

**The Garden Club Federation of Pennsylvania  
Board of Directors Meeting  
Wyndham Garden State College  
310 Elks Club Road Boalsburg, PA 16827  
October 7 & 8, 2024**

Dear Board Member,

This “Call” serves as your invitation to attend the full Board Meeting of the 2023-2025 GCFP administration. It is important for all members of the Board to attend and make sure we meet our sleeping room minimum. If we don’t meet our quota, we incur charges for the meeting rooms we use. Please see the particulars for hotel and meal reservations on the next page and call to make your room reservations (814-466-2255) for this meeting right away. **The group rate reservations must be made by September 6, 2024, to receive the GCFP discounted rate.**

**Here are some guidelines for each Chairperson to follow:**

- ~Please report information, innovations, activities, or events relating to the topic of your position. For this meeting you might reiterate your objectives and goals and the progress you have made.
- ~The audience for your reports is the statewide membership, as well as the region and NGC. Your report may be re-printed in the KG, KG Online, or on the GCFP Website, make it interesting!
- ~Include a header with your name, your position and date.
- ~ Remember to keep your report to two minutes in length (District Directors, 3 minutes), practice at home.
- ~Please underline, **bold**, or **highlight** information that is important and should appear in the minutes. This is a great help to the Recording Secretary.
- ~Sign the attendance sheet at each meeting you attend.
- ~For this meeting, and all future board meetings, email a copy of your report to Marilyn Backus, the Recording Secretary. [marilynbackus@gmail.com](mailto:marilynbackus@gmail.com) and bring one copy to the meeting for Marilyn.
- ~ Even if you do not have a report to make at this meeting, it is important for you to attend to stay up-to-date with the state organizations’ projects and events that you may be asked about as a board member. Again, our cost for the meeting is dependent on the number of sleeping rooms we use, if you choose to stay home, GCFP will be charged for meeting rooms.

**If you are unable to attend this meeting, please let Leeanna know: [GCFPPresident@gmail.com](mailto:GCFPPresident@gmail.com) or 412-951-9522. Also email/mail Marilyn Backus, Recording Secretary, a copy of your report. Marilyn Backus [marilynbackus@gmail.com](mailto:marilynbackus@gmail.com) 925 Wood Street, Pitcairn, PA 15140-1614.**

**PROPOSED AGENDA**

<b>Monday, October 7, 2024</b>	<b>Meeting</b>	<b>Room</b>
10:00 am-11:30 am	Combined Finance & Investment	Garden Ballroom B
11:45am -12:45 pm	Lunch	Garden Ballroom A
11:45 am-12:45 pm	Judge’s Council <b>Chairs only Meet Over Lunch</b> (MOL)	Garden Ballroom C
11:45 am-12:45 pm	Convention Committee (MOL)	Garden Ballroom A
11:45 am-12:45 pm	Committee Interest Groups (MOL)	Garden Ballroom A
1:00 pm-2:00 pm	Executive Committee	Garden Ballroom B
2:00 pm- 4:15 pm	Full Board Meeting	Garden Ballroom B
4:30 pm-5:30 pm	Nominating Committee	Garden Ballroom B
4:30 pm- 5:30 pm	Advisory Committee	Garden Ballroom C
5:30pm-6:00 pm	Social Hour/Cocktails	Mountainview Lobby
6:00 pm-7:00pm	Dinner	Mountainview Room

**Finished for the evening**

<b>Tuesday, October 8, 2024</b>	<b>Meeting</b>	<b>Room</b>
8:00 am- 8:55 am	District Directors/Assistants	Garden Ballroom B
9:00 am	Full Board Meeting Resumes	Garden Ballroom B
12:00 pm	Anticipated Adjournment	

Next Meeting: 2025 GCFP Convention, April 6-8, 2025. Mark your calendar 😊