

**Pacific Region Garden Clubs, Inc.**

78<sup>th</sup> Annual Pre-Convention Board of Directors Meeting

April 26, 2022, Las Vegas, NV

Nevada Garden Club Center

Pacific Region Director Lana Finegold called the meeting to order at 8:37 a.m.

Alaska Garden Clubs President Sharron Jordan Carlson led the Pledge of Allegiance.

Arizona Federation of Garden Clubs, Inc. President Sharon Davis gave the Inspiration.

Director Lana Finegold introduced the Executive Committee (officers and state presidents), the former directors in attendance, and NGC President Mary Warshauer.

Recording Secretary Diane Franchini called the roll (36 present); the Director declared a quorum present.

Nevada Garden Clubs, Inc. was thanked for hosting the meeting.

Without objection, the chair appointed the following committee to review the minutes for this meeting, Chairman: Parliamentarian Greg Pokorski, Organization Study Committee Member Jeanette Pruin, and Washington State Federation of Garden Clubs President Anne Sullivan.

Parliamentarian Greg Pokorski reported that the minutes of the 2021 Board of Directors Meeting and the 2021 Organizational meeting at the Oregon Gardens in Silverton, Oregon were recorded and reviewed. A date change correction was made and without objection these minutes were approved as corrected.

**Financial Reports:** Treasurer Susan Nash reported.

**Correspondence:** Corresponding Secretary Alexis Slafer reported.

**Officers' Reports:** All officers deferred reports to the Convention Board of Directors Meeting.

**Executive Committee Recommendations:** The appointments of the following Pacific Region Board Members since August, 2021 were ratified: Wendy Anderson – Community Gardens Co-Chair; Myrtle Findley – Interactive Horticulture; Cheryl and Ward Habriel – Fire Safe Gardening; Nancy Lee Loesch – Invasive Species; Sherry Molinari – Botanical Gardens and Convention First Timers Hostess; Lori Robinson – Environmental Concerns; Judy Shelton – Conservation; Suzann Stahl – Membership; Carol Vallens – Healing Gardens, *WACONIAH* Contributor; Madeline West – Pollen Pushers Newsletter Distribution; Al Finegold – *WACONIAH* Proofreader, Photographer; Gloria Aminian – Recycle, Reuse, Repurpose; Hank Vanderhorst – Sustainable Consumption Co-Chair; Sheila Parcel – Book of Recognition; Tanja Swanson – Life Membership.

**New Business**

1. 2022-2023 Pacific Region Proposed Budget was presented for adoption by Susan Nash with a change to the Website budget. **Motion passed.** See attached.
2. 2023 Proposed Convention Budget was presented for adoption by Susan Nash. **Motion passed.** See attached.

3. Brynn Tavasci moved to approve Jeanette Pruin as 2023 Convention Treasurer with authorization to sign checks on the PRGC Convention/Event Account. **Motion passed.**

**Organization Study Committee Recommendations:** Organization Study Committee Chairman Greg Pokorski presented proposed amendments to the Standing Rules as distributed by email on April 4, 2022. Chris Wood (Alaska) moved to adopt the Standing Rules changes. **Motion passed.** See attached.

Director Lana Finegold made announcements.

Meeting adjourned at 9:32 a.m.

Diane Franchini \_\_\_\_\_ Date \_\_\_\_\_  
Recording Secretary

PACIFIC REGION GARDEN CLUBS, INC.

