

**Minutes for The Northern Shenandoah Valley Master Gardener Association  
Board of Directors Meeting Held October 11, 2016**

## **Call to Order**

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting October 11, 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  
Stacey Smith, secretary  
Lee Demko, treasurer  
Bob Carlton, past president

### Advisory Board Members:

John Kummer, Frederick county coordinator  
Sharon Bradshaw, Shenandoah county coordinator  
Mark Sutphin, VCE Agent  
  
Bob Gail, Symposium Co-Chair  
Lynn Hoffman, Scholarship Chair  
Sandra Ward, Education Co-Chair  
Russ Watkins, Master Gardener

*A quorum was present*

## **Opening Remarks**

Opening remarks included an agenda review.

## **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. Lee Demko seconded the motion. The motion carried with all in favor and none against.

Correspondence: a flyer was received for the Philadelphia Flower Show.

### **Treasurer:**

Lee Demko presented the following treasurer's report.

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**NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION**

Finance Statement for September, 2016

**CHECKING ACCOUNT**

Checking Balance as of September 30, 2016	\$ 5,872.65
0 Deposits for September, 2016 (\$ 0.00)	\$ 0.00
<b>Total Deposits for September, 2016</b>	<b>\$ 0.00</b>

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5 Debits for September, 2016 (\$ 503.10)

Date	#	Amount	Project	
9/15	1714	\$ 90.25	2017 Class/plant ID books	
9/15	1715	\$ 99.75	School Outreach/Plant ID books	
9/15	1716	\$ 13.10	Admin/postage	
9/20	1717	\$ 50.00	Sept. speaker	
9/22	1718	\$ 250.00	Admin/printing	
<b>Total Debits for September, 2016</b>				<b>\$ 503.10</b>
Checking Balance as of September 30, 2016				\$ 5,872.65

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**SCHOLARSHIP FUND**

Balance as of September 30, 2016 (\$ 8,718.54)

Activity/Date	#	Amount	Project	
9/30	Deposit	\$ 103.26	Barn Series 9/13/2016	
9/30	Int	\$ 0.72		
<b>Scholarship Fund Balance as of September 30, 2016</b>				<b>\$ 8,822.52</b>

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**RESERVE FUND**

Activity/Date	#	Amount	Project	
9/30	Int	\$ 0.43		
<b>Reserve Fund Balance as of September 30, 2016</b>				<b>\$ 5208.03</b>

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**Total Balance on Hand as of 9/30/2016** **\$ 19,903.20**

Respectfully submitted, Sandra Lee Demko, Treasurer

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**Vice President:**

Karen Brill presented the attached "NSVMGA Board and Association Meeting Dates Report to the NSVMGA Board."

**Education:**

At this time Karen Brill presented the attached "NSVMGA 2016 Education Programs Report to the NSVMGA Board."

**Advisory Board Reports**

**Clarke County Coordinator:**

Ginny Smith presented the Clarke County report via email. Patricia Crandall and Ginny completed the Xeriscape Garden cleanup, and this helped Patricia complete the 50-hour volunteer requirement. We are hosting the October association meeting at Blandy. The yearend event (cookie exchange and holiday centerpiece) will probably be the first week of December

**Frederick County Coordinator:**

John Kummer presented the Frederick County report. The county will host a yearend event in November before Thanksgiving. Gardens are closing. Saturday the 22<sup>nd</sup> is the last day at the Douglass Community Center Rain Garden. John removed the sign at Hedgebrook. John is resigning as county coordinator at the end of the year. Susan will contact Frederick County Association members to see who might want the position in 2017.

**Page County Coordinator:**

Lesley Mack presented the Page County report via email, saying thanks to all the folks who ventured "up the valley" to Page County for the September monthly meeting. It is always good to see old friends and meet new like-minded folks. Thanks to Cheryl McDonald, Robbin Holland, Charlie Newton, Susan Finlay, and Tom Mack for helping with refreshments for September's MG monthly meeting.

Those MGs that have been involved with the Farmers' Markets, like our Cheryl McDonald, are noting that the season is winding down. Cheryl said that she has had a regular amount of folks asking questions while she was at the market, which gives her hopes of further success next year. Now, if Page County could settle on a regular Farmers' Market and a regular place, we will be all set.

Charlie Newton was happy with the turnout at the Water Quality booth at the Page County Fair. There were sufficient numbers stopping by now and then, Charlie noted. Luckily they had enough candy for the kids coming through. Hopefully next year the weather will not be so very hot, or the guy that was selling air conditioners will point the exhaust fan away from the MG booth.

