

District IIB Steering Committee

Feb. 17, 2021 1:00 PM Zoom

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

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

Minutes

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

Treasurer's Report

District Director

- Member Rosters – Carol said that she was emailed a roster and didn't know what the procedure was to uploading the new versions. Ronnie said that she could do it, if her help was needed. She hasn't been the one in charge of this in the past, but was willing to work on it.
- District Director's Report due June 1, 2021 – Report is in progress, as data needs to be collected from the clubs.
- What needs to be on our Weebly Page that isn't already there ? Carol will poll the clubs presidents to ask this question at the next meeting.
- 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. No discussion on this topic.
- Circulate MGC Board Applications at the Fall District Meetings in the even years to fill potential chairs. Not sure if we are having a fall D2B Meeting. This is up for discussion with the Presidents and Carol will ask at the next meeting.

Tracking events and responsibilities

- Secretary – we do not have a secretary, Carol is trying to capture the notes and Peggy Bryson reviews them and then posts them to the Weebly site.
- Awards Chair – no news at this time.
- Technology
 - Resources – Laura Grainger offered to help with creating Folders in the MGC SharePoint system to help the Facebook and Newsletter volunteers to collect articles and photos to publish and then move them to an archive folder. They were going to discuss this at the Tech Group Meeting on Feb. 22nd. Laura will check on our SharePoint privileges.
 - Assist clubs in sharing events and presentations. (Special programs open to the public, sales and fundraising events, workshops, SIG Face Book workshops)
 - Upcoming Events
- 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. The Weebly site is being worked on to transition (split off from Meridian Garden Club's account) and create a separate account for the District. We could go with Liquid Web but the cost is higher @\$165/yr. Right now, there is a 2-year plan under the Meridian Garden Club, which expires on 12-10-19 and it is \$216 for the 2 years.

Laura said there was a possibility to work with Charlie Bolland to help create a new landing page. What we need is a volunteer to be a webmaster for the Weebly site. Terry is willing to help with design work.

- Gather information from Director, Finance, Secretary, Awards, Flower Shows, Schools & Education for next meeting.
- Flower Shows – no discussion
- Schools/Education – NGC/MGC Gardening Schools are planned for Mar/April and May. These are posted on the MGC page and registration link is there.
- Youth Groups – We could use a common folder for sharing information on what clubs are doing for Youth Groups. Laura will check with MGC about SharePoint being a possibility for collecting those documents and templates.
- Clubs of Distinction/Presidents Report (Forms collected and due by March 1st to MGC) – just FYI

Steering Committee tasks/assignments notes:

1. Can Charlie Bolland help with creating our Weebly Landing Page?
2. Recruit a webmaster
3. Attend the Feb. 22 MGC Tech Group Meeting
4. Create SharePoint folders for Social Media and Newsletter materials
5. Create SharePoint folders for District IIB Youth

Next Meeting: March 17, 2021