

## District IIB Steering Committee

May 19, 2021 1:00 – 2:00 PM Zoom

Attended: Carol Grainger, Ronalee Polad, Jolanta Piecuch, Peggy Bryson, Lynn O'Shaughnessy, Laura Grainger

Note: For future meetings, those sitting on the Communications and Technology Committee may wish to peek in towards the end of our meeting. I expect that our meetings will be 1-2:00 for general business, we can hold the Communications and Technology to the end and focus on website, newsletter, and social media issues and questions. We can most likely cover anything on the burner in 30 minutes. Please RSVP if you can, let me know if you plan to attend or will be absent.

### Agenda

Past Meeting Minutes – Records stored on Weebly

Treasurer's Report – Ronnie P.

- Report on expenses and awards – Ronnie –Award payments to go out in June for Brighton Garden Club and payment from MGC accounted for in last report
- Expected budget for Fall District 2B meeting – District meeting budget goes out to Ann Schoals and Marshall GC for planning.

District Director -

- Annual Report – completed
- Rosters going out this week with instructions.

Tracking events and responsibilities

- Awards Chair – Jolanta
  - Discussion on Awards procedure and process for evaluating and approving applications. Jolanta suggested that MGC handle the entire process for Plant America award since they are the ones on the final stage of approval and issuing payment. Jolanta and Ronnie questioned what the District responsibilities are.
- Flower Shows and Events – Ann Schoals – not reported
- Schools/Education – Schools that need to be added to the Weebly – Peggy B. to continue posting the schools listed on MGC with the hotlinks.
- Youth Groups – Notice to go out to District 2B Youth Group to ask for help with leadership. Sharon Rogers was suggested by Laura G.
- Technology - Laura
  - Resources – SharePoint update and Zoom use promoted to presidents.
  - Facebook access and login information
    - Each club can have a FB contributor to help add content. We should add one person from each club to the Page and Group (monitoring this group?)
  - Newsletter distribution

- Consideration to use MS 365 Outlook/Teams for distribution – Debbie Richards to report on her distribution challenges and solutions. Updated lists will be available after the Roster Updates.
- Terry Such to work on content and format
  - Excitement about first newsletter going out. It was great to show interest in distribution and getting our first release out...we did get it out on time.
- Publicity/Social Media/Weebly
  - Publish newsletter from District Director's email
  - Reports from Finance, Secretary, Awards, Flower Shows, Schools & Education and all clubs. Can we put up a diagram on who club officers can contact for the lead person on each channel of communication. Add hotlink to email boxes for contacts for each Publicity and Social Media person on Weebly site.

Steering Committee tasks/assignments notes:

1. Carol G is to put together a 4-5 minute summary of how our steering committee works.
2. Peggy Bryson and LaNita Campbell are asked to split off the District IIB Weebly site to allow access to the site without a password. (unprotected entry).
3. Next meeting 6-16-21 @ 3:30 PM (ZOOM)