

**NAPLES GARDEN CLUB  
BOARD OF DIRECTORS MEETING  
JANUARY 30, 2017**

**Attendees: President Sandy Lasch, Arlette Bradley, Janet Donald, Gail Duke, Diane Frisicaro, Lydia Galton, Susie Gasgoigne, Sharon Hildebrandt, Ann Howat, June Kroeschel, Sally Lutz, Pat McNamara, Sudie Minamyler, Raynelle Perkins, Sondra Quinn and Patti Taylor**

**Excused: Pat Fosberg, Mary Beth Johns, Renee Lewis and Mary Raymond**

**A quorum was present.**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>		President Sandy Lasch called the meeting to order at 9:37 a.m.
<b>Motion to approve the January 2<sup>nd</sup> minutes</b>		Gail Duke moved and Janet Donald seconded. Minutes approved
<b>Motion to approve the January 30<sup>th</sup> consent agenda</b>		Gail Duke moved and Raynelle Perkins seconded. Consent agenda approved.
<b>January 9<sup>th</sup> Member Survey Results</b>	President Lasch announced the results of the survey and provided a breakdown (see attached.) Approximately 1/3 of the membership present responded to the survey. An excellent percentage. Discussion continued concerning the need to determine the distribution of funds. The member survey will serve as input to future board decisions.	<ul style="list-style-type: none"> <li>• President Lasch will announce the results at the General Membership Meeting on February 6, 2017 and also in TROWeL PRINTS.</li> <li>• The survey results will be considered during the budget process.</li> </ul>
<b>Women of Initiative Luncheon</b>	President Lasch announced that Dusti Beaubien, a member of the Naples Garden Club, is being honored. The Club will have a table.	Members were encouraged to attend.
<b>Past Presidents' tribute to Brain Holley, former CEO and Director of the Naples Botanical Garden</b>	President Lasch circulated a copy of a beautiful book which was presented to Brian by Naples Garden Club Past Presidents.	This copy of the book will be kept in the library of the NGC.
<b>Idea Garden</b>	Sudie Minamyler presented a proposal for future cooperation between the Naples Botanical Garden and the Naples Garden Club. (see	Sondra moved and Raynelle seconded that this project receive funding and support for 2017-2018, pending NBG Director's approval. Motion passed.

	attached) The goal is to increase NGC involvement in the Idea Garden and to provide activities for Idea Garden visitors.	
<b>Task Force Report</b>		The proposal that we would only request donations by the Board to the Board Discretionary fund if they were needed for a grant approval was withdrawn.
<b>Financial Report</b>	Pat McNamara, treasurer, reviewed the latest financials and a summary of the program expenses for Chieko Mihori, the January speaker.	
<b>COMMITTEE REORTS: Facilities Library</b>	Arlette Bradley reported that the two librarians were using personal funds for supplies. Pat McNamara stated that funds were available and they should turn in their receipts. There is a line item for library supplies.	Patti Taylor will write an article for TROWeL PRINTS encouraging members to use the library.
Storage Facility	Discussion centered around the need for more space, a more convenient, easily accessible and well-lit facility, and associated costs.	Arlette Bradley moved that the NGC rent the 10 X 20 air conditioned drive up unit at the Bayshore Storage for \$227 per month. The motion was tabled. Arlette will work with the Flower Show and H & GT chairs to determine our square footage needs and come back with other options.
<b>Flower Show</b>	Sally Lutz, Flower Show elect, read the wording of the Dedication of this year's show to Past President, Roberta Ross. A photograph of Roberta will be included.	
<b>Mission Statement Recommendation from Governance</b>	Sondra Quinn, Governance Chair, reviewed the implication of having the word "support" in our Mission Statement.	Sondra made a motion on behalf of the Governance Committee to removed the word "support" from the Mission Statement. The motion carried.
<b>Board Member Profile for Board Handbook</b>	Sondra Quinn explained the value of streamlining the yearly handbook updating process. She suggested only changing those thing which need to	

