14/2016	\$1,303.37	GF
6/15/2016	\$ 50.00	Speaker Honorarium
6/15/2016	\$ 986.00	Tee Shirts Order (Members)
6/16/2016	\$ 485.10	Piccadilly Printing
6/16/2016	\$ 331.94	Piccadilly Printing
6/21/2016	\$ 35.00	GF

Total Debits for May 2016 **4,603.38**

Checking Balance as of 5/31/2016 **\$ 7,121.76**

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Scholarship Fund			
Balance on 5/31/2016			\$7,855.98
Date	Amount	Project	
6/8/2016	\$ 200.00	Scholarship Award	
6/9/2016	\$ 387.00	Deposit - GF	
6/10/2016	\$ 149.00	Deposit - GF	
6/30/2016	\$ 0.67	Deposit - Interest	
Current Scholarship Fund Balance			\$ 8,192.65
Reserve Fund			
Balance on 5/31/2016			\$5,206.29
Date	Amount	Project	
6/30/2016	\$ 0.43	Deposit - Interest	
Current Reserve Fund Balance			\$ 5,206.72
Total Balance as of 6/30/2016			\$ 20,521.13

Vice President:

Karen Brill presented the vice president's report. The July 17th meeting is at the Shenandoah County Government Center. John Eckman, with Friends of the North Fork, will speak. The August meeting location and program is to be determined.

Advisory Board Reports

Clarke County Coordinator:

Ginny Smith presented the Clarke County report. The fair begins in four weeks. The farmer's market is ongoing. The xeriscape garden cleanup is complete.

Frederick County Coordinator:

John Kummer presented the Frederick County report. Green line is going well. Timbrook Community Garden is going very well. It's planted well, and people are taking care of the plots, including Freemont Nursery. The garden might expand next year. Lowe's Help Desk is finished for the season.

Page County Coordinator:

Lesley Mack presented the Page County report via email. Everyone stand up and give Stacey a big round of applause, and a kiss, for all the wonderful work she has done with publicity and will continue to do as a MG.

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The Valley Health Care summer intern work group came to Page County on June 30th for a day of weeding around the Chinquapin Oak. There were 3 young men, 8 young ladies, and 2 adult ladies that all came on the bus and worked. 2 adult men just stood there and chatted. Susan Finlay, Charlie Newton, and Tom & Lesley Mack were there to assist the work group. Much of the privet roots, weeds, and brush were rooted out and pushed back from the oak. It looks great. The mowers will now be able to mow more around the tree to keep the brush back. Yippee!!!

Cheryl McDonald and Robbin Holland worked in the Page County Library's display case to put up information about "Discover your outdoor spaces." The areas displayed include pollinators, becoming a MG, right tree in right spot, trimming, etc. The display will be there for a month.

Some phone calls, not many. All handled by our Page County Master Gardeners.

Shenandoah County Coordinator:

Sharon Bradshaw presented the Shenandoah County report. Green Help Line is ongoing, as are the two farmers' markets, with questions coming in steadily about everything from identifying insects to pathogens. Anthracnose is a familiar term to Master Gardeners, but not necessarily to the general public.

We have applied for a couple of new projects – Elaine Specht is starting early on the Blandy Seed Exchange and one of our interns is very interested in being involved in and coordinating other volunteers for the new Edinburg Mill Rain Garden.

We're announcing the annual Fair Judging Class to be taught by Bob Carlton on August 6. An announcement will go out to the membership this week. A clean-up day is scheduled for the New Market Rain Garden. We have our second of three 4-H Day Camps later this month. Corhaven Graveyard has several community groups scheduled to work over the next few weeks under Master Gardener supervision, and we were pleased to hear that Sarah Kohr's submission display for this project to Master Gardener College placed second in the Commonwealth.

We're looking forward to hosting the Association meeting this weekend.

