July 1, 2020

As per our Constitution and By-Laws, the membership must be notified of the proposed budget 21 days in advance of the AGM. Therefore, please find enclosed the South Surrey Garden Club AGM documentation, which includes the proposed budget and rationale, two proposed Special Resolutions, the 2019 AGM minutes, the nominations and call for nominations 2020-2021, and voting instructions.

Due to COVID-19, the AGM votes will be carried out via SurveyMonkey during the period of July 22-26. We are following the lead of the British Columbia Council of Garden Clubs (BCCGC), who conducted their AGM in April via SurveyMonkey. The BCCGC have suggested that garden clubs could approach their voting requirements in a similar manner. Additionally, the British Columbia government’s Ministerial Order No. M116 provides guidance on managing 2020 Annual General Meetings and voting. This order allows organizations, including not-for-profit societies, to hold their AGM’s this year in a variety of formats, even if their constitution specifically prohibits it. Although the SSGC is a club and not a registered society, it is reasonable for the executive to use this provincial document for guidance.

In place of an in-person AGM Zoom meeting, we will be offering helpful garden video segments that can be viewed at your convenience. Please see the upcoming SSGC newsletter for more details (coming out July 15).

During the week of July 20th, you will receive specific voting instructions. If you have any questions regarding any of the information in this package or voting procedures, please contact:

Linda Stanley Wilson
SSGC President
604-542-3003
lindasw@mac.com

I look forward to the time that we can meet again as a club. Until then, I hope that I will see you at one of our upcoming open gardens or via Zoom. I’m always interested in hearing from you, so please feel free to give me a call or drop me a note! I am also equally happy to help members with one-on-one help with technology, so do not hesitate to reach out!

Cheers, Linda
Voting Instructions

Voting will open on the date of our previously scheduled AGM, July 22, and remain open until midnight, July 26. Each current SSGC member will receive an invitation and further instructions via email to vote using SurveyMonkey. This invitation will be sent out on the morning of July 22. For members unable to use a computer to vote, they will be able to call in their vote or submit their vote via mail. Members who regularly receive the newsletter via mail will receive the AGM package by mail.

For members who share an email address with their spouse who is also a member, you will need to contact our Vice President, Roberta Pak (contact information below), who will instruct you about how to cast your votes.

Our Phone Tree Committee will handle call-in votes. Their contact information will be provided as needed. Should you wish to call in your vote, please contact SSGC Vice President Roberta Pak, who oversees the Phone Tree Committee. Roberta can be reached at 778-985-9170 or pak.roberta@gmail.com.

Please contact the individuals indicated above if you have any questions or comments regarding the materials in this package.

The Constitution and By-laws are online at: https://www.southsurreygardenclub.ca/constitution-members-only.html

2019 AGM Minutes

The minutes of the 2019 AGM follow on the next page. The SSGC Secretary, Pam Robertson has noted that there have been no proposed changes to the minutes.

**Motion:** That the Minutes of the 2019 AGM be approved.

**Motioned by Pam Robertson, Secretary**

**Seconded by Marilyn Bryson, Membership Chair**
Call to Order
President Karen Ewing called the meeting to order at 7:00 p.m.

Announcements
Karen announced that SSGC members are all invited to Darts Hill Garden on Wednesday, July 31, to celebrate the launch of A Secret Garden: The Story of Darts Hill Garden Park by Margaret Cadwaladr, from 3:00 to 5:00 p.m.
Karen also noted that after some speedy counting and quick iPhone-assisted calculations our meeting easily reached the requirements for quorum. So we can continue.

Minutes
Secretary Pam Robertson read the minutes of the AGM of July 25, 2018.
MOTION: Moved by Doug Bolton and seconded by Carol Wong that the minutes be adopted as read. Carried.

Regular Resolution: 2019-2020 Budget
Ahead of the budget presentation, Karen noted that the budget and its rationale was circulated to all members (by email or mail) 21 days in advance of the meeting for review, as part of the AGM package, as stipulated in our Constitution and By-laws.

SSGC Treasurer Dorothy Brown presented the proposed budget and went through the rationale, highlighting certain line items and the decision-making behind the numbers. The floor was opened for discussion. One member asked why the office costs increased so much and was informed that the higher amount reflected the need to order new SSGC cheques.
MOTION: Moved by James Good and seconded by Colleen Martin that the proposed 2019-2020 budget, as circulated in the AGM package (of June 26, 2019), be adopted. Motion carried.

