

**Minutes of the Board of Directors Meeting
January 29, 2018**

Attendance:

Present: Sudie Minamyer, Arlette Bradley, Gail Duke, Pat Fosberg, Diane Friscaro, Sharon Hildebrandt, Ann Howat, Sandy Lasch, Eliza Nevin, Raynelle Perkins, Mary Pulick, Sondra Quinn, Abbie Sladick, Patti Taylor, Janet Donald, Sally Lutz and Catherine Ware

Excused: Susie Gascoigne

Guest: Ellen Meister

Call to Order: *President Minamyer* called the meeting to order at 9:30am

***Gail Duke* moved to approve the January 5th Board Minutes:**

Approved

***Gail Duke* moved to approve the January 29th Consent Agenda:**

Approved

PRESIDENT'S REPORT:

Welcome:

President *Minamyer* welcomed the Board. She demonstrated the chimes that will call people into the general meetings.

Purchase of a Shed

Member, *Ellen Meister*, attended the Board meeting to share information about the Club's proposed purchase of a storage shed and the associated costs. It includes a roll-up type garage door, a service door and two windows, and is hurricane compliant for winds up to 180 mph. The proposed site for the shed is near our office.

***Arlette Bradley* moved that NGC purchase of the shed, donate it to NBG and rent it back for a nominal fee, pending Naples Botanical Garden's approval. *Sally Lutz* seconded the motion. Approved**

Business:

Sudie asked who needed to speak at the General Meeting on February 5, 2018. Responding were: *Ann*-5 minutes, *Sally*-1 minute, *Liz Chehayl*-3minutes, *Susie*-2 minutes, *Diane* - 2 minutes, *Sandy* -5 minute and *Sondra* - 1 minute.

COMMITTEE REORTS:

Finance: Treasurer, *Janet Donald*, explained the Statement of Financial Position and the Statement of Activities for December. June 1st is the beginning of the fiscal year for the Garden Club. Janet stated that \$250,000 is the limit of money the club can maintain in one bank and still be insured by the FDIC. *Sudie* read a letter from an accountant stating that it is permissible to have more than \$250,000 in cash, but that tax preparation would be more expensive.

Governance: *Sandy Lasch*, Chair, read the Slate of Officers and Directors for 2018-2019.(see attached) **Sandy moved that we accept the slate of Officers and Directors as chosen by the Governance Committee. Approved**

Strategic Plan: *Sandy* moved that we approve the Naples Garden Club Strategic Plan Strategies FY 2017-2020. *Sondra* seconded the motion. **Approved**

Membership: *Diane Frisicaro*, Chair, moved that the Board agree today on the number of New Provisionals to be accepted for the 2018-2019 Provisional Class. *Catherine Ware* amended the motion to add that the class size be limited to 25 new Provisionals. *Mary Pulick* seconded the amendment. *Patti Taylor* amended the amendment to change from a class size of 25 to a class size of 30 new Provisionals, not counting hold-overs. *Sharon Hildebrandt* seconded the amendment. The vote was 14-1 in favor. *Catherine Ware* voted no. The vote on the amended motion was 14-1 in favor. *Catherine Ware* voted no. **Approved.**

Diane mentioned that the mandatory Orientation meeting for Provisionals would be April 12, 2018.

Number of Guests allowed at General Meetings: At the next Board meeting this topic will be discussed.

***Diane* moved that the Board agree today to establish a wait list for Provisional applicants. Approved**

***Diane* moved that the Board agree that upon the death of a member's spouse, significant other, parent or child, Naples Garden Club will inform the membership in writing if requested by the member or representative of the member. Approved**

***Diane Frisicaro* moved that the Board accept the resignation of Provisional Members Roseanne Bar, Patricia Gordon, Kathy Trotto and Kathy Woods. Approved**

Membership Status after motion:

Active = 200

Provisionals = 31

Sustaining = 8

Honorary = 2

Total = 241

***Diane Frisicaro* moved that the Board accept the request of Provisional member Kathe Vahey to hold over. Approved**

Board Ambassadors for the February 5, 2018 General Meeting are Arlette Bradley and Susie Gascoigne. Please wear your Board ribbons and arrive at 11:30am at Chabraja.

