



Hardy Plant Society of Washington

Purpose: Board Meeting

Date: 02 June 2010

Location: Kandy Kroll's house

Participants: Bob Lilly, Grace Hensley, Mary Ellen Asmundson, Anne Potter, Suzanne Ferris, Kandy Kroll

1. Agenda and Discussion

a. NW Flower and Garden Show

- i. We need to appoint a Flower and Garden Show chair who can work within our budget of \$500 for printing and plants, who can work within our guidelines (the postcards and membership sign-up forms were particularly effective last year), and who can organize the meetings and delegate tasks to the volunteers.

b. Plant Sale Income Treasurer's Report

- i. We currently have a balance of \$6881.81. We earned \$6138 from the plant sale, \$129 from seeds alone. [The remainder is income from membership and seeds sales during the year.] We spent \$212.75 in parks insurance, paint for signs, food for the volunteers.

c. Summer Picnic

- i. We need to appoint a Summer Picnic organizer who can delegate potluck requirements, and create a new invitation flyer. The event will be at Judith Jones' on Saturday, July 31st. The organizer mustn't forget to send a thank you!

d. Garden Project at CUH

- i. We are interested in creating a public garden. A derelict space at the west end of CUH may become available. We discussed whether or not we wanted to pursue creating a garden, pursue using this site, and we discussed the timeline.
- ii. Because the site may in the future be bulldozed for educational buildings, we have to be prepared to make it a temporary (2 to 5 years) site. Using this site does not preclude the option of negotiating elsewhere for a more permanent spot and any work we do here

would be good training. We need to determine the level of volunteer participation and commitment for the duration of this “Practice Garden”.

- iii. The site in question is overrun with horsetails, so possibly focusing on horsetail eradication methods and/or soil remediation may be an interesting ‘hook’ to do the project. The site has both wet and dry areas allowing for an interesting plant palette.
- iv. We discussed the requirements we would need for a public garden, independent of the site offered, and we came up with these criteria:
 - 1. Parking and Accessibility
 - 2. Advertising and Visibility
 - 3. Happy Politics (i.e. don’t want to jump into a mess right off)
 - 4. Access to irrigation
 - 5. Flat-ish
 - 6. Waste Disposal Options
 - 7. Compost Area
 - 8. Tool and Cart Shed
 - 9. Plant Storage and Propagation Areas
- v. The action item arising from this is to continue negotiations with David Zuckerman at CUH to see what happens.
- e. Elections and Job Descriptions – Elections will be held in September for the following officer and member at large positions.
 - i. President – Lead board and quarterly meetings. Direct vision of the organization. Present ideas and concerns from membership to board.
 - ii. Vice-President – Lead board and quarterly meetings when president is unavailable. Present ideas and concerns from membership to board.
 - iii. Secretary – Attend board and quarterly meetings. Write and publish comprehensive meeting minutes. Manage correspondence from phone, mail (P.O. Box), and internet. Present ideas and concerns from membership to board.

- iv. Treasurer – Attend board and quarterly meetings. Receive and disseminate funds as requested by board. Present comprehensive report and budgets upon request, and at annual meeting. Prepare tax statements (form 129). Present ideas and concerns from membership to board.
- v. Members at Large. Attend board and quarterly meetings. Present ideas and concerns from membership to board.
- f. Chairmanship Job Descriptions – Please note any of the tasks can be delegated to other members, such as a Refreshments Coordinator who might report to the Programs Chair. Indeed, we encourage multiple people to help with the tasks.
 - i. Garden Tour Chair – Solicit and coordinate recommendations for gardens to visit for the next year. Contact owners and arrange schedule. Prepare a print-ready document outlining garden descriptions, addresses, and succinct driving directions.
 - ii. Membership Chair – Maintain current and accurate membership database and share it with Secretary and Treasurer. Issue membership ‘postcards’ to confirm payment. Provide mailing labels of non-email members to Secretary and Treasurer. Present statistics and costs to board.
 - iii. Nominations Chair – Exists only between June and September. Receive recommendations and identifies possible candidates for positions. Nominate willing candidates at annual September meeting.
 - iv. Programs Chair – Solicit and coordinate recommendations for speakers and events for the year. Contact speakers and arrange schedule. Arrange for room rental, door prizes, A/V needs, and refreshments. Present statistics and costs to board.
 - v. Seeds Chair – Organize seed saving and packaging meetings. Maintain and share an accurate and complete seed database. Present statistics and costs to board.
 - vi. Volunteer Chair – Coordinate records of volunteer hours, and honor members who contribute significant hours at annual meeting.

vii. Webmaster – Make timely updates to the website, including meeting announcements, special activities, experts questions and classifieds. Curate photos for web-publications and maintain backups of the site. Maintain the email list to ensure that email is directed appropriately (i.e. board@, info@, experts@, membership@, seeds@, webmaster@, etc.) Present statistics and costs to board.

g. Other Business

- i. Possible need for HPSW Letterhead / Stationery. Need b/w logo.
- ii. A collection of donated used plant-related books might be sold at HPSW meetings. We discussed storage (Mary Ellen’s garage) and transportation (would need help loading and unloading the car) and frequency (perhaps yearly as a special “Book Exchange” meeting.)
- iii. Anne Potter is willing to lead a tour of the Chinese Garden and will pass around a sign—up sheet at the next meeting.
- iv. A discussion arose about the loss of tribal knowledge if we enforce term limits. We propose to announce a vote for September so that people have the summer to discuss and explore the idea further.

2. Action Items for next meeting

- a. Make General Meeting announcement and call for filling leadership and chair positions.

3. Next Board Meeting

- a. August?