

## **Minutes of the Board of Directors Meeting April 24, 2017**

### **Attendance:**

*Present:* President Sudie Minamyer, Arlette Bradley, Gail Duke, Pat Fosberg, Diane Frisicaró, Susie Gascoigne, Sharon Hildebrandt, Ann Howat, Sandy Lasch, Sally Lutz, Pat McNamara, Eliza Nevin, Raynelle Perkins, Sondra Quinn, Abbie Sladick, Patti Taylor, and Catherine Ware

*Excused:* Janet Donald, Renee Lewis and Mary Pulick

There was a quorum present.

**Call to Order:** President Minamyer called the regular meeting of the Naples Garden Club Board of Directors to order at 9:30am.

**Motion to approve the March 27 Minutes:** *Approved* as amended

**Motion to approve the April 24th Consent Agenda:** *Approved*

### **PRESIDENT'S REPORT:**

#### **Welcome:**

Sudie Minamyer, President, welcomed the board and invited members to introduce themselves. Each member stated her name and what she was looking forward to in the upcoming season with the Naples Garden Club.

**Proposed Dates for the 2017-2018 Calendar:** The Board reviewed the proposed calendar and made appropriate changes to the Board Meeting Schedule (see attached). There is the possibility of changes to General Membership Meeting dates depending on speaker availability.

**Corrections to Directors' Information:** Sudie asked members to check their information as distributed and some corrections were noted. (See corrected list, attached)

**Communicate with Catherine Ware:** Sudie asked all Board members to communicate with Catherine when sending information to the President.

**Sale of Calendars:** Mary Pulick volunteered to order calendars from the FFGC and the Garden Club of America. Twenty-four calendars will be ordered from each group and sold to members at cost at the November General Meeting.

**Members' Volunteer Opportunities:** Sudie discussed the size of the new provisional class and the need to be forward thinking in our planning for the coming season. We need to provide ample opportunities for active members to both volunteer and attend workshops. Several Board members made the following suggestions: providing workshops in the morning and the afternoon; the possibility of summer activities; letting active members know about volunteer and workshop opportunities, the use of a new software program for registration. Patti Taylor will provide timely E-blasts. We will also have volunteer sign up sheets at the November meeting as we have done in the past..

**Flower Show School:** Sondra Quinn announced a that our club will be sponsoring two year Flower Show Judge's School.. The training will require two three-day sessions each year (November & April.) Sondra is the chair and Gail Pica is assisting. The cost is projected to be \$100 per session. There will be a budget provided by FFGC with no cost to Naples Garden Club.

### **FINANCE REPORT**

Pat McNamara indicated that Board Members should send all checks and expense reimbursements to Janet Donald after June 1, when she will take over as Treasurer. Pat Reviewed the Statement of Activities, the financial status of the club and the past month's report. (Posted online) The Club is in strong financial position.

Any member with expenses for the Garden Club must fill out the reimbursement form, which is available online, within 15 days of the purchase (signed by the appropriate chair.) Please group small bills together for submission.

### **COMMITTEE REOPORTS**

#### **Improvements in the organization of the Club Management**

Past President Sandy Lasch reported that Bold Solutions will provide computer support for key projects such as Registering for Events, the Yearbook and helping the Treasurer., as approved in our 2017-18 budget. These new responsibilities are budgeted at no more than \$18,000. Bold Solutions has submitted a proposal for \$11,000-12,500 for new work requested by the Club.. New next season will be a post office box checked daily by Bold Solutions for checks for workshops and programs

Sandy Lasch, Governance Chair, distributed the Conflict of Interest and the Code of Ethics forms for each Board Member's signature. All forms must be returned, signed, to Sandy.

### **Member Survey**

Sandy is putting together a brief 20-question survey for members to determine their satisfaction with the club offerings.

### **Workshops**

Greer Underwood will present an overview of workshops in TrowEl Prints. In response to concerns about workshop space, Susie Gascoigne, Education Chair, stated the Design Study class taught by Mary Pulick is reserved for active members. Diane Frisicaro stated that Provisionals have set workshop requirements that need to be fulfilled. There was consensus that Provisionals would be encouraged to initially limit themselves to signing up for up to three horticulture and design workshops, and two environment workshops. President Minamyer will send out an eBlast to all members late in September reminding them that registration for Club activities opens October 1, and to sign up early for events they are interested in.

### **OTHER BUSINESS**

### ***The Idea Garden***

Linda Brown and Judy Spann, co-chairs of the Idea Garden, joined the Board to explain the plans for the future development of planting and programs in the Idea Garden. Linda presented the Collaboration Agreement between the Naples Botanical Garden and the Naples Garden Club. This Agreement was signed by Sandy Lasch, president of NGC, and Donna McGinnis, C.E.O. of the NBG. The stated purpose of the agreement is to stimulate interest in horticulture for visitors to the NBG and to strengthen the partnership between the NGC and the NBG. Goals for the Idea Garden initiative include showcasing unique plants and educational programs that are fun, light, and interesting. NGC member volunteers will act as interpreters. They will receive training through the NBG. The projected schedule will include seven programs between December of 2017 and April of 2018. Diane Frisicaró mentioned that provisionals will volunteer for 2 hours in the Idea Garden. The steering Committee will meet on May 4, 2017.