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**Shenandoah County Coordinator:**

Sharon Bradshaw presented the Shenandoah County report. October ends our active participation in the county's two farmers' markets, as well as Green Help Line office hours. Monitoring the two rain gardens and Corhaven Graveyard will continue until plants are completely dormant. We do have a home visit scheduled for a consultation on planting "whatever will grow" on an excavated shale hillside.

Our newest project is working with a potential Community Garden just south of Woodstock. The owner of Max's Greenhouse approached us about teaching hands-on workshops in growing produce. Our overall intent will be to create successful experiences with growing vegetables and flowers, both in the ground and in containers. We envision this as an ongoing project.

**Warren County Coordinator:**

Katherine Rindt presented the Warren County report via email. Blandy ArborFest was nothing to write home about. We had 18 volunteers work with a total of 33 contacts recorded, 10 Saturday and 23 Sunday (most in the afternoon). Saturday was a miserable day with rain. Attendance was so low that Blandy folks came around at 4:00 and told people to shut down. Sunday was sunny, but the wind was very brisk. The first shift finally removed the canopy from the frame to keep it from blowing away.

Russ Watkins reported that the interest level for the special presentations on Saturday was low. He had two people interested in his talk on no-till gardening; Carolyn Wilson had one person attend her presentation on water-wise gardening; and Margie Miller didn't give an exact total of how many wanted to hear about planting to attract monarchs and other pollinators, but there were about 5 on Sunday afternoon when I was there.

Katherine has the sign up sheet for people interested in the 2017 class. There are 2 people on it, and she will get that to Sharon. Shane Wagoner of Bartlett Tree Experts approached her on Sunday to say they are available to the Master Gardeners for programs and other presentations, and she has his card to pass along.

**Volunteer Coordinator:**

Mary Flagg presented the Volunteer Coordinator report by email.

Project applications received for 2017 are the Symposium, MG Class, VDOT 340/50 Pollinator Project, and Cedar Creek Park Service pollinator project.

There are only 3 interns left from the class of 2016: Jeff Patton, Bob Luce, and Martin Killingbeck.

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There are several transfers/reinstatements in the works, several of which Mark Sutphin noted may not go through. It was noted that transfers pay the \$9.95 fee for background checks.

**VCE Agent:**

Mark Sutphin presented the VCE Agent Report. He is getting the Volunteer Reenrollment Forms out now so that everyone can return by the January 31<sup>st</sup> due date. He requested that a column for phone numbers be added to the information collection form in case of illegible email addresses. Mark noted that VCE is going through a round of buyouts due to budget shortfalls that may affect staffing. Not directly Master Gardener related, but well-water clinics are scheduled in the area, and VCE is participating in the Worlds of Work event. Mark thanked everyone who helps as a VCE Master Gardener, pointing out that many days on the VMS calendar have at least one event where Association members serve the local community.

**Standing Committee Report**

**Communications and Publicity:**

Kris Behrends presented the Communications and Publicity report via email. She plans to step down as chair, and the search is on for a replacement.

**Education:**

In addition to the previous report, Karen Brill mentioned that Sunday's meeting is at Blandy, and Clarke County is hosting. A presentation on two community gardens will take place.

**Finance:**

Lee Demko presented the Finance Report. She, Cy Haley, and Frank Baxter met and present the following budget report.

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NSVMGA 2017 BUDGET

INCOME	2016 Proposed	2016 Actual	2017 Proposed
Dues (22 <sup>0</sup> x 100)	2000	2240	2000
MG Class (225/student)	4050	3600	3600
Gardenfest (net income)	2500	4640	4200
<b>TOTALS</b>	<b>8550</b>	<b>10,480</b>	<b>9800</b>

SYMPOSIUM	2100	2360 <del>2560</del>	2150 <del>2225</del>
All proceeds to Scholar. Fund			

EXPENSES	2016 Proposed	2016 Actual	2017 Proposed
Permanent items	330	0	330
MG class (16 students)	4050	3600	3600
Continuing Education Programs	350	500	500
Volunteer Coordinator Travel	250	250	250
Publicity/Education	450	899	1000
Donations/awards/gifts/Sunshine Com.	250	25	250
Newsletter/Web	50	50	50
Administration/Leadership	400	263	400
VC Coordinator Training	250	0	250
County projects	1000	761	1000
Unit projects			400
Outreach/school programs	500	112	750
Surety Bond	170	170	170
Miscellaneous	500	20	850
<b>Totals</b>	<b>8550</b>	<b>6650</b>	<b>9800</b>

**Motion:** Bob Carlton made a motion to accept the budget as proposed. Karen Brill seconded the motion.

After discussion...