House & Garden Tour: Ann Howat & Abbie Sladick

Ann stated all is going well and we are expecting perfect weather.

Flower Show: *Sally Lutz*, chair, said that there are very few schedule openings and that she will provide a brief report at the General Meeting on February 5, 2018.

Programs:

Raynelle Perkins, Chair, asked all members to contact her if they are in need of a table for the General Meeting. Rene Tucci will be the featured speaker. Rene will also present a workshop on Tuesday for members and the public. The Monday program will be in Chabraja where seating will be in rows with refreshments served after the program. There will be a raffle of Rene's designs.

Further Business:

Mary Pulick mentioned that the Flower Show School books were on order.

Sudie Minamyler reminded members to clean up the classroom after each use.

Sandy Lash, Governance chair, stated that the Vote on the By-Laws would be at the General Membership Meeting in April.

Adjourn Meeting:

President Minamyler adjourned the meeting at 11:30AM.

Respectfully submitted,

Gail Duke, secretary

18-2-12 / DRAFT

Consent Agenda
Naples Garden Club Board Meeting
January 29, 2018

Patricia Taylor – Communications

Last 30 days

- * Produced January TROWeL PRINTS
- * Organized all eblasts to members,
including the death of our TP editor
- * Created press release for February Meeting & Workshop
- * Created press release on HGT raffle & 2019 list email forming
- * Worked actively with NDN & FW on their NGC coverage
- * Completed membership brochure in time for Jan 5 meeting
- * Crafted email messages to HGT wait list, attendees and NGC
members about stand-by option and/or raffle

Next 30 days

- * Meet with Bold Solutions on website issues
- * Produce Feb TROWeL PRINTS
- * Do Eblasts as necessary
- * Publicize March membership Meeting
- * Start implementing FS Publicity Plan

Ann Howat -- H>

What have you accomplished in the past 30 days?

1. H> Booklet is finished
2. Final walk throughs on four homes
3. Final eblasts sent

What are your priorities for the next 30 days?

1. Execute H>
2. Have debriefing meeting
3. Turn over files to Abbie Sladick

Sally Lutz – Flower Show

What have you accomplished in the past 30 days?

1. Flower Show Meeting
Almost all Design categories filled + committee staffing, ie. hostesses, clerks, etc.

What are your priorities for the next 30 days?—

1. Fine tuning

Diane Friscaro – Membership

What have you accomplished in the past 30 days?

1. Prepared a presentation for the Board on future Membership.
2. Monitored Provisionals fulfilling requirements .
3. Served on Governance Committee

What are your priorities for the next 30 days?

1. Update Provisional Application and Checklist of requirements for class 2018-19.
2. Receive and distribute Provisional Applications to the Board for class 2018-19.
3. Monitor Provisionals fulfilling requirements.

Other important information you want to share (on consent agenda) since your last report?

I report the passing of Roseanne Werges on January 9, 2018

Current Membership Status:

Active	200
Provisionals	35
Sustainers	8
Honorary	<u>2</u>
TOTAL	245

Board Ambassadors for the February 5th general meeting are Arlette Bradley, Janet Donald and Susie Gascoigne. Please wear your Board ribbons and arrive at 11:30 AM at Chabraja.

Sondra Quinn – Past Presidents

What have you accomplished in the past 30 days?

1. Taught 2 Petite Workshops (28 students)
2. Attended FFSJ and FFGC State Board Meetings and FFGC Strategic Planning and Grants Committee meetings.
3. Completed FFS Course I Actual Budget and created FFS Course II budget and submitted to FFGC Finance for approval.

What are your priorities for the next 30 days?

1. Set PPC date to meet.
2. Flower Show Course II Brochure completed and online
3. Complete Course II Instructor contracts and make housing arrangements.

Other important information you want to share (on consent agenda) since your last report?

1. Have not yet received FSS Course I Exam grades; will send them out as soon as they are received.
2. March 15 deadline for convention booklet.

Abbie Sladick – H> Elect

What have you accomplished in the past 30 days?

Completed Raffle Planning

What are your priorities for the next 30 days?

