

Florida Federation of Garden Clubs, Inc.

Pre-Convention Board of Directors Meeting

April 12, 2022

Call to Order:

The Pre-Convention Board of Directors Meeting of the Florida Federation of Garden Clubs, Inc. was called to order at 3:30 PM April 12, 2022, by President Marge Hendon. It is taking place the day before the opening of the 95th annual FFGC State Convention in Kissimmee, Fl. President Hendon extended a warm welcome to all members.

Invocation/Pledge of Allegiance to the Flag of the United States of America:

Arlene Rand, past FFGC President, gave the invocation and led the Pledge of Allegiance to the Flag of the United States of America.

Quorum:

The Chair declared a quorum present.

REGULAR BUSINESS IN ORDER

Appointment of Committees:

The Chair named the following committees who were appointed with no objections.

Committee to Approve the Minutes – Christy Linke, Mary Whisler, and Carol Wood

Time-Keeper: Connie Gladding

Tellers of the Meeting: Joyce Waters-Smith, Suzi Bailey, and Dale DeFeo

Introductions

Honored attendees:

Deep South Garden Club Director: Carol Hall

Former NGC Presidents: Lois Shuster and Barbara May

Officer Introductions: Mary Whisler (3rd VP), Christy Linke (2nd VP), Tina Tuttle (1st VP) (absent), Sue Roberts (rec. secretary), Carol Wood (corr. Secretary), Jana Walling (treasurer) and Carolyn Nation (parliamentarian).

Report of the Committee to Approve the Minutes of the January 2022 Winter Meeting of the Board of Directors:

Sue Roberts reported that the minutes were approved as written in the absence of the head of the minute approval committee from the Jan. board meeting.

Note: all reports from the January meeting are filed with the minutes in the book of Officer and DD reports and the Book of BOD chairman reports on the FFGC Website.

REPORTS OF THE OFFICERS:

In this meeting only those chairmen with issues that require action will report. All others will be heard at the general convention sessions.

Treasurer: Jana Walling presented the budgets for 2022-2023 – the proposed H&E budget, Wekiva Youth camp budget and the general budget. Copies had been sent to all BOD members.

All three budgets were unanimously approved. Copies will be filed with these minutes.

By-Laws & Standing Rules Committee Chairman - Cissy Richardson

On behalf of the Bylaws Committee, the following are submitted for consideration by the Board of Directors -

After the January board meeting two by-laws were sent back to committee for revision and presented to the BOD members via email for approval. Both were passed, but now must be ratified by the BOD members. They were Article V FINANCE Section 4 Special Funds 3-7 and Article XVIII Wekiva Youth Camp.

ART V FINANCE - Sec 4 Special Funds (~~STRIKE ART V FINANCE - Sec 4 Special Fund~~ and **INSERT:**)

a. Special Funds are established by trusts, special contributions, donations, and fees:

- (1) The FFGC Scholarship Fund is established to award postsecondary scholarships to eligible students pursuant to the FFGC Scholarship Program as authorized by the FFGC Board of Directors.**
- (2) The H & E Fund - The Headquarters and Endowment Fund is established to provide for the maintaining of Headquarters Building and Grounds. The Color Our Garden Fund is part of the Headquarters and Endowment Fund and budget for the continued stewardship and care of the grounds of FFGC.**
- (3) Wekiva Youth Camp Building and Maintenance Fund - Established to provide funds and support for the FFGC Wekiva Youth Camp building and maintenance program.**
- (4) Wekiva Youth Camp Operating Fund - The operating fund of WYC shall be maintained to defray expenses and pay bills.**
- (5) The Gifts Today for Tomorrow Endowment Fund -**
 - (a) Established to provide funds to enhance the financial future of FFGC.**
 - (b) The fund is restricted to FFGC needs not encompassed by the General Budget or self-sustaining entities.**
 - (c) Only income produced from the principal may be used once per Administration as recommended by the Finance Committee subject to the approval of the FFGC Board of Directors.**

Ratified Unanimously.

