



## **BOARD OF DIRECTORS MEETING AGENDA**

**April 29, 2023, 10:00 a.m.**

**Willow Bend Motel  
177 Willow Street, Truro**

<b>#</b>	<b>Item</b>
1.	<p>Meeting called order at 10am</p> <p><b>Regrets:</b>            Deb Bowes-Lyon            Michele Stevens            Geoff MacDonald</p> <p><b>In attendance:</b>            Kathy d'Entremont            Pamela MacLean            Susan Hazelwood            Ginny Blayney            Sharon Bryson            Emily Walker            Glynis Thomas            Nancy MacCara            Liz Hill            Brenda Grasser            Melissa Weir            Anne Gratton</p> <p>Review Minutes of Board of Directors' Meeting – October 22, 2022            Motion to accept the minutes of our last meeting. Moved by Pamela, seconded by Nancy.</p>
2.	<p>Old Business</p> <p style="padding-left: 20px;">a. Convention 2023</p> <p>Susan spoke about the 2023 convention: 13 vendors, 112 registrants. (We were expecting around 200). Future conventions should expect fewer attendees. Registration through the website went well. Due to low numbers, the deadline for registration has been extended to 24<sup>th</sup> May and the late fee has been waived.</p> <p>Changes to the text part of the registration form can be made by us, but other changes, such as menu items, have to be made by Tim and can be expensive.</p> <p>There has been no negative feedback concerning the online form and Susan has been manually emailing out confirmations as there is no way to automate this.</p> <p>Pamela reminded us to all get the message out about attending convention.</p> <p>Brenda asked how much vendors were being charged for tables, as she is organizing a district rally. Susan advised that we are charging \$50 per table..</p> <p style="padding-left: 20px;">b. Digital Garden Club</p> <p>This item has been tabled, for now.</p>

	<p>c. Strategic Plan (Deb, Michele, Anne)</p> <p>Susan spoke to Deb about how to move forward with a plan. We will go back to a simpler method of planning whereby the executive meets to discuss what we want to accomplish over the next two years and formats it into a spreadsheet. Consideration must be given to funding for these goals. Brenda mentioned that her district applied for a grant from Trees Canada and, although they were turned down this time due to lack of funding from sponsors, they were encouraged to re-apply next year. The executive will meet just after the convention, create a plan, and bring it to the board in September. A small committee will be formed to work on the action items.</p>
<p>3.</p>	<p>New Business</p> <p>a. Approval of changes to by-laws Susan circulated the changes to the by-laws. Susan motioned to accept the changes, seconded by Emily. These changes will be brought before the members at convention for approval.</p> <p>b. Financial Audit 2022-2023 Geoff and Deb performed the audit. It all went smoothly and the accounting is now formatted into the Quicken software.</p> <p>c. NSAGC Convention Banner updates Pamela is having new parts made to bring the banner up to date and Susan will stitch them to the banner. The banner can then be handed over to the next District (7) at the end of the 2023 convention.</p> <p>d. Feedback Survey (attach document) How can we get meaningful feedback from members? Could this form part of the plan? Emily motioned to table discussion of the feedback form for the new planning committee. Seconded by Liz.</p> <p>e. Convention 2024 D7 (Kathy) Kathy has found that the only suitable venue for the convention in this district is the Rodd Grand, in Yarmouth, so she has reserved it for 7/8/9 June 2024. Rooms will be \$114 a night. The process with them should be simple as they have an existing file from our previous business with them.</p> <p>f. Assessment Process Review Susan gave us an update: the online assessment process is working well, although the timing isn't great. The first reminder goes out in September but it is still difficult to get information and dues from clubs. Many clubs are overstating their membership numbers and paying the necessary dues to make sure that they have the free plants for those members that they anticipate joining during the spring months. Some clubs even submit twice a year, to include new members, but the deadline for ordering the give-away plants must be considered. Should we still be sending out the form reminders in September? After a discussion, it was decided that we should continue with the September reminders. Should we send it out with an explanatory message about the positive aspect of over-estimating club membership number? For the coming year Susan will change the deadline to 28<sup>th</sup> February and add in the following information:</p>

	<ul style="list-style-type: none"> <li>• Anticipating extra members</li> <li>• No need to wait until the deadline to submit form and dues.</li> <li>• Another assessment can be submitted in spring, if required.</li> </ul> <p>Pamela passed the Provincial Gardening Week Proclamation Certificate over to Kathy.</p>
4.	<p>Reports Highlights (to be circulated prior to meeting)</p> <p>a. Treasurer / Tags &amp; Seals  Susan presented the treasurer’s report.  She also made a motion that we increase our dues to \$5 per member, and showed how this would impact us financially.  Seconded by Melissa.  Susan noted our dwindling finances and posed the question of how we can reduce board meeting expenses – should we meet in person in September, or could we meet via Zoom?  After our discussion, Susan made a motion to have our next board meeting via Zoom (Friday, 29<sup>th</sup> September 2023 at 6.30pm and Saturday, 30<sup>th</sup> September 2023 at 10am); Seconded by Pamela. 11 in favour/1 against; motion passed.  We will wait to confirm until the discussion can include Deb, but the executive meeting should be held in the week before the board meeting.  Pamela spoke about the expenses which a district director can claim.  Just two orders have been received for Tags and Seals in the past year.</p> <p>b. Web Content Manager  Tim has agreed to make day to day changes to the website for an annual fee of \$575, including tax.</p> <p>c. Newsletter  Emily noted that content for the newsletter should be sent to the newsletter email, rather than her personal email, where it could get overlooked.  Clubs can advertise in the newsletter for free, but to outside groups or businesses the cost is \$50 for 4 issues.</p> <p>d. Facebook  Deb submitted a report in her absence, which Pamela presented.  14000 page members, 11150 of whom are active. Sales posts are generally not permitted, but should we allow exceptions? Can we offer ‘vendor membership’ to the FB page? This is something to discuss at our September meeting.  Pamela suggested removing Lisa Doucette from the role of FB admin as she was no longer a board member, and Glynis agreed to step into this role.  It was suggested that we should be looking into ways to generate income from our FB page. Could this be one of the goals in our new plan? Everyone thought this to be a good idea.  Melissa spoke about Doug Ralph, who is currently generating income from his “All things Annapolis’ FB page. She will contact him to see what he is doing.</p>

e. Plant Giveaway

Liz presented Geoff's report.

Geoff had sent out an email requesting funds for the purchase of materials to pot up the remaining Scabious. Liz made a motion that we allow the money for Geoff's plant maintenance; seconded by Pamela.

