

Evening Garden Club
Policies and Procedures
(Revised April 2026)

1. Regular and Special Meetings

- 1.1 Regular meetings are scheduled for the first Monday of the month at 7pm from October through May.
 - 1.2 Meetings may be in-person, online, or a hybrid of the two.
 - 1.3 In-person meetings will be at the Shepherd of the Valley Lutheran Church Community Room, 2650 NW Highland Dr. Corvallis OR 97330.
 - 1.4 Online meetings will be via Zoom. Members will be sent the link at least 12 hours prior to the meeting.
 - 1.5 The Executive Board may cancel or change the time or place or manner of the meeting if necessary. Members must be notified in a timely manner.
 - 1.6 The President will appoint a Program Chair to schedule presentations at regular meetings.
 - 1.7 The December meeting will be a “greens” meeting, the November and May meetings will feature plant exchanges.
 - 1.8 The Annual Business Meeting will be in October. There will be a speaker presentation in October as well.
 - 1.9 The President may arrange special meetings. The membership will be given at least a one week notice.
- 2 Board Meetings
- 2.1 Board meetings are scheduled for the last Monday of the month from January to December.
 - 2.2 The Executive Board may cancel or change the time or place of the meeting.
 - 2.3 Meetings may be in-person, online or a hybrid.

3 Dues

- 3.1 Dues may be mailed to Evening Garden Club, P.O. Box 315, Corvallis OR 97339-0315 or given to the Treasurer.

4 Communication

- 4.1 A Google group called Trumpetvine will contain all members except those who ask to be excluded. The President will appoint a Trumpetvine coordinator.
- 4.2 A newsletter will be distributed electronically at least a week before any regular meeting. The President will appoint a Newsletter Editor.
- 4.3 EGC will have a website containing the By-laws, Policies and Procedures, a member directory, recent board minutes, treasurer reports, and other information. The club will have a paid Webmaster to maintain the website.

5 Elections

- 5.1 Elections are in April unless rescheduled by the board.
- 5.2 The incoming officers may be introduced to the club at the May meeting.
- 5.3 Incoming officers assume their duties on July 1.

6 Appointive Committees and Positions

- 6.1 Grants Committee
 - 6.1.1 Is appointed in October by the President, when funds for grants are in the approved annual budget.
 - 6.1.2 Follows a schedule set by the Executive Committee.
 - 6.1.3 Publicizes the availability of EGC grants for garden projects or garden related materials and activities.
 - 6.1.4 Makes applications available in appropriate locations.

- 6.1.5 Reviews applications following grant guidelines and selects nominations.
- 6.1.6 Sends letters to all applicants advising outcomes.
- 6.1.7 Follows up on completion requirements as stated in application guidelines.
- 6.2 Membership Chair(s)
 - 6.2.1 Works with the Treasurer in maintaining an electronic database of all current members, including name, address, phone number, and email of all current members, adding new members as people join.
 - 6.2.2 Responds to information and membership requests made through the website.
 - 6.2.3 Informs Trumpetvine Coordinator of new members.
 - 6.2.4 Provides member communications to include:
 - 6.2.4.1 Welcoming all new members by email.
 - 6.2.4.2 Reminding members to pay dues in October, November and December.
 - 6.2.5 Purges membership roll of non-renewing members in March.
 - 6.2.6 Shares list of active members via Trumpetvine in March.
- 6.3 Name Tag Coordinator(s)
 - 6.3.1 Keeps nametags up to date and makes new nametags as members join.
 - 6.3.2 Brings nametags to in-person meetings and collects them at the end of the meeting.
- 6.4 Publicity Chair(s) (Optional)
 - 6.4.1 Publicizes EGC, including submitting program notices to local media event calendars as appropriate.
 - 6.4.2 Assigns writers to maintain EGC monthly presence in the Neighborhood Planter's Kiosk (NPK) project.
 - 6.4.3 Posts meeting/club information and garden club photos on social media.
- 6.5 Fundraising Committee
 - 6.5.1 Submits fundraising costs to the board for approval prior to any fundraising activity.
 - 6.5.2 May conduct bulb/plant sales in the fall and spring.
 - 6.5.3 Advises board on other fundraising opportunities and carries them out upon board approval.
- 6.6 Program Chair(s)
 - 6.6.1 Is responsible for scheduling regular meeting programs and verifying presenter fee.
 - 6.6.2 Speaker fees and/or expenses will not exceed \$1,500 per program year. Fees and/or expenses more than this limit require Executive Board approval.
 - 6.6.3 Speakers not receiving a fee shall be given a gift up to a \$50.00 value.
 - 6.6.4 Shall inform the board of expenses, fees, or honorarium due for payment and provide the speaker contact information to the club Secretary for a thank you note or follow up as needed.
 - 6.6.5 The person who scheduled a speaker will usually introduce the speaker at the meeting.
 - 6.6.6 Will supply program information to the appropriate Committee Chair(s) for community publicity, EGC Newsletter, EGC website and social media accounts.
 - 6.6.7 Program chairs will provide a thank you note and coordinate with the treasurer to send payment along with the note.
- 6.7 Tours Chair(s)
 - 6.7.1 Responsible for planning and scheduling a minimum of four tours per year when possible.
 - 6.7.2 Coordinates carpooling if needed.
 - 6.7.3 Communicates with other Chairs as needed to publicize and inform the membership about tours.
 - 6.7.4 Tours may be local or out-of-town.

