

**Minutes
Board of Directors Meeting
November 28, 2018**

Attendance

Present:

Terry Aufranc, Arlette Bradley, Janet Donald, Gail Duke, Pat Fosberg, Polly Galliker, Kathleen Hawryluk, Sharon Hildebrandt, Ann Howat, Sally Lutz, Sudie Minamyer, Eliza Nevin, Mary Pulick, Abbie Sladick, Patti Taylor, Catherine Ware

Excused: Linda LaRue Brown, Diane Frisicaro, Sandy Lasch

Call to order 9:30am

Catherine Ware

Motion to Approve October Minutes

Sharon Hildebrandt

APPROVED

Motion to Approve November Consent Agenda

Sharon Hildebrandt

APPROVED

President's Report

Catherine Ware

- **Announcements**

- *NGC will present a check for \$6,500.00 to Global Garden project at Avalon school at the December meeting

- ○ FGCU scholarship luncheon

- ○ *Catherine attended the luncheon; the scholarship recipients will come in the spring to speak about their projects to NGC

- ○ League Club "Naples Tables"

- ○ *At their fund raiser the Botanical Garden and NGC will do a joint presentation

Officers Reports

- **Treasurer (Monthly Financial Report)**

Janet Donald

- *Revenue to date this fiscal year. 1 June -31 Oct: \$41,155.68

- *Expenses to date this fiscal year 1 June-31 Oct.: \$24,249.55

- **Program and Education**

Gail Duke

- *Anyone needing tables at the meeting contact Susie Gascoigne

- *Reception for Laurie Tennent, respond to Susie Gascoigne and she will let you know what to bring

- *Bruno Duarte' is a big name artist, we all should encourage people to attend his workshop

- ○ **Program Arrangements**

Susie Gascoigne

- ○ *No report

- **House and Garden Tour**

Abbie Sladick

- *Everything is going well
- *All 4 houses are in place with amazing gardens
- *Ticket sales so far: 93 group, 70 patron, 193 general, 500 more general admission to be sold
- *Raffle is going well
- *Program is under way, all sponsor ads are sold
- *Working on table sponsor sales
- *Wonderful things in totes
- *Working on logistics for preview tour
- *Preparing banner to advertise flower show
- *Volunteer sign-up genius is on line

- **Flower Show**

Mary Pulick

- *Schedule handed out last month
- *Schedule in handbook saved on printing cost
- *If a provisional enters in Botanical Arts, they should receive credit for design
- *Worked with Ann Howat on ads for House & Garden Tour program
- *Need to use Naples Flower Show logo along with the show name
- *125 members brought entries and 62 members entered in the horticulture specimens
- * Catherine Ware should bring up to members the responsibility to enter in the flower show
- *Dec. 20 is the deadline to get plants for show if you buy a plant or bring one you already own
- *Enter a plant to educate not just to win a ribbon

- **Governance**

Sudie Minamyer

- *Have had 2 meetings
- *Some nominees have accepted, but still need to fill more key positions

Committee Reports:

Communications

Polly Galliker

- *Trowel Print is on line
- *Looking for pictures for future issues
- *Finished HGT letters
- *Leslie Branda is sending information to papers
- *Working with Bolds Solution to improve the website
- *Lead banner on website will be: Abbie Sladick for House & Garden Tour in January and Mary Pulick for Flower Show in February
- *Looking for grant information from last year for Mar.
- *Kathleen Hawryluk, new president, will be featured in April

Facilities (new LED projector?)

Arlette Bradley

*Has done research on new projector, cost is \$449, \$599 or \$649

*Discussion on need to purchase a new projector

MOTION to purchase the \$649 projector

PASSED

Hospitality (budget, holiday lunch, Jan, mtg

Pat Fosberg

*December general meeting the Garden cater is taking care of cheese, fruit, Xmas cookies and beverage, the cost will be approximately \$1964.31

*A quote from Taste Buds, wants a minimum for 2 items and was considerably higher than Garden cater

*Yearly budget will have to be increased

*Larger attended meetings will be just cookies and beverage

*So far only 27 have registered for the holiday luncheon

Membership

Carole Whittemore

*Did not attend

Idea Garden

Sudie Minamyer

*Volunteer button is on website

*Moving on installation of items in Idea Garden

*There is a laminator in the office that may be used

*Please attend the Pop-up Cart presentations in Garden

*Tammy Schwab will not coordinate the Sign up Genius; due to illness she is not in Naples

