

South Surrey Garden Club
Minutes of Executive Meeting
13 November 2017 St. Mark's Anglican Church

Present: Lee Bolton, Dorothy Brown, Brenda Woosnam, Claude Hewitt, Cindy Tataryn, Dale Kastanis, Linda Stanley Wilson, Gillian Davis, Sharon Lawson, Susan Lockhart, Lorna Fraser, Melodie Brandon

Absent: Anna Ludwinowski, Karen Ewing, Marilyn Bryson

Correspondence

Lee drew attention to the letter that she had sent on behalf of the club. Lorna gave some background to the letter. Darts Hill Garden Society wish to have a book written on Francisca Darts and Darts Hill. An application for a grant to help finance this book is being made to Surrey City Council and the Society needed letters of support for their application.

Previous Minutes

It was moved by Claude Hewitt and seconded by Cindy Tataryn that the Minutes of the Executive Meeting of 16 October 2017 be approved as circulated. Approved.

It was moved by Sharon Lawson and seconded by Cindy Tataryn that the Minutes of the General Meeting of 25 October 2017 be approved as circulated. Approved.

REPORTS

Program

Gillian explained further about the cancellation of the Van Dusen Christmas Lights field trip. This was due to a change in the requirements of Van Dusen for hall rentals. The club decided to cancel because the full amount for rental had to be paid in advance with no possibility of refund. This put the club at risk if there wasn't a full turnout. A thank you letter has been written to Van Dusen Gardens.

Darts Hill has offered the use of its outdoor pavilion for a Christmas wreath workshop. Patti Chabot will lead the workshop. Dates and pricing are yet to be fixed. Gillian will make an announcement at the general meeting.

Finance

Dorothy Brown circulated the Financial Statements for the period ending 31 October 2017. She reported that she had followed up with Sheila, secretary at St. Mark's Church, regarding the \$215 shown as deposit to St. Mark's. Sheila could see nothing in her files on this money just as Dorothy could see nothing specific in the treasurer's files. The only record is a payment of \$100 in 1996 and a payment of \$115 in 2014 with no note as to what for. It was decided that it was not worth investing any more time in trying to trace this amount and it could be expensed to rent.

Phone Committee

Lee has phone numbers of those members who do not receive email notices from the club as of last year. These need to be passed on to the Vice-President.

ACTION: Dale will send to Karen an updated list of members who need to receive notices by phone.

Membership

Dale informed the executive that there are currently 287 members, which is 63 members less than our goal to cover club expenditures. This number includes about 13 life members. There are about five members whose paperwork is still outstanding. Dale will be away for the general meeting but there will be three women covering the membership desk.

It was felt that we need to have a campaign to recruit new members. There is still some belief in the community that SSGC is exclusive and has a long waiting list. Lee suggested producing a brochure which could be placed in libraries, garden centres, tables at market gardens, the plant sale etc.

Susan pointed out that the membership form is not available to non-members online.

ACTION: Susan will move the membership form on the website so it is available to non-members.

ACTION: Linda will join with Lee on a marketing strategies committee, which will include the production of a brochure.

Library

Sharon reported that she will soon start culling old books. She intends to highlight particular book shelves so that members can see the range of topics covered in the library. Melodie will give a Book Talk at the general meeting. Susan has added the library link to notices of meetings so that members can easily access the inventory of books.

Logistics

Claude distributed a list of club assets that had been prepared by Karen Ewing, showing the value of these items at approximately \$8,100. Given the fire that had destroyed a storage locker facility on King George Boulevard it was felt we should make inquiries about insuring the contents of our storage locker.

ACTION: Claude to find out the cost of insurance from BCAA and from his insurance company.

Claude also needs to review the inventory and try to retrieve any outstanding items. Items that have gone missing will be written off.

Newsletter

Linda has printed out the newsletter for those who receive hard copies and Lucina will be

mailing these tomorrow. The number of printed copies has gone down during her tenure from about 60 to 20-30. Emailed newsletters will be sent out on the 15th. Linda lauded Pam Robertson for the excellent job that she does as proof reader.

Linda welcomes any feedback regarding the newsletter and generally the feedback has been positive. Cindy mentioned that she has a friend who joined the club simply to receive the newsletter.

In the future the newsletter will be printing Joan Galloway's Tips so that these don't have to be written into the minutes of the general meeting, just as Anna Burian's "Show and Tell" selections appear in the newsletter.

Darts Hill

Lorna has nothing to report as the Darts Hill Garden Conservancy Trust Society will be meeting next week.

OTHER BUSINESS

Job Description Revisions –Chairperson of Program Committee

Lee had earlier circulated a revised list of duties for the Chairperson of the Program Committee that separated the duties to be delegated to committee members from those of the Chair.

A number of minor revisions were suggested.

There was some discussion regarding the need to ensure insurance coverage for each club event. Lorna informed us that the previously held belief that it was members who were insured, not the event, is incorrect. We would need to request coverage details from BCCGC to ensure that guests as well as members at SSGC events were insured.

The executive was reminded that the renewed insurance policy must be presented to the church prior to the expiry of the current policy.

Gillian asked that the task of notifying the Peace Arch News each month be shifted from the Program Committee to the Communication Committee. She also needed help in updating the information under Program Committee on the website since Elaine is no longer acting as secretary for their group.

Susan was unaware that there was a Communication Committee and that she was the chairperson. There was a clear need to resurrect this committee to deal with several issues including newspaper contact, marketing the club, brochure, revisions to the website. It previously consisted of the Communications Chair/webmaster, Newsletter Editor, Chat Group moderator, President and Lori Ross.

ACTION: Susan to ensure that the Program Committee tab is open to all executive members.

ACTION: Brenda to type up the revisions to the description of duties for the Chairperson of the Program Committee and circulate for approval at the next executive meeting.

Survey Results

A summary of the responses to the budget survey of members had been circulated to the executive. Less than 10% of the membership responded but the majority (31/34) would continue their membership at \$35.

There was some discussion of what constitutes a family membership-should it be limited to two people? Often husbands do not come to meetings but do participate in the plant sale or open gardens.

There was a question about guest fees which had increased from \$3 to \$5 and how were these collected. It was proposed that the Membership Secretary should be near the entrance along with a sign about guest fees, however Dale prefers to sit at the back where it is less congested. No consensus was reached on this. There was a suggestion to speak with the greeters and see what message they were giving to newcomers, visitors etc.

There was also a discussion about table fees which are charged to members who sell items at meetings. Brenda had distributed the SSGC Policy Regarding Commercial Content which clarifies that the Logistics Person informs vendors of this fee and it is paid to the treasurer.

Further discussion on Fee and Membership Proposals and Revisions to the By-laws was deferred until the January executive meeting.

ACTION: Lorna to present the findings of the Constitution and By-laws Sub-Committee at the January executive meeting.

Attachments:

1. Letter on behalf of SSGC supporting grant application for book about Francisca Darts
2. Financial Statements for October 2017
3. List of Club Assets -July 2017
4. Draft of Duties of Program Committee Chairperson -November 2017
5. Summary of Responses to Budget Survey of SSGC Members -June 2017
6. SSGC Policy Regarding Commercial Content - March 2017