Special Resolution: Constitution and By-laws
Pam Robertson briefly recapped the rationale behind tweaking the Constitution and By-laws documents, after they were more substantively revised last year, in order to make them more consistent in formatting, text treatment, clarity, etc. The floor was opened for discussion but no one had any questions.
MOTION: Moved by Linda Stanley Wilson and seconded by James Good that the revised Constitution, By-Laws and Standing Rules, as circulated in the AGM package (of June 26, 2019), be adopted. Motion carried.
Special Resolution: Capital Purchase
Karen Ewing presented the rationale for buying new plant sale signs. She noted that the plant sale committee has gotten a few quotes and that $2,000 seems to be about what we’d need to get signs that are much easier to display and would include more information about our club and sale. She also noted that the design work would be graciously donated by SSGC member and talented designer Linda Stanley Wilson. The floor was opened for discussion and sign placement by-laws, sign design, quantities, materials, were all discussed – decisions that are all ongoing among the plant sale committee, and waiting on our funding decision.
MOTION: Moved by Karen Ewing and seconded by Carol Wong that the funding of new plant sale signs out of our capital budget, as per the proposal circulated in the AGM package (of June 26, 2019), be approved. Motion carried. (One “no” vote.)

President’s Remarks
Karen recognized the SSGC Executive for their work this year, and then applauded all members of the club for their work – our club thrives because everyone volunteers so much.

Election of Executive
Lee Bolton Robinson, as head of the nominating committee in her role as past president, presented the following slate of candidates for executive positions, noting that a number of members will be willing to serve in the roles again:

President: Linda Stanley Wilson
Treasurer: Lorna Fraser (with support from Doug Bolton and others)
Past President: Karen Ewing
Programs: Kathy Starke
Communications: Susan Lockhart
Library: Sharon Lawson
Membership: Marilyn Bryson
Flower & Garden Show: Cindy Tartaryn
Newsletter: Linda Stanley Wilson
Darts Hill Rep: Lorna Fraser
Logistics: Brenda Temple

A call was made to the floor for other nominees for these positions, but none were presented.

In addition to those roles, a few positions remained open: Vice President, Assistant Programs Committee Chair, and Plant Sale Coordinator. Lee called three times to the floor for nominations but none came forward. As a result these positions are listed as “open.”

MOTION: Lee motioned that the executive be elected as nominated, seconded by Doug Robinson. Motion carried.
Karen welcomed the incoming president, Linda Stanley Wilson. Linda thanked Karen for her service and presented her with a gift on behalf of the membership.

[break]

Announcement: Pat Logie has shade claw in her car if anyone needs some – after the meeting.

**Panel of Garden Experts**
Colleen Martin, the panel’s moderator, introduced the members:

Christine Deagle: Plant diseases, Japanese beetles, and so much more.

Mary Dunn: Pruning.

Derry Walsh: Fruit trees.

Stan Romanowski: Vegetable gardening, container gardening (specializing in *Brugmansia*), and fig and persimmon trees.

The panel took many questions from the floor, sharing their gardening experiences and knowledge. [I think everyone might try planting a fig tree or something in a hole-filled pot outside in the summer and dig it up for winter... thanks Stan!]

Colleen also cautioned members to make sure that when they are googling garden info they only rely on trusted sites. Many time websites might be based in regions that are totally different from the Pacific Northwest.

**Door Prize**
Linda drew the names of seven winners for the non-raffle.

**Adjournment**
President Linda Stanley Wilson adjourned the meeting at 8:57.
Regular Resolution and Rationale: 2020-2021 Budget

**Regular Resolution:** 2020/21 Budget Motion that the budget for 2020/21, as set out in the Notice of the Annual General Meeting (July 1, 2020), be adopted.

Moved by Lorna Fraser, Treasurer
Seconded by Kathy Starke, Program Committee Chair

Once the executive approves the annual operating budget for the coming year, the South Surrey Garden Club’s constitution requires that the treasurer inform the membership of the proposed operating budget. The notification is to be done at least 21 days in advance of the club’s Annual General Meeting (AGM).

