

Minutes for Northern Shenandoah Valley Master Gardener Association
Board of Directors Meeting Held November 13, 2018

Call to Order

The Northern Shenandoah Valley Master Gardeners Association held a board of directors meeting November 13, 2018 at 125 Prosperity Drive, Winchester, Virginia 22602. Cy Haley, President, presided over the meeting and called it to order at 6:00 PM. Sandra Ward served as secretary.

Opening Remarks

None

Attendees

Voting Board of Directors

Cy Haley, President
Suzanne Boag, Vice President
Sandra Ward, Secretary
Bob Gail, Treasurer

Advisory Board Members

Mary Turner, Frederick County Coordinator
Sharon Rodriguez, Shenandoah County Coordinator
Jessica Priest-Cahill, Warren County Coordinator
Bob Carlton, Volunteer Coordinator
Lynn Hoffmann, publicity/scholarship chair
Mark Sutphin, VCE Agent

Officers' Reports

Vice President

Suzanne Boag reported that November's Association Meeting will be held Sunday, November 18, 2:00 p.m. at the Warren County Government Center located in Front Royal. This will be the annual business meeting and election, plus review of the year and our accomplishments. The Warren County Master Gardeners will be hosting this meeting. Suzanne is working on a PowerPoint loop to be played at the meeting using 2018 photos of MGs in action.

Secretary

Bob Gail moved to approve the September board meeting minutes as emailed by Sandy Ward. Suzanne Boag seconded the motion. Motion carried.

Correspondence: None

Treasurer

Bob Gail presented the Financial Reports for October (see appendix for the October reports).

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Old Business

Bee Committed

Lynn Hoffmann reported on the “Bee Committed” effort. VT Extension Associate Tim McCoy is developing a Native Bee Network project to determine what cavity nesting bees are active in an area. MGs have been invited to participate in this program. They would install a bee house and monitor the activity. The Association has agreed to pay for 50% of the cost. MG volunteers would pay for the remainder of the cost and commit to following bee activity for the season. The cost to MGs would be about \$6.00 per house.

New Business

Lynn Hoffmann recommended becoming active in the Chamber of Commerce. Bob Gail moved that we begin activity with the Chamber of Commerce to get to know them better. Suzanne Boag seconded the motion. Motion carried with all in favor.

Cy Haley will be the liaison between the Top of Virginia Chamber of Commerce and NSVMGA.

Approval of New Projects

None.

County Coordinators’ Reports

Clarke

No report.

Frederick

Mary Turner reported that Frederick County is winding down activities for the year. A major exception is the Green Line and Help Desk, which continues on Wednesdays, with Elizabeth Bevan, Kate Reed and Andrea Brown. The Nature Surprises for Kids programs at Bowman Library will continue on the third Wednesdays through December. Belle Grove holiday decorations will be put in place November 27.

All interns and members are to be reminded of the importance of recording hours, contacts and mileage for 2018.

All current project leaders will be consulted this month to facilitate having 2019 project applications on file before the end of the year.

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Page

Lesley Mack reported via email. Page County has gotten several Greenline calls, mostly about fall potting or putting plants away for the winter. A new resident to Page County has also contacted them about starting a Community Garden. Another new resident, formerly an Master Gardener, might be interested in rejoining the MGs once she gets settled.

Shenandoah

Sharon Rodriguez reported that she still does not have a new County Coordinator. December 2 is the County wrap-up meeting for this year. Most project leaders will be continue on next year.

Warren

Warren County will have a Southern State Greenline (Help Desk on Saturdays) next year.

Standing Committee Reports

Communications and Publicity

Lynn Hoffmann reported that the Northern Virginia Daily put out some information on the Seed Exchange.