Geoff will purchase the supplies and submit his receipts.

f. Photo Contest

Sharon presented her report, and will be showing a slideshow of the competition entries on the MSVU laptop during breaks and meals.

g. Historian

Dixie Cress will be leaving this role and will pass all the information over to Pamela, as interim historian.

h. Awards

Pamela presented her report. She also noted that if clubs are presenting awards, reaching milestones, honouring members, etc, then they should let her know. Certificates can be given out by district directors at district meetings or presented at convention.

i. Nominations

Report presented by Pamela.

Thanks to Liz for stepping into the role of district director for District 3N.

Dixie Cress is stepping down, with Pamela to hold onto the historical info until we can find someone to fill this role.

We will need a new Vice Chair, as members roll through these executive positions. Liz declined the offer and we are still looking.

j. District Directors

District 1: Glynis presented her report and noted that all clubs are looking good.

District 2: Anne presented her report, noting that the New Glasgow club has dis-banded but there is a new initiative by an independent group in New Glasgow called 'New GlasGROW'

District 3N: Liz presented her report, noting that communication with clubs continues to be a problem. There were many reports from clubs in this area mentioning that their giveaway plants from last year did not do well.

District 3S: Brenda presented her report. She noted that the clubs were doing well, she had been getting around to more clubs this year and that Liz has been a great mentor.

District 4: Nancy presented her report and also noted communication difficulties with the clubs. But clubs are doing well, drawing on members for expertise and presenters. Fall River has doubled its membership.

District 5: Melissa presented her report. Haliburton hosted a successful district rally (65 attendees). She noted, however, that some clubs seem to be on their last legs. For other clubs, grants have been helpful for workshops and projects. Some are even offering bursaries.

District 6: Michele was absent

District 7: Kathy is stepping down from the role as interim district 7

	director, noting that many clubs are having trouble finding members to serve on their executives.
5.	Next Meeting via Zoom – September 29/30, 2023
6.	Adjournment – Liz motioned to adjourn

## NSAGC 2023 Convention Report - April 29, 2023

We had a very strong 2023 Convention Committee with 7 of the clubs in District 4 participating, including one affiliate. We have been meeting monthly since early fall and our last meeting is scheduled for May 23.

The number of registrants is low compared to pre-COVID years. As of today, we have 97 registered and 13 vendors who have purchased the 15 tables. We have some known favorite vendors and some new. As with recent years we decided to share our club members' plants by having those as the registration prizes, along with a very interesting welcome bag.

We are hoping that everyone enjoys the presentations that we have planned. Gerald Gloade is our keynote on Friday evening. Saturday we have Diane Lucas, Lynn Brooks, Elizabeth Peirce, Dr. Sean Haughlan and Paul Manning who will be sharing their expertise on various topics. Neville MacKay will be giving an entertaining talk during the banquet on Saturday.

We have an Ikebana workshop planned for Friday afternoon. On Friday evening we will have a garden related quiz to challenge everyone's memories and knowledge. There is a silent auction table and a 50/50 draw taking place at each break. There are 3 private garden tours on Friday afternoon and 5 on Sunday.

We made use of the NSAGC web site this year by posting the registration form, vendor registration form, list of speakers and their bios when they became available, the Floral Art Competition and draft Program in the save the date box. In addition, the registration form was available online and we accepted e-transfers for all payments. We did much of our communication using the NSAGC Facebook page.

The Mount is providing excellent rooms and suites on campus for those who wish to stay overnight. The convention facilities provide enough space for the presentations and vendors to be in close proximity. Their catering choices were first class and we hope that everyone enjoys the facilities and food.

District 4, Halifax, is very pleased to be hosting the NSAGC 2023 Convention!

### Convention Suggestions:

1. I believe that the days of having 200-260 people are over. The numbers have been going steadily down since 2017 (refer to the Annual Convention Statistics in the Board Handbook). Last year there were 119 registered. I think it's more realistic to count on 110-125.
2. Can more mingling with Club Members from around the Province be fit in on the Saturday? There are Members who just come for the Saturday but find there isn't enough time to get to meet and get to know others from various Clubs.
3. Could there be tickets sold for just the Banquet Speaker without Dinner included? Perhaps have separate tables for those who want to come and pay a fee to hear the Speaker.
4. Could there be tickets sold for just the garden tours?
5. Could there be tickets sold for just the Saturday so that members can hear the speakers but not participate in the Friday evening?

Submitted by Susan Hazelwood

**NSAGC.COM Web Site Report  
For April 29, 2023 Board Meeting**

Overall, the web site has been working very well.

There was one issue this spring and it was related to the online Convention Registration form. The problem was that when people who were not attending the banquet attempted to complete their form, the Submit button didn't display. This was as a result of making other changes further up on the form "on the fly". We took the form offline for several hours and fixed and tested the changes. At the same time, we made the options around the banquet choices easier to follow. We also made all the forms act the same way in that the message after pressing Submit now is at the bottom of the form and is much more intuitive.

A note that Tim did not charge extra for this work. He and I have agreed that he will invoice NSAGC \$575 (taxes in) at the beginning of each year to cover the extras that he is asked to do throughout the year.

The convention registration form has become somewhat complex. Changes such as theme, banquet choices, costs, etc. are easy to make. For changes above those types there will be an extra cost. Given that the form has been the same format for any years, that should not be a problem but each year the convention committee should be made aware.

The site has been updated with the clubs meeting times, dates and locations based on the 2023 Assessment Forms. The October Board minutes and newsletters have been added.

I took over posting on our Facebook page posts that "advertise" the web site. Lately these posts have all been about the convention, but the others will start up again in June.

So far this year, there were 4,521 visits to the site by 3,438 unique visitors. The most downloaded documents on the site for this period were the photo contest rules and the convention registration form, followed by the convention speakers and newsletter.

*Submitted by Susan Hazelwood*

## **Treasurer's Report For April 2023 Board Meeting**

### **Signatories**

Because Dixie Cress is leaving the board in June, signing officers for the account will be Emily Walker, Nancy MacCara and me. I am in the process of getting these changed with RBC.

### **E-Transfers**

The introduction of e-transfers has been very successful. Many of the clubs used e-transfers for their renewal fees; newsletter advertisers have use them for payments; and convention attendees and vendors used them as well. When we set up the convention account we found that the is bank not expecting to use cheques. Physical cheques would have been an extra cost.

### **Financial Statements Audit**

Audits of the financial statements were performed by Deb Bowes-Lyon and Geoff MacDonald. They were provided with the Balance Sheet, P&L Statement, cheque register, deposit register and Quicken transaction list. Conveniently for us, Geoff was writing his CPA exams the following week so was able to take an accountant's look at the books. The audit went very well. There were a couple minor posting errors found and some good suggestions to carry forward.

