

**California Garden Clubs Inc.**  
**Minutes of the Fall Board Meeting**  
**September 8 -9, 2016**  
Bear River Casino and Hotel, Loleta, California  
Host: Humboldt District  
**President Susan C. Bennett**

President Sue Bennett called the meeting to order at 4:15 p.m. on Thursday, September 8 (Business Meeting #1).

The Recording Secretary, Gail Vanderhorst, was present.

Parliamentarian Greg Pokorski and Recording Secretary Gail Vanderhorst conducted a headcount prior to the beginning of the meeting and the Chair declared a quorum.

Excused: Lili Aram-Bost, Annie Hall Bosche, Beverly Brune, Anne Capes, Patricia Clayes, Nancy Compton, Joan Craig, Joyce Dean, B.J. Doerfling, Rebecca Ferguson, Helen Gates, Josephine Goodenow, Eltha Hannum, Joelle Holford, Rosalie Hooper, Art Loesch, Nancy Loesch, Gertrude Paul, Dorothy Roton, Hoberley & Robert Schuler, Bob Taylor, Elisabeth Tufo, George Unrine, Judy Unrine, Emily Wisneski, Carlotta Wixon.

Recording Secretary Gail Vanderhorst presented an Executive Committee Recommendation and moved to approve the appointments of Myrtle Findley, Marilyn Oberti and three members to be announced later to the Circle of Poppies (see Loleta Executive Committee minutes for names). **Motion Passed.**

Smokey Bear/Woodsy Owl Poster Contest Co-Chairman Vicki Smith led the Pledge of Allegiance.

Smokey Bear/Woodsy Owl Poster Contest Co-Chairman, Charlotte Tucker gave the Inspiration.

Recording Secretary Gail Vanderhorst presented the following Executive Committee Recommendations:

1. To accept, with regret, the resignation of Treasurer Sandra Graff.
2. To accept with regret, the resignation of Financial Secretary Rebecca Ferguson.
3. To accept, with regret, the resignation of Board of Trustees Member George Perko.
4. To approve the appointment of George Perko as Interim Treasurer.
5. To approve the appointment of Launa Gould as Interim Financial Secretary.

**Motions Passed.**

President Sue Bennett introduced the Executive Committee and former Presidents, Mary Lou Goodwin (1991-1993), Bob Gordon (2003-2005), Robin Pokorski (2007-2009), Julie West (2011-2013), and Rita Desilets (2013-2015).

President Sue Bennett acknowledged those serving on the 2015-2017 National Garden Clubs (NGC) board of directors. NGC Corresponding Secretary Robin Pokorski was recognized for serving as an NGC officer. Those serving on the 2015-2017 Pacific Region board of directors were recognized.

President Sue Bennett announced the president's page and the general page is Janean Guest.

Parliamentarian Greg Pokorski reported that the minutes of the Pre-Convention Board Meeting on May 19, 2016 in Irvine, California were reviewed and distributed for Gail Vanderhorst on July 5, 2016. Without objection, they were **adopted as distributed.**

Parliamentarian Greg Pokorski reported that the minutes of the Convention Business Meetings from May 20 – 21, 2017 in Irvine, California were reviewed and distributed for Gail Vanderhorst on July 5, 2016. Without objection, they were **adopted as distributed**.

Parliamentarian Greg Pokorski reported that the minutes of the Organizational Meeting from May 22, 2016 in Irvine, California were reviewed and distributed for Gail Vanderhorst on July 5, 2016. Without objection, they were **adopted as distributed**.

Without objection, the Chair appointed the following committee to review the minutes of this meeting: Parliamentarian Greg Pokorski, Chairman; President-elect Krystal Migliore, and 2<sup>nd</sup> Vice-President Rilla Crane.

Registrar Robin Pokorski gave the registration report with a total registration of 119.

Parliamentarian Greg Pokorski reported that the Rules of Order for Board Meetings were accepted at the Organizational Meeting on June 11, 2015 for this entire term. They are on page 30 of the 2016-2017 *Yearbook, Manual & Roster* and on pages 5-6 of the Meeting Program. As previously announced, reporting time for this meeting is changed from five to four minutes.

Humboldt District Director Chuck Goodwin welcomed us to the Humboldt District, then introduced Fall Board Meeting Chairman Mary Lou Goodwin who welcomed us to the board meeting and introduced the hotel manager who said a few words.

Fall Board Meeting Chairman Mary Lou Goodwin moved to adopt the Fall Board Meeting Program as corrected. **Motion Passed.**

President Sue Bennett thanked Fall Board Meeting Chairman Mary Lou Goodwin, the Humboldt District host committee and volunteers for hosting the Fall Board Meeting.

### **Financial Reports**

Interim Treasurer George Perko reported.

- **Financial Reports as of August 31, 2016**

Net Worth

<b>Total Cash in Checking/Savings Accounts</b>	<b>\$ 106,919.89</b>
<b>Total Other Assets</b>	<b>\$ 326,299.06</b>
<b>TOTAL ASSETS:</b>	<b><u>\$ 433,218.95</u></b>
of which Restricted Funds are	\$ 153195.86 (estimated)
<b>Cash Balance Available</b>	<b><u>\$ 148,609.09</u></b>

### **Officers' Reports**

Parliamentarian Greg Pokorski reported. See Attachment A.

Communications Director Jane McKee reported. See Attachment A.

Interim Financial Secretary Launa Gould reported.

Corresponding Secretary Carolyn Hoyum reported and read a letter thanking CGCI for \$100.00 for the President's Project in memory of Angela Michaels and Martha Ann Walter.

Recording Secretary Gail Vanderhorst reported that the deadline for reports to be emailed is Tuesday, September 13, 2016.

3<sup>rd</sup> Vice-President Lynne Batchelor reported that the deadline for all award applications is December 1, 2016.

2<sup>nd</sup> Vice-President Rilla Crane reported.

