

Northern Virginia Chapter ASA
Executive Meeting
3 November 2013

Meeting opened at 1:45 p.m.

Board Members Present:

Rick Bauer
Carolyn Beck
Paul Beck
Barry Sperling
Susan Bauer

Proposed Slate of Officers for 2014:

President – Lars Larson
Vice President – Paul Davis
Treasurer – Paul Beck
Secretary – Susan Bauer

Financial Status:

- a. 2016 Convention Financial Status: Our chapter holds agreed upon deposits from four groups (Potomac Valley ARS, Mason-Dixon ARS, Mid-Atlantic ARS, NV-ASA) because Paul Beck is Convention Treasurer. The MAC chapter will provide their deposit when needed as they currently have funds in a hi-yield CD and want to hold it there as long as possible. Funds are currently deposited in NV-ASA Premier Savings account, and tracked separately.
- b. This year's Green Spring Plant Sale lowest to date (only \$550 net revenue).
- c. Auction and Fixed Priced sale was excellent. Credit card sales accounted for half of all auction day sales.
- d. Most significant part of sale expense was for mileage reimbursement associated with delivery of over 450 plants to purchaser in Richmond discussed.

Budget 2014:

- a. Proposed budget presented by Paul Beck
- b. A couple of adjustments to expenses were recommended.
- c. Adjusted Proposed Budget to be presented to members via mailing at end of Nov, with vote in Dec.

Schedule for 2014:

- a. Joint meeting with PVC ARS 16 March. The PVC acquired Potomac Community Center for joint meeting. NV-ASA is to acquire the meeting speaker.
- b. ASA Convention – 28 – 30 March – Charleston, SC.
- c. Chapter member Garden Tours – 20 April, with backup date of 27 April.
- d. Green Spring Garden Plant Sale – 17 May. (Saturday after Mother’s Day.)
- e. Cutting Exchange – 13 July – Location needed.
- f. Plant Auction – 20 September – Kirkwood Presbyterian Church (reserved for 19 and 20 September).
- g. Fall joint meeting with ARS and speaker – possible date 11 October. Location and speaker to be determined.
- h. Executive Committee Meeting -- 26 October
- i. Holiday Party – 7 December

End of Year Donations:

- a. Looking at donating a total of \$5,000 – following recipients identified
 - a. Green Spring Title 1.
 - b. Green Spring White Garden Intern.
 - c. Friends of the National Arboretum (FONA) – Intern
 - d. Norfolk Botanical Garden (NBG)– Azalea Garden
- b. Green Spring’s Margaret White Garden – Intern plus other needs
- c. Barry Sperling to checking with Green Spring regarding Margaret White Garden to find out: (1) What the pressing need is; (2) to gain feedback as to how money has/will be used; (3) ascertain plans for opening garden to public.
- d. Recommendation to the Members at Dec meeting: That the Ex Committee be authorized to made decision on distribution of the \$5,000.**

Position Descriptions – Modification to Webmaster position description made by Paul Beck and agreed to by Ex Committee. **See updated Website Position Description below.**

Tax Status:

- a. Tax issue: National level studying issue, as Chapters are not automatically tax exempt because National is tax exempt. If average gross sales for three consecutive years of any chapter are over \$5,000 either income tax filing is required, or the chapter must have filed for tax exemption status and submit a form 990 yearly.
- b. Executive Committee will revisit tax exemption issue if there no decision/guidance from National by 30 March 2014.**

Green Spring Garden’s Sale 2014:

- a. Coordinate with White's Nursery so that we do not under cut their efforts.
- b. Suggested goal of becoming source of legacy garden plants.
- c. Consider idea of 3 or 4 parking lot sales during April & May.

Glenn Dale Project with NBG:

- a. Focus is no longer on Glenn Dale plants. Appears to be taking a broader approach to the Azalea Garden
- b. Proposal is to donate funds to be used for the Azalea Garden rather than providing plants.**

Standing Committees:

- Membership – Rick Bauer
- Hospitality – Patsy Meadows
- Fund Raising – Carolyn Beck

Addition to Standing Committees: **Recommendation for adding Advertising, headed by Rick Bauer, to Standing Committees was approved by Executive Committee.** Purpose is to expand public knowledge and to gain more visibility for the Chapter.

Updated Secretary Position Description: Change regarding the posting and reading of all minutes was discussed and approved. **See updated Secretary Position Description below.**

Support of New Chapter:

- a. New Chapter organizing in Charlotte NC area.
- b. Once the Chapter is officially established – by-laws, Executive Committee, etc., the proposal is to donate a total of 100 plants to be used for a sale to generate funds and awareness. Plant sizes may be 3 quart or 1 gallon.
- c. Additionally, to supply cuttings to support future sales.
- d. Rick Bauer to follow-up with Eve Harrison.**

Associate Members:

- a. Fee is \$5.00.
- b. Associate members are members of the ASA at large or member of another Chapter who wish to receive information about the NoVA Chapter events and have access to the members only portion of the website and can participate in the members only plant sales.
- c. Paul to post information on web site regarding becoming associate member. **Rick to provide text of information to post.**

Updated Webmaster Position Description:

Requirements: Knowledge of and experience with RubyOnRails.

Duties:

1. Responsible for the development and maintenance of the Chapter Website. Goal is that all content be able to be uploaded by non-technical persons
2. Prepare and maintain a document of procedures for updating all web content, structured by roles. This is to be posted online in a protected area.
3. Prepare and maintain an administrator's guide for the operation and maintenance of the website. Emphasis is needed on procedures for adding and maintaining roles, and configuration page. This is to be posted online, accessible by administrators only.
4. Coordinates with the Chapter President and Executive Committee in developing and maintaining website capabilities.
5. Coordinates with ASA web master as required.
6. Submits input to the Chapter budget.

Updated Secretary Position Description:

Duties:

1. In accordance with the by-laws, serves as a voting member of the Executive Committee.
2. Prepare and publish the minutes from each meeting. Publication consists of posting the minutes on the Chapter website. It may also include entry of the minutes in the Clipper and reading of a summary at the next meeting, as appropriate.
3. Minutes will include the attendance roster for the meeting.
4. Minutes will include documentation of any initiatives voted on by the membership.
5. Provide input to the annual budget.

Meeting Closed at 4:10 p.m.

Recorded by Susan H. Bauer, Secretary.