ART XVIII WEKIVA YOUTH CAMP (re-number remaining ARTICLES)

INSERT:

The Wekiva Youth Camp (WYC), held annually at Wekiwa Springs State Park, Apopka, FL shall be executed under the current 25-year formal Agreement (DEP Contract # R 2498, expiring 2047) with the Florida Department of Environmental Protection (DEP), Division of Parks and Recreation. The purpose is *“a Youth camp with major program emphasis on nature appreciation, preservation, and conservation, for the education and enjoyment of youth.”*

Section 1 – Structure

- a. The Chairman of the Wekiva Youth Camp (WYC) shall be appointed by the FFGC President. The Chairman shall be responsible for the planning and execution of all camp programs in accordance with established Policies and Procedures including Financial Aid decisions.
- b. WYC Vice Chairman and WYC Treasurer shall be appointed by the FFGC President after consultation with the Chairman. All other committee members will be appointed by the WYC Chairman.
- c. The FFGC Treasurer may also serve as the Treasurer of WYC unless an Assistant Treasurer is appointed by the FFGC President for this purpose.
- d. The WYC Chairman, WYC Vice Chairman and the WYC Treasurer shall serve as members of the FFGC BOD. Other WYC Committee members will not serve on the BOD in that capacity but may serve on the FFGC BOD in another capacity.
- e. All paid staff shall be contracted annually and contracts signed by the FFGC President. All paid staff shall be fingerprinted and vetted by a Florida Dept of Children and Families (DCF) Level II background check or equivalent.
- f. Volunteers, and others as deemed necessary, shall be fingerprinted and vetted by a DCF Level II background check or equivalent.

Section 2 – Finances (as listed in FFGC Bylaws Article V, Section 4, Special Funds)

- a. The annual budget for the Wekiva Youth Camp shall be prepared by the Chairman and WYC Treasurer (with input from committee) and presented for approval by the Finance Committee in January prior to being presented for approval by the Board of Directors at the Winter Board of Directors Meeting.
- b. The Operating Fund shall be maintained by the WYC Treasurer and all invoiced bills paid promptly by the WYC Treasurer or designate.
- c. A Building and Maintenance (B&M) Fund shall be maintained by the WYC Treasurer and used for approved purchases related to FFGC fixed assets at camp. For purchases over \$3000, three bids shall be obtained, and purchase approved by the FFGC Finance Committee.
- d. All donations for camperships /Financial Aid to the operating fund or to the B&M Fund shall be acknowledged in writing and used for the purpose intended/indicated.
- e. Insurance will be required as designated in the formal Agreement between FFGC and the DEP and as deemed necessary for the protection of FFGC.

Section 3 – Operations

- a. The Registrar shall be responsible for managing camper registration (credit cards and cash payments) and camper cabin assignments.

- b. Wekiva Volunteer Training (WVT) shall be held annually in February. Chairman for this training shall be appointed by the FFGC President.
- c. Program Coordinators shall be responsible to the WYC Chairman for program curriculum, planning and execution.

Ratified Unanimously.

The change of fiscal year to calendar year was adopted at the Jan. BOD Meeting. The By-law Committee proposes the following changes to by-law Article IV DUES AND FEES.

ARTICLE IV – DUES AND FEES ~~STRIKE : red~~

SECTION 1 - The annual dues of each Garden Club and each Garden Club organized on the Circle Plan shall be twelve dollars (\$12.00) per capita on all categories of members enrolled as of ~~June 1~~, with the exception of the members specified in b and c below.

INSERT: January 1,

- a. Dues of members joining between ~~June 1 and May 31~~ shall be twelve dollars (\$12.00).

INSERT: January 1st and December 31st

- e. ~~Dues shall be payable to FFGC and shall be remitted to Headquarters by June 1. Dues of members enrolled after June 1 shall be payable immediately.~~

INSERT: Annual dues for FFGC membership shall be paid to FFGC Headquarters between March 15th and April 30th.

- (1) ~~Dues shall be delinquent if not received by June 30, and a notice shall be sent. If not received by August 31, a further notice shall be sent, and if not received by November 1, membership and all privileges shall be forfeited unless and until reinstated.~~

INSERT: Dues shall be delinquent if not received by April 30th and a notice shall be sent. If not received by May 30th, membership and all privileges shall be forfeited unless and until reinstated.