- 6.7.5 Tours may be to members' gardens, non-members' gardens, nurseries, public gardens, home & garden shows, and other relevant locations.
- 6.7.6 Provide a thank you note to hosts.
- 6.8 Webmaster (paid position)
 - 6.8.1 Keeps the EGC website current and accurate.
 - 6.8.2 Communicates with EGC chairs and officers as needed.
 - 6.8.3 Stores the EGC by-laws and Policies and Procedures and makes them available on the website.
- 6.9 Trumpetvine Coordinator (email group coordinator)
 - 6.9.1 Manages the Trumpetvine Google Group.
 - 6.9.2 Invites new members to join Trumpetvine.
 - 6.9.3 Monitors Trumpetvine for inappropriate content, for example political messages. Trumpetvine is for communicating about the club, gardening and related activities. 6.10
- 6.10 Newsletter Editor
 - 6.10.1 Gather information for publication in the EGC Newsletter.
 - 6.10.2 Electronically publishes EGC Newsletter on the website and distributes to members.
 - 6.10.3 The newsletter is published monthly from October to May.
- 6.11 Church Liaison
 - 6.11.1 Makes arrangements for use of the Shepherd of the Valley Lutheran Church.
 - 6.11.2 Is responsible for the church key that has been loaned to the club.
 - 6.11.3 Coordinate yearly donation to the church for use of their facility.
- 6.12 Website Liaison
 - 6.12.1 Monitor website for needed updates.
 - 6.12.2 Communicate with the webmaster about updates to the website.
 - 6.12.3 No links to outside organizations will be added to the EGC website.
 - 6.12.4 No publicity for non-EGC events will be included on the EGC website, they may be shared in the EGC newsletter.
- 6.13 Floral Therapy Chair(s)
 - 6.13.1 Procures flowers from donors, provides supplies, and organizes volunteers for floral projects.
 - 6.13.2 Oversees the Assisted-Living Facility flower arranging project.
 - 6.13.3 Advises the board regarding other possible floral projects.
 - 6.13.4 Submit updates to newsletter editor and to website liaison for possible inclusion on the EGC website.
- 6.14 Homegrown National Park Chair(s) 6.14.1
 - Oversees HNP project(s).
 - 6.14.2 Acquires site plans, plants and volunteers for HNP project(s).
 - 6.14.3 Submit updates to newsletter editor and to website liaison for possible inclusion on the EGC website. Communicate progress to the board.
- 6.15 Gardening Book Club Chairs(s)
 - 6.15.1 Meet on Thursdays in odd-numbered months.
 - 6.15.2 The books have a plant or gardening theme and can be read cover-to-cover. How-to and reference books are not read.
 - 6.15.3 All members are welcome to come to any meeting.
 - 6.15.4 Current information is distributed on Trumpetvine and in the EGC newsletter.
 - 6.15.5 Meetings are held in members' homes or in a coffee shop.
- 6.16 Good Turn Chair(s)

- 6.16.1 Generally, meet on the second Sunday of each month.
- 6.16.2 Volunteers provide beautification and maintenance for the bulb-out beds on Madison and 2nd Street in downtown Corvallis.
- 6.16.3 Submit updates to newsletter editor and to website liaison for possible inclusion on the EGC website.

7 Duties of Elected Officers 7.1 The President shall:

- 7.1.1 Preside at board meetings to conduct the business of the EGC and cast the deciding vote in case of a tie.
- 7.1.2 Provide other board members with an agenda for the board meetings at least 3 days before the meetings.
- 7.1.3 Arrange for another person (usually the president-elect) to preside at the regular meeting if the president cannot attend.
- 7.1.4 Arrange for meeting places prior to the October meeting and for other meetings as needed.
- 7.1.5 Serve as ex-officio member of all committees except for the nominations committee.
- 7.1.6 Preside over election of officers in the spring.
- 7.1.7 Appoint EGC members to non-elective offices and committees.
- 7.1.8 Appoint a Grants Committee in October and ensure that the Executive Board sets a schedule for the grants process.
- 7.1.9 Chair the Budget Committee and work closely with the Treasurer to develop the Annual EGC budget.
- 7.1.10 Coordinate with Program Chair(s) to ensure meetings run smoothly.
- 7.1.11 Develop an agenda for each regular meeting.
- 7.1.12 Run the Annual Business meeting in October, which will include a financial report and an annual budget.
- 7.1.13 Create Ad hoc committees as needed and appoint Chair(s) of said committees.
- 7.1.14 Train and involve the president-elect for the following program year.
- 7.1.15 Write a president's message for inclusion in the club newsletter.
- 7.1.16 With the Treasurer, serve as a signatory on the EGC bank account(s).
- 7.1.17 Communicate with the membership via Trumpetvine, the newsletter, at meetings, and by other means.

7.2 The President-elect shall:

- 7.2.1 Attend/participate in board meetings and be a voting member of the board.
- 7.2.2 Assist the president in the performance of their duties.
- 7.2.3 Assume all duties of the president in their absence or inability.
- 7.2.4 Observe the role of, and train to become, the president the following year.
- 7.2.5 Assist president as requested with filling appointive positions.
- 7.2.6 Determine in January if funds are available to fund scholarships. If so, present to the Executive Board for action.

7.3 The Secretary/Co-Secretary shall:

- 7.3.1 Attend/participate in board meetings. Each is a voting member of the board.
- 7.3.2 Keep the minutes of all meetings of the EGC and Executive Board and ensure that the approved minutes are posted to the EGC website and/or newsletter.
- 7.3.3 Conduct general correspondence of the EGC including thank-you notes to speakers as needed.

- 7.3.4 Within ten days of the previous board meeting, provide the board meeting minutes to the Executive Committee for approval. Send regular club meeting minutes to the newsletter editor.
- 7.3.5 Assume the duties of the president and the president-elect in the absence of both.
- 7.3.6 Maintain an archive of all past minutes for the history of the EGC.
- 7.3.7 Keep updated By-laws on file and ensure that current By-laws are posted to the EGC website.

7.4 The Treasurer/Co-treasurer(s) shall:

- 7.4.1 Attend/participate in board meetings. Each is a voting member of the board.
- 7.4.2 Each serves as a signatory on the EGC bank account(s).
- 7.4.3 Be custodian of all funds of the EGC.
 - 7.4.3.1 Pay all approved bills/expenses.
 - 7.4.3.2 Collect all dues and program attendance fees.
 - 7.4.3.3 Keep accurate financial records, which shall at all times be open to inspection.
 - 7.4.3.4 Submit a monthly report at the board meetings of the EGC stating income, expenses, and current balance.
 - 7.4.3.5 Submit the same monthly report to the Newsletter editor for inclusion in the newsletter.
 - 7.4.3.6 Perform or supervise money handling tasks at fundraising events.
 - 7.4.3.7 Close the books as of June 30 and work closely with the president to develop the Annual EGC Budget, to ensure the process is complete prior to the Annual Business Meeting.
 - 7.4.3.8 By July 1, work with incoming Officers to update the authorized signatories of the EGC bank account(s) for the new fiscal year.
- 7.4.4 Coordinate with the Membership Chair to provide data for the Membership file referenced in 6.2.1.
- 7.4.5 Provide updated Treasury information to the Membership Chair, President, Newsletter Editor, Trumpetvine Coordinator, and Webmaster as needed.
- 7.4.6 Pay required dues to The Oregon State Federation of Garden Clubs, Inc. and the Santiam District between July 1 and September 30.
- 7.4.7 File Form 990-N before November 15 to the IRS electronically (E-Postcard).
- 7.4.8 Submit Form CT-12 (for Oregon Charities) to the Charitable Activities Section of the Oregon Department of Justice by November 15. Include the appropriate fee.
- 7.4.9 File the Annual Report with the Oregon Secretary of State, Corporation Division, before March 26 and pay the required fee.

