

**Virginia Native Plant Society  
Potowmack Chapter Board Meeting  
September 7, 2023**

The meeting was held via Zoom Video Conference and was called to order at approximately 7:00pm by President Alan Ford. Board members present were Laura Beaty, Jen Brown, Margaret Chatham, Nelson DeBarros, Margaret Fisher, Alan Ford, David Gorsline, Scott Knudsen, Donna Murphy and Mark Murphy.

**Minutes**

The minutes from the July 6, 2023 board meeting were approved by the board.

**Next Meeting**

The next board meeting was scheduled for Thursday November 2nd, 2023 at 7pm via Zoom Video Conference.

**Officer Reports**

**Treasurer's Report**

Scott reported that he is catching up on the books, with only a couple of months of tax and a few QuickBooks entries still outstanding. He prepared a preliminary FY2024 budget for the Board to review later in the meeting.

**Membership**

David emailed the most recent Membership Activity report to the Executive Committee. He reported that the chapter continues to grow. As of the end of last month the Chapter had 743 members, the State Organization had 2,816.

**Propagation**

Laura noted that they had a lot of seedlings and have had two occasions this season to give various groups seeds and seedlings. She reported that all the volunteers are doing very well at the beds. Alan added that they have been doing quite a bit of work on improving the propagation beds.

**Old Business**

The Scholarship Committee has no activity to report.

**New Business**

**FY2024 Budget**

Scott presented an analysis of plant sales over the past five years. Based on his analysis, he sees sales leveling off, so for 2024 budget he included only a slight increase in plant sales for next year. Alan proposed that Board members send any budget changes to Scott, who would then publish the budget with all changes for Board approval.

### **Native Plants for Northern Virginia Guide Reorder**

The board made the following motion concerning the guide: We approve spending up to \$17,000 for the sixth printing of Native Plants for Northern Virginia. The motion passed, 9 yes, 1 no.

### **Chapter Annual Meeting**

The Chapter's Annual meeting will be held on November 5<sup>th</sup>, 2023. Nelson agreed to be the speaker for the meeting, his topic to be determined (possibly on Asters). All current officers were willing to serve for another year.

### **State Annual Meeting**

The topic was raised on how our Chapter could help the State Organization with their annual meeting. Scott suggested helping to fund an event planner for the meeting. Margaret Fisher has worked with an event planner in the past and will ask them about the process and expense and report back to the board. Laura also suggested we help fund the annual meeting speakers.

The board voted unanimously on the following motion: The Potowmack Chapter Board authorizes up to \$2,500 to fund a professional event planner to assist the State Organization in event planning for calendar year 2024.

### **Nominating Committee**

Margaret Fisher also noted that a nominating committee would be helpful in contacting members and seeing if they are willing to volunteer. Alan noted that the Chapter's bylaws call for a nominating committee. He requested that the Board begin the work to establish the committee and getting it going.

### **Gift Membership Procedure**

Mark will write up a draft guidelines on the Chapter's support (gift memberships, cash stipend, or cash donation) for speakers. He will send the guidelines to David for review.

### **Plant Sales Receipts**

Receipts for the September 6<sup>th</sup> sale were \$2,657 including \$1,517 in credit card sales.

### **Newsletter**

Margaret Chatham reported that the deadline for the next issue was October 15<sup>th</sup> and, since that issue will include the Annual meeting information, she didn't need additional articles.

### **Adjournment**

The meeting was adjourned at approximately 9:00 pm.