

Monthly Meeting Speakers 2nd VP Responsibility

Review, preview and think about various speakers throughout the year. Take suggestions from members. Contact a potential speaker and ask to go listen to them to see for yourself to make sure they would be a good speaker for WGC members. Word of mouth in the garden club world is usually reliable. You can get ideas for speakers from other garden club websites, tropical short course and district and convention meetings. Review the list of speakers in the past (See doc list of speakers and Around & About events) not to repeat too soon or too often. Pick speakers that are relevant to WGC activities and events. Try to have at least two speakers that relate to the current NGC's administration theme. This term the NGC administration's theme is Plant America. See the website <http://gardenclub.org/default.aspx> and this pdf <http://gardenclub.org/resources/noc-theme-and-projects-2017-2019.pdf> for more details.

All speakers for the year need to be arranged by July and prior to printing the annual yearbook. Have the presenter email you a small bio about themselves since a bio about each presenter will need to be submitted for printing in the yearbook also. Ask the speaker if they have any technical needs i.e. projector, screen, speakers, cables, tables, podium, etc. The Village staff can provide most everything EXCEPT a laptop. THEY DO NOT PROVIDE A LAPTOP. If the presenter needs to do a Powerpoint presentation they will have to bring their own laptop and the Village staff is extremely helpful in setting everything up. If the speaker needs extra tables, a podium or the projector and screen let the village staff know early to set it up. Both items are built in with full sound speakers in the new community center. Get the presenter's cell phone number to contact them in case there is a problem with their arrival. Give the speaker your cell phone number and have it readily available and audible on the day of the meeting in case they have an emergency or get lost. Reconfirm their fee with the ones charging a fee.

The budgeted amount for programs/speakers is \$600.00 per year. It is important to submit expenses to continue our \$600.00 budget for each year. Determine yearly if the budgeted amount is good as is or is too low or too high. Some speakers do not charge anything, some like to bring items to sell to the members. Some speakers may request a donation to a nature preserve, etc. while others will need funds to pay for supplies they need to bring. The max suggested for a presenter is \$100.00. WGC members who do a presentation receive a \$50.00 gift card from Amelia's Smarty Plants. Each presenter gets a thank you card from WGC.

Checks for the paid speaker and reimbursements for gift cards for WGC members who do presentations will have to be requested from the treasurer in advance of the meeting day usually the week prior, to present to them after the meeting. A Wellington Garden Club Expense Summary Sheet form will have to be filled out and submitted to the treasurer

each time and also one for any thank you cards you purchase. Please verify the correct form with the treasurer.

Contact the speaker at least one week in advance of their presentation date to confirm time, technical needs, directions, etc. Re-confirm our meeting location: Wellington Community Center, Lakeview Room, 12150 Forest Hill Blvd, Wellington, FL 33414. Have a plan B in case the speaker doesn't show up at the last minute for some reason. A special DVD of beautiful gardens around the world or the "SEED" DVD" would be good to have available or even show a YouTube video on a laptop if you don't have a DVD.

Meeting times: 9:30 am social/light breakfast (invite presenters to join us for breakfast), 10:30 business meeting, 11:30 speaker. They are also welcome to bring a guest but they need to tell you if they do bring someone and get their name so we can prepare a name tag for the guest. The meeting ends around 12:15 or the latest 12:30 pm

WELLINGTON GARDEN CLUB SPEAKERS FOR 2017 -2018 ANNUAL REPORT

(Budget for 2017 - 2018 = \$600.00)

Total Expended for 2017 - 2018 = \$275.00

Tuesday, September 5, 2017 Florida Friendly Landscaping, Laurie Albrecht = No fee.

Monday, October 2, 2017 History of Tropical Fruits in South Florida, Larry Grosser = \$50.00 gift card.

Monday, November 6, 2017 Ikebana, The Art of Japanese Flower Arrangement, Kathy Jones = \$100.00 for plant material.

Monday, January 8, 2018 The Dangers of Plastic Pollution, Kathy Siena = \$50.00 gift card.

Monday, February 5, 2018 DRAGONFLIES, Sydelle Dombrowsky = \$75.00 donation to Green Cay Wetlands.

Monday, March 5, 2018 Native Plants for Equestrian Properties, Adrienne Deutsch = no fee.

Monday, April 2, 2018 Landscaping with Begonias, Patrick Dempsey = no fee, sold plants.