

BRIAR CHAPEL GARDEN CLUB

Meeting Notes

January 9, 2018

Alan Rosenfeld called the meeting to order at 7:04 p.m.

Officer Elections and Opening Comments:

Alan announced the following slate of officers and asked if there were any additional nominees from the floor. Hearing none, he called for individual motions to approve the volunteers for each of the offices listed below. The following officers were unanimously approved and will serve a one-year term (January 1, 2018 - December 31, 2018).

Co-Presidents: *Laurie Leichman and Liz Rolison*
Secretary: *Billie Baker*
Co-Treasurers: *Jean Holstein and Mark Sonnentag*

Laurie and Liz thanked Alan for his leadership during the transition and expressed enthusiasm and a positive outlook for the future.

Laurie presented the following norms of conduct expected during meetings:

1. One person speaks at a time.
2. Comments are polite and constructive.
3. Each speaker begins his/her remarks by introducing himself/herself.

An advance copy of the meeting agenda will be sent via email prior to each meeting.

Membership:

Stacey Donelan presented a Membership Report. Currently, membership registration prototypes are in process. On-line registration forms are available on the website at (www.briarchaplgardenclub.org). The paper form will be continued. There is a link online to print the form. Members are asked to complete the form, keep the receipt, and to turn in checks, payable to the Briar Chapel Garden Club, with the registration form directly and in person to Alyssa. In the future, there will be alternative payment methods such as PayPal available online.

The Club will implement a 75-household membership cap. The dues amount will be per household. Recruiting is welcome and encouraged. A recruitment drive to answer questions for residents interested in becoming members will be held to include multiple evening events.

Alyssa, Lifestyle Director for the Association, will collect the dues checks and the membership registration forms. A formal face-to-face interaction is necessary for this transaction. Alyssa will develop an EXCEL spreadsheet and Jean will give Alyssa a receipt book to provide receipts. Mark and Jean will also develop a spreadsheet to track income and expenses.

Financials:

Mark Sonnentag presented the Treasurer's Report. Currently, the Club has a carryover in the amount of \$3978.97.

A dues discussion included the following considerations: a reduced number of fund raisers, expected Club expenditures including irrigation and equipment, and planting. Planting historically has been the single largest expense. The possibility of adding additional plots that Newland had earmarked for community gardens was also mentioned for future consideration.

Mike Gorman moved to establish the dues at \$25 per household; Marsha Durniak seconded. The motion carried without further discussion.

Mark shared a letter from John Lunsford that was enclosed with the check from the closed bank account. The check, in the amount of \$3978.97, was made payable to the Briar Chapel Community Association in error. Mark has spoken with Chris Johnson regarding the issuance of a check in the Club's name. Mark will follow up with Management. A new EIN is likely necessary. Mark will open an account at First Citizens Bank in the Chatham Downs Center. Jean and Mark will serve as co-signators.

The present Club Bylaws are needed to fulfill the procedural requirements of opening an account with the bank; however, they will need to be rewritten in order to better serve the Club's interests moving forward.

There is a need to identify and articulate procedures for collecting money and other Club procedures and protocols.

Marsha Durniak explained the club charter for the Arts and Eats Club and the bank process used. She will share the details of the process with Mark Sonnentag.

There was a discussion as to whether the Club would be better served if it remained under self-controlled financial management or if the Club should ask to be brought back under the Association's financial umbrella. ***A motion was made and seconded that the Club continue to retain its own checking account. The motion carried with no further discussion.***

Planting Teams:

A Planting Team needs to be in place quickly. The Planting Committee is segmented into three sub-committees as follows: Herbs, Flowers, and Vegetables. A suggestion was made that vegetables and flowers be planted together. A meeting of all three subgroups will be held in January. The Club is fortunate to have three Master Gardeners among its members. Spring, Summer, and Fall planting plans will be developed.

Garden Access:

There was a discussion regarding garden access. It was suggested that 2 waterproof lockboxes be purchased by the Engineering Committee. Padlocks on the shed also need replacing. Members have been asked to turn in their keys. ***A motion was made and seconded to approve the purchase of two waterproof lockboxes and padlocks for the shed. The motion carried with no further discussion.***

Communication Channels:

Communication channels will be strengthened. In the past, the Club has used BCLife and its email distribution list as well as a dedicated Facebook page. Challenges were encountered with both modes of communication. Recommended increasing the use of the Club website at www.briarchapelgardenclub.org as a repository for information and a vehicle for educational materials available to the community at large. The Club will also maintain its own email distribution list to send out announcements and timely information.

Meetings:

The Briar Chapel Garden Club will meet the second Tuesday of every month at 7:00 p.m. in the clubhouse. Inclusion of a regular social hour was discussed. It was the consensus of the group that social events should remain separate from the monthly meetings. Everyone was reminded to sign up for a committee on the sign-up sheets located in the foyer.

The meeting was adjourned at 8:22 p.m.

******All motions are identified in bold italic print.***