

California Garden Clubs, Inc.
Organizational Meeting
Friday, June 7, 2013
Crowne Plaza Hotel, San Diego, California
President: Rita Desilets
Host: Palomar District

President Rita Desilets called the meeting to order at 9:00 a.m.

Sequoia Foothills District Director Judy Silguero led the Pledge of Allegiance.
Arboretum District Director Mary Betlach gave the inspiration.

President Rita Desilets introduced the Executive Committee, Pacific Region Director Debbie Hinchey and former CGCI Presidents Robert Gordon, Elisabeth Tufo, Robin Pokorski, and Julie West. Marilyn Oberti was introduced as receiving the Lifetime Service Award and Robin Pokorski was introduced as receiving the Lifetime Achievement Award.

President Rita Desilets introduced the pages.

Roll was called by Recording Secretary Gail Vanderhorst and the Chair declared a quorum.

Excused: Gloria Aminian, Connie Borns, Gina Bush, Dann Dunst, Ann Durgerian, Rebecca Ferguson, Launa and Mike Gould, Lynne Hansen, Martha Hunt, Monica Lewis, Niarja Marchand, Carol Mayo, Nancy Mc Dougal, Angela Michaels, Victoria Lucido, Gertrude Paul, George Perko, Dorothy Roton, Hoberley and Robert Schuler, Martha Ann Walter.

Parliamentarian Greg Pokorski read the Rules of Order for Board Meetings for 2013-2015. See Attachment A.

First Vice President Sue Bennett moved to accept the Rules of Order for the entire 2013-2015 term of office. Motion **Passed**.

The Rules of Order for Board Meetings will be printed in the CGCI Yearbook, Manual & Roster.

Sue Bennett moved to include the Chairmen's and District Director's reports (less than 100 words) as attachments to the minutes for the 2013-2015 term. Motion **Passed**.

President Rita Desilets thanked the members of Palomar District for a successful convention. Convention Chairman Jane McKee was recognized for her outstanding dedication.

Without objection, the Chair appointed the Minutes Review Committee with Lorraine Ornelas as Chairman and Sue Bennett and Krystal Migliore.

President Rita Desilets announced the following were ratified at the Post-Convention Meeting: Parliamentarian – Greg Pokorski; District Director Coordinator – Julie

West. Committee Chairs ratified included: Awards: Nancy Lee Loesch and Robert Gordon, Bylaws: Sue Bennett, and Budget & Finance: Shane Looper and all the standing committee chairmen listed in the Address Book & Roster, as well as those appointed during the summer.

New Business

Recording Secretary Gail Vanderhorst solicited additions and corrections to the 2013-2014 Address Book & Roster and moved to adopt the 2013-2014 Address Book & Roster as corrected. Motion **Passed**.

Financial Secretary Shane Looper presented the proposed 2013-2014 Budget and moved its adoption as presented. See Attachment B. Motion **Passed**.

First Vice President Sue Bennett moved to ratify the appointment of the Bylaws and Policy Committee: Beverly Brune, Krystal Migliore, Lorraine Ornelas and Greg Pokorski. Motion **Passed**.

Parliamentarian Greg Pokorski moved to approve housekeeping amendments to Policy as recommended by the Bylaws and Policy Committee. See Attachment C. Motion **Passed**.

Recording Secretary Gail Vanderhorst presented and moved to ratify the following Executive Committee Ratifications:

1. To ratify Carolyn Hoyum as Co-Chairman of the 2014 CGCI Fall Board Meeting. Motion **Passed**.
2. To accept with regret the resignation of Carol Curcio as Smokey Bear/Woodsy Owl Poster Contest Chairman. Motion **Passed**.
3. To allow Annie Bosché as Orange County District Director and 2013 Fall Board Chairman.
4. To allow Kathy Bramhall to serve concurrently as Cascade District Co-Director and Flower Show Judges' Credentials Chairman.
5. To allow Albert Chang to serve concurrently as San Fernando Valley District Director and Scholarship Chairman.
6. To allow Carolyn Hoyum to serve concurrently as Cascade District Co-Director and 2014 Fall Board Meeting Co-Chairman
7. To allow George Perko to serve concurrently as Bay Bridges District Director, Golden Legacy Society Chairman, Board of Trustees, Financial Advisor, and member of the Budget and Finance Committee.
8. To allow Carlotta Wixon to serve concurrently as Golden Foothills District Director and Life Memberships Chairman. Motion **Passed**.