### **Financial Statements Notes**

1. Because of the formats of the financial information provided for the 2019, 2020, and 2021 September Board meetings, it is not possible to compare the current year P&L figures against those years. Also, the last 2 years were not typical due to COVID. Therefore, a comparison with 2018 is provided. The auditors felt that it would be confusing and irrelevant to show 2018 on the AGM reports so no previous year comparison will be shown this year.
2. I am attempting to follow the methodology used by Janet Simpson, the Treasurer until 2018. One change that I am making is that I am not identifying transactions as deferred but using a cash approach so that monies spent or received are presented in the year of the transactions. I think this makes for clearer financial statements.
3. Garden Club and Affiliated Club dues were down this year because 3 Garden Clubs and 2 Affiliate chose not to renew their memberships. We hope to welcome them back in 2023.
4. The Meeting Expenses were more than double that of the 2018 expense. This is due to allowing board members who are closer to Truro to spend the night before the board meeting.
5. The Web Site Expense included the final payment for the new Web Site development project and is not a recurring cost. Going forward the cost will include hosting and maintenance only.



## Balance Sheet

Year End 2022-2023

### ASSETS

#### Bank Accounts

Chequing 7269.73

Savings 6921.66

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**TOTAL Bank Accounts** 14191.39

#### Other Assets

Convention Loan to Host District 1000.00

Tags & Seals Inventory 709.29

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**TOTAL Other Assets** 1709.29

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**TOTAL ASSETS** 15900.68

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### LIABILITIES & EQUITY

#### LIABILITIES

None 0.00

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**TOTAL LIABILITIES** 0.00

**EQUITY** 15900.68

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**TOTAL LIABILITIES & EQUITY** 15900.68

Note

2018 numbers do not apply because they contain unearned dues and prepaid expenses

**Profit & Loss Statement**  
Year Ending March 31, 2023

	<b>2022- 2023</b>	<b>2018</b>	
<b>INCOME</b>			
<b>Income from Sales</b>			
Newsletter Advertising	150.00	400.00	
Sales of Surplus Plants	3306.00	1,832.67	Note 1
Sales of Tags & Seals	55.93	197.86	
Saltscapes Plant Sales	0.00	2,269.00	
<b>TOTAL Income from Sales</b>	<b>3511.93</b>	<b>4,699.53</b>	
<b>Income from Other Sources</b>			
Affiliated Garden Clubs Dues	250.00	300.00	
Garden Clubs Dues	7407.00	6,676.00	
Interest	83.70	221.19	Note 2
<b>TOTAL Income from Other Sources</b>	<b>7740.70</b>	<b>7,197.19</b>	
<b>TOTAL INCOME</b>	<b>11252.63</b>	<b>11,896.72</b>	
<b>EXPENSES</b>			
<b>Convention Loan to District</b>	1000.00	0.00	
<b>General Expenses</b>			
Awards	380.80	30.00	
Newsletter	0.00	1,329.17	
Photo Contest	250.00	232.20	
Plant Giveaway	3689.42	2,576.00	
Tags & Seals	0.00	43.78	Note 3
Halifax Garden Festival	0.00	25.00	
Saltscapes	0.00	1,739.39	
<b>TOTAL General Expenses</b>	<b>4320.22</b>	<b>5,975.54</b>	
<b>Meeting Expenses</b>			
Board Meetings	3288.25	2,620.80	Note 4
Board Members	2110.72		Note 5
<b>TOTAL Meeting Expenses</b>	<b>5398.97</b>	<b>2,620.80</b>	
<b>Operating Expenses</b>			
Bank Fees	68.96	60.56	
Directors expenses	0.00	111.08	Note 6
Financial statements review	0.00	100.00	Note 7
Incidentals (postal, printing, etc.)	354.52	64.35	

Insurance	1338.00	1,262.00	
Joint Stocks Membership	31.15	31.15	
Web Site	2576.00	57.50	Note 8
<b>TOTAL Operating Expenses</b>	<b>4368.63</b>	<b>1,686.64</b>	
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<b>TOTAL Expenses</b>	<b>15087.82</b>	<b>10,282.98</b>	
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<b>OVERALL TOTAL</b>	<b>-3835.19</b>	<b>1,613.74</b>	

Note 1 Includes \$425 from 2023

Note 2 2018 interest was from the Atlantic Baptist Federation

Note 3 T&S expenses are likely mailing expenses which are now included in the income

Note 4 2018 meeting expenses weren't broken down; now includes hotel rooms, meeting room, lunch

Note 5 Travel expenses to/from Board meetings and within Districts for meetings

Note 6 Now included in Board Members

Note 7 Audit may incur some travel costs for 2 Board Members

Note 8 Web site costs will be yearly maintenance and hosting going forward

#### **Budget Notes**

1. There are 2 budgets presented: one is leaving the club dues at \$4 and the other is increasing the dues to \$5, as discussed at the fall Board meeting.
2. The budgets do not have deficit balances.
3. We cannot afford the Board and Executive Meeting expenses that we are currently incurring. If we leave them as is we have no flexibility in the budget for anything that might come up during the year. A suggestion is to have one via Zoom and the other in person.

**Budget 2023/2024 - \$4 Membership Fees**

	2023/2024	2022-2023	
<b>INCOME</b>			
<b>Income from Sales</b>			
Newsletter Advertising	150.00	150.00	
Sales of Surplus Plants	3400.00	3306.00	
Sales of Tags & Seals	50.00	55.93	
<b>TOTAL Income from Sales</b>	<b>3600.00</b>	<b>3511.93</b>	
<b>Income from Other Sources</b>			
Affiliated Garden Clubs Dues	250.00	250.00	
Garden Clubs Dues	7400.00	7407.00	
Interest	84.00	83.70	
<b>TOTAL Income from Other Sources</b>	<b>7734.00</b>	<b>7740.70</b>	
<b>TOTAL INCOME</b>	<b>11334.00</b>	<b>11252.63</b>	
<b>EXPENSES</b>			
<b>Convention Loan to District</b>	1000.00	1000.00	
<b>General Expenses</b>			
Awards	100.00	380.80	Note 1
Newsletter	0.00	0.00	
Photo Contest	250.00	250.00	
Plant Giveaway	3700.00	3689.42	
<b>TOTAL General Expenses</b>	<b>4050.00</b>	<b>4320.22</b>	
<b>Meeting Expenses</b>			
Board Meetings	1800.00	3288.25	Note 2
Board Members	1600.00	2110.72	Note 3
<b>TOTAL Meeting Expenses</b>	<b>3400.00</b>	<b>5398.97</b>	
<b>Operating Expenses</b>			
Bank Fees	70.00	68.96	
Incidentals (postal, printing, etc.)	55.00	354.52	Note 4
Insurance	1338.00	1338.00	
Joint Stocks Membership	31.15	31.15	
Web Site	1000.00	2576.00	Note 5
<b>TOTAL Operating Expenses</b>	<b>2494.15</b>	<b>4368.63</b>	
<b>TOTAL Expenses</b>	<b>10944.15</b>	<b>15087.82</b>	

