

**Minutes for The Northern Shenandoah Valley Master Gardener Association  
Association Meeting Held July 16, 2017**

**Call to Order** \_\_\_\_\_

The Northern Shenandoah Valley Master Gardener Association held an Association meeting July 16, 2017, at 400 Blandy Farm Lane, Boyce, Virginia, 22620. Cy Haley, president, presided over the meeting and called it to order at 4:38 PM. Stacey Smith served as secretary.

**Attendees** \_\_\_\_\_

37 Master Gardener Volunteers and Interns were in attendance. *With 34 active members in attendance, a quorum was present.*

**Opening Remarks** \_\_\_\_\_

Opening remarks included an agenda review.

**Vice President's Report** \_\_\_\_\_

Suzanne Boag reported August's Association Meeting is Sunday, August 20<sup>th</sup>, at 4:00 p.m. at the Mid-Atlantic Farm Credit Building located in Winchester. French Price of Shenandoah Valley Farm to Table will talk about the Buy Fresh, Buy Local Program. Frederick County Master Gardeners will host this meeting.

September's Association Meeting is Sunday, September 17<sup>th</sup>, at 4:00 p.m. at Shenandoah University's Cool Spring Campus, located in Clarke County. Clarke County Master Gardeners will host this meeting.

October's Association Meeting is Sunday, October 15<sup>th</sup>, at 2:00 p.m. at Weber's Nursery, located in Winchester. Nursery owner Peter Weber will give a presentation & nursery tour on "right tree, right place."

November's Association Meeting is Sunday, November 19<sup>th</sup>, at 2:00 p.m. at the Warren County Government Center, located in Front Royal. NSVMGA will hold its annual election & business meeting.

**Secretary's Report** \_\_\_\_\_

Stacey Smith reported the minutes for last month's Association meeting were emailed for review.

**Motion:** Bob Gail moved to approve the minutes of last month's Association meeting as emailed. Bob Carlton seconded the motion. The motion carried with all in favor and none against.

Stacey reported she is traveling the week of the September Board and Association meetings and needs a volunteer to take minutes. She also requested anyone interested in the role of secretary for 2018 talk with her about the position.

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**Treasurer's Report**

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Bob Gail presented the following report:

**Northern Shenandoah Valley Master Gardener Association  
Treasurer's Report  
YTD June 30, 2017**

**FINANCIAL POSITION**

**CHECKING ACCOUNT**

**Checking Balance - May 31, 2017** \$8,568.09

<b><u>DEPOSITS</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
	5-Jun	GardenFest Cash Receipts	\$6,121.50
	5-Jun	GardenFest Square Receipts	\$2,903.59
	20-Jun	Transfer from Scholarship Fund - Micaela Shell Scholarship	\$500.00

**Total June 2017 Deposits** \$9,525.09

<b><u>EXPENSES</u></b>	<b><u>Date</u></b>	<b><u>Check #</u></b>	<b><u>Amount</u></b>	<b><u>Description</u></b>
	1-Jun	1785	\$(52.65)	Westminster Canterbury - Frederick County Meeting
	1-Jun	1792	\$(300.00)	GardenFest Change - Plant and Raffle
	2-Jun	1793	\$(50.00)	GardenFest Change - 2nd Hand Rose
	5-Jun	1796	\$(34.12)	Mary Craig - GardenFest Expenses
	6-Jun	1790	\$(170.10)	C N A Surety Bond
	6-Jun	1791	\$(950.00)	Sky View Tree - Jr. Master Gardener
	6-Jun	1794	\$(264.00)	Tim McCoy - GardenFest Speaker
	8-Jun	Transfer	\$(261.83)	GardenFest Transfer to Scholarship Fund
	12-Jun	1795	\$(50.00)	Lynn Phillips - GardenFest Speaker
	12-Jun	1799	\$(348.88)	Stacey Smith - GardenFest Expenses
	13-Jun	1798	\$(96.05)	Joey Waters - GardenFest Expenses
	13-Jun	1802	\$(20.97)	Joey Waters - Circle of Life Expenses
	14-Jun	1797	\$(50.00)	Paws for Seniors - Jim Pinsky GF Speaker Honorarium

