

California Garden Clubs, Inc.
Minutes of the Organizational Meeting
Friday, June 7, 2019
Airtel Plaza Hotel, Van Nuys, California
Hosted by: Southern California Garden Club
President: Shane Looper

President Shane Looper called the meeting to order at 9:03 a.m.
The Recording Secretary was present.

3rd Vice-President Adele Kelly led the Pledge of Allegiance.

Rose Chairman Dolores Moffat gave the Inspiration.

President Shane Looper announced the following were ratified at the Post-Convention Meeting:
Parliamentarian Greg Pokorski, and Standing Committee Chairman, including District Director Coordinator
Lynne Batchelor.

President Shane Looper introduced the 2019-2021 Executive Committee Members, the former CGCI
Presidents in attendance: Mary Lou Goodwin (1991-1993), Bob Gordon (2003-2005), Elisabeth Tufo
(2005-2007), Robin Pokorski (2007-2009), Julie A. West (2011-2013), Rita Desilets (2013-2015), Sue
Bennett (2015-2017), Krystal Migliore (2017-2019) and 2019-2021 Pacific Region Director Robin Pokorski.

President Shane Looper recognized Circle of Poppies members Joan Craig, Myrtle Findley and Judy
Unrine.

Recording Secretary Gail Vanderhorst called the roll and the Chair declared a quorum.

EXCUSED: Mary Arakelian, Lili Aram-Bost, Gloria Barry, Anne Capes, Debby Doherty, Janet Eyre, Helen
Gates, Rosalie Hooper, Nancy McDougal, Lynn MacFarland, Rosa Radicchi, Dorothy Roton, Hoberley
Schuler, Emily Troxell, Ann Wallace, Carlotta Wixon-Welker, Pat York.

Parliamentarian Greg Pokorski read the Rules of Order for Board Meetings for the 2019-2021 term of
office and moved for their adoption. **Motion Passed as amended.** See Attachment A

President Shane Looper thanked the members of Southern California Garden Club for hosting the 2019
Convention.

Without objection, President Shane Looper appointed the following committee to review the minutes of
this meeting: Greg Pokorski, Chairman, Carol Vallens, and Lynne Batchelor.

President Shane Looper announced that the Chairman of the Board of Trustees for the next year is Julie
A. West and the Secretary is Alexis Slafer and that the Co-Chairmen of the Nominating Committee are
Ward Habriel and Martha Smyser.

Executive Committee Recommendations

Recording Secretary Gail Vanderhorst read the recommendations and moved their adoption or ratification:

1. To approve a Registration fee of \$45.00 and Late Registration fee of \$70.00 for the 2019 Fall Board
Meeting in Redding. **Motion Passed.**
2. To approve Lynne Caraway as the Registrar/Treasurer for the 2019 Fall Board Meeting in Redding.
Motion Passed.
3. To approve adding Rita Mary Desilets and Lynne Batchelor as signers to the Bank of

America accounts and add Rita Mary Desilets and Charlene (Shane) Looper to the US Bank accounts. To remove Krystal K. Migliore and Launa Gould from all Bank of America accounts and the US Bank accounts. **Motion Passed.**

4. To remove Krystal K. Migliore from Bank of America Mastercard/Business credit card and add Lynne Batchelor. **Motion Passed.**

Items 5-12 were presented jointly and voted on as one motion.

