

**Virginia Native Plant Society
Potowmack Chapter Board Meeting
3 September 2015**

The meeting was held at Green Spring Gardens Park. It was called to order at 7:30 P.M. by Alan Ford, president. Attendees were Margaret Chatham, Roberta Day, Scott Knudsen, Donna Murphy, Marty Nielsen, Pat Salamone, Jenn Truong, and Bob Yacovissi. In addition, Jenn introduced Karoline Oldham, who has agreed to replace her as technology chair. The board members welcomed Karoline.

MINUTES

The minutes from the 13 August 2015 board meeting, taken by Michael Reinemer, were approved. It was noted that there was additional discussion about possibilities for filling vacant slots on the Board, beyond that reported in the minutes.

NEWSLETTER

Alan noted that we are using a new printer for the chapter newsletter; the old one went out of business. This printer takes care of the stamps and mailing labels, so the membership chair no longer has to do that. About 84 people are now receiving the newsletter electronically. The email distribution is handled “manually”; Bob sends Alan a current list of email addresses and Alan sends out the emails. There are three lists: one for members, one for allies and friends, and one for members of the press (e.g., Adrian Higgins of The Washington Post). It was noted that these lists should be coordinated with Michael, our publicity chair.

The board discussed whether and when to post the newsletter on our website. It was agreed that members should get the newsletter before it is made available to the general public, as this is one of the few tangible benefits of membership. The sense of the board was that the newsletter could be posted about six weeks after it is distributed to members.

CHAPTER ANNUAL MEETING

The board approved Alan’s proposal to give out copies of the *Plant NoVA Natives* booklet to all attendees at the chapter annual meeting on Sunday, 8 November, beginning at 12:30 with the social hour. Marcia Mabee is the speaker.

PROGRAMS

Donna reported that we are set for programs for the rest of this year, still planning for next year. She is looking for ideas for January, February, and March. Cris Fleming has agreed to lead a walk and Alonso Abugattas will lead a trillium walk at the Thompson Wildlife Preserve. There is no particular theme for this year’s programs, leaving us open to anything that sounds interesting.

FY16 BUDGET DISCUSSION

The board discussed the FY16 budget. We walked through the FY15 budget and decided whether each line item should be increased, decreased, or left the same, based on FY15 actuals and operating on the principle that while we are willing to tap into our savings to fund special expenses, we should not have to borrow from our savings to pay regular annual operating expenses. The resulting revised budget was sent to Maureen and Alan for use in finalizing the budget for presentation to the members at the chapter annual meeting. The \$1000 that we budgeted in FY15 for removing the Norway maple that overhangs our propagation beds was carried over into the FY16 budget as an over-budget expense.

ADJOURNMENT AND FUTURE MEETINGS

The board meeting was adjourned at approximately 9:00 P.M. The next meeting was scheduled for 5 November 2015 at 7:30 P.M. [*This meeting was later rescheduled for 10 December.*]

Respectfully submitted, Patricia P. Salamone, Secretary

Draft FY16 Budget from Discussions at September Board Meeting

	FY15 Budget	Proposed FY16 Budget
Income		
Donations	\$ 600.00	\$ 500.00
Member Dues	\$ 6,000.00	\$ 6,000.00
Sales	\$ 8,000.00	\$ 10,000.00
Other	\$ 100.00	\$ 100.00
Total income	\$ 14,700.00	\$ 16,600.00
Expenses		
Admin	\$ 1,000.00	\$ 1,000.00
Membership	\$ 200.00	\$ 200.00
Registry	\$ 100.00	\$ 100.00
Programs	\$ 3,300.00	\$ 3,500.00
Education	\$ 500.00	\$ 100.00
Newsletter	\$ 3,500.00	\$ 3,000.00
Internships	\$ 6,000.00	\$ 6,500.00
Plant sales	\$ 1,800.00	\$ 800.00
Publications	\$ 200.00	\$ 200.00
Merchandise	\$ 400.00	\$ -
Special board actions	\$ 1,000.00	\$ 1,000.00
Total budget expenses	\$ 18,000.00	\$ 16,400.00
Outside the budget expenses		
Larry Morse memorial fund	\$ 200.00	\$ 200.00
Removal of Norway maple overhanging propagation beds		\$ 1,000.00
One time "seed money"		
Plant NoVA Natives Guide	\$ 2,500.00	\$ -