



NAPLES GARDEN CLUB
nurturing, growing & contributing

**Naples Garden Club
Board of Directors' Meeting
April 27, 2015
Naples Garden Club Classroom**

Attendance: Roberta Ross, Pat Fosberg, Arlette Bradley, Raynelle Perkins, Jane Stone, Mary Beth Johns, Renee Lewis, Kathleen Maier, Sandy Lasch, Beverly Metcalf, Sudie Minamyer, Lydia Galton, Mary Raymond, Pat McNamara, Diane Harrington-Snoke.
Excused Absences: Linda LaRue Brown, Janet Donald and Arlene Cluff.

Also in attendance were Rosanne Werges and Anne Lynch, Trowel Prints Co-Editors.

Roberta Ross, President, called the meeting to order at 9:40 a.m. She welcomed all Board Members and asked each member to introduce herself. She also recognized Sandy Lasch as President-Elect.

Roberta asked that Board reports be submitted to the President one week prior to all Board meetings. She discussed using Dropbox for reports and Board matters and advised that she would host a class on it this summer for those who are interested. She reviewed the Board of Directors' Organizational Chart, reiterated each member's responsibilities and interactions with each other. She asked each Board member to periodically review pertinent information to their Chairmanship, on the website, to make sure all information is current and correct.

She reviewed the list sent to the new Board, "All Board Members Should Know" and pointed out the many pertinent and important guidelines for Board members to follow in order for them to do their jobs to the best of their abilities. (See attached)

Roberta then reviewed the Board meeting dates and advised that the calendar on the website is current. She encouraged committee chairs, to encourage members to use the calendar to access information. She also reminded the Chairs to update pertinent information on the calendar for their meetings, workshops, etc.

Discussion on possible morning meetings for the GM Meetings instead of the afternoon was presented. As of this meeting it was decided that the GM Meeting in March will be the first and possibly only GM meeting to be scheduled for 10:00 Am – till noon. A majority of the Board was in favor of the morning meetings, but was concerned as to how to get the 'word out', therefore later in the season would be best.

Roberta advised that beginning in May, Bold Solutions will be working (behind the scenes) on the NGC website conversion and it is scheduled to be completed as of July 31, 2015 and go 'live'. All NGC members will have their own password and login. All logins will be their email addresses and passwords will be their zip codes. Once logged in they may update/change their Profile (password, etc.)

She discussed the mail filing system in the office, mail folders for the Board members, reminders to members to check their mail and placing information to be filed in the appropriate archive filing baskets.

Roberta Ross, President, made a motion to approve the Consent Agenda and the minutes from the March 30, 2015 Board meeting. It was unanimously approved.

Pat McNamara, Treasurer, presented the March Treasurer's report and asked the Board members to contact her if there are questions. She also explained the Board Fund is "Board Designated" and can be voted on to designate the money to something that comes up which is not budgeted but that the members feel is important to fund. It is not for personal Board gifts. She asked for all Board members to make a donation to the Naples Garden Club so that NGC would have 100% Board Participation. Pat also detailed reimbursement requirements for Club expenses, what can be reimbursed and what cannot. She advised that all reimbursement forms must be approved and signed by the respective Committee Chair and she reiterated fiduciary duties of Board members in respect to reimbursements for materials, and to be considerate.

Lydia Galton, Past Presidents Council Representative, representing Linda Brown (Governance Chair), asked for, as stated in Governance Committee duties, two volunteers from the Board members to sit on the Nominating Committee, along with the Membership Chair and President-Elect and four members from the general membership. Arlette Bradley and Renee Lewis agreed to serve on the Committee.

A recommendation by Lydia was made that the Bylaws Article VII: Section 2 be amended. This slate of proposed Officers and Directors shall be provided to the Board at least 30 days before the April General Membership Meeting and to Members at least 14 days before that meeting in writing.

She said that the nominating committee's slate should be published in Trowel Prints so that all members can review the selections before voting.

Lydia also recommended that a long standing member from the general membership be considered if an alternate is required.

Mary Beth Johns, VP- Fund Raising Events Chair, gave a report on the progress of her new position and began with the H&G Tour for 2016. She stated that her team is mostly in place and she needs to fill a few more spots. It is in an organizational stage at this point. She and the Development Committee are awaiting the final word (from Lurcat and NBG) on using Oakes Farms again this year as a H> major Sponsor or are they obligated to use Lurcat food service and therefore will not be able to approach Oakes Farm in this capacity.

Mary Raymond, VP-Naples Flower Show, gave an update on her committees with 99% of committee members returning. They are working on the theme for the 2016 Flower Show. The theme as of this writing is Tropi-color. A schedule will be available by the November General Meeting. She welcomed the new NFS Chair Elect, Renee Lewis.

Raynelle Perkins, Program Chair, advised that her Program Committee was working on next year's programs. They have lined up three speakers and need two additional. She also advised that guest fees for "Featured Speakers/Demonstrator meetings" (Joint meetings with NBG & NGC) will be \$20-\$30 and guest fees for all other GM Meetings will be \$20 as in the past.

Sudie Minamyer, Education Chair, advised that her subcommittees have met and are working on design, horticulture and environment workshops. She asked for suggestions for a "Field Trip" for the coming year, similar to the one to Fairchild this past season. It was suggested that they go to the East coast to Vizcaya Museum Gardens or the Butterfly Garden, etc.