7.5 The Members-at-Large (MAL) shall:

- 7.5.1 Attend/participate in board meetings and be a voting member of the board.
- 7.5.2 Work with the board and president to complete the club's goals for the year.

- 8 The Executive Board may revise the EGC's Policies and Procedures with a majority vote where a quorum is present.

ATTACHMENTS

EGC Grant Program Timeline

Announce grants program: February 1
 Start accepting applications February 15
 Stop accepting applications: March 15
 Applications review and award recommendations March 16-30
 Meet with board to share recommendations March 31
 Approval of the awarded projects at membership meeting: April 7
 Announce the winners, issue checks: April 9-10
 Accept reports: until December 20

| Jobs | Deadlines | Notes |
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| Review and update grants web page and application, including the PDF, Word doc, and Google Drive links on the web page. See webmaster change document. Add any recipient pictures. | December in conjunction with other club web page changes | |
| Double check that grants@ is redirected to committee chairperson's email | December | |
| Finalize Flyer | January 15 | |
| Send flyer to NPK source | By January 22 | |
| Print out flyers | January 22 | |
| Promote grant program to the community | February 1, start | Schools district/private; Corvallis Sustainability Coalition (email sent to Ruby Moon); Nurseries, Co Op, coffee shops; Facebook and instagram (Svetlana helps); Master Gardener newsletter (Christina);NPK's; Library |
| Email to Trumpetvine | February 1 | See sample email. |

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| Application submittal window | February 15 to March 15 | Do test application for verification that it functions |
| Attend February Board meeting | February 24 | To determine final funding to distribute |
| Accept applications, make them available to committee | March 15 | |
| Discuss, assess, and prioritize applications | Before the board meeting at the end of March | |
| Present to board for approval | March 31 | |
| Present winners at the general EGC April meeting | April 7 | Create summary document to share and spreadsheet of apps. |
| Compose responses to all applicants | Email them after approval meeting | |
| Receive issued checks | From club Treasurer | |
| Mail checks with response letter | April 8-10 | |
| Give summary of grant recipients to newsletter coordinator | Mid-April | |
| Check in with award winners for pictures and report | October, due December | |
| Give newsletter coordinator samples of the reports and pictures for the newsletter | In the fall as they are received | |

EGC Treasurer Responsibilities

Created 1/10/2025

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| January | <ul style="list-style-type: none"> • PO Box annual rental payment due before Jan. 31st, invoice to PO Box 315. • Purchase Zoom subscription for Zoom Club meetings. • Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. • Balance OSCU checking account. Update Balance Spreadsheet. |
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| | <ul style="list-style-type: none"> • Send monthly Treasurer Report for newsletter, website, EGC Board. |
| February | <ul style="list-style-type: none"> • File Annual Report to Secretary of State, Corporation Division, and pay annual fee by March 26th. The form will be mailed. • Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. • Balance OSCU checking account. Update Balance Spreadsheet • Send monthly Treasurer Report for newsletter, website, EGC Board. |

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| March | <ul style="list-style-type: none"> • File Annual Report to Secretary of State, Corporation Division, and pay annual fee by March 26th. A paper statement will be mailed to PO Box and Janet Klingler. • Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. • Balance OSCU checking account. Update Balance Spreadsheet. • Send monthly Treasurer Report for newsletter, website, EGC Board. |
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| April | <ul style="list-style-type: none"> • Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. • Balance OSCU checking account. Update Balance Spreadsheet. • Send monthly Treasurer Report for newsletter, website, EGC Board. |
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| May | <ul style="list-style-type: none"> • Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. • Balance OSCU checking account. Update Balance Spreadsheet. • Send monthly Treasurer Report for newsletter, website, EGC Board. |
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| June | <ul style="list-style-type: none"> • End of Fiscal Year - June 30. Close books and prepare for an audit. • Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. • Balance OSCU checking account. Update Balance Spreadsheet. • Send monthly Treasurer Report for newsletter, website, EGC Board. |
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| July | <ul style="list-style-type: none"> ● Start of the new fiscal year, July. Create new Balance spreadsheet. ● Assist President with development of Proposed Annual Budget in time for the Annual Membership Meeting - 1st Monday in October (anytime between July and September). ● New Co-Treasurers visit OSCU to get signing authority. Take the board meeting minutes which states who no longer is cotreasurer(s) and who is now co-treasurer(s). The minutes need to be signed and dated by the EGC Secretary. ● Web domain annual renewal fees (2 separate invoices: Domain Name and Hosting Service) due to Stormwire by July 16, 2025. Website: stormwire.com/cs/ PW: web2024Site\$\$ Email might be sent to Hanne Niederhausen. ● Collect New/Annual Membership dues. Report to Membership Chair. |
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| | <ul style="list-style-type: none"> ● Balance OSCU checking account. Update Balance Spreadsheet. ● Send monthly Treasurer Report for newsletter, website, EGC Board. ● Perform Financial Review for preceding fiscal year (or in August). President will find an auditor for the review. ● Reconcile Proposed Budget versus Actual for preceding fiscal year (or in August) |
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| August | <ul style="list-style-type: none"> ● Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. ● Balance OSCU checking account. Update Balance Spreadsheet ● Send monthly Treasurer Report for newsletter, website, EGC Board. |
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| September | <ul style="list-style-type: none"> ● Dues to OSFGC, form found on https://oregongardenclubs.org Form due before September 30th. Dues amount based on total members as of June 30th. Contact Membership Chair for total number of members. ● Electronic file IRS Form 990-N (e-Postcard) due November 15th. IRS will not mail/email to EGC); https://www.irs.gov/charitiesnon-profits/annual-electronic-filing-requirement-for-all-smallexempt-organizations-form-990-n-e-postcard |
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| | <ul style="list-style-type: none"> • File Form CT-12 For Oregon Charities due November 15th to Oregon Department of Justice (mailed to EGC); attach copy of IRS 990-N (e-Postcard). • Give a donation to the Shepherd of the Valley Church for the use of their facilities. • Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. • Balance OSCU checking account. Update Balance Spreadsheet, • Send monthly Treasurer Report for newsletter, website, EGC Board. |
| October | <ul style="list-style-type: none"> • Assist President with development of Proposed Annual Budget in time for the Annual Membership Meeting - 1st Monday in October. Budget should be sent to members before the meeting. • Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. Send out dues requests to Newsletter and Trumpetvine. • Balance OSCU checking account. Update Balance Spreadsheet • Send monthly Treasurer Report for newsletter, website, EGC Board. |
| November | <ul style="list-style-type: none"> • Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. • Balance OSCU checking account. Update Balance Spreadsheet • Send monthly Treasurer Report for newsletter, website, EGC Board. |
| December | <ul style="list-style-type: none"> • Collect New/Annual Membership dues. Report to Membership Chair and Name Tag committee. • Balance OSCU checking account. Update Balance Spreadsheet • Send monthly Treasurer Report for newsletter, website, EGC Board. |