**Membership:  
Number paid as of June 30, 2016**

Clubs - 273 - 17,632

APS - 59 - 3,839

Total 332 - 21,471

Affiliates - 10

**Number paid as of September 7, 2016**

Clubs: 221 (paid); members-13,473

APS: 37 (paid); members-2,547

Total Clubs & APS – 258;

Total Members 16,020

Affiliates: 11 (7 have paid)

2<sup>nd</sup> Vice-President Rilla Crane moved to ratify the following Clubs, APSs, and Affiliates.

**Clubs**

Cardiff Garden Club (Palomar District), President: Bonnie Manion, 10 members

Coachella Valley Plumeria Society (Palms to Pines District), President: Mernell Wong, 39 members

**Associate Plant Society**

AOS Pacific Central Judging, President: Carol Zoltowski, 22 members

**Affiliate**

San Diego County Orchid Society

**Moving from APS status to CLUB STATUS**

American Begonia Society, San Francisco Branch (Bay Bridges District), President: Carol Notares, 34 members

**Moving from CLUB status to AFFILIATE STATUS**

Contra Costa Rose Society was ratified in Feb 2014 as a club (Diablo Foothills District) now needs to be ratified again – now as an affiliate.

**Motion Passed.**

President-elect Krystal Migliore reported on 2017-2019 Board Meetings and Conventions. See Attachment A.

President Sue Bennett reported. See Attachment A.

The meeting was recessed at 5:40 p.m.

The meeting was reconvened on Friday September 9, 2016 at 9:01 a.m. (Business Meeting #2)

Communications Director Jane McKee gave a PowerPoint presentation regarding educational information on internet fraud, cyber security, and how we can guard against internet “spoofing.”

**Committee Reports**

Awards Co-Chairman Robert Gordon reported on special awards and the new Awards Task Force Team.

Bylaws & Policy Committee Chairman Krystal Migliore reported and announced that new GTEP Policy #8 was approved by the Bylaws & Policy Committee, the Advisory Council and the Executive Committee: All expenses incurred due to misuse of CGCI's EIN shall be charged to the offending organization. See Attachment C.

Endowment Funds Promotions Chairman Robert Gordon reported.

GTEP Chairman Krystal Migliore reported and moved to ratify the addition of Floral Design San Luis Obispo, Montana de Oro District, to the GTEP program and the withdrawal of Lake California Garden Club, Inc., Cascade District, from the GTEP program. **Motion Passed.** See Attachment C.

Carolyn Hoyum reported for Carlotta Wixon, Life Membership Chairman, and moved to ratify the new Life Members. **Motion Passed.** See Attachment C.

Operation Wildflower Co-Chairman Merrilee Ray reported that the Wildflower Conference will be March 27-29, 2017 in Kernville.

Exploratory Organization Study Committee Chairman Shane Looper reported.

Internal Audit Committee Chairman Julie West reported.

The meeting was recessed at 10:35 a.m.  
The meeting was reconvened at 10:47 a.m.

Youth Group Coordinator Marilyn Oberti moved to ratify the following Youth Groups.  
El Cerrito High School Community & Memorial Garden Project, 70 members  
YAC: Sarah Sirchuck; Sponsor: El Cerrito Garden Club, Bay Bridges District

Hanford West Floral Design Class, 33 members  
YAC: Jana Dudley; Sponsor: Hanford Garden Club, Sequoia Foothills District

The Children's Storybook Garden and Museum, 669 members  
YAC: Jana Dudley; Sponsor: Hanford Garden Club, Sequoia Foothills District

Dana Grey Elementary School, 405 members  
YAC: Kay Rex; Sponsor: Fort Bragg Garden Club, Mendo-Lake District  
**Motion Passed.**

President's Project Chairman Maryanne Lucas reported on Encouraging Future Gardeners.

North American Butterfly Association Liaison Julie West reported. See Attachment C.

NGC President's Project Chairman Robin Pokorski reported on Leap Into Leadership.

2016 Convention Registrar Launa Gould reported for 2016 Convention Chairman Annie Hall Bosche.

Nominating Committee Chairman Carole Lung reported.

2017 Winter Board Meeting Co-chairmen Kathy Bramhall & Carolyn Hoyum invited members to the Winter Board Meeting to be hosted by Cascade District in Anderson, January 30 to February 2, 2017.

California Consultants Council Chairman Julie West presented a Recognition and Achievement Certificate to the Bear River Landscaping Staff.

### **Executive Committee Recommendations**

Recording Secretary Gail Vanderhorst presented and moved to adopt or ratify the following Executive Committee Recommendations:

1. To accept, with regret, the resignation of Budget & Finance Committee Member Sandra Graff.
2. To accept, with regret, the resignation of Budget & Finance Committee Chairman Rebecca Ferguson.
3. To accept, with regret, the resignation of Youth Chairman Pat Logan.
4. To accept, with regret, the resignation of Hotel Contract Chairman Lynne Hansen.

**Items 1-4, voted on jointly, Passed.**

5. To approve the appointment of George Unrine to replace George Perko as Board of Trustees Member (2016-2018).
6. To approve the appointment of Elisabeth Tufo, Awards Finance Chairman.
7. To approve the appointment of Launa Gould as Budget & Finance Committee Chairman.