We had our first open planning meeting this past week for the Class of 2017 with a small but very interested turnout. Several others contacted us to say they wanted to be involved but couldn't make this meeting. Sue Rogers, our budget lead, will meet with the Management Team next week to discuss expenses. We're in the talking stage with Elena Lycas and Elaine Harshman about adopting the New Market Rain Garden as a class project. It is six years old and ready to be rehabbed and rearranged. One of our goals is to identify all the plants that will remain or be added to the site and, by the end of the class, to have created a plant map to be available to visitors.

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I do want to emphasize that any lists of people interested in being informed of upcoming Master Gardener events be sent on a regular basis to Mark for inclusion on the contact database.

Warren County Coordinator:

Katherine Rindt presented the Warren County report via email. The Master Gardener Speaker Series at the Samuels Library was held on Saturday, June 25 at 1:00pm. Theo Smith, the winemaker and vineyard manager at Rappahannock Cellars, spoke on the topic "Growing Wine Grapes," and guests were able to sample wines during the presentation. The final presentation for this year will be in October on a date to still be determined. Scientists from the Smithsonian Conservation Biology Institute will talk about their activities with the National Ecological Observatory Network, including Project Budburst, which involves the community in gathering data to be used in large-scale seasonal forecasting.

Business has been very slow at the Warren County Help Line on Monday mornings. Tammy Henry from the office has made some flyers to post in various locations in town. We hope these will help drum up more business. We've never seen any of the announcements released by the Publicity Committee in our local newspapers.

Russ Watkins would like to set up short presentations at regular times in the MG Booth at Arbor Fest. He'll start contacting people for help once we know the exact date. There is no project listed in VMS for Arbor Fest. I can complete the project form if someone will provide me the information.

Volunteer Coordinator:

Mary Flagg presented the Volunteer Coordinator report. 14 members reached milestones in 2015. Those bolded were recognized at Master Gardener College:

- 2000 hrs: **Suzanne Boag, Cy Haley**, and Richard Stromberg
- 1000 hrs: Sharon Bradshaw and Mary Flagg
- 500 hrs: Karen Brill, Sandra Lee Demko, **Stacey Smith**, and Donna Funk-Smith
- 250 hrs: Claire DeMasi, Cecelia Latham, Charles Newton, Sue Rogers, and Russ Watkins

Three MG Interns/members of the class of 2016 (12 interns) are now Master Gardeners: Bob Gail, Mary Turner, and Carroll Walker.

2017 Project Applications have been submitted: Symposium 2017, MG class of 2017, and Edinburg Mill Project 6/20. Elaine Specht submitted a form for the Blandy Seed Exchange 2017, and she included a request for \$62.60 in funds to purchase supplies for the event.

Motion: Bob Carlton made a motion to approve the \$62.60 expenditure for the 2017 Seed Exchange. Karen Brill seconded the motion. The motion carried with all in favor and none against.

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32 members have entered hours for the year and met their annual project and education requirements.

VCE Agent:

Mark Sutphin presented the VCE Agent report. There's a day-long hydrangea workshop in Virginia Beach.

Mark clarified that any project should justify an educational objective to gain approval. "Garden labor" is not a project. Please see Mark with any questions.

Standing Committee Report

Communications and Publicity:

Kris Behrends presented the Communications and Publicity report via email. Sarah Kohrs has agreed to head the publicity for the 2017 class. She has access to our online Google drive.

We'll have a meeting with the 2017 Symposium committee prior to the next meeting to start working on that project.

The Barn Series has been advertised in the *Winchester Star* and *Northern Virginia Daily* and will continue to be through its duration. Articles have gone to other newspapers, but we can't verify that the articles have been published.

Stacey Smith formally stepped down as co-chair of the committee, and she gave a presentation on how the committee works on publicity and communications, including priorities, deadlines, and needs from project leads. After discussion, Susan Garrett suggested that, to help keep the workload manageable, the committee focus on Unit projects or events that affect all 5 counties, such as the Symposium, the Class, Garden Fest, and the Barn Series. Project leads would then handle publicity for smaller or county-focused events or projects, using the publicity and communications committees' templates, forms, and resources.