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<b>OVERALL TOTAL</b>	<b>389.85</b>	<b>-3835.19</b>
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Note 1	4 leaving Board in 2023
Note 2	Need to decrease by 50% in 2023
Note 3	2023 - District travel + 50% in Board travel
Note 4	\$301 in business cards in 2022
Note 5	\$391 hosting + \$575 maintenance

## Budget 2023/2024 - \$5 Membership Fees

	2023/2024	2022-2023	
<b>INCOME</b>			
<b>Income from Sales</b>			
Newsletter Advertising	150.00	150.00	
Sales of Surplus Plants	3400.00	3306.00	
Sales of Tags & Seals	50.00	55.93	
<b>TOTAL Income from Sales</b>	<b>3600.00</b>	<b>3511.93</b>	
<b>Income from Other Sources</b>			
Affiliated Garden Clubs Dues	250.00	250.00	
Garden Clubs Dues	7585.00	7407.00	Note 1
Interest	84.00	83.70	
<b>TOTAL Income from Other Sources</b>	<b>7919.00</b>	<b>7740.70</b>	
<b>TOTAL INCOME</b>	<b>11519.00</b>	<b>11252.63</b>	
<b>EXPENSES</b>			
<b>Convention Loan to District</b>	1000.00	1000.00	
<b>General Expenses</b>			
Awards	100.00	380.80	Note 2
Newsletter	0.00	0.00	
Photo Contest	250.00	250.00	
Plant Giveaway	3700.00	3689.42	
<b>TOTAL General Expenses</b>	<b>4050.00</b>	<b>4320.22</b>	
<b>Meeting Expenses</b>			
Board Meetings	1800.00	3288.25	Note 3
Board Members	1600.00	2110.72	Note 4
<b>TOTAL Meeting Expenses</b>	<b>3400.00</b>	<b>5398.97</b>	
<b>Operating Expenses</b>			
Bank Fees	70.00	68.96	
Incidentals (postal, printing, etc.)	55.00	354.52	Note 5
Insurance	1338.00	1338.00	
Joint Stocks Membership	31.15	31.15	
Web Site	1000.00	2576.00	Note 6
<b>TOTAL Operating Expenses</b>	<b>2494.15</b>	<b>4368.63</b>	
<b>TOTAL Expenses</b>	<b>10944.15</b>	<b>15087.82</b>	

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<b>OVERALL TOTAL</b>	<b>574.85</b>	<b>-3835.19</b>
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- Note 1 dues increased to \$5; 2022 included those paid after April 1, 2022; none paid after April 1, 2023
- Note 2 4 leaving Board in 2023
- Note 3 Need to decrease by 50% in 2023
- Note 4 2023 - District travel + 50% in Board travel
- Note 5 \$301 in business cards in 2022
- Note 6 \$391 hosting + \$575 maintenance

**Tags & Seals**

There were 2 orders for tags & seals in 2022/2023. Either clubs have an inventory of these items that they have purchased in the past or flower shows are not being done by many any longer.

**Assessment Letter and Form**

The membership renewal process is still problematic with many of the clubs seeming to be surprised that they owe their memberships in March although they have been reminded several times since September. I have added an agenda item so that we can discuss how to hopefully streamline this process in the future.

*Submitted by Susan Hazelwood*

## **Photo Contest Report – April 2023 Board Meeting Sharon Bryson**

The Photo Contest has been on the NSAGC website since the update of the Rules and Classes.

There has been good exposure via the Scotia Gardener and the NSAGC Facebook page. A reminder was also sent to District Directors to be forwarded to their clubs.

I feel submissions to be a bit slow with eight contributors as of April 17. Hopefully there will be a few more before the April 29<sup>th</sup> deadline.

All entries have been organized on the NSAGC Google Documents site. They will be easy to share with the judges.

They also exist on my computer.

Jeffrey Parker and Anne Louise MacDonald have agreed to co-judge the submissions.

Both are very talented artists and photographers here in the Antigonish area.

I will compile the slideshow for the Convention once the judging is complete.

### **NSAGC Awards Chair Report** APRIL 29,2023

As we approach another AGM in June, our directors will be collecting information from their clubs concerning who the Outstanding Members are for their clubs for this year. These awards are presented by the District Director either at District Meeting or Fall Rally. They are announced at the Awards Banquet at the Convention. Photos are taken of the group.

At this time, I have received one Directors Award Recipients for the coming convention.

At the Awards Banquet on June 3<sup>rd</sup>, 2023, Awards will be presented to Dixie Cress to thank her for her service for her position as Historian as she steps down and to Pamela MacLean (Past Chair) as she steps down and District Director Ro Allen District 7 for her service as Director as she has stepped down.

Respectfully Submitted

Pamela MacLean

Past Chair, Nomination Committee

April 29, 2023



## NSAGC NOMINATION Report APRIL 29,2023

As we approach another AGM in June, we find ourselves looking for volunteers for a few positions and we have some positions changing at the AGM.

Our District Director for District 7, Western (Yarmouth area) Ro Allen has stepped down leaving this district vacant. Many thanks to Kathy d'Entremont for filling in however, we need to find a replacement. District 3, Central North has been vacant for 2 years, Elizabeth Hill, who lives in District 3 Central South has agreed to cover the Central North District for the time being. We still need to find a replacement for her. Many thanks to Elizabeth Hill for stepping in.

Our Historian, Dixie Cress has been behind in assembling the history for the NSAGC due to family health issues, and work conditions. She has decided to step down, effective June 2, 2023 at the AGM. Dixie plans to have the History completed prior to stepping down and will pass on the information she has collected for the next 5 years. We will need to find a replacement for Dixie.

The executive will need to find a new Vice Chair.

Changing hands coming up at the AGM in June, 2023 are the following:

Deb Bowes-Lyon moves from Vice Chair to Chair

Kathy d'Entremont moves from Chair to Past Chair and takes on the Awards Chair position as well. Past Chair is also responsible for Nomination Committee.

Pamela MacLean moves down from Past President and passes on the Awards Chair position and Nomination Committee.