**Items 5-7, voted on jointly, Passed.**

8. To approve the appointments of Julie West, Shane Looper and George Perko to the Internal Audit Committee with Julie West as chairman. **Motion Passed.**
9. To approve the appointments of Shane Looper, Lynne Batchelor, Berni Hendrix, Greg Pokorski, Robin Pokorski, Martha Smyser and Julie West to the Exploratory Organization Study Committee with Shane Looper as chairman. **Motion Passed.**

10. To approve the appointments of Robert Gordon, Lynne Batchelor, Carolyn Hoyum, Jane McKee and Charlotte Tucker to the Awards Task Force Team with Robert Gordon as chairman. **Motion Passed.**

11. To approve that the 2017 Winter Board Meeting registration fee be \$60 and early registration fee postmarked by December 28, 2016 be \$35. **Motion Passed.**

12. To approve the dates and hotel for the 2017 Convention, May 30 – June 3, 2017 at Embassy Suites, San Luis Obispo.

13. To approve the appointment of Virginia Severa as the Treasurer of the 2017 CGCI Convention.

14. To approve the appointment of Greg Pokorski as 2017 Convention Credentials Chairman.

15. To approve a State Standard Flower Show at Jack House & Gardens, San Luis Obispo, on Wednesday, May 31, 2017; Chairman Linda Hicks.

**Items 12-15, voted on jointly, Passed.**

16. To approve payment of \$45 to Alexah De Lira first place winner essay contest 2014 and first place poster contest winner 2015 for checks not cashed: Monies to come from Temporary Restricted Funds/Awards Line Code 31501. **Motion Passed as corrected.**

17. To approve a Tri-Refresher, February 24 & 25, 2017; Sponsor Long Beach Garden Club; Chairman Jane Kaylor. **Motion Passed.**

18. To ratify the Internet Fraud payment of \$12,890.00. Monies to come from General Fund Line Code 403 Expenses – Administration. **Motion Passed.**

19. To ratify the payment of \$30.00 for bank wire transfer fees due to Internet Fraud. Monies to come from General Fund Line Code 403 Expenses - Administration.

20. To approve reimbursement of \$63.75 to President Sue Bennett for expenses incurred because of the Internet Fraud (\$10 x 2 Notary Fees; \$20.80 cost of copies for CPA, Board of Trustees, Permanent Files; \$22.95 postage) Monies to come from General Fund Line Code 403 Expenses – Administration.

**Items 19-20, voted on jointly, Passed.**

21. To ratify the opening of three new Checking Accounts and one new Maximizer Account at Bank of America and closure of said mentioned existing accounts due to Internet Fraud. **Motion Passed.**

22. To ratify both President Susan C. Bennett and previous Financial Secretary Charlene Looper as authorized signers on all three new Checking Accounts and the one new Maximizer Account at Bank of America. **Motion Passed.**
23. To approve Interim Treasurer George Perko and Interim Financial Secretary Launa Gould as authorized signers on all three new Checking Accounts and the one new Maximizer Account at Bank of America.
24. To approve Interim Treasurer George Perko and Interim Financial Secretary Launa Gould as authorized signers on all US Bank Accounts and remove previous Treasurer and Financial Secretary as authorized signers on all US Bank Accounts.  
**Items 23-24, voted on jointly, Passed.**
25. That \$500.00 from the Reforestation and Restoration Restricted Fund, Line Code #31010, be used for the repair and restoration of the CGCI Conservation and Education sign in Big Basin Redwoods State Park, Santa Cruz. **Motion Passed.**

The meeting was recessed at 11:42 a.m.

The meeting was reconvened at 1:47 p.m. (Business Meeting #3)

### **Chairmen Reports**

Chairmen Coordinator Bob Gordon introduced those Chairmen who reported. See Attachment C.

The meeting was recessed at 2:55 p.m.

The meeting was reconvened at 3:06 p.m.

### **District Director Reports**

District Director Coordinator Robin Pokorski introduced those Directors who reported. See Attachment B.

The meeting was adjourned at 4:27 p.m.

Gail Vanderhorst \_\_\_\_\_  
CGCI Recording Secretary

Date \_\_\_\_\_

## **Attachment A Officers' Reports**

### **Parliamentarian, Greg Pokorski**

Since Convention, this officer has been occupied with the usual duties of the office – working with the Recording Secretary, reviewing minutes of the various convention meetings, monitoring summer email votes of the Executive Committee, and working with the president preparing agendas for this FBM.

There is always ongoing review of bylaws, standing rules and policy. As usual, changes were made to bylaws at the last convention and to standing rules over the past year. These are printed in the new *Yearbook, Manual & Roster*, distributed at this board meeting. For questions about bylaws or standing rules, be sure to refer to the new yearbook in order to look at current information.

So that you are not like a deer in the headlights at our next convention when it is time to elect the 2017-2019 Nominating Committee, be aware if your district is eligible to be represented on the Nominating Committee. If so, identify candidates who are qualified and willing to represent your district and identify a back-up as well. If you have questions about serving on the Nominating Committee be sure to bring them to members of that committee or to this officer.

Contact this officer with questions about parliamentary procedure.

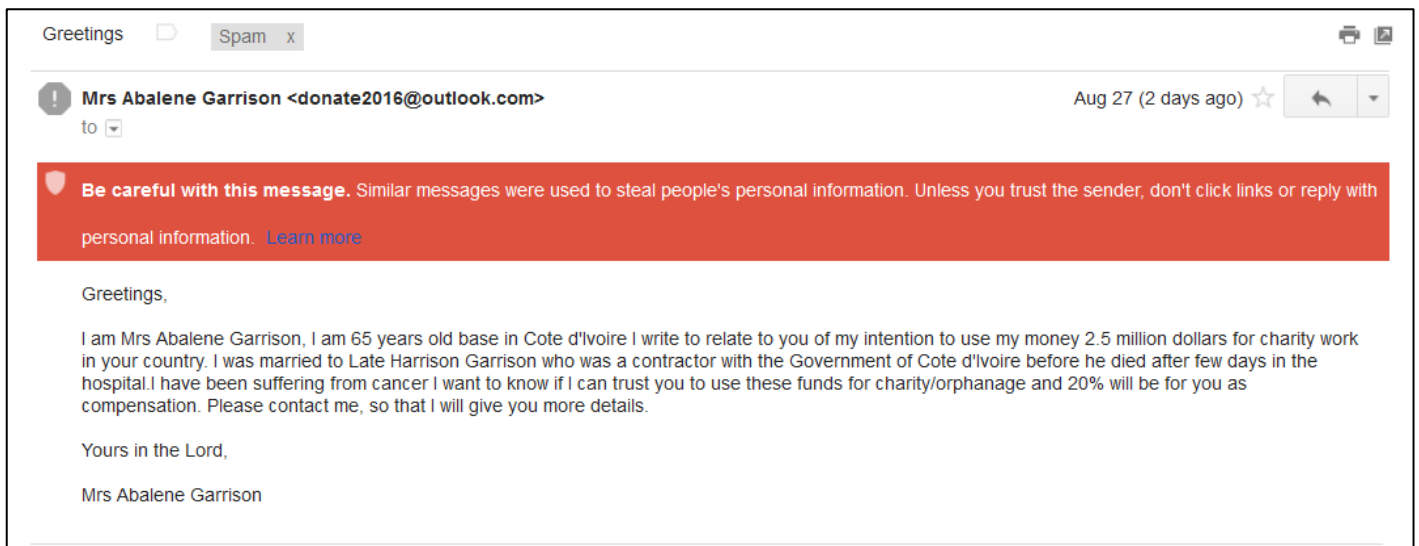
### **Communications Director, Jane McKee**