Recording Secretary Gail Vanderhorst presented and moved to approve the following Executive Committee Recommendations:

1. That the Fall Board Meeting registration fee of \$45 and early registration fee of \$35, one day fee \$10 be approved. **Approved**.
2. That the Symposium checking account at Bank of America authorized signatures be changed to reflect the 2013-2015 Symposium Chairman, Mary Arakelian, Joan Patten, CGCI Treasurer, and Shane Looper CGCI Financial Secretary, will remain as authorized signers. **Approved**.

3. To extend an invitation to NGC President Linda Nelson to the 2014 CGCI Convention and to Pacific Region Director Elaine Gunderson to the 2015 CGCI Convention. **Approved.**
4. To approve SeedsNow.com as a fund-raising project for the 2013-2015 CGCI President's Project "Habitat for Humanity Landscaping". **Approved.**
5. To adopt a CGCI fundraising tour leaving from New York to Quebec, Canada aboard Holland America line during fall 2014. **Approved.**

Annie Bosché extended an invitation to the 2014 Fall Board Meeting in Orange County at the Ayres Hotel in Costa Mesa, hosted by Orange County District from September 5-7, 2013.

President Rita Desilets reported on NGC Awards.

Joan Craig reported on the NGC President's Project on Natural Resources as the Pacific Region Special Project Coordinator and as the 2015 Convention Co-Chairman.

Joan Craig moved to entertain a two-day mini-tour after the 2015 Convention in Reno, Nevada as a money-making opportunity. Motion **Passed.**

President Rita Desilets reported for Launa Gould of the need for new Award Sponsors.

Golden Gardens eNews Chairman Pat Claves reported.

Yearbook Distribution Chairman Robin Pokorski and Yearbook Editor Elisabeth Tufo reported. Elisabeth gave August 10 as the final deadline for changes for the Yearbook (with only minimal changes accepted from July 31 to August 10).

Krystal Migliore reported on the Photo Roster Project.

The Nominating Committee was dismissed to meet with the Parliamentarian to choose the Nominating Committee Chairman.

President Rita Desilets asked Recording Secretary Gail Vanderhorst to call the names of those District Directors present to come to the front of the room to be recognized.

President Rita Desilets adjourned the meeting at 10:44 a.m.

Submitted,

Gail Vanderhorst
CGCI Recording Secretary

Attachment A

California Garden Clubs, Inc.

RULES OF ORDER FOR BOARD MEETINGS, 2013-2015

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 (without voice or vote and provided that they comply with these Rules of Order) any meeting of the board of directors shall be obtained from the president. Guests shall have a special identification.
4. Board members (as defined by Article VII., Sec. 1) are requested to be prompt in their attendance. One-third shall constitute a quorum. No member shall be entitled to more than one vote.
5. Members and guests shall wear badges to all meetings.
6. Oral reports of chairmen and district directors shall be limited to two (2) minutes each unless otherwise announced or requested. Written reports shall be submitted via email within two (2) days of the close of the meeting. An abbreviated report of less than one hundred (100) words, emailed to the Recording Secretary, shall be attached to the minutes. Full length reports shall be emailed to the President, *Golden Gardens eNews* Editor, Chairmen Coordinator and/or District Director Coordinator.
7. The president shall appoint a committee of three (3) to review the minutes.
8. All cell phones and pagers shall be turned off or set to vibrate during all board meeting functions.
9. All but the simplest of motions from the floor shall be in writing and sent to the president or presiding officer, with copies to the recording secretary and parliamentarian, before debate may proceed.
10. 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.
11. No issue shall be debated without first being placed on the floor by a motion which has been seconded.
12. 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.
13. 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.
NOTE: No member may speak a second time until all members who want to speak have spoken a first time.
14. The Bylaws, Standing Rules and Policy of CGCI, together with *Robert's Rules of Order Newly Revised* shall govern all proceedings of all meetings of the board of directors.
15. 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.

