

South Surrey Garden Club
Minutes of Executive Meeting
18 June 2018 St. Mark's Anglican Church

Present: Lee Bolton Robinson, Karen Ewing, Gillian Davis, Brenda Woosnam, Linda Stanley Wilson, Marilyn Bryson, Melodie Brandon, Claude Hewitt, Sharon Lawson, Cindy Tataryn, Lorna Fraser
Absent: Dorothy Brown, Susan Lockhart, Anna Ludwinowski, Dale Kastanis

Announcements

Brenda circulated a thank you card and letter that had been received from Camp Alexandra, thanking the club for the donation of left over plants to their Spring Fair.

Additions to the Agenda

Report from Program Chairperson
Report from Newsletter Editor

Previous Minutes

MOTION: It was moved by Linda Stanley Wilson and seconded by Sharon Lawson that the Minutes of the Executive Meeting of 14 May 2018 be approved as circulated. Approved.

MOTION: It was moved by Melodie Brandon and seconded by Claude Hewitt that the Minutes of the General Meeting of 23 May 2018 be approved as circulated. Approved.

Financial Report

Dorothy is on holiday but she sent the Statement of Operations, Statement of Assets and Liabilities and Statement of Cash Flows by email, along with the Financial Statement for the Plant Sale.

Program

The Program Committee has arranged a tour of the West Coast Seeds facility on 15 August from 10 am to noon. There will be a tour of the facility in Ladner, including the trial beds where they test their seeds, and 15% off in the shop. Gillian will send the message to Linda to send out to the membership. The Program Committee will need a table at the June meeting to do sign up for this tour.

Gillian explained that the P.C. had charged \$5 per person to visit the Byra garden in Chilliwack. A gift certificate from Free Spirit Nursery was presented to them. There was \$150 left over from this and the Committee would like to put it towards a social evening to be held in November. It was agreed that this money forms part of club revenue for this fiscal year and would have to be received by the club.

There were a few suggestions for free speakers for next year including Karen England and Rick Ketcheson. It was explained that the club had developed a policy regarding

Commercial Content and because Rick promotes his product, Bio Char, we are not able to have him as a speaker.

Newsletter

Linda announced that the next newsletter would be out on 15 July so submissions should be received by the 1st.

She talked about the evolving nature of the social media/ communication aspect of the club. While roles in the club had been divided according to traditional divisions of duties, we need to rethink the roles of which now involve the newsletter, the Yahoo discussion group, Facebook, Instagram, the website and email blasts. She pointed out that quite a number of people send out emails to the membership via Susan or herself and that perhaps one person should be in charge of receiving and sending all emails.

In short, these roles need to be re-examined and perhaps a committee established to do all the tasks.

Lee agreed that there are gaps and holes in job descriptions and who does what. She gave the examples of the Master Gardeners, who more or less organize themselves, and the Greeters, who operates on a hit and miss basis.

ACTION: Linda offered to make a list of all the “unassigned” duties covered in the communications spectrum.

Flower and Garden Show

Cindy reported that the Show is more or less ready to go, with table cards made up and volunteer positions filled since her last report. She asked about clean-up and whether the scout parents would be there to put away the chairs. She was told that the chairs would be put away as usual and then her clean-up crew would take over. Kitchen staff has been asked to do its own clean-up.

For logistics, the stage would not be needed nor the screen and power point. For audio, just a mike and stand are required. The canopies will be needed outside in the afternoon for the staging of the exhibits.

Volunteers will be reminded of their jobs a week ahead.

There had been a suggestion that the show should be advertised and open to the public but it was felt too late this year to write an article and get the needed publicity.

Website

Susan is away on holiday so Karen reported that Susan has been busy working on the new website, using the Weebly platform. Karen remarked that she found that the website worked well on various devices when she had looked at it.

Social Media/Facebook

Linda asked members to forward pictures and information to post on Facebook and Instagram. She will then share this information on other platforms. She reminded us that the target audience is not members but potential members and that it is a slow process to develop an audience.

She reported that two people had sent negative messages via Facebook about attending a club meeting and listening to bickering about the budget. The club needs to ensure that newcomers feel welcomed.

Lorna spoke about the Greeters that she has been organizing for a few months, although she has no one lined up for June and July. This volunteer role goes a long way in helping to welcome newcomers. Lori Ross drew up the duties of the position and they are very comprehensive and clear. But we need someone to manage this group and she saw it as suitable for the Past President to organize. The job can be publicized to generate helpers and they only need to check a box on the website.

ACTION: Linda will forward the Greeters' Duties to Lee.

ACTION: Organization of the Greeters will be added to the duties of the Past President.