	be changed. Photographs of Board members should be continued.	
<b>Membership/Provisional Holdover</b>		Diane Frisicaro, membership chair, moved and Sally Lutz seconded that Elke Ehrig be granted provisional status for 2017-2018. Motion passed.
<b>Provisional Orientation</b>	Diane Frisicaro asked board members to place the revised date Monday, April 10, 2017 on their calendars for the Provisional orientation and luncheon. Approximately 20 to 25 persons will be accepted. February 15 @ 9:00am begins application process which closes on March 15 <sup>th</sup> at 5:00pm.	
<b>Other Business: New NBG Director Welcome</b>	Lydia Galton and Sondra Quinn are organizing a NGC Board Welcome Reception for Donna McGinnis at Sondra's home. Board Members will supply the food due to the high cost of catering the event. The date will be forthcoming from Sondra.	Lydia Galton moved and Sondra Quinn seconded the motion for the Board to spend \$300-\$500 from the discretionary fund.
<b>House &amp; Garden Tour</b>	Sharon Hildebrandt, chair, distributed the beautiful H & G T booklet prepared by Ann Howat. Publicity for the tour has been extensive and Home & Design magazine will feature one of the H & G homes as well.	President Lasch thanked those who worked on the booklet and the entire committee.
<b>Programs</b>	Raynelle Perkins, Program Chair, mentioned the February program by Laura Eubanks a well known succulent designer. Her designs will be raffled after the presentations. Susie Gascoigne suggested that raffle ticket sellers go to the members to make the process more efficient.	

<p><b>Other Business</b></p>	<ul style="list-style-type: none"> <li>• President Lasch asked for a show of hands from board members who wished to speak at the February 6<sup>th</sup> meeting.</li> <li>• Arlette mentioned the importance of Board members thanking our donors and members Mike and Jackie Malloy for their generous gift of a plant for each of our general meetings. Arlette also mentioned the importance of wearing your “green “ ribbon.</li> <li>• Raynelle Perkins noted that there would be signs at some of the homes on the Tour stating that the landscaping was designed by Mike Malloy.</li> <li>• Pat McNamara mentioned that two of our members, Sue Vernia and Liz Chehayl were featured in the Naples Dailey News.</li> </ul>	
<p><b>Adjournment</b></p>		<p>President Sandy Lasch adjourned the meeting at 11:20am.</p>

Respectfully submitted,  
Gail Duke  
17-1-30

DRAFT

**Naples Garden Club**  
**Consent Agenda**  
**Board Meeting**  
**January 30, 2017**

Committee	Main Accomplishments – Past Month	Top priorities - Next Month	Other Important Info
<b>President-Elect</b> Sudie Minamyer	<ul style="list-style-type: none"> <li><input type="checkbox"/> Worked with Idea Garden Committee; completed Collaboration Agreement; sent to NBG for approve;</li> <li><input type="checkbox"/> Revisited tabled proposal with Ad Hoc Committee</li> <li><input type="checkbox"/> Participated in Governance Committee; proposed revision of Standing Rules</li> </ul>	<ol style="list-style-type: none"> <li>1. Continue progress on Idea Garden</li> <li>2. Work on other Committees (Tent Setup – House Tour; Education, Identification Cards – Flower Show)</li> <li>3. Assist Sandy when possible</li> </ol>	
<b>VP Flower Show Chair</b> Renee Lewis	<ol style="list-style-type: none"> <li>1. Several more exhibitors have signed with Polly Galliker, Entries Chair.</li> <li>2. Design Chair and Staging Chairs exhibited props/staging at General Meeting, purpose to educate exhibitors.</li> <li>3. Continued dialog with Kara Laufer, Development, from BG on joint efforts.</li> </ol>	<ol style="list-style-type: none"> <li>1. Secure more design exhibitors</li> <li>2. Order drapes from Party Time</li> <li>3. Begin advertising campaign</li> <li>4. Determine pathway between Event Tent and Kapnick Hall</li> <li>5. Support Flower Show Chair Elect in her planning for 2018 FS</li> </ol>	The new Flower Show Handbook is finalized. On February 8 and 9 I will attend a seminar on its costs and contents. There may be economical ways to provide all NGC members with the new Handbook. I will report to Board, after the seminar. This may impact our budget.
<b>VP House &amp; Garden Tour Chair</b> Sharon Hildebrandt	<ol style="list-style-type: none"> <li>1. 2 houses have been complete with their visits</li> <li>2. Booklet proof read will be sent in for publishing</li> <li>3. All committees are tying up loose ends</li> </ol>	<ol style="list-style-type: none"> <li>1. All deliveries will be completed for items necessary for tour</li> <li>2. Totes will be stuffed</li> <li>3. Complete house visits</li> <li>4. We will have a fabulous tour</li> </ol>	
<b>Secretary</b> Gail Duke	<ol style="list-style-type: none"> <li>1. record minutes of the Executive Board Meeting, the Board Meeting and the General Meeting.</li> <li>2. Present for posting to the Naples Garden Club website the Board minutes and the General Meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. record minutes of the Board Meeting and the General Meeting.</li> <li>2. Present those two documents for posting on the website.</li> </ol>	

