Growing a Blooming Community

Mahtomedi Garden Club

Member Handbook
2015 Edition

Mission Statement

The Mahtomedi Garden Club is for people who actively enjoy and participate in gardening. As a club, we work together to support:

- Gardening for people of all ages;
- Sharing interests and ideas among members;
- Educational programs for Garden Club members and the community;
- The use of research-based conservation and horticultural practices in our schools and community; and
- The broader community horticulture projects through contributions of money, materials, time and talent.

MGC was organized June 2, 1943 by Dorothy Boxell, Founding Member. The MGC 2014 Handbook was edited and designed by Shari Hamilton. Many thanks to the hard-working officers, committee chairs and members who contributed reports.

Organizational Officers

Elected Officers:	**President**
	Vice President (aka President Elect)
	Secretary
	Treasurer
Appointed Officers:	**Membership Coordinator**
	Speaker Coordinator

Please note:

Because this Handbook will appear on our website, officer and club member contact information is published separately to protect our privacy.

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Member, Seventh District, Minnesota State Horticultural Society

MembershipBenefits/ Responsibilities

Benefits

1. **Gardening Information, Networking & Education**
2. **"Giving Back" to our Community**
3. **Bonding with fun & interesting gardeners**
4. **Reduced cost Plant Sale plants (if eligible)**

Responsibilities

1. **Attend meetings**
2. **Pay dues on time**
3. **Participate in fundraisers.**
4. **Read Handbook**
5. **Serve on committees and/or as a club officer**
6. **Volunteer to bring meeting refreshments**

New members are welcome to join at any time; membership renewal occurs in October.

New members are encouraged to participate in succession planning by volunteering to shadow or help with a standing committee such as Plant Sale, Garden Tour or Triangle Park Beds. Please keep your contact information current by notifying the membership Coordinator of changes.

Membership Coordinator duties:

- Solicit and collect dues from current and prospective members;
- Maintain the member roster, with the help of the MGC President;
- Submit memberships to the Minnesota State Horticultural Society (MSHS) for those who choose to join both levels;
- Develop and maintain marketing materials about Mahtomedi Garden Club membership with the help of other members;

Contact individuals who are interested in joining the Mahtomedi Garden Club if interested.

Primary Goal

To promote and maintain membership in the Mahtomedi Garden Club. Information about joining MGC needs to be available in some form at all functions in which we participate.

Current Publications:

Informational brochure for prospective members includes MGC and MSHS benefits and annual dues for each; general meeting information, mission statement for the MGC, and new member registration form and contact information for Membership Coordinator.

Business cards with website information

Membership information on the website

Timeline:

September/October: Update as new members are added and new information is provided.

Email the current roster to the members each time it is updated. Members who do not use email should receive updates via mail.

Develop a master list of current members to keep track of renewals. Should include a list of member names, date of renewal payment, and type of payment). Ask all members to renew by the end of October, renew MSHS memberships by October 31st.

December/January: Review the marketing materials to hand out at the February Outreach to see if changes are needed.

Member outreach:

Develop a "welcome" and "thank you for your interest" letter and send to new and prospective member

Duties of the Officers

The **President** is responsible for ensuring that the business of the club is conducted.

The President may either assume these duties or delegate assignments. Duties include:

- Presiding at meetings;
- Adopting management strategies that retain transparency of club finances and activities, yet ensure meetings move efficiently. (Examples: Holding separate finance meetings, establishing a timekeeper for meeting items and using consent agendas);
- Preparing meeting agenda;
- Appointing a speaker coordinator to schedule programs and/or speakers for monthly meetings;
- Reviewing, updating (subject to membership approval), and enforcing rules and by-laws of our organization;
- Organizing hospitality refreshments for meetings;
- Coordinating meeting sites;
- Forming a financial Audit Committee (consisting of the President and two other members) to conduct an audit of the club's finances each year before August 30, then promptly reporting relevant findings back to the membership. The President may audit finances at any additional time;
- Ensuring activities of the club do not jeopardize non-profit tax status;
- Providing internal and external communications including the Club Handbook, the website, social and traditional media.

The **President Elect** is in training to become club President and shall preside in the absence of the President and assume additional responsibilities delegate to her/him by the President.

The **Secretary** shall keep accurate records of the proceedings of the meetings. The Secretary shall assume additional responsibilities delegated to her/him by the President, such as sending thank you notes from the club.

The **Treasurer** shall maintain bank accounts for the organization's funds; shall maintain appropriate records of the receipt and disbursements of organization funds; shall pay all bills as approved by any officer; shall make oral or written report of the receipts and expenditures at the monthly meetings. The books of the organization shall be available for inspection by any officer at any reasonable time.
The Treasurer will make all financial information available to the President and Audit Committee each year before the end of August. The Treasurer shall assume additional responsibilities delegated to her/him by the President.

An **Ad Hoc President's Advisory Council,** composed of former MGC officers, may be convened as needed to offer expertise or support to the President as well as address sensitive issues such as internal or external controversy.