Accordingly, here is the coming year’s proposed budget. (See next page.) As you read through the proposed budget please keep the following in mind:

1. Gathering restrictions due to COVID-19 have been taken into consideration for the proposed budget. It has been prepared based on the assumption that no in-person meetings or public plant sales will occur during the coming year.

2. If gathering restrictions lift and club members agree to resume in-person meetings and/or host a public plant sale, a revised budget will be prepared and sent to members for approval.

3. There is no constitutional requirement for the executive to present a balanced budget.

4. The club’s year end is August 31.

5. The club has excess cash. The amount is projected to be some $21,000 at the August 31, 2020, year end date. And there is no direction in either the constitution or the by-laws concerning the use of this excess cash other than if the club were to be dissolved.

6. This budget presents a reduction from the previous $35 individual annual membership fee to a $20 individual membership fee. This is in recognition of the interruption of our regular meetings from March 2020 onwards. This $20 membership fee amount will be reviewed at the end of 2020/21 and may be subject to increase for the 2021/22 year.

7. To give the 2020/21 proposed budget context, the club’s actual results at May 31, 2020, and a projection to the August 31, 2020, year end date are given. Note that the actual results at August 31, 2020, may differ from this projection. The 2019/20 approved budget has also been included, as is the difference between the 2019/20 budget amount and the August 31, 2020, projected actual amount.

Respectfully submitted, Lorna Fraser, Treasurer
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<tr>
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<tbody>
<tr>
<td>Membership, including guest fees</td>
<td>8,795.00</td>
<td>9,380.00</td>
<td>4,000.00</td>
<td>estimate 200 paid members x $20 (19/20 @ $35; 248 paid members)</td>
</tr>
<tr>
<td>Plant sales (net)</td>
<td>2,071.27</td>
<td>5,000.00</td>
<td>2,400.00</td>
<td>based on 2020 member only sale results</td>
</tr>
<tr>
<td>Interest (Miscellaneous)</td>
<td>6.63</td>
<td>-</td>
<td>415.00</td>
<td>interest on a/c + 12 mths GIC interest paid in Nov 2020</td>
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| TOTAL INCOME | 10,872.90 | 14,380.00 | -          |

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<tr>
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<tbody>
<tr>
<td>Audio set-up</td>
<td>250.00</td>
<td>500.00</td>
<td>530.00</td>
<td>budget cost is for Zoom $40 x 12 months + $67 x 4 meetings &gt; 100 members</td>
</tr>
<tr>
<td>BC Council dues and meetings</td>
<td>77.00</td>
<td>137.00</td>
<td>60.00</td>
<td>membership fee only / increase expected; no meetings</td>
</tr>
<tr>
<td>Club administration (Office)</td>
<td>231.77</td>
<td>150.00</td>
<td>-</td>
<td>providing new forums / opportunities to learn about gardening</td>
</tr>
<tr>
<td>Education</td>
<td>31.36</td>
<td>150.00</td>
<td>600.00</td>
<td>new format including virtual shows during the year</td>
</tr>
<tr>
<td>Flower and garden show(s)</td>
<td>31.36</td>
<td>1,300.00</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>31.36</td>
<td>130.00</td>
<td>100.00</td>
<td>president's gift &amp; badge at end of term; current president's term ends Aug 21</td>
</tr>
<tr>
<td>Insurance</td>
<td>390.34</td>
<td>426.00</td>
<td>450.00</td>
<td>storage locker contents + liability ins: consider 5% increase</td>
</tr>
<tr>
<td>Library</td>
<td>29.95</td>
<td>100.00</td>
<td>200.00</td>
<td>estimated rental fee if we are able to open the library occasionally / books</td>
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<tr>
<td>Marketing</td>
<td>13.72</td>
<td>150.00</td>
<td>200.00</td>
<td>Facebook ad in 2020 / budget to boost Sept 2021 membership numbers</td>
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<tr>
<td>Meeting set-up and take-down</td>
<td>750.00</td>
<td>1,500.00</td>
<td>110.00</td>
<td>no in-person meetings held</td>
</tr>
<tr>
<td>Membership costs (Stationery)</td>
<td>261.14</td>
<td>1,300.00</td>
<td>300.00</td>
<td>printed membership cards for nursery discounts / name tags</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>100.00</td>
<td>-</td>
<td>not used in 2020/21; increased Club Administration instead</td>
</tr>
<tr>
<td>Monthly door prizes</td>
<td>251.64</td>
<td>300.00</td>
<td>48.36</td>
<td>no in-person meetings held</td>
</tr>
<tr>
<td>Newsletter</td>
<td>199.18</td>
<td>200.00</td>
<td>230.00</td>
<td>bimonthly newsletters; printing &amp; postage; 12-15 copies</td>
</tr>
<tr>
<td>Speakers (Speakers / Workshops)</td>
<td>2,185.03</td>
<td>3,500.00</td>
<td>1,600.00</td>
<td>speakers for 8 meetings @ $150 - 250 each</td>
</tr>
<tr>
<td>Rent</td>
<td>1,010.00</td>
<td>1,925.00</td>
<td>915.00</td>
<td>all meetings held electronically in budget</td>
</tr>
<tr>
<td>Scholarship (Awards)</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>South Surrey Garden Club Francisca Darts Memorial Award to Kwantlen</td>
</tr>
<tr>
<td>Special events</td>
<td>125.00</td>
<td>125.00</td>
<td>-</td>
<td>Anniversary Cake in Nov 2019</td>
</tr>
<tr>
<td>Storage</td>
<td>1,559.25</td>
<td>2,280.00</td>
<td>2,079.09</td>
<td>using current charge at $173.25 / month</td>
</tr>
<tr>
<td>Website</td>
<td>45.29</td>
<td>360.00</td>
<td>350.00</td>
<td>website items @ $268; possible SurveyMonkey twice during year</td>
</tr>
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| TOTAL EXPENSES | 8,410.67  | 14,933.00 | 4,730.53  |