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**Motion:** Bob Carlton made a motion to amend the budget to remove the line item for Volunteer Coordinator training, moving those funds to Miscellaneous. Karen Brill seconded the motion. The motion carried with all in favor and none against.

**Motion Amendment:** Bob Carlton amended his initial motion to now say “to accept the amended budget as proposed.” Karen Brill seconded the motion. The motion carried with all in favor and none against.

**Membership:**

No report

**Newsletter:**

No report

**Special Committee Reports**

**2017 Garden Fest:**

Stacey Smith presented the 2017 Garden Fest plant sale report. She has four digging parties scheduled this fall and is looking for a point person in each county to help with providing pots and with potting parties in the spring.

**2017 Symposium**

Sandy Ward presented the 2017 Symposium report. The committee is in good shape time wise. All six speakers and topics are lined up. Caterers are narrowed down to two, and the committee is testing boxed lunches. Publicity is next.

**Class of 2017:**

Sharon Bradshaw presented the Class of 2017 report. The management team is working with our speaker contact team to line up the presenters for class sessions. Mark will send out the announcement email letter later this week to all those who have signed the “send me information” sheets at events. At our last planning meeting, we achieved a balanced planning budget. Flyers are available to hand out to interested persons, and posting flyers will be available at the November Association meeting.

**2017 Barn Series**

Lynn Hoffmann presented the 2017 Barn Series report. The final class was held Oct 2. There were seven classes, and 10 Master Gardeners either taught or helped throughout the series. Each class averaged about 10 attendees per class, for a total of 70 people. The final amount for the series will be about \$940, and the checks are being sent to the Treasurer.

Book sales were varied throughout the series. I purchased a total of \$567.77, and we sold \$580.57 to attendees and Belle Grove gift shop. There are 13 books left of various titles, and I will offer them to Master Gardeners at 40% off the list price, and that amount will go toward

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the scholarship fund. As of now we have \$67.20 to go toward the scholarship fund and \$200 to reimburse the General Fund. I am handing in \$267.20.

The instructors, Kristen Laise of Belle Grove, and the attendees all agreed that the series went well and want to have the series again next year. A meeting will be held in January to organize the classes for next year. I will not purchase books next year. It was an added dimension that wasn't really worth all the work.

## **Old Business**

- 1) Photo Class: Susan Garrett reported the photo class is in progress and is being held November 12<sup>th</sup> at Belle Grove.
- 2) VCE Forms: Susan Garrett reported she has forms tonight and will take them to the next two Association meetings.
- 3) Electronic Payments: Susan Garrett reported that Bob Gail is doing research on online payments and will report the research at the November board meeting.
- 4) Handbooks: Mark Sutphin reported the Master Gardener handbooks are still under proofreading review. Mark will check on the revision's release.
- 5) Brent and Becky's Bulb partnership: Lynn Hoffmann reported the application went in and she is waiting for their office manager to get back to her about the next step.

## **New Business**

- 1) Third Grade Initiative Unit Project: Lynn Hoffmann reported the committee is meeting this month. The goal is a lesson plan for a 45-minute class that can be given in the 5 counties. She requested \$150 for materials.

**Motion:** Bob Carlton made a motion that the board approve and fund the Third Grade Initiative project. Stacey Smith seconded the motion. The motion carried with all in favor and none against.

- 2) Photos in VMS: Russ Watkins requested that all members add photos to their VMS profiles. Susan Garrett will encourage members to do so.
- 3) Event Presentations: Russ Watkins suggested all events have presentations in the booths.
- 4) November Board Meeting: Susan Garrett suggested we use the November Board Meeting to review the unit projects and talk about the past year. She requested we move the meeting to November 1.



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**Motion:** Bob Carlton made a motion that the November board meeting be moved to November 1, 2016, at 6:00 at Grace Church in Middletown. Karen Brill seconded the motion. The motion carried with all in favor and none against.

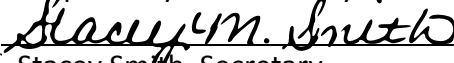
**Closing Remarks**

None.

**Adjournment**

**Motion:** Bob Carlton made 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 7:51 pm.

Respectfully submitted by:



Stacey Smith, Secretary  
Northern Shenandoah Valley Master Gardener Association

11/1/16

Date Approved by the Board

**NSVMGA BOARD AND ASSOCIATION MEETING DATES  
JANUARY 2016 -- NOVEMBER 2016  
REPORT TO THE NSVMGA BOARD BY KAREN E. BRILL, VICE PRESIDENT  
OCTOBER 11, 2016**

These are the dates for NSVMGA Board meetings and for NSVMGA Association meetings as conducted during 2016.