Internet Security: There are three basic types of scams or possible intrusions to email accounts, websites or other online entities. Everyone should learn to recognize these suspicious and potentially dangerous attempts to obtain personal or sensitive information or disseminate malicious software.

### **On the “low” or least sophisticated end of the spectrum is what’s known as Advance-fee scam/Nigerian scam**

- A type of fraud and one of the most common types of confidence trick. The scam typically involves promising the victim a significant share of a large sum of money, in return for a small up-front payment, which the fraudster requires in order to obtain the large sum. If a victim makes the payment, the fraudster either invents a series of further fees for the victim, or simply disappears.
- Nigerian scams involve offering you a share in a large sum of money on the condition you help them to transfer it out of their country. The scammer will tell you an elaborate fake story about large amounts of money 'trapped' in central banks during civil wars or coups, often in countries currently in the news. Or they may tell you about a large inheritance that is 'difficult to access' because of government restrictions or taxes in their country.
- These scams are often known as 'Nigerian 419' scams because the first wave of them came from Nigeria. The '419' part of the name comes from the section of Nigeria's Criminal Code which outlaws the practice. These scams now come from anywhere in the world.
- Scammers may ask for your bank account details to 'help them transfer the money' and use this information to later steal your funds.
- Or they may ask you to pay fees, charges or taxes to 'help release or transfer the money out of the country' through your bank. These fees may even start out as quite small amounts. If paid, the scammer may make up new fees that require payment before you can receive your reward. They will keep asking for more money as long as you are willing to part with it. You will never be sent the money that was promised.

## Example



At the other end are the “hackers” who are skilled at literally breaking into email, websites or systems:

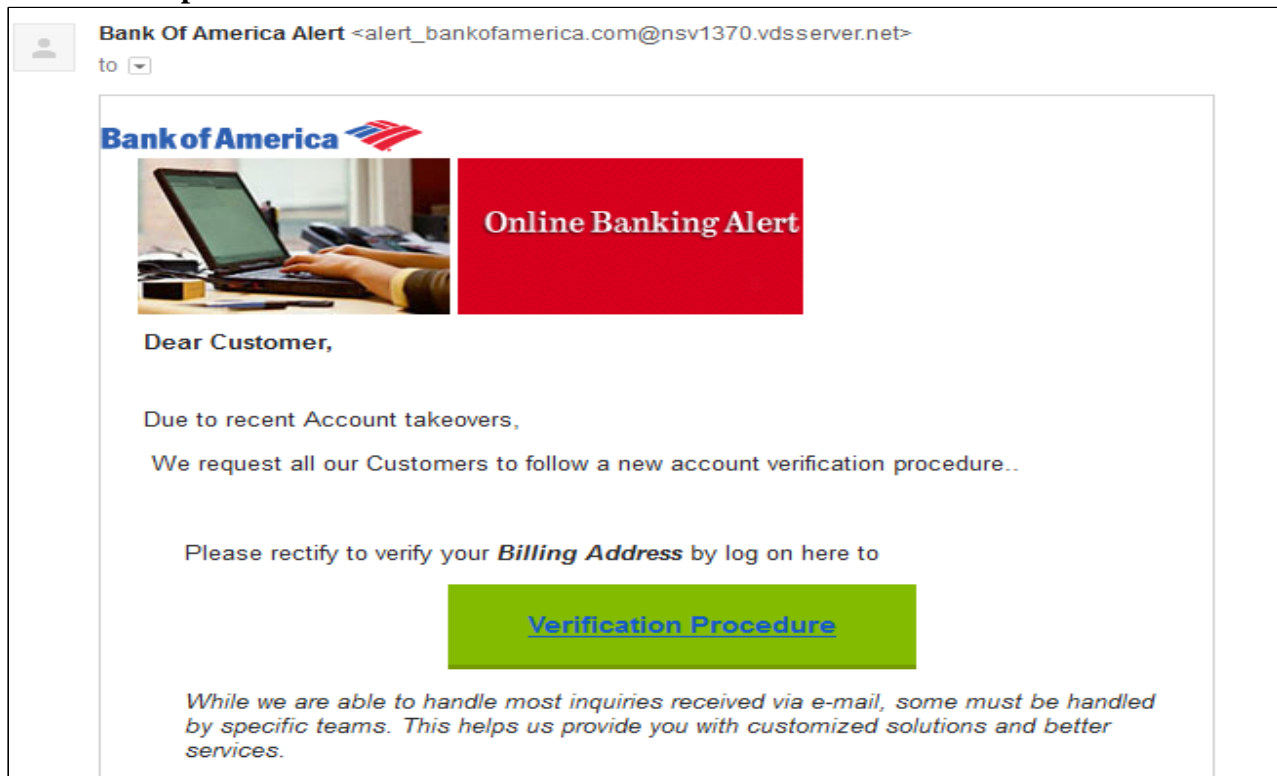
- In the computer security context, a **security hacker** is someone who seeks and exploits weaknesses in a computer system or computer network. Hackers may be motivated by a multitude of reasons, such as profit, protest, challenge, enjoyment, or to evaluate those weaknesses to assist in removing them. The subculture that has evolved around hackers is often referred to as the computer underground.
- Hackers have programs that systematically test millions of possible passwords. “They go to sleep and wake up in the morning, and the program is still going, testing one password combination after another.
- Hackers are after the “big score”...retailers (Macy’s, Target); US Government (Military, OPM); Politics (Dem National Committee).
  - Credit card numbers, pin numbers
  - SSNs, personnel files
  - Emails, files, strategic info
- You may never know they were in your system until they leak or sell the data.

