



**NOVA SCOTIA ASSOCIATION OF GARDEN CLUBS
ANNUAL GENERAL MEETING**

June 14, 2025 – 8:30 am to 9:30 am

St. FX University

Hosted by District 2

MINUTES

1. Call to Order
 - Deb Bowes-Lyon called the meeting to order at 8:30 am.
2. Roll Call – Verification of Quorum: Secretary
 - Roll Call was taken by Susan Hazelwood (Secretary Fill In). 33 clubs were present.
3. Adoption of Agenda
 - Susan Hazelwood made a motion to adopt the agenda, seconded by Brenda Grasser.
4. Minutes of June 8, 2024, Annual General Meeting
 - Motion was made by Susan Hazelwood to approve the minutes from the 2024 AGM, seconded by Janet Rose.
5. Chairperson's report: Deb Bowes-Lyon
 - The Chairperson's report is attached.
6. Treasurer's Report and Financials: Susan Hazelwood
 - Susan reviewed the financial reports and budget.
 - Two of the bank account signatories have left the Board. Susan made a motion that Pamela MacLean and Geoff MacDonald be the new signing authorities. Don Butler seconded. Motion carried.
 - Membership increased to 1888 and two new clubs joined: Petal Society (District 5) and the Coal Coast Garden Club (District 1).
 - Melissa Weir and Geoff McDonald completed the audit. It went well. The significant suggestion was to have expense claims approved by the Treasurer and one Executive member.
 - There were no tags and seals orders last year.
 - The new Membership Coordinator, Liz Hill, made the Membership Renewal a much easier process this year.
 - Meeting expenses remained about the same although Board Member expenses were down and Board member expenses were up because of increased travel.
 - There will be a balanced budget this year.
 - Susan made a motion to approve the Treasurer's report and financial statements. Seconded by Susan Norris. Motion carried.
7. Nominations: Kathy d'Entremont
 - Kathy d'Entremont presented the nominations report.

- Kathy asked for nominations for Vice-Chair position. There were no nominations from the floor and Lori Reid was accepted to the position.
- Kathy asked for nominations for District 5 District Director position. Dale Kelly was accepted to the position.
- Kathy asked for nominations for District 2 District Director position. Chuck Boyd was accepted to the position.
- Kathy asked for nominations for District 4 District Director position. Bill Mercier was accepted to the position.
- Deborah Innis has been acting Newsletter Editor. Kathy asked for nominations from the floor. There were no nominations and Deborah Innis was accepted to the position.
- Janet Rose and Janet Patterson have been acting Co-Chairs for the Plant Giveaway. Kathy asked for nominations from the floor. There were no nominations and Janet Rose and Janet Patterson were accepted to the position.
- Kathy proposed to close nominations, motion was seconded by Kathryn Davidson. Motion was carried.
- Kathy read the proposed slate of officers and asked for a vote to accept. The vote was in favor, and Kathy moved to accept the slate of officers. Motion was seconded by Susan Norris. Motion was carried.

8. Memberships: Liz Hill

- Membership renewal forms MUST be received by the Membership Coordinator before the end of February. Please do not wait to send the form and dues until the last week.
- The suggestion is for the clubs to have their AGMs before the end of the calendar year.
- Paid membership dues should include an estimate of the number of new members expected.
- There are a number of Board members (volunteers) relying on the forms: the Secretary updates the Club and Presidents contact list; the Treasurer reconciles the dues received to the bank statements; and the Plant Giveaway Coordinators need the total membership numbers in order to place the plant orders.
- This year forms will have a box added asking for the payment type.
- Liz will be contacting clubs on December 1, January 1, and February 1.

9. 2026 Convention – Hosted by District 1

- Glynis Thomas, District Director of District 1, announced that the 2026 Convention would be held in Baddeck at the Inverary Inn on June 5 and 6, 2026.

10. Door Prize

- The door prize was won by Kate Wayrd from the Lunenburg & Area Garden Club.

11. Adjournment

- Susan Hazelwood made a motion to adjourn the meeting at 9:25 am.

Chairperson's Report
Presented to
Nova Scotia Association of Garden Clubs
Annual General Meeting
June 14, 2025

The purpose of this report is to highlight and reflect on the activities and successes of the year and to acknowledge the contributions of the Board of Directors, member Clubs and individual members.