The following Positions are expected to remain:

Secretary, Ginny Blayney

Treasurer, Susan Hazelwood

Photo Contest Committee, Sharon Bryson

Scotia Gardener Newsletter, Emily Walker

Plant Give Away, Geoff MacDonald

Web Content Manager, Susan Hazelwood

### Directors

District One, Cape Breton, Glynis Thomas

District Two, Eastern, Anne Gratton

District Three, Central North, Elizabeth Hill (acting) to be voted in

District Three, Central South, Brenda Grasser (acting) to be voted in

District Four, Halifax, Nancy MacCara

District Five, Valley, Melissa Weir

District Six, South Shore, Michele Stevens

Respectfully Submitted

Pamela MacLean

Past Chair, Nomination Committee

April 29, 2023

## **Newsletter Report for NSAGC Executive meeting—April 2023**

Submitted by Emily Walker

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### **Newsletter**

Just a reminder that newsletter submission deadlines are:

- March 15
- June 15
- September 15
- November 15

### **Club reports**

Please ask your clubs to send their submissions to [newsletter@nsagc.com](mailto:newsletter@nsagc.com). I have two personal email addresses and some folks are using those. It is really easy for a submission to get lost if I forget to forward it to the NSAGC address. That is where I store all content for the newsletters. Regretfully I lost track of one article submitted to my personal email for the last issue and it did not get in. I will add a very short guideline for submissions to the newsletter with the cover email for the next issue—things like: please send photos separate from text; please do not pdf your files; please identify yourself so your name can appear as the contributor of the article. etc. Maybe we should include this with every email asking for submissions.

### **Newsletter ads**

I am pleased to note that page 24 of the winter issue contained four ads:

- Dahlia Society of Nova Scotia event
- First Halifax African Violet Society
- Lambe Concrete
- Cuba Garden/Culture Tours

These ads have brought in \$200 in revenue.

I send a copy of each issue of the newsletter to the advertiser so they can see their ads in it.

Nova Scotia Association of Garden Clubs

Facebook Group Report

March 26, 2023

The Association's Facebook group continues to be a valuable resource for the NSAGC, Clubs and group members. Since the last report (September 2022) it has operated smoothly with no problems to report.

New membership requests have slowed since the last report and as of March 26 2023 the group had 14,730 members of which approximately 11150 are active. An increase of 30 members since September 2022.

An issue that has arisen from time to time is the posting in the news feed of events by local businesses. Our group rules do not allow advertising but in some cases these events would likely benefit our members. Another consideration is that these businesses are considered 'friends' of the NSAGC. Posts of this nature are discussed by admins/moderators and a consensus is reached whether to leave or delete from the news feed. On occasion the decision to delete a post has been questioned.

The suggestion from the Admin/Moderators is to encourage businesses to use the 'Events' feature of Facebook and revise the group's guidelines to reflect this.

The Moderators continue to do an excellent job; monitoring posts, approving memberships and responding to member reported content. On behalf of the NSAGC

Board I would like to again thank them for all their suggestions and efforts, which are keeping the FB group a safe and respectful place for the members.

Administrators:

Pamela MacLean

Deb Bowes-Lyon

Lisa Doucette

Moderators:

Laura Hansen

Tracy Monk

Cindy O'Leary

Recommendations:

Revise the guidelines to allow/encourage businesses to advertise Events.

Respectfully submitted

Deb Bowes-Lyon

Facebook Group Co-Administrator

## Plant Giveaway Committee Report

April 29, 2023 NSAGC Board of Directors Meeting

At the October 2022 NSAGC board meeting, it was decided to select the Scabiosa, Flutter Deep Blue

(Pincushion Flower) out of a choice of five flowers for the 2023 giveaway and sale. The Board also decided to purchase a larger more developed plant this year compared to what was selected last year due to the number of complaints about the plant not growing or being too small in general. The larger plant choice did result in a significant increase in cost over last year's selection, which was \$2,289.83. The proposed cost was \$3,656.39. The Board decided to increase the per plant price from \$2.00 to \$3.00 and also decrease the order amount from 3080 to 2700 (2808 plants with 2700 guaranteed), as last year we were left with approximately 200 extra plants to sell.

In October, I coordinated the order with Jolly Farmer in Northampton New Brunswick. An order was placed for 2700 plants and the Treasurer remitted payment. Each plant will come with its own tag. The plants will be delivered to a member of my local club, Hants North Late Bloomers, in Selma in the final week of April. The plants will be sorted by my club and distributed at the April 29th NSAGC board meeting in Truro. District Directors at the board meeting will bring the plants back for distribution to their clubs.

The paper and online order forms were updated in December 2022 and the Website Content Manager had all changes made on the NSAGC website so that they were ready for the 2023 sale. This year also introduced the option to pay via Interac e-transfer, which has been very popular. So far, of all the orders placed, 65% have been paid via Interac e-transfer. To get this feature enabled, the Treasurer arranged for me to have access to the NSAGC Savings account and had the giveaway@nsagc.com e-mail address linked to this bank account. I was also given an ATM card to deposit cheques as they were received, which is a huge improvement over previous years where cheques were held until the very end. This has resulted in improved tracking and reconciliation of payments to NSAGC.

The plant sale was launched on March 17th and gained some traction, but was definitely slower than previous years. As of April 22nd 64% of the available plants have been sold. We could be left with a larger surplus compared to last year, which may mean we will have to look at discounting some plants. I would like to avoid having to dispose of plants, however, if this occurs again this year, I am suggesting we look at an even smaller order, or providing volume discounts to increase sales. We could also look at the option of returning to a \$2.00 price point.

The majority of this year's orders were submitted in an electronic format, using either the Giveaway email address or the online order form on the NSAGC website. Under 10% of the orders received were sent in a paper format through the mail. Clubs seemed very happy with the order process and the options available to them for payment, so I can conclude the ordering function is working very well.

The responses from clubs has been positive on the flower selection, however, it has not helped sales. I am optimistic that we will see more success with this year's choice and that the lessons learned from the previous year's sale will benefit us this year and in year's going forward. We now have a good idea of what the process will look like and can plan more efficiently in dividing up and distributing the plants.

There are several new District Directors this year and I have tried to send out as much detailed information to them to assist them in the process. They will be given a summary ahead of distribution with a breakdown of giveaway and purchased plants for each of their clubs. As recommended in last year's sale, we will be including after care instructions for clubs. Plants do have tags, however, clubs wanted more detailed care instructions. It will also be important to remind clubs to re-pot the plants soon after they receive them.

Respectfully submitted,  
Geoff MacDonald  
NSAGC Plant Giveaway Chairperson  
April 22, 2023

DIRECTOR'S REPORT APRIL 2023  
DISTRICT ONE - CAPE BRETON  
Submitted by Glynis Thomas

### **INVERNESS**

Has been very quiet but have always had a presence in the community and are involved with planters in the community. They are the one club that I have to reach out to more. Small core membership.

### **ISLE MADAME**

Had a set back with one of their driving members that passed away last year. Claire (President) is enthusiastic and wants to get the club motivated again. They are waiting to see the outcome of all the daffodils they planted throughout the community. They have also done plantings around seating and this has been well received. Claire wants to get more going with Facebook again. They haven't had many meetings over last couple of year's. Claire will advise when they have their next meeting, so I can attend.



