Mahtomedi Garden Club Board of Directors Meeting
September 24, 2018 at 5:30 -8:00

Attending: Mary Kiel, President, Mary Berg, Treasurer, Kay Martin, Past President, Jackie Metelak, Vice President and Speakers Committee, Renee Lemieux, Grants Committee, Jane Pazlar, Membership, Jean Melancon, Membership and Member at Large, Cheryl Frey, Plant Sale Committee, Susan Warweg, Secretary, Kathy Jennings, Member at Large.

I. The meeting was called to order by Mary Kiel.

II. Minutes of the April 7, 2018 BOD. A motion was made by Jean M. and seconded by Cheryl F to approve the minutes from April 7, 2018 with noted corrections. Corrections have been made to the minutes. The motion to approve carried unanimously.

III. Committee Reports –

- An annual review of 2018 Committee reports was summarized and an electronic copy was sent out. The report will be sent to all Club members. All agreed that the summaries are an excellent overview of the Clubs work and recommend this be done each year and sent to all members.
- Committee functions at this time are fairly independent of BOD oversight unless there are problems or budget issues to discuss.
- A summary of Committee needs was handed out. Many areas of need were noted.
- Discussion of needs followed. Jean and Jane propose that there be partners in doing Committee work. An interest survey would help develop this. Jane offered to mail the Annual Summary along with a letter to new Club members to understand and note the Clubs accomplishments. She offered to mail this out in the coming week.
- Non Staffing Issues were noted.

  *The Out Reach Event on Feb. 13. The space needs for this need to be determined. We discussed using the current District Ed. Meeting room for the Silent Auction and other materials. We then discussed using the District Ed. Gym area for the speaker. This would accommodate a larger group. This option will be researched. A discussion followed about the pro and con of a silent action. It is recommended prior to agreeing to an auction that Kay have a small group discussion regarding the possibilities and recruit possible volunteers. The BOD will determine at the November BOD meeting whether or not to have the Silent Auction.

  * Inspired by Nature – The event had 100+ attendees including 40 Club Members. Connie Salmo has experience with the MIA's Art in Bloom. She provided input for this year's event but was not able to help coordinate. Connie will be asked if she is interested in doing so in 2019, along with Shari Hamilton who helped coordinate this year. Our cost for the event included the speaker, printing costs and prizes came to a total of about $500. BOD supports continued partnership with WBCA. Mary will speak with Connie, Shari and WBCA about continuing the program in 2019.

  * Policy on Grant cost overruns - The BOD requests that the Grant Committee draft a policy on cost over runs. It is recommended that Grant application have this information on the application. Susan and Renee offered to assist with a proposal for this. Other Grant committee members will be invited. A draft proposal will be submitted for review at the November BOD meeting.

  *Summer Bus Tours – The tours have been self funded in the past. This year we did not have the needed attendance to cover the costs. Attendees covered the tip and snacks. A

motion was made by Jean and seconded by Renee to be as follows; 1. The bus tour shall be self funded. 2. The tour date will be determined early in the year and 3. The tour may be canceled 14 days prior to the tour date. The motion carried.

* Sunflower Contest - Mary Berg reported that participation by members in the contest has been low. Participants have also been small in number. 43 students registered and 20 actually participated. 400 forms were passed out. 2 Club members participated in the contest. Overall it was a lot of effort for a very small participation rate. Interest in the event has been declining. Susan W made a motion and it was seconded by Jean M. to discontinue the Sun Flower contest. The motion carried.

IV. Membership Committee Proposals – Jean Melancon and Jane Pazlar

A proposal to the MGC BOD was presented by Jean and Jane. (Note Jeanne Zlonnis is leaving Membership Committee). The following proposals were discussed.

Proposed Annual MGC dues - A survey of past dues and other area Club dues was presented for review. The dues have gone from 35 cents to $5 over the past 75 years. The BOD at this time agreed to maintain the dues at $5 for the 2018 –to the fall of 2019 and to share the information at the November meeting. Mary will let members know that dues are under review.

