

**WILLIAMSTOWN GARDEN CLUB
BOARD OF DIRECTORS MEETING
Tuesday, April 14, 2020 at 2 pm via Zoom**

- A. CALL MEETING TO ORDER: Karen called the meeting to order at 2:05 pm. The following Board members were present: Linda Conway, Marilyn Faulkner (by phone), Kathy McKnight, Sue Metzner, Susan Montiel, Elaine Neely, Karen Pellegrini, Sue Pike, Maria Siskind, Lyn Rork, Anne Tiffany; Guests: Betty Iannitelli
- B. CONFIRM QUORUM (minimum of 5 members of the executive board with Kathy/Lyn sharing a vote): a quorum was present.
- C. APPROVE MINUTES FROM PRIOR MEETING: the minutes from the meeting on November 5, 2019 were sent to all Board members by email for review; minutes **approved**, no objections.
- D. REPORTS: written reports were submitted to the members of the board in advance of today's meeting. Brief discussion held on items of note:
- a. President's Report (Karen Pellegrini): Discussion of items reflected in new business.
 - b. Treasurer's Report (Marilyn Faulkner): Marilyn submitted a treasurer's report showing income and expenses paid through March 31, 2020. Highlights: budget is generally on track on a monthly over month comparison.
 - a. Income: \$10,022
 - b. Expenses: \$9,011
 - c. Membership/Outreach Report (Kathy McKnight & Lyn Rork): Total of 76 members as follows:
 - i. Active members: 53 plus 2 unlisted by request, for total of 55
 - ii. Associate members: 10
 - iii. Honorary Members: 11
 - d. Website/Communications Report (Sue Pike): Yearbook came out last Friday and is having a very quick distribution. Please continue to update Sue Pike with events for website changes. Thanks were given to Sue and Kathy for the personalized distribution of the Yearbook to board members.
 - e. Programs Report (Linda Conway): Events for 2020 have been scheduled and are in the yearbook; only one event remains to be scheduled. Please note that the November meeting is at 11 am, not 1 pm (time is wrong in the yearbook). Speaker for May meeting is on standby; Linda will inquire about whether she is willing to do it online, and will discuss further with Karen for a decision by the end of the month.
 - f. Civic Beautification:
 - i. Planting Bridges and Containers (Sue Metzner): Planting is scheduled for the first week of June. Plants delivered and sorted on Tuesday, June 2, Bridge planting on Wednesday, June 3, plants available for pick up for containers, June 3, 4, and 5. Town Hall will still have small garden as in the past; new police station is an added location at the sign. Consensus of board is that Club should supply the containers/barrels (to be determined). Additional discussion of locations of containers was held; containers in front of the Budz dental office will be moved across the street and placed at the corner of Water and Main. Sue Metzner is unsure

when she will return to Williamstown. Plants are ordered and Sue will assist remotely if her return is delayed.

- ii. Field Park and STO (Elaine Neely): clean-up for Field Park set for Thursday, May 14 with a small team to do some cleanup in advance. Monday, May 4, is start date for STO.

E. SCHOLARSHIP: Kathy will contact MGRHS and Marilyn will contact GCFM for 2020 donation process.

F. UNFINISHED BUSINESS: per Karen's written report:

- a. Need to complete Board Members Written Position & Project Responsibilities (5 received to date).
- b. Review, correct, update historical facts and add to website – plan is to complete this summer.
- c. Working on a more timely and consistent photography process during active months.

G. NEW BUSINESS: the following topics were discussed:

- a. Prepare and approve budget in June: Karen would like to accelerate the budgeting process. She will propose budget in June for the 2021 year. . Motion made, seconded and approved.
- b. Monthly Meetings: Karen will notify membership of cancellations by Constant Contact.
- c. Sign-up process: if we cannot have the meeting on May 12, how shall we get people to sign up? Decision that it will be done by telephone. For annuals: Kathy offered to make calls to those who participated previously and new members; Sue Metzner will provide names of participants from prior years. Elaine will make the same calls for perennials. Betty will make calls for hospitality volunteers. Other events will have calls made by the event leader as the season evolves. In particular, all new members will be directly asked for participation and have a mentor assigned.
- d. Distribution of booklet: half have been mailed, and the other half are going out tomorrow.
- e. Board Meetings: Friday May 8, 2 pm, Zoom meeting is anticipated unless restrictions are lifted before then.
- f. Spring Sale status: motion made and seconded to cancel the spring sale for 2020 only; approved. Discussion held about possibility of taking potted plans to the Farmer's Market to generate publicity; this will be evaluated as the summer gets closer. Karen will contact organizers to express our interest.
- g. Containers/Planting Annuals Process: new containers are being ordered now and will be at Maria's for brief storage; Bob Kampe and contractor will handle filling and delivery.
- h. Field Park & STO Library Garden process: For perennials, we may need smaller groups working in shifts to honor social distancing. Team leaders to schedule this as appropriate.
- i. Maria will train on Constant Contact to provide back up to Karen.
- j. WGC tee shirts: Kathy will order some and they will be given to volunteers who sign up.

H. COMMENTS AND QUESTIONS: none. Thanks were provided to everyone for their flexibility and willingness to participate with electronic meeting process.

ADJOURNMENT at 3 pm. The next Board meeting is on Friday, May 8, 2020, 2 pm.

Following the meeting, a vote on the purchase of new containers for annuals was held by email. The Board unanimously approved the purchase of new containers.

Submitted by

Susan Montiel, Recording Secretary