Terms: The officers shall be Elected for the following terms:
The President and Secretary shall be elected for two year terms beginning in even numbered years.
The President Elect and Treasurer shall be elected for two year terms beginning in the odd numbered years.
All Officers can be reelected to succeeding terms, if desired.
Officers shall assume their terms of office with the January meeting.
Any officer may be removed at any time by a majority of the full membership.

Meetings
Regular meetings are held on the second Tuesday of the month at the District Education Center, 1520 Mahtomedi Avenue, from September through April, unless otherwise arranged. All meetings and programs are open to the public. Meetings and programs may be announced in the local community.

Elementary School Contest

The elementary school contest (or Sunflower Contest) is open to Mahtomedi children in grades 3-5. Although other plants have been used, in recent years we have focused on growing sunflowers.

Children who register receive sunflower packets in the spring to plant somewhere at home, then nurture the plant until after Labor Day. Garden club members, serving as judges, then measure the plants for the tallest stalk and largest seed head.

Club Goal: To encourage young children to appreciate gardening and to raise community awareness of the Mahtomedi Garden Club.

Audience: Kids in grades 3-5

Sunflower Seeds: For the past few years the packages of sunflower seeds have been donated by the Hugo Feed Mill. Seventy-five packs should be enough.

Forms: The Club Contact person will receive a packet with instructions, forms, etc. that were used previously so that they don't have to start from scratch each year.

Timeline:

April: Arrange for sunflower seed pickup from Hugo Feed Mill.

Phone St. Jude for count of students in grades 3-5.

Update the Sunflower Contest Invite form.

Make copies and hand deliver to the St. Jude school office, along with the shoebox to hold the returned forms. O.H. Anderson operates differently: they attach the invite form to a newsletter addressed to the teachers, so deliver one form to the school office along with the other shoebox to hold the returned forms.

Allow about 2 ½ weeks for the kids to return the forms.

Early May:

Pick up the returned forms from the schools.

Pick up the seed packages from Hugo Feed Mill.

Update the Sunflower Growing Rules form.

Mid-May:

Write the child's and teacher's name on the Rules form. Staple a seed pack to the form and deliver to the schools.

Mid- to Late August:

Contact all club members and ask for volunteers to contact participants and to set up a time to measure the sunflowers after Labor Day. If not enough members volunteer through email, call members directly to help.

Deliver judging forms to judges.

September:

Collect judging forms,

Contact winners.

Distribute prizes.

Write press release.

Invite children for a group photo.

Send press release with photo to the White Bear Press and the Globe.

Send thank-you card to donor for seed donation.

MGC loves kids!

Through the years, the garden club has helped fund all sorts of gardening-related projects for K-12 students, everything from bulbs for kindergarteners to wildflower gardens to a running or walking bridge to the Mahtomedi High School hosta beds.

We have provided coloring pages for pre-schoolers at Pumpkinmania and Rite of Spring and helped kids plant a Mother's Day pot for Mom.

Keep your garden gloves handy. We never know what MGC will do next!

Club Participation in Area Events

The Garden Club is a valuable asset to the local community and from time to time we participate in local events such as Pumpkinmania, Earth Day, Spring or Fall Garden District Flings or area parades.

To capture our experience and ensure success, club members have developed several recommendations.

Participation Guidelines:

participate, please make sure to:

1. Gain membership approval.
2. Identify an event coordinator.
3. Identify specific people who are willing to commit to actually being at the event.
4. Ensure that the budget will cover any expenses.
5. Be considerate of members' time and ask people to work no more than 2-3 hours.
6. Avoid piggybacking for-profit ventures on club activities. Members may not sell items or services at club activities which do not benefit the club.

Recommendations for setting up a Club Booth:

If the club is planning a booth, please consider stocking it with the following (as needed):

- MGC table(s)
- Club banner & strong tape
- Business cards
- Easel for club posters
- Posters
- Clamps to hold posters against wind
- Garden books (to look up questions about MN plants)
- Folding chairs.
- Cash box if there will be sales and an adequate supply of change.

FYI: The club does not own a tent.

Did you know?

Our club owns several white folding tables, which we purchased for the plant sale. Members may borrow these for personal use such as yard sales or parties, if it will not create a conflict with club activities. First come, first served. Lost or damaged tables must, of course, be replaced by the borrowers so please look them over before you take them.

MGC also owns a buckthorn removal tool, which may be used by members.

City Hall Pots

Club members are needed to volunteer to plant and care for pots in front of City Hall throughout the year. Container gardening is fun and this is a great way to showcase your skills.

Project Timeline:

September:

Check with Treasurer for budget amount, which should include separate allocations for spring/summer plants; fall plants; and winter decoration

October:

Pull old plants and replace with Mums, twigs, etc…(usually the smallest budget expenditure be- cause lasts the shortest time.)

