

**Pacific Region Garden Clubs, Inc.**

78<sup>th</sup> Annual Convention, Executive Committee Meeting

April 25, 2022, Las Vegas, NV

Nevada Garden Club Center

Pacific Region Director Lana Finegold called the meeting to order at 3:39 p.m. The Recording Secretary was present.

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

Recording Secretary Diane Franchini called the roll with ten officers and six state presidents represented; the Director declared a quorum present.

Pacific Region Director Lana Finegold introduced guests who were present.

Parliamentarian Greg Pokorski reported that the minutes of the August 9, 2021, 2019-21 Executive Committee meeting and the August 10, 2021, 2021-23 Executive Committee meeting in Silverton, Oregon were recorded and reviewed. Without objection these minutes were approved as distributed.

**Financial Reports:**

Treasurer Susan Nash presented a financial statement for the General Checking Account and the Scholarship Account.

The proposed budget for 2022-2023 as proposed by the Finance Committee was distributed. Following discussion, and without objection, the proposed budget with changes made to the Website item, was accepted. See attached.

The proposed convention budget for 2023 in Washington as put forward by the Finance Committee was distributed. Without objection, the proposed 2023 convention budget was approved. See attached.

It was approved to recommend to the board that Jeanette Pruin be approved as 2023 Convention Treasurer with authorization to sign checks on the PRGC Convention/Event Account.

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

**Officers' Reports:** All Officers deferred reports to the Convention.

**Executive Committee Recommendations:**

The Executive Committee approved the appointment since August, 2021 of the following Pacific Region Board Members: 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.

**2024 Convention:** At this time a host state for the 2024 convention has not been named.

**Organization Study Committee Report and Amendments to Convention Procedures:** Greg Pokorski reported for the Organization Study Committee, consisting of Jeanette Pruin and Chuck Goodwin, and moved to adopt the proposed changes to Convention Procedures page 4 (scheduling rooms), page 10 (credentials for delegates and alternates), and page 12 (convention rules – dues and number of alternates). Without objection these amendments were approved. See Attachment.

**Announcements:**

**2023-2025 Region Director and Alternate Director:** Lana Finegold introduced Carol Norquist (Alaska Garden Clubs) as the 2023-2025 Director and Debbie Hinchey (Alaska Garden Clubs) as the 2023-2025 Alternate Director.

**Board of Directors Meeting:** Tuesday, April 26, 2022, at 8:30 a.m.

**Next Scheduled Executive Committee Meeting:** April 17, 2023, at Embassy Suites, Lynnwood, WA.

**Adjourned:** 4:20 p.m.

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

PACIFIC REGION GARDEN CLUBS, INC.

BUDGET 2022- 2023

(6/01/22 - 5/31/23)

	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		410 210
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>3710 -</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

1. Programs, speakers, receptions and tours suggestions
2. Schedule and timing of events
3. Printed program format and content

## **PROGRAM BOOK**

1. Send convention rules (See Appendix A.) to the Parliamentarian for approval. After approval, include the convention rules in the program book.
2. Coordinate the program book with the printing chairman.
3. Send final draft of program book to the Region Director for approval before printing.

## **PLANNING**

1. With the treasurer, prepare a proposed budget for approval of the Board of Directors at the convention one year prior.
2. Decide who will be responsible for the necessary jobs. The following pages suggest the various local chairmanships. It may be practical for one person to serve in more than one capacity.
3. Appoint chairmen. See pages 8-10 "Local Chairmen."
4. Head tables. See "Negotiating the Contract," page 3, #9.
5. Have a copy of the hotel contract and catering contract with you at all times during the convention.

## **PROMOTION**

The Call and convention information is published in *WACONIAH*. There is no separate mailing. See "Publicity Chairman," page 10.

## **SCHEDULING THE MEETING ROOMS**

1. Finance and Executive Committee meetings may be in the same room prior to convention meeting
  - a. Finance Committee. Allow 1 to 1.5 hours. Approximately five people.
  - b. Organization Study Committee. Allow 1 to 1.5 hours. Approximately five people.
  - b-c. State Presidents Meeting. Allow 1.5 to 2 hours. Nine people in even-numbered years. Up to 17 people (current and incoming presidents in odd-numbered years).
  - e-d. Executive Committee. Allow 1.5 to 2 hours. Approximately 18 people. Schedule following the Finance Committee meeting.
  - d-e. Board of Directors meeting, opening ceremony and convention meetings – in same room. Seating for 100.
  - e-f. Board of Directors. Allow 1 to 1.5 hours. Suggestion: schedule immediately preceding the opening ceremony. This eliminates the need for a separate room. The Board of Directors ratify certain issues before they are brought to the convention.
  - f-g. Opening ceremony. Allow a minimum of one-half hour. Suggestion: schedule following the Board of Directors meeting.
  - g-h. Convention meeting. Allow a minimum of three hours. Suggestion: schedule on two days. This gives flexibility in arranging workshops, tours, etc.
2. In odd-numbered years only – Consult with incoming Region Director on scheduling these meetings during the convention:
  - a. Incoming Executive Committee. Allow 1 to 1.5 hours. Approximately 18 people.
  - b. Incoming Board of Directors. Allow 1 to 1.5 hours. Approximately 50 people.