**BOARD MEETING DATES**

The following are the dates on which the NSVMGA Board met in 2016:

January 12, 2016 (Tuesday)  
February 16, 2016 (Tuesday)  
March 15, 2016 (Tuesday)  
April 12, 2016 (Tuesday)  
May 10, 2016 (Tuesday)  
June 1, 2016 (Wednesday)  
July 12, 2016 (Tuesday)  
August 16, 2016 (Tuesday)  
September 13, 2016 (Tuesday)  
October 11, 2016 (Tuesday)  
November 2, 2016 (Wednesday)

*Note: These dates were confirmed with the Strasburg Community Center staff and are dates that did not conflict with other uses of the facility.*

**CONTACT INFORMATION FOR THE STRASBURG COMMUNITY CENTER:**

Sherand M. Smith: (540) 465-3006 or (540) 325-6906  
Strasburg Community Center, 726 E. Queen Street, Strasburg, Virginia 22657

**NSVMGA MEETING DATES**

The following are the dates on which the NSVMGA monthly meetings were held in 2016:

January 17, 2016  
February 21, 2016  
March 20, 2016  
April 17, 2016  
May 15, 2016  
June 12, 2016 (The meeting is held on the second Sunday because the third Sunday is Father's Day.)  
July 17, 2016  
August 21, 2016  
September 18, 2016  
October 16, 2016  
November 13, 2016 (second Sunday, as the third Sunday is only four days prior to Thanksgiving Day and some persons may be traveling at this time)

**NSVMGA 2016 EDUCATION PROGRAMS**  
**Karen E. Brill, Vice-President and Program Co-Chair**

**REPORT TO THE NSVMGA BOARD**

**OCTOBER 11, 2016**

**NSVMGA 2016 MONTHLY MEETING EDUCATION PROGRAMS**

During the monthly meetings of the Northern Shenandoah Valley Master Gardener Association, the following programs were presented at the Association's monthly meetings. Attendance at these meetings ranged from approximately twenty-seven members to more than sixty members.

**JANUARY 17, 2016 (HOST: SHENANDOAH COUNTY MGs)**

Location: Fort Valley Nursery, Woodstock, Virginia

Program title and presenter: "Most Frequently Asked Questions of the Staff at Fort Valley Nursery," Terry Fogle, Owner/Retail Manager, Fort Valley Nursery

Time: 2 PM -- 4 PM

**FEBRUARY 21, 2016 (HOST: FREDERICK COUNTY MGs)**

Location: Kernstown Business Center, Mid-Atlantic Farm Credit Conference Center

Program title and presenter: "New Invasive Bugs: Identification and Control," Chris Schmidt

Time: 2 PM -- 4 PM

**MARCH 20, 2016 (HOST: CLARKE COUNTY MGs)**

Location: Library at Blandly Experimental Farm and State Arboretum of Virginia

Program and presenter: "Making Hard Ciders: Winchester Cider Works," Stephen Schuurman and Diane Kearns, Winchester Cider Works

Time: 4 PM -- 6 PM

**APRIL 17, 2016 (HOST: FREDERICK COUNTY MGs)**

Location: Kernstown Business Center, Mid-Atlantic Farm Credit Conference Center

Program title and presenter: "Growth, Culture, and Hybridization of Irises," Colin Campbell, Iris Hills Farm, Middletown, Virginia

Time: 4 PM -- 6 PM

**MAY 15, 2016 (HOST: WARREN COUNTY MGs)**

Location: Warren County Government Center, Front Royal

Program title and presenter: "Creating a Snappy Presentation," Anne Dewey-Balzhiser; and "Setting Up a Successful Booth," Kris Behrends and Elaine Specht

Time: 4 PM -- 6 PM

**JUNE 12, 2016 (second Sunday, as the third Sunday is Father's Day)**

**(HOST: PAGE COUNTY MGs)**

Location: Brick House Nursery (363 Redman Store Road, Luray, VA 22835)

Program and presenter: "Trees and Shrubs Grown for Retail Sale at Brick House Nursery," Denie and Sam Smith, Owners/Managers of Brick House Nursery

Time: 4 PM -- 6 PM

**NSVMGA 2016 MONTHLY MEETING EDUCATION PROGRAMS**  
**Karen E. Brill, Vice-President and Program Co-Chair**

**REPORT TO THE NSVMGA BOARD**

**OCTOBER 11, 2016**

JULY 17, 2016 (HOST: SHENANDOAH COUNTY MGs)

Location: Shenandoah County Government Center, Woodstock, Virginia

Program title and presenter: "The 'Health' of the Shenandoah River," John Eckman, Executive Director, Friends of the North Fork of the Shenandoah River