BUDGET 2022- 2023

	A	B	(6/01/22 - 5/31/23)	D	E	F	G
1	Budget 20/21	Actual 20/21	Description	Budget 21/22	Actual 21/22		Budget 22/23
3	<b>PRGC CHECKING ACCOUNT: Budget 2022-23</b>						
4	<b>REVENUE:</b>						
5	4,529		Convntn Profit - WA April 23	2,000.00			1,000.00
6			Donations	200.00			100.00
7	1,050	1,050	Dues from State Garden Clubs	1,050.00	1,020.00		1,000.00
8	650	1,150	Convntn Fundrsr -WA April 23	1,000.00			-
9	410	410	Fundraiser	2,000.00	564.00		
10	420	420	Gems	450.00	130.00		
11	1,255	1,255	Publications	200.00	195.00		100.00
12			Scholarship Transfer from Scholarship Accou	1,000.00			1,000.00
13			Ways and Means				510 310.00
14	<b>3,785</b>	<b>4,285</b>	<b>TOTAL REVENUE</b>	<b>7,900.00</b>	<b>1,909.00</b>	<b>3710</b>	<b>3,510.00</b>
15	<b>EXPENSES:</b>						
16	(200)	(144)	Award Printing, Postage and Seals	100.00			150
17	(25)		Bank Charges				
18	(50)	(50)	Corporation Fees for PRGC, INC.	50.00	50.00		50
19	(5,575)	(1,965)	Director's Special Project	2,700.00	838.61		0
20	(3,200)	(1,645)	Director's Travel Allowance	3,200.00			1600
21	(293)	(34)	Discretionary Expenses	400.00			400
22	(7,275)	(1,000)	Fundraiser				
23	(70)	(52)	Office and Chairmen Expenses	150.00	35.98		100
24	(320)	(130)	Publication Expenses	50.00			
25	(1,000)		Scholarship Award 2021 - 2022	1,000.00			1000
26	(50)		WACONIAH Expenses	50.00			
27			Ways and Means				
28		(409)	Website (odd-numbered years)	200.00	21.17		210
29	<b>(18,058)</b>	<b>(5,429)</b>	<b>TOTAL EXPENSES</b>	<b>7,900.00</b>	<b>945.76</b>		<b>3,510.00</b>
30			<b>TOTAL REVENUE / EXPENSE CHECKING</b>	<b>-</b>	<b>963.24</b>		<b>-</b>
31							
32							
33	<b>PRGC SCHOLARSHIP ACCOUNT:</b>						
34	<b>REVENUE:</b>						
35			Interest Income	-	1.10		
36			Donations	80.00	2,595.00		250.00
37			Life Memberships	300.00	225.00		150.00
38			Book of Recognition	50.00			
39			Pollen Pushers @\$30 each Pollinate the Future	570.00	1,950.00		600.00
40			<b>TOTAL REVENUE</b>	<b>1,000.00</b>	<b>4,771.10</b>		<b>1,000.00</b>
41	<b>EXPENSES:</b>						
42			Transfer to Checking for 2021-2022 Scholarship		3,750.00		1,000.00
43			<b>TOTAL REVENUE / EXPENSE SCHOLARSHIP</b>	<b>\$1,000.00</b>	<b>1,021.10</b>		<b>-</b>

**Pacific Region 2023 Convention  
Proposed Budget  
April 17, 2023 – April 20, 2023**

**Income**

Registration		
Registration	(35 x \$50)	\$1,750
WA members	(25 x \$35)	\$875
Tours		\$5,000
Opportunity Drawing and Silent Auction		\$600
WSFGC Endowment		<u>\$4,000</u>
		\$12,225

**Expense**

AV	\$3,000
Centerpiece Favor Supplies	\$200
Director Guest Room 4 nights	\$636
Director Meals	\$400
Printing/Office Supplies	\$600
Programs (speakers, workshop supplies)	\$2,139
Room Rental	\$250
Tours (bus, docent/guide, entry fee(s))	<u>\$5,000</u>
	\$12,225

Proposed Standing Rules Amendments

STANDING RULES

PACIFIC REGION GARDEN CLUBS, INC.

These Standing Rules shall not be in conflict with the Pacific Region Garden Clubs, Inc. (PRGC) Bylaws and may be amended or revised by the Board of Directors with a majority vote of the members present at any regular meeting with prior notice, or with two-thirds vote of the members present at any regular meeting without previous notice.

1. REGION DIRECTOR

1a. Rotation

Rotation among PRGC for the offices of Region Director and Alternate Region Director shall be as follows:

Washington	2021 – 2023
Idaho ( <u>Idaho has passed</u> )	2023 – 2025
Alaska	<del>2025-2023</del> – <del>2027</del> <u>2025</u>
Arizona	<del>2027-2025</del> – <del>2029</del> <u>2027</u>
Nevada	<del>2029-2027</del> – <del>2031</del> <u>2029</u>
Oregon	<del>2031-2029</del> – <del>2033</del> <u>2031</u>
California	<del>2033-2031</del> – <del>2035</del> <u>2033</u>
Hawaii	<del>2035-2033</del> – <del>2037</del> <u>2035</u>
<u>Washington</u>	<u>2035-2037</u>