	<p>Minutes.</p> <ol style="list-style-type: none"> <li>Write one note of condolence.</li> <li>Attend two meetings for the House and Garden Tour</li> </ol>		
<p><b>Assistant Treasurer</b> Janet Donald</p>	<ol style="list-style-type: none"> <li>Ensure special event insurance in place for House and Garden Tour</li> <li>Inform Gulfshore Insurance Company about NGC Insurance policy; discuss plans for meeting with incoming Assistant Treasurer</li> <li>Resend AT's job description and Treasurer's job description to Governance</li> </ol>	<ol style="list-style-type: none"> <li>Assist Treasurer with next year's budget</li> <li>Edit eblast concerning dues announcement for 1 March</li> <li>Edit letter to be sent to those members not on email</li> </ol>	
<p><b>Communications</b> Patti Taylor</p>	<ol style="list-style-type: none"> <li>Helped produce 9 new posts for January TROWeL PRINTS</li> <li>Several Eblasts</li> <li>A few press releases to the community.</li> </ol>	<p>More of the same planned for February plus placing a couple ads.</p>	
<p><b>Education</b> Susie Gascoigne</p>	<ol style="list-style-type: none"> <li>Completed Design Workshop focusing on plant manipulation</li> <li>Completed Hort Workshop on plant propagation</li> <li>Completed third Design Study Group</li> <li>Completed Environmental Workshop "Butterfly Estates"</li> </ol>	<ol style="list-style-type: none"> <li>Ensure Sondra Quinn has what she needs for the petite workshop</li> <li>Make sure to take pictures of each event</li> <li>Contact all going to Fakahatchee</li> </ol>	
<p><b>Flower Show Chair Elect</b> Sally Lutz</p>	<ol style="list-style-type: none"> <li>Gaining strong knowledge of Flower Show organization &amp; implementation</li> <li>17 Volunteer Clerks contacted/instructional meeting to be scheduled</li> <li>Thought process beginning for 2018 Flower Show</li> </ol>		
<p><b>Governance</b></p>	<ol style="list-style-type: none"> <li>Met on January 18,2017, to</li> </ol>	<ol style="list-style-type: none"> <li>Finalize Slate of</li> </ol>	

Sondra Quinn	<p>discuss potential candidates for two positions that are not yet filled, review timeline and critical dates.</p> <ol style="list-style-type: none"> <li>2. Reviewed and made additions to Draft #1 of Standing Rules, prepared by Sudie Minameyer.</li> <li>3. Reviewed and commented on Draft #1 of Board Member Commitment Agreement, prepared by Dusti Beaubien.</li> <li>4. Continued to interview potential members for the two unfilled positions; one position filled.</li> </ol>	<p>Officers and Directors.</p> <ol style="list-style-type: none"> <li>2. Approve Standing Rules.</li> <li>3. Review, revise, approve proposed changes to Bylaws .</li> <li>4. Review, revise and approve Members-At-Large Governance Committee Slate.</li> <li>5. Discuss Members-At-Large representation on Board.</li> </ol>	
<b>Hospitality</b> Pat Fosberg	<p>Approximately 165 persons were in attendance for the January 9 General meeting held in Buehler Auditorium. Providing refreshments for the meeting were: Joyce Alfieri, Arlene Cluff, Pat Fosberg, Audrey Hennessey, Sharon Hiltonen, Raynelle Perkins, Mary Raymond, Denise Shields, and Jane Stone.</p>	<ol style="list-style-type: none"> <li>1. Lurcat Catering will be handling the refreshments for the Feb. joint meeting with the Botanical Gardens.</li> <li>2. Meetings ongoing with Hospitality for the House and Garden Tour</li> </ol>	
<b>House &amp; Garden Tour Chair Elect</b> Ann Howat	<ol style="list-style-type: none"> <li>1. Finalized the H&amp;GT Booklet</li> </ol>	<ol style="list-style-type: none"> <li>1. Pick up additional items for tote bags</li> <li>2. Attend House &amp; Garden Tour</li> <li>3. Debrief from H&amp;GT</li> </ol>	
<b>Membership</b> Diane Frisicaro	<ol style="list-style-type: none"> <li>1. Sent Provisionals information on Communications Committee jobs, H&amp;GT assignments, set up tours of the library.</li> <li>2. Sent membership information to prospective members.</li> <li>3. Submitted articles for Trowel Prints.</li> <li>4. Mailed remaining Yearbook inserts that weren't picked up</li> </ol>	<ol style="list-style-type: none"> <li>1. Update Provisional Application and Checklist of Requirements.</li> <li>2. Receive and distribute Provisional Applications to the Board for review.</li> <li>3. Continue to serve on Governance Committee and finalize slate of Board positions.</li> <li>4. Monitor Provisionals fulfilling requirements</li> </ol>	<p>Board Ambassadors for the February 6<sup>th</sup> General Membership Meeting are Arlette Bradley, Mary Beth Johns and Sally Lutz. Please arrive at 10:45 AM</p>