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15-Jun	1801	\$(1,474.00)	Belle Grove - GardenFest Proceeds
26-Jun	1803	\$(37.88)	Bob Carlton - Volunteer Coordinator Expenses

**Total June 2017 Expenses** \$ (4,160.48)

**Checking Balance - June 30, 2017** \$13,932.70

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**SCHOLARSHIP FUND**

**Scholarship Fund Balance - May 31, 2017** \$11,421.86

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
		Gardenfest Scholarship	
	5-Jun	Deposit Micaela Shell	\$261.83
	20-Jun	Scholarship	\$(500.00)
	30-Jun	Earned Interest	<u>\$0.94</u>

**Total May2017 Activity** \$(237.23)

**Scholarship Fund Balance - June 30, 2017** \$11,184.63

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**RESERVE FUND**

**Reserve Fund Balance - May 31, 2017** \$5,216.50

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	30-Jun	Earned Interest	\$0.43

**Total June 2017 Activity** \$0.43

**Reserve Fund Balance - June 30, 2017** \$5,216.93

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**TOTAL CASH ON HAND - June 30, 2017** \$30,334.26

*Respectfully Submitted,  
Robert A. Gail  
Treasurer*

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## **Old Business**

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**1. Photo Archival.** Mary Craig asked members to email her with ideas for cloud photo storage options and photographer's releases.

## **New Business**

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**1. Approval Process for Unit Projects.** Bob Carlton reported all project request forms should go to the county coordinator of the member submitting the form. The county coordinator will decide if it is best as a county or unit project, and will then forward it to the volunteer coordinator (for county projects) or the board (for unit projects) for approval. Susan Garrett advised a new project form that includes this procedure is available in the volunteer management system.

**2. Project/Education/Person-to-Person Hours Requirements.** Cy Haley reported that after discussions with attendees at Master Gardener College, she realized the Association's hour requirements were the lowest in the state at the minimum acceptable number under VCE guidelines. The Board would like to see the hour requirement increased to add 6 hours to project requirements and to require 6 person-to-person hours in the requirement. Discussion followed, and Cy asked members to forward feedback to the Board.

**3. Celebrate Us.** Helen Lake will have more information at the next meeting on the event.

**4. The Gathering.** Suzanne Boag reported this unit project is October 21<sup>st</sup> -22nd at the Clarke County Fair Grounds, with set-up on Friday October 20th. This is the Association's second time participating in this event, and the booth will include educational displays, children's activities, and educational materials. Master Gardeners can contact Suzanne if interested in volunteering for a shift.

## **VMGA Liaison**

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Cy Haley reported she and several members attended the recent meeting at Master Gardener College. Susan Garrett reported VMGA is holding an education project in Frederick County in August.

## **VCE Agent Report**

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No report.

## **Volunteer Coordinator Report**

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Bob Carlton reported a coordinator meeting is scheduled for September 9th, along with a project wrap-up meeting. In addition, five additional interns have now reached Master Gardener status.

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Cy Haley read the unit's milestone awards from the 2017 Master Gardener College. She also reported the International Master Gardener Conference is in Virginia in 2021.

## **County Coordinator Reports**

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**Clarke:** Ginny Smith reported nothing new.

**Frederick:** Carol Pittillo has moved to New Smyrna Beach, Florida. She moved here from Galax, VA, less than two years ago.

The Lowe's Help Table schedule for Spring/Summer is complete. The Fall schedule is September/October. The project will need a project leader for twice a month Saturday mornings 9-12pm. The Old Town Winchester Farmer's Market is ongoing till September 30th. Four Master Gardeners participated in yesterday's event. It's twice a month, Saturday mornings 9-1pm. Please register on VMS that you are participating so project leaders can be assured of how many volunteers will be available to cover the event. Greenline is the last Friday of the month in the office. The Help Desk is remotely monitored the rest of the time from the online gmail account. Eight mentors are available to help. A veteran is needed to work with Sandra Thomas this month, and a project leader is needed to take over. Fremont Nursery is an exciting and impactful program, which welcomes, and would benefit from, additional volunteers. Program hours are Tuesdays and Thursdays 10-11:30am. Contact Mary Turner or Bob Gail.

