

Procedure Book

Sempervirens Fund Chairman

Chairman expenses Line Code: 1547

Donation receipts Line Code: 31518

The Sempervirens Fund Chairman is:

- A voting member of the CGCI Board of Directors (Board)
- Expected to attend all Board and Convention meetings
 - Fall Board Meeting
 - Winter Board Meeting (often virtual)
 - Pre-Convention Board (immediately preceding the Convention)
 - Convention
 - Organizational Meeting in election years (often the morning following the installation).
- Non-attendance must be excused by sending a request to the President.
- Each chairmanship has a budget allowance, identified by a line code, found on the website. Stay within the designated budget. If necessary to exceed the budget allowance, the proposed expense and rationale must be submitted to the Budget and Finance Chairman for approval or the expense may not be reimbursed. Budgeted expenses may be reimbursed using the [Request for Payment or Reimbursement form](#), also found on the website.

Overview – Established as a Since 1973, CGCI members have financially supported the Sempervirens Fund and Big Basin Redwoods State Park near Santa Cruz to protect and conserve coastal redwoods (*Sequoia sempervirens*), one of California’s natural resources. In addition, donors may choose to set aside a mature, standing tree in honor of or in memory of garden club members, their families and friends.

History

- Since 1900, Sempervirens Fund has permanently protected more than 53 square miles of redwood forests in the Santa Cruz Mountains at Big Basin Redwoods State Park and beyond by raising more than \$50 million to purchase and protect forest lands. Over \$25,000 was donated to the Big Basin Recovery Fund.
- CGCI has officially been involved with the Sempervirens Fund since 1975.
- Since 1970, Grove #8 in Big Basin Redwoods State Park contains the trees dedicated to CGCI Presidents.

Procedures

- Present a 2-minute oral report at all CGCI meetings during chairman reports.
- Submit a written report to the Recording Secretary within five days after the meeting.
- Prepare a table-top exhibit for meetings. Chairmen are notified when display space is available.
- Write articles for *Golden Gardens*, reporting recent donations.
- Use CGCI meetings as an opportunity to promote and report donations.
- Write a thank you note when notified by the CGCI Donations Coordinator of a donation.
 - Donations are received by CGCI Donations Coordinator who issues the IRS letter of acknowledgment (with a copy to this chairman) and deposits all checks.
- Maintain a list of information, websites, speakers, and groups that might provide programs.

Presidents’ Trees

- A tree is dedicated every 10 years to those who have served as CGCI President during that decade.
- The most recent dedication, honoring 2011-2021 CGCI Presidents, was held June 4, 2023.
- Plan the next dedication for 2031, honoring CGCI Presidents who served from July 2021 – June 2031.
 - Coordinate the program with the current CGCI President and Sempervirens Fund representatives.
 - Invite the presidents being honored, Sempervirens Fund representatives, and the CGCI membership.
 - Publish dedication announcement (*Golden Gardens*, Sempervirens’ newsletter, flyers, etc.).
- Funds for the Presidents’ Tree are obtained from the Honor Book Fund, line code 31007.

Attached documents

- [Project Details](#)