

The Garden Gazette: Committee Edition

Planting Seeds of Leadership



Friendship, Joy, New Beginnings

Each member's voice adds richness to our club and community, and by communicating, understanding, and taking action, we create a vibrant club that thrives on collaboration and mutual respect.

The Lake Placid Garden Club President will sit on all committees as ex-officio member. The President will select all committee chairpersons yearly.

COMMITTEES

ADVISOR

The immediate past President is advisor to the newly elected President and all committees as needed.

AUDIO COMMITTEE

DESCRIPTION

The committee will consist of a chair and a minimum of two committee members. The Chair will select committee members. The chair will be responsible to determine the storage area of all audio equipment and keep inventory, as well as serial numbers for the equipment and accessories. The chair and/or committee shall be responsible for transportation, set up, and take down of all audio equipment. The Board of Directors shall determine what meetings and/or events the audio system will be used at. All in person meetings will have minutes recorded and provided to the Recording Secretary and President.

AUDIT

Lake Placid Garden Club Financials

Auditing Club's Financial Practices and Current Financial Status

Purpose of a Lake Placid Garden Club (LPGC) Annual Financial Report Financial audit is required on a yearly basis. Any funds that are raised in the name of the LPGC must be used for LPGC purposes only. An audit of these funds provides the financial documentation and accountability required by federal and state regulations to ensure all LPGC are raising and spending LPGC funds appropriately and legally.

Audit Process

The LPGC will select an audit committee that includes individuals that have not been involved in the financial transactions of the club. There are many options for completing the audit. In some instances, clubs trade their financial records with another club; each club reviews and audits the treasury of the other club. Some clubs have recruited bookkeeping and accountant professionals to audit their club's records. All the members of the club may review the records during a special club meeting. To facilitate the audit of your club's treasury, submit all financial records (treasurer records, bank statements, ledgers, spreadsheets, receipts, invoices, etc.) to the committee who will be conducting the audit. ***The audit committee will review the records and complete an audit report that includes findings of the audit (do the balances of the records and bank statements match, have the funds been spent in the way the club intended, etc.?)***

Checklist

The audit committee may check for the following:

- All funds are kept in an approved financial institution and there are two authorized signers on each account.
- Bank statements are reconciled monthly with the club ledger.
- Club ledger entries are complete and up to date.
- All voided checks are noted in the club ledger.
- Receipts are written for all funds collected and every expense has a receipt associated with it.
- Deposits equal the total of all funds received as recorded in the ledgers, club monthly treasurer reports, and receipt book.

- The treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, equals the treasurer's total current balance for the year.
- The beginning balance on the Annual Financial Report matches the previous year's ending balance.
- The ending balance on the Annual Financial Report matches the ending balance on the bank statement and other records.
 - Any equipment purchased during the year is included on the Property Inventory List.
 - Any errors in addition or subtraction have been corrected on the Annual Financial Report and in the financial records
 - If there are excess funds held by the Garden Club, a form requesting permission to maintain a balance and an approved plan is in place to spend down the funds.

AWARDS

Club Member Awards

The Awards Chair will work with the President during the current membership year to determine specialty club awards to be presented to a deserving member at the annual club awards and installation of officer meeting in May. Examples are the Golden Trowel Award. Certificates and/or gifts may be presented.

District, State, National Awards

The Chair will review all District, State, and National Awards and determine what ones are suitable and appropriate for our club., as well as seek members to assist with submission requirements.

The President may accept or give suggestions. The chairman researches and submits the chosen award work to the district (or state) for award judging. The club can celebrate a win and recognize the members that worked to present the award.

BUDGET.

The incoming President and Treasurer, with assistance as necessary from the outgoing Treasurer, shall prepare a budget and submit it to the Executive Committee for review before submitting it to the general membership for approval by a majority of the members at the May meeting.

February – Meet with 2nd Vice President (Ways & Means), President, and Treasurer(s) to work on a fundraising budget to include the HHGT and other fundraisers.

March – President and Treasurers (s) meet to construct a General budget for the next Fiscal Year.

April/May - Present a proposed Fiscal Year Budget to the Board..

May - General Membership votes on the new budget

BYLAWS

The Bylaws committee will consist of a chair and a minimum of one committee member. Duties will include a yearly review of the most recent Bylaws and Standing Rules.

Recommendations for change will be in writing to the Board of Directors no later than the April Board meeting to allow membership review and inclusion in the summer yearbook printing. An addendum to the yearbook may be added if approved by the board and membership.

CALL GIRL

The committee will consist of a chair and additional Call Girls as needed. Call Girls can be recruited by contacting the club data base chair. The Chair shall select committee members.