Late November:

Contact City Hall to ask that front pots be pulled into the City Hall foyer to warm-up/thaw-out. Move back out to sidewalk.
Empty old plants.

Decorate with holiday and/or winter interest. These will need to last thru April. Once arrangement is set, water so base freezes all decorations into place. (Please note: One batch of pine boughs usually is enough for both pots).

Late April/Early May:

Pull plants from the MGC Plant Sale, by the end of the first day to ensure you will have the necessary abundance of desirable plants.

Remove dead plant materials and the top half of the container soil. Replace with new potting soil and time-release fertilizer. Water thor-oughly, remove all trash and sweep the sidewalk. (Ask to borrow a broom from city hall or bring your own.)

City Hall staff will water containers if asked. Check back periodically to see if the pots are thriving and replace plants if needed.

Web Site & Facebook Page

www.mahtomedigarden club.org

The MGC site and our Facebook page provide com-munications vehicles for promoting events and topics of interest to local gardeners.

Currently, the website has information on the club mission, membership, events and programs, the plant sale, garden tour, "going green" tips, as well as links to many gardening-related sites. **The site is also used to sell tickets for our Garden Tour.**

The Mahtomedi Garden Club website is hosted by Concentric. The site is generated by Microsoft.

Primary Club Goal for This Activity: To increase awareness of MGC goals and activities; and facilitate communication with club members and the public.

Target audience: Gardeners and the community.

Description of pre-event planning: The MGC site provides a vehicle for promotion of events and topics of interest to local gardener

Task Outline or Timeline:

Site is checked to ensure timeliness of materials and updated with new information.

Milestones: The website and Facebook page have generated a lot of positive comments and help in pro-motion of the plant sale and garden tour. Our website is linked to the city and community education sites.

Triangle Park Beds

Description of Activity:

Our club is responsible for planting and maintaining two raised flowerbeds at Triangle Park with annuals for summer-long beauty.

Club Goals:

1) Community Beautification
2) Give each GC member a chance to design a public garden.
3) Create a sense of shared ownership in these beds. *Note: We encourage new people to come forward.

Target audience:
Community Members who use or drive by Triangle Park and Garden Club Members. Visitors to our city.

Timeline:

Spring

Plan for summer planting;

Verify budget allotment for the summer beds;

Communicate with city regarding schedule for delivering mulch to beds & water turn-on;

Meet with other committee members to design beds using annuals and perennials;

Preorder plants via Plant Sale;

Make adjustments to design if needed due to Plant Sale leftovers;

Prepare beds before planting day e.g. remove weeds, determine if soil needs to be amended, aerate compacted soil, etc.); and

Schedule planting day prior to the Mahtomedi Memorial Day events, then invite club members to come help.

FYI: A spray irrigation system has been added to the park. Volunteers may still need to learn where to acquire hose & get a brief tutorial on how to use spigots.

Summer

Maintain annual beds;

Agree upon regular schedule of watering, fertilizing, weeding, and deadheading;

If needed, purchase additional plants to replace non-thriving plants and/or fill in gaps; and

Take photographs of beds for our garden club's records.

Fall

Wrap up summer season, prep for winter;

Inquire as to if the club would like to plant spring bulbs and verify budget; and

Acquire and plant bulbs, if needed.

Suggestions for future activity leaders

- Divide the summer maintenance tasks between at least 3 people.
- Before acquiring plants, check with city to see what color mulch they will be using. For example, pink hydrangeas can be hard to see on red mulch.
- Plant low-growing flowers near the sprinkler heads so they don't block water distribution.
- In the past, some committees have applied Miracle Gro to the beds 3-4 times per month. Use Osmokote when planting only.

February Outreach

Background: Each February MGC hosts an evening public outreach gardening education session. The Speaker Coordinator identifies potential speakers in the fall and brings that information to the club for feedback before booking the speaker.

This event is usually held in the large public meeting room at Community Education. We reserve a date as early as we can, usually a Tuesday or Wednesday evening. Club members share all of the tasks associated with this event. Prior to the meeting a sign-up sheet is circulated at a club meeting (usually first in December, then finalized in January.)

Typical schedule:

Set-up 5:30-6:30 p.m.

Program 6:30-8:30 p.m.

Clean-up (vacate by 8:45 p.m.)

Club member volunteers are needed for the following:

1. Write up info to advertise pro- gram in WB Press and via Comm. Education.
2. Make posters and distribute them.
3. Set up welcome table to check registration and organize door prize sign-up.
4. Refreshments (4 people)
5. Create and set up MGC displays on activities, programming (4 people)
6. Clean-up (4 people)
7. Create door prizes (we often use MGC Plant Sale gift certificates) and devise means for distribution (1 or 2 people)
8. Hospitality: Members sign up to bring the following items:

- Cups, plates & napkins
- Appetizers
- Desserts
- Fruit
- Water and Coffee
- Centerpiece

Evening Timeline

Guests are welcomed and asked to sign up for door prizes on either a sign-in sheet or via individual slips.

