

**Minutes of the Board of Directors Meeting  
October 30, 2017**

**Attendance:**

*Present:* President Sudie Minamyler, Arlette Bradley, Gail Duke, Pat Fosberg, Diane Frisicaro, Susie Gascoigne, Ann Howat, Sandy Lasch, Eliza Nevin, Raynelle Perkins, Mary Pulick, Sondra Quinn, Abbie Sladick, Patti Taylor, and Catherine Ware

*Excused:* Janet Donald, Sharon Hildebrandt and Sally Lutz

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

**Gail Duke moved to approve the March 24th Minutes: *Approved as corrected***

**Gail Duke moved to approve the October 30th Consent Agenda: *Approved as corrected***

**PRESIDENT'S REPORT:**

**Welcome:**

President Sudie Minamyler welcomed the Board and thanked the Program and Education Committee for their work over the summer providing excellent and entertaining educational opportunities. Sudie spoke of the duties of board members to complete the responsibilities of their position and as part of their leadership function to become "cheerleaders" in the general membership and the community for the Naples Garden Club. In addition, each Board member is expected to support Board decisions and speak with one voice outside the Board meetings.

**Sudie moved that the Board accept the resignation of Renee Lewis, past Flower Show Chair, with regret. *Motion passed unanimously.***

**Sudie entertained a motion to ratify the digital vote to donate \$30,000 of the grant money that remains from the 2016 House & Garden Tour to the Naples Botanical Garden to "Replant and Regrow." (The total allocated to grants from 2016 was \$33,000.)**

**In addition, the Garden Club will offer its members the opportunity to donate to the Naples Botanical Garden through the auspices of Naples Garden Club. Member's checks, made out to the Naples Botanical Garden, will be collected by mail and at the first General Meeting. The checks will be presented to the Naples Botanical Garden, along with the money collected by the Naples Garden Club from the Grants account, on or about November 20. A cover letter summarizing the total of Club and**

**personal donations will be included with the donation. *Motion passed unanimously.***

### **Bold Solutions**

President Minamyer clarified the procedures for working with Bold Solutions. Bold Solutions is now providing digital services to the club on a retainer basis. The procedure for contacting them is that all communications are to go through Sudie and/or Patricia Taylor who will give communications to Bold Solutions for posting on our web-site and other media.

### **Idea Garden**

Hurricane Irma has postponed some of the Idea Garden events. Sandy Lasch reported that a group planted our own "Irma," the alligator, with succulents. It, along with a succulent chair, will be brought to the Garden after the November meeting. The inground planting and design of the Idea Garden area are, at this point, scheduled for February or March. The "Idea à la Cart" lessons will be conducted as scheduled.

### **Hurricane Irma**

Sudie thanked all members who moved valuable papers and other artifacts in our storage closets, library and classroom to higher ground for safety. Items may be in other locations now.

### **Calendars**

Mary Pulick will have calendars for sale. The cost is \$8 for the Florida Federation calendar and \$6 for the National Garden Club calendar. A design by our own Kathleen Hawryluk is featured in the National calendar.

### **General Membership Meeting-November 6<sup>th</sup>:**

Sudie listed the board members who would be speaking and their time requirements. Members were asked to submit any photographs for the power point to Sudie by Wednesday.

### **Social Event :**

The Board and spouses are invited to Raynelle Perkins' home (234 Palmetto Dunes Circle) on Sunday, November 12<sup>th</sup> @ 5:00pm. The event is B.Y.O.B. Please bring a small appetizer to share. Casual attire.

## COMMITTEE REPORTS

### Governance: Sandy Lasch

Sandy Lasch, chair, distributed the Conflict of Interest and the Code of Ethics forms for each Board Member's signature. Each Member's signature on these two documents is a legal requirement because Naples Garden Club is a charitable organization. All forms must be returned, signed, to Sandy by the end of the meeting. Board members were also asked to donate to the Board Discretionary Fund.

Sandy reported that the Governance Committee did not have a candidate to represent the Naples Garden Club for Woman of Initiative this year.