5. To approve Nina Blonski to serve concurrently as Golden Foothills District Director, Penny Pines Chairman, and a member of the Nominating Committee.
6. To approve Kathy Bramhall to serve concurrently as Cascade District Director, 2019 Co-Chairman of the Fall Board Meeting and Flower Show Judges Credentials Chairman.
7. To approve Roseann Costabile to serve concurrently as Santa Clara Valley District Director and Co-Chairman of the 2020 Convention.
8. To approve Carol Jauregui to serve concurrently as Buttes District Director, as a member of the Board of Trustees, and Endowment Funds Promotions Chairman.
9. To approve Jeanne Johnson to serve concurrently as Humboldt District Director, a member of the Bylaws and Policy Committee and a member of the Nominating Committee.
10. To approve Nancy McDougal to serve concurrently as Bay Ocean District Director and Co-Chairman of the 2020 Convention.
11. To approve Linda Malone to serve concurrently as Channel Islands District Director, and a member of the Nominating Committee.
12. To approve Mary Brooks to serve concurrently as Yosemite Gateway District Director and as a member of the Nominating Committee.
Motion Passed (items 5-12).
13. To ratify the 2020 Winter Board Meeting February 3 – 7, 2020 with a Tri-Refresher at the Queen Mary Hotel in Long Beach. **Motion Passed.**

Financial Secretary Rita Desilets presented the Proposed 2019-2020 Budget and moved for its adoption as distributed. **Motion Passed.** See Attachment B.

President Shane Looper reported.

2019 Winter Board Meeting Chairman Adele Kelly reported on the 2019 Winter Board Meeting in San Diego.

President's Project Chairman Julie A. West reported and referenced promotional flyers (San Bruno Mountain Botanical Garden) distributed at this meeting and at the installation banquet.

Fall Board Meeting Co-Chairmen Kathy Bramhall and Carolyn Hoyum presented the invitation to the 2020 Fall Board Meeting September 30-October 3, 2020, at the Red Lion Hotel in Redding, California.

Members were asked to email Elisabeth Tufo about any mistakes in the roster (Directory of Board Members 2019-2020).

Meeting adjourned at 10:08 a.m.

Gail Vanderhorst _____ Date _____
CGCI Recording Secretary

Attachment A
California Garden Clubs, Inc.
RULES OF ORDER FOR BOARD MEETINGS, 2019-2021

1. Regular meetings of the board of directors shall be Organizational (in the odd-numbered year), Fall, Winter and Pre-Convention meetings.
2. Permission for non-attendance at any regular meeting shall be obtained in advance 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.
4. Board members (as defined by Article VII., Sec. 1) are requested to be prompt in their attendance. One-third (of the board) shall constitute a quorum. No member shall be entitled to more than one vote.
5. Members and guests shall wear identification badges to all meetings.
6. Oral reports of chairmen and district directors shall be limited to two minutes each unless otherwise announced or requested. An abbreviated report of no more than one hundred words, shall be submitted via email within four days of the close of the meeting to the Recording Secretary, and 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 to review the minutes.
8. All electronic devices shall be muted or turned off during all board meeting functions. A \$5.00 donation to the President's Project will be made any time a cell phone rings.
9. 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.
10. Any member of the board of directors wishing to obtain the floor shall rise and come to the microphone and when recognized by the president or presiding officer, shall state his/her name and official capacity.
11. No issue shall be debated without first being placed on the floor by a motion which has been seconded.
12. 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.
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 two-thirds 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
California Garden Clubs, Inc.
Budget 2019-2020**

Line Code	Description	Budget
Revenue		
5001	Contributions/Donations	500
5001A	Amazon Smile Donations	50
5101	Convention Profit	2,000
Dues		
5201	Dues-Affiliates 1 x \$50=\$50	50
5202	Dues-APS 5,050 x \$2.75 = \$13,888	14,000
5203	Dues-Clubs 14,096 x \$2.75 = \$38,764	39,000
5301	Fundraising Revenue	0
5401	Group Tax Exemption Program Fees	1,500
5601	Interest	3,000
Membership		
5701	Membership Banners	100
5702	Membership Cards	300
5703	Member Award of Distinction	200
Miscellaneous Income		
5801	Bad check fees reimbursements	0
5803	3 Year Calendars	500
5804	Program Speakers Refund	0
5805	NGC/PR Refund	0
5806	Penny Pines	68
5807	CGCI Hosted Meetings	0
5808	CGCI Hosted NGC/PR Conventions	0
6001	Scholarship - transfer from Scholarship Fund	8,000
6101	State Pins & Miscellaneous Sales	1,200
6301	Yearbook Sales	1,000
Total Revenue		71,468
Expenses		
Administration		
101	Auditor	5,000
102	External Treasurer	3,600
201	Directors & Officers Insurance	2,500
301	Dues-NGC \$1 per capita for APS & Clubs	20,000
302	Dues-NGC Youth	10
303	Dues-Pacific Region	360
401	Crime Insurance Package	1,000
402	Quickbooks 3 users	0
402A	Quickbooks support	500
403	Expense-Administration	0
501	Attorney General	50