A club officer gives a brief welcome to guests, invites guests to help themselves to refreshments and notes that we will have door prizes at the end of the meeting. The officer then offers a synopsis of club activities, asks club members to raise hands or identify themselves to guests, then introduces the speaker. At the end of the program, a MGC officer thanks people for coming and either distributes or introduces the person who will award door prizes.

Notes for future leaders: We have had good turn-outs on both Tuesday and Wednesday evenings, however, it is a good idea to check to make sure that this event does not fall on Ash Wednesday or a Wednesday during Lent

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Silent Auction for February Outreach

Implementing a Silent Auction at the February Outreach program has helped increase the club's ability to pay our bills (room rental, insurance and other rising costs). Silent auction items are donated by club members and others in the community. So, if you are out and about and see a good price on a gardening item that you think others might want, please pick it up and donate it to the next auction! We also really love to get gently used gardening books and gardening related crafts and art. Please invite your friends and neighbors to attend!

Plant Sale

Description of Activity:

A variety of bedding plants, potted plants and hanging baskets are ordered at wholesale prices from a local nursery. These plants are marked-up and sold to the public in a two-day sale.

Primary Club Goal for This Activity:

This is a major fundraiser providing money for speakers and other gardening education as well as helping to fund our outreach efforts.

Target Audience:

This is a public sale, targeted at residents living in Mahtomedi and its surrounding communities.

Budget:

A specific budget is not established. Rather, this activity is expected to produce sales sufficient to cover the cost of plants, advertising and administrative costs.

Description of Event:

This is a pre-Mother's Day sale with good community support. Many people come year after year to purchase annuals or hanging baskets for their moms or other special people.

Weather can always be a factor in the success of this sale. Members are encouraged to "layer up" when they come to work. Some plant sale weather is beautiful!

Sale Timeline:

Traditionally the sale has been set up as follows, but this schedule is subject to change by club vote.

- **Sale Hours**: Friday from Noon to 7 pm; Saturday from 9 am to noon, held at the Wedgewood Park Shelter

Plant Delivery: Bedding and Potted on Thursday; Hanging Baskets on Friday

All club members should plan to work one shift at the sale, if physically possible. Club members are asked to work two shifts if preordering plants. Sale responsibilities include set-up, helping customers, straightening inventory and clean-up. This is a great time to get to know club members and bask in the beauty of blooming annuals!

Very Specific Information:

The Plant Sale Committee keeps detailed records of all Plant Sale tasks in a binder.

Double Cash Counting

(Who's got the $$$$?)

In accordance with our club's accounting policies and practices the plant sale and other club events utilize a double cash counting method.

All payments are counted twice before leaving the sale, simultaneously by the treasurer (or treasurer's designee) and by the plant sale chair (or plant sale chair's designee.)

We find this method helps prevent math mistakes, provides a clear line of responsibility, and reinforces the security of our fundraiser.

Member Plant Pre-Order

Description of Activity:

Using the wholesale plant sale list provided by the nursery, members are able to pre-orders plants at at small percentage above cost.

Primary Club Goal:

This is a benefit of club member- ship that enables Club members to purchase plants at prices substantially below retail price. Plants are intended for garden club members' use and must not be resold for personal profit.

Target audience:

Club members in good standing as of January 1 of the current year are able to pre-order plants.

Budget: N/A, as the Club makes a very slight profit.

Timeline:

Prior to March Meeting
Plant Sale Order Coordinator modifies the wholesale list so prices reflect wholesale cost +x percent

March Meeting:
Pre-Order information and forms are distributed to members. The same is emailed to absent members.

April Meeting:
Members turn in their preorders. Money is not collected until plants are delivered.

Garden Tour

Our annual 4-hour self-guided tour of local gardens is one of our favorite events and a major fund- raiser.

Primary Club Goal: Raise funds for grants and speakers

Target Audience: Garden lovers

Timeline:

One year ahead:

Pick next year's tour date (Sunday in late June, try to avoid July 4th week)

Start recruiting gardens and get commitments from 6-7

January:

Team meeting, update marketing materials, print bookmarks

Line up businesses to help sell tickets

February/March:

Send info to Northern Gardener for June issue

Send announcement to Maht. Community Ed for Spring/ Summer booklet

Send rep to recruit Master Gardeners at Feb. meeting Farmers Market Application

April:

Bookmarks for Rite of Spring Work on wording for garden descriptions and get approval from hosts

May:

Have bookmarks for handouts at Costas, MGC Plant Sale, Memorial Day parade, etc

Reserve Community Ed and Lions Club signage for week of tour

Send tour info to Pioneer Press for their annual tour issue

Reconfirm details with hosts and finalize descriptions

Line up 2 MGs and 2 club members per garden

Arrange day-of-tour promo (Coffee Cottage +)

Plan driving route, create map Print up tickets (more than you think you'll sell)

Post info about tour on website and Facebook (without addresses)