Education:

Karen Brill presented the Education report. 11 members of NSVMGA and 5 guests attended the edible flowers presentation.

Finance:

No report

Membership:

No report

Newsletter:

Susan Garrett reported that those who attended Master Gardener College are writing articles for the August newsletter.

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Special Committee Reports

Guidelines:

Ann Levi presented the Guidelines committee report. The committee distributed its recommendations via email. Some recommended changes to the scholarship section require a change to the Bylaws.

Motion: Bob Carlton made a motion to amend the NSVMGA Bylaws, section VIII2G, to remove the words "College" and "High School." Karen Brill seconded the motion. The motion carried with all in favor and none against.

This change to the Bylaws will be read to the membership at the July Association meeting as required so a vote can be taken at the August Association meeting.

Motion: Bob Carlton made a motion to approve the Guidelines committee report. Lee Demko seconded. After discussion of additional changes, Bob requested to table the motion until the Guidelines committee is again ready to present their report.

Garden Fest

Lee Demko presented the Garden Fest report. The event took in \$6,135.14 with \$2,067.23 in expenses, resulting in a net of \$4,067.91. This was split as follows: \$584.54 to the scholarship fund, and \$4,067.00 to the checking account.

2017 Symposium

Sandy Ward presented the 2017 Symposium report. The event is set for April 1, 2017, at Lord Fairfax Community College. The new location has a good layout with plenty of parking. The committee is now working on programs and publicity.

2017 Nominating Committee

Suzanne Boag presented the 2017 Nominating Committee report via email. She contacted the Committee members and provided them with a description of the open positions of President, VP, Treasurer, and Secretary, as well as relevant excerpts from the Bylaws. She had scheduled a meeting at Belle Grove prior to the GF Wrap-up Meeting, but not everyone could attend, so she is trying to reschedule the meeting, possibly prior to the Association Meeting.

Barn Series

Lynn Hoffman presented the Barn Series report. The events are going well, and the next class will be Garden Whimsy, Bug Houses class. Claire DeMasi and Cyndi Walsh will present. Info on pollinators will be given along with a workshop to construct a garden bug house to attract beneficial bugs as well as adding some whimsy to the garden landscape. Larry Haun's Herb workshop was very well received, and Belle Grove has asked him to do a repeat performance

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for the Herb and Wine festival at Belle Grove on August 27th. He has plans on using his herbs in a pesto and linguine dish. Belle Grove has bought the rest of the books on herbs that Lynn purchased at the beginning of the series and will sell them at their gift shop. Any remaining books that aren't sold will be purchased by Belle Grove with a 10% profit for the MG scholarship fund. So far each class has contributed over \$125 toward the scholarship fund.

Junior MG Program

Lynn Hoffman presented the Junior MG Program report. Tammy Epperson and the parents have set up water barrels with drip hoses to keep the garden irrigated. The garden is doing well, and we will hopefully have a clean-up day possibly on July 26. We need to clean up some underbrush along the perimeter of the property and allow more sunlight to reach the garden.

Old Business

1) Rain Garden at Hedgebrook Farm: John Kummer met the owner and inspected the rain garden, which is overgrown with grass. After discussion, it was agreed John will let the owner know the grant has run out, and the NSVMGA is unable to maintain the garden. He will also remove the sign.

New Business

1) Notepads from Piccadilly Printing: Susan Garrett asked if we should purchase small NSVMGA notepads as part of restocking our materials.

Motion: Bob Carlton made a motion to purchase 125 notepads at \$87.00. Lee Demko seconded. The motion carried with all in favor and none against.

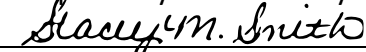
Closing Remarks

None.

Adjournment

Motion: Bob Carlton a motion to adjourn the meeting. Stacey Smith seconded the motion. The motion carried with all in favor and none against, and the meeting was adjourned at 7:35 pm.

Respectfully submitted by:



Stacey Smith, Secretary

Northern Shenandoah Valley Master Gardener Association

08/16/2016

Date Approved by the Board