Somewhere in the middle are those who conduct “Spoofing”

- Spoofing is the **forgery of an e-mail header** so that the message appears to have originated from someone or somewhere other than the actual source. Distributors of spam often use spoofing in an attempt to get recipients to open, and possibly even respond to, their solicitations. Spoofing can be used legitimately. Classic examples of senders who might prefer to disguise the source of the e-mail include a sender reporting mistreatment by a spouse to a welfare agency or a “whistle-blower” who fears retaliation. However, spoofing anyone other than yourself is illegal in some jurisdictions.”



## Example:



If you look at the code behind the sending email address you will find:  
Delivered-To: cgcicomunications@cagardenclubs.org y2csp4  
Return-Path: alert\_bankofamerica.com@nsv1370.vdsserver.net  
Note that vdsserver.net is a known malicious software producer.

### **President-elect, Krystal Migliore**

Coordinator of Board Meetings and Conventions for the 2017/19 term

On October 11, this coordinator will be attending the Valley Lode District meeting where the members of the district will be voting to extend an invitation to host a convention for CGCI.

Districts usually host a CGCI convention or board meeting about every 6 years. The following districts hosting during President Rita Desilets' 2013/15 and President Sue Bennett's 2015/17 terms are off the hook: Arboretum, Cascade (2), Costa Verde, Diablo Foothills, Golden Foothill, Humboldt, Montana de Oro, Orange County (2), San Fernando Valley, and Sequoia Foothills.

District Directors, did you hear the name of your district? If not, we need to talk.

With a lot of work between now and the Winter Board meeting, this coordinator expects to submit for ratification at least a majority, if not all of the districts who will be hosting the board meetings and conventions during the 2017/2019 term.

To make this happen, we need districts to step up and join the 2017/2019 Board meeting and conventions team. We need your help!

What is in it for you and your district? It will bring your district clubs together getting to know each other and it will be a fundraiser for your district. Hosting a board meeting or convention will bring money into the communities in your district.

When you host a board meeting or convention, what will we do for you?

- The registrar receives the registration forms, accounts for the money and keeps track of all of the numbers for meals, tours, workshops and more. At your request we will provide a Registrar so you will not have to find and train a district volunteer unless you choose to.
- The Convention Credential's Chairman must process the requests for credentials determining who is eligible to vote at the convention. Is the request from a club president, alternate for the president, or a delegate? None of us has ever been confused about this, have we? Even though this is described in the bylaws and on the form, the Credential's Chairman must follow-up to clarify and verify eligibility before issuing voting credentials. At your request we will provide a Credential's Chairman when you are hosting a convention so you will not have to find and train a district volunteer unless you choose to.
- You know that packet of information you receive when you stop by the registration desk? The packet that has your name on it and inside is your name tag, your meal tickets, the board meeting or convention program, and other information? If you don't have a volunteer to create the registration packet, at your request we will provide the registration packet including the meeting program.

At your request, we will provide the help you need to cover these three skilled positions. Of course we will need your input, but you will not be responsible for these three positions unless you choose to use your own volunteers. The choice is yours!

What will you need to do when you host a board meeting or convention?

1. Agree to host ASAP and obtain the approval of your district members at your very next meeting. Then send an invitation to host to this chairman.
2. Plan to welcome us to your district! In a nutshell, that is the big picture. Of course, we have information that will provide more details and this President-elect will be working with you and your district volunteers during this term and the next to make hosting a board meeting or convention less work than it has been in the past!

This President-elect has another important and exciting responsibility this year. Securing all of the chairmen to server during the 2017-19 term. Some of you I have already had the opportunity to speak with and I am a long way from talking with everyone. This group is doing great things and you are just hitting your stride. Please think about next term and when I call we will talk. I have some exciting plans and look forward to sharing information with you.

### **President, Sue Bennett**

Hello, your President's report is going to be a bit longer this time as I wanted to share with you what I did on my summer vacation.

Summer vacation as defined by the Urban Dictionary – “simply put, it is the only thing that people really look forward to in a year other than maybe Christmas and their birthday. The time to sit back, relax, get sunburned, get bitten to death by bugs, go camping”, etc.

Monday, June 20 as defined by the calendar was the Summer Solstice.

Prior to summer starting your President visited with the members of the Montana de Oro District and checked out the venue for our 2017 Convention. I enjoyed sitting down and getting to know the members at a lovely luncheon. Driving south your President then visited with the members of the San Fernando

Valley District, who helped make kits by the way for the Presidents' Project. It happened to be the hottest day of the year where at 5:30 p.m. it was 115 degrees – a tad hot. When we arrived back to Rita's home after dinner there was no electricity – so luckily for Rita, I went to bed, rather than talk with her for another two hours. It was a lovely visit. The next day I attended the Southern California Garden Club end of the year celebration and was honored to be part of their festivities.

In June, CGCI was “spoofed” which caused an unauthorized wire-transfer of \$12,890. A spoofing attack is a situation in which one person successfully masquerades as another by falsifying data, thereby gaining an illegitimate advantage. As Jane will go over tomorrow.