This is the logo used on T-shirt from 2022.  
Small core membership.  
Solvent.

### **NORTH SYDNEY**

#### **• 65th ANNIVERSARY**

Friendly club with a core group that is working on community projects and educating others on gardening. They are quick to open their doors to others and on Apr 14 invited everyone to a casual "tea" for their 65th anniversary, at the North Sydney Library. I will be attending more meetings and have offered plants for their annual sale. Steady membership.

Solvent.

### **WESTMOUNT**

Strong club with a growing membership base. They have recently lost some long term members and are very supportive of each other.

Monthly meetings with guest speakers, including one by a recent new member who loves carnivorous plants (yes, she brought several plants and a small terrarium). 10 to 20 people per meeting. Also, attended their Christmas dinner. They are currently planning their yearly plant sale. Pauline puts out minutes from each meeting. We'll organized and managed club.

Increasing membership.

Solvent.



And they are blooming.

## District 2 - Eastern

For 2023 there are 5 clubs registered; Pictou and Area; Westville and Area, Antigonish, Lismore and Area, and St Mary's. Two clubs, New Glasgow and Guysborough, disbanded due to lack of members.

St Mary's hosted the district rally last October 2022 in Sherbrooke, their club is doing well. Since Hurricane Fiona last Sept 24, almost everyone in Eastern district is dealing with damage, so by Christmas clubs got back to meetings/ Christmas gatherings.

Meetings resumed in the new year 2023 and I was glad to attend Antigonish meeting March 20, and St Mary's meeting April 19.

Also got verbal club report from Lismore and District Garden Club.

Lismore and District Garden Club will host the 2023 Fall Rally for Eastern District(#2) on Oct14, and the past few months planning this event. A large bird-feeder has been built with raffle tickets to raise funds, draw to be at the rally. They are taking part in county wide yard sale June 10, at the Lismore hall. They submitted great picture of their club members in newest Scotia Gardener, at their December meeting; in the spirit of the season, they each decorated a sleigh.

Submitted by Anne Gratton  
April 2023

## Central District 3 North Report for Provincial Board Meeting

April 29<sup>th</sup>, 2023

As Acting Director for Central District 3 North it has been a challenge to communicate with some of the clubs from this part of the district. It is very hard for me to believe that in this part of the district with at least two fairly large garden clubs that there is not someone who would take on the director's position.

There are six clubs in this area with one affiliate club. I have gotten reports from five of the clubs including the affiliate club.

Having said that, I have done my best to communicate with them and relay information from the Provincial organization to clubs in that area.

The clubs that I got reports from do not seem to have any issues and their membership is either holding their own or increasing a little.

Some of the clubs have speakers in and invite other garden clubs to join in on those meetings.

The clubs that I heard from seem to be very active and enjoy being part of NSAGC.

A couple of the clubs did mention the Give-away plants last year being so small and some of them not surviving but we already knew that and that issue has been dealt with by getting bigger plants this year.

Respectfully Submitted,

Elizabeth Hill,

Acting Director Central District 3 North

District 4 - Director's Report

Spring Board Meeting - April 29th, 2023

Bedford Horticultural Society

This Club has seen a gain in membership this year. They also have held their 73rd Birthday this month. They, have like other Clubs experienced a little difficulty in getting people involved with the Executive duties however have a new Treasurer this year.

Looking for Vice President and Programs persons. Attendance is good at their meetings -

Also with this Club we have been very blessed to have two of their

Members actively participate with the 2023 Convention planning and help in such a big way to ensure its success.

Dartmouth Horticultural Society

Dartmouth - DHS has a very healthy Membership, and with having three of their Members being hands on and loyally involved with the Planning Committee of the June 2023 Convention has been a true Blessing !

Their club has a good turn out at their meetings and have great members working in their Public Relations - and having new people helping with the Pant Sales. Also utilizing club members for speaking at meetings - In teaching other members on gardening techniques. Very appreciative of the insurance the Association offers when it involves events with partners outside the club.

Eastern Shore Garden Club

This Club has a great involvement with their members being active with their Meetings.

Their membership has grown a little this past year, and having a majority of their Meetings with Speakers continues to engage their Members. We have also benefited with having their President and Communications person hands on involved with the upcoming Convention, and they have both been enthusiastic and helpful with the tasks taken on by their Club. They have held the Clubs Election earlier this month and had a new person step in as the VP in which they will be trained for the future Presidents role. Plant Sale being held on May 27th.

Fall River Garden Club

This Club has approximately 15~20 people in attendance monthly. Has a Speaker each month for their members and has a large television put in place along with a projector for their presentations. Their membership has grown quite a bit - actually doubled this year with also having more people join after the assessment was filed. They have been busy getting ready for their Annual Plant Sale being held at the end of May and have a few very enthusiastic members going all out for the sale with having hundreds of plants potted.

Hammond Plains Area Garden Club

This Club has experienced a small drop in membership and it has been an unusual year for them. A large amount of their members work and have families making them very busy outside the Club. They have struggled with Zoom and in person meetings and maintain many members not wanting to go if masks are not worn by all. However on a



bright side, they have the same committed people on their executive which is always a help. They have been very fortunate with making a good deal of money during their plant sales each year and hope to do the same on May 27th when they hold this years event.

#### Prospect Area Garden Club

This Club has also grown this year with a jump from 10 to 21 Members. The President is wearing many hats for the Club with no Secretary nor many people wanting to get too involved as yet. They had applied for a Grant in which they received and are happy with that. They have not been able to get a lot of Speakers that have been able to get them on the Zoom platform.

#### SeaBreeze Garden Club

This Club still maintains their small group and has just lost a member - The group has been a majority of members who have become Seniors over the years and with their respective health concerns – will possibly close next year in 2024. The Club area is widespread (50Km) for members traveling, but they have continued to travel as a group to various Gardens and Farms around the Province within the last year.

#### St. Margarets Bay Gardening Club

St. Margarets Bay Club has been blessed with a great group on their Executive and continue to move forward with everyone in place. They have been using St. Lukes Church Hall and now have two rooms for speakers. They just finished having their Seedy Saturday in which was a success. They had the Event catered and were happy with the money they made for their Club. They do need a Recording Secretary for the Club and are busy trying to find a member that will take on this role... along with having an Election later this year.

#### NSAGC Convention 2023

Over the past year, the District 4 Convention Planning Committee has been busy with every aspect of working towards a successful Convention. Meeting each month to ensure we move ahead in a unified and organized method.

## District 5 Report

Spring 2023

### Charring Cross

Charring Cross Garden Club is just getting started for the 2023 year. They have two new members this year. They plan to hold their annual flower show this year, it will be the first time since pre covid for this event. They have several members attending the district meeting on April 22nd.