Kathleen Maier, Development Chair, gave a report on the progress of her new position. Her committee is considering possible price increases for the Sponsorships. She introduced Sandy Lasch as her new Grant Committee Chair. Sandy discussed a meeting set for the next day to meet with Linda Donnelly from Home & Design Magazine and their continuing Primary Sponsorship for our H> event.

Beverly Metcalf, Membership Chair, presented two motions to the Board. She made a motion to accept with regret the resignations of Ethel Graham, Elizabeth Willard, Leslie Rosenthal and Beth Bacon. All voted in favor. Her second motion was to accept the request of Glenda Farlander to become a Sustaining member of NGC. She is her husband's caregiver and is unable to meet her Active requirements. All voted in favor.

Beverly asked for volunteers from the Board to act as Ambassadors at the General Membership meetings and circulated a sign-up sheet. She also gave a brief overview of the Provisional Power Point Presentation (PPPP) for the November 6 meeting for the Provisional Class of 2015-16, to be held at the Windstar Country Club. She asked several Board members to speak to the group about NGC, requesting only about 10 minutes each, along with the Power Point Presentation that Sudie Minamyer will be putting together.

Jane Stone, Communications Chair, spoke on the progress of her new position. She introduced Rosanne Werges and Anne Lynch, Trowel Prints Co-Editors, who were in attendance. She gave an update on Trowel Prints. She advised that Margaret Brodeur will continue working on our NGC public Facebook page. She also requested that any information going out to the public MUST be submitted to the Communication Committee first for approval.

Candi Child Kelly, e-Committee Chair, discussed yearbook/directory information deadlines. All and final information, for the hard copy Yearbook/Directory for 2015-2016, is to be sent in by July 30, 2015 deadline. She asked for timely requests for eblasts, at least three days, so that she has time to work on them. It was suggested that she send out a form letter of the procedures, deadlines requirements and any information that she might need to help in her job, to the Board, for them to follow.

Pat Fosberg, Hospitality Events Chair, advised that the Head Hostesses are in place. She has enlisted the assistance of the new Actives for help. She discussed the assignment of Hospitality Chairs, some of which are still in progress. She also advised that round tables will be set up for all GM Meetings so that members can interact and converse, and further Roberta's goal of having members getting to know each and make the meetings more relaxed and fun. There will be numbered tables and members will draw numbers, upon entering the meeting hall, which will signify the table assignment. Again, meeting and making new friends. (This will include all Board members also.)

Roberta Ross, President, circulated a sign-up sheet for participation in a Crowd Control class being held in May/June in conjunction with Naples Botanical Garden and given by the Naples Fire & Rescue Department.

Roberta reviewed and led a discussion on the NGC Board of Directors Full Board Evaluation FY 2014-2015. It was suggested, by the previous Governance Chair, Sondra Quinn, that we must encourage our Board members to know as much about, not only their own positions and responsibilities, but also their club, as to be good ambassadors to our club and the Naples community.

Roberta Ross, President, then requested approval to submit a Grant Proposal in the amount of \$2,475.00 to Community Foundation for Collier County for a Technical Assistance Grant, to make the upgrade changes to our NGC website. It will be matched by NGC 25% of the total project, in the amount of \$825.00. This project was approved by the last Board (2014-15) and has been included in the budget. All approved with the exception of Mary Beth Johns, who abstained.

The meeting was adjourned at 11:55 p.m.

Respectfully submitted:

Diane Harrington-Snoke
Secretary

15.04.28

15.04.30 Revised

15.06.12 Revised

15.10.21 Revised



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All Board Members Should Know:

1. Understand Mission and purpose of NGC
2. Be knowledgeable about Club's programs
3. Understand the role of the board and the respective roles of individual Board members.
4. Be knowledgeable about the By Laws (Vote & Change by Club majority) and Standing Rules (Vote & change by Board) and understand the difference.
5. Understand Strategic plans and be knowledgeable about NGC's strategic plan.
6. Know what is in the NBG/NGC MOU's. We have three, can you name them?
7. Contact with NBG is limited to five Committee Chairs, read your 'NGC members contact with NBG sheet'.
8. Be familiar with NGC Policies and Procedures.
9. Know what decisions committee's can make and what has to come to the Board for approval; what information is needed when bringing a recommendation to the board. Making a 'Motion', etc.
10. Understand the process for being able to state opposing views before a decision is made. Understand that once a decision is made, **all** Board members must support it.
11. Know that Board meetings should deal with issues and strategic future direction, **not** what has already occurred, past activities go in your reports.
12. Be knowledgeable about:
 - Board Committee structure,
 - Committee Responsibilities
 - Cross-Functional teams (how we work together and interact together).
13. What the nominating committee does and criteria used to recruit new Board members.
14. Be able to read and understand financial reports.
15. The President is an ex officio member of all Committees, and to be included in all meetings. Include the President Elect also. Attendance is at their discretion.
16. Material: Dates located at bottom of paperwork - gives you the current revision date and by whom.

Dates are written: Year-Month-Day. Example: 15.4.13 = April 13, 2015

Please date all Board Reports as this example:

15.4.27 President Elect Board Report