A police report was filed, our Crime Insurance Company was notified, and an FBI report was filed. We notified our CPA, Carolyn Mayes regarding the situation since this was something we never had to deal with before.

Thank goodness, some years back Julie West encouraged CGCI to purchase an Insurance Crime Package. I am happy to say that CGCI was able to recoup all but \$1,000 – which is the deductible; thus we recovered the \$11,890.

Since then, a lot has transpired,

- New bank accounts have been opened/closed.
- Both Financial Officers resigned.
- I immediately became the Treasurer since I have signature authorization. (short-term)
- I immediately became the Financial Secretary.
- I asked George Perko to be Interim Treasurer.
- I asked Launa Gould to be Interim Financial Secretary.
- I asked Robin Pokorski to work with our new Financial Officers to do internal monthly audit reviews.
- I asked Jane McKee to give the EC a Cyber-security/spoofing lesson – which she did at our EC meeting yesterday.
- Did I mention I've learned a lot?
- Per input from our CPA I have created a new Internal Audit Committee that will be completing the checks and balances beginning with the annual financial statements for the year ended June 30, 2016. Because of all this activity the year-end books for 2016 have not been closed. I have a letter from our CPA, addressed to the Board of Directors, that I will read -- I have a few copies for those who are interested in a copy of it.

Yes, your President and Executive Committee members are aware that we are not compliant with the bylaw, we are aware of the requirements and that a year-end review was supposed to be reported at this meeting, based on the circumstances with both Financial Offices resigning this is not happening; however, we have worked out dates and the review will be presented at the 2017 Winter Board Meeting.

In addition to the above, the normal Presidential responsibility still continued.

- ✓ Monthly articles for the Golden Gardens eNews.
- ✓ Finalized the Awards Task Force Team with Robert Gordon as chairman.
- ✓ Created a SPECIAL Exploratory Organization Study Committee to review the internal procedures with Shane Looper as Chairman.
- ✓ Became Youth Chairman since the current one resigned.
- ✓ Proofreader for Yearbook.
- ✓ Contract negotiations for the 2017 Convention.
- ✓ Pacific Region Survey.
- ✓ Working with Orange County to close May 2016 Convention Financials.

- ✓ Tending to my roses – they look nice from my computer.
- ✓ Always made time for my puppies.
- ✓ Last but not least, getting ready for this meeting.

Thank you to all the members who have helped me over the last two months. Nonetheless all our t's are crossed and the i's have been dotted and we are moving forward.  
Thank You.

## **Attachment B District Directors' Reports**

### **Bay Ocean, Nancy McDougal**

For many years members have been changing how we garden, learning from newsletters and club programs, thereby benefiting pollinators and amphibians. We have eliminated the use of insecticides, leaving food for friendly bugs and amphibians. We are no longer poisoning our pollinators and are also increasingly using native plants, attracting butterflies, hoverflies and native bees.

In the community, our Arboretum Society's public seminars each month and its butterfly garden in San Mateo Central Park have focused on pollinators. We are monitoring as nearby Clifford School turns its drained ballfield back into a wetland under the direction of 'Save the Frogs'.

### **Buttes District, Carol Jauregui**

Without knowing that they were doing it, several clubs in the Buttes District have planted drought tolerant, pollinator attracting plants, keeping in step with our NGC president's project of a Million Pollinators. In the quest to solve watering issues, who knew that native plants were not only less thirsty, but were also attractive to pollinators?

After the Winter Board meeting in San Pedro, I came home to the thought that the above two and a Blue Star Memorial Marker could all be combined in the same space. This is the Buttes District goal for the 2016-17.

### **Cascade District, Kathy Bramhall**

Another Hot Dry summer. No major fires in our three-county Northern California District, yet. Members are making the switch to natives and drought tolerant plants—fewer lawns.

This Director encouraged clubs to purchase "The Story of Chester" the monarch butterfly and "The Frightened Frog"; Red Bluff Garden Club is donating four copies of "The Frightened Frog" to local libraries.

Save the Date for January 30-February 2, 2017 as CASCADE District hosts the CGCI Winter Board Meeting at the unique Gaia Hotel, in Anderson! Educational sessions, Musical Entertainment, a Table Design Show and a Recycle, Reuse, Repurpose Fashion Show!

### **Costa Verde District, Gudrun Kimmel**

Contacted all the clubs, APS and Affiliates to get their contact information. Had meetings to formulate the Costa Verde District Yearbook for 2017 and secured programs for the new garden club year. All the clubs are dark during July and August and no club has had a meeting so far in September.

### **Diablo Foothills District, Marlene Kinney**

Clayton Valley Garden Club has purchased 750 President Sue project kits. They are working on increasing this project by more promotion with the schools.

Working on increasing participation on the NGC president project, The Frightened Frog and Planting Pollinator Plants.

A goal for this year is to clean/spruce up all Blue Star Memorials in the district.

### **Humboldt District, Chuck Goodwin**

Humboldt District Clubs continue their missions of education, beautification and public service. Clubs led garden tours, including public participation or recognized private landscaping that contributed to the beauty of their communities.

Activities ranged from street-side areas landscaped with flowers and hanging flower baskets in public areas to sponsored flower shows and hosted County Fair art and flower events. Clubs created educational exhibits which were displayed in public venues.

Clubs hosted training sessions to promote the uses of plant material and others had Club exchanges to share favorite books and home-grown vegetables.

Things are alive and growing in Humboldt District!

### **Luther Burbank District, David West**

Petaluma Garden club distributed NGC Pollinator rack cards to give out at their local Art and Garden Festival in July.

Valley of the Moon Garden Club is doing a Butterfly Garden at General Vallejo's historic home.

Then when Sue Bennett visited our district she brought copies of the "Frightened Frog" to be sold.

