

NORTHERN NECK MASTER GARDENERS
Executive Board Meeting Minutes
April 7, 2021 at 10:00 a.m.
Zoom Meeting

ATTENDEES: Members: Mary Beane, Bethany Bosold, Cindy Dullea, Margaret Gibson, Carolyn Gorman, Helen Johnson, Diane Kean, Susan Kosinski, Michelle Kramer, Susan Lindsey, Deborah Marl, Carol Martin, Tami McCauley, Betty Mill, Anne Olsen, Lynn Osborne, Henry Riely, Mary A. Turville, Fran Westbrook.

VCE Staff: William Bell

MINUTES: The minutes of March 3rd, 2021 were approved.

TREASURER'S REPORT: was presented by Fran Westbrook and approved. Total cash balance in checking and petty cash accounts as of March 31 is \$41,553. Total receipts for March = \$934 and total expenditures for March = \$1,655 resulting in a net loss of \$721; however, our year to date position reflects a net gain of \$1,962.

There are still eight outstanding checks that were issued to members last year. If you still have them PLEASE cash them. The bank will not honor checks that are 6+ months old. I would like to void these checks from our books effective May 1st.

There are still several members who have not paid dues as yet. Please do so as soon as possible.

Reimbursement Request Form: I'm getting request forms that are very tiny in size and therefore hard for me to read and hard for you to fill in. Increasing the form size prior to printing it will make it much easier for all of us. Additionally, please be sure to include your mailing address and the expense account that your purchase should be allocated to.

VCE Updates – Bill Bell and Trent Jones, having waited to hear from Virginia Tech for a decision concerning participation in the Farmers Markets, decided to allow the Master Gardeners to participate in Farmers Markets using Plant Sale guidelines published by VCE. The interaction at Farmers Markets and Plant Sales is similar and VCE has approved guidance for Plant Sales. Farmers Market participants must follow the approved 2020 EMG Plant Sale Guidelines – Revised February 3, 2021 (attached).

OLD AND NEW BUSINESS

Program Committee Reports:

- 1) Help Desk – Henry Riely. Volunteers can sign-up to work the desk; all mechanics are in place to work remotely. On the topic of publicizing the Help Desk, Henry thanked the folks who wrote news articles for the local papers. Constant Contact will also be used to email and publicize the Help Desk. A training session will be held after this meeting and joined by Stephanie Romelczyk who will say a few words.
- 2) Community Education – Betty Mill reported that Ann Olsen is re-doing the publication: Gardening in the NNK. Betty will soon be getting committee members together for assignments.

The Children's Education Committee, co-chaired by Bethany Bosold and Carmela Crawford, assessed the strengths and weaknesses of the program including all activities practiced thus far. They interviewed the following program participants:

- Mary Turville, past coordinator, provided materials she had used and developed,
 - Tara Brent and Wendy Herdman talked more about their 4-H activities,
 - Leslie Damon conducted a tour of the ABC garden at Lancaster Primary. They also met with the principal and talked about ways to revitalize the teaching components of the ABC Garden and what aspects of the Ready Set Grow program the teachers wanted to use with students. ABC Garden is in need of maintenance.
 - Another meeting with Tara & Wendy to talk about the Lancaster Community Library and putting together “at home kits” to be sent home to kids. The theme is “colorful plates with fruits and vegetables” and will include activities such as seed growing. The committee will assist with the bundling of the packages and determining how they will be sent home to kids this summer.
- 3) Farmers Markets – After Bill and Trent made their executive decision, Sue Kosinski will contact participants to assess their comfort level with working in the market setting and then talk to Bill about what she learns.
 - 4) Teaching Gardens – Reedville had a garden clean-up day as did the Pollinator Garden. Marge Gibson reported: at Historic Christ Church, all boxwoods have been dug out and removed. The next step is re-planting. Lynn Osborne reported: the Farm Museum garden has had a meeting, started seeds, and prepared the beds. No information has been received about YMCA participation. Alternate plans have been made if they do not participate.
 - 5) SEP – Mary Turville reported that a training event was held at the end of March to use the new forms and perform a site visit. There were 3 teams who performed an assessment and made recommendations. These were reviewed at the last meeting. The group is ready to start evaluations in the next couple of weeks. There are 14 requests so far.

Earth Day participation will be led by Sue Lindsay.

