

**Wellington Garden Club  
Board of Directors Meeting Minutes  
November 1, 2016  
Wellington Community Center**

Meeting called to order by President Kathy Siena at 9:02 a.m. Officers in attendance: Kathy Siena, Carol Coleman, Bobbi Ziegler, Maria Wolfe, Danese Sloan-Kendall, Stormi Bivin, Silvia Evans, Francine Strauss.

Committee Chairs in Attendance: Doreen Baxter, Mary Drexler, Kimberly Helms, Joan Kaplan, Deb Russell, John Siena, Dee Rolfe, Carol Lazzarino. **Absent:** Evvy Bartley, Uma Bhatti, Rehana Potter, Jayne Kiesewetter, Bernice Correra, Linda DeSanti, Claire Falik, Fred Gerkin, Laure Hristov, Phil Macnak, Diane Rice, Betty Naulty, Harriet Samuels, Beth Stewart, Jim Thompson, Diana Thompson, Lisa Ferrano, Denise Friedlander, Mary Ann Hesser

Members- at- Large in attendance: Jan Seagrave, Mary Kastner

- I. There is a quorum in attendance for this meeting: 18
  - A. Kathy welcomed all, established the quorum, and reminded all to silence cell phones.
  - B. Kathy shared a reflection entitled: Harmony in Working Together
  - C. Kathy welcomed the new 2<sup>nd</sup> VP Francine Strauss
  - D. The new Articles of Association are now available on the Wellington Garden Club website. Kathy encouraged all to become familiar with the updated WGC website. Doreen Baxter questioned why Kathy Hernicz was not listed as New Member Reception Chair. Kathy explained that the commitment had not been solidified.
  - E. Executive committee meeting minutes of September 27, 2016 – Kathy stated the minutes were emailed to all board members and copies are available. She asked if there were any addition or corrections. None noted.
  - F. Treasurer's Report and the P&L were sent by e-mail to Board of Directors. The reports were filed for Audit.
  - G. Officer's Reports:
    1. President:
      - a. **Standing Rules Committee Update:** The Standing Rules as outlined in the member's yearbook on page 47 should be reviewed. A committee is being formed to facilitate that review and Kathy asked for volunteers for this committee. Jan Seagrave and Carol Coleman volunteered to help last month. Mary Kastner, Joan Kaplan and Francine Strauss volunteered today for this standing rules committee. Mary Drexler questioned why we were forming another committee to go over Standing Rules and not have the entire board do it. Kimberly Helms shared what a Board of Director's functions include. Kathy read Article 11. Stormi read from Robert's Rules of Order what Standing Rules should encompass. Doreen questioned why the Rules would not be presented before the entire board. Kimberly Helms made a motion to go through the Agenda without questioning the minutiae. Bobbi Ziegler seconded. John Siena clarified the role of a Board of Directors. The motion carried.
      - b. **Yearbook Link on website:** Kathy asked all Board of Director's to please join the website. If you encounter any problems, please call Kathy Siena. The website is very useful; however, it is a work in progress. Kathy answered a question from

Danese by sharing that there will be a presentation at the November 7 WGC meeting to show all members how to sign up. The only way to access all member's info on the WGC website is through a password protected access. Including new members who join throughout the year could also be accessed through the website. John Siena made a motion to put the yearbook on our website in the Members only area. Carol Coleman 2<sup>nd</sup>. Francine did share her concern for privacy. Kathy assured everyone that 2 website professionals encouraged the WGC to do this. Jan asked if members need to give permission when joining. The motion carried unanimously.

2. Treasurer

- a. **Conflict of Interest Statement:** Danese shared that all member s of WGC are encouraged to sign a Conflict of Interest statement (sample attached to these minutes). Carol Coleman suggested it go to the Standing Rules review committee. Dee Rolfe questioned solicitation. It was agreed by all to do this.
  - b. **Grants:** Danese shared some possible guidelines for considering grants in the future. (copy attached). Carol Coleman suggested this be considered by the Standing Rules Committee. Doreen suggested we have a procedure for Grant Applications. John Siena agreed. Danese referred to the Holy Trinity grant. Stormi questioned the difference Procedures versus Standing Rules. Who will write the procedures? Deb Russell questioned how grants are obtained? Who follows up? Carol Coleman made a motion that WGC assign the task to the Finance committee and ask them to design the procedures for grant applications. John Siena 2<sup>nd</sup>. Mary Kastner amended the motion to change the motion to say grants and restricted donations. The motion carried as amended.
3. Committee Chair Reports/Discussion Items
- a. **Luncheons:** Danese suggested that we have procedures for contracts. Francine asked who signs contracts. Danese referred to Article 8.4D that states the Treasurer signs on behalf of WGC. Carol Lazzarino iterated the need for contracts. Danese shared that these procedures cover Around &ABOUTs along with other WGC events and protects our 501(c)3 status. Mary Drexler has the contract from Myacoo and will meet with Danese after the meeting to go over it together.
4. Former Business : None
5. New Business:
- b. Doreen asked if we need a policy on how agenda items are placed on the Board of Director's agenda. Kathy clarified that the President sets the agenda and sends an e-mail to all BOD members and asks if they would like to address the Board.
  - c. Caps of Love: Dee shared that Kimberly Helms will be collecting.

John made a motion to adjourn. Joan 2<sup>nd</sup>. Motion carried.

The meeting was adjourned at 10:52

Maria Wolfe  
Recording Secretary

\*copies of attachments referenced in these minutes may be obtained by contacting Maria Wolfe recording Sec. at [tcacad\\_registrar@yahoo.com](mailto:tcacad_registrar@yahoo.com)