CHAIR RESPONSIBILITIES

- Go to all Board and Membership meetings. There you will be able to get the necessary information for Call Girls.
- Make a list of all decisions of the board pertaining to member meetings & events, date, time, location, program, speaker, lunch menu, price, how to pay.
 - Compile a list of all new members for the current year. Add to the list as members join. Divide the list amount the committee Call Girls.
- Create monthly talking points and distribute these to each of the Call Girls prior to membership meetings.
- Remind the Call Girls to contact each member on their list via email, phone, or text, a few days prior to meetings.
- All in person meetings will have minutes recorded and provided to the Recording Secretary and President.

COMPUTER LIASON

This chairperson works closely with the membership chair to create flyers, make data base entries, provide up-to-date membership lists to the yearbook chair, secretary, webmaster and newsletter editor, as well as submit a current membership list and dues by May 1 to the District IX treasurer.

Computer Assistance/Data Entry

Assisting Computer Liaison, creating flyers, working with data base entries, maintaining a social media site providing community updates.

CONNECTION KEEPERS

The committee will consist of a chair and at least one additional committee member. Minutes of in person meetings shall be recorded and provided to the Recording Secretary and President.

Responsibilities include:

- Review all club brochures and update on a yearly basis. Create fliers for events as needed and requested by event and/or committee chairs.
- Provide brochures to the Chamber of Commerce for distribution to the public.
- Create and provide brochures or fliers to event chairs for distribution to the public or members if applicable and/or as needed.
- Work with the membership committee to create a new member information packet. Include fliers and yearly brochure information pertaining to events and projects.
- If appropriate plan for and man a distribution table at events and/or meetings.

INVOCATION

Attend general membership meetings, give motivational statements and lunch blessing.

LUNCH COORDINATOR.

If venues change the Lunch Coordinator's duties may change

Currently the duties include:

1. Selection of buffet menu per each month, September- May Confirm with American

Legion Chef DeWayne in advance.

2. Plan dessert (Club supplied) Can be delivered, purchased at a bakery and hand carried in, or member donations. (Present any bills/receipts to Treasurer for reimbursement.

Plan and bring plates, napkins, and flatware for desserts if needed. Confirm with DeWayne, American Legion. Determine who is bringing them if needed.

3. Plan table setup. Confirm with American Legion staff, DeWayne. Extra tables are needed for registration, plant giveaways, Opportunity Tables, Brochures.

Plan rectangle tables for Executive Committee at head table. Confirm if rectangle tables are available.

4. Plan table linens, bring, set up. Table linens are stored in the warehouse. Ensure you have the correct number of tablecloths. Plan tablecloth color having one with a different color for the "New Member" table. Wash and press linens if necessary after each use.

5. Plan signups for lunches, email, website, etc. Track # of reservations to order correct number of meals. Currently Fran Bomberger keeps track of the reservations.

6. Confirm/remind centerpiece providers Currently board members volunteer/provide.

7. Arrive early at meeting location by 10:30 to set up. Clean up after each meeting.

8. Select committee members, plan menus and budgets for luncheons

9. Bring supplies to meetings as needed, including LPGC signs, poster boards.

10. Ensure building is left clean and in good order.

11. Sign up hostess committee for each meeting. Check with Deb Gunderlock/data entry chair to determine months members have signed up for.

MEMBERSHIP/NEW MEMBER WELCOME/RETENTION

Prospective Members

The Committee will consist of a chair and a minimum of one additional member.

Duties Include.

1. The Committee will provide prospective new members with club brochures, schedule of events, contact information and a new member application, as well as additional items as determined. Prospective membership packets will be available at all meeting and activities of LPGC.

2. The committee may seek support from the Connection Chair for production of perspective and new member packets.

3. Reviews applications for correctness

4. Presents prospective new member applications at board meetings for review and approval.

5. Contacts new member to inform them of acceptance and invite them to next meeting.

6. Orders name tags for new member.

7. Introduces new members, presents them with yearbook, membership card, name tag and new member packet.

8. Contacts members who have missed meetings to encourage them to attend.

Retention

PROCEDURE TBD

NOMINATING COMMITTEE

There shall be a Nominating Committee comprised of three (3) members appointed by the Executive Board. The Nominating Committee shall present the slate at the March Meeting.

A nominee for Primary Officer shall have been a Garden Club member at least one (1) calendar year prior to nomination to an elected office.

The newly elected officers shall be installed at the May meeting for a one (1) year term.
March - Nominating Committee presents a slate of officers to the General Membership for a vote.

April- Elections of Officers at the General Meeting

May- Installation of Officers.

PHOTOGRAPHY

The club photographer will take pictures of all meetings and events and post on social media and website or provide to appropriate chair. Additional members may assist the club photographer with picture taking.

POWERPOINT PRESENTATIONS

This chairperson works with the program chair and President to create a PowerPoint presentation for member meetings. The chair will display and monitor the presentation.

MEETING PROGRAMS

The 1st Vice President is the Programs Chair. This chair plans and secures speakers for membership meetings, September – May.