# BoardSource®

## RECOMMENDED GOVERNANCE PRACTICES

The nonprofit boards best equipped to lead their organizations are committed to continually improving their performance. Boards can improve their effectiveness by the intentional adoption of good governance practices.

The BoardSource Recommended Governance Practices reflect BoardSource's decades of experience working with tens of thousands of board leaders and conducting extensive research on board practices. The practices articulate a roadmap for boards toward becoming a strategic asset for their organization, and are arranged in three categories: Essential Practice, Leading Practice, and Compliance Practice.

- **Essential Practices:** BoardSource recommends that all boards adhere to these practices to function successfully.
- **Leading Practices:** BoardSource recommends that all boards adopt these practices to move toward board excellence.
- **Compliance Practices:** These practices address legal requirements and BoardSource's recommended process for compliance.

Extensive information about these practices can be found in BoardSource's library at [boardsource.org](http://boardsource.org).

### ESSENTIAL PRACTICES

#### **E-1 Meeting Attendance. Every board member must make it a priority to attend all board meetings and to miss a meeting only under exceptional circumstances.**

Meetings are when boards exercise their governance authority. One of the legal obligations for all board members is the duty of care. Without attending meetings — and preparing for them conscientiously — a board member is not able to participate in educated and independent decision making. As state corporation laws allow, the board may accept limited participation via teleconference, but such participation should not be considered a substitute for regular, in-person attendance. Board service is a commitment, and accepting a board position means the meetings must take priority over other obligations except in exceptional circumstances. Every board should have a meeting attendance policy and enforce it.

#### **E-2 Term Limits. The board should adopt term limits.**

Regular turnover among board members encourages the board to pay attention to its composition, helps to avoid stagnation, offers the opportunity to expand the board's circle of contacts and influence, and provides a respectful and efficient method for removing unproductive

members. Seventy-one percent of nonprofit boards have term limits for board members, and the most common are two consecutive three-year terms. Term limits do not prevent valuable members from remaining in the service of the organization or the board in another capacity.

#### **E-3 Strategic Board Recruitment. The board must be strategic about member recruitment and define an ideal composition for itself based on the organization's priorities at any given moment.**

A matrix for board composition facilitates the board's strategic recruitment efforts. By analyzing the present composition of the board, the governance committee — or the full board if no committee is needed — is able to best determine what qualities, characteristics, and



perspectives are already present on the board. When analyzed in light of the organizational strategies, a matrix helps the board identify where gaps exist and then direct recruitment efforts to fill those gaps.

**E-4 Strategic Planning.** The board must play a substantive role in developing, approving, and supporting organizational strategy.

One of the board's primary responsibilities is to set the direction for the organization. Strategic planning serves as the road map for this direction and as the tool to assess progress. The full board needs to actively participate in and own the results of strategic planning.

**E-5 Budget Approval.** The board must approve the annual budget.

Staff (NGC Committee Chairs) are responsible for developing the annual budget. As the fiduciary body for the organization, the board must ensure that the budget reflects the overall strategic direction and advances the long-term fiscal health of the organization.