### **House & Garden Tour**

#### **Ticket Price**

***Ann Howat, chair, moved to increase the price of the regular tickets to \$150 and the patron tickets to \$275 for 2018. The motion passed.***

Abbie Sladick, assistant chair, introduced the new idea of using Rally-up.com to sell tickets. There would be a small transaction charge for this service. Pat McNamara, former treasurer, suggested checking with our attorney about the legality new method of ticket sales.

### **OTHER BUSINESS**

#### ***Board Books***

Sondra Quinn, past Governance Chair, presented the new Board Books to each Board member. Members were asked to review their job descriptions

### **FURTHER BUSINESS**

Sandy Lasch announced that candidates are needed for the Women of Initiative. Sandy also mentioned that each Board member is encouraged to make a personal monetary contribution to the NGC. Please send your check to her after June 1, 2017.

### **Adjourn Meeting**

President Minamyer adjourned the meeting at 11:34am.

Following the meeting the past and present Board members enjoyed a lunch provided by former president Sandy Lasch and current president Sudie Minamyer.

Respectfully submitted,

Gail Duke, secretary

5-4-17

DRAFT

**Consent Agenda  
Naples Garden Club Board Meeting  
April 24, 2016**

**Sandy Lasch, Governance**

**Your (2-3 main) accomplishments in the past 30 days**

Held a Strategic Planning Session

**Your (2-3) priorities for the next 30 days**

Meet with Sondra Quinn for orientation and transfer of files

Set a date for Board Orientation

Determine Schedule for Completion of Strategic Plan

**Ann Howat, House and Garden**

**Your (2-3 main) accomplishments in the past 30 days**

Finished building the 2018 House & Garden Tour Committee

Looking for homes for the Tour

**Your (2-3) priorities for the next 30 days**

Working with the sponsorship co-chairs to create the 2018

Sponsorship Packet

Continuing to search for homes for the Tour

**Sally Lutz, Flower show**

**Your accomplishments in the past 30 days**

Successfully assisted Renee Rosch Lewis in Cinderella Flower Show.

Continued with Schedule Meetings - last one for the Spring on May 1.

Schedule well on its way.

Full Flower Show Committee Chosen - 33 members

Flower Show Committee Meeting April 21.

**Your priorities for the next 30 days**

Work on the Schedule for printed completion by Sept or Oct. Distribution for December Meeting

**Diane Frisicaro, Membership**

**Your (2-3 main) accomplishments in the past 30 days**

Planned the Provisional Orientation for Class 2017-18

Ordered and distributed the Handbook for Flower Shows and tracked those who received and declined the Handbook

Updated and distributed the Provisional Checklist and Provisional Handbook to Provisional Class 2017-18

**Your (2-3) priorities for the next 30 days**

Send a letter to members whose dues have not been received by April 15 indicating their dues are overdue and they should include a \$25 late fee with their \$100 payment.

Send a follow up letter to members whose dues have not been received by May 15 reminding them if their dues are not paid within two weeks, the member will be considered to have resigned

Instruct the Provisionals on creating their FFGC profile on June 1

**Other important information you would like to share (on consent agenda) since your last report**

**MEMBERSHIP STATUS *PRIOR* TO BOARD REPORT:**

- Active            208
- Provisional    36
- Sustaining     10
- Honorary         2
- TOTAL           256

**Raynelle Perkins, Program Chair**

**Your (2-3 main) accomplishments in the past 30 days**

Met with representatives from NBG to begin planning joint programs  
Contacted several potential speakers

**Your (2-3) priorities for the next 30 days**

Continue planning next year's programs

**Patti Taylor, Communications Chair**

**Your (2-3 main) accomplishments in the past 30 days**

Worked on April TP and Eblasts  
Wrote and released Grants press release  
Reviewed press releases sent out by two grant recipients  
Worked on having HGT photos posted on website  
Worked on updating website Home page

