

**Minutes for The Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held March 19, 2017**

Call to Order

The Northern Shenandoah Valley Master Gardener Association held a board of directors meeting March 19, 2017, at 600 North Main Street, Woodstock, VA 22664. Cy Haley, president, presided over the meeting and called it to order at 2:35 PM. Stacey Smith served as secretary.

Attendees

Voting Board of Directors:

Cy Haley, President
Suzanne Boag, Vice President
Stacey Smith, Secretary
Bob Gail, Treasurer
Susan Garrett, Past President

Advisory Board Members:

Ginny Smith, Clarke County Coordinator
Helen Lake, Frederick County Coordinator
Sharon Bradshaw, Shenandoah County Coordinator
Bob Carlton, Volunteer Coordinator

Kris Behrends, Education Co-Chair

Lynn Hoffmann, Publicity Chair

A quorum was present

Opening Remarks

Opening remarks included an agenda review.

Vice President's Report

Suzanne Boag reported March's Association Meeting is this Sunday, March 19th, at 4:00 p.m., at the Shenandoah County Government Office Building, 600 N. Main St., Woodstock, VA 22664. Shenandoah County Master Gardeners will host this meeting, and we will have a potluck after the meeting.

Alison Sloop will be our guest speaker. She is a Conservation Specialist with the Lord Fairfax Soil and Water Conservation District and is working with agricultural and urban landowners to increase soil health and water quality throughout Clarke, Frederick, Shenandoah, and Warren counties and the City of Winchester. Before working with the district, Alison spent three and a half years as a Biologist with the National Park Service, stationed on Fire Island National Seashore and Manassas National Battlefield Park. Her work with the park service was diverse, ranging from grassland bird surveys to stream-bank stabilization to tick surveys. She is a novice birder and enjoys wildlife photography and hiking with her husband and two pups. One of her favorite plants is a mint variety from her grandmother, and she makes a delicious tea with it in the summer. Check out the Lord Fairfax Soil & Water Conservation District Website at <http://lfswwcd.org/>

April's Association Meeting is Sunday, April 23, at 4:00 p.m., at the Corhaven Graveyard, 2883 Quicksburg Rd., VA 22847, located in Shenandoah County. Sarah Kohrs, MG & Project Leader for the Corhaven Graveyard Tribute Garden, will be our guest speaker.

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Secretary's Report

Stacey Smith reported the minutes for the February Board of Directors meeting were emailed for review March 3rd.

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

Stacey reported she distributed the Association committee list by email today.

Correspondence: Mark Sutphin emailed the board about a Home Depot Grant Opportunity, available at <https://corporate.homedepot.com/grants/community-impact-grants>.

Stacey requested that when sign-in sheets are used at Association events, members send her a scan to add to the Association archives. After conversation concerning mailing lists, the board will discuss at the April Board Meeting the setup of the current mailing lists and how to consolidate efforts.

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

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

Total January 2017 Deposits \$6,274.72

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

Total January 2017 Expenses \$(87.85)

Checking Balance - January 31, 2017 \$13,125.47

SCHOLARSHIP FUND

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

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	31-Jan	Earned Interest	\$0.77

Total January 2017 Activity \$0.77

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

RESERVE FUND

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

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	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

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

*Respectfully Submitted,
Robert A. Gail
Treasurer*

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**Northern Shenandoah Valley Master Gardner Association
Budget Report
YTD February 28, 2017**

Account Number		2017 Budget	YTD Actual	Over/(Under) Budget
	<u>INCOME</u>			
110	GardenFest (Net Income)	\$4,200.00	\$240.00	\$(3,960.00)
120	Master Gardener Class	\$3,600.00	\$3,600.00	\$-
130	Member Dues	\$2,000.00	\$2,075.00	\$75.00
140	Miscellaneous/Donations	\$-	\$114.00	\$114.00
	TOTAL INCOME	\$9,800.00	\$6,029.00	\$(3,771.00)
	<u>SYMPOSIUM</u>			
200	Symposium Registration Fees	\$5,500.00	\$2,878.42	\$(2,621.58)
205	Symposium Expenses	\$3,350.00	\$500.00	\$(2,850.00)
210	All Proceeds to Scholarship Fund	\$2,150.00	\$2,378.42	\$228.42
	<u>EXPENSES</u>			
310	Administration/Leadership	\$400.00	\$98.06	\$(301.94)
320	Continuing Education Programs	\$500.00	\$100.00	\$(400.00)
330	County Projects	\$1,000.00	\$50.00	\$(950.00)
335	Unit Projects	\$400.00	\$169.47	\$(230.53)
340	Donations/Awards/Gifts	\$250.00	\$-	\$(250.00)
350	MG Class	\$3,600.00	\$2,209.25	\$(1,390.75)
360	Miscellaneous	\$1,100.00	\$250.00	\$(850.00)
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	\$2,876.78	\$(6,923.22)

