



California Garden Clubs, Inc.

Organizational Meeting

Monday, June 8, 2009

San Mateo Marriott, San Mateo, CA

President: Maryanne Lucas

Host: Bay Ocean and Santa Clara Valley Districts

President Maryanne Lucas called the meeting to order at 9:01 A.M. The Recording Secretary was present.

Mary Lou Goodwin, Landscape Design Council Chairman, gave the inspiration.

Jean Reiley, Convention 2010 Co-Chairman, led the Pledge of Allegiance to the Flag.

President Lucas introduced the Executive Committee, and former CGCI Presidents Mary Lou Goodwin, Beverly Brune, Virginia Bennetts, Robert Gordon, and Robin Pokorski.

President Lucas announced that the Board of Trustees has elected Robert Gordon as Chairman and Dave West as Secretary.

Roll was called by Recording Secretary Greg Pokorski and a quorum was established.

Excused: Chaney; Gould, Launa; Gould, JoAnn; Haddock; Hedtke; Lang, Linda; Lang, Ron; Nielsen; Parker; Patten; Reibel; Rausch; Roton; Tebo; Tjosaas; Tufo; Wilson; Zarnowski; and Zimmerman

Chuck Goodwin, Parliamentarian, read the Rules of Order for Board Meetings. See Attachment A. Julie West, First Vice-President, moved to accept the rules for the entire 2009-2011 term of office. The motion was seconded. **Passed.** Copies of the Rules of Order for Board Meetings were distributed.

Julie West moved to include chairmen's reports (100-word version) as attachments to the minutes for the 2009-2011 term. The motion was seconded. **Passed.**

Without objection, President Lucas appointed the following to review the minutes of the Organizational Meeting: Chuck Goodwin, chairman; Ruth Brooker and Dave West. All agreed to serve.

President Lucas –

-thanked 2009 convention hosts, members of Bay Ocean and Santa Clara Valley Districts for a successful convention.

-announced the following were ratified at the Post-Convention Meeting: Parliamentarian, Chuck Goodwin; District Director Coordinator, Shane Looper; and Standing Committee Chairmen.

New Business:

Without objection, Gina Belle Smith will be allowed to serve concurrently as Co-Chairman of the 2011 Convention as well as Director of Mendo-Lake District.

Without objection, Jane McKee will be allowed to serve concurrently as Awards Manual Chairman, member of the Bylaws Committee, member of the Nominating Committee, as well as Director of Palomar District.

Julie West moved to adopt the 2009-10 budget as proposed. See Attachment B. **Passed.**

It was noted that page one shows 26 District Directors are funded although two districts are not listed on page three.

Julie West moved to accept the 2009-10 *Golden Gardens* budget as proposed. See Attachment C. **Passed.**

Recording Secretary Greg Pokorski read the following **Executive Committee Recommendations:**

1. That the 2010 WBM registration be \$30, and the late fee be \$45. **Passed.**

2. That the CGCI *Yearbook, Manual & Roster* be in an 8.5" by 5.5" spiral-bound format. **Passed.**
3. That CGCI contract with Constant Contact, an email address handler and e-newsletter tool, for one year as budgeted. **Passed.**
4. That *Golden Gardens* advertising rates be \$75 for a quarter page, \$125 for a half page, and \$200 for a full page, with a 10% discount for two or more consecutive insertions. **Passed.**
5. That CGCI participate as sponsor of the California Flower & Garden Show in April, 2010 in Sacramento. **Passed.**
6. That Gloria Aminian, as FSS Symposia Chairman, be authorized to open a CGCI checking account for symposia funds. Cathy Biggins called the question. Motion **Passed** (debate ended). Original motion **Passed.**

The Chair commented with respect to Recommendation # 2 that the *Yearbook* will be available on the CGCI website for downloading, printing and insertion in 8.5" by 11" ring binders.

The Chair requested that the Board of Trustees look into issues (guidelines, audit procedure etc.) arising from debate regarding Recommendation # 6 (regarding activities including symposia and conferences that involve the use of restricted funds).

