

Minutes
District IIB Steering Committee Meeting
November 16, 2017

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

Guests: Carol Grainger

Bunny LaDuke, Treasurer, Michigan Garden Clubs, Inc.

The meeting commenced at approximately 12:18 pm.

Bunny noted:

- Nancy Ryan is the new MGC Finance Chair.
- MGC has a PayPal account for convention registration.
- All the District checking accounts were moved to Fifth Third Bank.
- The MGC fiscal year is June 1 through May 31.
- Community Project grant applications require approval of MGC 1st VP Janet Hickman, Finance Chair Nancy Ryan, and the District Director. Funding for the grants will come from the savings account of the District in which the applicant is located.
- MGC is working on providing scholarships to NGC schools.
- The MGC Board is working on revising MGC bylaws to remove provisions that are better characterized as policies or procedures. Work on updating MGC policies and procedures will commence in January.
- The District Director is eligible for reimbursement up to \$500 of mileage expense (IRS rate) incurred in visiting clubs.
- District events:
 - There is a new online fillable PDF form for District event budget and final report. It needs to be revised to account for tax on sales at the event, e.g., sales tax on silent auction revenues at District meetings.
 - The MGC Board expects that District events will produce revenues at least 10% above expenses. The surplus stays in the District account.
 - Revenue from sale of table decor at a District meeting goes to the hosting club(s).
 - The 2017 Fall District Meeting was commended as a model for these events.
 - Offering event vendors lunch for a fee above cost of table space would augment revenue.
- District Treasurer information
 - Complete a checking account transaction form for every deposit to and disbursement from the District checking account. Attach deposit slips, invoices, copies of checks. Submit copies with the semi-annual financial report and keep the originals 7 years.
 - File semi-annual financial reports with Finance Chair Nancy Ryan. Next report is due December 15, 2017, covering the period June 1 – November 30.
 - The District budget for 2018/19 must be submitted to 1st VP Janet Hickman by February 15.
 - The final report for the 2017 Fall District IIB meeting needs to be amended (to reflect sales tax on silent auction revenue) and re-filed.

- Bunny will provide District Treasurer with MGC Sales Tax Exemption Certificate, Sales Tax License, Solicitation license, IRS EIN issuance letter and change of name notification.

Bunny departed at 2:10 pm.

Due to the confusion around the late designation of a director for District IIB, the Steering Committee is hosting the District IIB 2018 Spring Meeting. Subsequent District meetings will return to clubs hosting the events. Barb Ketchum is chairing the spring 2018 event with the assistance of Carol Grainger. The meeting will be held April 18, 2018 at Eagle Eye Event Facility. We discussed various options for the theme and settled on *IIB Partners in Gardening*. Several speakers were identified as possible presenters: Gretchen Voyle, Vic Foerster, Jane Kramer. There was discussion of selling advertising in the event program to help cover costs of the event. An article announcing the meeting date is needed for the December District newsletter.

Carol Grainger and Barb Ketchum committed to be responsible for venue and food for the event. It was suggested that volunteers be sought to create table centerpieces to a theme and with dimensions approximately 10" high and 12" in diameter. Other volunteers are needed to serve as registrar, identify vendors (seek out more nursery-oriented vendors), manage advertising sales, organize exhibits, oversee obtaining silent auction baskets, and design an event graphic. It was suggested that reusable nametags be used, that club officers serve as table hostesses, and that table hostesses collect participant nametags for reuse.

We discussed the need to meet with club presidents before the District Meeting in April—perhaps in January or February. Lynn Keelan will consult with Kathi Dominguez regarding her experience conducting club president meetings.

We need to meet with the Brighton Garden Club regarding the 2018 Fall District Meeting. Kathy Mikuska and Kim Ray are co-chairs. They are considering Southern Exposure and Crystal Gardens as possible venues. Lynn will try to schedule that meeting for 1 pm on December 4 or 11 and will check with Aubree's regarding room availability.

Action Items

Sue Wittick:

- Create event graphic for 2018 Spring District Meeting
- Check with Lois Snover-Hanson about obtaining the forward looking District meeting rotation schedule.

Lynn Keelan:

- Check with Barb Ketchum about availability to meet with Brighton club on Dec. 4 or 11.
- Check with Brighton's meeting event chairs about availability to meet.
- Check with Aubree's about availability of meeting room on Dec. 4 or 11.
- Check with Gretchen about availability to speak at April District Meeting.

Carol Grainger:

- Will review Vic Foerster website to evaluate as potential speaker and let Barb Ketchum know her findings.

Peggy Bryson:

- Amend and file 2017 Fall District Meeting event budget/final report.
- Compile and file semi-annual District financial report.
- Check with Eaton Rapids club about outstanding District checks and Arla Weaver about an outstanding check and the reserve for Penny Pines.

The meeting concluded at approximately 4:00 pm.