| NET INCOME (LOSS) | 2,462.23  | 750.03    | (1,729.00) |

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<tr>
<td>Contingent replacement purchases</td>
<td>539.85</td>
<td>2,000.00</td>
<td>-</td>
<td>no budget requirement as there are no meetings at the church</td>
</tr>
<tr>
<td>Replacement of Plant Sale signs</td>
<td>-</td>
<td>2,000.00</td>
<td>-</td>
<td>no budget requirement as there is no public plant sale expected</td>
</tr>
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| TOTAL CAPITAL EXPENDITURES | 539.85    | 4,000.00  | -         |

| CASH RESERVES (money in the bank) | 210.18    | (4,553.00) | (4,763.18) | does NOT include collection of next year's membership fees |
| Cash reserves increased (used) in operating year | 210.18    | (4,553.00) | (4,763.18) | anticipated income / (loss) less capital expenditures |
| Opening cash reserves | 21,584.32 | 21,584.32 | 21,584.32 | 21,794.50 from Balance Sheet: accumulated surplus at year end |
| CLOSING CASH RESERVES | 21,794.50 | 17,031.32 | 16,821.14 | not including collection of next year's membership fees |
Special Resolution #1 and Rationale: Family Membership

Special Resolution: Constitution and By-Laws Amendment #1

Motion: That the Constitution and By-Laws be amended as follows, in order to add a family membership category.

B. BY-LAWS

1. Membership

b) Categories of membership:

   i) Individual

   ii) Life - life membership may be granted by the Executive to a member in accordance with the Member Recognition Award Policy.

   iii) Family - up to three individuals with a minimum age of twelve years, residing at the same address.

c) Individual members, life members and all family members shall have full voting rights.

Rationale: Introducing Family Membership
By including partners and other family members, family membership is intended to increase our membership and our volunteer base. Volunteers enable our club to deliver the activities that are so important to our members. New members and more volunteers are a key to keeping our club viable and ensuring future growth.

Motioned by Marilyn Bryson, Membership Chair
Seconded by Doug Robinson, Assistant Treasurer, Plant Sale
Special Resolution #2 and Rationale: Voting Procedures

Special Resolution: Constitution and By-Laws Amendment #2

Motion: That the By-Law on voting, #12, be amended as follows:

(1) Strike the words “mail, or email” from clause e:
   e) Voting by proxy, mail, or email is not permitted, except as in By-Law 5.b.

(2) Add clause f:
   f) Voting by phone, email, or other electronic means is permitted.

By-Law 12 will then read:

Voting 12.
   e) Voting by proxy is not permitted, except as in By-Law 5.b.
   f) Voting by phone, email, or other electronic means is permitted.