Attachment B

REVENUE: 5000+ Revenue		
5001	Contributions/Donations	\$500.00
5101	Convention Profit	\$2,000.00
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<i>Dues 5200's</i>		
5201	Dues-Affiliates 17 x \$50	\$850.00
5202	Dues-APS 3600@\$2.25	\$8,100.00
5203	Dues-Clubs 17,748@\$2.25	\$39,933.00
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<i>Dues Total: \$47,800.</i>		
5301	Fundraising Revenue	\$307.00
5401	CGCI Group Tax Exemption Program Fees	\$2,000.00
5501	History Book Sales	\$0.00
5502	History Book Mailing Fees	\$0.00
5601	Interest	\$2,000.00
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<i>Membership 5700's</i>		
	Membership	
5701	Membership Banners	\$300.00
5702	Membership Cards	\$0.00
5703	Member Award of Distinction	\$500.00
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<i>Misc. Income 5800's</i>		
5801	Bad check fees reimbursements	\$0.00
5802	Principal Financial	\$0.00
5803	3 Year Calendars	\$1,000.00
5804	Program Speakers Refund	\$0.00
5805	NGC/PR Refund	\$0.00
5806	Penny Pines	\$0.00
5807	CGCI Hosted Meetings	\$0.00
5808	CGCI Hosted NGC/PR Conventions	\$0.00
5809a	Golden Gardens eNews - Angels Fund	\$100.00
5809b	Golden Gardens eNews - Season's Greetings	\$900.00
5809c	Golden Gardens eNews - Misc. Income	\$100.00
5901	President's Project	\$0.00
6001	Scholarship - Transfer from Scholarship Fund	\$4,000.00
6101	State Pins & Misc Sales	\$1,000.00
6201	Tours	\$0.00
6301	Yearbook Sales	\$1,500.00
Total Revenue:		<u>\$65,090.00</u>
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EXPENSES: 100's-		
4999 Expenses		
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<i>Administration expenses:</i>		
<i>100-1400 Administration</i>		
101	Auditor	\$3,400.00
201	Directors & Officers Insurance	\$1,850.00
301	Dues-NGC	\$10,675.00
302	Dues-NGC Youth	\$10.00
303	Dues-Pacific Region	\$360.00
401	Crime Insurance Package	\$800.00
402	Quickbooks Premier 2011 for 3 users	\$0.00

Filing Fees & Taxes:

500's

501	Attorney General	\$50.00
502	Franchise Tax Board	\$10.00
503	State Board of Equalization	\$500.00
504	Filing Attorney General Form SI-100(even yrs only)	\$40.00
601	Golden Gardens Subscriptions	\$0.00
701	Office Supplies	\$500.00
705	PO Box Annual Fees	\$100.00
801	Vonage 888# \$60@month x 12	\$720.00
901	Website	\$2,800.00
1001	Yearbook Printing	\$3,700.00
	Total Administration	\$25,515.00

Chairman expenses:

1500's

1501	Amenities & Protocol	\$50.00
1502	Arbor Day	\$50.00
1503	Arboreta/Botanic Gardens of CA	\$50.00
1504	Associate Plant Societies	\$0.00
1505	Awards Finance	\$50.00
1506	Backyard Habitat	\$50.00
1507	Blue Star Memorials - Co-Chairman	\$50.00
1508	Blue Star Memorials - Co-Chairman	\$50.00
1509	Budget & Finance (copies)	\$50.00
1510	Business Commendations & Discounts	\$50.00
1511	Bylaws & Policy (copies)	\$50.00
1512	Civic Beautification	\$0.00
1513	California Native Plants	\$50.00
1514	Natural Resources	\$50.00
1515	Educational Schools Finance	\$50.00
1516	Environmental Studies School	\$50.00
1517	Floral Design Education	\$50.00
1518	DD Mailbox Chairman	\$0.00
1519	Flower Show Awards	\$50.00
1520	Flower Show Judges Credentials	\$50.00
1521	Flower Show Schedules	\$50.00
1522	Flower Show Schools Team Chairman	\$50.00
1523	Flower Show Symposium	\$50.00
1524	Anza Borrego Desert State Park	\$50.00
1525	Gardening Study Schools	\$50.00
1526	Garden Therapy	\$50.00
1527	GGNPC Mission: Blue Project	\$50.00
1528	Memorial Gardens	\$50.00
1529	Veggies/Herbs	\$0.00
1530	Home Grown	\$50.00
1531	Honor Book	\$50.00
1532	Horticulture	\$50.00
1533	New Cultivars	\$50.00
1534	Landscape Design Schools	\$50.00
1535	Life Membership	\$50.00
1536	Master Gardener Liaison	\$50.00
1537	National Garden Week	\$50.00
1538	Shrubs/Trees	\$50.00