Updates to Job Descriptions

There will be four positions opening up on the Executive at the AGM: Vice-President, Secretary, Membership Chairperson and Plant Sale Chairperson.

ACTION: All executive members were asked to review their own duties but particularly these four positions so that they can be posted at the General Meeting.

ACTION: A number of people indicated that there were small changes to be made and it was agreed that the changes should be sent out to the Exec to vote on.

Brenda will incorporate these revisions into the Exec Duties.

Member Recognition Awards

The Past President is responsible for forming a committee to seek nominations and make decisions about who the Member Recognition Awards will go to. Melodie outlined some of the difficulties she had this year, particularly as she got a late start.

The Policy guiding this process is ambiguous and not detailed enough. Those members who nominated candidates did not follow the criteria for the awards. Nominations seemed to be based on popularity and helpfulness rather than how the nominee went above and beyond in service to the SSGC.

There were a number of suggestions as to how this could be better handled. The awards and how to nominate someone could be advertised in the newsletter. In announcing the awards at a General Meeting, attention should be drawn to the criteria and the process and to the Policy for Member Recognition Awards on the website.

Lorna suggested that when the awards are introduced, all Life Members could be asked to stand; another month the Outstanding Service award holders could be asked to stand.

ACTION: Melodie wished to strike a Member Recognition Awards Revision Committee to look at the criteria, how to inform members and how to obtain information on members such as when they joined the club and what they had done for the club.

It was suggested that James once had a list that coordinated membership number with the year that people joined.

Revisions to Standing Rules

As part of the revisions to the Constitution, By-Laws and Standing Rules, Executive members had been asked to review the proposed changes to the Standing Rules that were sent out to the membership on 2 June. Any alterations to the Standing Rules are the responsibility of the Executive.

MOTION: It was moved by Karen Ewing and seconded by Claude Hewitt that the proposed revisions to the Standing Rules be approved. Unanimously approved.

Budget

It was clarified that the Executive can still make changes to the budget at this stage, up to the time the budget is sent out to members, 21 days ahead of the AGM.

Karen, Lee and Brenda summarized the budget discussion that took place at the Open Meeting on 13 June. The main discussion points were: the cost of the locker and of the Flower and Garden Show; the amount kept as a reserve bank balance; the Plant Sale, where 75% of the gross profit from plant sellers goes back to them. Lorna suggested that we grandfather the existing sellers but in the future have a more equitable division of profit. Whilst there was some suggestion that the budget would remain as it was proposed, Brenda felt that some compromises needed to be made in response to discussions held with members.

Karen proposed that we eliminate the gift certificates for prize winners at the Flower and Garden Show which would enable \$200 to be allocated to the scholarship. We would then implement a collection jar at the door prize table asking for donations to the Francisca Darts Scholarship Fund.

ACTION: Gillian Davis will clarify whether we need a minimum of \$1,000 to maintain the Francisca Darts Scholarship at Kwantlen University.

Lorna suggested that we add a revenue line for member donations of \$800 and an expense line of \$1,000 for the scholarship, of which \$200 is from the club's budget.

MOTION: It was moved by Karen Ewing and seconded by Linda Stanley Wilson that the budget for the Flower and Garden Show be reduced to \$1,000 and \$200 be allocated to the Scholarship Award. Approved.

Darts Hill

Lorna reported that there are up to three positions on the Board at Darts Hill that will need to be filled at the next AGM in February. There are three meetings a year and they are three year positions. All positions require active participation in activities in the garden.

Membership

Dale sent in the information that there could be a saving of money if the name tag and membership card were combined.

Linda elucidated that Wild Apricot, our website provider, is mainly a membership management system. Passworded members are able to access information about other members. Members can also opt out of having their information shared by indicating this option on their membership form. Other websites, such as Weebly, do not have these functions. We could use Mail Chimp so that the Executive could access member information.

General Meeting Agenda

Announcements to be made whilst judges are finishing up:

- open executive positions (see posted Duties)
- West Coast Seeds tour -15 August
- Greeters (send out an email blast)
- James Good –Surrey Citizen of the Year
- July AGM –special resolutions and a panel after the AGM
- ask for a volunteer to conduct the review of the Financial Records in Sept/Oct.

New Business

Cindy pointed out that Executive Committees and Standing Committees need to report to the Executive for approval so that the Executive can recommend acceptance to the membership.

Karen looked at Roberts Rules of Order but found nothing conclusive.

ACTION: Brenda to send out the revisions made to the Constitution and By-Laws since the proposed changes to the C and B-L were sent to the membership on 2 June. Executive members to indicate their approval by email.