## LEADING PRACTICES

**L-1 Consent Agendas.** The board should include consent agendas in its board meeting agendas.

Consent agendas promote good time management in meetings. The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and routine tasks. The recovered time should be used for meaningful discussion, allowing the board to focus on issues of real importance to the organization and its future. For consent agendas to be successful, materials for review must be written and sent to the board prior to the meeting, and board members must commit to reading the materials before approving the consent agenda.

**L-2 Board Diversity and Inclusion.** The board should be intentional in its recruitment and engagement of diverse board members and foster a culture of inclusivity.

To value diversity is to respect and appreciate race; religion; skin color; gender and gender identity; ethnicity; nationality; sexual orientation; physical, mental, and developmental abilities; age; and socioeconomic status. Boards should commit to diversity and inclusion by establishing written policies and practices, subject to regular evaluation, that address strategic and intentional recruitment and engagement of diverse board members and ongoing commitment to inclusivity, including equal access to board leadership opportunities.

**L-3 Board Evaluation.** The board should conduct a comprehensive self-assessment approximately every two years to evaluate its own performance.

Only through structured self-reflection can board members judge their own collective performance and understand the extent of their individual responsibilities. Boards may choose to engage in more frequent evaluations, but it is usually not necessary to do a formal assessment every year. It is important to allow adequate time between assessments to implement identified improvements.

**L-4 Board Orientation.** The board should formalize its new member orientation process.

The orientation process should be documented and streamlined to ensure all board members receive relevant and consistent information on their governance responsibilities, on the organization, and on the board's own expectations.

**L-5 Bylaws Review.** The board should review the bylaws periodically and ensure timely amendments when necessary.

Bylaws formalize the board's structure and practices. The board's needs evolve over time, as do the external circumstances within which the organization and the board function. It is necessary to review the clauses periodically to verify their continued appropriateness and to assess what

might be missing. An attorney should verify that the bylaws are in compliance with the state statutes.

**L-6 Board Job Description.** The board should have a written job description outlining the responsibilities of the full board and of individual board members.

Board service comes with expectations and obligations. A written job description defines the collective governance role of the board and reminds it of the various activities that need to be incorporated in the board's annual calendar. The board also should draft a separate set of expectations for individual board members to help them meet their legal obligations and engage productively in the board's work.

**L-7 Managing Conflicts of Interest.** The board should adopt a conflict-of-interest policy that defines what a conflict of interest is and how it is managed. The board and senior staff should sign annual conflict-of-interest statements, disclose known potential conflicts, and recuse themselves from participating in discussions and voting when conflicts do arise.

Board members must adhere to a legal duty of loyalty, making decisions based on the best interests of the organization. By actively managing conflicts of interest — real or perceived — the board is better able to remain independent and unbiased in decision making.

**L-8 Personal Giving.** If the organization engages in fundraising, every board member should make a meaningful personal contribution according to his or her means (while not conflicting with any legal stipulations); the board should attain 100-percent board giving.

By making a personally meaningful gift, each board member demonstrates his or her commitment and trust in the organization, which also enables him or her to function as a more credible fundraiser and inspire other donors.

**L-9 Board Retreat.** The board should include an annual retreat in its meeting schedule.

Retreats allow the board to focus on large and complicated issues that cannot be handled adequately in a regular board meeting. Every board needs to step back at times to reflect on its own responsibilities and practices or to discuss the future of the organization long-term. An informally structured retreat setting is most conducive to strategic discussions, as well as to strengthening the interpersonal dynamics among board members.

**L-10 Board Size.** The board should determine its optimal size based on its needs.

The primary guide for determining board size is the board's function, which may change over time. Numerous factors influence the composition and thus the size of the board: board responsibilities, committee structure, legal mandates, phase in the organizational life cycle, need for diversity, and maintaining a manageable group. It is impossible for an outsider to recommend a standard size for all boards. However, it is difficult to imagine that a board with fewer than five members is able to incorporate all the desired qualities and capacity or that an exceptionally large board is able to engage every member in a constructive manner. Regardless of size, all board members must be engaged, as all are equally liable for the organization.

**L-11 Committees.** The board's standing committee structure should be lean and strategic and complemented by the use of task forces.

Only ongoing board activities warrant a standing committee. Other activities are best addressed by time-limited task forces, which are efficient and utilize board members' time, interest, and expertise in a meaningful manner.

**L-12 Executive Committee.** If the board has an executive committee, its purpose and authority level must be defined in the bylaws.