This rotation is defined in the National Garden Clubs (NGC's) Standing Rules (Board of Directors #10): PACIFIC REGION California, Hawaii, Washington, Idaho, Alaska, Arizona, Nevada, Oregon

1b. Eligibility

*To be eligible for election as Region Director or Alternate Region Director, each candidate shall have served as President of their State Garden Club for a minimum of two years and shall have attended two of three previous Region conventions/meetings at the time of election. In the event the State Garden Club does not have a candidate who has served a minimum of a two-year term as President of the State Garden Club, the current President, if willing to serve, will become eligible for the nomination.*

1c. Election

NGC Bylaws, Article XIV -- THE EXECUTIVE COMMITTEE, Section 1. B. -

Region Directors serve as representatives of NGC designated geographic Regions and shall be elected by the governing board of that director's State Garden Club in session during the even-numbered year prior to assuming office and presented to the NGC Convention in the odd-numbered year. The States from which the Region Director is selected shall be determined, in rotation, as established in the NGC

Standing Rules (regarding Board of Directors) and must include each State Garden Club within the geographic areas designated in Article IV.

### 1d. Responsibilities

- ~~1.~~ ~~Provide a roster to NGC Headquarters as soon as available.~~
- ~~1.~~ 2. Plan a project for the Region to apply for the NGC Award of Excellence ~~#25~~for Regions.
- ~~2.~~ ~~3.~~ Answer all correspondence, including email, promptly, with copy of pertinent correspondence to the Alternate Region Director. States may request a photo and message for publication in the State Directory.
- ~~3.~~ ~~4.~~ Plan the programs for the PRGC Conventions in conference with the Convention Chairmen and host State President.  
~~a.~~ \_\_\_\_\_  
(Details in *Convention Procedures*)
- ~~4.~~ ~~5.~~ Notify the Convention Chairman to send Registration information and forms to each PRGC State President and Newsletter Editor for inclusion in each State publication.
- ~~5.~~ ~~6.~~ Attend, upon invitation, one meeting in each state in the Region during the term of \_\_\_\_\_ office. Travel expenses are those of the Director. Lodging, registration and meals one  
~~a.~~ \_\_\_\_\_ day prior to and following, and during the meeting may be extended by the host state as  
~~b.~~ \_\_\_\_\_ a courtesy.
- ~~6.~~ ~~7.~~ Verify with State Presidents that NGC dues have been paid thirty days prior to the delinquent date (~~September 30~~October 31).  
~~a.~~ \_\_\_\_\_
- ~~7.~~ ~~8.~~ Prepare a Call Letter for *WACONIAH* for all PRGC meetings.
- ~~8.~~ 9. As outgoing Region Director, report at the NGC Annual Convention (at the discretion of the NGC president) and introduce the incoming Region Director.
- ~~9.~~ ~~10.~~ Maintain a list of all usernames and passwords relating to PRGC.
- ~~10.~~ ~~11.~~ Arrange for the purchase or transfer of a Director's pin for the incoming Director.

## 2. NOMINATING COMMITTEE

### 2a. Rotation

Per NGC Standing Rules, NOMINATING COMMITTEE, 1. STATE ROTATION,

PACIFIC REGION Alaska, Oregon, Arizona, Hawaii, California, Idaho, Washington, Nevada

Rotation among the PRGC State Garden Clubs shall be as follows:

California and Washington	2021 – 2023 ( <del>Idaho passed</del> ) _____	
	2023 – 2025	Nevada and Alaska
	2025 – 2027	Oregon and Arizona
	2027 – 2029	Hawaii and California
	2029 – 2031	Idaho and Washington
	<del>2031 – 2033</del>	<del>Nevada and Alaska</del>

### 2b. Eligibility

NGC Bylaws shall be adhered to. NGC Bylaws Article X NOMINATING COMMITTEE,



Section 1. - STRUCTURE, B. Members

From *NGC Bylaws*, Revised, May 2021

1. *To be eligible to serve as a Member, each member shall have served a minimum of two years as a member of the NGC Board of Directors and shall have attended two of the previous five NGC Conventions prior to assuming that position. The Member must reside within the Region represented.*
2. *The States from which the Members are selected shall be determined in rotation, as established by the NGC Standing Rules and must include each State Garden Club within the geographic areas designated in Article IV. If a State passes, the rotation continues forward in the rotation list.*
3. *The Member shall be elected by the Governing Board of the State Garden Club during the even-numbered year prior to service.*
4. *If the Member is unable to attend a meeting, the State President shall appoint a member from the state and if no member is available the Region Director shall appoint a member from the Region already serving on the NGC Board of Directors to attend that meeting.*  
*The new member shall serve to the end of the term. No change in the rotation schedule.*