EGC President Responsibilities

Created February 2025

By-laws : the President shall preside over regular and board meetings, appoint committee chairs, direct the club's activities, communicate with the membership, and develop the annual budget with the Treasurer. See EGC Policies and Procedures for more details.

Duties involved:

Open door of church by 6:15 and lock at end of meeting. Recruit board members and others to arrive early to set up room and return to original at end of the meeting.

Set Agenda, email agenda, past minutes, and treasurer's report to board members a week before meeting. Run board meetings once/month, the last Monday of the month from Sept. – June.

Chair the Budget Committee and work with Treasurer to develop the annual EGC budget for October meeting. Arrange for Financial Review of EGC after June 30 and to present a written report no later than October meeting.

Write President message for newsletter September - June

EGC President Responsibilities (Continued)

Connect with committee chairs, be informed of committee activities, and occasionally attend their meetings. Invite chair of committee to attend Board meetings to update the board and also at regular EGC meetings.

Arrange with EGC Board for potluck picnic in summer at least once a year and assign a board member to chair this event and form a committee.

Check that website is up to date and remind chairs of committees to submit updates

Run short EGC meeting at start of in- person monthly EGC presentations

Answer occasional emails from members

Post information on Trumpetvine as needed

Thank volunteers regularly

Read and implement EGC By-laws and EGC Policy and Procedures

Mentor Vice President as to duties and timelines and include in pertinent email issues.

Keep track of deadlines for budget, meetings, and Board elections at April meeting

Check with chairs of committees and appoint new committee chairs as needed

Assist Nominating Committee as needed

Help recruit new committee members and appoint chair as needed

Time needed: 5 – 10/hours/month (including attending board and regular EGC meetings). Position starts July 1 and goes to June 30.

Serve one year as Vice President from June board meeting (last Monday of month) – June 30th and start July 1st as President following June Board meeting that includes past board members and new members.

Resource Document - Past EGC Board and Committee Tasks

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| JULY | | | Incoming board (BOD) assumes their duties |
| | Executive Board | President | Fin'l Review Cmte begins review of preceding year Appoint the Standing Budget Cmte Fundraising Cmte proposal for coming year Appoint Program Chair and approve theme for year Appoint Trumpetvine Coordinator, Newsletter Editor, Webmaster If needed, consider Ad Hoc Cmte ByLaws revisions |
| | | President Elect | Reserve Avery Lion's Shelter for Sept social; identify cmte |
| | | Secretary | Monthly: BOD meeting minutes to BOD and to Web |
| | | | Member meeting minutes to Newsletter, BOD and Web Historical minutes to Archives If needed, propose any Bylaws changes to BOD |
| | | Treasurer | Start new fiscal year (keep Rettig, scholarship, and grant monies separate) New co-Treasurer & Treasure visit OSCU to get signing authority (take copy of June minutes) Web domain annual renewal fee due to Stormwirein Reconcile Proposed vs. Actual Budget for preceeding FY Work w/ Pres to perform Financial Review for FY |
| | | Members at Large | Attend and participate in BOD Help Pres and BOD to complete goals Respond to information requests made through website (monthly) ?? Continuing MAL host ice cream social event |
| | Standing Cmtes | Nominating | Cmte appointed by Pres in January each year |
| | | Fin'l Review | Cmte continues review of preceding year (report due October 1 st) |

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| | | Budget | Cmte appointed (Pres. as chair, Treasurer, MAL and/or a member in good standing) to develop annual budget and present to members in October |
| | Committees | Program | Club has 8 programs ea yr (5 speakers and 3 hands-on) For speakers, costs not to exceed \$1,500 per year. During year, one program devoted to NATIVES. Program suggestion: Oct is plant exchange (flowers) and Annual Meeting Nov is EGC member or local gardener Dec is Greens Party or holiday craft Jan is ZOOM and national speaker if possible Feb is ZOOM local/statewide expert Mar is state nursery Apr is plant exchange (veggies) and Vote May is local expert Continue scheduling speakers/activities for Oct-May Provide info to Cmte Chairs for publicity |