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**NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION
CHECKING ACCOUNT RECONCILIATION
FEBRUARY 28, 2017**

1-31-17 Checking Account Balance	\$13,125.47
February Deposits	\$2,077.70
February Cleared Checks	<u>\$(2,588.93)</u>
2-28-17 Bank Statement Balance	\$12,614.24
Outstanding February Checks:	
1732 - Sanctuary on the Trail	\$(20.00)
1734 - Dr. Steve Carroll, MG Class Speaker	\$(50.00)
1735 - Terry Fogle, MG Class Speaker	\$(50.00)
1736 - Randy Fogle, MG Class Speaker	\$(50.00)
1737 - Fred Fenzel, MG Class Speaker	\$(50.00)
1738 - Dr. Mike Goatley, MG Class Speaker	\$(50.00)
1739 - Michael Neese, MG Class Speaker	\$(50.00)
1740 - Chris Schmidt, MG Class Speaker	\$(50.00)
1741 - Lee Draper, MG Class Speaker	\$(50.00)
1742 - Ed Clark, MG Class Speaker	\$(50.00)
1743 - Dr. Francis Reilly, MG Class Speaker	\$(50.00)
1744 - Lynne Phillips, MG Class Speaker	\$(50.00)
1745 - Bart McDowell, MG Class Speaker	\$(50.00)
1746 - Dr. Allen Straw, MG Class Speaker	\$(50.00)
1747 - Dr. Robert McDuffey, MG Class Speaker	\$(50.00)
1742 - Janet Davis, February Association Speaker	\$(50.00)
1753 - Peter Benedetto, Woodstock Community Garden	\$(50.00)
1754 - FOSA/Garden Fair Booth Fee	\$(55.00)
1755 - Shaffer's Catering, Symposium Deposit	<u>\$(500.00)</u>
Total February Outstanding Checks	<u>\$(1,375.00)</u>
NSVMGA February 28, 2017 Checking Account Balance	<u>\$(11,239.24)</u>

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He also reported additional “square” credit card readers could be requested by other members and tied to the Association’s bank account.

Old Business

1. **“Did You Know?” Articles.** Susan Garrett will do this article for the monthly newsletter.

New Business

1. **VMGA Liaison.** Susan Garrett, as Past President, will take on this duty.

2. **Travel Time Recording.** Cy Haley reported that travel time recording may change for VCE Master Gardeners, but that doesn’t mean individual units have to change in the same way. The Board will discuss after VCE decides on their changes.

VCE Agent Report

Mark Sutphin reported via email one member has not turned in a completed VCE-MG volunteer form. He submitted the front page only, but both sides must be completed. All others have completed their forms or been moved to inactive status on VMS.

Jaan Stephens White (Shenandoah County resident), a former Gloucester MG Intern, has transferred to the Northern Shenandoah Valley MG unit. She has completed her VCE volunteer form and background check, and Mark asked Bob Carlton and Sharon Bradshaw to reach out to her regarding NSVMGA membership, mentorship, and completing her MG Intern hours. He received positive feedback from the Gloucester coordinator.

It looks like we will be gaining a transfer from Fairfax this summer. Amanda Sheetz is retiring from the school system in June and will be living in Star Tannery. Mark informed both Helen Lake and Sharon Bradshaw since Star Tannery is right on the border between counties. Amanda and her husband have already purchased a 9-acre historic property and are excited to be here full time. She has been a youth orchestra teacher and is completing the MG training in Fairfax this spring. The Fairfax MG course is a three-year ordeal with 24 required plant clinic volunteer hours each year. He has already received positive feedback from the Fairfax agent.