502	Franchise Tax Board	10
503	CA Dept of Tax & Fee Admin.	250
504	Secretary of State Form SI-100 even yrs	20
505	CA Trademark/logo fee Due 8/15/22	0
506	State Raffle Permit	20
701	Office Supplies	500
705	PO Box Annual Fee	100
801	Vonage 888# \$30.00 @ month x 12	360
901	Website	2,440
1001	Yearbook Printing	5,000
	Total Administration	41,720
	<i>Chairman Expenses</i>	
1501	Amenities & Protocol	50
1502	Arbor Day	50
1503	Arboreta/Botanic Gardens of CA	50
1504	Associate Plant Societies	50
1505	Awards Finance	50
1506	Backyard Habitat	50
1507	Blue Star Memorials - Co-Chair 1	50
1508	Blue Star Memorials - Co-Chair 2	50
1509	Budget & Finance (copies)	50
1510	Business Commendations & Discounts	50
1511	Bylaws & Policy (copies)	50
1512	Civic/Community Beautification	50
1513	California Native Plants	50
1514	Natural Resources	0
1515	Educational Schools Finance	50
1516	Environmental Schools	50
1517	Floral Design Education	0
1518	DD Mailbox Chairman	0
1519	Flower Show Awards	50
1520	Flower Show Judges Credentials	50
1521	Flower Show Schedules	50
1522	Flower Show Schools Team Chair	50
1523	Flower Show Symposium	50
1524	Anza Borrego Desert State Park	50
1525	Gardening Schools	50
1526	Garden Therapy	50
1527	GGNPC Mission Blue Project Phase II	50
1528	Memorial Gardens	50
1529	Veggies/Herbs	0
1530	Home Grown	50
1531	Honor Book	50
1532	Horticulture	50
1533	New Cultivars	50
1534	Landscape Design Schools	50
1536	Master Gardener Liaison	0
1537	National Garden Week	50
1538	Shrubs/Trees	50
1539	Penny Pines	50

1540	Roses	50
1541	Program & Speaker Registry	0
1542	Memorial Garden for the Fallen	0
1543	Reforestation and Restoration	0
1544	Scholarships - Chair 1	50
1545	Scholarships - Chair 2	0
1546	Publicity	50
1547	Sempervirens Fund	50
1548	California State Parks	50
1549	Member Award of Distinction	50
1550	Strategic Planning	50
1551	Invasive Plants	50
1552	Vermiculture / Vermicomposting	50
1553	Website	50
1554	Operation Wildflower	50
1555	Wildlife (incl. bees/butterflies/insects)	50
1556	Birds	50
1557	Certificates (long-term service)	50
1558	Board of Trustees incl. Endowments	50
1559	Legislation/Government	50
1560	Pacific Region Director's Project	0
1561	Golden Legacy Society	50
1562	PO Box Chairman	50
1563	Water Conservation	50
1564	Rare Plant Treasure Hunt	0
1565	Reuse, Recycle, Repurpose	50
1566	Stagcoach Hill Azalea Reserve	50
1567	Donation Administrator	50
1568	No. Am. Butterfly Assoc. (NABA)	0
1569	Stamps	50
1570	Leadership Chairman	0
1571	Photo Roster	0
1572	Outreach (Resource & Community)	0
1573	San Francisco Flower & Garden Show	50
1574	Environmental Art	50
1575	Workshop/Events	50
1576	Rose Parade	50
	Total Chairman Expenses	3,000
	Chairman Expenses with Special Funding	
1535	Life Membership	100
1601A	Awards	850
1601B	Awards mailing/postage	150
1602	Chairmen Coordinator	100
1603	District Director Coordinator	100
1604	Group Tax Exemption Program Chairman	200
1605	Membership-Including Dues Bills, Admin, Certs, & APS	500
1606	Smokey Bear Poster Contest	150

