

**Board of Directors
October 22, 2018
MINUTES**

Attendance

Present: Arlette Bradley, Linda LaRue Brown, Janet Donald, Gail Duke, Pat Fosberg, Diane Frisicaro, Polly Galliker, Kathleen Hawryluk, Sharon Hildebrandt, Sally Lutz, Sudie Minamyer, Eliza Nevin, Abbie Sladick, Patti Taylor, Catherine Ware

Excused: Terry Aufranc, Ann Howat, Sandy Lasch, Mary Pulick,

Call to order-9:30 am

Catherine Ware

MOTION TO APPROVE APRIL MINUTES

Sharon Hildebrandt

Correction to minutes of April 23, 2018

Linda LaRue Brown Idea Garden

*Meeting Friday to review the past season and to begin to plan for Fall'18

*Tammy Schwab volunteer coordinator, will coordinate Sign up Genius

*Sudie Minamyer & Susan Kinhead will be head of the Pop Up Cart Programs

Polly Galliker voted yes to combine the annual meeting and last meeting

APPROVED as corrected

MOTION TO APPROVE OCTOBER CONSENT AGENDA

Sharon Hildebrandt

APPROVED

President's Report

Catherine Ware

- Welcome and introductions

*President-Elect Kathleen Hawryluk introduced herself because she was not at the April meeting

- Announcements

- Trademark Renewal. Applications filed and approved

* Five years ago we took out trade marks for NGC. We have now received renewals for another five years, filed in office and on website

- Courtyard improvements

*Thanks to Raynelle for her work

- Provisionals who attend FSS and Tropical short course will meet workshop requirements

Officers Reports

- **Program and Education**

Gail Duke

- *Announced General Meeting speakers for 2018-2019
- *Distributed chart of Education team members

Program

Susie Gascoigne

- *Speakers are set up for monthly meetings
- *Susie Gascoigne asked how many tables and chairs the different committees needed for our next monthly meeting

- **House and Garden Tour**

Abbie Sladick

- *Has all 4 houses, they are pre '60's
- *All have historical interest
- *Will give ticket holders information as to whether they will receive breakfast or lunch
- *Taste Buds is doing the food and will do a great presentation; their staff will monitor food temperature
- *Tent is smaller, will be open until 3pm
- *Smaller tent will be open after 3pm with lighter food
- *Teams are working independently
- *Signage will reflect "Making Music" the flowers show theme
- *Music in 2 houses
- *Volunteer sign up will be coming out soon on Sign up Genius
- *Displayed tote bags
- *Pages in program has been cut to 28 pages, with a reduction in the ad space, 1 page per house, a map of a garden in the center
- *Cover will have a vintage wallpaper look
- *Bus times are changed to 8:15, 10:30, 12:45, 3:00
- *3 vehicles will be available for preview tour depending on the amount of sign up
- *30 table sponsorships are available in tent at \$300 per table, signage will be on table and sponsors can put items in tote
- *Group tickets are \$182 per ticket, are on sale now and until patron tickets go on sale
- *Those purchasing patron tickets can purchase 3 additional tickets at regular price
- *Abbie will ask at meeting if anyone wants to be involved with tour
- *Changed answering machine message

- **Flower Show**

Sally Lutz

- *Flower show schedule goes in the handbook
- *No logo is on the schedule, still working on the design

- **Treasurer**

Janet Donald

- **Monthly Financial Report**

- *Little has happened over the summer

- *A \$100 gift was given to the NGC from Vicki Arkin's friend to celebrate her birthday

- **President Elect**

Kathleen Hawryluk

- *Suggested "Digging It" program to be held Dec. 3 & 4 2019, \$50 - \$60 for 2 day workshop in design and horticulture, including lunch. Outsiders are welcome?

- *Kathleen would like to speak at all meetings about FFGC

- **Governance**

Sudie Minamyer

- *Gave out new Board Manual inserts

- *Sending eblast for suggestions on nominations for positions that will be open in 2019-2020

- *Will start working on bylaws and standing rules after nominations are over

Committee Reports:

Communications

Polly Galliker

- *Communication team, worked over the summer to make website more user friendly

- *Abbie Sladick volunteered to research other website managers after HGT

- *Placed ad for Flower Show in Hats in the Garden program

- *Catherine Ware did article about patio and container gardening for eBella magazine