At the next board meeting Mark can attend when time is not as rushed, he would like to discuss project/program “ownership” between VCE and the NSVMGA.

Volunteer Coordinator Report

Bob Carlton reported he attended the Warren and Clarke county spring meetings, though he regrettably could not attend Page’s meeting. He will go to the Shenandoah and Frederick meetings in March and April. The coordinators will meet again in April.

Approval of Projects: None.

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County Coordinator Reports

Clarke: Ginny Smith reported the county held a review meeting March 8th, which five members and Bob Carlton attended. After discussion on projects, the following were chosen for this year: Clarke County Fair, Greenline, Home Consultations, and the Xeriscape garden. Due to declining vendor and visitor participation, the Farmer's Market was put on hold for review next year. Those attending expressed that Saturday is not a good day to volunteer due to family obligations.

The "Gathering Event," a Unit project, will be held in October and county members will be asked to help, with details to follow later. Frederick and Clarke will coordinate Blandy Garden Fair, another Unit project, this year. Details will follow later.

The following projects were inactivated: Millwood Garden, Clarke High School, Clarke High School Tree Planting, VDOT Pollinator Planning.

Frederick: Helen Lake reported the Frederick County planning meeting will be on the 5th of April at 6:30 pm at Westminster Canterbury in the main wing.

The Village at Orchard Ridge project was closed at their staff's request. She has not gotten the specifics, but she'll meet with the project leader for more information.

Helen sent Stacey Smith documentation from Dr. Ed Jones for Old Town Farmer's Market for reference/retention.

Page: Lesley Mack reported the county is glad to have three new folks from Page County taking the MG training classes. They've received a couple of homeowner questions, mostly about trees and winter pruning. The county meeting was March 12th.

Shenandoah: Sharon Bradshaw reported Shenandoah County's projects are preparing to move into full action with anticipation of warm weather. The Woodstock Community Garden is the newest activity, and presentations are scheduled to run during April. The series is named "Growing Groceries" and flyers are printed in both English and Spanish. The county will report on successes next month.

The county planning meeting is tomorrow evening. Members will discuss the county's demographics along with our project efforts to meet the needs of our population.

The county welcomes a new member who started her Master Gardener career in Gloucester County. Jaan White, who lives in Woodstock, has joined as an intern.

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Class of 2017 (Special Committee): At this time Sharon reported the class is in full swing, even though flu symptoms have caused occasional absences. The class is using Mark Sutphin's laptop, which has the program Camtasia installed. This program copies any Power Point and records the presenter's voice at the same time, making it convenient for trainees to 'make-up' classes. Presenters have been excellent; unfortunately this past Tuesday, class had to be cancelled due to inclement weather. The coordinators are in the process of shuffling a couple of presentations to re-incorporate two speakers.

The Class Project is to create an annotated map of the New Market Rain Gardens to have available as flyers to those who visit the gardens. The class met last Sunday afternoon to see the gardens as a group for the first time, with Carolyn Wilson and Elena Lycas there to lead the tour of the three sites. This past week, Trainee John Stanton has a preliminary CAD to circulate and a place for Trainees to make comments and suggestions.

Warren: Katherine Rindt reported via email a date correction to the email sent out Friday looking for a speaker for the Red Hatters. They are looking for a speaker on Tuesday, April 18 on patio gardening, not March 21 at 10:00 at the Front Royal Diner. If anyone would like to do this, please contact Katherine Rindt.

The Warren Help Line schedule for April through June has been distributed and added to the VMS calendar. Trainees are welcome to sign up to get in some hours. Because of space constraints each shift is limited to 2 volunteers, so be sure to check the calendar to make sure no one else has signed up for the other slot.

Standing Committee Reports

Communications & Publicity: Lynn Hoffmann reported publicity has sent press releases to the area papers on the Symposium. One article in the Winchester Star appeared about the symposium.

The Garden Fest flyer has been done by Elena Lycas and is great. Flyers will be handed out to county coordinators and to members at the meetings. Lynn will email a copy of the flyer to all members and it will be put up on the Web page and Suzanne Boag has a copy for Facebook. An ad has been taken for the Winchester Star Home and Garden section due to come out March 26. They said they would also run an article about Garden Fest. Another ad will run in May. An ad in the Revue will also go in May.