- The timing for dues collection will remain the same. Membership renewal will be done once a year and is typically done in the fall.
- All members will be asked to verify their eDirectory information on an annual basis.
- The Procedure for processing new members is documented and resides with the Membership Committee.

Proposal to Redesign Membership Form **–** Jean reviewed how the form is redesigned to be more inclusive. It will gather all information needed for the MGC eDirectory. The form will reside on the web site and those interested in joining MGC can get a form on line anytime. The Membership form will also be redesigned as an "attractive" card touting club information. It will be on display at all events for prospective members.

Proposal to consider upgrading the web site **–** It is recommended that the Board form a Task Force to research web site upgrade options.

Proposal to add an Assistant to the President position. – The proposal recommends someone to assist the President in procuring volunteers.

V. 75th Anniversary Project Committee – Kay Martin reporting. Committee members include, Kay Martin, Jackie Metelak, Wally Lauria, Nancy Saathoff, and Rose Urbiha. Trisha McCabe also assisted with designing the garden. After several meetings, the Committee decided to have the Memorial Garden located at the west end of the Vet's Memorial Park near the Vet's memorial. The proposal is for the garden to have lime stone edging, a sculpture, a plaque recognizing the MGC and plants and shrubs. Committee members are in the process of getting cost estimates for the planned items. Once costs are determined the proposal will be presented. A spring planting is anticipated. The committee has also meet with the Bob Goebel from the City Public Works. The plan meets with their approval. Irrigation for the site is also available.

VI. Financial summary of the budget – Mary Berg and Mary Kiel reporting. The financial year ends 8/31/2018. Mary Berg reviewed the proposed budget and the actual year end spending. We had a 142 transactions all have been accounted for and balanced. At this time the Club Bylaws note that the

budget for 2018 /2019 be presented to the full membership and approved. Mary Kiel will do so at the October meeting. This is an area for By Law changes in the future.

VII. Creation of Task Forces

- *Mission /Vision/Strategy planning activities.* This area was facilitated by Cathy T. She is limited with regard to how much time she can continue to do this at this time. Jean M has been asked to work with Mary Kiel on this area. Others are welcome.
- *Filing of necessary business forms.* – The Club continues to work on the needed paper work to file for 50l.C3 status. Kathy Jennings and Mary K will work on identifying necessary paper work and resources that are needed to move forward. Others members are welcome to participate.
- *Technology /Electronic Tools - Volunteers* are needed in this area to assist with the Web site, Face book, Mail Chimp. We hope to identify potential volunteers through the membership survey.
- *Discretionary Spending Guideline Proposal* - A guide is needed. Mary Berg, Renee L., Jeanne Zlonnis, Mary Kiel, and Susan W will draft a proposal for review. Susan W will schedule the meeting. The meeting will occur before the next BOD meeting.
- *Club Historical Data Archive - The* Club's historical data needs to be archived. A written proposal from the Committee is requested for the November meeting. Kay is working on this.

VIII. October Full Membership Meeting - Jackie reported that Kathy Widin, a Plant Pathologist and member of St. Croix Wild Ones will be the featured speaker. The topic is the care of trees and shrubs.

IX. Future BOD of Meetings- The November BOD meeting is scheduled for 11/28 at 5:30

X. Meeting Review by BOD members – Recommendations are; written reports by Committee members are helpful. It is recommended that reports be submitted electronically. When a motion on a topic is going to be presented a draft of the motion be written out and given to the Secretary. It is recommended that minutes from the BOD be sent out as soon as possible following the meeting and Board members review the minutes and send back corrections within five days. Susan requested that attendance at the full Membership committee be done with a printed copy of members' names and members check their name off. This will assist with correct spelling.

Meeting Adjourned at 8:00
Minutes submitted by Susan Warweg