- *Trowel Print is on website

- *Discussion on eblast, some members didn't get them, working on that

- *Made good contacts with Fl. Weekly and NDN

- *Gulf Shore Life has article about Idea Garden

- *Linda LaRue Brown needs articles and high resolution photos

- *Discussion on announcing meetings

Facilities keys

Arlette Bradley

- *Arlette has keys available for office and shed

- * Linda LaRue Brown's husband Gerry donated fans for shed and Idea Garden

Hospitality round tables , cost

Pat Fosberg

- *Discussion on 60" round tables verses stadium seating for monthly meetings

- *Suggested to put beverage and cookies in meeting room

- *Set up for 150 at next meeting with round tables

- *Cookies for first meeting will cost \$1356.25, will change to fruit and cheese

- *Budget is \$4500 for year, may have to increase it

- *Pat will get quotes from other vendors for our monthly meetings

Membership ambassadors, # of provisionals

Diane Frisicaro

- *Tropical Short Course and Flower Show School meet Provisional workshop requirements
- *Handed out membership status report, discussion on membership numbers
- *Consensus: accept 15 Provisionals, take more from wait list not to exceed membership limit
- *Board members are asked to sign up to be an ambassador at meetings

Idea Garden

Linda LaRue Brown

- *Oct. 29 meeting will have a cart demo
- *Every Wednesday there is a Pop-up cart presentation in garden, looking for members to help
- *Chair & gator are being redone in topiary (which requires weekly trimming) hopefully they will be done by Nov. 15
- *Working on training for Provisionals to work in garden
- *Botanical Garden staff will do a special training for NGC members working in the Idea Garden

Old Business

None

New Business

- **Gift to NBG in Lydia's memory (also Roberta)**
\$230 in Tribute Fund; \$3655 in Board Discretionary Fund
*No action taken
- **Philadelphia Flower Show**
*Consensus not to organize group

- **Opportunity Drawing tickets**

- *Catherine Ware received 236 raffle tickets from FFGC; asked to sell for \$2 per ticket donation

MOTION:

Kathleen Hawryluk moved that NGC will give the donation of \$472 and raffle the prize if we win
Pat Fosberg seconded the motion

APPROVED

Adjourn Meeting 11:45 am



NAPLES GARDEN CLUB

nurturing, growing & contributing

Board Meeting. October 22, 2018

Consent Agenda

COMMITTEE OR BOARD OFFICE: VICE PRESIDENT PROGRAM AND EDUCATION, GAIL DUKE

What have you accomplished in the past 30 days?

- 1. Organized the new structure for the Education Team (please see attached chart)**
- 2. Met with team members and sub groups to formulate Programs and Workshops for Garden Club Members and guests for the 2018-2019 season**
- 3. Met with NBG staff members to coordinate joint educational programs and monthly meetings**
- 4. Communicated with all speakers coordinating travel, housing and contracts**
- 5. Communicated with elect, Program Chair, Workshop Chair, Financial coordinator and Publicity to establish procedures and coordinate final details for Programs & Workshops**
- 5. Met with Catherine and Bold Solutions to ensure open communication and new sign up procedure for members and guests**
- 6. Sent Program and Workshop offerings to Catherine for publication**

What are your priorities for the next 30 days?

- 1. Attend board meetings, Education Team meetings and sub group team meetings.**
- 2. Support the Program and Workshop chairpersons by attending events**
- 3. Sign off on reimbursements for member expenses related to their events**
- 4. Coordinate hosting cocktail parties for the Board & out of town speakers**

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

- I. Five General Meeting Programs:**
 - 1 environment (Mark Strain - The Future of Collier County,)**
 - 1 horticulture (Brian Bovard - FGCU Marine & Ecological Sciences,)**
 - 2 design (Bruno Duarte - Floral Design and Francoise Weeks - Botanical Couture)**
 - 2 special workshop opportunities**
 - 1 photography (Laurie Tennent)**

II. Workshops:

6 Design,

6 Horticulture

6 environment: 4 shared trips; Rookery Bay Echo Cruise, Oakes Farm Tour, Everglades Wonder Garden and Morikami Garden and Excelsa Nursery.

COMMITTEE OR BOARD OFFICE: VP ELECT PROGRAM/EDUCATION, SALLY LUTZ

What have you accomplished in the past 30 days?

- 1. Worked with Gail Duke on establishing a functional new committee**
- 2. Worked with Gail on programs and workshops for this year**

What are your priorities for the next 30 days?

