# TOPSHAM GARDEN CLUB MINUTES ANNUAL MEETING April 10, 2019

President Vicky Marr called the meeting to order at 1:15 with Patsy St. Pierre leading the membership in the recitation of the Gardener's Collect, the Conservation Pledge, and the Pledge of Allegiance.

Attendance: 25 members, including Ruth Johnson, who joined at the meeting.

#### Hostesses

For this meeting: Jean Haycock, Patsy St. Pierre, Liz Volckening

For May 8 field trip: none needed

For June 12: Joan McDuff & Carla Rensenbrink

#### Topsham Public Library Display

April: Jane Donelon

May: (Open) Contact Patsy St. Pierre to volunteer

Iune: Lucette Musica

#### Treasurer's and Committee Annual Reports (attached)

The Treasurer and following committees made reports: Ways & Means, Telephone, Membership, Website, and Yearbook. Publicity and Programming Committee reports are incorporated in the President's Report, below.

#### President's Report: (attached)

Vicky briefly reviewed programs from the 2018-19 year. She has led TGC for six years and assumed leadership roles in the Medomak District over much of that period. Vicky introduced the following slate of officers for the 2019-20 year and called for further nominations, if any, from the floor:

President, Ann Williams

Treasurer, Alison Harris

Assistant Treasurer, Liz Volckening

Seeing no further nominations, the proposed slate was seconded by Jeanne D'arc Mayo and unanimously elected by affirmation. The positions of Vice President and Secretary remain open.

The three officers for 2019-20 were authorized as signatories on the TGC Bath Savings Bank checking and savings accounts by unanimous vote.

The new officers were then installed.

#### **Business Meeting:**

Ann Williams called the April business meeting to order. She thanked Vicky Marr for her service and acknowledged that she had big shoes to fill.

The minutes of March 13, 2019 were approved as submitted.

Alison Harris gave the monthly Treasurer's Report (*attached*). She noted that annual membership for TGC of \$20 is due by June 15 and that the registration fee for the Medomak District meeting May 6 with Kerry Ann Mendez speaking is due at the end of the week and is \$30. Alison and Liz Volckening collected the monies.

Ann outlined initial plans for the TGC plant sale on June 8 and offered seed packets to members for growing complimentary seedlings to be given to everyone who buys something at the sale, a gift for our 85<sup>th</sup> birthday. This will be announced in the advertising literature. Lucette Musica and Patsy St. Pierre volunteered to grow seedlings. More volunteers are needed.

Jean Herlihy announced that information regarding annual garden clean-up and planting projects prior to Memorial Day will be forthcoming when the wintry weather breaks. She advised us on caring and replanting perennials that have 'heaved' during this hard winter, and warned us not to disturb soil until temperatures have warmed it. This might be by the 4th of July!

Ann shared with members a new poster:

"I pledge allegiance
To the Earth,
And All the Life Which It Supports.
One Planet, in Our Care,
Irreplaceable,
With Sustenance and Respect
For All"

#### Volunteer opportunities:

- Secretary and Vice President please talk to Ann Williams for details
- June 8 Plant Sale All hands on deck to: pot up plants, label, set up the sale and work on sale day
- Tending town gardens\* Nancy Simboli will be signing up members for oneweek, Sunday-to-Saturday shifts. Jean Herlihy asked members to consider taking two slots and for new members to pair with experienced members.
- Hostesses\* Patsy St. Pierre will be signing up members for business meetings and holiday party
- Library displays\* Patsy St. Pierre will be signing up members for monthly displays.

<sup>\*</sup> See "For Members" page of <u>www.TopshamGardenClub.com</u> for information. Louise Burgess volunteered to make the labels for the Garden Markers.