After discussion, *Sandy* made the following motions:

**...that the Board approve and adopt the 2017-2018 Board Pledge- *the motion passed***

(attached)

**...that the Board approve the Vision 2027-*the motion was tabled so that additions could be included***

**...that a 2-year position be created on the Board for Idea Garden Chair, effective 2018-2019- *the motion passed***

**...that the Board approve tenure for current Board members- *the motion passed*** (attached)

**...that the Board approve guidelines for the NGC Board Mentor Program-*the motion passed*** (attached)

### Membership: Diane Frisicaro

Diane presented the following motions:

**...that the Board accept with regret the resignation of the following members: Pat O'Hara(4-26-17,) Kathy Borel(5-3-17,) Sally Kellogg(5-9-17,) Eileen Mann(5-12-17,) Joan Bawden(5-25-17,) Carol Tweedie(5-31-17,) Pat Scoville(5-31-17,) and Holly Hansen(10-24-17.)**

**...that the Board approve the requests of Kathy Trotto and Kathy Woods to become Holdover Provisionals for the next class 2018-2019 *all passed*** (attached)

Two members, Catherine Ware and Wendy Knauer will receive membership pins for reaching the 20 year milestone. The pins will be presented by membership ambassador, Donna Lindberg, at the November Meeting.

### House & Garden Tour: Ann Howat & Abbie Sladick

*Rally Up* is the new on-line way to volunteer for responsibilities for the House & Garden Tour. Abbie stated that it will be up and running in mid-November. Ann announced that all four houses are under contract and there is an exciting back-up house just in case a homeowner withdraws. There is a vendor offer to supply the tote bags for the tour and Ann has been given the discretion to make a decision on accepting the offer, whether or not our identifying information is included on the bag. Home and Design is our exclusive provider at this time, but future decisions can be made on a case by case basis.

**Treasurer:**

The Treasurer's report will be distributed on line when it is available. Eliza Nevin, assistant treasurer, reported that we have collected \$13,000 from membership for donations to the NBG.

**Education:** Susie Gascoigne, Education Chair, reported that workshops and trips are on line and filling up quickly. She will speak at the November General Meeting about the offerings for November and December. Patti Taylor will send a monthly e-blast at the end of each month publicizing the club activities.

**OTHER BUSINESS**

Sondra Quinn announced that the National Flower Show School is a go! There are 19 students and a few spots remain. All potential judges must take Course I first. Sondra thanked her committee: Gail Pica, Mary Pulick, Raynelle Perkins, Louella McAloose, and Catherine Ware for their efforts. In order to cover some of the costs of sponsoring the School a sale of used containers will be conducted at the November General Meeting. Pots need to be priced in advance and placed on the "sale table." Members will also be asked to bring pots or other white elephants. Diane Cooley and Gail Duke have volunteered to help with the sale.

**Programs:**

*Raynelle Perkins*, chair, asked all members to contact her if they are in need of a table for the General Meeting.

Global Garden @ Avalon School: Raynelle announced that Avalon is in need of funding for this program. **Sandy Lasch moved that the Naples Garden Club donate \$1,500 from the Grant money from 2016 with the stipulation that paperwork be submitted to the Grants Committee** *Motion: passed*

It was noted that members spend time preparing treats for the meeting and little is eaten. It was voted that the Board will not serve treats at meetings this season.

**Adjourn Meeting**

President Minamyer adjourned the meeting at 11:18AM.

Gail Duke, Secretary

17-10-30

DRAFT

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

**Sandy Lasch – Governance**

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

- Governance met & reviewed responsibilities
- Provided input for Board Retreat
- Coordinated Board Retreat with President on Oct 25

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

- Begin nomination process
- Develop guidelines for Mentor Program and recommend best way to monitor program progress
- Determine Board Education schedule for rest of year based on Board input from Retreat

**Patti Taylor -- Communications**

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

- Submitted ads in 3 publications
- Solicited communications with team members
- Produced October TP with Editor
- Put Snail Mail system in place to include TP and some eblasts
- Updated public access parts of website

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

- Initiate a monthly "club calendar" Eblast
- Produce November TROWeL PRINTS with editor
- Publicize December Program & Workshop to public with PR asst.
- Plan out Social Media campaigns for the year with that director
- Plan out PR for the year: HGT, FS, IG and Community Grants
- Continue on-going website updates

**Ann Howat**

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

- Secured four houses for the House & Garden Tour

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

- Finalizing the booklet; home tours for H&GT Committee

**Abbie Sladick – H&GT Elect**

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

- Schedule e-blasts
- Get 20 more donations

**Diane Frisicaro – Membership**

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

- Corresponded by email, letters and phone calls to members whose dues were

not paid.

