

South Surrey Garden Club  
Minutes of the Executive Meeting  
November 19, 2018 – St. Mark's Anglican Church

Present: Karen Ewing, Cindy Tataryn, Susan Lockhart, Kathy Starke, Claude Hewitt, Lee Bolton Robinson, Carol Wong, Dorothy Brown, Marilyn Bryson, Sharon Lawson, Linda Stanley Wilson, Pam Robertson

Regrets: Lorna Fraser

**Welcome**

The SSGC Executive Meeting was called to order at 7:15. With a reminder that there is no Executive Meeting in December.

**Previous Minutes**

MOTION: It was motioned by Lee Bolton Robinson and seconded by Cindy Tataryn that the minutes of the October 15, 2018, Executive Meeting be approved as circulated. Approved.

MOTION: It was motioned by Sharon Lawson and seconded by Linda Stanley Wilson that the minutes of the October 24, 2018, General Meeting be approved as circulated. Approved.

**Correspondence**

Nothing to report.

**Treasurer's Report**

Dorothy reported on the club's income and expenses, assets and liabilities, and cash flow. To date there is about \$7,800 in membership renewals, and the scholarship fund is coming along. Otherwise there aren't many changes to the balance sheet. The current treasurer's report statements will be posted at the next general meeting.

ACTION: Dorothy mentioned that she will add last year's YTD to future statements for reference.

**Membership Report**

Marilyn noted that we currently have 238 active members, and our goal for the year is 286. We will continue to reach out to those who have not yet renewed and to potential new members.

There was discussion regarding whether we need to have both a membership card and a discount card – in the past there have been both, but at some point it was decided that really only the membership card is needed by garden centres for the discount. However some members find it convenient to have both – maybe we could provide a limited supply of discount cards for those members.

ACTION: To avoid higher printing costs with our supplier, Linda would be happy to make up some discount cards for those who would like one.

Name tags were also discussed. Some members have engraved name tags, which have been made in small batches over the years. Any member who wants one can go to Dogwood Engraving and have one made, as they have the club's information.

A huge thank-you to Sharon for updating the list of businesses that offer discounts to SSGC members, which was included in the last newsletter. Susan will also post it on the website. Sharon is also coming up with a broader list of nurseries and what they carry, for members' reference.

Linda mentioned that she was having trouble accessing old member information in the new system. Marilyn noted that it should be archived. Susan clarified that this won't be a problem with the new website as we will manage it ourselves, and that it would be prudent for us to get any information we need from the old Wild Apricot website by November 28, even though it should remain accessible, just in case.

ACTION: Marilyn will be calling members who haven't yet renewed this year to remind them.

ACTION: Lee and Linda will check what names might have left the list in the past few years, based on membership lists that have been saved separately.

### **Revised Executive Duties Lists**

The latest versions of the Executive Duties lists that were revised this fall were circulated and voted on:

President's Duties: Amended, then motioned by Carol, seconded by Cindy. Approved.

Treasurer's Duties: Amended, then motioned by Sharon, seconded by Dorothy. Approved.

Logistic's Chair's Duties: Motioned by Linda, seconded by Lee. Approved.

Secretary's Duties: Motioned by Lee, seconded by Kathy. Approved.

ACTION: Pam to send the revised duties lists to Susan so they can be posted on the website.

### **Communications: Website**

Susan updated everyone on the shift to the new website – most information has been transferred over and the website will be going live soon. Online searches for the SSGC should point to the new site.

A major thank-you to Susan for all of the hard work she has put into this transition.

ACTION: Susan and Linda will continue to sort out the remaining details, such as our domain name registration and payments, of the shift.

Later in the meeting, Linda confirmed that we do own the southsurreygardenclub.ca URL, as it was set up though GoDaddy by Kathy Bryce.

### **November Meeting & Program Committee Report**

Kathy reviewed the plans for the upcoming general meeting: Gwen Odermatt will speak from 7:00 to 8:00 about the process they use to choose the Great Plant Picks. Then we'll have a pre-Christmas social with coffee and potluck appies and desserts. General discussion covered the logistics of the evening.

Karen noted that others have shown interest in doing the Show and Tell at general meetings if needed. Kathy explained that Gwen Odermatt will be doing Show and Tell from now on instead of Anna Burian. However Gwen is often away from home, so Kathy is going to find two other members who can stand in for her when she is away.

The January meeting will feature Douglas Justice from the UBC Botanical Garden, presenting “Southeastern Tibet in the Footsteps of the Plant Explorers.”

### **Newsletter**

Linda reported that this month’s newsletter was sent out via email to 225 members and then also mailed out in hard copy to those who have requested it. She is also able to see how many members open the email and click on the link. Linda also ran through what goes into producing the newsletter every two months, so the executive could understand how much work goes into it, and how important it is that the information provided be engaging and informative. Linda also emphasized how important it is to submit articles and photos before the deadline whenever possible.

### **Plant Sale Committee Report**

Carol noted that the committee has had one meeting so far, and planning is underway.

### **Marketing**

Lee spoke to the newcomers club and will ask if we can put our brochures into their baskets. She also mentioned that she is holding onto the plastic-covered materials used at our table at Stewart Farm, and wondered if this should be added to the duties of the past president.

**ACTION:** We will look at the duties list for the past president at our next executive meeting.

Lee also updated everyone on how the Chamber of Commerce features different businesses at their meetings, and wondered whether we might be able to be involved somehow, such as by featuring members’ gardens.

### **Logistics Report**

Claude asked whether there are still plant sale signs out there that need to be put into storage, and mentioned that he has been asked by the plant sale committee whether there are easier signage options. The current ones also take up a lot of space. Various ideas were discussed, and Claude will report back to the plant sale committee.

Claude also is planning to make more keys for the locker, and wondered if we still wanted to get one more key to the church.

**ACTION:** Karen will talk to the church about getting another key.

### **Flower and Garden Show**

Nothing to report.

### **Updates to Lifetime Membership and Service Awards Policies**

Lee reported that the committee has met regarding the updates to the policies, and will report on their discussion at the executive meeting in January. Karen noted that the current nomination deadline is listed as December 1, which isn't realistic for this year.

**ACTION:** Lee will take the deadline issue to the committee and be ready to address it at our January Executive and General Meetings.

### **Round Table**

Karen asked whether we had a photographer for our November pre-Christmas social. Lee offered to ask Doug and maybe a few others.

### **Adjournment**

The meeting was adjourned at 8:55.