1. Be in charge of lobby and/or invitational designs, corsages (optional), awards and installation ceremony, identifying symbols for pages, receptions, music, etc.

### **TOTE BAG CHAIRMAN**

Tote bags are optional. Consult with the convention committee about giving tote bags.

1. If used, request promotional items from local garden clubs, city, county, state departments of commerce, ecology, environment, etc.
2. Arrange for a committee to stuff the tote bags.
3. Deliver to registration desk for distribution.

### **TOUR CHAIRMAN**

1. Tours are optional.
2. Consult with the Region Director on tours.
3. If desired, use a tour company.
4. Coordinate tour information with printing chairman for program and tickets.

## **PRGC CHAIRMEN**

The following are appointed by the Region Director and are listed here for information only. The convention chairman is not responsible for these chairmanships.

### **CREDENTIALS**

1. Give two reports during the convention - first at the opening, second at final banquet.
2. Check that the credentials of each delegate and alternate have been ~~verified by the signature of~~ submitted (most likely by email) by each state president or her/his designee.
3. Request from the Region Director an alphabetical list of current members of the Board of Directors.
4. Request from the registrar:
  - a. alphabetical list of registered Board of Director members and delegates, and
  - b. list of all registrants with names listed alphabetically under each state.
5. Guests may attend all events, but may not vote.
6. Voting eligibility:
  - a. The voting strength of each state is based on its paid membership to NGC (See NGC Bylaws Article XII, Section 2). (See Appendix A.)
  - b. A person who is a member of the Board of Directors and/or NGC Nominating Committee who resides in the Pacific Region is entitled to one vote only.

### **COURTESY RESOLUTION**

The report is presented at the close of the convention. The courtesy resolution chairman moves for the adoption of the courtesy resolution after the reading. The courtesy resolution chairman sends a copy to the Region Director, hotel and convention chairman.

### **PROTOCOL**

1. Receive lists of those to be seated at head table or honor tables from the Region Director.
2. Prepare seating charts. Give a copy to the presiding officer at each meal.
3. Set out place cards with the assistance of the convention committee.

# Convention Rules

## Pacific Region Garden Clubs, Inc.

### General Information

1. Convention badges must be worn to all meetings, meals, workshops and tours.
2. All must rise when the Region Director and NGC President are introduced.
3. All electronic devices shall be muted during all convention functions.
4. Remain seated during invocations/blessings/inspirations unless directed otherwise.

### Business Sessions

5. Business meetings may be recorded to assist the Recording Secretary in the preparation of the minutes.
6. The voting membership shall consist of members of the Board of Directors and delegates (or their alternates) from each state to whom voting cards (which are to be brought to all meetings) will be issued by the Credentials Chairman after attendees register at convention.
7. Delegates and alternates shall be elected by each state garden club or appointed by each state president. The credentials of each delegate and alternate must be submitted by the state president or her/his designee. In addition to member(s) serving on the Board of Directors, each state garden club shall be entitled to delegates and alternates based on state membership in NGC ~~as of June 1 of the previous year~~, based on dues remitted to NGC by October 31 and any additional dues remitted prior to March 31, as follows:

<u>State Membership</u>	<u>State Membership</u>
500 or less, 2 delegates and 2 alternates	3001 – 4000, 7 delegates and 7 alternates
501 – 1000, 3 delegates and 3 alternates	4001 – 5000, 8 delegates and 8 alternates
1001 – 1500, 4 delegates and 4 alternates	5001 – 6000, 9 delegates and 9 alternates
1501 – 2000, 5 delegates and 5 alternates	6001 – 8000, 10 delegates and 10 alternates
2001 – 3000, 6 delegates and 6 alternates	8001 – 12000, 11 delegates and 11 alternates
	12001 and above, 12 delegates and 12 alternates

\_\_\_\_\_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.

8. A delegate shall represent one state only.
9. A quorum for the transaction of business shall be the majority of the voting members, as set forth in Number 6 above, who are registered at the convention with a minimum of four states being represented.
10. If so directed by the chair, voting members must sit in a designated area during business sessions.
11. Non-voting members and guests may be present during business sessions, but must not sit in the area designated for voting members, if applicable.
12. Votes must be cast in person by use of voting cards.
13. Each voting member may cast one vote only, regardless of the number of offices and/or positions held.
14. When addressing the chair, delegates must give name, chairmanship, and/or state membership.
15. All but the simplest of motions shall be in writing and sent to the Region Director, the recording secretary and the parliamentarian before placing the motion on the floor. No issue shall be debated without first being placed on the floor by a motion which has been seconded. Delegates shall speak no more than twice on the same issue, except the proponent of the motion who shall be allowed to speak for the third