### 3. CONVENTIONS

#### 3a. Rotation

Convention rotation among PRGC member states shall be as follows, when feasible:

<del>2021 – Oregon</del>	2025 – Arizona
2022 – Nevada	2026 – Idaho
2023 – Washington	2027 – Alaska
2024 – Hawaii	2028 – California
<u>2029 – Oregon</u>	

#### 3b. Procedure

Consult *PRGC Convention Procedures*.

#### 3c. Representation

Delegate numbers are determined by number of State Garden Club members based on dues remitted to NGC as of ~~June 1~~ by October 31 and additional dues remitted prior to March 31. FROM *NGC BYLAWS*, Revised, May 2021, Article XII, Section 2. B.

a) Membership of 500 or less	two
b) Membership of 501 to 1000	three
c) Membership of 1001 to 1500	four
d) Membership of 1501 to 2000	five
e) Membership of 2001 to 3000	six
f) Membership of 3001 to 4000	seven
g) Membership of 4001 to 5000	eight
h) Membership of 5001 to 6000	nine
i) Membership of 6001 to 8000	ten
j) Membership of 8001 to 12,000	eleven
k) Membership of 12,001 and above	twelve

*The maximum number of delegates of any State Garden Club is twelve.*

Each State Garden Club shall be entitled to the same number of elected alternates as elected delegates. An alternate shall become the delegate when a vacancy occurs.

## 4. STATE PRESIDENTS

### 4a. Responsibilities

1. Report at region meetings as requested with electronic copies sent to the Recording Secretary, Region Director, and WACONIAH editor within three days of the close of convention.
2. Prepare appropriately or send regrets promptly when invited to participate at an Annual Convention (i.e. give an invocation, welcome, introduction, etc.).
3. ~~Have~~ Provide the ~~Annual~~ PRGC Annual Convention CALL and registration information ~~printed~~ in the State Publication.
4. Invite the Region Director to attend a State meeting. All courtesies should be extended to the Region Director including registration, package plan, optional meals, tours and lodging. Due to travel time, courtesies should include lodging one day prior to and one day following the meeting.
5. ~~By August 1 in each even-numbered year, send copies of any newly completed personnel forms for PRGC and an updated list of members from your State who are willing to serve as chairmen in PRGC to the Region Director and incoming Region Director.~~
- ~~6-5.~~ 6-5. In the even-numbered year, when it is your State's turn in the rotation, submit names of the Director-elect, the Alternate Director-elect and the elected NGC Nominating Committee Member to the Region Director. Names of the Director-elect and Alternate Director-elect are submitted prior to the PRGC Annual Convention.
- ~~7-6.~~ 7-6. Include the Region Director, Historian, Website Chairman and *WACONIAH* Editor on the mailing list for State publications.
- ~~8-7.~~ 8-7. Introduce the incoming State President when appropriate.

## 5. FINANCES

### 5a. Revenue includes, but is not limited to:

1. Dues (as in Article XII, Section 2)
2. PRGC Boosters (for scholarships)
3. Periodic fundraisers
4. *WACONIAH* Gems

### 5b. Expenses

1. Budgeted expenses shall be paid by the Treasurer.
2. Non-budgeted expenses shall require approval of the Executive Committee prior to payment.

### 5c. Scholarship Funding (\$1,000 each year) when available and budgeted

1. Scholarship donations and fundraisers
2. Life Memberships
3. PRGC Boosters
4. Book of Recognition

## 6. CHAIRMEN GUIDELINES



ALL chairmen shall adhere to the general guidelines listed below. Where additional specific duties have been identified, they are listed below.