Every issue of LBD's NGC award-winning district newsletter has an article on portions of the president's projects.

At the Santa Rosa Garden Club's annual plant sale earlier this year, a special display board was created showing the broad scope of the NGC Presidents projects.

### **Montana De Oro, Milly Benson**

Montana de Oro District: After the State Convention in June we were fortunate to have President Sue attend our District meeting at Embassy Suites. She was our program speaker. Which we all know she is so good at. She talked about, yes, the President's Project. After the program we had lunch in the lovely atrium.

Prior to the meeting, we toured the facilities as we were hoping to hold the 2017 Convention there. After much work by Sue that is going to happen.

Bob Gordon and I had our first Convention planning meeting in August, with all the club presidents. Lots of questions were asked and answered. We plan our second meeting the hour before the District meeting this Thursday. Robin Pokorski has graciously agreed to attend and give her motivational speech as a practice for National.

Clubs are all busy with their projects, but I have great faith they will step up and work to put on a wonderful Convention in 2017, which is just around the corner.

### **Yosemite Gateway District, Mary Brooks**

Yosemite Gateway District is proud to announce that a Blue Star Memorial Byway Marker will be reinstalled at Applegate Gate Park, Merced CA

The original was unearthed and extensively destroyed. It has been donated to the Merced County Museum.

Our next District meeting will be October 5, 2016 and our President, Sue will be our honored guest. See you in January, 2017

## **Attachment C**

### **Committee Reports and Chairmen's Reports**

#### **Arboreta & Botanic Gardens, Sherry Molinari**

Humboldt Botanical Gardens features a wide variety of native plants overlooking Humboldt Bay. The garden works to advance global plant conservation efforts, horticultural, biological, and ecological knowledge. The gardens were organized in 1991 and in 1995 signed a lease with the State of CA for 67 years. Work began in 2003 and the gardens opened in 2006. The garden is 44.5 acres and is the largest native plant garden in North America with a riparian area and a temperate woodland garden. There are also 5 miles of hiking trails and 5 completed gardens of its master plan.

#### **Bylaws and Policy, Krystal Migliore**

The Bylaws & Policy committee met on Wednesday. We discussed a number of proposed amendments for bylaws and standing rules. In November, we will wrap up the bylaws and standing rules to be brought before this body at the winter board meeting for approval before they move on to the convention for approval.

As stated in Standing Rule 4. Policies or proposed policy amendments shall be submitted to the bylaws and policy committee. The recommendations of the bylaw and policy committee shall be sent to the advisory council and the executive committee for final approval.

A new policy was approved by the advisory council as reported at the 85<sup>th</sup> convention by chairman, Rita Desilets and detailed in the 85<sup>th</sup> Convention Minutes in Attachment B. The wording approved is "All expenses incurred due to the misuse of CGCI's EIN shall be charged to the offending organization." This wording was different than the proposed new policy recommended by the bylaws & policy committee and sent to the advisory council. In light of this it was discussed at Wednesday meeting and approved with the same wording for the new policy as approved by the Advisory Council. Later in the day, the new policy with the same language was approved by the Executive Committee.

Therefore, the Bylaws & Policy Committee, Advisory Council and Executive Committee as required by standing rule 4 have each met the requirements to create this new policy which will appear in the CGCI Group Tax Exemption Program section under a new #8 (on page 98) reads "All expenses incurred due to the misuse of CGCI's EIN shall be charged to the offending organization."

GTEP members will be notified of this new policy in the GTEP renewal notice to be sent out in September or October. The new policy will also be announced in *Golden Gardens eNews*.

#### **California Consultants Council (CCC), Julie West**

California Consultants Council (CCC) - Julie West, Chairman

44 members to date with goal of 50 members by June 2017.

Following CCC awards were presented at CGCI's 2016 FBM:

Landscape Design Commendation to Don & Sheri Jewett, Fortuna, CA

Landscape Design Recognition & Achievement to Bear River Casino Hotel landscaping staff, Loleta, CA.

#### **Flower Show Schools, Gudrun Kimmel**

Sent mail from students to National Chairmen and attended a planning meeting in Ontario for next year's symposium. At the finish of the Fall Board meeting, I will attend Course III of the Flower Show School in Poway.

### **Gardening Study Schools, Greg Pokorski**

Series 25, sponsored by Colfax GC, will present the fourth/final course September 17-18. Courses may be taken in any order. This is the final refresher opportunity this year. We should be working on a new school to begin next year. Clubs or districts can sponsor any school. Contact this chairman to learn more. Gardening Consultant information was updated – see pages 51 to 54 – for the new yearbook. Know who the Consultants in your club/district, recognize their achievement, list them in club/district yearbooks. Refresher reminders and lapse warnings have been sent. Those scheduled to lapse in December may request extensions and could refresh at the Long Beach Tri-Refresher in February.

### **Garden Therapy, Martha Smyser**

This Chairman encouraged clubs to undertake Garden Therapy projects. She asked clubs to submit their projects for awards as many clubs do Garden Therapy but do not apply for awards.

### **Group Tax Exemption Program (GTEP), Krystal Migliore**

Reporting on the topic discussed at the convention—the IRS requirement for organizations to re-register before they may file their 990-N e-postcard.

With a team effort of Financial Advisor, George Perko; Communications Director Jane McKee; and this GTEP Chairman; 16 pages of Step-by-Step instructions documenting the process to re-Register with the IRS were created and distributed to Presidents and Treasurer's via email. The best feedback has been no calls from frustrated treasurer's asking for HELP! Feedback to the instructions themselves has been good. The club treasurer from Friends of Heirloom Flowers, Norma Macias sent the following thank you message.