Time: 4 PM -- 6 PM

AUGUST 21, 2016 (HOST: WARREN COUNTY MGs)

Location: Hilda J. Barbour Elementary School, Front Royal, Virginia

Program title and presenter: "Identifying Trees and Shrubs: Proper Pruning, Diseases, and Basic Care," David Means, Certified Arborist/Owner of Copper Forest, LLC

Time: 4 PM -- 6 PM

SEPTEMBER 18, 2016 (HOST: PAGE COUNTY MGs)

Location: Hawksbill Greenway, Luray, Virginia

Program title and presenter: "Preserving Natural Resources Along the Hawksbill Greenway," Ken Beyer of the Hawksbill Greenway Foundation

Time: 4 PM -- 6 PM

OCTOBER 16, 2016 (HOST: CLARKE COUNTY MGs)

Location: Blandy Experimental Farm and State Arboretum of Virginia, Boyce, Virginia

Program title and presenters: "Planning, Planting, and Maintaining Community Gardens," Mary Craig, Community Garden at Blandy, Boyce, Virginia; and Mary Turner and Bob Gail, Timbrook Community Garden, Winchester, Virginia

Time: 4 PM -- 6 PM

**PROGRAM SUMMARY BY COUNTIES**

**Clarke County**

1. March 20, 2016; "Making Hard Ciders: Winchester Cider Works," Stephen Schuurman and Diane Kearns
2. October 16, 2016; "Planning, Planting, and Maintaining Community Gardens," Mary Craig, Community Garden at Blandy, Boyce, Virginia; and Mary Turner and Bob Gail, Timbrook Community Garden, Winchester, Virginia

**Frederick County**

1. February 21, 2016; "New Invasive Bugs: Identification and Control," Chris Schmidt
2. April 17, 2016; "Growth, Culture, and Hybridization of Irises," Colin Campbell

**Page County**

1. June 12, 2016; "Trees and Shrubs Grown for Retail Sale at Brick House Nursery," Denie and Sam Smith, Owners/Managers
2. September 18, 2016; "Preserving Natural Resources Along the Hawksbill Greenway," Ken Beyer of the Hawksbill Greenway Foundation

**NSVMGA 2016 MONTHLY MEETING EDUCATION PROGRAMS**  
**Karen E. Brill, Vice-President and Program Co-Chair**

**REPORT TO THE NSVMGA BOARD**

**OCTOBER 11, 2016**

Shenandoah County

1. January 17, 2016; "Most Frequently Asked Questions of the Fort Valley Nursery Staff," Terry Fogle, Owner/Retail Manager, Fort Valley Nursery
2. July 17, 2016; "The 'Health' of the Shenandoah River," John Eckman, Executive Director, Friends of the North Fork of the Shenandoah River

Warren County

1. May 15, 2016; "Creating a Snappy Presentation," Anne Dewey-Balzhiser; and "Setting Up a Successful Booth," Kris Behrends and Elaine Specht
2. August 21, 2016; "Identifying Trees and Shrubs: Proper Pruning, Diseases, and Basic Care," David Means, Certified Arborist/ Owner of Copper Forest, LLC

UNIT MEETING: THE ASSOCIATION'S ANNUAL MEETING

Location: Warren County Government Center, Front Royal, Virginia

Date: November 13, 2016

Time: 2 PM -- 4 PM

Final NSVMGA Meeting of 2016

**NSVMGA 2016 EDUCATION PROGRAMS**

**Karen E. Brill, Education Committee Co-Chair; and Sandy Ward, Education Committee Co-Chair**

**REPORT TO THE NSVMGA BOARD**

**OCTOBER 11, 2016**

During the year, two additional programs were scheduled for members to attain education hours.

ADDITIONAL EDUCATION OPPORTUNITY #1

FIELD TRIP TO IRIS HILLS FARM

In relation to Colin Campbell's April presentation, "Growth, Culture, and Hybridization of Irises," we will learn about the process of hybridization of irises. During our visit, Colin demonstrated the process of hybridizing various irises. We also learned about the various kinds of irises grown at Iris Hills Farm. *(This visit occurred on May 21 from 9 a.m. until 10 a.m. at Iris Hills Farm.)*

ADDITIONAL EDUCATION OPPORTUNITY #2

Sheryl Campbell of Iris Hills Farm, presented the program "Edible Plants," held in the Mid-Atlantic Farm Credit Conference Center at the Kernstown Business Center. Sheryl identified edible plants and then demonstrated their use in preparing various dishes. Participants also sampled a variety of flowers and herbs! *(This program was held on June 23 from 7 p.m. until 8 p.m. at the Kernstown Business Center.)*