

District IIB Steering Committee

January 20, 2021 1:00 PM Zoom

<https://migardenclubs-org.zoom.us/j/89988184348?pwd=RVdQZE82UGo5clZHQlJ0VENaeVNyUT09>

Meeting ID: 899 8818 4348

Passcode: 505034

Started at 1:04

Attendance: Carol Grainger, Ronalee Polad, Terry Such, Laura Grainger, Jolanta Piecuch, Peggy Bryson

Agenda

Past Meeting Minutes (how are these recorded and where are these stored)

No notes were formally taken. I will take brief notes on items that will be useful task assignments and follow-up details that we need to track or build upon. The Zoom meetings are recorded and we can obtain a transcript of the meetings.

District Director Duties

- Introduction to all Clubs and make it known that I can visit (live or virtual) their clubs.
 - Invitation will go out to the Club Presidents
- Confirm each Club's president and board positions are correct on the roster
- Provide District Director contact information and best times to contact
- Set dates and time for D 2B Steering Committee meetings.
- What needs to be brought to the MGC or NGC for our District and its clubs?
- What needs to be brought to the club presidents from MGC and NGC
- Nominating Committee: Immediately following the Annual Meeting in the odd numbered year select a District Representative and Alternate with District wide and State experience for the new Nominating Committee. Give the names, phone numbers and email addresses to the First Vice President to forward to the Nominating Chair. These will be ratified during the Fall Board Meeting of that year.
 - Clubs and Steering Committee need to always be looking for members who can work with the District and State.
- Circulate MGC Board Applications at the Fall District Meetings in the even years to fill potential chairs.
- Respond to District 2B mailbox
 - 3 draft emails are in the D 2B box. Review to discard or follow-up on.
 - Nothing is there that needs to be dealt with at this time.

Tracking events and responsibilities

- Treasurer
 - Sources of income and list of typical expenses (recap)
 - Reports due on a monthly basis

- Money coming in from club presidents and will go directly to the District Treasurer and then the information needs to go on to District Director. Ronalee will maintain the Club Roster and then money is then sent on to MGC. Membership information is recorded on the MGC Roster. (Laura, Ronalee and DD to figure all this out).
 - Ronnie uses Quicken to record all money that belongs to the District and then makes an income and expenses are tracked in Quicken 12 months a year to the District. MGC does not require anything besides the Annual Budget. This is due in February.
 - Ronnie explained that she turns in a monthly report to the District Director and to the State.
- Annual budget
 - Ronnie has proposed a budget and will submit to MGC once we have had a chance to review it and then forward it on to Bunny LaDuke.
- Signatures on bank account
 - There is not bank account. Everything is all under the MGC account
- District Financial Reports (due June 15th and November 15) to MGC. Forms are available on MGC website. Include monthly bank statements with the Financial Reports.
- Secretary
 - Assist with record keeping for meetings, tasks, and other D 2B business
 - As we are using ZOOM meetings for now, we will rely on the Director to take the notes and go back into the recorded meetings and review transcript or recording to post necessary information for tasks and follow-up work.
 - Written communications (e.g. press releases, and D 2B newsworthy announcements (passed on to Publicity and Social Media persons)
 - It was discussed that there would be 2-3 people who would work on the flow of information from MGC, NGC and District to members. Publicity Team will pull things together. Some information will be posted to the Weebly page, some to Face Book and then some will go into the newsletter quarterly. There will be crossover between written and published and the social media side of things.
 - Maintain a district meeting history. (Date of meeting, location, club host/s, theme, speakers, cost/budge, attendance, etc.)
 - The Weebly Page has a collection of forms and helpful guides for planning District Meetings. Each District Meeting should have a summary of the event and post event report (which goes to MGC).
- Awards Chair
 - Provide forms to clubs for Award applications
 - Awards and Contest forms come from MGC and NGC and are on their website
 - Include the dates of Awards application deadlines and contest deadlines.
 - Collect data forms from clubs, for report to the Annual State and National meetings
 - Yearbook judging coordination (coordinated w/MGC Yearbook Committee Chair)
 - Yearbook Award applications (with copies of the yearbooks) went to the District Director and then one copy went on to the State. State handled the judging and then District Director returned yearbooks to the clubs after the judging was completed). The District Director collects Awards for MGC for clubs that are absent from the District

meetings and MGC Annual Conference. DD present clubs with the awards and checks and remind clubs that checks need to be cashed ASAP, after receipt. Jolanta said that all the awards were sent out from MGC (Janet Hickman).

- Ronalee mentioned that it would be nice if we could do something to encourage clubs to apply for the Plant America (Grow and Share) to obtain the \$600 prize.

- Program Resources

- Assist clubs in sharing events and presentations. (Special programs open to the public, sales and fundraising events, workshops, SIG Face Book workshops)
 - Important to have a way to share resources. Events and fundraisers can be shared to help keep members engaged and encourage others to join clubs. DD is going to find ways to encourage clubs to share their events and news that might have a bigger outreach to areas outside of their local community.
- District Meetings (Coordinate or assign Host Club/s)
 - It is of interest of DD to consider whether our District Meetings to be open to the public. When we have a big-name speaker or good activity. Jolanta thought this may be something to bring to the Club Presidents. Jolanta thought it should be reserved for members- that is what we pay for, our special events
 - DD suggest that it may bring interest of new members and if there are seats available. When working on past District Meetings, it was a concern to get enough registered to help pay for the expense of putting the meeting on. When we can open seats to the public. This may capture new members for our clubs.
 - This also meets our mission statement to provide education
 - Jolanta felt that this may be considered “internal” events rather than offered to the public.

- Publicity/Social Media/Weebly

- Publish newsletter (report most important information to MGC for their newsletter)
- Keep Weebly updated and create new and maintain Weebly site.
- Gather information from Director, Finance, Secretary, Awards, Flower Shows, Schools & Education

- Flower Shows

- Provide Flower Show information to D2 Director and Publicity/Social Media/Weebly committee
 - Most flower shows are directed by Lois Snover Hansen and Jodie Szalankiewicz
- Assist in the coordination of D2 Flower Shows and exhibits
- Post Awards after event
 - This is usually done at the completion of the show. Participants pick up their entries and awards at the end of the shows.

- Schools/Education

- This committee works in tandem with Program Resources Committee
- Provide information go to D2 Director and Publicity/Social Media/Weebly committee about MGC and NGC schools and educational opportunities

- Youth Groups

- Getting clubs who youth activities registered with Youth Gardeners Clubs at the NGC and MGC level (Is this Ronnie Dush?)

- Getting Clubs to register their Youth Garden Clubs registered
 - With Garden Clubs are the largest horticulture organization in the world, we should have more avenues to recruit youth and leadership for Youth Garden Clubs
- Post information on Youth activities within the district to the Publicity/Social Media/Weebly committee
- Clubs of Distinction/Presidents Report (Forms collected and due by March 1st to MGC)

Steering Committee tasks/assignments notes:

- Recap
 - Budget - \$600 for Plant America – Grow and Share is put into the budget. Ronnie suggests that we find a way to have clubs apply for this. MGC provides the money, but it is funneled through the Districts.
 - Ronnie will look for the requirements to apply for this and find out the information to put out to the clubs.
 - Special Interest Groups – Sue Whittick was in charge of Crafting and Photography
 - Photography, Youth and Designers. Lynn O'Shaughnessy is very active in the Photography Face Book page. Crafting almost needs to meet in person to be attractive to members.