MHS musicians for gardens

Three to four weeks before tour: Set up Web ticket ordering Deliver tickets to sales outlets Post flyers in businesses Comm Calendar at WB Press Submit ad to run on Suburban

Community channel 19 Schedule pre-tour for hosts and volunteers

Email other garden clubs

Line up table, chairs & umbrella for each site

Farmers Market

Day of tour:

Put out signs

Helpers arrive 30 minutes early Houses are locked up Distribute packets to each site containing tickets, change, pens, sharpie markers, cell phone numbers (hand these out at pre-tour if possible)

Sell tickets at Triangle Park, candid photography, water bottles

After tour:

Pick up signage

Post pics website & Facebook Retrieve money from ticket sales,

pay bills, final accounting Have party for hosts & workers Send thank-you notes

Publicity:

Flyers in local businesses, book- marks for handouts, Northern Gardener Magazine, Suburban Comm Channel, church bulletins, press release with pictures to WB Press & Pioneer Press. Email other garden club contacts, club members email their friends, Farmers Market

Ticket handling:

Garden Tour Tickets should be treated as cash: safe-guarded and double counted when transferring from one person to another.

Number of tickets sold:

2007 – 277 ($10)
2009 – 180 ($10)
2011 – 149 ($10)
2012 – 202 ($10/$12)
2013 – 141 ($10/$15)

Suggestions:

Number of gardens depends on size and distance between. Great if route is bike-friendly.

Community Beautification Grants

Background:

The first community beautification grants were awarded in Spring 2006 with a total of $2000 in grants awarded to four projects. This process was developed to help ensure we apply the same criteria to all grant requests and make sound decisions. Awarding grants once a year has also helped to encapsulate the grant process into a shorter time commitment for members.

Description:

When budget permits, MGC will offer grants to eligible projects that meet the following criteria:

- The project site should be in public access area.
- All primary plantings must be done with zone hardy perennials, trees and/or shrubs.
- There must be a plan for ongoing care of the project site.
- Ask for before and after photos of project.

Primary Club Goal:

To promote community beautification as well increase awareness of the Garden Club and mission.

Target audience:

Groups or individuals who wish to initiate or improve public garden areas in our community

Budget:

The Treasurer and Executive Board will set the grant amount each year using a formula that reflects the fundraising success of the previous year while assuring adequate budget reserves.

Description of pre-event time- line:

November:

- Committee leadership and members are confirmed and new members added if needed.
- The grant budget for the coming year will be announced.

January:

- Committee meets to review application forms and criteria, update publicity materials and make sure these are posted on the club's website.
- Committee will divide responsibilities for creating press releases, and contacting local schools, city and community groups who are eligible to apply.

February and March:

- Grant flyers will be available at the February Outreach Event and shared with members by email.
- Flyers will be posted in the community and a final email reminder will be sent mid-March to community contacts.

April 1:

- Grants proposals are gathered and the application process is closed.

First week of April:

- Grants committee reviews applications, and reports their decisions to the executive board before the April meeting.

April club meeting:

- The committee presents the projects they have approved to the membership.

Third week of April:
Grant awards are announced to winners and in a press release to local media as well as on MGC website.

- Mid-August to early September: Grants committee members check on progress of grantees, send reminders that work must be completed by Oct. 31.

- October 31:

Grant projects must be completed. Gather before and after pictures to share with the club.

Grant Fund Payments:

Funds for grants awarded will be disbursed in one of the following ways:

1. The garden club will issue a check or checks directly to a nursery or other approved vendor upon the receipt of a purchase order or purchase orders, up to the level of the grant;

2. Grant recipients will be reimbursed directly on receipt of proof of actual expenses incurred, up to the level of the grant.

Publicity

Publicity is vital to carrying out the mission goals of the Garden Club of encouraging gardening and gardening education. To avoid confusion, one person should be designated as the primary media or information contact for any particular activity or event. Other members, however, may be needed as additional contacts. Please share your information and intended publicity initiatives with the club's officers prior to making contacts. Try to activity at a time .

Although all members of the Club are not official spokespersons, any club member may be perceived by the public as a publicist for the club while participating in a club meeting or activity or talking about the club in public. The best way members can represent the club is by sharing reasons they have found membership to be a good experience. These reasons obviously differ by individual.

Club Goal:

The goal of publicizing activities is to let other people know what MGC is all about and increase awareness about our plant sales, programs or other activities. If MGC is launching an activity, publicity should be considered from the very beginning.

Steps:

- **Identify activity** to be publicized.
- **Identify your target** audience. Who do you want to reach and what do you want them to do?
- **Develop a budget.**
- **Get club approval** for the budget.
- **Develop posters, signs, press releases, etc.** Use the resources available in the club—we have members who are experienced writers, spokespersons or community project leaders.
- **Cover all the questions** in your message: Who? What? Where? When? Why? How? How much? How to register? Who can they contact for more information? Phone numbers? Email? Make sure all of your information is accurate; don't exaggerate.
- **Before you contact the media,** share your plans and your message with all officers as a courtesy and to make sure everyone has the same goals and information.
- **Distribute your message**. As a rule of thumb, the more some one hears or sees a message, the more likely he or she is to act on it so try for multiple contacts.
- **Pay attention to deadlines** to ensure your message is received in time for publication. Follow up to make sure it got to the right person and to answer any questions.