*I just wanted to thank whoever took the time to show step-by-step instructions for re-registering with the IRS. I read all the pages beforehand and filled in all the questions so I was prepared. Following all of the suggestions you made, made the process so much easier! Thanks for a job well done!*

In a follow-up message Norma added:

*You certainly had a great team in putting this together. I hope others will give you feedback on how easy you made this for each of us. You are certainly right about which button to click on and what they actually want from us! It seemed like a lengthy process but again, with your help it went quicker than I thought!*

So far the only message for HELP came from someone who did not receive or did not remember they received an email with instructions. Once the instructions were emailed to the individual, no further request for help has been received.

Clubs with a fiscal year from July 1 to June 30 are required to file their form 990-N by November 15. Some clubs are required to file 990-EZ or 990 paper returns. Clubs often wait until the last minute to file even though they already have all of the information available now. The true test lies ahead. Please help by spreading the word, skip the stress....don't wait, do it now!

The Annual Group Tax Exemption report was sent to the Franchise Tax Board by the deadline and the list of GTEP members for 2016/2017 was updated on the website by Jane McKee.

We have one club withdrawing at this time and they hope to apply at a later date and we have one club joining our Group Tax Exemption Program-GTEP.

### **Internal Audit Committee, Julie West**

Members include Shane Looper & George Perko. Task is to reconstruct 2015-16 fiscal year as recommended in Carolyn Mayes, CPA's letter of August 14, 2016 to CGCI's Board of Directors.

Extension of 11-15-2016 informational tax returns will be filed. CPA's 2015-16 financial review will be presented at CGCI's 2017 winter board along with report from this committee.

### **Landscape Design Schools, Alexis Slafer**

This Chair is pleased to report that a Multiple Refresher was ratified at this meeting. The event sponsored by Long Beach Garden Club, Costa Verde District, will be held on February 24 & 25, 2017. Check with this Chair regarding questions about your credentials.

Our Landscape Design Consultants are great resources that can participate in your local clubs or districts as speakers. Please don't forget them!

This Chair is available and eager to assist clubs and districts with sponsoring a new Landscape Design School.

### **Legislation/Government, Ward Habriel**

AB 1103, Dodd, a bill regarding solid and organic waste, the accounting of same and the location of origin. There is new emphasis on accounting of diversion rates. And there is greater mention of composting of food and organic wastes. Garden Club members should contact their local officials to say they want more local large scale composting facilities.

AB 1066 & AB 2757 are legislation to affect the overtime pay for farm laborers (this will likely affect produce prices at retail and for some employers reduce labor hours). Gardeners can grow more of what they eat, and if they grow too much share with a neighbor. (newsflash: Gov. Brown signed into law 9/12) Last unfortunate trend, some landfill operators are either refusing to take self haul of green waste or are jacking up the disposal fee.

### **Life Memberships, Carlotta Wixon**

Since our convention report in May, only three people have become CGCI Life Members and two new National Members. My goals for the future to stimulate interest in being a Life Member. I will continue to make available to each director the necessary information to be presented to the clubs in their district. It is an honor to be one of the members of this group, and the fees donated go towards the Scholarship Fund.

CGCI Members to be ratified:

Martha Smyser  
Dolores Bengtson  
Norma Brandel Gibbs

National Members to be ratified:

Dee Hoskins  
Evelyn Warrington

### **Membership, Administrative Assistant, Rita Desilets**

The Membership Administrative Assistant collects dues from existing clubs, APSs and Affiliates.

District Directors helped by contacting clubs that had not paid CGCI dues.

To save time and mailing costs as clubs report additional members, five extra cards are included with their initial set.

Congratulations go to the following thirteen Districts with 100% of their clubs' dues paid before Fall Board: Arboretum, Cascade, Costa Verde, Desert Empire, Golden Foothills, Humboldt, Luther Burbank, Montana de Oro, Palomar, Roadrunner, Santa Clara Valley, Yosemite Gateway and Top O' State.

### **North American Butterfly Association (NABA) Liaison, Julie West**

Phase I of MOU between CGCI & NABA is implemented with exclusive membership offer to CGCI member clubs: reduced institutional membership fee of \$40 (from \$60). Club will receive both NABA magazines, "American Butterflies" and "Butterfly Gardener" published quarterly. Plus club will have



access to NABA-Chat through a designated member to answer questions, share butterfly photos, assist identifying butterflies, etc. Download to complete the NABA membership form on CGCI's website to send with club's check payable to NABA for \$40 and note "CGCI" on memo line of check.

### **Registrar, Robin Pokorski**

The registration process continues to be refined but board members need to register in a timely fashion. Two dates are of importance in registering: the deadline for the early bird discount and the final drop dead date. Everyone must register even if no meal is taken. To register online, complete the form, save it to your computer and email to me.

The package plan includes everything except tours and raffle tickets. Generally, registration checks will be made payable to the host district but check the bottom of the registration form to be sure.

### **Scholarships, Martha Smyser**

Information on the 2017-18 academic year scholarship is posted on the CGCI website. The deadline for getting applications to this Chairman is January 15, 2017. Also posted on our website is information on the National Garden Clubs scholarship. Unfortunately the Pacific Region will not be awarding any scholarships for 2017-18 due to financial problems. However, the scholarships for the current academic year will be paid.

This Chairman thanked the San Bruno Garden Club for a donation to the CGCI Scholarship Fund and reminded attendees that the scholarships are funded from the sale of Life Memberships and donations to the CGCI Scholarship Fund.

### **Stagecoach Hill Azalea Reserve, Mary Lou Goodwin**

Last year, at the CGCI Convention, a California State Parks-Stagecoach Hill Azalea project located on Kane Road, Off Highway 101, north of Orick, California was established. The California State Parks has directed that their Mill Creek Nursery in Crescent City will be the only authorized propagation agency. Signs will be repainted, and trails will be brought up to Americans with disabilities standards. Since they have limited budgets, California Garden Clubs, Inc. is setting up a fund to pay for these projects. It will take \$6,000.00 to finance the staff at the nursery. So far, CGCI has donated \$600.00 and \$625.00 donations have been received from members for a total of \$1225.00.