1607	State Pins & Misc. Sales (50% of sales)	600
1608	Yearbook Chairman - including distribution/mailing	300
1609	Youth Activities- Awards, Admin, Essay, Hort. & Liaisons	250
1610	Procedure Committee	150
	Total Chairman with Special Funding	3,450
	-	-
	<i>District Director Expenses</i>	
1701	Arboretum	100
1702	Bay Bridges	100
1703	Bay Ocean	100
1704	Buttes	100
1705	Cascade	100
1706	Channel Islands	100
1707	Costa Verde	100
1708	Desert Empire	100
1709	Diablo Foothills	100
1710	Golden Foothills	100
1711	Greater Los Angeles	100
1712	Humboldt	100
1713	Luther Burbank	100
1714	Mendo-Lake	100
1715	Montana de Oro	100
1717	Orange County	100
1718	Palms to Pines	100
1719	Palomar	100
1720	Roadrunner	100
1721	Sacramento River Valley	100
1722	San Fernando Valley	100
1723	Santa Clara Valley	100
1724	Sequoia Foothills	100
1725	Top O' the State	100
1726	Valley Lode	100
1727	Yosemite Gateway	100
	Total District Director Expenses	2,600
	<i>Membership</i>	
1801	Membership Banners	50
1802	Membership Cards (printing)	300
1803	Membership - bookmarks, brochures	1,500
1804	Misc. Dues Refunds	0
1805	Organization Locator Service	500
-	Total Membership Expenses	2,350
	<i>Officers Expenses</i>	
1901	1st Vice President (year before Pres.Elect)	100
1901A	2nd Vice President	100
1901B	3rd Vice President	100
1902	Corresponding Secretary	150
1903	Financial Secretary	150

1904	Parliamentarian	50
1905	President, CA Travel & Office	10,000
1906	President, NGC & Pacific Region	5,000
1907	Recording Secretary	100
1908	Treasurer	400
1909	Communications Director	100
1910	2nd Vice President	0
	Total Officers Expenses	16,250
	<i>Election Year Expenses</i>	
	Total Election Year Expenses	0
	<i>Other Expenses</i>	
2101	Golden Gardens eNews	50
2201	Educational Pamphlets	500
2601	Gift for NGC/PR	100
2701	Member Award of Distinction	0
2901	Program Speakers for Convention/Board Meetings	1,200
3001	Promotional Materials	1,000
3101	Scholarship 4 @ \$2000 (2 additional Pres.Proj.)	8,000
	Total Other Expenses	10,850
	<i>Misc. Expenses</i>	
4001	NGC/Pac Region related expenses incl visits	750
4002	Bank charges	0
4002A	PayPal Merchant Fees	50
4003	Memorial Donations	250
4004	San Francisco Flower & Garden Show	0
4005	CA State Flower & Garden Show	0
4006	#54 Yearbook Award	350
4007	3 Year Calendar printing	0
4011	Penny Pines donation	68
4012	Interest transfer to Scholarship	0
4014	Miscellaneous Board Authorized (A thru M)	0
4015	NGC Award sponsored CB-1 (formerly #20)	100
4016	CGCI Hosted Meetings	0
4017	CGCI Hosted NGC/PR Conventions	0
4101	Pacific Region Director from CGCI	2,000
	Total Misc. Expenses	3,568
	Total Expenses	83,788
	Revenue Less Expenses	-12,320