### 40's Garden Club

40's garden club has not really had regular meetings since before covid. They have recruited a couple new members and are hoping to get back to regular meetings in the near future. They also have 4 members representing their club at the District meeting.

### Mount Denson Garden Club

This club reports having a 133% membership increase ( 33 new members), with about 20 regularly attending meetings and events. They have been enjoying speakers and group outings, and are financially in good standing. Again this year they are able to offer a nursery to a local student attending NSCC.

Regarding the free plant giveaway:

“Normally when we got plants from the NSAGC prior to 2019, it was hit or miss if your plants survived. They were bare roots and not a bad size, but due to how they were transported or stored from the time they were given out to the clubs, plant material decomposed enough that it stressed the plants not to grow. Recently, plugs were handed out to our club which we potted up and got stronger before they went to the membership. We will probably do so again this year”

Mount Denson is celebrating 40 years as a club this year and plans to have an event for that as well as adding a way to honor Norma Sweet, a member who passed last year.

Some things they have been working on this year:

Community projects:

Programming for 40th anniversary of the club

\$500 Bursary award

Community Gardens through the food insecurity program

Donating seeds to that program, as well as the veterans project

Donating produce to the free market downtown Windsor Mondays from 1 PM to 3 PM to help with food insecurity

Making or collecting winter wear to donate to those in need

Collecting funds in December for one to two families for Christmas hamper

There will be ongoing planning by our active Program Committee

### Haliburton Garden Club

Haliburton garden club is holding steady with membership numbers, and had a regular attendance of about 15 members to meetings. They have recently been planning their district meeting which is happening April 22nd. They formed a committee for this, and it has been all hands on deck. They were also successful in applying for grants before the new year, and were awarded a small sum through the Active Aging Grant which they are using to put on workshops at two local nursing homes as well as with a seniors group.

There are plans to expand that programming based on the results of more grants they have applied for. The club has been busier than ever with planning all these things.

### Valley Gardeners

Valley Gardeners had a slight decrease in membership, but nothing that they found worrisome as attendance stays constant with about 20 members to meetings. They recently attended a seedy saturday, promoted their club, and sold small plants and seeds. They had a great turn out with lots of interest in their upcoming events. The club is offering two bursaries to NSCC students, and has a regular home at the Kingstech camps

for their meetings. They have applied for a grant with the town of Kentville that they hope to use to update their website which is being redirected to their facebook page right now. Pat is happy with the stability she has worked to create since becoming president last year. She plans to work towards more community involvement in the coming year.

District 6 Report  
April 24, 2023:

All Clubs except Basin Gardeners have been conducting meetings.

Bridgewater Club has a new President – Peter Wagner.

Chester Club's President Jayne Campbell has stepped down and was not replaced as of March.

There was a flurry of activity in March to meet the deadline for the Assessment forms.

Membership cards are being requested and Ginny mailed out additional ones for distribution.

Respectfully Submitted.

Michele Stevens

## District 7 Club Reports

Prepared by Kathy d'Entremont (Acting DD)

### Pubnico & Area GC

Our club has not been too busy. We only had our x-mas party in Feb of this year where all the club affairs were settled. None of our members seem to want to take over the executive positions, lots of elderly ladies.

Our membership is staying the same & attendance is good.

Very difficult to find guest speakers locally however we had one meeting with "The Little Leaf Company" who spoke on micro greens & it was very interesting with a large turnout. Any suggestion for speakers would be very appreciated.

We have one special event in May. The club has been invited to our local school to hear a talk on pollinating plants & beneficial insects. Their green club will be with us & together we will help plants around 25 plants around school.

Club is in good financial shape but we fund raise every year.

The remainder of the year: we have a walk planned, annual clean-up at the Musée & a rock painting event plus a planter session at Ouest-Ville Perennials.

Donna LeBlanc  
Secretary, Pubnico & Area GC

### Yarmouth GC

Are there any special events or projects that your club has been involved in?

- The Spring Living Sale and the annual Plant Sale take place in May;  
Regular work parties at the Brown Street parking lot will begin with a clean-up in late April or early May

Is membership up or down?

- Membership continues to grow at each successive meeting. To my knowledge, YGC has 68 paid members as of March 2023.

How is attendance at meetings?

- Attendance varies. In February, attendance was about 25; in March attendance was 35-40. Saturday meetings may conflict with other weekend community activities.

Are you having difficulty getting speakers or planning meeting programs?

- Knowledgeable and available speakers are limited in this area relative to the Valley (horticulture programs at NSCC Kentville) and Central. YGC would benefit from having a distinct program convener/committee to source speakers. With the exception of October, when we are trying to arrange a workshop, the 2023 program is set.

Is your club financially stable?

- To my knowledge, yes. Last year's plant sale was the YGC's most profitable. We expect a strong turnout from the community on May 18

for this year's plant sale.

Are members stepping up to volunteer for executive positions?

- No. The need for more members to take on leadership positions continues to be mentioned in every monthly president's report.

Do you have any questions for, or concerns with, the NSAGC?

- If we do, we are fortunate to have you (Kathy) accessible.

Are your members familiar with and using the NSAGC website?

- The NSAGC and its services are mentioned at every meeting; members are encouraged to access the website. A number of our members attend the annual convention.

Do you have suggestions as to how the NSAGC can be of more value to your club?

- Monthly reminders about the free plant, the convention, and insurance coverage, as well as the availability of the NSAGC newsletter are all valuable contributions to YGC. I have no further suggestions.

Helen Cook

President, Yarmouth GC

#### Rooted in Clare GC

We have begun meeting every month now that we are permitted to do so without restrictions.

We have 26 members and I'm happy to report that most of them attend the classes and volunteer in activities.

We have had speakers on the following topics

-grape vine health

-how grow in a greenhouse and what to look for when building one

-seed saving

-marijuana 101

We have also had our seedy Saturday that was very successful with over 200 people passing through the doors!

We collected and potted up over 100 plants for the new students at the university Ste. Anne.

We also decorated our annual Le P'tit Bois trail at Christmas time.

We will be having NS Invasives come speak to us in May. Then we will take a break for the summer months as we usually do.

Respectfully submitted by Lisa Doucette, vice president

#### Weymouth GC

- Are there any special events or projects that your club has been involved in?

None

- Is membership up or down?

Membership is down due to covid

- How is attendance at meetings?

Attendance is good

- Are you having difficulty getting speakers or planning meeting programs?

We are having difficulty getting speakers. At the moment we are developing our programs from within the club membership. For instance, we are researching and discussing edible plants at our upcoming meeting.

- Is your club financially stable?

Yes.

- Are members stepping up to volunteer for executive positions?

With the exception of the president position, our executive membership remains the same as it has been for a number of years. I don't foresee too much change in this situation.

- Do you have any questions for, or concerns with, the NSAGC?