- f. Dues for members of new clubs accepted for membership during the ~~Winter Board of Directors~~ meeting shall be six dollars (\$6.00).

INSERT: Fall Board of Directors Meeting

The By-law Chairman moved that the above by-law be amended.

Passed unanimously

The By-law chairman pointed out that this by-law since it was not published in the Fl. Gardener will have to be passed by the membership with a unanimous vote tomorrow.

The By-law chairman proposed a change to Standing Rule #21. The entire rule will be stricken and the follow is proposed to replace it.

STANDING RULE # 21 FFGC AWARDS

DRAFT final 4 2 22

STRIKE: existing SR INSERT:

- a. An FFGC Awards Program shall be developed and maintained. Awards descriptions including eligibility therefor, shall be published on the FFGC website. The website shall include the Awards processes and procedures.
- b. FFGC shall include in its General Fund budget an amount to fund all FFGC awards during the fiscal year.
- c. The FFGC Awards Chairman may secure any FFGC member or other expert in the subject of the award to judge award applications.
- d. All presentations of FFGC Awards are the responsibility of the FFGC Awards Chairman as directed by the FFGC President.
- e. Proposed awards and award changes shall be presented to the Board of Directors for approval and if adopted, published in *The Florida Gardener* and the FFGC website. Proposed new FFGC Awards shall not bear the name of a person, place or organization.
- f. Awards having no activity for four (4) successive calendar years may be discontinued. The awards proposed for discontinuation shall be announced at the Winter Board of Directors Meeting. Input from the Board shall be solicited at this meeting and taken into consideration by the Awards Chairman prior to the final discontinuation of such awards. The final list will be announced at the Pre-Convention Board of Directors meeting.

There were questions from the floor about how Flower Show awards fit into this award by-law. After discussion it was proposed by the By-law Committee that the SR #21 amendment be withdrawn at this time. It will go back to committee to be reviewed and rewritten for presentation at the September 2022 Board meeting.

District Director's that have a report requiring ACTION presented next:

District 6, Suzi Bailey presented a motion for Port Malabar Garden club of Palm Bay in district 6 to be reinstated.

Motion passed.

District 12, Leticia Gunn presented a motion for Miami Lakes Garden club in district 12 to be reinstated.

Motion passed.

Special Orders of Business:

1) Report of the Nominating Committee for H&E Trustees:

Claudia Bates, chairman, Arlene Rand, and Carolyn Schaag presented the following for nominations to the Headquarters and Endowment committee to fill two upcoming vacancies.

Sue Roberts was nominated for a second term.

Joanne Mulinare was nominated for a first term.

There were no nominations from the floor so the vote was by voice.

Sue Roberts was elected for a second term.

Joanne Mulinare was elected for a first term.

2) Election of the chairman and alternate for the FFGC Nominating committee.

Jana Walling nominated Helen Purvis for the chairman of the nominating committee. There were no other nominations, so Helen Purvis was elected as chairman of the FFGC nominating committee.

Arlene Rand nominated Jana Walling as the alternate for the nominating committee. There were no other nominations, so Jana Walling was elected as the alternate for the chairman of the FFGC nominating committee.

Announcements:

Carol Wood - EA dinner, breakfast

Jo Ann Guise – protocol

Marge Hendon – thanks to Carol Lucia and flower show committee, other convention announcements

Brenda Luedeman – announced POS winners 2022

Next Board Meeting will be at Winter Park Headquarters on September 5-8, 2022, with Pre-board meetings on Sept 5-6 and BOD meetings on Sept 7-8.

Meeting adjourned at 4:35 PM.

Note: all reports given at this meeting will be filed with the minutes and can be located on the 'Reports and Minutes' page of the FFGC Website (ffgc.org).

Susan Roberts _____
Susan Roberts, Recording Secretary

Attest:

Marge Hendon _____
Marjorie Hendon, President

Committee to approve the minutes: Christy Linke, Mary Whisler, Carol Wood

I have read them and they are fine. Thank you for getting them out so quickly. Mary

Good morning Sue. I have gone over the minutes and approve. Great Job Sue!! Christy

Not sure if I already responded, but it looks great as written. Carol