Lynn sent a request to the "Virginia Gardener" to be included into their calendar. Press release and flyers will be sent to the local list of papers the first week in April. Belle Grove has linked Garden Fest on their site.

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Web page email contacts have been steady at about two enquiries per week. Lynn has either forwarded requests or answered directly. Web page updates have been forwarded to Donna Funk-Smith. Any items that need to be updated should go to Lynn. The event info page and member roster and scholarship page has been sent in. The symposium info will be removed in April.

The Barn Series info flyer is ready to go, and Donna Funk-Smith is working on the brochure. Belle Grove has listed us on their calendar and has linked to our site.

Education: Kris Behrends reported Saturday, March 11, was the first Library Series talk and was held at Handley Library, Winchester. Pat Casey gave an interesting, historical talk on the potato. Thirty-one people attended, of which eight were Master Gardeners and two were trainees. It was a great kick-off to the Library Series. The next talk is Sari Carp on Companion Planting on April 1 at the Edinburg library.

The pruning workshop was held at Hilda J. Barbour School in Front Royal. David Means and Vinnie Resch, Tree Stewards, presented a very good talk and hands-on training on pruning. They also covered tool sharpening.

Kris Behrends is now co-chair of the Education committee and will be submitting articles to the newsletter. She also gave a presentation on how to sign up for MG workshops via VMS at both the association meeting and for the 2017 trainee class.

Finance: Bob Gail reported that all members paid dues except one, who has been dropped from the membership.

Membership: No report.

Newsletter: No report.

Special Committee Reports

2017 Symposium: Bob Gail reported there are 105 registered attendees, and all but four have paid.

2017 Garden Fest: Cy Haley reported there are no issues from the leaders, and everything is on an even keel. They do need more people with tool sharpening. Sharon Bradshaw will talk to the trainees after the receive instruction on sharpening.

Vendors: Suzanne Boag reported so far there are a total of 22 vendors and non-profits, not counting booths for NSVMGA & Belle Grove: 14 are retail, 8 are non-profits. GardenFest Vendors include:

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A Welders Wife Creates
Blue Ridge Educational Center
Birdhouse Engineering
C & C Frozen Treats
Catherine's Clay Creations
Claylick Brooms
Eggs & Ears 4-H Frederick County
Front Royal Tree Stewards
Glass Reflections
Hill House Farm & Nursery
Iris Hills Farm

KPhillips Ent LLC.
Left Field Clock Company
North Mountain Wildlife Rescue
Olive Oil Soap Company
Ornametal Welding
Spring Thyme Nursery,
USBCHA Natl Sheep dog Finals
Valley Wildlife Care of VA
Virginia Lovers Gourd Society
VA Master Naturalists Shen. Ch., and
Young Living Essential Oils.

Seventeen of the vendors/non-profits have attended GardenFest before and six are new to GardenFest which includes: Blue Ridge Educational Center, C&C Frozen Treats, Catherine's Clay Creations, Claylick Brooms, Glass Reflections and Left Field Clock Company. We have two food vendors this year: the Eggs & Ears 4-H have done our breakfast and lunch foods for several years now, and I am happy to say that we have added C&C Frozen Treats this year, so we can all treat ourselves to ice cream and Italian ice as will hopefully the many children who will be participating in Children's Activities & Workshops!

Plants: Stacey Smith reported the planning party planning is beginning.

Children's Events: Sharon Bradshaw reported she and Joey Waters are planning the events.

2017 Junior Master Gardener Program: Lynn Hoffmann reported the first class of the Home school program went very well, with 21 students enrolled. Classes will end in late May, and the schedule is on the website.

2017 Scholarship Committee: Lynn Hoffmann reported 5 applications are being reviewed. The committee will forward the final results once all members have completed their scoring.

Closing Remarks

None.

Adjournment

Motion: Bob Gail 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 3:46 pm.

Respectfully submitted by: *Stacey M. Smith*

04/19/17

Stacey Smith, Secretary
Northern Shenandoah Valley Master Gardener Association

Date Approved by the Board