

The WEST ♦ HARTFORD  
GARDEN ♦ CLUB  
ESTABLISHED 1931



August 17, 2020

Dear Board Members,

Welcome to the 2020-21 Garden Club year. Thank you for your willingness to serve on the Board. We are looking forward to working and playing with each of you. To that end please read the following; we know it's long and for that we apologize.

Even though this is an unusual year because of COVID-19, we would like to keep to our regularly scheduled Garden Club Board and General meetings as much as possible. Please see your Yearbooks for these dates, times and planned locations. Due to circumstances, some meetings will need to be moved to the Zoom platform, and other changes may need to be made.

**When there is a change** to a Board or General meeting, an eblast will be send out **at least 2 hours** before the scheduled time of that meeting, so check your email (i.e. 8 am for a Board and 10 am for General meetings).

For example, we are excited to announce that the September 10 General meeting will be held outside at the private beach and picnic grounds of Woodridge Lake at 12 noon (Rain date September 11). Our Program Committee is busy finalizing details and an eblast will be forthcoming to full membership with more details within a week.

We would like to lay out a few guidelines for our Board meetings:

- Even if the meeting is on Zoom you are welcome to “arrive” at **10 for conversation**. The **business** will begin promptly at **10:30**.
- Our Recording Secretary, **Ann Painter**, would like you to email her ([abpainter1@comcast.net](mailto:abpainter1@comcast.net)) a copy of any report or agenda item by midnight, **Wednesday** preceding the Board meeting, if at all possible.
- At the Board meeting, each Standing Committee will have one vote.
- If neither you nor your co-chair can attend a meeting, we would like you to ask a committee member to represent your committee. This is a good way to educate newer members to the workings of the Board.
- Each Board Member is responsible for maintaining committee and officer files and records, so that you can easily hand them off at the end of your term.
- Each Board position and Committee is expected to prepare an Annual Report form.

As for your Committee work, here are a few reminders:

- Check the **Master Calendar** on our website when scheduling meetings to avoid conflicts and let our webmaster, **Ellen Guest** ([seguest@hotmail.com](mailto:seguest@hotmail.com)), know the dates and times of any meetings or activities so that she can include them.
- Notify all your committee members of meetings and activities by email or phone as far in advance as possible.
- Two of the Club Presidents, **Julie Przybycien & Madeleine Hexter**, are ex-officio members of all committees so please include us on your notifications list. **Please see the \* list** below to see which Co-President is mentor of your position or committee. We can't promise to get to all meetings, but we would like to attend whenever possible.
- **Contact all your committee members and welcome them** to your committee. When you hold your first meeting, introduce all the members, to each other. You may know everyone but that doesn't

mean the others do. Please make a special effort to make newer members feel welcome. We realize that meeting in person will be difficult or impractical this year. Do your best to keep your committee connected to our Club.

- Encourage participation by sharing responsibilities among committee members and request progress reports.
- Submit articles about your recent and upcoming activities, including photos to **Pat Moores** ([pcmoores2@gmail.com](mailto:pcmoores2@gmail.com)) for the **Winter 2020-2021 Newsletter** as soon as possible because Pat likes to create the Newsletter on an ongoing basis. Cut off December 10.

We are eager for our first Board meeting of this term, **Tuesday, September 8, at 10 am in Susan Lindberg’s garden**, please bring a chair, wear a mask and practice social distancing. We look forward to hearing your ideas and plans for the coming year.

**Co-Presidents**

**Madeleine Hexter, Joan Martin, Susan Petty-Bailer, Julie Przybycien, Ann Schoeninger**

\*List of assigned mentors to officer & committee chairs:

<p><b><u>Mentor/ex officio Job Description: from Presidential Team Duties</u></b>          Serve as mentor to Committee Chairpersons and act as an ex-officio member on all Standing Committees. Provide oversight and advice when necessary and maintain communication between committees. Committee meeting attendance is at the discretion of the Presidents.</p>	<p><b><u>Julie’s committees:</u></b>          Corresponding Secretary; Assistant Treasurer; Publicity; Garden Therapy; Hospitality; Junior Gardeners; Newsletter; Program; Yearbook; Field Trip; Fundraisers</p>	<p><b><u>Madeleine’s committees:</u></b>          Recording Secretary; Treasurer; Donations; Communications (Social Media, Website); Photography; Floral Design; Historic Gardens; Historian; Greens Workshop</p>
--	--	---