Education

Susanne Boag reported that the Committee met November 1. Committee members Lynn Hoffmann, Shan Kilby, Chair Suzanne Boag and 2019 VP Nominee Carolyn Rutherford were present. The group decided to come up with a local activity for our final 2018 outing. Shan Kilby agreed to organize a walk at the Glen Burnie Gardens at the Museum of the Shenandoah Valley located in Winchester. There will be a guided tour on December 6 at 9:00 am, followed by hot drinks or brunch at Bonnie Blue, also located nearby in Winchester. The cost is free to MSV members or \$10 for non-members – MGs must register for the walk either online or via phone. The tour has been approved for one education hour. Shan is asking MGs to let her know if they plan to attend and also would like to join us at Bonnie Blue so we can ensure we have everyone at the beginning of the walk and can make a reservation if need be at Bonnie Blue.

Membership

No report.

Special Committees

Nomination Committee

No report

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Jr. Master Gardeners

Nothing new to report.

Seed Exchange

No report.

Symposium 2019

Lynn Hoffmann reported that all arrangements for Symposium are set.

MG Class of 2019

Cy reported that one application has been received. Stacey has kept a list of those interested in the class, and a notice will go in the Winchester newspaper. All speakers are set for the classes.

Garden Fest 2019

No report.

Scholarship Committee

Nothing new to report.

Website

Lynn reported that Donna has been posting new material on the Website.

ELC Member Report – Frederick County

No report

VCE Agent Report

Mark Sutphin passed out a project proposal form that the state is using, and that might be worth reviewing. It presents a quantitative way to review proposed projects.

Volunteer Coordinator Report

Bob Carlton reported on the Leadership Conference held in Warrenton.

Closing Remarks

Sharon Rodriguez requested that Mark make available the matrix for evaluating projects so that the county coordinators could review it.

The Fall Round-up will be renamed Fall Fest and will be held Saturday, September 7, 2019.

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Adjournment

Bob Gail moved to adjourn the meeting, and Suzanne Boag seconded the motion. Motion passed with all in favor at 7:10 PM.

Respectfully submitted by _____

Sandra Ward

NSVMGA Secretary

Date Approved _____

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APPENDIX

**Northern Shenandoah Valley Master Gardener Association
Treasurer's Report
YTD October 31, 2018**

Town of Strasburg Money Market Fund

Money Market Balance - September 30, 2018				\$ 50,066.09
<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	
	31-Oct	Earned Interest	\$ 19.15	
Total October 2018 Deposits				\$ 19.15
<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	31-Oct	NONE	\$ -	
Total October 2018 Expenses				\$ -
Ending Balance - October 31, 2018				<u>\$ 50,085.24</u>

*Respectfully Submitted,
Robert A. Gail
Treasurer*

11/26/2018

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Northern Shenandoah Valley Master Gardener Association Treasurer's Report YTD October 31, 2018

FINANCIAL POSITION

CHECKING ACCOUNT

Checking Balance - September 30, 2018 \$ 31,072.41

<u>DEPOSITS</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	17-Oct	Transfer from Scholarship Fund	\$ 1,000.00
	31-Oct	Habitat Garden Plaques	\$ 188.10
	31-Oct	2019 NSVMGA Membership Dues	\$ 847.68
	31-Oct	Miscellaneous Donations - AmazonSmiles - \$5.47, Garden Talk Honorarium - \$25.00	\$ 30.47

Total October 2018 Deposits \$ 2,066.25

<u>EXPENSES</u>	<u>Date</u>	<u>Check #</u>	<u>Amount</u>	<u>Description</u>
	15-Oct	1929	\$ (317.46)	Piccadilly Printers - Habitat Garden Plaques
	23-Oct	1930	\$ (50.00)	VA Chapter TACF - October Assc. Meeting

Total October 2018 Expenses \$ (367.46)

Checking Balance - October 31, 2018 \$ 32,771.20

SCHOLARSHIP FUND

Scholarship Fund Balance - September 30, 2018 \$ 29,662.05

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	17-Oct	Transfer to Checking Account	\$ (1,000.00)
	31-Oct	Earned Interest	\$ 11.19

Total October 2018 Activity \$ (988.81)

Scholarship Fund Balance - October 31, 2018 \$ 28,673.24

RESERVE FUND

Reserve Fund Balance - September 30, 2018 \$ 20,235.55

<u>Activity</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
	31-Oct	Earned Interest	\$ 3.47