#### **Important dates:**

May 6 - Medomak District Meeting at Maine Maritime Museum, Bath

May 15 - Shady Glen Nursery Field Trip, Freeport

June 8 - TGC Plant Sale - Volunteers needed

June 18-19 Garden Club Federation of Maine Annual Meeting in Wells

Carole Flaherty and Lucette Musica conducted an auction for the Ways & Means Committee. The pink flamingo was won by Louise Arnold; the watering can was won by Marge Whipple.

Thanks to Jean Herlihy for gifting us all with blooming pansies and violas – a welcome breath of Spring.

The meeting was adjourned at 2:15 p.m.

Respectfully submitted, Claudia Knox, Acting Secretary

#### Attached Annual Reports:

- President
- Treasurer
- Membership Committee
- Ways & Means Committee
- Telephone Committee
- Yearbook Committee
- Website Committee

#### Also attached:

• Treasurer's monthly report

# **Topsham Garden Club Annual Report 2019**

Submitted by Vicky Marr, President/April 2019

The Topsham Garden Club was founded in 1934 by members of the Village Improvement Association. That same year it joined the <u>Federated Garden Clubs of Maine</u> and became part of the <u>Medomak District</u> in 1938.

Eighty-five years later sowing the seeds of the founder's vision has resulted in a Club with deep roots in Topsham and the surrounding communities of Brunswick, Durham Bowdoin, Bowdoinham and Gardiner.

This is reflected in our activities of beautifying our community through plantings and maintenance of the gardens at the Topsham Public Library, Topsham Municipal Complex, the location of the Welcome to Topsham Sign. as well as providing monthly floral arrangements to the Topsham Library. Jean Herlihy has been the leader of these efforts with the support of volunteers.

Educational programming is as varied as the months. A May Tour of Five Members' Spring Gardens in Topsham & Brunswick, June: "Foraging for Wild and Edible and Medicinal Plants, July: A tour of Bob Metivier's Garden Rooms of Pond Ridge, September: "Bring Nature Home in Maine" with Eric Topper from the Audubon Society, to the "Life in your Garden" excerpts from a new book by Reeser Manley and "Gardening for All' about gardening as we age were among the few programs we enjoyed.

We also returned to having an exhibit the Topsham Fair the theme being Pride in Our Past, Faith in Our Future." Marie Neale chaired this event and not only did we win a blue ribbon but also received \$150 for our efforts.

A shout out to the Highland Christmas Party Committee and who graciously plan our yearly get together and Christmas Auction.

In February 2019 we enjoyed Garden travels with Ann Williams and "High Impact, Low Maintenance Perennials, Flowering Shrubs and Annuals" with Kerry Ann Mendez was our program in March.

Our focus always is on increasing our membership thru direct contact with community members and publicity. We are fortunate to have the Topsham Public Library help us with this as we are part of their Cryer newspaper publicity. Another example was our participation with club information to the GCFM booth at the Maine Garden Show.

Our activities are supported from our fundraising activities such as our upcoming Plant Sale on June 8 at the Topsham Municipal Center. Come and enjoy the camaraderie.

Just as gardening is now taking a more ecological approach allowing plants to find their own niches, to spread their seed around until they find the microclimate and spot that suits them best, thereby creating a better, smarter way to garden; so too, are we as a Club evolving where Innovative ideas are exchanged, relationships are sparked, and new skills are developed as we make a difference together – and have fun doing it.

On a personal note, the saying "time flies but memories last forever" seems appropriate as I preside over my last meeting as your President. In just a few moments I'll be handing over the leadership of this wonderful organization to President-elect Ann Williams. I'll have many happy memories as I look back at the members I've met and worked with from around the State and the opportunities that being your President as afforded me. During the last six years not only have I served as your President and Program Chair, but also Chaired two Medomak District Annual Meetings in 2012 and 2017, served as the Medomak District Director from 2015-2017 and was appointed Chair for the 2018 GCFM State Convention.

Each of you plays an important part in making our Club District successful in its endeavors by bringing your respective skills, your strong commitment to making a positive difference to communities, your good hearts and your good humor.