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| JULY | (continued) | | |
| | | Membership | Respond to information and membership requests made through website and inform Trumpetvine, Newsletter and Name Tag of new members (monthly) Report membership to BOD monthly |
| | | Publicity | Local print media, Neighborhood Planter Kiosks (NPK) project, social media Currently the BOD (i.e., the Pres) is doing this |
| | | Trumpetvine | Monitor Trumpetvine usage |
| | | Newsletter | BOD may publish a "special edition" in Sep 9 Editions per year (Oct 1, Nov, Dec, Jan, Feb, Mar, Apr, May, and June 1). Pres sends message to Editor after the board meeting |
| | | Tours | Continue to plan and publicize current tours Facilitate tours, request volunteers as needed |
| | | Fundraising | Make proposal before Board for new FY Fall and Spring events prior to ordering any product (e.g., bulbs) |
| | | Grants | See Policy and Procedures; very specifically laid out |
| | | Name Tags | Keep nametags up to date and make new tags as needed Bring nametags to in-person meetings and collect at end |
| | | Website | Update website with new BOD names Beta-test links Archive past BOD and Regular meeting minutes |
| | Projects | Floral Therapy | Monthly sessions at Assisted Living Facilities Procure flowers, etc. Recruit EGC member participation |
| | | Good Turn | Rettig funds (\$300) for project costs Plan planting process; recruit EGC member participants |
| | | HNP | EGC is the contact in Oregon of the larger HNP effort. The local group set up a Facebook page They need a focused project |

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| | | Book Club | Meets every other month a members' homes |
| | Craft Activities | | |
| | Social Activities | | Ice cream social mid-July, BOD |
| | Community | | |

Pres: Solicit agenda items mid-month

Set agenda 5 days before BOD meeting

Conduct meeting last Monday of month

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| AUG | | | |
| | Executive Board | President | Begin developing Proposed Annual Budget Solicit spending needs from (new) Cmte Chairs and EGC Projects Report from Programs chair on status |
| | | President Elect | Organize Cmte for Salad Toss Potluck |
| | | Secretary | Secretary host Tomato Tasting event Track any current/future need to update Bylaws |
| | | Treasurer | Assist Pres with development of Proposed Annual Budget |
| | | Members at Large | |
| | Standing Cmtes | Nominating | |
| | | Fin'l Review | Continue review and prepare to present to BOD in Sep |
| | | Budget | Begin developing Proposed Annual Budget |
| | Committees | Program | Continue scheduling speakers/activities for Oct-May Report status to BOD |
| | | Membership | Respond to information and membership requests made through website (monthly) Report membership to BOD monthly |
| | | Publicity | |
| | | Trumpetvine | |
| | | Newsletter | BOD may publish a "special edition" If needed, may include propose any Bylaws changes |
| | | Tours | Continue to plan and publicize current tours Facilitate tours, request volunteers as needed |
| | | Fundraising | With allocated funds, purchase product, package and set up sales, recruit club volunteers, sell in Fall. (offer pre-sale discount to volunteers) Publicize sale and obligation for funds |
| | | Grants | |
| | | Name Tags | |
| | | Website | |
| | Projects | Floral Therapy | |
| | | Good Turn | |

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| | | HNP | |
| | | Books | |
| | Craft Activities | | |
| | Social Activities | | Tomato Tasting event mid-August |
| | Community | | Deepwood in Salem |

| SEP | | | |
|-----|-----------------|------------------|---|
| | Executive Board | President | Finalize draft Proposed Annual Budget for OCT meeting Submit Agenda for Annual Meeting to Newsletter Editor Outreach to (new) Grants Cmte Chair for OCT appointment Draft Pres Message for website |
| | | President Elect | Host Salad Toss Potluck Sept |
| | | Secretary | Monitory Bylaw changes and assure member notification prior to Annual Meeting |
| | | Treasurer | When are dues expected to Santiam District? Send dues to OSFGC before Sep 30 based on # members as of June 30 Electronic file IRS form 990-N (due Nov 15) File form CT-12 OR Charities (due Nov 15) Room Video Comm annual fees auto-renew Assist Pres w/ final draft Proposed Annual Budget |
| | | Members at Large | |
| | Standing Cmtes | Nominating | |
| | | Fin'l Review | Finish and submit report to BOD for the Oct Annual Meeting and Nov reporting requirement |
| | | Budget | Finalize draft Proposed Annual Budget |
| | Committees | Program | |
| | | Membership | Respond to information and membership requests made through website (monthly) Report membership to BOD monthly |
| | | Publicity | |
| | | Trumpetvine | |
| | | Newsletter | BOD may publish a "special edition" to announce OCT Annual Meeting |
| | | Tours | Continue to plan and publicize current tours (Last month) |
| | | Fundraising | Send sale publicity to Newsletter, Trumpetvine, media, etc. |
| | | Grants | Solicit feedback from grantees about use of funds |
| | | Name Tags | |
| | | Website | Work with Pres to prepare a Presidents Message for website |

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|--|-------------------|----------------|-------------------------------|
| | Projects | Floral Therapy | |
| | | Good Turn | |
| | | HNP | |
| | | Books | |
| | Craft Activities | | |
| | Social Activities | | Salad Toss Potluck early Sept |
| | Community | | Seabright Nursery Dahlia |

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|-----|-----------------|------------------|---|
| OCT | | | Annual Business Meeting |
| | Executive Board | President | Preside at Oct Annual Member Meeting ¹ Appoint (new) Grants Cmte Chair. Set schedule for grants process (per P & P) |
| | | President Elect | Attend Santiam District Fall Meeting (Oct 20) |
| | | Secretary | Record discussion and action items generated at Oct Annual Meeting and track during FY Correspondence Secy sent thank you |
| | | Treasurer | Start collecting Annual Dues for coming year (track name, check #, date) |
| | | Members at Large | |
| | Standing Cmtes | Nominating | |
| | | Fin'l Review | Make final revisions to report and submit to Treasurer |
| | | Budget | Make any revisions to Proposed Annual Budget based on member feedback |
| | Committees | Program | 1 st program of FY; speaker is club member or plant exchange Prepare intro notes in advance Annual Meeting with two \$20 raffle tickets |
| | | Membership | Attend Member meeting and have New Member forms Start solicitation of Annual Dues for next Calendar Year ² through Newsletter and Trumpetvine Track new and renewing Annual Dues |
| | | Publicity | |
| | | Trumpetvine | Send Trumpetvine reminder that use is limited to gardenrelated subjects (no for profit, solicitations, etc.) |
| | | Newsletter | Include 1 st notice that Annual Dues should be paid by Dec 31 st |
| | | Tours | |
| | | Fundraising | Extend sale through mid-Oct if needed Tally net of Fall fundraising |