Before forming an executive committee, the board should analyze its entire structure to determine whether that particular committee would add value. If the executive committee is given the power to act on behalf of the board, the bylaws need to define the limits of this

authority; otherwise, it has the authority to make major organizational decisions that normally belong to the full board. To ensure that the full board remains in control and informed, decisions made by the executive committee should be confirmed by the full board at the following board meeting.

**L-13 Governance Committee.** The board should either form a governance committee or ensure that the function of that committee is carried out.

Every board should ensure that recruitment is a continuous and deliberate activity of the full board. For most boards, a separate governance committee is the best structure to take the lead and responsibility for recruitment, ongoing board development, leadership development, board and board member assessment, and board education, and for ensuring that the board is equipped with proper guidelines and structure to do its work most effectively.

**L-14 Form 990 Posting.** The nonprofit should post its Form 990 on its own Web site.

Form 990 is a public document and one of the primary tools to shed light on the organization and its finances, activities, and governance practices. By posting the Form 990 on the organization's own Web site and making it easily accessible, the board is supporting and promoting methodical transparency.

## COMPLIANCE PRACTICES

**C-1 Meeting Frequency.** The board should have more than the one  
annual meeting required by law.

State laws usually require at least one annual meeting for all boards, but one meeting  
is insufficient for boards to address all the issues to which they need to pay attention. Other  
structures and practices (e.g., board size, reliance on committee work, length of  
meetings, life-cycle position of the organization, geographical constraints) can affect the  
necessary number of board meetings and the optimal frequency. The board must meet often  
enough to ensure it fulfills its fiduciary responsibilities

**C-2 Review of IRS Form 990.** The full board should review the Form 990 before it is filed.

Form 990 is the most widely viewed public document concerning the organization, its finances, activities, and governance practices. It is important that board members are familiar with its contents and that it accurately presents the organization to its constituents, donors, and media.

**C-3 Document Destruction and Retention.** The board must ensure that no records are destroyed when the organization is under federal investigation.

Federal law states what must happen in the event the organization is under official investigation. All organizations should have a policy for document destruction and retention to ensure that the law is understood and respected.

**C-4 Whistleblower Process.** The board must ensure that no employee (member) is punished or discriminated against because he or she reported improper conduct.

Federal law states what must happen if alleged improper conduct is reported. All organizations should have a formal, written process to deal with complaints and prevent retaliation. If under investigation, the organization is responsible for showing that it follows a systemized process to address whistleblower cases.

## Attachment: Member Survey Results

**Naples Garden Club  
Member Survey  
January 9, 2017 Membership Meeting**

## Survey

### Naples Garden Club Members ... Let us Know Where You Would Like Us to Invest Our Money

Each year Naples Garden Club is faced with the same decision we all face personally ... What do we do with the money that remains after we budget for our fixed expenses?

This year we've decided to look at our "discretionary" expenses with fresh eyes, and get input from members regarding where you think we should be investing.

Please mark your top three preferences below by putting a **1** next to your 1<sup>st</sup> choice, **2** next to your 2<sup>nd</sup> choice and **3** next to your 3<sup>rd</sup> choice.

#1	<b>Programs</b> (all member workshops, member meeting programs, trips, public workshops)	104 Points
#2	<b>Grants, scholarships to Community at Large</b>	78 Points
#3	<b>Investment in Naples Botanical Garden "partnership"</b> (beyond what we do today)	45 Points
#4	<b>Operating Reserve</b> (earmark one year's operating expenses for "a rainy day")	44 Points
#5	<b>Capital Fund Account</b> (earmark money for capital investments needed in the future)	37 Points

Note: There were 56 Responses

Responses were weighted as follows: Choice #1 = 3 points, #2 = 2 points, #1 = 1 point

## Idea Garden Attachment

### NGC Idea Garden

#### Collaboration Agreement Between Naples Botanical Garden and Naples Garden Club

The goal of the Idea Garden is to stimulate interest in and enthusiasm for horticulture, environment and design for visitors to the Naples Botanical Garden (NBG). This agreement will provide hands-on volunteer opportunities for Naples Garden Club (NGC) members, while strengthening the partnership between NBG and NGC.

NGC will obtain prior approval for any plants, equipment or materials to be placed in NBG.

NBG will designate a liaison within the Horticulture Department. NGC will designate Idea Garden leaders to communicate with the NBG liaison and provide direction to NGC members who volunteer in the Idea Garden. All NGC members who volunteer will become NBG volunteers, complete the required paperwork and go through any required training.