**Your (2-3) priorities for the next 30 days**

Start placing magazine ads  
Start reviewing website needed updates

**Susan Gascoigne, Education**

**Your (2-3) main accomplishments in the past 30 days**

Met with Committee chairs to plan programs and finalize dates

**Your (2-3) priorities for next 30 days**

Hope to have workshop calendar 75% complete

**Tentative Dates for Naples Garden Club Calendar, 2017-18****5/20/17**

October 25	Board Retreat	
October 30, 2017	Board Meeting	9:30 – 11:30
November 6, 2017	General Meeting Buehler Auditorium	1:00-3:00 pm
November 29, 2017 (Wednesday)	Board Meeting	9:30-11:30
December 4, 2017	Chabraja 1:00-3:00 pm	
December 5, 2017(workshop)	Kapnick Center, Buehler Auditorium	9:30-11:30 am
December 14, 2017	Holiday Luncheon	11:30-2:30
January 5 (Friday)	Board Meeting	9:30-11:30
January 8, 2018 (New Year's January 1)	General Meeting Buehler Auditorium (There are 5 Mondays in January)	1:00-3:00
January 29, 2018	Board Meeting	9:30-11:30
February 3, 2018	House and Garden Tour	
February 5, 2018	General Meeting Chabraja	1:00-3:00
February 6	Workshop Buehler Auditorium	9:30-11:30
February 26	Board Meeting	9:30-11:30
March 5, 2018	Buehler Auditorium	10:00-12:00
March 23-24	Flower Show	
March 28 (2 weeks before General Meeting)	Board Meeting	9:30-11:30
April 9, 2018 (Easter, April 1, 2018)	Kapnick Center, Buehler Auditorium (There are 5 Mondays in April)	10:00am-12

April 19, 2017	Annual Meeting	11:30-2:30
April 23, 2018 (One week early)	Board Meeting	9:30-11:30

OFFICERS AND DIRECTORS  
FY 2017-2018

OFFICERS

President

Sudie Minamyer  
3864 Wax Myrtle Run, 34112  
330-807-8533 cell  
239-348-1305 home  
[sudie\\_min@yahoo.com](mailto:sudie_min@yahoo.com)

President-Elect

Catherine Ware  
136 Moorings Park Drive, 34105  
#P202  
239-572-4145 cell  
239-263-2286 home  
[catherinekware@aol.com](mailto:catherinekware@aol.com)

V.P. House & Garden Tour

Ann Howat  
1268 Grand Isle Court, 34108  
239-631-9375 cell  
239-514-7309 home  
[annhowat@yahoo.com](mailto:annhowat@yahoo.com)

V.P. Flower Show

Sally Lutz  
10 5<sup>th</sup> St. North, 34102  
508-207-5774 cell  
[SML02748@gmail.com](mailto:SML02748@gmail.com)

Secretary

Gail Duke  
3808 Wax Myrtle Run, 34112  
847-691-7802 cell  
239-348-0524 home  
[gduke2500@gmail.com](mailto:gduke2500@gmail.com)

Treasurer

Janet Donald  
10342 Gator Bay Ct, 34120  
239-692-9537 home  
[janet.donald@mcgill.ca](mailto:janet.donald@mcgill.ca)

Assistant Treasurer

Eliza Nevin  
257 Barefoot Beach Blvd.  
Unit 601  
Bonita Springs, 34134  
412-720-3330 cell  
239-992-3404  
[elizanevin@comcast.net](mailto:elizanevin@comcast.net)



## DIRECTORS

V.P.-Elect House & Gard. Tour	Abbie Sladick 2611 66 <sup>th</sup> St. SW, 34105 239-289-5678 cell <a href="mailto:abbie@abbiejoan.com">abbie@abbiejoan.com</a>
V.P.-Elect Flower Show	Mary Pulick 3830 Sawgrass Way, 34112 #2926 734-476-2453 cell <a href="mailto:marypulick@gmail.com">marypulick@gmail.com</a>
Communications Chair	Patti Taylor 401 Bayfront Place, 34102 585-752-0777 cell <a href="mailto:patriciataylor@aol.com">patriciataylor@aol.com</a>
Education Chair	Susan Gascoigne 6559 Marissa Loop, 34108 216-577-0098 cell 239-593-9649 home <a href="mailto:susangascoigne1430@msn.com">susangascoigne1430@msn.com</a>
Facilities/Operations Chair	Arlette Bradley 5010 Marina Cove Drive, 34112 #201 239-825-7916 cell 239-649-8532 home <a href="mailto:arlettebradley@comcast.net">arlettebradley@comcast.net</a>
Governance Chair	Sandy Lasch 11740 Quail Village Way, 34119 239-218-5495 cell <a href="mailto:dlasch_swfl1@comcast.net">dlasch_swfl1@comcast.net</a>
Hospitality/Events Chair	Pat Fosberg 655 Henley Drive, 34104 815-243-1662 cell <a href="mailto:jpfosb@yahoo.com">jpfosb@yahoo.com</a>

Membership Chair

Diane Frisicaro  
2198 Miramonte Way, 34105  
716-481-9688 cell  
239-331-4647 home  
[dfrisicaro@gmail.com](mailto:dfrisicaro@gmail.com)

Program Chair

Raynelle Perkins  
234 Palmetto Dunes Circle, 34113  
612-801-6002 cell  
239-774-3541 home  
[raynelledesign@aol.com](mailto:raynelledesign@aol.com)

Past Presidents Council Rep.

Sondra Quinn  
3856 Clipper Cove Drive, 34112  
239-370-0633 cell  
239-732-0528  
[squinn1940@gmail.com](mailto:squinn1940@gmail.com)