Rationale: The current By-Law wording provides for in-person voting only. This is not possible with the present COVID-19 pandemic.

The British Columbia government’s Ministerial Order No. M116 gives guidance on managing 2020 Annual General Meetings and voting and allows electronic attendance and electronic voting regardless of what is written in a constitution. While this order will guide the running of the upcoming SSGC AGM, it does not address how the executive will be able vote during Executive meetings. Nor does it address how to have the membership register votes should the executive present an amendment to the budget through a Special Meeting.

Phone, email, or other electronic voting will permit the executive to continue running the club during the COVID-19 pandemic. Subsequent to the pandemic, flexibility in voting options will allow for greater membership voting participation.

The SSGC constitution is silent on requiring in-person attendance for the Annual, Special, and Executive meetings. This has given the club flexibility to continue operating the club using electronic meetings on Zoom. The proposed motion is to provide similar flexibility with respect to the club’s voting practices.

Motioned by Lorna Fraser, Treasurer
Seconded by Lee Bolton Robinson, Newsletter Liaison
List of Possible Nominations and Call for Nominations for 2020-2021

As per Article 1 of the Standing Rules, please find below the list of SSGC members who are willing to stand for nomination and election at the upcoming SSGC AGM.

OFFICERS
President – Linda Stanley Wilson
Vice President – Roberta Pak
Secretary – Pam Robertson
Treasurer – Lorna Fraser
Program Chairperson – Lorraine Shenker

DIRECTORS
Assistant Program Chairperson, Open Gardens – Debbie Baxter
Communications – Susan Lockhart
Membership – Marilyn Bryson
Library – VACANT
Logistics – Cindy Tataryn
Plant Sale Co-Chairs – Debbie Mellenger, Carol Wong
Flower & Garden Show – Lisa Batycki Downs
Newsletter – Lee Bolton Robinson
Assistant Treasurer – Doug Robinson
Darts Hill Representative – Lorna Fraser

The act of nominating someone typically occurs at the AGM. Therefore, the positions are all considered available for nomination by anyone in the club until the AGM election has closed for each position listed. If you are interested in any of the listed positions prior to the opening of SurveyMonkey voting process (July 22), please contact Karen Ewing at kiewing@telus.net or by phone at 604-598-0199 and your name will be added to the online ballot. Job descriptions for each position can be found on the SSGC website, under the header “Club Information” and the sub-header “Club Executive 2019–2020.” While voting is taking place via SurveyMonkey, there will be an area where you may add a write-in candidate.

General Nomination and Voting Practices – SSGC
A review of the past six years of SSGC AGM meeting minutes indicates that the general practice has been to call for nominations from the floor at the AGM. If no one puts forth a nomination from the floor, then a motion is requested to elect the list of candidates as presented.

Due to COVID-19, we will follow the procedures outlined under the section Voting Instructions on the second page of this package.

**Process of Nominations as per Robert’s Rules of Order**

**Motions relating to Nominations.** If no method of making nominations is designated by the by-laws or rules, and the assembly has adopted no order on the subject, any one can make a motion prescribing the method of nomination for an office to be filled. If the election is pending, this motion is incidental to it; if the election is not pending, it is an incidental main motion. It is undebatable and when it is an incidental motion it can have no subsidiary motion applied to it except to amend. It yields to privileged motions. The motion may provide for nominations being made by the chair; or from the floor, or open nominations as it is also called; or for a nominating committee to be appointed; or for nominations to be made by ballot; or by mail. [See Nominations and Elections, 66.] Closing and Reopening Nominations: Before proceeding to an election, if nominations have been made from the floor or by a committee, the chair should inquire if there are any further nominations. If there is no response he declares the nominations closed. In very large bodies it is customary to make a motion to close nominations, but until a reasonable time has been given, this motion is not in order. It is a main motion, incidental to the nominations and elections, cannot be debated, can be amended as to the time, but can have no other subsidiary motion applied to it. It yields to privileged motions, and requires a two-thirds vote as it deprives members of one of their rights. If for any reason it is desired to reopen nominations it may be done by a majority vote. This motion is undebatable. It can be amended as to the time, but no other subsidiary motion can be applied to it. It yields to privileged motions.

**Nomination Committee**
Karen Ewing, Past President
Linda Stanley Wilson, President
Sharon Lawson, Library