**Objective 1.** NGC will provide and maintain unique plants in areas designated for special installations in the fall and spring season.

- a. In consultation with NBG, NGC Idea Garden Committee will create and install planting designs and unique vegetation that visitors could use in their own garden or lanai. (e.g. succulent dish or topiary, unusual container gardens, wall hangings, unique and interesting plants in containers, etc.)
- b. NGC will purchase containers and plant material not available from NBG.
- c. Once installed, NBG will own the installations and be responsible for disposing, storing or moving them when appropriate at its sole discretion.
- d. NGC will work within a mutually agreed-upon set budget.

**Objective 2.** NGC will fund, plan, provide and conduct short "Pop up" educational programs, subject to approval, in the Idea Garden.

- a. Obtain and equip an Idea Cart which can be stored at the Idea Garden and members can use for their presentations. This cart will be the property of the Naples Garden Club.
- b. Develop a range of programs in horticulture, design, and environment, and recruit presenters. After approval from NBG, present informal "Pop-up" programs in the Idea Garden.
- c. Enlist a group of NGC members to develop and present short (20 minute) programs (easy floral design, propagating succulents, Florida Friendly Gardens, etc.)
- d. Work with NBG to train and prepare presenters and programs
- e. Work with NBG to develop a schedule for presenters and implement the schedule
- f. Work with NBG to evaluate the effectiveness of the programming and the number of visitors reached through the programming

**Objective 3.** NGC will provide volunteers to act as Interpreters in the NGC Idea Garden

- a. NGC will work with NBG's Associate Director of Volunteer Services to provide proper training for NGC Interpreters
- b. NGC will schedule and manage NGC volunteers in coordination with the NBG liaison
- c. NGC will provide up-to-date information to Interpreters concerning current Idea Garden plants and installations, as well as general NBG information
- d. NGC will work with NBG to develop NBG docent training about the Idea Garden

#### Timeline:

Budget to be ready for NGC BOD discussion/approval at Feb. 27th Board Meeting

Further parts of timeline to be determined

Donna McGinnis, President and CEO of NBG to review

*draft: llb/17.1.27*

## **Facilities Attachments (1 of 2) Storage Facility**

Arlette Bradley:

Facilities Committee moves that NGC rent the 10#20 air conditioned drive up unit at Bayshore Storage (\$227 monthly).

Bayshore Self Storage at 3105 Van Buren Avenue, Naples

<https://m.storage.com/self-storage/florida/naples/34112/3105-van-buren-avenue>

Information attachment:

For the past few years the H&GT and NFS committees have strongly indicated a need for a larger, well-lit storage unit closer to the NBG. After researching units on Radio, Davis and Airport I checked out the NBG suggested Bayshore Storage 2 miles from the NBG with easy drive up capabilities. (Clean and family owned—very cooperative)

Our current unit rental is \$900 a year—the new unit would be \$2724, an \$1824 difference. With our growing inventory, I believe this is a worthwhile investment (that we are not locked into)

Bev Metcalf:

Yes, the storage closet is very small and also not easy for women to reach things by themselves unless they have been lifting weights for years! We had to remove things from the floor before we could get out the raffle boxes. Not complaining – just explaining – the situation!

Renee Lewis

This is a basic inventory of what the FS Committee stores:

1. An assortment of varying sizes of tablecloths, runners
  2. Hard staging: pedestals, cubes, columns, shelving, card tables, square bases, frames, round tops, columns-- wooden and formica pedestals,, music stands, pipe drape frames, risers, metal racks for hanging plants, photography board, lattice frame for orchids, dividers for design and horticulture.
  3. Soft staging and items: aprons, banners, fabric bolts, napkins, wicker baskets, niches, oasis supplies
- The above will give a general idea of what we store. I have more details available with numbers, but this will give the Board the sense of the volume.

These are the problems: the offsite storage area is about one mile south of Golden Gate on Goodlette Frank. It has no lighting, It is so small that it is necessary to take out the boxes and other items to see what's there.

The closet in the NGC office is loaded, There are items stored on top of one another making it difficult to see what's there, requiring taking items down from the puzzle-packing. Each year many storage items must be repainted because of storage layering.