These common traits are a platform to building lifelong friendships and community partnerships, and bond us as members of the Topsham Garden Club and the Medomak District.

As you move forward under a new President, I'm sure you'll give Ann as much support as you've given me.

Thank You

## TOPSHAM GARDEN CLUB TREASURER'S ANNUAL REPORT April 10, 2019

#### **Membership**

As of April 9, 2019, we have 47 paid members. The 2019 budget calls for dues to remain at \$20 per year for individuals, and \$30 for two members of the same household. The deadline for renewing membership is June 15, in time for a July report and dues payment (\$4 per member) to the Garden Club Federation of Maine.

#### Fiscal Year

On September 12, 2018, we adopted a By-Laws amendment to change our fiscal year from June 1-May 31, to the calendar year, January 1 to December 31. This resulted in a "stub fiscal year" from June 1, 2018 to December 31, 2018. Our membership year remained June 1-May 31, to coincide with the Garden Club Federation of Maine membership and fiscal year.

#### **Operating Budget**

For the 2017-2018 fiscal year that ended on May 31, 2018, we began on June 1, 2017 with \$3,068.77 in the checking account. We received \$3,280.00 in income. We spent \$1,989.10 24 on recurring operating expenses, thus accumulating a surplus of \$1,290.90. We ended the year on with \$4,359.57 in the checking account.

For the seven-month "stub fiscal year" that ran from June 1, 2018 to December 31, 2018, we began the year with \$4.359.67 in the checking account. We received \$2,093.00 in income. We spent \$1,182.24 on recurring operating expenses, and \$475 to reimburse members for some of the costs of attending the 2018 GCFM Convention, thus accumulating a surplus of \$435.76 during the stub year. We ended the year with \$4,795.43 in the checking account.

On November 14, 2018, we adopted a twelve-month budget for 2019 that projected an operating deficit of \$854 and one-time expenses of \$700, both to be funded from our accumulated surplus. The budget anticipated starting the year with \$4,677.17 in the checking account and ending the year with \$3,123 in the checking account. In fact, we started the year with a higher balance of \$4,795.43.

#### Income & Expenditures Since Last Annual Meeting on April 11, 2018

Please see accounting on reverse.

#### **Transfer to Savings Account**

Because we typically carried a high balance in our checking account, on February 21, 2019, we transferred \$3,000 from our checking account to our savings account to increase our interest income. The balance in our savings account on March 31, 2019 of \$5,515.88 included a \$1,500 "Rainy Day" fund, \$1,000 reserved for a capital gift to the Androscoggin Brunswick-Topsham Riverwalk, \$3,000 of accumulated surplus transferred from the checking account, plus interest earned since January 19, 2012. The balance in our checking account as of April 9, 2019 was \$1,181.78.

Respectfully submitted,

#### s/ Alison Harris

Alison Harris, Treasurer

#### **TOPSHAM GARDEN CLUB**

# Income & Expenses (April 11, 2018 – April 9, 2019)

#### (Annual Meeting to Annual Meeting)

(Note: This is <u>not</u> our fiscal year, which is now January 1 to December 31)

Income		
Christmas Auction (net) (December 2018)	202.00	
Contributions Received	5.00	
Dues	970.00	
GCFM & Medomak District Registrations	60.00	*
Plant Sale Income (June 2018)	1,223.00	
Topsham Fair Prize	150.00	
Raffles & Auctions (net)	150.99	
Total Income		2,760.99
Expenses - Recurring		
Administration	73.25	
Contributions	705.00	
GCFM Raffle (2018)	52.22	
GCFM Dues	204.00	
Hospitality	42.57	
Medomak Raffles (May 2018 & May 2019)	97.55	
Miscellaneous	50.00	
Plant Sale (June 2018)	39.74	
Plants & Gardens	278.26	
Program Fees	400.00	
Website & Publicity	131.60	
Yearbook (1 insert)	30.00	
Recurring Expenses		2,104.19
Expenses - One-Time		
2018 GCFM Convention Reimbursements	475.00	
One-Time Expenses		475.00
Total Expenses		2,579.19
Surplus/(Deficit)		181.80