#### **6a. General Responsibilities:**

1. Serve as a liaison between NGC Chairmen and State Chairmen.
2. Establish and maintain a relationship with state chairmen which corresponds to your chairmanship. Request reports from State Chairmen as needed.
3. Research and promote aspects of your chairmanship, as appropriate.
4. Submit articles to *WACONIAH* and to State newsletters.
5. Encourage participation in PRGC and NGC Awards.
6. Set up displays at flower shows, conventions, fairs, etc.
7. Maintain an up-to-date *Procedure Book* including correspondence and reports regarding your chairmanship. Deliver the *Procedure Book* to the incoming chairman with recommendations as soon as possible following the close of the term.

#### **6b. Reports**

1. Attend Annual Conventions and report as requested with electronic copies sent to the Recording Secretary, Region Director, and *WACONIAH* editor within three days of the close of convention.
2. If unable to attend, request permission to be excused from the Region Director and prepare written reports as requested.

#### **6c. Correspondence**

1. Answer all correspondence, including email, promptly, with copy to Region Director.
2. Sign and date all correspondence and reports.

#### **6d. Expenses**

1. Chairmen are personally responsible for ordinary expenses incurred in carrying out the duties of their chairmanship. These expenses include travel, meeting registration fees, telephone calls, copying and postage.
2. Expenses over the ordinary (large mailings, publications, etc.) require prior approval. Submit estimated expense for approval to the Region Director for inclusion in the proposed budget.
3. Expenses not budgeted require approval of the Executive Committee prior to payment.

#### **6e. Awards**

1. Record Award Applications as received and select panels of judges (at least three per panel for evaluations). Include constructive comments with each application.
2. Send list of first place winners (with addresses), when funded, for payment by the Treasurer.
3. Package all ~~but First Place winners~~ entries for each State President. First Place Certificates will be presented at the annual convention when it precedes the majority of state conventions. First place winners will be announced if the convention follows the majority of state conventions.
4. Prepare a list of winners, duplicate and distribute at the annual convention.
5. Assist the Region Director in the presentation of Awards.
6. Request space at conventions for the display of Awards.

#### **6f. Book of Recognition**

1. Contributions, honorariums and memorials are recorded in the *Book of Recognition*.
2. Upon the death of a current PRGC Officer or Chairman, the name of the person shall be recorded in the PRGC *Book of Recognition*. For a current Region Director, the memorial shall be determined by the Executive Committee.
3. Upon the death of a former Region Director, their name shall be recorded in the PRGC *Book of Recognition*.

4. Send donations to the *Book of Recognition* chairman, with checks payable to Pacific Region Garden Clubs, Inc.
5. For memorial contributions, state the name of the person in whose memory the donation is given and name and address of next of kin.
6. For honorarium, state name and address of honoree.
7. For all donations, state name and address of donor.
8. Monies to *Book of Recognition* will be deposited in the Scholarship Fund.

#### **6g. Convention Chairman and Vice Chairman**

1. Review and follow the *Convention Procedures* for PRGC.
2. Report to the Conventions Coordinator and the Region Director.

#### **6h. Conventions Coordinator**

1. Maintain Convention Record Summary of attendance, rooms booked, number at meals, budgets, financial records, etc. as outlined in the *Convention Procedures*.
  2. Send copies of convention records to the chairmen of future PRGC Conventions.
  3. Review PRGC convention hotel contracts.
- Convention Reports Coordinator – deleted, folded into conventions coordinator

#### **6i. Life Membership**

1. Promote Life Memberships in *WACONIAH*. Life Memberships benefit the Scholarship fund.
2. Receive Life Membership applications with \$75.
3. Issue Life Membership certificates and pins.
4. Maintain a list of PRGC Life Members.

#### **6j. NGC Schools**

Encourage and promote the following NGC schools, and assist the individual schools chairmen as requested.

Environmental Schools / Refreshers

Flower Show Schools & Symposia

Gardening Schools / Refreshers

Landscape Design Schools / Refreshers

#### **6k. Organization Study**

1. Have available current copies of PRGC *Bylaws* and *Standing Rules*.
2. Update as required.
3. Prepare a complete revision when needed and as requested by the Region Director or incoming Region Director.
4. Publish revised PRGC *Bylaws* and *Standing Rules* on the website.