Jane Berger, 2009 Fall Board Meeting Co-Chairman, and members of the committee presented an invitation to Fall Board Meeting 2009 in Concord (September 11-13).

Announcements:

President Lucas offered birthday greetings to Joan Craig, Nancy Lee Loesch and Judy Unrine ("Happy Birthday" was sung three times).

President Lucas had copies of Proposed Standing Rule #73 (regarding Affiliates) Amendment distributed. She requested that this be reviewed and discussed (over the summer). It will be voted upon at Fall Board Meeting.

Robert Gordon, Special Advisor to the President, announced that details will be provided and approval obtained at Fall Board Meeting regarding planned CGCI tours this term.

Carlotta Wixon, Life Membership Chairman, presented a Life Membership to Denise Davis.

President Lucas adjourned the meeting at 10:25 A.M.

Submitted,

Greg Pokorski
CGCI Recording Secretary

California Garden Clubs, Inc.
RULES OF ORDER FOR BOARD MEETINGS, 2009-2011

1. Regular meetings of the board of directors shall be Organizational, Fall, Winter and Pre-Convention meetings.
2. Permission for non attendance at any regular meeting shall be obtained from the president.
3. Permission for a guest to attend any meeting of the board of directors shall be obtained from the president. Guests will have a special identification.
4. Board members are requested to be prompt in their attendance.
5. Board members and guests shall remain seated during the meetings except when rising to be recognized for the count of a divided vote.
6. Oral reports shall be limited to three (3) minutes each unless otherwise announced.
7. All but the simplest of motions from the floor shall be in writing and sent to the president or presiding officer before debate may proceed.
8. Whenever practical, motions to be considered for presentation at any board meeting shall be submitted, in writing, to the president with copies to each member of the executive committee, to be received at least 10 days prior to such meeting.
9. No issue shall be debated without first being placed on the floor by a motion which has been seconded.
10. Any member of the board of directors wishing to obtain the floor shall rise and when recognized by the president or presiding officer, shall state his/her name and official capacity.
11. If there is an issue involved with any motion on the floor, a duly recognized member may speak no more than twice on the same issue, except for the proponent of the motion, who may speak a third time to close the debate. Speakers shall be allowed two minutes each.
12. The bylaws and standing rules of CGCI, together with *Robert's Rules of Order Newly Revised*, shall govern all proceedings of all meetings of the board of directors.
13. These Rules of Order may be suspended at any meeting of the board of directors by a two-thirds 2/3 vote of the board members present and voting, providing that the proposal to be presented is not in conflict with CGCI's bylaws or the fundamental principles of parliamentary law.
14. All cell phones and pagers are to be turned off or set to vibrate prior to entering the meeting room.

Organizational Meeting 2009, Attachment B

CALIFORNIA GARDEN CLUBS, INC.
Proposed Budget 2009-2010 Final Draft May 30, 2009

Revenue

Affiliate Dues	\$600.00
Dues 19,500 @\$2.25 Clubs & APS	\$43,875.00
Contributions/Donations	\$500.00
Convention Profit	\$1,000.00
Fundraising Revenue	\$1,000.00
Group Exemption Fees	\$1,500.00
History Book Sales	\$1,000.00
History Book Mailing Fees	\$250.00
Interest	\$4,500.00
Membership Cards	\$500.00
Membership Banners	\$500.00
Misc Income	\$5.00
President's Project	\$500.00
Scholarship	\$4,000.00 Transfer from Scholarship Restricted Fund
State Pins & Misc Sales	\$2,500.00
Tours	\$500.00
Yearbook Sales	\$500.00
Total Revenue:	<u>\$62,130.00</u>

Operating Expenses

Officers

President, CA Travel & Office Expense	\$5,000.00
President, NGC & Pacific Region	\$5,000.00
1st Vice President	\$750.00
Recording Secretary	\$200.00
Corresponding Secretary	\$500.00
Financial Secretary	\$150.00
Treasurer	\$300.00
Parliamentarian	\$50.00