A potential new program for Frederick County is "Day Trippin" -- planning meeting is July 26th at 9:30 am in purple conference room in Admin building in Winchester. Goal is to have list of day trips of interest to Master Gardeners, can be both as a continuing Education event or purely social. Transportation would be by private car, and those coming along would contribute for gas. Coordinator has been receiving ideas/events from those who can't attend planning meeting.

**Page:** Lesley Mack reported the County is trying to find an organizer for the Page County Fair Flower Show, which was formerly managed by the Page County Master Gardeners before the Hill & Valley Garden Club took over. The garden club is no longer able to manage the show, so Master Gardeners are being called on to take over beginning in 2018.

The Farmers' Market continues to be busy, with questions on low screening, sycamore tree maintenance, gathering specimens for testing and identification, other tree problems, and tomato blights.

It was nice to have everyone at Birdsong Pleasure Garden for the June meeting. Hopefully everyone enjoyed it and can come again sometime.

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**Shenandoah:** Sharon Bradshaw reported all projects are ongoing with good contact numbers for help desks and Green Help Line. Several committees are already planning for next year's project activities.

**Warren:** No report.

### **Standing Committee Reports**

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**Communications & Publicity:** Lynn Hoffmann reported via email that the web page is being updated for 2018. She will be looking into the resources page. Apparently it's stagnant and has not been updated in a while.

She has received emails from the Extension Office and will start to add to the contact lists. She still has not received any emails from the Library Series, except for the first and last, or Farmers' Markets. She will put out an email to remind people. Stacey Smith also emailed the membership.

**Education:** No report.

**Finance:** Bob Gail reported budget time is approaching.

**Membership:** Mary Craig reported 121 members. Ann Levi asked members add all of their hours into VMS by the end of August. Email her with any questions.

**Newsletter:** No report.

### **Special Committee Reports**

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**2018 Symposium:** Cy Haley reported Symposium is March 3, 2018, at Shenandoah University in Winchester.

**2018 GardenFest:** Cy Haley reported the theme for 2018 is Gardening & Wildlife. Some area leaders are needed. Cy will send out a list. Members interested should contact her.

**2018 GardenFest Plant Sale:** Stacey Smith reported the Plant Sale committee is a year-round special subcommittee of GardenFest, and it's already started for the 2018 GardenFest Plant Sale.

Right now members can start planning for what to dig. Survey flags work well to mark the plants to know to dig later. You can even write on them with a marker, which is useful for daylilies.

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Now is the perfect time to dig and divide Bearded Iris.

It's also a great time to get close-up pictures of blooms, which are used on signage. These signs make all the difference, especially with plants that not everyone can picture. If it's something like daylilies or irises, it's vital. If you hope to donate it at some point, you can send pictures now so the committee can make the signs over winter. Trying to make them in the weeks before the event is difficult to work in, so all signage will be made by May 1st next year.

The committee will have a pot cleaning and sorting party Saturday, October 7<sup>th</sup> at 2:00 PM in Mount Jackson. Most needed are the standard 6" round pot. If you have any, Stacey is happy to take them in a closed trash bag at any meeting.

Volunteers are needed to help this fall, with a focus on digging daylilies, peonies, and other types of irises, as well as anything else the committee practically dig. If anyone would like to help, please talk to Stacey or send her an email.

**2018 Seed Exchange:** Stacey Smith reported that Elaine Specht holds her first planning meeting in September, followed by three seed packaging meetings. The Exchange is the last Saturday in January. It's a wonderful event because everyone is so excited for seeds and gardening! Elaine will need volunteers for the seed packaging, event setup, and the actual event. Stacey passed out flyers with those dates. If anyone needs more information, email Elaine Specht.

**2018 Master Gardener Class:** Susan Garrett reported the coordinators are holding planning meetings, and that members should let people know about the class.

**Closing Remarks** \_\_\_\_\_

None.

**Adjournment** \_\_\_\_\_

**Motion:** Bob Gail moved to adjourn the meeting. Suzanne Boag seconded the motion. The motion carried with all in favor and none against, and the meeting adjourned at 5:43 pm.

Respectfully submitted by: Stacey M. Smith 8/20/17  
Stacey Smith, Secretary Date Approved by the Association  
Northern Shenandoah Valley Master Gardener Association