

Evening Garden Club Board Meeting - November 30, 2020

Conducted online via Zoom

Attending: Dan Edge, Ruby Moon, Harriet Plumley, Janet Magedanz, Earl and Linda Hadfield, Nancy Sarpola, Marge Alig, Jackie Calvert

Marge Alig reported that she, Nancy Sarpola, and Jennifer Klammer met to review the by-laws and requested additional information from the board. Regarding the title for each of the club offices, one way to word the position title would be to have President and President Elect indicating a primary office holder and a person in training. A second way to word the title holders would indicate Co-Presidents indicating sharing of duties between two office holders serving concurrently.

The board recommended that by having a president and president elect indicates the person who is ultimately responsible to make final decisions. With this terminology, the position of Vice President would be eliminated. The board recommended that this wording be used to indicate the officers in the President's position.

The positions of secretary and treasurer are two-year commitments and currently both years are shared between the individual office holders. With both positions the commitment is staggered so that each year there is a new office holder and a continuing office holder with each person serving two years. The board recommended the wording of Co-Secretary and Co-Treasurer be used for these positions.

If the club published *Policies and Procedures* for each board position the language in the bylaws could be kept concise without being too restrictive. Such documents would inform new office holders of responsibilities and timelines, and would be updated before being transferred to the successive office holder.

The board also recommends that we not implement an incentive to have people pay dues early this year.

The October 26, 2020 board meeting minutes were approved.

Nancy brought up several options for publishing and distributing a membership handbook this year - 1) typing and emailing it out to members; 2) typing, printing, and mailing it; 3) publishing the entire book online with the directory placed in a password-protected section of the club website. To add and maintain the membership handbook on the website requires a person who can design a website. Ruby recommended Becky Levine as a possible webmaster and Dan will invite her to the next board meeting.

Treasurer's report: In October there was a net gain of \$684.16 from the plant sale. In November the starting balance \$2037.39 with income from dues, bulb sale and a donation. The sole expense was Santiam District OSFGC dues with an ending balance of \$5987.39. There are currently 65 paid members.

KJ suggested having gift certificates to local nurseries and garden-related businesses as raffle prizes. Harriet will look into how to purchase and safely distribute a gift card to the winners of each raffle.

Dan will set up a virtual green's party for the December member's meeting. Members can share photos of wreaths, centerpieces, or other plant-based decorations that they created.

There is \$1500 budgeted for the spring bulb sale but volunteers are needed to set up and manage the sale (graphics/sales booklet, advertising, someone to keep track of orders, packaging of bulbs). Ruby recommends purchasing bulbs in bulk and packaging them ourselves.

The board agreed that the next board meeting will be held January 25, 2021.

Action Items: All board members review the website and send any suggestions or corrections to Dan.

Dan will invite Becky Levine to the next board meeting, and contact Vanessa to coordinate her presentation for the January 2021 EGC zoom meeting.

Harriet will investigate the best way to purchase gift cards and distribute them to raffle winners.

Ruby will get book prices for upcoming speakers.

Nancy will send out a membership reminder to members who have not yet paid their dues.