- 1. Continue to refine new committee**
- 2. Begin establishment of new committee for 2019-2020**

COMMITTEE OR BOARD OFFICE: FLOWER SHOW CHAIRMAN, MARY PULICK

What have you accomplished in the past 30 days?

- 1. Coordinated 5 Division Flower Show Schedule Writing Committees to complete their part of the 2019 Flower Show Schedule**
- 2. Submitted Flower Show date to Club Website (FAQ), FFGC Website and the *Florida Gardener* (It was left out)**
- 3. Converted the FS Schedule from the Publisher program to WORD, updated pages not part of Divisions and sent the final Schedule to the printer.**

What are your priorities for the next 30 days?

- 1. Work with printer on 2019 Schedule in its new format for distribution at the Oct. 29th club meeting.**
- 2. Prepare for the Flower Show Committee Meeting on Friday, November 10th. The Committee has been expanded so most of the Chairs have an assist or co-chair. Complete job descriptions**
- 3. Meet with Botanical Gardens staff on finances, show logo, and staging.**

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

- 1. The format of the 2019 Schedule is changed to an 8x11 booklet, hole punched to fit in the *2017 Flower Show Handbook*. This will encourage members to use the Handbook and be better educated and knowledgeable about entering.**

2. The Flower Show will open at 8AM as a perk to Garden's members. Admission price to the Gardens will be \$19.95 at the time of the show.
3. Horticulture classes that had few or no entries in the past few years have been eliminated. This should make installation run much smoother with fewer classes.
4. The Botanical Arts Division has been expanded.

COMMITTEE OR BOARD OFFICE: 2019 H&G TOUR, ABBIE SLADICK

What have you accomplished in the past 30 days?

1. Acquired 3 Houses for the H&G Tour. (We are actively seeking a 4th.)
2. Coordinated Sign Up Genius Set up and had Volunteers Pre-loaded in conjunction with committee members.
3. Sent out the first "Save The Date" email blast outlining Group, Patron and General Admission information in conjunction with PR, Database and Ticketing Teams.
4. Catering company has been selected.

What are your priorities for the next 30 days?

1. Finding 4th house. (All suggestions welcome)
2. Launching Raffle and SUG for the membership.
3. Finalizing Sponsors and Advertisers.

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

Special features of 2019 Tour:

We will be having entertainment in 2 of the houses.

Seacrest Country Day School

Gulfshore Opera – Youth Opera Company

In one of the houses we will have a 5 minute talk and display on container gardening in Naples.

COMMITTEE OR BOARD OFFICE: MEMBERSHIP, DIANE FRISICARO

What have you accomplished in the past 30 days?

1. Corresponded by email, letter and phone to members whose dues were not paid.
2. Compiled and sent a final number of members to FFGC for billing.
3. Communicated with Provisionals to sign up for workshops, meetings, Flower Show School, Tropical Short Course, Idea Garden Training, Production Assistant, Credentials Assistant.

What are your priorities for the next 30 days?

1. Serve on Governance Committee.
2. Send out membership information to prospective members.
3. Coordinate member and guest check in at membership meeting.

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

Membership Status:

216 Active

34 Provisionals

6 Sustaining

 2 Honorary

258 TOTAL

COMMITTEE OR BOARD OFFICE: OFFICE MANAGER, ARLETTE BRADLEY

What have you accomplished in the past 30 days?

1. Replacing office and shed keys with ID

What are your priorities for the next 30 days?

1. Keeping the office and shed in order

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

The key problem and solution

COMMITTEE OR BOARD OFFICE: TREASURER, JANET DONALD

What have you accomplished in the past 30 days?

1. Reconciled September 2018 accounts
2. Paid bills and registered deposits
3. Answered questions about Treasury from members

What are your priorities for the next 30 days?

1. Repeat procedures as in previous month

COMMITTEE OR BOARD OFFICE: HOSPITALITY/EVENTS CHAIR, PAT FOSBERG

What have you accomplished in the past 30 days?

1. Met with Jack and Rachel at Lurcat to discuss quote for catering for upcoming season general meetings at Kapnick.

2. Went to Windstar and met with them to discuss menu and details for Dec. 13 Holiday Luncheon.

What are your priorities for the next 30 days?

1. Finalize plans for refreshments at General Meetings.
2. Meet again at Windstar to complete plans for Holiday Luncheon.

COMMITTEE OR BOARD OFFICE: SECRETARY, SHARON HILDEBRANDT

What have you accomplished in the past 30 days?