District Directors, Chairman

District Directors 26 @ \$100.00	\$2,600.00
Chairman 54 @ \$50.00*	\$2,700.00

Chairman with Special Funding

Awards	\$750.00
CGCI Communications Coord. 2nd VP	\$250.00
District Director Coordinator	\$300.00
IRS Group Exemption Program	\$250.00
Membership - 3rd VP	\$1,000.00
Smokey Bear Poster Contest	\$150.00
State Pins & Misc. Sales (50% of sales)	\$1,250.00
Yearbook Chairman -Distribution/Mailing	\$250.00
Youth Activities	\$250.00

Administration

Auditor	\$1,700.00
Directors & Officers Insurance	\$1,850.00

Organizational Meeting 2009, Attachment B, Page 2

Dues NGC & Pacific	\$10,660.00	
Golden Gardens Subscriptions	\$4,000.00	
Fidelity Bond	\$450.00	
Filing Fees and Taxes	\$500.00	
Office Supplies	\$300.00	
Vonage 800# \$45@month x 12	\$540.00	
Website	\$500.00	
Yearbook Printing	\$5,000.00	
Total Operating Expenses	\$47,200.00	
Other Expenses		
E-News	\$600.00	
Educational Pamphlets	\$1,000.00	
Financial Assistance from CPA	\$500.00	
Fundraising Expenses	\$600.00	
History Book Mailing	\$250.00	
Hospitality Gift	\$100.00	
Membership Banners	\$500.00	
Membership Cards	\$500.00	
Membership - posters & brochures	\$1,500.00	
Misc. Dues Refunds	\$100.00	
Misc. Expenses	\$980.00	
New Clubs Organization Packets	\$300.00	
NGC Winter Exec. Meeting - Palm Springs	\$1,000.00	
President's Project	\$500.00	
Program Speakers	\$1,000.00	
Promotional Materials	\$1,000.00	
Scholarship	\$4,000.00	2@\$2,000.00
Tours	\$500.00	
Total Other Expenses	\$14,930.00	
Total Expenses	\$62,130.00	
Excess Revenue	\$0.00	

Budget 2009-2010

Joelle Holford, Financial Secretary

Organizational Meeting 2009, Attachment B, Page 3

Chairman Serving @ \$50

Amenities & Protocol	\$50.00
Arbor Day	\$50.00
Arboreta/Botanic of CA incl Memorial Gardens	\$50.00
Associate Plant Societies	\$50.00
Awards Finance	\$50.00
Backyard Habitat incl Birds & Butterflies	\$50.00
Blue Star Memorials - No. California	\$50.00
Blue Star Memorials - So. California	\$50.00
Budget & Finance (copies)	\$50.00
Business Commendations & Discounts	\$50.00
Bylaws & Policy	\$50.00
Cacti & Succulents	\$50.00
California Native & Invasive Plants	\$50.00
Climate Change	\$50.00
Educational Schools Finance	\$50.00
Environmental Studies School	\$50.00
Floral Design Education	\$50.00
Flowers for the Home	\$50.00
Flower Show Awards	\$50.00
Flower Show Judges Credentials	\$50.00
Flower Show Schedules	\$50.00
Flower Show Schools Team Chairman	\$50.00
Flower Show Symposium	\$50.00
Garden Crafts	\$50.00
Gardening Study Schools	\$50.00
Garden Therapy	\$50.00
Grants & NGC Special Projects	\$50.00
Grow It and Give It Project	\$50.00
Herbs	\$50.00
Home Grown	\$50.00
Honor Book	\$50.00
Horticulture Team Chairman	\$50.00
Kitchen Gardens	\$50.00
Landscape Design Study Program	\$50.00
Life Membership	\$50.00
Master Gardener Liason	\$50.00
National Garden Week	\$50.00
Past CGCI Projects	\$50.00
Penny Pines	\$50.00
Photography	\$50.00
Program & Speaker Registry	\$50.00
Propagation "Free Plants"	\$50.00
Reforestation & Wildfires	\$50.00
Scholarships - No. California	\$50.00
Scholarships - So. California	\$50.00
School Credentials	\$50.00
Sempervirens Fund	\$50.00
SFF&GS Advisor	\$50.00
Special Education Fund/Distinguished Member	\$50.00
Strategic Planning	\$50.00
Vegetables	\$50.00
Water	\$50.00
Website	\$50.00
Wildflower	\$50.00
Total Chairmen	\$2,700.00