Enjoying the day and having a successful H&G Tour

Pat Fosberg -- Hospitality

What have you accomplished in the past 30 days?

1. Served light refreshments for 200 in attendance at the January 8 morning General Meeting.

What are your priorities for the next 30 days?

1. Meet with Lurcat for plans for the February 5 General Meeting.

Catherine Ware – President Elect

What have you accomplished in the past 30 days?

1. Attended Board and membership meetings
2. Participated in Governance/Nominating meetings
3. Attended Flower show committee meeting
4. Attended HGT meeting for Bus hostesses

What are your priorities for the next 30 days?

1. Continue to learn about club procedures, policies, projects

Sandy Lasch – Governance

1. Completed slate with Governance Committee
2. Reviewed Strategic Plan with President and President Elect

Committee or Board Office: Treasurer

What have you accomplished in the past 30 days?

1. Reconciled December 2017 accounts
2. Engaged in continued tutorials with outgoing Treasurer on banking, Quickbooks and reconciliation issues
3. Engaged in tutorials with Quickbooks consultant
4. Paid bills and registered deposits
5. Engaged with Jeanne Bolds to solve paypal issues from new accounting procedures
6. Provided CPA with W-9 information
7. Resolved member check problems with help of Northern Trust
8. Produced statements of financial position and financial activities YTD for December with first annual budget comparison

What are your priorities for the next 30 days?

1. Repeat procedures as in previous month

Other important information you want to share (on consent agenda) since your last report?

Note: please cash checks within 90 days to prevent check company from voiding them.

**Naples Garden Club
Governance Committee
Slate of Officers and Directors
2018-19**

Position:	Nominee	Term
President-Elect	Kathleen Hawryluk	3 Years Total (2018-2020) <ul style="list-style-type: none"> • President-Elect 2018-19 • President 2019-20 • Governance Chair 2020-21
VP H&GT Elect	Patti Taylor	2 Years Total <ul style="list-style-type: none"> • H&GT Elect 2018-19 • H&GT Chair 2019-20
Secretary	Sharon Hildebrandt	2 Years (2018-19 & 2020-21)
VP Program/Education (combination of Education and Program Committees)	Gail Duke	1 Year Total
VP Program/Education Elect	Sally Lutz	2 Years Total <ul style="list-style-type: none"> • VP P/E Elect 2018-19 • VP P/E 2019-2020
Flower Show Elect	Terry Aufranc	2 Years Total <ul style="list-style-type: none"> • H&GT Elect 2018-19 • H&GT Chair 2019-20
Communications Chair	Polly Galliker	2 Years (2018-19 & 2020-21)
Idea Garden Chair	Linda Brown	2 Years (2018-19 & 2020-21)



Naples Garden Club Strategic Plan FY 2017-2020

VISION

Community-wide interest in horticulture, floral design and the environment.

MISSION

Providing opportunities for sharing and learning about horticulture, floral design and the environment in a congenial, supportive atmosphere.

CORE VALUES

Teamwork Creativity Friendship Community Involvement Education

STRATEGIC OBJECTIVES

1. Develop a 3-year Plan to provide strategic direction for Naples Garden Club.
2. Engage independent contractors, with advanced computer skills, to provide support for specific assignments.
3. Focus efforts on developing quality, effective programs that support NGC's Mission; focus less effort on fundraising.
4. Strengthen partnership with Naples Botanical Garden (NBG).
5. Work with NBG to expand exhibits and programs in the Idea Garden and involve more NGC members.
6. Develop a Plan to Identify and develop those individuals who will lead the critical functions of NGC in the future
7. Determine Discretionary Fund Allocation FY 2017-2018

Strategic Framework approved by NGC Board on March 26, 2012 Board voted to change the value COMRADERIE to FRIENDSHIP as recommended by the Communications Task Force in 2013. Board voted to remove the word "SUPPORT" from the Vision in 2017. Vision and Mission revised in January 2018

Strategies

Objective 1

Develop a 3-Year Strategic Plan to provide strategic direction for Naples Garden Club.