<sup>\*</sup> Medomak registrations will be forwarded to Medomak District

## Topsham Garden Club Membership Committee Annual Report

#### **Committee Members:**

- Marie Neale
- Nancy Simboli

#### **Committee Focus:**

- Set up welcome table at all business meetings
- Make name tags available for each club member and mark attendance sheet
- Greet guests and make them feel welcome
- Have guests sign in and provide a name tag for them
- Invite guests to become members and provide a Topsham Garden Club flyer/application
- Answer any questions guests may have
- Collect completed applications with check for dues and pass on to Treasurer
- Send new members a Welcome Letter and ensure they receive a club yearbook
- Introduce new members at next meeting so they feel welcome and part of the club

# During the period of April 2018 through March 2019, we had 9 new members join our garden club:

- Heather Osterfeld
- Frank & Susan Tesar
- Susan Thorner
- Vicky Savoie
- Laura Arnold
- Jane Littlefield
- Michelle Borodinsky
- Louise Burgess

Member recruitment is an ongoing activity that involves all club members. Current members have recruited their friends and neighbors to join our club and we also attract new members at our monthly programs. Member recruitment is vital to ensure our club remains strong and successful.

# Topsham Garden Club

# Ways & Means Annual Report April 2018 to April 2019

Revenue	Date	Event
\$1,183.26	June 2 '18	Plant Sale
\$40.	Oct. 9 '18	Lily of the Valley & Sweet Woodruff Raffle
\$40.	Oct. 9 '18	Mums Auction
\$219.	Dec. 6, '18	Christmas Auction
\$38.	Feb. 20, '19	Centerpiece Flower Arrangement
\$1,520.26		

Respectfully Submitted,

Carly Thehent

Topsham Garden Club Telephone Committee Report to Annual Meeting April 10, 2019 Members ARE Called to Remind them of the meeting Sate, Time and Place. IS any Changes she done they the Notified. Hopy Gardening CAxole J- Tlaherty

# TOPSHAM GARDEN CLUB Yearbook Committee Report to Annual Meeting April 10, 2019

Because the Yearbook is produced bi-annually, the last issue was Summer 2017 and the next one will be produced this Summer, with any luck before the July 10, 2019 meeting.

Over the past year, we produced an 8-page booklet insert in August 2018, and half-page addendums with program and membership updates in March 2019 and again in April 2019.

Respectfully submitted,

s/ Alison Harris

Alison Harris Yearbook Chair

# TOPSHAM GARDEN CLUB Website Committee Report to Annual Meeting

April 10, 2019

Our website address is <u>www.TopshamGardenClub.com</u>. The website is built on and hosted by Weebly.

Program announcements were updated regularly throughout the year, as well as information intended for members (also available to the general public) such as minutes, budgets, and volunteer schedules. This year, we added a "Things to Do, Places to Go" page that lists a variety of garden-related activities as well as gardens open to the public.

Our domain name at GoDaddy was renewed for three years in January 2019 at a cost of \$45.51. It will expire on 02/25/22.

We did not renew GoDaddy website hosting as it can be included under the Chair's hosting account at Weebly at no cost to the Topsham Garden Club.

We submitted a nomination for a National Garden Club website award in November 2018 without success and just submitted a nomination for a Garden Club Federation of Maine website award by the April 1, 2019 deadline.

We also have a page on the Garden Club Federation of Maine website at <a href="www.mainegardenclubs.org">www.mainegardenclubs.org</a> that is updated regularly You can find our page by clicking on the "Clubs" tab, and then "Medomak District." Under the district, you'll find a link to the "Topsham Garden Club." The Member log-in and password to access members-only information on the GCFM website are unchanged:

Log-in

Member

Password

pinecone

Respectfully submitted,

s/Alison Harris

Alison Harris, Chair