PUBLICITY

The chair will work with all committee chairs to determine what events and/or program should be published. Flyers should be posted on store front and submitted for publication in local Newspapers, social media, and publications such as Coffee News, Heartland Living News, Florida Currents, Facebook chapter & county, Website, District IX Newsletters.

√SUNSHINE

This chairperson receives reports of members that are ill or in need. Cards of support are sent, as well as notifying the membership.

√WEB AND WORDSMITHS

The committee will consist of those members interested in contributing to the club's website and/or newsletter. The committee will consist of a Chair and a minimum of one committee member.

DUTIES

The committee will produce and maintain a website and/or newsletter. The website will include a Members Only Portal. The Portal will contain information not generally open to the public, names, addresses, phone numbers, emails, etc. The committee will track and report to the Board of Directors the activity stats of the website and/or responses and comments regarding the newsletter. The newsletter is intended for members only.

MEETINGS

The committee will meet in person from time to time as scheduled by the Web & Wordsmiths Chair. Minutes of the meeting will be recorded and submitted to the Recording Secretary & President.

YEARBOOK

There will be a yearbook chair that **compiles** an annual yearbook to include current year

members, committees, Executive Board, State & National leaders, Bylaws, Mission Statement, Meeting Programs and misc. additional content. The yearbook will be **compiled with the information from the appropriate committee chairmen** during the summer months and printing complete for the September meetings.

EVENTS

CALADIUM FESTIVAL (Floral Contest)

This Committee will consist of a chairperson and one or more committee members.

Duties include:

Determine dates for Caladium Floral Contest and submission dates for entering the contest.

Create flier and registration form for entries.

Confirm location for the garden club contest. Usually at the Co-op.

Determine volunteer schedule for working at the Floral Contest location. Create signup.

Send reminders in advance of the festival.

Determine prizes for the contest. Seek sponsors.

Plan and secure location for Caladium Design Workshop.

MEMBER APPRECIATION PICNIC

The committee will consist of one chair and additional members as needed. Duties include:

- Date & time selection
- Venue selection
- Contact with appropriate venue staff to secure venue
- Submit venue deposits
- Submit insurance documents if required
- Plan menu/Club supplied/ Member supplied.
- Create signup for picnic.- Create roadie crew.
- Plan tables, linens, centerpiece layouts.
- Thank you notes sent.

PLANTS STUDY

This Committee will consist of one or more members with one named as chair. Duties include contact with members and/or businesses to plan plant studies of various types at homes or business. Dates are to be selected, flyers made and provided to social media and website chairs. Plan and create signups. May work with Connection Committee for promotional items.

TRIPS AND TOURS

This committee will consist of a chair and a minimum of one additional member.

The committee will seek ideas for day trips to Florida gardens or points of interest. Trips may be by carpool or bus trips and planned accordingly. Budgeting for the trips must be planned and approved by the Board of Directors.

WAYS & MEANS

The 2nd Vice President shall serve as the Coordinator of the Ways & Means Committees.

Duties shall include ?appointing committees for the following fundraisers and other activities as designated by the club.

50/50 RAFFLE

The committee chair will sell 50-50 raffle tickets at member meetings. The chair will be responsible for securing raffle tickets to be sold, as well as providing winner names to the secretary.

OPPORTUNITY TABLE

The committee will consist of a chair and a minimum of one additional member. The chair will plan unique plants to be raffled at member meeting, as well as specialty items such as embroidered towels, clothing, and floral arrangement. The chair will be responsible for securing raffle tickets and buckets for the raffle. The chair will provide winner names to the secretary.

HOLIDAY HOME & GARDEN TOUR (HHGT)

There shall be a chairperson and additional committee members as needed. In person planning sessions will be held from time to time. Minutes will be provided to the President and Secretary. Duties will include:

- Support our Annual Fundraiser
- Plan budget for Tour. Seek homes and gardens for the tour.
- Plan gifts for tour homeowners.
- Plan signups for tour workers.
- Plan Friday workers tour and appreciation dinner.
- Create and distribute Save the Date flyers.
- Solicit businesses for ticket booklet ads/sponsorships
- Make crafts for the Holiday boutique
- Volunteer to hostess in a HHGT home or garden
- Assist with refreshments at the Holiday-Boutique
- Assist with flyers - posting and removal
- Represent the fundraiser at scheduled public events
- SELL TICKET BOOKLETS!!!!

PLANT SALE

This committee will consist of a chair and minimum of one additional member. The chair will determine the date, location and time of the sale. Propagation and growing of plants will take place year long. Signups to work the day of the event are the responsibility of the chair, as well as establishing a roadie crew for setup and cleanup.

