Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held February 16, 2017

Call to Order

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting February 16, 2017, at 125 Prosperity Drive, Winchester, Virginia 22602. Cy Haley, president, presided over the meeting and called it to order at 5:57 PM. Stacey Smith served as secretary.

Attendees

Voting Board of Directors:	Advisory Board Members:
Cy Haley, President	Ginny Smith, Clarke County Coordinator
Suzanne Boag, Vice President	Helen Lake, Frederick County Coordinator
Stacey Smith, Secretary	Sharon Bradshaw, Shenandoah County Coordinator
Bob Gail, Treasurer	Bob Carlton, Volunteer Coordinator
Susan Garrett, Past President	Mark Sutphin, VCE Agent
A quorum was present	Lynn Hoffmann, Publicity Chair
	Ann Levi, Timekeeper
	Sandy Ward, Symposium Co-Chair

Opening Remarks

Opening remarks included an agenda review.

Vice President's Report

Suzanne Boag provided the following report of planned Association meetings:

Association Meetings 2017

Date	Location	Time	Speaker	Topic
1/15/17	Fort Valley Nursery Shenandoah, indoors	2:00 p.m.	Terry Fogle Ft. Valley Nursery	Gardening Topic
2/26/17	WCGC Warren, indoors	2:00 p.m.	Janet Davis Hill House Nursery	Native Plants
3/19/17	Shenandoah Govt Off Bldg Shenandoah, indoors	4:00 p.m.	Ali Sloop Lord Fairfax Water & Conserv, Dist.	Soil & Water Conservation
4/23/17	Corhaven Graveyard	4:00 p.m.	Sarah Kohrs	Corhaven Graveyard Project

	Shenandoah, outdoors		MG	
5/21/17	Belle Grove Plantation Frederick, indoors/outdoors	4:00 p.m	Myron Kremer Stone Mason	Hardscaping
6/11/17	TBA	4:00 p.m.	TBA	
7/16/17	Blandy Library Clarke, indoors	4:00 p.m.	Paula Brownlee MG	Fall/Winter plantings
8/20/17	Mid-Atlantic Farm Credit Frederick, indoors	4:00 p.m.	French Price Shenandoah Valley Farm to Table	Shenandoah Valley Farm to Table, Buy Fresh, Buy Local
9/17/17	Cool Spring SU Clarke, indoors/outdoors	4:00 p.m.	Gene Lewis Shenandoah University	Going native process & research at Cool Spring
10/15/17	TBA	4:00 p.m.	TBA	
11/19/17	Warren County Govt Cntr Warren	2:00 p.m.	President/Vol Coord	Election/Bus Meeting

She also reported the next board meeting is Wednesday, March 15th at 6:00 PM at Farm Credit. The February Association meeting is February 26th at 2:00 PM at Warren County Government Center, and Janet Davis is the speaker.

Secretary's Report

Stacey Smith reported the minutes for the January Board of Directors meeting were emailed for review.

Motion: Suzanne Boag moved to approve the minutes of the January Board of Directors meeting as distributed. Susan Garrett seconded the motion. The motion carried with all in favor and none against.

Correspondence: None received.

New Business

1. Honorary Board Member Approval.

Motion: Susan Garrett moved to approve Mary Carlton as an Honorary Member. Suzanne Boag seconded the motion. The motion carried with all in favor and none against.

2. Committee Appointments. After discussion, Stacey Smith will check with the Association to confirm committee chairs and members. She'll present an updated list at the March Board meeting.

Treasurer's Report

Bob Gail presented the following reports:

Northern Shenandoah Valley Master Gardner Association
Treasurer's Report
YTD January 31, 2017

FINANCIAL POSITION

CHECKING ACCOUNT

Checking Balance - December 31, 2016	$6,938.60

DEPOSITS	Date	Description	Amount
	31-Jan	Member Dues	$565.00
	31-Jan	Symposium	$1,320.72
	31-Jan	2017 MG Class	$4,275.00
	31-Jan	Donations	$114.00

Total January 2017 Deposits	$6,274.72

EXPENSES	Date	Check #	Amount	Description
	3-Jan	1727	$(37.85)	Bob Gail - Treasurer Supplies
	15-Jan	1728	$(50.00)	Terry Fogle - Assc. Mtg. Speaker Fee

Total January 2017 Expenses	$(87.85)

Checking Balance - January 31, 2017 $13,125.47

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SCHOLARSHIP FUND

Scholarship Fund Balance - December 31, 2016 $9,047.29

Activity	Date	Description	Amount
	31-Jan	Earned Interest	$0.77

Total January 2017 Activity $0.77

Scholarship Fund Balance - January 31, 2017 $9,048.06

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RESERVE FUND

Reserve Fund Balance - December 31, 2016 $5,209.34

Activity	Date	Description	Amount
	17-Jan	City Bank Bonus	$5.00
	31-Jan	Earned Interest	$0.45