* Sudie Minamyer and Susan Kincaid are the coordinators

*Discussion on number of people coming to pop-up programs

*All provisionals are being trained to work in the Idea Garden

*Use laminator to show resources instead of sheets of paper, attendees can take photo on phone

Grants (applications)

Sandy Lasch

*Process has begun, January 15 is deadline for applications

*Must go on line to submit applications

*Looking for new applicants that support our mission

*We send a press release with photo of recipients

Adjourn Meeting 10:50am

Respectfully submitted

Sharon Hildebrandt

Secretary

11-28-18

**Naples Garden Club
Board of Directors
Consent Agenda
November 28, 2018**

**COMMITTEE OR BOARD OFFICE: EDUCATION/PROGRAMS & WORKSHOPS,
GAIL DUKE**

What have you accomplished in the past 30 days? Education Team

1. 1 trip: Eco Cruise on the Good Fortune II
2. 2 Horticulture Workshops
3. 1 Design Workshop
4. Met with Publicity Chair: planning for the speakers & workshops
5. Communicated with finance chair (payment & expenses for the December speaker), workshop chair (report on completed workshops) Program chair & assistant (Board reception for Laurie Tennent) and Horticulture chair (finances for future trips).

What are your priorities for the next 30 days?

1. Attend party for Laurie Tennent
2. Sign off on expenses for Laurie Tennent
3. Supervise design workshop
4. Prepare for January speaker: Bruno Duarte program & workshop

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

Thanks to Catherine for steering the Team to Mark Strain. He was fantastic!

**COMMITTEE OR BOARD OFFICE: HOUSE & GARDEN TOUR, ABBIE SLADICK,
CHAIR**

What have you accomplished in the past 30 days?

1. All houses have been secured.
2. Out first round of house visits has been completed
3. The raffle is on line.
4. Patron Tickets are on Sale
5. Program ads are sold out

What are your priorities for the next 30 days?

1. Sell out table Sponsors
2. Put SUG on Line
3. Complete Program

COMMITTEE OR BOARD OFFICE: MARY PULICK, FLOWER SHOW CHAIR

What have you accomplished in the past 30 days?

1. Held the first Flower Show Committee Meeting Nov 9th
2. Met with Garden's graphic designer regarding logo and ads
3. Coordinated writing of the "Local Gardeners" brochure.
4. Created a chart of last year's Publicity for planning for 2019
5. Requested website be updated with 2019 schedule, 2018 awards and 2018 photos

What are your priorities for the next 30 days?

1. Organize a staging and division chairs' meeting
2. Finalize "Local Gardeners" brochure and get printed
3. Plan next committee meeting Jan 11. 2019

Other important information you want to share (on consent agenda) since your last report? Flower Show Logo designed by new Garden's Graphic Designer



COMMITTEE OF BOARD OFFICE: TREASURER, JANET DONALD

What have you accomplished in the past 30 days?

1. Reconciled October 2018 accounts
2. Paid bills and registered deposits
3. Filed Florida State Tax Exempt status form online
4. Member meeting funds delivered, counted, deposited
5. Responded to member enquiries

What are your priorities for the next 30 days?

1. Repeat procedures as in previous month
2. Begin review of 2019-2020 Quickbooks order with Eliza

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

1. Statements of financial position and activities to date for October

COMMITTEE OR BOARD OFFICE: MEMBERSHIP, DIANE FRISICARO

What have you accomplished in the past 30 days?

- 1.Planned Welcome Back Luncheon for Provisionals
- 2.Planned Orientation Make Up
- 3.Communicated with Provisionals on requirements & tracked attendance
4. Served on Governance Committee

What are your priorities for the next 30 days?

- 1.Communicate with Provisionals on requirements and track attendance
- 2.Plan Provisional Tour of NBG
- 3.Serve on Governance Committee

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

Provisional member Joanna Magel resigned. Provisional wait list candidate Lille LaJevic-Augustine filled the slot.

Membership Status:

216 Active

34 Provisionals

6 Sustainers

2 Honorary

258 TOTAL

Board Ambassadors for December 3rd general meeting are: Polly Galliker, Kathleen Hawryluk and Sudie Minamyler. Please arrive at 11:30 am and wear your name badge and Board ribbon.

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

What have you accomplished in the past 30 days?