1. Sent sympathy cards
2. Early summer sent letters to members who are not continuing in NGC

What are your priorities for the next 30 days?

1. Take minutes at all meetings

COMMITTEE OR BOARD OFFICE: PAST H&G TOUR CHAIR, ANN HOWAT

What have you accomplished in the past 30 days?

1. Communicated with H> chair regarding Tour

What are your priorities for the next 30 days?

1. Communicate with H> chair
- 2.

COMMITTEE OR BOARD OFFICE: GOVERNANCE, SUDIE MINAMYER

What have you accomplished in the past 30 days?

1. Prepared Board Books for first Board meeting
2. Met with Catherine and Mary Ellen Barret concerning Board retreat
3. Began planning for Governance Committee nominations

What are your priorities for the next 30 days?

1. Request nominations from membership
2. Hold first Governance Committee meeting

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

- Please bring Board Books to first Board Meeting on October 22

COMMITTEE OR BOARD OFFICE: COMMUNICATIONS, POLLY GALLIKER

What have you accomplished in the past 30 days?

1. Formed Communication team—Website, Trowel Prints, Facebook, Media.

- **Website team, Sudie Minamyer and Harriet Schweitzer reviewed website, proposed, corrections, user-friendly format changes to Bolds. Awaiting changes to be made.**
- **Trowel prints/eblasts/Growing Closer,**
 - **Established publications deadline with Bolds;**
 - **Reformatted and reorganized TP;**
 - **Submitted TP with assistance of Mary Marcotte, Fifi McMahon, Greer Underwood, on October 1st. Publication date was October 8th. Awaiting publication from Bolds.**
 - **Established snail mail for 6 members with the help of Mary Marcotte and Barbara Sampson.**
 - **Wrote and sent 5 or more eblasts, including memoriam to Lydia Galton.**
 - **H>, wrote and/or edited 12 eblast letters for the H> ticket sales; working with raffle committee to publicize raffle.**
- **Facebook, Kathy Hume published Catherine's video and members' garden Photos.**
- **Media, created ads for Hats in the Garden, Gulfshore Charity Registry, Naples Charity Registry and eBella Charity Registry. Worked with Catherine Ware to publish article in eBella in January.**

2. Patti Taylor displayed Flower Show Photography in Naples Library.

3. Created, with Joyce Colvario, first draft of Flower Show Book of Evidence for 2018 FS.

What are your priorities for the next 30 days?

- 1. Find a more effective way of working with Bolds Solution.**
- 2. Support H&G Tour and Flower Show using all of our resources.**
- 3. Establish a rapport with communications person at NBG, Naples Daily News and Florida Weekly.**

**Other important information you want to share (on consent agenda) since your last report?
Appreciate the endless support of members and especially Catherine Ware and Patti Taylor.**

IDEA GARDEN COMMITTEE: LINDA BROWN

What have you accomplished in the past 30 days?

- 1. Met with Sudie Minamy, Susan Kincaid & Sandy Lasch to discuss final Sign up Genius details and Special Installation concerns.**
- 2. All members of the 2019 Provisional Class have completed and returned the NBG Volunteer Applications to the Volunteer Manager at the Garden where they were entered into the new Volgistics software program for keeping track of volunteers**
- 3. The plans for the Fall Special Installation are underway with the garden area where the Irma the Gator resided tidied up, two 4' tall Flamingos planted and under wraps and Irma and the Garden Chair revitalized for reinstallation**
- 4. Sign up Genius ready to go live on November 15 for Horticulture Volunteer and Pop-Up Cart Volunteer registration**
- 5. Plans are being made to have a special Ideas Cart presentation to coordinate with the NBG Fall Walk**

What are your priorities for the next 30 days?

- 1. There will be a small meeting on Monday the 22nd after the BOD Retreat with NGB to sort out questions that have resulted from the new Volunteer Training program instituted by NGB this fall. The new volunteer requirements have impacted the IGC volunteer program, especially the Provisional volunteers**
- 2. The first Idea Garden Committee meeting will be held on Friday Oct 26**

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

- 1. A roll down sunscreen was installed in the presentation area of the Idea Garden by NGB Ops staff. It will make provide much needed shade for visitors and our presenters**
- 2. Outdoor Stand fans were purchased to provide additional cooling as well**
- 3. The IGC now has access to the shed in the Idea Garden where we also have our own tools and equipment stored for volunteer use**