Total January 2017 Activity $5.45

Reserve Fund Balance - January 31, 2017 $5,214.79

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TOTAL CASH ON HAND - January 31, 2017 $27,388.32

Respectfully Submitted,
Robert A. Gail
Treasurer

Northern Shenandoah Valley Master Gardner Association
Budget Report
YTD January 31, 2017

Account Number		2017 Budget	YTD Actual	Over/(Under) Budget
	INCOME			
110	Garden Fest (Net Income)	$4,200.00	$-	$(4,200.00)
120	Master Gardener Class	$3,600.00	$4,275.00	$675.00
130	Member Dues	$2,000.00	$1,775.00	$(225.00)
140	Miscellaneous/Donations	$-	$114.00	$114.00
	TOTAL INCOME	$9,800.00	$6,164.00	$(3,636.00)
	SYMPOSIUM			
200	Symposium Registration Fees	$5,500.00	$1,320.72	$(4,179.28)
205	Symposium Expenses	$3,350.00	$-	$(3,350.00)
210	All Proceeds to Scholarship Fund	$2,150.00	$1,320.72	$(829.28)
	EXPENSES			
310	Administration/Leadership	$400.00	$37.85	$(362.15)
320	Continuing Education Programs	$500.00	$50.00	$(450.00)
330	County Projects	$1,000.00	$-	$(1,000.00)
335	Unit Projects	$400.00	$64.72	$(335.28)
340	Donations/Awards/Gifts	$250.00	$-	$(250.00)
350	MG Class	$3,600.00	$-	$(3,600.00)
360	Miscellaneous	$1,100.00	$-	$(1,100.00)
370	Newsletter/Web	$50.00	$-	$(50.00)
380	Outreach/School Programs	$750.00	$-	$(750.00)
390	Permanent Items	$330.00	$-	$(330.00)
400	Publicity/Education	$1,000.00	$-	$(1,000.00)
410	Surety Bond	$170.00	$-	$(170.00)
420	Volunteer Coordinator Travel	$250.00	$-	$(250.00)
	TOTAL EXPENSES	$9,800.00	$152.57	$(9,647.43)

He also reported that every active member has paid dues, two members are not returning, and five adjuncts have not paid. PayPal for symposium registration should be working again after today.

Bob Carlton suggested we review the purpose of “Adjunct Status,” which is to help members through a life difficulty. Susan Garrett will draft an “Adjunct Request Form” which members will

need to complete to request Adjunct Status. The form will ensure members who request the status understand its requirements.

Cy Haley suggested a "Did You Know" article for each monthly newsletter. Susan Garrett will start the series by writing about Adjunct Status.

New Business (Continued)

3. Unit versus Project Definition. After discussion, a general description of a unit project is one that affects and is supported by the unit as a whole. A county project is one that primarily affects and is supported by one county. There will be some gray areas to decide on a case-by-case basis.

4. County Coordinator Guidelines and Timelines. Helen Lake suggested that county coordinators have a standard calendar of when to do things, as well as a written plan. Bob Carlton suggested Helen create a draft of that calendar after the county coordinators next get together.

5. Nametags at Association Meetings. Stacey Smith requested that Suzanne Boag remind the members to wear their nametags to the next Association meeting since the new class trainees will be in attendance.

6. Association Meeting Structure. Stacey Smith passed on Joey Waters' suggestion that reports to the Association go out before the Association meeting, allowing members time to read the reports and help them to be ready to discuss at the meeting. That would shorten the business meeting and give committees time to have short meetings. Stacey requested we revisit at a later date.

Old Business

1. Review Guidelines for Tax Exempt Usage. Bob Gail read through the Tax Exempt policy. The Association will continue to follow the Association's Guidelines on the tax exemption usage.

VCE Agent Report

Mark Sutphin reported the new class trainees are in VMS. If anyone sends an email to "all volunteers," it will go to the trainees. There's a new member transfer request. The revised handbook is available, and the Association will order one for each county. The Volunteer Coordinator Handbook revision is in progress.

Volunteer Coordinator Report

Bob Carlton reported the County Coordinators met January 18th, and the meeting went well with a lot of topics covered. As a result of that meeting, Bob suggests that the Association find more ways to recognize and honor its membership, including "face-to-face" pins or recognition

for those who reach so many hours in a year working with the public, as well as "year" pins for those who reach milestone years within the Association. Cy Haley and Helen Lake will price pins and work up a proposal.

Approval of Projects: Suzanne Boag submitted the application for "The Gathering" with a funding request.

Motion: Stacey Smith moved to approve the $20 application fee and up to $100 for materials for children's activities for The Gathering. Bob Gail seconded the motion. The motion carried with three in favor and none against.

Bob Gail reported the United Way is donating $3,500 to the Fremont Nursery Project. Cy Haley suggested it may be a good project to submit to Master Gardener College for the brag board, and Mark Sutphin suggested it might be a good project for the VCE Annual Accomplishments report.