1539	Penny Pines	\$50.00
1540	Roses	\$50.00
1541	Program & Speaker Registry	\$0.00
1542	Memorial Funds for the Fallen	\$0.00
1543	Reforestation and Restoration	\$50.00
1544	Scholarships - Chairman	\$50.00
1545	Scholarships - Co-Chairman	\$0.00
1546	Publicity	\$50.00
1547	Sempervirens Fund	\$50.00
1548	California State Parks	\$50.00
1549	Member Award of Distinction	\$50.00
1550	Strategic Planning	\$0.00
1551	Invasive Plants	\$50.00
1552	Vermiculture /Vermicomposting	\$50.00
1553	Website	\$50.00
1554	Operation Wildflower	\$50.00
1555	Wildlife (including Bees, Butterflies & Insects)	\$50.00
1556	Birds	\$0.00
1557	Certificates (long-term service)	\$50.00
1558	Board of Trustees including Endowments	\$50.00
1559	Legislation/Government	\$50.00
1560	Pacific Region Director's Project	\$50.00
1561	Golden Legacy Society	\$50.00
1562	PO Box Chairman	\$50.00
	Chairman Expenses Total	\$2,650.00

Chairman with Special Funding

*Chairmen with Special
Funding Expenses:*

1600's

1601A	Awards - Chairman	\$850.00
1601B	Awards mailing/postage	\$150.00
1602	CGCI Chairman Coordinator	\$100.00
1603	District Director Coordinator	\$250.00
1604	CGCI Group Tax Exemption Program Chairman	\$400.00
1605	Membership - 3rd VP	\$1,000.00
1606	Smokey Bear Poster Contest	\$150.00
1607	State Pins & Misc. Sales (50% of sales)	\$500.00
1608	Yearbook Chairman - including Distribution/Mailing	\$300.00
1609	Youth Activities	\$250.00
	Chairmen w/Special Funding Total	\$3,950.00

*District Director
Expenses: 1700's*

1701	Arboretum	\$ 100.00
1702	Bay Bridges	\$ 100.00
1703	Bay Ocean	\$ 100.00
1704	Buttes	\$ 100.00
1705	Cascade	\$ 100.00
1706	Channel Islands	\$ 100.00
1707	Costa Verde	\$ 100.00
1708	Desert Empire	\$ 100.00
1709	Diablo Foothills	\$ 100.00
1710	Golden Foothills	\$ 100.00

1711	Greater Los Angeles	\$	100.00
1712	Humboldt	\$	100.00
1713	Luther Burbank	\$	100.00
1714	Mendo-Lake	\$	100.00
1715	Montana de Oro	\$	100.00
1717	Orange County	\$	100.00
1718	Palms to Pines	\$	100.00
1719	Palomar	\$	100.00
1720	Roadrunner	\$	100.00
1721	Sacramento River Valley	\$	100.00
1722	San Fernando Valley	\$	100.00
1723	Santa Clara Valley	\$	100.00
1724	Sequoia Foothills	\$	100.00
1725	Top O' the State	\$	100.00
1726	Valley Lode	\$	100.00
1727	Yosemite Gateway	\$	100.00
	Total District Directors Expenses		\$2,600.00
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	<i>Membership 1800's</i>		
1801	Membership Banners		\$250.00
1802	Membership Cards (printing)		\$0.00 *sponsored
1803	Membership - posters & brochures		\$1,500.00
1804	Misc. Dues Refunds		\$100.00
1805	Zip Code Club Finder Services Renewal		\$100.00
	Total Membership Expenses		\$1,950.00
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	<i>Officers Expenses: 1900's</i>		
	Officers		
1901	1st Vice President		\$500.00
1902	Corresponding Secretary		\$700.00
1903	Financial Secretary		\$150.00
1904	Parliamentarian		\$50.00
1905	President, CA Travel & Office Expense		\$10,000.00
1906	President, NGC & Pacific Region		\$5,000.00
1907	Recording Secretary		\$150.00
1908	Treasurer		\$400.00
1909	Communication Director		\$250.00
	Total Officers Expenses		\$17,200.00
	Election Year Expenses		
	Incoming President's Honorarium		\$0.00
1920	Outgoing President's Pin		\$0.00
1921	President Elect Expenses		\$0.00
1922	President Elect, NGC & Pacific Region		\$0.00
1923	Total Election Year Expenses		\$0.00
	<i>Other expenses</i>		
	<i>2000-4000</i>		
	Other Expenses		
2101	Golden Gardens eNews		\$1,000.00
2201	Educational Pamphlets		\$1,000.00
2301	Financial Assistance from CPA		\$0.00
2401	Fundraising Expenses		\$250.00
2501	History Book Mailing		\$0.00
2601	Gift for NGC/PR Gift		\$100.00
2701	Member Award of Distinction		\$100.00