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|--|-------------------|----------------|---|
| | | Grants | Chair appointed and proposed funds in Annual Budget Follow schedule set by BOD Compose Cmte. |
| | | Name Tags | Attend meetings and have permanent and temporary name tags available. Make note of tag additions/alterations |
| | | Website | |
| | Projects | Floral Therapy | |
| | | Good Turn | |
| | | HNP | |
| | | Books | |
| | Craft Activities | | |
| | Social Activities | | |
| | Community | | Field Trip to Japanese Gardens? |

1

Meetings are held at Shepherd of the Valley Lutheran Church, 2650 NW Highland Drive. Board arrive at 6:30; Meeting at 7:00

2

Dues sent to PO Box 315 Corvallis OR 97339-0315 or given to Treasurer at the meeting

| | | | |
|-----|-----------------|------------------|--|
| NOV | | | |
| | Executive Board | President | Report on final Fall fundraising numbers |
| | | President Elect | |
| | | Secretary | |
| | | Treasurer | Collect Annual Dues for next Calendar Year Nov 15 th send forms 990-N and Ct-12 |
| | | Members at Large | |
| | Standing Cmtes | Nominating | |
| | | Fin'l Review | |
| | | Budget | |
| | Committees | Program | Annual Plant Exchange |
| | | Membership | Send 2 nd Trumpetvine notice about Annual dues Track new and renewing Annual Dues Send last year's non-renewing members an enticing, blind cc invitation to rejoin the club (do this one time only) |
| | | Publicity | |
| | | Trumpetvine | |
| | | Newsletter | Include 2 nd notice about Annual Dues by Dec 31st |
| | | Tours | |
| | | Fundraising | Final Fall fundraising numbers to BOD |
| | | Grants | |

| | | | |
|--|-------------------|----------------|---|
| | | Name Tags | Attend meetings and have permanent and temporary name tags available. Make note of tag additions/alterations |
| | | Website | |
| | Projects | Floral Therapy | |
| | | Good Turn | |
| | | HNP | |
| | | Books | |
| | Craft Activities | | Consider adding craft component to Nov meeting |
| | Social Activities | | |
| | Community | | |

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|-----|-----------------|------------------|--|
| DEC | | | Member Dues by end of month |
| | Executive Board | President | Solicit 3 members for Nominations Cmte (a past Pres and 2 members good standing) Proposed Spring fundraising costs |
| | | President Elect | |
| | | Secretary | |
| | | Treasurer | Collect annual dues for following year. Work with Membership to rectify any disparities |
| | | Members at Large | |
| | Standing Cmtes | Nominating | |
| | | Fin'l Review | |
| | | Budget | |
| | Committees | Program | Greens Party QUESTION: also arrange workshop? Could pivot and offer Holiday Craft event |
| | | Membership | Send two (2) Trumpetvine announcements this month about Annual Dues Track new and renewing dues Work with Treasurer to rectify disparities |
| | | Publicity | |
| | | Trumpetvine | |
| | | Newsletter | Include 3 rd notice about Annual Dues |
| | | Tours | |
| | | Fundraising | Pre-approval authorization for cost around Spring event |
| | | Grants | |
| | | Name Tags | Attend meetings with name tags available. Make note of tag additions/alterations |
| | | Website | |
| | Projects | Floral Therapy | |

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|--|-------------------|-----------|--|
| | | Good Turn | |
| | | HNP | |
| | | Books | |
| | Craft Activities | | Consider adding a demonstration to Program |
| | Social Activities | | |
| | Community | | |

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|-----|-----------------|------------------|--|
| JAN | | | |
| | Executive Board | President | Appoint Standing Nominations Committee Appoint Grants Committee |
| | | President Elect | Develop full member electronic survey (10 questions), for odd-year early Summer distribution Determine if funds available for scholarship. |
| | | Secretary | Correspondence Secy sent thank you |
| | | Treasurer | PO Box rental fee due before Jan 31 st Collect Annual Dues – give to Membership Communicate to Membership about non-renewing members |
| | | Members at Large | |
| | Standing Cmtes | Nominating | Nominating Cmte appointed (past Pres as chair) Contact Membership Cmte for info about new members |
| | | Fin'l Review | |
| | | Budget | |
| | Committees | Program | Speaker by ZOOM only this month. Prepare introduction notes in advance |
| | | Membership | Send a “blind cc” email to dues procrastinators Collect Annual Dues and add to Excel Summarize new members’ skills and interests for distribution to BOD and Nominating Cmte |
| | | Publicity | |
| | | Trumpetvine | |
| | | Newsletter | Announce that membership renewal will close end of Jan. |
| | | Tours | |
| | | Fundraising | Spring sale in planning stage. Need volunteers. |
| | | Grants | Grants Cmte appointed. Board approve allocation of funds identified in Annual Budget |
| | | Name Tags | ZOOM meeting |
| | | Website | |
| | Projects | Floral Therapy | |
| | | Good Turn | |

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|--|-------------------|-------|------------------------------|
| | | HNP | |
| | | Books | |
| | Craft Activities | | |
| | Social Activities | | |
| | Community | | Small Woodland Seedling sale |

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| FEB | | | |
| | Executive Board | President | Fundraising Cmte cost proposal for Spring sale Pres elect make scholarship request |
| | | President Elect | Tally survey results and analyze implications Present scholarship request to BOD |
| | | Secretary | Correspondence Secy sent thank you |
| | | Treasurer | File annual report OR Secy State – pay fee by March 26 |
| | | Members at Large | |
| | Standing Cmtes | Nominating | Solicit/recruit members to serve on BOD by March |
| | | Fin'l Review | |
| | | Budget | |
| | Committees | Program | Speaker may be hybrid (zoom and in-person) Prepare notes in advance |
| | | Membership | Finalize list of new and renewing members Keep an excel list of non-returning members for following year |
| | | Publicity | |
| | | Trumpetvine | |
| | | Newsletter | |
| | | Tours | |
| | | Fundraising | Submit proposed fundraising costs to BOD Purchase bulbs for Spring event Consider a Summer event |
| | | Grants | Committee formed, prepare for grants process |
| | | Name Tags | Attend meetings with name tags available. Make note of tag additions/alterations |
| | | Website | |
| | Projects | Floral Therapy | |
| | | Good Turn | |
| | | HNP | |
| | | Books | |
| | Craft Activities | | |