PROJECTS

GARDEN THERAPY

The committee will consist of a chair and additional members as needed. Planning of flowers, greenery, and supplies needed will be the chairs responsibility. In person committee meetings may take place from time to time. Minutes of such meetings shall be provided to the President and Secretary.

Duties will include: Communication with the staff at the Lake Placid Health & Rehabilitation Center for planning and confirmation of attendance. Assist senior residents with creating garden related crafts and/or floral arrangements to enjoy. Designed to encourage the joy of gardening as a means of mental and physical therapy. Residents take their arrangements to their rooms for personal enjoyment.

LITTLE ACORNS

The Committee will consist of a chair and a minimum of one committee member. The committee will meet once per month at Royce Ranch to assist volunteer staff with the planting and restoration of the ranch. The chair will seek members to attend and help with the restoration. Meetings are the 3rd Thursday of the month, September – May. Times are 8-9:30 am and 9:30 – 11:00 am.

LIBRARY PLANTS.

There will be a chairperson to visit the local library, maintain and water live plants on a regular basis. Additional committee members will be added as needed.

CONTACT:

ADDRESS: 205 W Interlake Blvd., Lake Placid, FL

PHONE: 863.699.3705

MANNA MINISTRIES

The committee will consist of a chair and minimum of one additional member. The chair will plan collection of non-perishable pantry items at Easter, Thanksgiving, and Christmas monthly meetings.

The committee will transport collected items to Manna Ministries and provide a report to the Board of Directors.

CONTACT; Michelle Brewington, (Executive Director).

ADDRESS; 416 Kent Ave., Lake Placid, FL 33852

PHONE NUMBER; 863-699-0093

SCHOLARSHIPS/CAMPERSHIPS.

The committee will consist of a chair and a minimum of one additional member. Duties will include creating and/or updating the criteria for applying for scholarships.

Scholarships are awarded to Lake Placid High School seniors each year. The committee will ask for scholarship monies in the club budget planning. If awarded the committee will determine how the money will be awarded to students. The committee chair or a club representative will present the scholarships to students at the Lake Placid High School Awards Ceremony.

SCHOLARSHIPS & CAMPERSHIPS

High School Scholarship: This scholarship may be awarded to any Lake Placid Graduate, from an accredited high school program, planning to continue their education at an accredited college or university and will be enrolled as a full-time student. Special consideration is given to a student who plans to concentrate his/her studies in the field of horticulture, ecology, botany, or environmental studies. The student shall be selected by the Scholarship Committee. The scholarship is presented at Awards Night by the LPGC President or designee.

Occupational, Vocational or Technical Career Scholarship: This certificate/scholarship may be awarded to any eligible Lake Placid Graduate who will be enrolled in any Accredited Florida Occupation, Vocational and/or Technical Career School, where the program encompasses 24 or more credit hours. The scholarship is presented at Awards Night by the LPGC President or designee.

Continuing Education Scholarship: The scholarship may be presented to any previous LPGC Scholarship recipient(s) who is pursuing the required studies and achieving academic requirements of the Scholarship Committee.

Scholarship Recipients: Scholarship recipients are encouraged to attend a general membership meeting as a guest, and to share their intentions and/or accomplishments in their educational pursuits. Additional educational scholarships are available through Florida Federation of Garden Clubs. (ffgc.org College Scholarships | National Garden Clubs, Inc.)

CAMPERSHIPS

F.F.G.C. Wekiva Youth Camp: Campership for grade school students 3-8 or for counselor-in-training students. All students must be sponsored by a Garden Club affiliated with F.F.G.C. Campership recipients are encouraged to attend a Fall general membership meeting as a guest, and to share their camping experiences.

ARCHBOLD BIOLOGICAL STATION Sponsorships are given to deserving children who wish to study animals and native plants in a special setting. The students are selected by Archbold Biological Station.

CLOVERLEAF 4-H CAMP: Their Mission is to develop life skills in youth through experiential education in the camp environment.

YOUTH GARDENING

Youth Gardening volunteers meet the third Wednesday of the month from 1-2:30 pm during the school year. The committee works with approximately 15 students, in small groups of children from 4th through 6th grade. Youth gardening is held at the Lake Placid E-Learning Lab, 500 East Interlake Blvd, beside Walgreens. Members park at the back of the building and enter through a chain link fence. Alternate locations may be approved yearly by the board of directors. Pictures of, and a recap of, youth gardening classes shall be provided to the Facebook and Web and Wordsmith Chairs.

COMMITTEE GOAL

The goal is to provide a hands on, small group instruction that encourages students to reconnect with nature, investigate, experiment and care for the environment. All volunteers are welcome to join so we can engage students on an individual basis and share our love of gardening and nature with young, impressionable minds.

COMMITTEE MEETINGS

There shall be a committee Chair. The Chair shall select committee members. Meetings of the committee shall be held from time to time. The location, date, and time shall be determined by the Chairperson and/or co-chair.