2801	President's Project	\$0.00
2901	Program Speakers for Convention/Board Meetings	\$1,000.00
3001	Promotional Materials	\$1,200.00
3101	Scholarship - 2 @ \$2000	\$4,000.00
3201	Tours	\$0.00
	Total Other Expenses	\$8,650.00
	Misc. Expenses	
	<i>Misc. Expenses</i> 4000 NGC/Pac Region related expenses incl visits	\$750.00
4001	Bank charges	\$0.00
4002	Memorial Donations	\$250.00
4003	San Francisco Flower & Garden Show	\$500.00
4004	CA State Flower & Garden Show	\$0.00
4005	G-2 Yearbook Award	\$350.00
4006	3 Year Calendar printing (1200)	\$0.00
4007	Awards booklet	\$0.00
4008	Wax Seals	\$0.00
4009	Web Tech	\$500.00
4010	Penny Pines	\$0.00
4011	Interest transfer to Scholarship RF	\$125.00
4012		
4013	New Board Designated Restricted Fund Grants	
4014	NGC Awards #20	\$100.00
4015	CGCI Hosted Meetings	\$0.00
4016	CGCI Hosted NGC/PR Conventions	\$0.00
	Total Misc. Expenses	\$2,575.00
	Total Expenses	\$65,090.00
	REVENUE - EXPENSES	\$0.00

Attachment C

Changes to Policy – Convention 2013

TO READ:

ADVANCED STUDY PROGRAMS (p. 152)

See FINANCES for "Financial Procedure for Sponsoring State Functions" and "Grants and Loans."

Symposia, tri-refreshers/bi-refreshers, landscape design conferences, gardening study forums and environmental conferences are sponsored by CGCI for flower show judges, landscape design consultants, gardening consultants, or environmental consultants in order that they can continue advanced study. Judges and consultants must be members in good standing of a member club and maintain a current subscription to *The National Gardener*. Subscription to *Golden Gardens eNews* is also recommended. Any garden club member or the general public may attend the lectures upon Organizational Meeting June 7, 2013

paying registration.

TO READ:

GOLDEN GARDENS ENEWS (p.155)

1. The editor shall departmentalize the work of the publication and select all material for a balanced publication.
2. The CGCI Financial Secretary shall (a) record all monies collected for *Golden Gardens eNews*, (b) pay all bills, (c) send all invoices, and (d) prepare line item entries for inclusion in CGCI budget and financial statements.
3. Circulation Chairman shall (a) maintain database of subscriptions, and (b) process new subscriptions.
4. *Golden Gardens eNews* Angels and Season's Greetings contributions shall be sent to the *Golden Gardens* Angels and/or Season's Greetings chairman who shall submit a cash receipt in triplicate. The chairman shall keep one copy for the files, send one copy to the *CGCI Financial Secretary*, and send one copy and check(s) to the treasurer.
5. Complimentary Angels and/or Season's Greetings require approval from Board of Directors.

TO READ:

CLUB MEMBERSHIP (p. 157)

1. Club Presidents may attend CGCI board meetings without voice or vote.
2. The president of each club, club-at-large, and associate plant society shall receive the CGCI *Yearbook, Manual & Roster, Golden Gardens eNews* subscription information and *The National Gardener*.
3. The president of each affiliate shall receive a CGCI *Yearbook, Manual & Roster* and *Golden Gardens eNews* subscription information.
4. All classes of membership are encouraged to subscribe to *Golden Gardens eNews*..

Procedure for Joining CGCI

1. Applications for membership by clubs shall be made to the membership chairman on an application form which should be signed by the district director (with the exception of clubs-at-large and associate plant societies), and accompanied by dues, made payable to CGCI.
2. Upon receipt of application and dues, the following will be forwarded to the new president: welcome letter, guidelines for treasurer, CGCI *Yearbook, Manual & Roster, Golden Gardens eNews* subscription information, etc. Clubs receive individual membership cards. Associate plant societies receive individual membership cards upon request. Affiliates receive one membership card for their records.
3. New clubs in all membership classes shall be ratified by the board of directors.

TO READ:

OFFICERS AND BOARD MEMBERS (p. 159)

2. Oral reports shall be limited to three minutes unless otherwise specified. There shall be three copies: two full-length reports, one for the president, one for the editor of *Golden Gardens eNews*; and one condensed copy of not more than 100 words for the recording secretary.