Website: Please share event information with MGC Webmaster as soon as it is available and put website address on publicity materials.

A word about Branding…

Our reputation as a community asset is on the line whenever we do anything as a club. To reinforce a positive image, we strive to use the same logo, look and messages on all of our materials. Thanks for considering this when you are doing publicity for an MGC event.

MGC IS A NON-PROFIT BUT NOT A 501C3

This means donations to MGC are not tax deducible and the club treasurer must file a (990N) form electronically annually to maintain non-profit status.

Club Finances/Audits

Treasurer reports are due at monthly meetings from September through April, an Annual Budget Report and/or Income and Expense Statement is due in September/October, and a proposed budget is due at the September or October meeting. Reports of income and expense are prepared for each MCG event with the help of the committee chair(s) of the event.

Duties of the Treasurer:

- Receive and review banking statements for accuracy.

- Prepare for and attend audits of the MGC finances by the President and/or Vice-President and/or other members assigned to this task. Audits should not be conducted by close personal friends or relatives to the Treasurer. The audit will review bank statements and/or canceled checks and budget reports (as appropriate).

CASH HANDLING: Collect and process money, checks and electronic payments for deposit into the MGC account. Collection of amounts over $100 (such as the Plant Sale and/or Garden Tour) must be double- checked by another MGC member. If the treasurer is not available to do this, another MGC member may substitute in his/her place. If the treasurer designates.

The treasurer will reimburse members for budgeted and other approved expenses when provided with documentation such as a dated cash register or business receipt.

- File 990N on time with IRS
- Receipts and financial records will be retained by the treasurer for 5 years.

Provision of Treasurer's Reports at monthly MGC meetings that detail:

- Current bank balances
- Total assets
- Change since the last report
- Provision of an end of year report on budget line items including:

1. Amount budgeted
2. Amount spent
3. Line item and total balance
4. It is also helpful to provide an overview of MGC events in terms of income and expense (a separate report), as well as documentation on donations made by the MGC.

The budgeting year for the Mahtomedi Garden Club begins September 1st and ends August 31st.

Primary goal: Provide a means for the Mahtomedi Garden Club to track its income and expenses, as well as budget to meet its annual goals.

Target audience: Members

Budget: No formal budget. Expenses generally fall under administrative expenses and are approximately $15 per year or less for copies, stamps, and/or general office supplies.

Pre-event planning: Gather information throughout the year on in- come and expenses and donations.

Task Outline or Timeline:

Monthly (September-April): Prepare Treasurer's report for MGC meetings.

July/August: Prepare a preliminary end of year budget report for the summer planning session

September/October: Prepare an end of year budget report for the previous year and proposed budget for the new year

May: Prepare deposits and income and expense report for the Plant Sale with the help of the committee chair(s)

July: Prepare deposit and income and expense report for the Garden Tour with the help of the committee chair(s)

Mightiest milestone:

Funding MGC initiatives annually and staying within budget!

Guest Speakers

Vital to our club's success is the need to schedule speakers and arrange programs for six of our monthly meetings and February Outreach.
The Speaker Coordinator's duties include surveying members' interests, introducing speakers, making provisions for the necessary audio-visual equipment for presentations, arranging payment for speakers and procuring prizes for drawings.

Primary Club Goal:

Education and Enrichment

Target audience:

Garden Club Members and Community Members

Budget:

Six regular meetings (Sept, Oct, Nov, Dec, Jan, April). Speaker fees can vary widely. Some will speak for free, but total speaker fees for the year need to fall within budget. Our February Outreach program has a separate budget that covers the speaker fee for that event.

Description of pre-event planning: Survey members for interests and search out possible speakers. Reference materials include: contact info supplied by club members, brochures from garden events, Northern Gardener magazine, articles in gardening section of local newspapers, lists maintained by the Mn Hort. Society.

Task Outline or Timeline:

3-4 months in advance:
Contact potential speakers to determine their interest and availability.
Confirm conversation with speaker by email or letter.

2-3 weeks in advance:
Send reminder to presenter to confirm time & place and provide directions.
Arrange A/V equipment if needed.

Request presenter's bio information for introduction.

Day before event:

Confirm or pick up A/V equipment.

Day of Event:

Make sure business meeting ends on time.

Coordinate room / equipment setup for speaker.

Introduce speaker.

Inform Treasurer of speaker fee amount.

Send a "thank you" note to speaker, especially in he or she speaks for free.

Publicity initiatives: Keep garden club members informed of planned speakers at monthly meetings. February Outreach has separate publicity function since we try to encourage as many community members to attend as possible. Provide speaker information to website and Facebook coordinators as well as arrange for other publicity.