District Directors @ \$100

Bay Bridges
Bay Ocean
Buttes
Cascade
Channel Islands
Costa Verde
Desert Empire
Diablo Foothills
Greater Los Angeles
Humboldt
Luther Burbank
Mendo-Lake
Montana de Oro
Orange County
Palms to Pines
Palomar
Roadrunner
Sacramento River Valley
San Fernando Valley
Santa Clara Valley
Sequoia Foothills
Top O' the State
Valley Lode

BUDGETED, FUNDED AND NON-FUNDED CHAIRMEN

Chairmen - Special Funding

- 1 Awards*
- 2 CGCI Communications Coordinator 2nd VP
- 3 District Director Coordinator
- 4 IRS Nonprofit Group Exemption
- 5 Membership** 3rd VP**
- 6 Smokey Bear Poster Contest
- 7 State Pins & Misc. Sales
- 8 Yearbook Chairman
- 9 Youth Activities***

* Including Awards Team Sec'y., Certificates, Manual/Evaluation Editor

** Including Membership Dues Bills, Admin., Certificates, Team Secretary

*** Including Youth Awards, Garden Show in a Box, Essay, Youth Horticulture , Liasons

Chairmen - Not Compensated

- 1 Advisory Council
- 2 Bd Mtg/Conv Design Exhibit Coordinator
- 3 Board of Trustees

- 4 Certificates Chairman

- 5 Feature Editors
- 6 Financial Advisor
- 7 Hotel Contracts
- 8 Insurance Advisor

- 9 NGC Schools Liason

- 10 Nominating Committee
- 11 NGC Schools Liason
- 12 Permanent Records
- 13 Personnel
- 14 Properties/Timekeeper
- 15 Special Advisor to President
- 16 Special Project Giving
- 17 Stamps
- 18 Tour Coordinator & Special Advisor
- 19 Zipcode Finder Services
- 20 Presidents Project - Kids Growing Strong

Chairmen-Restricted Funds

- 1 Blue Star Memorial

- 2 CGCI Judges Council Gardening Consultants
- 3 Council Gardening Study
- 4 Schools
- 5 F.A.S.T.
- 6 Flower Show Schools
- 7 Symposia Landscape Design
- 8 Council Landscape Design
- 9 Study Program
- 10 Liability Insurance
- 11 Scholarship
- 12 Wildflower Conference
- 13 Youth Fund

Golden Gardens Proposed Budget 2009-2010

Budget

Revenue

Subscriptions	
100 Percent Clubs	\$13,730.00
Affiliates 15@\$5	\$70.00
Associate Plant Societies 55 @ \$5	\$270.00
Club Presidents 265 @ \$5	\$1,435.00
Complimentary 15 @ \$5	\$75.00
District Directors 27 @ \$5	\$135.00
Individual 150 @\$6	\$900.00
Life Members 312 @\$5	\$1,560.00
Total Subscriptions	\$18,175.00
Other Revenue	
Advertising	\$200.00
Angel Fund	\$200.00
Holiday Greetings	600.00
Misc. Income	0.00
Total Other Revenue	1,000.00
Total Revenue:	\$19,175.00

Expenses

Circulation Chairman	\$250.00
Editor	\$250.00
Financial Secretary	\$75.00
Mailer	\$5,100.00
Misc.	\$0.00
Printer	\$13,500.00
Total Expenses:	\$19,175.00
<u>Revenue - Expenses =</u>	\$0.00

Submitted by Joelle Holford
Financial Secretary