

**WILLIAMSTOWN GARDEN CLUB  
BOARD MEETING  
MONDAY, OCTOBER 15, 2018  
9:30 AM at WILLIAMS COLLEGE BOOKSTORE**

- A. CALL MEETING TO ORDER: Karen called the meeting to order at 9:35 am. The following Board members were present: Marilyn Faulkner, Sue Metzner, Kathy McKnight, Susan Montiel, Elaine Neely, Karen Pellegrini, Sue Pike, Maria Siskind, Lyn Rork, Anne Tiffany; absent: Linda Conway
- B. CONFIRM QUORUM (minimum of 5 members of the executive board with Kathy/Lyn sharing a vote): a quorum was present.
- C. APPROVAL OF LAST MONTH'S BOARD MEETING MINUTES: Minutes from the August 10, 2018 Board meeting were approved.
- D. REPORTS: all officer reports were included in discussion of New Business at this meeting.
- E. UNFINISHED BUSINESS: none
- F. NEW BUSINESS:
1. Annual Meeting follow up:
    - a. General feedback: use of projector was very helpful to the meeting and engaged membership, particularly in reviewing the financial report. Motion made and seconded, approved, for the Club to purchase its own projector, likely expense is \$350 ballpark. Susan Montiel to investigate.
    - b. WGC Plaque at STO Garden: Board agreed that we should obtain a plaque similar to what is currently at the Post Office for Field Park and STO. Karen will research the costs and permissions from the Library and the Town. Discussion held regarding markers at other WGC sites including tubs and planters; no decision made on other markers at this time.
    - c. Income from Alice Shaver Foundation donation: at the Annual Meeting, a member asked whether we have confidence that the Club will receive future donations from the Shaver Foundation. Karen did some research on the Fund; it had \$13M in assets as of 2015. Because it is a private fund, we don't have any commitment to future receipts, however we have received \$5,000 since 2006.
    - d. GCFM Scholarship: At the Annual Meeting, an additional expenditure of \$250 was approved to the GCFM scholarship fund. For informational purposes only, it was reported to the Board that the total amount funded by GCFM was for 11 scholarships at \$1,000 each. None were awarded to students in Western Massachusetts, likely because no local students applied. It was noted that the GCFM awards scholarships to both new high school graduates and to current college students. Kathy McKnight will become the liaison for the Mt. Greylock Regional School scholarship and Susan Montiel will connect Kathy and the contact at MGRHS.
    - e. "Charitable Purpose" background discussion held: the Board reviewed the GCFM bylaws and the WGC bylaws, particularly the organizational purpose of both. The Board agreed that future requests for expenditures (e.g. unusual program expenses, requests for contributions to other organizations) should be evaluated under the framework of the WGC three-part objective as noted in the bylaws. The Board also agreed with the recommendation to include the WGC Bylaws in the 2019 Yearbook unless the cost is prohibitive, in which case they will be an insert into each yearbook.
  2. Treasurer's Report:
    - a. 1Q income and expenses reviewed; the Board members appreciated the regular

information and looks forward to receiving it next year.

- b. Money Market vs. WGC Fund and consideration of transfer to WGC Fund. Board discussed amounts in all three accounts and past income as well as proposed expenses. The Board further discussed rules for non-profits and suggested asset level. Consensus was that we should reduce the balances in the MountainOne accounts since the fund at BTCF generates a better income. Motion made and seconded that we transfer all but \$1,000 in MountainOne savings and all but \$8,000 in MountainOne checking to the WGC Fund at BTCF; all approved.

3. Communications: proposed website modifications to reflect bylaws were discussed.
  - a. The Club's three point objective will be added to the website on the "About WGC" tab.
  - b. Minutes tab will be changed to allow Board vs. General membership minutes and to have separate folders by month in each of these two categories (if this is possible).
  - c. Calendar should be updated on a more regular basis; members who are organizing activities should notify Sue Pike of changes to the website calendar.
  - d. Board meetings for 2019 will be added to the website calendar.
4. Creation of a second day work crew for STO Garden and/or Field Park was discussed as a way to maintain the progress to the STO Garden. Lengthy discussion held and concerns expressed about the overburdening of the members and suggestion that "hard" or "heavy" tasks be outsourced. A leader for a crew at STO is needed if it is scheduled at a different time from Field Park crew. Karen nominated Bob Kampe to lead a STO crew with work time set for Mondays 8:30 – 10am. It was noted that this event and other work crews (bridge trimming is Mondays at 9 am, Bloedel Park is also Mondays at 9 am, Field Park is Thursdays at 10:30 am) should be included on the calendar on the website. Board members encouraged the use of a sign-up form to all members at the start of the year with proposed activities to be sure that everyone signs up for something.
5. The Board meeting dates for 2018-2019 season were set and should be on the website calendar. The first general meeting for the year will be pushed back one week to the third Tuesday of April, April 16. First board meeting will be Friday April 12, 2019. Thereafter, the standing Board meeting will be the first Tuesday of each month starting May 7, 2019 at 9:30 am at the Williams College Bookstore second floor meeting space.
6. Written Position and Project responsibilities for legacy planning: each Board member should have a written description of the responsibilities for each position. This is a winter goal for all members and Karen will communicate with members to supply this information.

G. COMMENTS AND QUESTIONS: Anne reported that an arrangement was sent Marie Stella who is ill. GCFM would like photos of deceased members for their Memory Book; discussion held about where these photos can be obtained. Suggestion was made that the Corresponding Secretary add this to her job responsibilities; Karen will assist with this.

H. NEXT BOARD MEETING DATE AND LOCATION: April 12, 2019 – Williams College Bookstore at 9:30.

ADJOURNMENT at 10:50 am.

Submitted by

Susan Montiel  
Recording Secretary

Note: these minutes were approved by electronic voting