Cy Haley suggested a project show and tell for the November Association meeting.

County Coordinator Reports

Clarke: Ginny Smith reported the county meeting is March 8th.

Frederick: Helen Lake reported the county meeting is the first week of April. The Rain Garden project is closed, and Bob Gail will remove the sign.

Page: Lesley Mack reported via email the county meeting is in March.

Shenandoah: Sharon Bradshaw reported project applications are coming in and many projects are already underway. Others are in the planning stage for improved versions of ongoing projects. The county meeting is March 20th in the VCE classroom. The Greenline workshop is March 31st in the classroom from 9 AM to noon. The focus is primarily on Shenandoah County, but representatives from other counties are welcome to attend. It's on the Shenandoah County calendar, and members are asked to register via VMS.

Class of 2017 (Special Committee): At this time Sharon Bradshaw reported the first class meeting was yesterday and went very well. The class has a combination of long-time Valley residents, those who have returned to live in the Valley, and those who migrated here from various metropolitan areas. They bring varied backgrounds and talents to the group and have much to offer the Association.

Warren: Katherine Rindt reported via email the county meeting is February 26th at 1:00 at the Warren County Government Center prior to the NSVMGA Association meeting.

Standing Committee Reports

Communications & Publicity: Lynn Hoffmann reported Kris Behrends is helping with input of names from the Seed Exchange. Lynn will compile contacts from events and send to Mark Sutphin for the contact database so those who signed up can receive quarterly notice of important Association events.

Notifications were all sent to the newspaper lists about the Symposium and some responded about posting the information. Flyers still need to be given out and County Coordinators are encouraged to get individuals to post and find spots to post the flyers. Many County Coordinators have given updates to the posting-spot lists.

After discussion, it was decided the website calendar and public information should be targeted solely to the public. The "private" site of the website will be pared down now that most of that information can or should be posted on VMS. VMS and its calendar should be the primary source of information for Association members, and the website and its calendar should be the primary source of information for the public.

Lynn requested that any publicity or webpage update information go to her. She will forward to the webmaster after each monthly meeting. The website is still being updated, and the project pages and speaker bio page needs updating immediately.

Education: Sharon Bradshaw reported the committee has met several times for planning and refining plans for the 2017 calendar year. Events are posted on VMS for everyone to register for the different workshops. The first is "Fitness for Gardeners" with Rebecca Davis, planned for February 22 from 4:00 PM – 5:00 PM, held in the Shenandoah County Office Building kitchen, and deadline for registration is Feb 17.

The committee is collaborating with county libraries on library-sponsored gardening talks, with a plant raffle for each one in Shenandoah County. As the year goes on, we're working with various presenters to bring Master Gardener education workshops on Canning, Mushroom Foraging, and Nature Photography, among others. These will be announced in the monthly newsletters. Based on the results of the survey taken at the January meeting, several people are interested in various field trips. These are not planned for this year, due to expense considerations, but will be included in long-range planning.

Finance: No report.

Membership: No report.

Newsletter: No report.

Special Committee Reports

2017 Symposium: Sandy Ward reported the registration deadline is March 17th. So far 38 have signed up, as well as the 16 Class of 2017 trainees. The cost for the trainees to attend is $15, and Bob Gail, as treasurer, will deduct $240 (16 trainees @ $15.00 each) from the Class of 2017 budget and add it to the Symposium budget. Items for the gift baskets are needed February 26th, and books and magazines are still needed for the sale table.

2017 Garden Fest: Cy Haley reported the committee had a good meeting, and people are starting to sign up volunteers.

2017 Junior Master Gardener Program: Lynn Hoffman reported 21 are registered, and the schedule is set. The program starts March 7.

2017 Children's Program Circle of Life: Lynn Hoffman reported the event is set for March 22 and will work with close to 100 students at Hilda Barbour Elementary School. 15 Master Gardeners are involved with the program.

2017 Scholarship Committee: Lynn Hoffman reported only one applicant applied, but she didn't qualify for consideration. Announcements are going to the newspapers in the 5 counties.

2017 Belle Grove Barn Series: Lynn Hoffman reported the schedule is set for the Barn Series, which will start in April and will run until October. All proceeds will go to the Scholarship Fund after expenses and Belle Grove's stipend.

Closing Remarks

Master Gardener Laptop. The laptop may be missing. Cy Haley will check the inventory list with Mary Craig. Helen Lake will check with Tammie and look around the Frederick office.

Adjournment

Motion: Suzanne Boag moved to adjourn the meeting. Stacey Smith seconded the motion. The motion carried with all in favor and none against, and the meeting adjourned at 8:35 pm.

Respectfully submitted by: Stacey M. Smith **03/19/17**

Stacey Smith, Secretary — Date Approved by the Board
Northern Shenandoah Valley Master Gardener Association