



Wellington Garden Club *Wellington, Florida*

Minutes of Garden Tour 2019 Meeting November 29, 2018

Held at Carol Coleman's home.

Time: 10:30am

Attendees were: Carol Coleman, Danese Sloan Kendall, Claudia Smith, Dee Rolfe, Carol Lazzarino, Carol Ralph, Mary Drexler

Items discussed:

- Budget – Adjustments were made to the budget; specifically in Garden Art income and expenses, Donations income, Publicity and printing of Posters and Flyers and Golf Carts. Note: since the meeting additional information was added to the budget; specifically, the “0” dollar amount in Raffle tickets and the new Accounting Items #'s that Danese has created. A copy of this revised budget is attached.
- Golf Carts –Deever flat rate for 6 six-passenger carts is \$300 - \$350 per cart, insurance is included. Carol Coleman has negotiated a better price of \$100 per cart. At this time, we are guaranteed 3 carts and are awaiting word for an additional 3. Included in the negotiation was an offer of advertising on the carts for \$100.00 and inclusion in the program advertisements. This item is now \$675.00 - \$600.00 carts and \$75.00 for delivery and pickup.
- Golf Cart Drivers – Mary Drexler, Chair. Mary questioned how many volunteers she would need to schedule and the length of each time period she will have to work with. Claudia Smith has had experience as a tour guide and is willing to assist Mary in this area.
- Bathrooms – A 3-stall bathroom trailer will be in place from a previous event. Our budget for this item will be \$1,750.00. Carol C is negotiating a better price.
- Carol C also advised that the tent we saw in the pictures of the grounds is the same one that will be available.
- At a previous meeting, a suggestion was made to place a club volunteer at each of the various gardens to insure that anyone who has left the cart to walk around a garden gets back onto the cart before it continues on the tour. After discussion, it was determined that there are only two gardens where we may need a volunteer; the Japanese Garden and the Bromeliad Trail. Carol C advised that we are not yet sure what security will require by Mr. & Mrs. Jacobs during the tour at the various stops.
- Peggy Jacobs has not finished the map of the gardens as yet.
- Insurance – nothing new to report on the insurance at this time.
- As we had a couple of volunteers present who were not able to come to previous meetings, Carol C listed some of the items that Peggy Jacobs will have for sale, i.e. her cards, honey, eggs, as well as her book, (possibility of a % of sales).

- Vendors – Kimberly Helms, Chair. The number of vendors to have was discussed. It was felt a total of 6 would be enough; i.e. Orchid, Begonia, Bromeliads, Crotons, Succulents. Carol Lazzarino suggested a pot vendor. The space fee for the vendors is set for \$80.00. The budget for this income will be set at \$800.00.
- Garden Art Sale– Carol Lazzarino, Chair; Dee Rolfe, Co-Chair. The budget for garden arts was reduced to \$100.00. Carol L read off a list of items they have ready for this. She also offered a roll of raffle tickets. Carol R. now has them. There is a space on the back of the ticket for ID which will work fine.
- Raffle – Kimberly Helms, Chair. Carol C. showed us a beautiful bracelet which was donated for a silent auction. The planter that Kimberly is filling will also be used for the silent auction. Tickets will be \$5.00 for one or 3 for \$10.00.
- Sponsors – Jan Seagrave, Chair. Jan has asked for volunteers to contact her. Carol R has copies of the letter and rate sheet for the sponsors and advertisers and will bring them to the January 7th club meeting.
- Publicity – Claire Falik, Chair. There was no discussion regarding the suggestion that we get small cards printed with info on the Garden Tour and our club and a contact. Claire reported the following via e-mail the Paige Griffin: *Everything is set for Sidelines January issue. I have almost completed retrieving the information needed to send out letter and postcard to all GC Presidents in Districts X, XI, and XII. I am waiting on email responses from 4 to give me a postal address or President's name. . All will be sent out at the same time. I was thinking right after New Year's. I didn't want it to get lost in the holiday shuffle. I was thinking of using the postcard info for the ad, unless you think it's too much or too crowded. I will defer to your expertise. If you give me a list of the nurseries that you want to receive the flyers I will make sure we have copies and get them mailed. I am a Facebook friend with Tuny Page who is a presence in the Dressage world. She is on their Board and I worked on the Auction committee for their Benefit for many years. I can share the post of the Garden Tour announcement to her if Carol Coleman agrees, and the word will be out to another segment of the Equestrian community.* The budget for publicity was changed to \$1800.
- Posters and fliers – there are many fliers available for distribution. Contact Carol Coleman if you need any. We have one beautiful poster which was made by Dennis Lipp. Doreen Baxter advised that they can now print another if needed. Budget for this item is now set at \$500.00
- Parking – Diane Rice and Phil Macnak are chairs of this committee No discussion at this meeting.
- Street Signage – Lisa Ferrano, chair. No discussion at this meeting.
- Program Printing – Rebecca Bolivar, chair. We need volunteers to work with Rebecca. The budget for this item is set at \$800.00
- Ticket Sales – Joan Kaplan and Jayne Keisewetter, Co-Chairs. To date 16 tickets have been sold. There will be a separate discussion regarding the logistics of processing the ticket sales. The budget for this item is set at \$20,000.00
- The specifics of how we are going to get the large items to the winners of the raffle was not decided. Carol C has stated she is willing to bring them to her house for pickup by the winners.
- Next meeting is now scheduled. We have requested by Chairs of each of the committees submit a status report to Carol Coleman and me and we will then schedule the next meeting.

Respectfully submitted
 Carol Ralph