Suggestions for future leaders:

- Start early! It's hard to line up speakers if you have less than 2-3 months notice.
- Keep in touch with club members – solicit their input regularly as to the topics, which interest them. Gardening education is a big reason that some people belong to the club.

Community Outreach

The Mahtomedi Garden Club is proud to be a part of the community and proud to be involved in community projects and support.

Support for the individual community projects is fluid and varies from year to year dependent on club resources and priorities.
Here is a sampling of some of our outreach efforts:

Buckthorn Eradication-Club members have participated in efforts to rid Katherine Abbot Park of invasive buckthorn. The club has purchased a buckthorn wrench, which is available for member use.

Mahtomedi Fire Department- Club members helped the fire department design a new flower garden and the Garden Club has continued to support this project by giving the Fire Department an annual gift certificate redeemable at our plant sale (historically $100).

Did you know?

Mahtomedi Garden Club members helped design the flower beds at the Fire Station. (That's right...that time THEY called US and we came running!)

We so appreciate the hard work firefighters do in our community and in keeping the fire station grounds blooming in our community!

FAQS:

Why do we have savings?

Shouldn't we just give that money away?

Club members have debated for years what the right amount to keep in reserves should be and as a result we have historically decided that we need to have enough money in reserve to cover one or two catastrophic events, such as the loss of all of our inventory prior to the opening of the plant sale. The reserves help protect individual members from having to cover unexpected club financial losses and ensures money to fund club activities even when there has been a catastrophic loss.

MGC History

The Early Years

On June 2, 1943, the Lincolntown Garden Club was organized at the home of Mrs. Freeman. The club's intention was to affiliate with the Minnesota Horticulture Society, and the membership agreed to conform to the Minnesota Horticulture Society regulations. The following officers were elected: President, Mr. Milnar; Vice-President, Mr. John Spalding; Secretary, Miss Mary Sharp; Treasurer, Mrs. Fred Phillips. There were 23 charter members. The member dues were 35 cents to join the Horticulture Society and receive the magazine. In lieu of club dues, a collection was taken at each meeting. "The treasurer passed the glass bank and added to its contents." It was decided that meetings would be the third Monday of each month at a member's home. Speakers were difficult to come by, so the membership initially decided to visit each other's gardens. "…to cover them all, it was decided to meet once a week for just an hour during the summer months."

During the September 1943 meeting committees were appointed. These included: Program Committee, Historian, Membership Committee and a Conservation Committee.
The duty of the Conservation Committee was to assist in getting excess "products" to "old people who could not have gardens, who would be glad to get these things.

The organizational work continued during following meetings. In October, the County Agent of Washington County, Mr. Sjowall, spoke about his office and duties, and offered resources for speak- ers. Members' suggestions for speaker topics included: soil, landscaping, trees (mainly fruit) and soybeans.

> Club dues began at 35 cents and in more than 50 years have only risen to $5.00!

The first speaker, introduced in November by the Program Committee, was Mr. John Schumacher, a florist on County Road E, who led the club in a discussion on houseplants. The club's first guests attended the meeting. Four of the six guests became members.
By the December meeting, six months after its inception, the Lincolntown Garden Club had $3.73 in its treasury. They had a speaker on growing fruits, and a January speaker who would discuss seeds for Victory Gardens. The Secretary was asked to submit a report to the Minnesota Horticulture Society, on the activities of the garden club since its organization, and to prepare a list of Charter members for an artist to create a scroll. There was discussion of a Junior Gardener award for the coming summer, and the possibility of organizing a 4-H Club.

In January 1944, the charter scroll, done by Mr. Elmer Erkkila, was presented to Lincolntown Garden Club, and was to be hung in the town hall. The nine guests attending that meeting were children interested in the Junior Gardener award. In April 1944, the Lincolntown Garden Club sponsored a 4-H Club organizational meeting in the Lincolntown hall, and in July, the 4-H members were asked to exhibit at the Washington County Fair. The Lincolntown Garden Club provided support and encouragement through garden inspections and awards. "It was decided to make the awards for gardening from the Garden Club to the 4-H winners War Stamps in varying amounts. The prizes will be awarded at a Pow Wow to be held in September." During that year, meetings were held in the evening, and in November 1944 an 8PM start time was approved. There was also discussion of limiting the membership to thirty members, with non-members welcome anytime.

The twenty-three members Lincolntown Garden Club continued its meetings, with speakers, throughout 1945. A typical meeting began at 8PM, with minutes read and approved, treasurer

reports ($4.09 in February, 1945), elections, and speakers on such topics as care of flowers and preserving flowers for decoration. The June meeting was considered the Annual Meeting, and election for all the offices was held. The main community event sponsored during 1945 was a poultry- raising course, as well as a fruit and berry- raising course. A report to the State Horticulture Society of club activities listed the two courses, as well as landscaping of the war memorial, continued sponsorship of the 4-H Club and the annual garden club picnic at Pioneer Park in Stillwater.