This past year the Board continued work on the two year action plan developed at the beginning of my term in 2023.

Its key objectives were:

1. Review the Board Structure and Business Processes;
2. Increase External Stakeholder Engagement;
3. Increase Internal Stakeholder Engagement.

The remaining items of the plan were reviewed at the September 2024 Board meeting and we subsequently worked at increasing external and internal stakeholder engagement. Some highlights include the review and updating of the Club President's Handbook and implementing a recognition program for club anniversaries.

With the completion of my term, this plan has completed its life cycle and the incoming Executive will meet in the near future to develop a plan to guide the Association over the next two years.

As will be seen in the Treasurer's Report our financial position remains healthy. This allowed us to continue with the free plant giveaway in 2025.

Additionally, I am pleased to report that the number of individual members increased again this year and although some clubs did not renew their membership we welcomed two new clubs this year.

Clubs and Districts engaged in a wide variety of community minded activities this year, however, one activity deserves special recognition. This was the disbursement of the massive seed donation. Our members came up with innovative ways to get the seeds distributed not just to garden club members but to a wonderful variety of groups and individuals. I would like to recognize Beate Acker, District Director of Central District 3 North for her leadership in this. On behalf of the NSAGC I would like to thank her and everyone who played a role in getting these seeds into gardens. The positive feedback received was tremendous.

Throughout the year I had the pleasure of representing the Association at District meetings and Club events. I enjoyed meeting our members and hearing what is important them.

None of these accomplishments would have happened without the support of the Executive, Board members and Committee Chairs. Thank-you to all.

All of our activities, be they new ones or our traditional ones involve organization and effort. The Board of Directors welcomes volunteers from within the membership who will accept roles on our various committees. I encourage members to get involved with projects that interest them.

As I conclude my term I reflect back on the past two years with pride in what our Association and members have accomplished and I extend best wishes to the incoming Executive for a successful term.

Respectfully Submitted,

Deborah Bowes-Lyon
Chairperson, Board of Directors
Nova Scotia Association of Garden Clubs

Treasurer's Report
For April 2025 AGM Meeting

Financial Statements Audit

Audits of the financial statements were performed by 2 Board members, Melissa Weir and Geoff MacDonald. They were provided with the Balance Sheet, P&L Statement, cheque register, Tags & Seals register and Quicken transaction lists. All deposits were done online so there were no entries in the deposit register. The financial statements were found to be complete and accurate.

There were a few suggestions to carry forward, the most important of which was to have expense claims approved by the Treasurer plus another member of the Executive team. Geoff documented a detailed procedure that will make it easy to perform audits in the future.

Tags & Seals

There were no orders for Tags & Seals in 2024/2025. Once again this year, 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.

Membership Renewals

The Membership Coordinator, Liz Hill, quickly took on the responsibilities of this new role. Thanks to Liz for making the process so much easier. Melissa Weir updated the Club Contacts list and I monitored the finances and made the deposits, so we were a team of 3. We made some changes to the processes along the way and now have a streamlined "system" for dealing with Membership Renewals.

Memberships

Here are the membership totals for past years:

| | |
|-----------|-------------------------------------|
| 2014-2015 | 1807 members and 7 affiliated clubs |
| 2015-2016 | 1669 members and 6 affiliated clubs |
| 2016-2017 | 1646 members and 6 affiliated clubs |
| 2017-2018 | 1669 members and 6 affiliated clubs |
| 2018-2019 | 1694 members and 6 affiliated clubs |
| 2019-2020 | Fees not collected because of COVID |
| 2020-2021 | Fees not collected because of COVID |
| 2021-2022 | 1557 members and 5 affiliated clubs |
| 2022-2023 | 1660 members and 5 affiliated clubs |
| 2023-2024 | 1780 members and 4 affiliated clubs |
| 2024-2025 | 1888 members and 5 affiliated clubs |

We welcomed The Coal Coast Garden Club and the Petal Society as new members!

Financial Statements Notes

1. Our new Plant Giveaway Coordinators made it easy to track bank entries for plant sales. Thanks to Janet Rose and Janet Patterson for the clear and accurate spreadsheet.