Total October 2018 Activity \$ 3.47

Reserve Fund Balance - October 31, 2018 \$ 20,239.02

TOTAL CASH ON HAND - October 31, 2018 \$ 81,683.46

*Respectfully Submitted,
Robert A. Gail
Treasurer*

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Northern Shenandoah Valley Master Gardner Association Budget Report YTD October 31, 2018

<u>INCOME</u>	2018 Budget	YTD Actual	(Over)/Under Budget	
Master Gardener Class	\$ 3,600.00	\$ 5,400.00	\$ 1,800.00	
Member Dues	\$ 2,300.00	\$ 2,555.84	\$ 255.84	
Miscellaneous/Donations	\$ 200.00	\$ 50,873.02	\$ 50,673.02	
Subtotal Income	\$ 6,100.00	\$ 58,828.86	\$ 52,728.86	
 <u>GARDENFEST</u>				
Gross Revenue	\$ 7,900.00	\$ 11,131.00	\$ 3,231.00	
Total Expenses	\$ (3,510.00)	\$ (3,257.51)	\$ 252.49	
Net GardenFest Revenue	\$ 4,390.00	\$ 7,873.49	\$ 3,483.49	
 TOTAL INCOME	 \$ 10,490.00	 \$ 66,702.35	 \$ 56,212.35	
 <u>EXPENSES</u>				
Administration/Leadership	\$ 400.00	\$ 1,158.02	\$ (758.02)	Computer, Projector, Software
Membership Background Screens	\$ 600.00	\$ 285.00	\$ 315.00	
VCE Office Support Fee	\$ 250.00	\$ 250.00	\$ -	
Continuing Education Programs	\$ 500.00	\$ 250.00	\$ 250.00	
County Projects	\$ 1,200.00	\$ 246.40	\$ 953.60	
Unit Projects	\$ 1,020.00	\$ 2,052.77	\$ (1,032.77)	Strasburg Garden, Habitat Garden Plaques
Donations/Awards/Gifts	\$ 200.00	\$ 50.00	\$ 150.00	
Master Gardener Class	\$ 3,600.00	\$ 5,091.20	\$ (1,491.20)	Offset by Income
Miscellaneous	\$ 750.00	\$ 2,104.98	\$ (1,354.98)	NSVMGA Shirts, Magnets, C-CAP Garden
Newsletter/Web	\$ 50.00	\$ 50.00	\$ -	
Permanent Items	\$ 300.00	\$ 3,208.22	\$ (2,908.22)	Canopies, Tablecloths, Signs
Publicity/Education	\$ 1,200.00	\$ 620.86	\$ 579.14	
Surety Bond	\$ 170.00	\$ 170.10	\$ (0.10)	
Volunteer Coordinator Travel	\$ 250.00	\$ 250.00	\$ -	
 TOTAL EXPENSES	 \$ 10,490.00	 \$ 15,787.55	 \$ (5,297.55)	
 <u>SYMPOSIUM</u>				
Registration Fees	\$ 6,300.00	\$ 8,733.95	\$ 2,433.95	
Total Expenses	\$ (4,000.00)	\$ (4,980.92)	\$ (980.92)	
Net Income to Scholarship Fund	\$ 2,300.00	\$ 3,753.03	\$ 1,453.03	

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NORTHERN SHENANDOAH VALLEY MASTER GARDENER ASSOCIATION
CHECKING ACCOUNT RECONCILIATION
October 31, 2018

September 30, 2018 Bank Statement Balance	\$ 31,072.41
October Credits	\$ 2,066.25
October Debits	\$ (367.46)
October 31, 2018 Bank Statement Balance	<u>\$ 32,771.20</u>
Outstanding Checks:	
1931 - Frederick County Education Foundation	\$ (1,000.00)
Total Outstanding Checks	<u>\$ (1,000.00)</u>
NSVMGA October 31, 2018 Checking Account Balance	<u><u>\$ 31,771.20</u></u>