

## Summary

### District IIB Ad Hoc Steering Committee Meeting

October 26, 2017

Present: Lynn Keelan, Barb Ketchum, Sue Wittick, Peggy Bryson

The group met to seek a solution to the lack of a director for MGC District IIB. Early discussion focused on the fracture of the district due to events occurring a couple years ago and some recent actions involving district finance. The group concluded that restoring trust and mending fences would be critical to preserving District IIB for the long-term.

Having concluded that the responsibilities of the post present too great a burden for a single individual, participants explored which of those responsibilities could be delegated among a Steering Committee. A precis of the District Director job description, prepared by Sue Wittick, facilitated that discussion.

\* Barb Ketchum volunteered to handle Member Services responsibilities. These include:

- Visiting member clubs to help them understand how MGC and NGC operate and keep them involved in MGC and district events and programs.
- Participating in member club events when invited.
- Sharing program and speaker information with clubs.
- Encouraging cooperation among clubs.
- Work on recruiting new clubs in the district.

\* If others will help, Barb also volunteered to take responsibility for planning district events. Steering Committee members agreed that they would all need to assist with this. These responsibilities include:

- District meetings
- Flower shows
- Presidents meetings
- Leadership meetings
- NGC schools presented in the district

\* Sue Wittick volunteered to handle Communications responsibilities. These include:

- Publish and distribute a district newsletter.
- Maintain a roster of club president contact information.
- Send e-messages to club presidents and others.
- Create brochures, signs, cards, display at flower show, etc.
- Arrange for National Gardener to be sent to club presidents, if needed.
- Track club websites, newsletters, active members, and club activities. (Steering Committee members will feed this information to Sue as acquired.)

\* Lynn Keelan volunteered to serve as District Director. Her direct responsibilities would include:

- Hold the title of IIB District Director.

- Represent the district at MGC Board meetings, conventions and other MGC events.
- Call meetings of and communicate regularly with the other members of the Steering Committee.
- Preside over district business meetings.
- Present awards at district meetings.
- Keep MGC First Vice President fully informed of district activities.
- Keep the Communications member informed of contact information for club presidents.
- Schedule and conduct a club presidents meeting.

\* Peggy Bryson volunteered to take minutes of Steering Committee meetings and to serve as district treasurer, with responsibility for writing checks, keeping records, and providing reports to MGC as requested.

Discussion of the distribution of responsibilities produced a number of ideas for fostering community and increasing participation. These included:

- Create a speaker list to share with clubs
- Encourage sharing of club program information to encourage attendance by members of other clubs.
- Organize group trips.
- At fall District Meetings, present a flower show class consultants table displaying samples of arrangements for the classes to be offered in the spring show.
- Develop a District website and Facebook page to facilitate sharing of information. Peggy Bryson volunteered to work on these.
- It would be helpful for the District Director to have a copy of each member club's yearbook and for the Communications member to receive the clubs' newsletters.

Before closing the meeting, the group apprised MGC First Vice President Janet Hickman of the above. She committed to notify MGC President Carol Brodbeck. She explained the procedure for appointment of district directors. Carol will recommend appointment of Lynn Keelan at the MGC Executive Committee meeting on November 1, 2017. The Executive Committee would present the appointment to the MGC Board for affirmation at its November 2, 2017 meeting. Janet recommended that the Steering Committee plan to meet with MGC President, 1<sup>st</sup> VP, and MGC Treasurer, Bunny LaDuke, immediately following the November 2 Board Meeting. Steering Committee members are asked to arrive about 2:15 pm at Trinity Church on Dunckel Road. Use the south entrance.

Action items (following confirmation of appointment of the District Director:

Lynn – talk with Kathi Dominguez.

-- Determine, after discussion with MGC President/Vice President, whether to schedule a leadership meeting or spring District Meeting or both. Inform Brighton Club, which is prepared to plan a spring, 2018 District Meeting.

Peggy – Schedule briefing and transfer of district financial records with Bunny LaDuke.