2. One of our bank account signatories left the Board this year and another is planning on leaving as soon as her position is filled. We were unable to vote on replacement signing authorities at the April Board meeting which we need to do to have it documented for the bank. Therefore, **I would like to make a motion that Pamela MacLean and Geoff MacDonald be our new signatories.**

Balance Sheet Notes

1. The balance sheet shows that our financial position remains healthy.

Profit & Loss Notes

1. The Sale of Surplus Plants includes sales from April 1, 2024 to March 31, 2025. All plants had been sold by March 31 this year.
2. One of the garden clubs paid their dues after March 31, 2024.
3. Board Meeting expenses decreased because fewer members stayed at the Willowbend in April 2024.
4. Board Member expenses increased because most attended the 2024 April meeting and the District Directors did more travelling around their Districts.
5. Insurance includes \$1360 for 2024 and \$1349 for 2023, which was paid late in May last year. The insurance expense is therefore doubled under Operating Expenses.

Budget Notes

1. The cost of Board Meetings has increased by \$80/room plus 10% has been added to account for any room increases in 2026.
2. Board Members cost includes gas for an August Executive planning meeting in Windsor.
3. The budget is projected have a surplus balance despite the increase in meeting costs.

Motion to approve the Treasurer's report.

Submitted by Susan Hazelwood

Balance Sheet

Year end 2024 - 2025

| | 2024/2025 | 2023/2024 |
|--|-----------------|-----------------|
| ASSETS | | |
| Bank Accounts | | |
| Chequing | 10412.27 | 9128.06 |
| Savings | 12241.72 | 7834.36 |
| TOTAL Bank Accounts | 22653.99 | 16962.42 |
| Other Assets | | |
| Convention Loan Due from Host District | 1000.00 | 2000.00 |
| Tags & Seals Inventory | 672.70 | 672.70 |
| TOTAL Other Assets | 1672.70 | 2672.70 |
| TOTAL ASSETS | 24326.69 | 19635.12 |
| LIABILITIES & EQUITY | | |
| LIABILITIES | | |
| Dues - Affiliates | 0.00 | 0.00 |
| Dues - Garden Clubs | 0.00 | 0.00 |
| TOTAL LIABILITIES | 0.00 | 0.00 |
| EQUITY | 24326.69 | 19635.12 |
| TOTAL LIABILITIES & EQUITY | 24326.69 | 19635.12 |

Profit & Loss Statement

Year End 2024-2025

| INCOME | 2024/2025 | 2023/2024 | Notes |
|--|-----------------|-----------------|--------|
| Income from Sales | | | |
| Newsletter Advertising | 200.00 | 100.00 | |
| Sales of Surplus Plants | 2664.00 | 4648.00 | Note 1 |
| Sales of Tags & Seals | 0.00 | 58.00 | |
| TOTAL Income from Sales | 2864.00 | 4806.00 | |
| Income from Other Sources | | | |
| Affiliated Garden Clubs Dues | 300.00 | 150.00 | Note 2 |
| Garden Clubs Dues | 9440.00 | 8970.00 | |
| Interest | 178.21 | 181.70 | |
| Donation | 10.00 | 0.00 | |
| TOTAL Income from Other Sources | 9928.21 | 9301.70 | |
| TOTAL INCOME | 12792.21 | 14107.70 | |
| EXPENSES | | | |
| General Expenses | | | |
| Awards | 75.00 | 150.00 | |
| Newsletter | 0.00 | 0.00 | |
| Photo Contest | 262.00 | 175.00 | |
| Plant Giveaway | 3127.35 | 3907.06 | |
| TOTAL General Expenses | 3464.35 | 4232.06 | |
| Meeting Expenses | | | |
| Board Meetings | 857.04 | 1201.42 | Note 3 |
| Board Members | 1052.99 | 744.02 | Note 4 |
| TOTAL Meeting Expenses | 1910.03 | 1945.44 | |
| Operating Expenses | | | |
| Bank Fees | 108.12 | 86.10 | |
| Incidentals (postal, printing, etc.) | 82.66 | 149.28 | |
| Insurance | 1392.00 | 2709.00 | Note 5 |
| Joint Stocks Membership | 31.15 | 31.15 | |
| Web Site | 1112.33 | 1133.64 | |
| TOTAL Operating Expenses | 2726.26 | 4109.17 | |
| TOTAL Expenses | 8100.64 | 10286.67 | |
| OVERALL TOTAL | 4691.57 | 3821.03 | |