None at the moment

- Are your members familiar with and using the NSAGC website?

Unknown

- Do you have suggestions as to how the NSAGC can be of more value to your club?

None at the moment

Loretta Mitchell  
President Weymouth Garden Club

Digby Neck & Islands GC

*No report received.*

## Clements GC

The Clements Garden Club started up for 2023 in April after a winter hiatus. Our presentation was on Pollinator Gardening and was very interesting. Our membership is currently at 32 and we've had interest from new members so we continue to grow.

We are using local newsletters and social media to let people know that we are here. We changed our venue to a bigger, more centrally located hall this year and it was well received. We have a number of fun and interesting items on our program from garden tours, nurseries and our annual potluck. We also have a Plant Sale in June that is our main fundraiser and is very successful. The members support this by supplying plants, supplies and manning the tables. It's a real bonding experience!

We have set up a mentoring program this year to support our executive positions to ensure that we have smooth transitions for chairs to move to other positions or step down. This will ensure continuity and encourage people to step up for these positions.

## Champlain GC

*No report received.*

## Bridgetown Area GC

Over the past year the Bridgetown Area Garden Club has presented lots of opportunities to learn about all sorts of garden related things.

We have had tours of maple syrup, cranberry and luffa facilities. We have had tours of off-grid homesteads and Historic Gardens. We presented a workshop on tool maintenance, facilitated a free children's Canada Day activity and had a tea party in the park.

We have two on-going projects. The Butterfly Garden and the Canoe planter in Jubilee Park have been very popular and get good response from the public.

We have a very active Facebook page and a website.

We have also just joined with the county in presenting a Community Food Access and Literacy Project.

Membership has stayed pretty steady at about 60.

We usually have about 20 attendees at meetings.

It's been challenging to find new and interesting presenters for the meetings and we have had some meetings that were more successful than others.

The club is financially stable with minimal fund raising required. Club dues and the annual plant swap and sale cover most of our financial needs. We present fund raisers on an "as needed" basis.

As is the case in every club we have a small group of dedicated volunteers who will show up whenever asked.

Finding anyone who wants to serve on the executive is proving more challenging. We will be needing a new vice president, treasurer and secretary in the new year and we have already started asking people to consider stepping up.

We have been fortunate to have Deb Bowes-Lyon as a liaison with the NSAGC. She has kept us informed. Without her providing us with updates I don't think the NSAGC

would appear on our horizon very often. We also have very little contact with other clubs in our district. I think this is a missed opportunity.

I would like to suggest a club president's workshop/round table at the conference. What ideas have worked in their club...what hasn't. How to find presenters, fund raising and workshop ideas could be shared. I know I would find this helpful.

Respectfully,

Janine Brackett

President Bridgetown Area Garden Club



## FEEDBACK FORM

The NSAGC Board is interested in your feedback. We would appreciate it if you would take the time to let us know what you think of the web site, newsletter and photo contest.

Name (optional):

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Club/Society:

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1. Do you use the NSAGC website (nsagc.com)?

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2. If you use the website, what do you use it for?

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3. If you do not use the website, why not?

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4. Do you have any suggestions for improving the website?

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5. Do you participate in the annual photo contest?

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6. If you do not participate in the photo contest, why not?

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7. Do you read Scotia Gardener, the NSAGC newsletter?

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8. If you do not read the newsletter, why not?

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9. Do you have any suggestions for improving the newsletter?

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# NSAGC Annual Assessment Form and Dues Procedures

## General

- This procedure outlines the roles, responsibilities, and schedule for the annual call for and processing of Membership Assessment forms and dues.
- Assessment year = NSAGC Fiscal Year, April 1 - March 31 of given year.
- Please note that this was written for how it worked previously when the Secretary was much more involved in the process.

## Roles

### Chairperson

- Monitors process and takes action on arising issues.

### Treasurer

- Prepares Annual Membership Assessment Letter and Form in September. This usually involves changing the year on both documents. Occasionally other information is changed as well.
- Emails documents to Secretary for distribution to clubs and affiliates by September 30.
- Emails documents to Web Content Manager for uploading to website by September 30.
- Receives and records membership assessment forms and dues. Forms may come via email, the web site or ground mail.
- Deposits dues cheques and verifies e-transfers.
- Matches monies received via cheque and e-transfers to the Assessment forms received.
- At the beginning of January and the beginning to February, sends spreadsheet of Assessment forms status (received and not received) to Secretary.
- Sends copies of returned Assessment Forms to secretary at the beginning of February, beginning of March and when last form is received.
- Sends copies of Assessment Forms to Web Content Manager at the beginning of February, beginning of March and when last form is received.
- Advises clubs and affiliates of their membership in NSAGC for current fiscal year.
- Advises Insurance company of clubs and affiliates to be included on Name of Insured Endorsement by March 31.
- Advises Chairperson of issues arising.

## Secretary

- Emails Membership Assessment Letter and Form to District Directors for distribution to clubs and affiliates by September 30.
- When received from the Treasurer, sends spreadsheet of Assessment Forms status to District Directors.
- Maintains copies of Assessment Forms for the current year.
- Revises section 4d of Board Members' Handbook based on the updated contact information on the Assessment Forms.
- Distributes revised section 4d of Board Members' Handbook to the clubs and affiliates after the June AGM and before the end of June. Section 4d is included in the yearly update of the Board Members' Handbook to the Board in June, after the AGM. It is also send yearly to the Club presidents.

## Web Content Manager

- Uploads revised Assessment Form and Letter to website by September 30.
- Updates website calendar and club map for information from the Assessment Forms, in February and March.

## District Directors

- Forwards Assessment Form and Letter to clubs and affiliates.
- At the beginning of January, the beginning of February and the beginning of March reviews spreadsheet of Assessment Forms received/outstanding and sends reminders to clubs that have not submitted their forms and payments.

## Facebook Group Administrator

- Periodically posts reminders that Assessment Forms and fees are due.

## **Issues/Questions Identified**

1. Clubs do not know that they have to complete this by March 31 even though the form and letter both state the date. Why?
2. It has been suggested that we change the dates from March 31 to later in the spring. I am not sure how the insurance policy would work since it is from April 1 to March 31. I think it will be a problem getting clubs to pay on time no matter what the month is.
3. Some clubs don't meet in the winter so it is difficult for them to know how many members they will have until after their first meeting. The purpose of sending the form and letter out in September was for those clubs that do not meet in the winter. It was assumed that they would estimate their numbers based on the current year. That seems to not be effective so what do we do differently?
4. Some clubs are "guesstimating" their numbers because they haven't met. As an example, Dartmouth estimates their numbers with the plant giveaway in mind and sells any leftovers at the plant sale. It's not a problem for them but for others is has been reported to be an issue.