- 6) Radio spot for this month will spotlight Tami McCauley and the SEP and focus on how homeowners can have an evaluation done for a waterfront property.
- 7) Communications/Publicity – Carolyn Gorman reported a steady flow of articles to the local newspapers highlighting the recent work of the Master Gardeners. Helen Johnson had two articles in one issue of the Echo. The Committee is currently working on articles for the upcoming Plant Sale.
 - The first edition of the “Garden Post” Newsletter was well-received.
 - Looking for people to do the radio spot. Mary Beane will be interviewed for the veggie garden in May.
 - The Committee is always looking for people who want to write or submit ideas for articles and radio spots. Articles help publicize us for the winter training class.
- 8) Volunteer Management – Barb Kauneckas is available for individual help. Better Impact is up and running, please use it to record your hours.
- 9) NNMG Newsletters – Diane Kean. The next deadline for the “Garden Post” is June 15. All pictures need credits. They are looking for a picture of a post with mailbox for the newsletter banner. Henry Riely also produces a newsletter for the community using Constant Contact.
- 10) Technology – Cindy Dullea. Will take requests from anyone who needs her services.
- 11) EMG Continuing Education – Tami McCauley announced that Guy Mussy will present a talk on trees in April meeting. Bonnie Schaschek will be on the May program.

Audit Report. The Audit Report has been completed by the Audit Committee, headed by Barb Kauneckas. The report will be presented next month.

Special Project Committee Reports

- 1) GNN – Wrap up Thanks to everyone. Survey results were overwhelmingly positive. The only negative included the mention that the third speaker exceeded the time limit. Suggestions were made that all photos be labeled with common and scientific names. In addition, several attendees noted a plant list in advance of GNN would prove very helpful. Tech team noted that having all PPTs stored in advance on Google Drive is good idea as backup in case of issues.
- 2) Plant Sale – Michelle Kramer reported that they have acquired all shrubs, met at Dug In Farms to confirm space, acquired the number of tables needed, will be making our book inventory available at the sale along with gloves leftover from the 2019 GNN. The committee will meet next week to finalize all details. Remaining tasks include signage. Deborah Marl visited Sandy's Plants and reported that "not a lot poking out of the pot".
 - Master Gardener aprons will be provided for volunteers if they are received in time.
 - The Native Plant Society will not be participating.

Organization and Goals for the Year – Marge discussed her goals for the year and is pleased that they have been accomplished: getting monthly meetings going, presenting GNN and holding a plant sale. She challenged the Executive Committee to come up with other goals for the year.

Miscellaneous: 1) A Survey will be sent to the Executive Committee to find out how people are feeling about meeting in person – inside or outside. 2) IMGC sign up is open. 3) Members are investigating Vendors to provide t-shirts.

The meeting was adjourned and Henry Riely presented training on the new procedures for Remote Help Desk after a few words by Stephanie Romelczyk.

Respectfully submitted,

Mary Beane, Secretary



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2020 EMG Plant Sale Guidelines

Revised February 3, 2021

The ultimate guidance for Plant Sale Recommendations comes from the Governor's office, VT/VSU, and VCE leadership. Please be sure you have reviewed the ["Checklist for In-person Programming During Phase II in Virginia"](#) for additional details and guidance. We want to ensure that our volunteers running potential Plant Sales and customers shopping at the sales stay safe and healthy. Should Executive Order guidelines change before your Plant Sale takes place, you will need to adjust your plans to follow those updates.

If you choose to proceed with an in-person Plant Sale, we recommend the following:

- Hold the Sale outdoors
- Control public access to the space
 - o Distance: customers and volunteers should remain 6' apart at all times
 - o Density: no more than 25 individuals should be in the designated area at one time (including VCE faculty, staff, and volunteers)
- Minimize any touch points by both volunteers and customers
 - o Plant materials
 - o Trays
 - o Tables
 - o Boxes
 - o Any other material items needed to conduct the sale
- Signage at the Plant Sale
 - o "If you are not feeling well today..."
 - o Physical distancing signs/directions
 - o Flow of traffic signs, if necessary
 - o Directions on how to process payment
- Sanitation
 - o Have a handwashing station or hand sanitizer available for use
 - o Disinfect any boxes, tables, containers, and other hard surfaces on a regular basis
 - o Masks must be worn by all
- Location
 - o Check-in with Sale location to ensure compliance with any local restrictions.

If you proceed with a Plant Sale this year, please make note of how you arranged the Sale, what procedures were put in place, what worked, what didn't work, etc. This is valuable information that may benefit other Master Gardener groups throughout the state.

Thank you for all you do for your communities. We appreciate your time, attention, and cooperation with these guidelines and every effort you can take to keep yourself and your community safe and healthy.



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