Note 1 Includes sales from April 1, 2024 and up to March 31, 2025

Note 2 1 Affiliate paid dues after April 1, 2024

Note 3 More members stayed at Willowbend in 2023

Note 4 Gas - in 2024 more members attended April meeting, more travel by District Director

Note 5 Includes \$1360 for 2024 and \$1349 for 2023 (paid late in May 2023)

Budget 2025/2026

| | 2025/2026 Budget | 2024/2025 Actuals | 2025/2026 Notes |
|--|---------------------|----------------------|--------------------|
| INCOME | | | |
| Income from Sales | | | |
| Newsletter Advertising | 200.00 | 200.00 | |
| Sales of Surplus Plants | 2600.00 | 2598.00 | |
| Sales of Tags & Seals | 30.00 | 0.00 | |
| TOTAL Income from Sales | 2830.00 | 2798.00 | |
| Income from Other Sources | | | |
| Affiliated Garden Clubs Dues | 250.00 | 300.00 | |
| Garden Clubs Dues | 9500.00 | 9440.00 | |
| Interest | 180.00 | 178.21 | |
| Donation | 0.00 | 10.00 | |
| TOTAL Income from Other Sources | 9930.00 | 9928.21 | |
| TOTAL INCOME | 12760.00 | 12726.21 | |
| EXPENSES | | | |
| General Expenses | | | |
| Awards | 125.00 | 75.00 | |
| Newsletter | 0.00 | 0.00 | |
| Photo Contest | 265.00 | 262.00 | |
| Plant Giveaway | 3200.00 | 3127.35 | |
| TOTAL General Expenses | 3590.00 | 3464.35 | |
| Meeting Expenses | | | |
| Board Meetings | 2200.00 | 857.04 | Note 1 |
| Board Members | 1300.00 | 1052.99 | Note 2 |
| TOTAL Meeting Expenses | 3500.00 | 1910.03 | |
| Operating Expenses | | | |
| Bank Fees | 110.00 | 108.12 | |
| Incidentals (postal, printing, etc.) | 100.00 | 82.66 | |
| Insurance | 1400.00 | 1392.00 | |
| Joint Stocks Membership | 31.15 | 31.15 | |
| Web Site | 1150.00 | 1112.33 | |
| TOTAL Operating Expenses | 2791.15 | 2726.26 | |
| TOTAL Expenses | 9881.15 | 8100.64 | |
| OVERALL TOTAL | 2878.85 | 4625.57 | |

Note 1 Hotel cost increased by \$80/room

Note 2 Added gas for Executive planning meeting in Windsor

NSAGC AGM June 14, 2025

Nominations Report

Proposed slate of officers for 2025-2026

Executive

| | |
|------------------|--------------------|
| Chairperson | Geoff MacDonald |
| Vice Chairperson | Vacant |
| Past Chairperson | Deborah Bowes-Lyon |
| Secretary | Melissa Weir |
| Treasurer | Susan Hazelwood |

District Directors

| | |
|----------------------------|-------------------|
| District 1 – Cape Breton | Glynis Thomas |
| District 2 – Eastern | Vacant |
| District 3 – Central North | Beate Acker |
| District 3 – Central South | Brenda Grasser |
| District 4 – Halifax | Vacant |
| District 5 – Valley | Lori Canavan-Reid |
| District 6 – South Shore | Emily Liot |
| District 7 – Western | Kathryn Davidson |

Committee Chairs

| | |
|------------------------|---|
| Nominations and Awards | (Past Chairperson) Deborah Bowes-Lyon |
| Website Content | Susan Hazelwood |
| Plant GiveAway | Janet Patterson, Janet Rose (<i>acting</i>) |
| Newsletter | Deborah Innes (<i>acting</i>) |
| Photo Contest | Sharon Bryson |
| Historian | Pamela MacLean |
| Membership Coordinator | Elizabeth Hill |

Respectfully submitted
Kathy d'Entremont
Nominations Chairperson

June 14, 2025