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| | Social Activities | | |
| | Community | | Field trip to Hellebores Nurseries BCMGA Insights into Gardening 2 nd weekend |

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| MAR | | | Nomination Committee Slate |
| | Executive Board | President | Send email to new members and ask them to join Committees (you're not too new!) Nominations slate presented to BOD Survey results shared with BOD |
| | | President Elect | Report survey results to BOD Begin work on Life Member, form ad hoc Cmte Attend Santiam District Meeting Spring (Mar 16) |
| | | Secretary | Correspondence Secy sent thank you |
| | | Treasurer | OR Secy of State report due March 26 |
| | | Members at Large | |
| | Standing Cmtes | Nominating | Present final slate of candidates through Newsletter and Trumpetvine this month |
| | | Fin'l Review | |
| | | Budget | |
| | Committees | Program | Speaker and notes |
| | | Membership | Attend Program meeting and have new member forms Purge membership rolls this month Inform Trumpetvine, Newsletter and Name Tags |
| | | Publicity | |
| | | Trumpetvine | |
| | | Newsletter | Notice about slate of officers Announce various Cmte Chairs appointed in July/Aug |
| | | Tours | Identify and plan at least 4 tours per year (local or out-of-town). May consider a potluck at EGC member's home (soiree) |
| | | Fundraising | Process Spring sale. Spring Festival is May 3 |
| | | Grants | Publicize EGC Grants |
| | | Name Tags | Purge name tags based on membership information Attend meetings with name tags available. Make note of tag additions/alterations |
| | | Website | Add new members and purge nonrenewals from member directory Create new password for Members Only information |
| | Projects | Floral Therapy | |
| | | Good Turn | Prep project area for Spring activity Prepare proposal for BOD |
| | | HNP | |

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|--|-------------------|-------|--|
| | | Books | |
| | Craft Activities | | |
| | Social Activities | | |
| | Community | | |

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| APR | | | Elections are this month |
| | Executive Board | President | Grants Cmte presents list of potential recipients Consider Life Member Good Turns project funding Tours reports proposed schedule for Summer Solicit chairs for Appointed Cmte and positions Begin planning for Soiree to install BOD; identify Cmte |
| | | President Elect | Propose Life Member |
| | | Secretary | Track any current/future needs to update Bylaws; if needed, organize Ad Hoc Cmte to address issues Correspondence Secy sent thank you |
| | | Treasurer | |
| | | Members at Large | |
| | Standing Cmtes | Nominating | Nom Cmte presents slate to membership at meeting |
| | | Fin'l Review | |
| | | Budget | |
| | Committees | Program | Speaker in-person. Prepare intro notes BOD Pres presides at meeting - Elections of New Board Grants Cmte proposed nominations presented |
| | | Membership | |
| | | Publicity | |
| | | Trumpetvine | |
| | | Newsletter | |
| | | Tours | Finalize tours and logistics; report to BOD Begin plans for Soiree in June; recruit volunteers |
| | | Fundraising | Benton Co Library leftover garden books for sale Finalize Spring sale (May?) Quilts in the Garden (Jun, odd years?) |
| | | Grants | Present proposed grant recipients to Membership for approval |
| | | Name Tags | Attend meeting with name tags available. Make note of tag additions/alterations |
| | | Website | |
| | Projects | Floral Therapy | |
| | | Good Turn | Propose funding to BOD |
| | | HNP | |

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|--|-------------------|-------|---|
| | | Books | |
| | Craft Activities | | |
| | Social Activities | | |
| | Community | | Friends of Benton Gardeners sale last Sat April |

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| MAY | | | Introduce incoming officers to the club |
| | Executive Board | President | Tours Cmte present annual tour schedule Grant Life Members (announce at Member Meeting) |
| | | President Elect | |
| | | Secretary | If needed, Ad Hoc Cmte to address Bylaws |
| | | Treasurer | |
| | | Members at Large | Continuing MAL reserve location for Ice Cream Social (July) |
| | Standing Cmtes | Nominating | |
| | | Fin'l Review | |
| | | Budget | |
| | Committees | Program | Plant Exchange – Last member meeting until October New BOD members announced at meeting Develop theme concept for speakers for Oct-April |
| | | Membership | |
| | | Publicity | |
| | | Trumpetvine | |
| | | Newsletter | |
| | | Tours | Announce the 4 tours (May, June, July, Aug) plus more Post to Trumpetvine and NPK Facilitate tours, request volunteers as needed Finalize plans for Soiree in June |
| | | Fundraising | Tally net of Spring sale Regional Tour Fund Raiser considered? |
| | | Grants | Announce awardees; send letters advising outcomes |
| | | Name Tags | Attend meeting with name tags available (last meeting) Make note of tag additions/alterations |
| | | Website | |
| | Projects | Floral Therapy | |
| | | Good Turn | |
| | | HNP | |
| | | Books | |
| | Craft Activities | | |
| | Social Activities | | |

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| | Community | | BCMGA plant sale 1 st Sat in May McMinnville Garden Faire (free) + tour (\$4) |
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|-----|-----------------|------------------|--|
| JUN | | | Final meeting of FY |
| | Executive Board | President | Incoming and Outgoing Board Meeting (potluck?) Approve Program Cmte proposed theme for year (Oct-May) Appoint Financial Review Cmte to review of year just closing |
| | | President Elect | Outreach to members to serve on Cmtes and lead projects |
| | | Secretary | Finalize any needed revisions to ByLaws Reserve location for Tomato Tasting event (August) Last minutes of FY. Name all in-coming BOD, continuing BOD, Cmte chairs and project leads Report total number members as of June 30 th in minutes |
| | | Treasurer | Close the books on FY Work w/ Pres to develop the Annual EGC Budget (must be complete before Oct meeting) |
| | | Members at Large | Continuing MAL organize Cmte for Ice Cream social (July) |
| | Standing Cmtes | Nominating | |
| | | Fin'l Review | Cmte appointed (incoming co-Treasurer, 2 members good standing) after Treasurer closes books on June 30 th ; Write report by October meeting |
| | | Budget | |
| | Committees | Program | Propose speaker theme for year to BOD Investigate speakers/activities for Oct-May |
| | | Membership | Give BOD the total # members as of June 30 th for start of FY (needed for EGC reporting requirements) |
| | | Publicity | |
| | | Trumpetvine | |
| | | Newsletter | |
| | | Tours | Facilitate tours, request volunteers as needed Host Soiree in EGC member's garden |
| | | Fundraising | Report net profits of Spring sale to BOD Strategize fundraising activities and costs for next FY Request proposal before BOD |
| | | Grants | |
| | | Name Tags | |
| | | Website | |
| | Projects | Floral Therapy | |
| | | Good Turn | |
| | | HNP | |