Strategy	Person/Committee Responsible	Year	Deadline/ Status
Set strategic direction and establish priorities	Board	Ongoing	In progress
Create Strategic Objectives FY 2017-2020	Board	One	Completed
Assemble a Strategic Planning Task Force	President	As Needed	Completed Year One
Develop strategies to achieve objectives	Strategic Planning Task Force	One	Completed
Present Vision, Mission and Strategic Objectives to Membership	President	Annually	In progress

Objective 2

Engage independent contractors, with advanced computer skills, to provide support for specific assignments.

Identify specific tasks requiring advanced computer skills that could be accomplished by independent contractors.	Treasurer President President-Elect	Review Annually	Completed Year One Ongoing
Create a list of ongoing and periodic assignments for independent contractors.	Treasurer President	Review Annually	Completed Year One
Determine supervisor, scope of work, dates for each assignment.	Treasurer President	Review Annually	Completed Year One
Obtain quotes from contractors.	Treasurer President	Review Annually	Completed Year One
Secure independent contractor	Treasurer President	Review Annually	Completed Year One

Objective 3

Focus efforts on developing quality, effective programs that support NGC's Mission; focus less effort on fundraising.

Identify NGC Program impact and outcomes.	President VP Program/Education	Annually	Initiated 2017-18
Identify areas needing improvement and strategies for improvement.	President VP Program/Education	Annually	Starting 2017-2018
Determine how to focus more on program and less on fundraising and implement change.	Board	Ongoing	Started Year One
Streamline fundraising efforts.	Board VP House & Garden Tour	Ongoing	Started Year One

Objective 4

Strengthen Partnership with Naples Botanical Garden.

Continue program/education workshop collaboration with NBG staff.	President VP Program/Education	Annually	Ongoing
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Objective 5

Work with NBG to expand exhibits and programs in the Idea Garden and involve more NGC members.

Define project scope, approach, and goals; get agreement from stakeholders	Have collaborative agreement with Naples Botanical Garden.	Year One	Completed Year one Review Annually
Develop written project plan including: budget, milestones, deadlines; get stakeholder agreement.	President Idea Garden Chair Finance Committee	Year One	Completed Year One Review Annually
Recruit Project Manager and Project Team to achieve goal. Add Idea Garden to Board when appropriate.	Governance Idea Garden Chair	Year One	Completed Year One & Annually
Periodically communicate project status to stakeholders.	Idea Garden Chair Communications	Annually	Ongoing
Board allocation of financial resources for start-up and implementation to achieve plan.	Idea Garden Chair Finance Committee Board	Annually	Completed
Provisionals spend two (2) hours working in the Idea Garden	Idea Garden Chair Membership Chair	Initiated Year One	Review Annually

Objective 6

Develop a Plan to Identify and develop those individuals who will lead the critical functions of NGC in the future

Streamline all Board and committee job descriptions so that they are not so overwhelming.	Governance Chair	Ongoing	Officers' JDs Updated Year One
Create a system for "apprenticing" for chair and officer positions.	Governance Committee	Ongoing	Initiated Year One with VP Program/Education
Develop and implement New Board Member Commitment Agreement.	Governance Committee	Year One	Completed
Identify new Board Member mentors; implement New Board Member Mentoring Program.	President	Ongoing	Initiated Year One
Enhance Skill Search Database to better identify member interests	Governance Committee & Volunteers	Year One & Two	Work starting January 2018
Survey members to better identify member interests	, Governance Committee & Volunteers	Ongoing	Introduce Year One

Provide information to members about how to join a committee and get involved; what jobs are available and how to sign up.	Governance Committee Membership Committee Board	Ongoing	Year One Introduced Sign Up Genius Announced available jobs at October meeting
Create training program for jobs that require specific experience (Bus Hostess, FS Clerks)	Committee Chairs	Ongoing	Initiated Year One
Initiate a focus on continuing members, how to meet their needs and get them more involved	Membership Committee	Initiate Year Three	Ongoing

Objective 7-Determine

Allocation of Discretionary Money FY 2017-2018

Prioritize use of funds for variable expenses (programs/workshops, grants, reserves, etc)	Board & General Membership FY 2017-2018	Annually	Started Year One Ongoing
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