1. Continue to work with Gail Duke on establishing a new functional committee for programs/education
2. Helping Gail with Programs and workshops for this year
3. Working on the General Meeting “process” with speakers.

What are your priorities for the next 30 days?

1. Continue working with Gail to refine committee
- 2.Begin process of gathering committee for 2019-2020.

COMMITTEE OR BOARD OFFICE: GOVERNANCE, SUDIE MINAMYER

What have you accomplished in the past 30 days?

1. Two Governance Committee meetings to review job description of Governance and begin nomination process.

What are your priorities for the next 30 days?

1. Another Governance meeting to continue looking for nominees.

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

What have you accomplished in the past 30 days?

1. At our Oct. 29 General Meeting the caterers from the Garden provided light refreshments.
2. I received a quote from Taste Buds Catering for future meeting refreshments.
3. Raynelle Perkins and I met with Rachel Martenson from the Garden to plan for food for our Dec. 3 general meeting.
4. Plans were completed for our Dec. 13 Holiday Luncheon at Windstar on Naples Bay.

What are your priorities for the next 30 days?

1. Need to get another quote if needed for the January – April General Meeting refreshments.
- 2.

COMMITTEE OR BOARD OFFICE: COMMUNICATIONS, POLLY GALLIKER

What have you accomplished in the past 30 days?

1. Completed Flower Show Book of Evidence with Joyce Colvario
2. Released November Trowel Prints to the membership
3. Completed series of House & Garden Tour letters and excel spreadsheet and sent to Bolds Solution for timely release.

What are your priorities for the next 30 days?

1. Increase the visibility of Trowel Prints
2. Advertise H> and FS in media
3. Work with Bolds Solution to improve productivity

Other important information you want to share (on consent agenda) since your last report? Ask the Board to encourage members to read TP.

We are going to highlight different Board Members in TP every month. Next month, Sudie, Idea Garden, January, Abbie Sladdick , H>, February Mary Pulick, FS, March, Sandy Lasch or Janet Donald, Report on success of Donations made in the prior year, April, Kathleen Hawryluk incoming President.

IDEA GARDEN COMMITTEE: LINDA BROWN CHAIR

What have you accomplished in the past 30 days?

1. **Sign up Genius:** SuG was made live in mid November so that the Provisionals now have the opportunity to register to volunteer in the IG

2-**Pop-Up Programs:** Slots are almost filled via SuG for the 2018-19 Ideas a' la Cart Presentations

3-**Special Installation:** The Idea Garden has been cleaned up and replanted. Irma and the Garden Chair are back into place and two new 5' tall succulent Flamingo topiaries also residing there. It looks fantastic!

5. **Member Pots:** Three new member pots that feature cactus are in place and on the new pedestals.

6. **NBG Volunteer Training:** Many members of the 2019 Provisional Class have participated in the Orientation and Overview training sessions required by NBG as have many members of the Idea Garden Committee.

What are your priorities for the next 30 days?

1. To complete a special Idea Garden training brochure to be used by NGC members who wish to participate in the Ambassador volunteer program

2. The Special Installation team will begin to plan for the early spring Idea Garden exhibit

3. Members of the IGC will work with Liz Chehayl to redo and refresh the large containers in the IG

4. To find someone to video some of the Ideas a' la Cart Programs for use on our public FaceBook page

5. To continue to insure that all Provisionals take the required NBG New Volunteer Training sessions

HGT CHAIR-ELECT, PATTI TAYLOR

Accomplished last 30 days

1. Had meeting with my Logistics team.
2. Visited all four HGT homes with Logistics folks
3. Determining staffing needs for Logistics functions

Priorities next 30 days

1. Get Sign Up Genius Started on line
2. Finalize Transportation timing, route, etc
3. Prepare for training our folks in January

COMMITTEE OR BOARD OFFICE: ANN HOWAT ,PAST CHAIR H>

What have you accomplished in the past 30 days?

1. Worked with Abbie Sladick on the House & Garden Tour

What are your priorities for the next 30 days?

1. Working with Abbie Sladick on the House & Garden Tour

COMMITTEE OR BOARD OFFICE: SHARON HILDEBRANDT, SECRETARY

What have you accomplished in the past 30 days?

1. Recorded minutes for October board meeting
2. Recorded minutes for October general meeting

What are your priorities for the next 30 days?

1. Will record minutes for meetings

Nothing to report., AuFranc, Bradley, Hawryluk, Nevin