We often rent items because of lack of storage rather than purchasing. Last year we rented High Tops for \$700. It costs less to purchase, but storage was a problem. This year in an agreement with the NBG twelve were purchased and are owned by the NBG. They will be stored by the garden, but there is no guarantee that they will be available to us for future shows

This report to you may not be as specific as you'd like, but it will give the Board the general problem. HGT can tell you about its needs.

At this juncture I suggest that a sum of money, based on the estimates you have for more space be placed in the budget as a line item until further questions can be answered.

Unfortunately, all of this has occurred at the height of the season and most of us involved are overwhelmed by various projects so specifics are not available.

## **Facilities Attachment (2 of 2) NGC Library**

Sue Vernia, our librarian, has requested the following:

- \$300 for new books
- \$50 for supplies
- Continue “Use on Site” system

Suggestion: Discuss new book purchase versus Google, using our new copier, cell phones, and the problem of missing books

## **Governance Attachments (1 of 2) Regarding Mission Statement**

## TWO DIFFERENT MISSION STATEMENTS

**ISSUE:** NGC currently has **two different Mission Statements** in both print form and on the website. We need to clarify which Mission we are using since there are budget implications.

New mission statement is printed in the Directory, H&G Tour brochure and some PR releases. However, these are short-lived.

Former mission statement is in various sections of the Board Handbook, in print materials and all over the website. It will take a person to: 1) identify print materials that need to be changed; 2) identify website changes and make a list to submit to Bold Solutions to make the changes; 3) put together a budget for these changes to be submitted to Treasurer FY2017-18 budget.

In addition, Board Handbook changes need to be made by mid-March.

**HISTORY:** On March 2, 2012, the Board approved the Vision, Mission, Values and Value Behaviors that had been developed by 60+ members at a workshop. (See Strategic Framework Attachment).

The mission statement was:

“Fostering appreciation and understanding of horticulture, design and the environment by providing opportunities for learning and sharing”.

At a 2016 strategic planning workshop, it was suggested that the word “**support**” be added so that the mission statement would read as follows:

“Fostering appreciation, understanding and **support** of horticulture, design and the environment by providing opportunities for learning and sharing”.

[Board of Director's Meeting Minutes - January 25, 2016](#)

“Jane Stone made a suggestion that the word “support” be added to the Vision Statement. A vote was taken and approved.” (Note: no motion or second)

No explanation in the minutes as to **why “support” was added or what it means.**

Various dictionary definitions for the noun “support”:

- **contributions**, backing, donations, money, subsidy, funding, funds, finance
- **backing**, help, assistance, aid, votes, endorsement, sanction, approval, blessing, patronage
- **advocacy**, backing, promotion, championship, espousal, defence, recommendation, recommending, argument for, arguing for

These are all behaviors under the **Value - Community Involvement in our Strategic Framework** and do not need to be in the mission statement.

**Note:** At Governance Committee Meeting, a board member stated that “support” was suggested because we give money to various organizations. If this is the interpretation, it cannot be part of our mission statement because fundraising is not part of our mission. Also, if for some reason we did not do H&G Tour, and had no money to give away, we would not be fulfilling our mission.

**GOVERNANCE COMMITTEE RECOMMENDATION:** The Governance Committee recommends deleting the word “**support**” from the current Mission Statement”.

S.Quinn/1.25.17



## Governance Attachments (2 of 2) Regarding Mission Statement

### Naples Garden Club Strategic Framework

#### **CORE IDEOLOGY (VISION)**

Fostering appreciation and understanding of horticulture, design and the environment.

#### **CORE BUSINESS (MISSION)**

Providing opportunities for learning and sharing

#### **CORE VALUES (AND BEHAVIORS)**

##### **Teamwork**

Participate  
community  
Volunteer  
Commit  
Respect  
committees/meetings/  
workshops

##### **Friendship** \*

Share  
Trust others  
Be welcoming  
Work together  
Cooperate

##### **Creativity**

Try new things  
Encourage/bring new ideas  
Be open-minded  
Experiment  
Sense of community  
Design  
Inspire learning

##### **Education**

Share with members and  
Stay informed  
Sponsor/bring in experts  
Participate in

##### **Community Involvement**

Give time/money/expertise  
Invite  
Advocate  
Support projects/sponsors  
Philanthropy

Approved by NGC Board.3.26.12 \*Note: This was originally **Fellowship** and later changed to **Friendship**.