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|--|-------------------|-------|--|
| | | Books | |
| | Craft Activities | | |
| | Social Activities | | Soiree at member's garden (late afternoon) |
| | Community | | Eugene Hardy Plant Society tours |

Resource Documents for Grants Committee

Flyer Sample



Evening Garden Club

Corvallis, Oregon



2025 Grants Program Now Open!

Who Can Apply: Local Nonprofit Organizations

Grants are for: Garden-related education, community development, common spaces beautification

Deadline: March 15, 2025

How to apply: QR code below or

<https://corvalliseninggardenclub.org/grants/>



Resource Documents for Grants Committee (Continued)

Bekki (Webmaster):

Here are the updates for the Evening Garden Club web site. Thank you for your help!!

- 2025 Grants Program is in progress

- Keep “The Grant Program will be announced February 1 ● Timeline for the 2025 Grant Program:
- Keep “February 15 to March 15 Grant application submissions begin”
- Keep “March 16 to March 30 Review and selection of projects”
- April 7- Evening Garden Club approves recommendations
- April 8 to April 10 Notification to grant applicants; funding issued by mail
- Keep “December 20 progress reports due”
- Top of application: Deadline for receipt of the EGC Grant applications March 15, 2025
- Applications arriving after that date will not be considered for the 2025 program
- For the MS Word Document that is linked: Evening Garden Club 2025 Grant Application Form Application deadline March 15, 2025.
- For the PDF document link:
Evening Garden Club 2025 Grant Application Form
Application deadline March 15, 2025.
- For the Google Doc link
Evening Garden Club 2025 Grant Application Form
Application deadline March 15, 2025.

Under “Recent EGC Grants Awarded”-Arranged at your creative discretion

#1 DevNW/Thriving Community Program used the funds at 5 community gardens located on their affordable housing properties throughout Corvallis for soil amendments, plant starts, seeds, and garden tools.

#2 Lupe’s Community Garden built two new cedar ADA planting beds that will provide access for gardeners who have mobility restrictions with the grant funds from the garden club.

#3 Boys and Girls Club of Corvallis was able to fund new planter boxes and flowers for their front entrance to welcome their Summer Youth Club youth and employees for the summer and into the fall school year.

#4 Corvallis Multicultural Literacy Center had a successful Earth Day Seed Starting Workshop where they brought together the members of the Corvallis international community in a day of horticultural learning with the help of the garden club funds.

Please continue to have the grant application emails come to me at msham@peak.org.

Thank you so much for your help with this. Please let me know if you have any questions at all!

Marsha Ham 541-760-2523

Resource Documents for Grants Committee (Continued)

Corvallis Evening Garden Club Grant Requests 2025

| APPLICANT | PROJECT | Request | NOTES | | |
|---|---|---------|----------------|--------|--|
| Adams Elementary/Teacher Connie Ash, Nellie Oehler | Soil for school garden beds | 0 | Returner | 500 | |
| Boys & Girls Club/Helen Higgins | Beautification and enrichment of the building, starting Youth Garden Program | 0 | Returner | 500 | |
| Calvin Community Garden/ Doug Eldon | Rebuild picnic tables for gardeners to gather | 500 | | | |
| Chintimini Wildlife Center/Chuck Tourtillott | Pollinator garden for visitors | 0 | | 500 | |
| Corvallis Community Children's Centers/ Brenda Daigle | Front door beautification, including children in the active garden process | 0 | | 200 | |
| Corvallis Environmental Center/ Liz Habley | Starker Arts Garden Education, Dunawi Crk. Garden, expand grape arbor, planting fruit trees and berries | 500 | | | |
| Corvallis High School/Charlyn Ellis | Student built raised beds for their Green Club to make the garden easier to maintain. | 0 | | 500 | |
| Corvallis Waldorf School/Marta Capriles | Soil Stewardship project to improve existing garden beds | 0 | | 491.82 | |
| Corvallis Neighborhood Housing Services, DevNW/LaDonna Martin | Low income housing community gardens, helping residents to help with high cost of food and offering nourishing food. Will add soil amendments, tool | 500 | 5 community | | |
| Grace Center for Adult Day Services/Cassie Cruze | Rejuvenate the sensory garden boxes that benefit the elderly who need physical activity and interaction with others | 497.91 | | | |
| Jackson St. Youth Services/Lauren Windchester | Build garden beds for youth that have not had the opportunity to grow their own food | 0 | | 494.2 | |
| Kathryn Jones Harrison Elementary School/Amanda Tucksen | Garden soil, seeds, onion sets, apple trees for existing gardens | 0 | | 397 | |
| Letitia Carson Elementary School/Rebecca Johnson | Supplies for their existing 13 raised beds, involving all grades of students | 0 | | 222.24 | |
| Mt. View Elementary School/Byron Bethards | Planting of drought tolerant xeriscape, planted with conifers and evergreen shrubs | 0 | WITHDREW-REQUE | 0 | |

Corvallis Evening Garden Club Grant Requests 2025

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|---|---|---------|------------------------|---------|--|
| Philomath Community Services/Sharon Thornberry (returner) | PCS is a community service organization serving west Benton County. Specifically, Lupe's Garden. They need a new greenhouse cover | 500 | Many people touched by | | |
| Philomath Montessori/Jessica Neebe | Payment for arborist to prune 3 mature fruit trees that school reaps fruit from | 250 | Returner | 0 | |
| Trillium Family Services/Gloria Bible | Development of a sensory garden for the students living there | | | 498 | |
| | | 2747.91 | | 4303.26 | |