The first Garden Club Plant Sale was held in May 1946 on the porch of the Herbert Heise home. "After the meeting adjourned, we went out to the porch where a sale of garden plants was held. The plants were donated by members, a very small charge was made, and the proceeds were turned over to the treasurer." The plant sale profit was $4.75 leaving a balance of $10.00 in the treasury. The club had thirty-eight members that year, and again there was a discussion of limiting membership. It was decided, however, not to limit membership in the interest of keeping the club diverse.

The plant sale was such a success that members decided to continue it on a yearly basis. The following year, 1947, there was discussion of opening the sale to the public, but the decision was made to limit it to members and guests. The sale that year was done in auction style. In 1948 there was a review of the by-laws that resulted in several changes: The dues (Minnesota Horticulture Society) would increase to $0.75; a quorum would be 1/5 (26 members during 1948); standing committees were Membership, Program, and Publicity; and there was a change in the annual meeting from June to November, to conform with the annual meeting date of the Horticulture Society.

The main discussions during the 1949 meetings centered on attracting new members (attendance at meetings was low), introducing the garden club to new community residents, and making the discussions more interesting. "It is the opinion of all the members present, that more time and study must be given by the members individually to discussions at out meetings. Mr.Milner suggested an applied study of botany might be interesting to the group."

The Lincolntown Garden Club entered a new decade with the Daffodil as the club flower, the writing of garden club verses to be sung to popular songs, sharing seeds, and visiting gardens. Refreshments were served and the garden was visited by flashlight." August 21, 1951 was the beginning of the Flower Show era. There were three classifications for flower arrangements including most artistic, most original and a variety from Grandmother's flower garden. The first place winners were Mrs. Carl Mosiman, Mrs. Holton and Mrs. Bowles. " In Mrs. Mosiman's old fashioned bouquet there were 26 varieties included. A prize was given [to] Mrs. Forseen for naming the greatest number of these flowers."

The Lincolntown Garden Club be-came the Mahtomedi Garden Club on November 25, 1952.

Also, the club decided to "disband for the three winter months" and begin meeting again in March. (The following year, the club decided to once again meet during the winter months.) All the meetings would generally be during the day, and the club would continue to meet in members' homes. In 1954, "Garden Wives" by Mrs. Hazen was adopted as the club song. "The meeting closed by the "inspiring" singing of "Garden Wives" by Mrs. Hazen accompanying herself on the ukulele." That same year, the Mahtomedi Garden Club donated $10.00 for shrubs for Wildwood Elementary School. The Flower Show was opened to non- members, and moved to Willernie Town Hall for more public exposure.

Throughout the 1950's and 1960's, Mahtomedi Garden Club donated to the Veteran's Memorial Rose Garden, the Arboretum Fund, and 101 Recreational Fund. Seeds were distributed to Brownies and Cub Scouts for a growing contest, and members donated flowers and arranged bouquets for the PTA. "One year we bought and donated binoculars to the Tamarack Nature Center so the kids didn't have to share the few they had." (Long-term MGC members Mary and Ed Murray recollections) The Flower Shows continued (with ribbon awards) at various locations, including (cont.)

Wildwood School and Mahtomedi High School. The members continued the tradition of touring each other's gardens, taking trips to garden centers and nurseries, and enjoying luncheons and picnics. The last recorded spring luncheon was at the Lowell Inn in 1957.

That same year, the plants for the Owasso Gardens Nursery for the first time, and the sale was held the East Shore Grocery. The Later, in the 1960's, "plant sales were held in the old city hall garage which was renovated for the present meeting rooms Plant Sales were all pre-orders that the members filled when the plants arrived. We passed out orders to all our friends and family and spent hours filling orders and trying to line up the boxes alphabetically. It was a zoo when customers came to pick up their orders." (Mary and Ed Murray recollections.)

Mahtomedi Garden Club projects included the beautification of the water tower property (1957). A Holm & Olsen landscaper drew up the plans, and the village council and telephone company agreed to maintain the finished project.

The club "invested well over $1,000.00" and did the "cultivating, trimming, fertilizing and replanting necessary" in the village park. "We in the Garden Club consider that the park has added much to the beauty of our village – and hope that the friendly cooperation between village officials and the club will long continue." (Quoted from the Village of Mahtomedi written by Helen Baer, President, dated Oct. 24, 1960.) The August 20, 1962 minutes indicate that Dorothy Anderson would submit an article and pictures to the Horticultural Magazine regarding the village park.

The opening sentence of Dorothy Anderson's article read:

"Never underestimate the power of a small group of women [Read *people*] might well be the sentence which would describe the accomplishments of the Mahtomedi Garden Club."

Note: All quotes taken from meeting minutes, unless otherwise noted.

MGC History Submitted by

Wally Lauria

The legacy of our club date's back to June 2, 1943.

Help us bloom far into the future!