- Compiled and sent a final number of members and provisionals to FFGC for billing.

Communicated with provisionals to sign up to fulfill requirements.

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

Serve on Governance Committee.

Send out membership information to prospective members.

Coordinate member and guest check in at membership meetings.

Communicate and track provisionals as they fulfill their requirements.

Other important information you would like to share (on consent agenda) since your last report (AFTER MOTION OF RESIGNATIONS IS APPROVED BY BOARD)

Membership Status:

201 Active

35 Provisionals

8 Sustaining

2 Honorary

**246 Total**

**Sally Lutz – Flower Show Chair**

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

Worked the summer with many members of the Flower Show committee.

The Schedule complete and ready to hand out at November meeting.

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

Continue to work on Flower Show

**Mary Pulick – Flower Show Elect**

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

Assisted in completing the 2018 Flower Show Schedule. Hats off to Catherine

Ware for job well done!

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

Working on the 2017 Flower Show Book of Evidence to be submitted by the 12/1 deadline

**Susie Gascoigne – Education**

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

Watched registrations come in for the workshops

Purchased supplies for Design Workshops

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

Ensure Renee Lewis has the supplies she needs

Make sure to take pictures of each event

Monitor the registrations for upcoming events

Organize workshop table for general meeting

**Raynelle Perkins – Programs**

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

Communicated with potential speakers and secured programs for the NGC General Meetings

Provided lunch for Board Retreat

Worked closely with NBG to arrange for our two joint programs and workshops

**Pat Fosberg -- Hospitality**

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

Raynelle Perkins and I met for planning of the Oct. 25 Board Meeting Luncheon , and the Nov. 6 General Meeting.

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

Planning for Dec. 4 Meeting at Chabraja Visitor Center

**Eliza Nevin -- Assistant Treasurer**

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

Collected checks for the NBG Hurricane Restoration donation

**Sondra Quinn**

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

NGC - Transferred all Governance Committee, Board Installation/Orientation/Retreat, Strategic Planning, and Board Handbook paper/electronic files to new Governance Chair and President.  
Flower Show School (FSS) - Developed budget, reserved NBG space, engaged instructors, created contracts, produced Brochure, created committee job descriptions, marketed FSS to Board, NGC Members, District Directors, FSSJ Council Directors, FFGC, NGC and NaplesGarden Club websites.  
FFGC - Approved Florida Judges' Credentials Applications to attend Altamonte Springs Symposium October 22-24; attended Symposium.  
Worked on President's Project Committee to produce "Trash or Treasure" , a fundraising event in Orlando, January 20, 2018

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

Complete Bus Tour Materials for House & Garden Tour.  
Set up Past Presidents Council Fall Meeting and create agenda.  
Finalize Flower Show School details and oversee all aspects of two-day school



**Naples Garden Club  
Board of Directors  
2017-18**

(Years Remaining on Board, including this year. 2nd Terms are noted)

**President** – Sudie Minamyer

(2 Years: 2017-18 as President and 2018-19 as Governance)

**President-Elect** – Catherine Ware

(3 Years: 2017-18 as President Elect, 2018-19 as President, 2019-20 as Governance)

**V.P. House & Garden Tour** – Ann Howat

(2 Years: 2017-18 and 2018-19)

**V.P. Flower Show** – Sally Lutz

(2 Years: 2017-18 and 2018-19)

**Secretary** – Gail Duke

(1 Year: 2017-18)

**Treasurer** – Janet Donald

(2 Years: 2017-18 and 2018-19)

