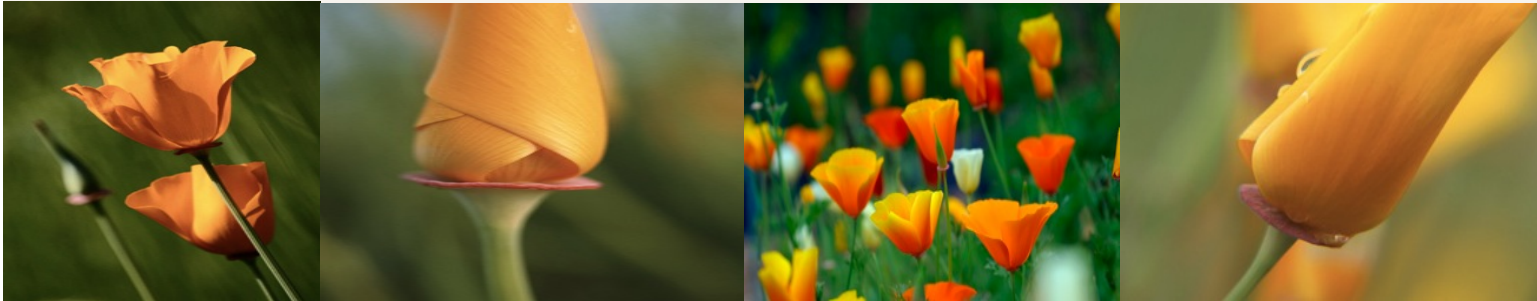


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[Maryanne Lucas](#), President
[California Garden Clubs, Inc.](#) is a Member of [Pacific Region](#),
[National Garden Clubs, Inc.](#)

**Additional Information
on the
80th CGCI Convention**

**May 15-19, 2011
Rohnert Park, CA**



Deadline to register for the Tri-Refresher has been extended to April 15, 2011. [Click here](#) for the flyer and registration form.

Deadline to register for the Post-Convention Tour has been extended to April 15, 2011. [Click here](#) for the registration form.



If you have not already done so, make your hotel reservations for convention quickly as the block of rooms guaranteed are going fast. [Click here](#) for more information.



Attn: Board Members

By [Julie A. West](#), President-Elect

It's hard to believe but Convention is almost upon us. We have some housekeeping items to tend to for a smooth transition:

- Remember to complete the Request for Payment or Reimbursement Form that you may download from CGCI's website -- [click here](#) for the form -- including the line code assigned to your budget category, receipts documenting the expense(s) and submit to CGCI's Financial Secretary, [Joelle Holford](#) **BEFORE JUNE 1**.
- If you will not be continuing to serve on the Board of Directors in the same position, kindly **bring your files and related materials (including computer files on a CD disk) to the Convention and give them to the incoming Chairman**. Any type of procedure you can provide for the new chairman is appreciated as many people are changing positions and some new people are joining the Board of Directors, too. You may consider creating a handout for District Directors and Club Presidents introducing the new chairman to assist in CGCI's efforts for a smooth transition.
- If you intend to give an oral report (3 minute maximum), please let me know by **APRIL 25, 2011** so enough time is allocated on the President's agenda. No team meetings are scheduled so there are no team reports to be presented.

Ratifications: When ratifications are part of your report to be approved by the Board of Directors, please keep it to the basic information required for CGCI records without extemporaneous information about activities, purpose, etc. Name, club, and district (plus # of members where applicable) will suffice. This approach will help keep reports short, complete and within the time frame allotted.

Remember, the primary goal of chairmen is to serve as a resource and educate members and the public about CGCI, the objectives of CGCI and the objectives of your chairmanship. Please use correct titles and write your report in third person rather than first person.

Any questions, please feel free to contact me via [email](#) or telephone (707-829-9342). Thank you and see you next month in Rohnert Park!