#### **6l. Personnel**

- ~~1. Receive Personnel Forms from State Presidents or State Personnel Chairmen.~~
- ~~2. Make copies for the current Region Director and the incoming Region Director, keeping one for the file.~~
- ~~3. If service to NGC is indicated, submit to the NGC Personnel Chairman.~~

#### **6m6l. Region Project**

1. Promote the Region Director's Project.
2. Prepare the award entry for NGC Award of Excellence #25for Regions.

### **6n6m. Scholarship**

1. Coordinate the PRGC Scholarship Program and select recipients.
2. Review application form annually and revise as necessary.
3. Observe all deadlines.
  - (a) January 31 or as published by the Scholarship Chairman, Postmark deadline for student applications to State Scholarship Chairman.
  - (b) March 15 or as published by the Scholarship Chairman, Receipt deadline for one application per state to PRGC Scholarship Chairman.
4. Scholarship recipient shall be announced in April and presented at the PRGC Convention, when feasible.
5. Inform Region Director and Awards Chairman of the selection prior to the convention.
6. Advise the recipient to ask the university to send proof of full-time enrollment to the Treasurer.
7. Advise the Treasurer to send checks to the university, ~~one-half in the Fall and one-half~~ 7. in the Spring, after receiving proof of full-time enrollment ~~for Fall and Spring quarters/semesters.~~

### **6n6n. WACONIAH - The Official publication of PRGC – Editor and Subscriptions/Circulation**

- ~~(a)~~ 1. There shall be at least four issues per year: August, November, February, May or as needed
- ~~1-2.~~ 2. Copies shall be sent electronically by the Circulation Chairman to:
  - (a) NGC President, Vice Presidents and Region Directors.
  - (b) NGC Headquarters
  - (c) *The National Gardener* ~~and Keeping In Touch~~ Editors
  - (d) PRGC Board of Directors members
  - (e) Newsletter Editors in PRGC States, other region Newsletter Editors
  - (f) Member state presidents to facilitate availability to members, clubs, and districts.
- ~~2-3.~~ 3. Subscription price for black and white hard copies shall be \$25.00 for two years for delivery by US Postal Service, payable to PRGC and sent to the Circulation Chairman.
- ~~3-4.~~ 4. Costs of printing and mailing by First Class mail shall be budgeted.
- ~~4-5.~~ 5. Use of the *WACONIAH* email list is restricted to the transmission of the publication. Any other use is at the discretion of the Region Director.

### **6p6o. Ways and Means**

1. Plan activities with Region Director.
2. Coordinate Ways and Means projects with States and Region Convention Chairmen.
3. Collect money and deposit with the Treasurer as required.
4. PRGC Scholarship Boosters: Anyone who wishes to be a PRGC Scholarship Booster shall pay a minimum of \$30 per term, check payable to PRGC.
5. *WACONIAH* Gems: \$15 honors a person in *WACONIAH* for their service, dedication or efforts.

### **6p6p. Website**

1. Maintain and update the PRGC website in cooperation with the Region Director.
- ~~2. Provide current usernames and passwords to the Region Director.~~

## **7. EMAIL VOTING GUIDELINES**

The Executive, Finance and Awards Committees are permitted to conduct business by electronic means. Business requiring an email vote should be of an urgent nature. Urgent is defined as specific questions requiring immediate action that cannot wait until the next scheduled meeting. The following are guidelines to be observed when an email vote is conducted.

1. Send the proposed motion to the parliamentarian for review to insure clarity and intent.
2. The action to be approved shall be presented in the form of a motion sent electronically to each committee member, including a request for confirmation of receipt.
3. An explanation of the circumstances, including why the matter cannot wait for the next meeting, must accompany the motion.
4. A discussion period will be defined, at the end of which time the motion will be restated as is or clarified as needed to address the discussion comments. Comments, either positive or negative (debate), may be made by any voting member and should be **sent to all**.
5. The name of the person to whom the vote is to be returned and the period of time allowed for voting will be included.
6. Votes should be sent "**reply all**."
7. A vote may be changed up until the time the motion has been declared adopted/defeated.
8. A motion will be considered adopted whenever a majority vote of the entire committee in the affirmative is reached, even if it is before the end of the specified time period.
9. After compiling the votes, report to entire committee:
  - (a) Date and time the motion was sent and the polls were open
  - (b) Number of votes needed for approval
  - (c) Number of votes cast
  - (d) Number in favor
  - (e) Number opposed
10. The motion and the result of the vote shall be recorded in the minutes of the next meeting of the committee.