**Assistant Treasurer** – Eliza Nevin

(4 Years: 2 Years as Asst Treasurer 2017-18 & 2018-2019; 2 Years as Treasurer 2019-2020 & 2020-2021)

**Communications Chair** – Patti Taylor

(1 Year: 2017-18)

**Education Chair** – Susan Gascoigne

(1 Year: 2017-18)

**Facilities/Operations Chair** – Arlette Bradley

(2 Years: 2017-18 and 2018-19 2<sup>nd</sup> Term)

**Governance Chair** – Sandy Lasch

(1 Year: 2017-18)

**Hospitality/Events Chair** – Pat Fosberg

(2 Years: 2017-18 and 2018-19 2<sup>nd</sup> Term)

**Membership Chair** – Diane Frisicaro

(2 Years: 2017-18 and 2018-19)

**Program Chair** – Raynelle Perkins

(1 Year: 2017-18 2<sup>nd</sup> Term)

**Presidents Council Representative** – Sondra Quinn

(1 Year: 2017-18)

**V.P. Elect House & Garden Tour** – Abbie Sladick

(2 Years: 2017-18 as Elect, 2018-19 as Chair)

**Immediate Past Chair House & Garden Tour** – Sharon Hildebrant

(1 Year: 2017-18)

**V.P. Elect Flower Show** – Mary Pulick

(2 Years: 2017-18 as Elect, 2018-19 as Chair)

## **Naples Garden Club Mentor Program**

### **How Mentoring Works**

- Every new board member is assigned a mentor
- The board mentors
  - Welcome the new board members into the "organizational family" by introducing them to the people, issues, and work of the organization and serving as go-to people and sounding boards.
  - Mentoring partners meet virtually and/or in person prior to and after every board meeting during
- The Governance Committee does the matching before the start of the new fiscal year
- Governance asks mentors and mentees to evaluate the success of the program at the end of the year

### **Mentor Roles/Responsibilities**

- As soon as a match has been made, the mentor will receive an email with information on the mentee, including his/her contact information.
- The mentor should set up an initial meeting with the mentee to discuss:
  - Goals and objectives for the mentoring relationship. Mentor should be able to identify why he/she wants a mentee and what can be gained from this experience.
  - Ways the mentor can assist the mentee
  - The confidentiality of the relationship.
  - How often to meet, what the best way is to communicate, etc.
- The mentor and mentee should commit to meeting for an entire year. Ideally, the mentor and mentee will maintain this relationship after the year is complete, and the mentor will guide the mentee on his/her leadership path.
- Mentor should be available to their mentee by phone, email and by meeting in person.
- Mentor should check in with mentee periodically, especially after board meetings, to get mentee's feedback and serve as a sounding board.
- Mentor should invite mentee to join him/her for events and meetings

### **Mentee Roles/Responsibilities**

Mentee should:

- Take the lead in scheduling meetings and determine how frequently you wish to meet. Additionally, you may wish to speak by phone between meetings.
- Identify problems/obstacles that can be discussed with mentor.
- Ask questions:
  - Use time together wisely to get the knowledge you are seeking.
  - Be prepared with questions at each meeting to learn about Mentor's experiences.
- Be a good listener:
  - Actively listen
  - Take notes at meetings.

- Make an effort to attend meetings and events with your mentor, when appropriate. Don't hesitate to call and ask whether you can join him/her.
- Utilize the mentor when planning meetings and to learn about NGC procedures/resources
- Continually revisit how the mentor can assist him/her
- Never take the mentor for granted or ask for inappropriate information or favors

### **Mentoring Do's and Don'ts**

- Establish points of connection early in the relationship.
- Don't assume that because you serve together you know each other.
- Be sensitive to the day-to-day needs of your partner.
- Don't forget to find out what else is on your partner's plate.
- Identify and utilize multiple means for communication. Don't rely on face-to-face interaction alone.
- Set a regular contact schedule, but don't be inflexible.
- Check regularly on the effectiveness of communication. Don't assume that the messages you are sending are being received or understood.
- Talk about the effectiveness of the mentoring process. Don't forget to evaluate the learning progress.