

**NEEDHAM GARDEN CLUB  
BOARD MEETING MINUTES  
November 2, 2021  
(19 members present)**

Tri-President Debbie Wentworth called the meeting to order at 9:34 a.m. The meeting took place via Zoom.

***Recording Secretary:***

Because not all Board members had received the minutes from the October Board meeting, those minutes will be on the agenda for approval, along with the November Board meeting minutes, at the December Board meeting.

***Corresponding Secretary:***

Bonnie Waters stated that two notes had been sent to members to let them know the club is thinking of them.

***Treasurer/Finance Committee:***

The October Treasurer's Report reflected the following:

September began with \$19,787.27 in the checking account and cash on hand of \$280, for a total of \$20,067.27. Income for the month was \$80.00; expenses were \$172.49. At the end of the month, the checking account balance was \$19,694.78 and cash on hand was \$280, for a total of \$19,974.78.

***Communications Committee:***

***Publicity*** — Gail Davis stated that articles had appeared in both newspapers (Hometown Weekly and the Needham Times) with pictures of the Tri-Presidents. She requested the correct address and time for the Wreath & Arrangement Sale for use in related publicity. Gail also will look into use of the town's electronic sign to promote the sale. It was noted that Fabienne M and Isabell W are working on social media publicity.

***Yearbook*** — Trish Cruickshank reported that copies of the yearbook have been delivered. Martha S and Cathie C have some extra copies if they are needed.

***Facebook*** — No update.

***Website*** — Nancy Agler reported that the website had been updated with the Yearbook and with pictures from the October mixer on the home page. A maple tree article has been posted in the gardening section.

***Community Outreach Committee:***

Co-Chair Lynne Jones stated that Noyes Garden is still green and the mums are blooming. Leaves in that area have been cleaned up. The library urns are still in bloom. Co-Chair Cathie Cummings stated that volunteers for arrangements for the library reception area have been lined up. She volunteered to provide an arrangement of greens for the library reception area the week before the Wreath and Arrangement Sale. The Ways & Means Committee will donate extra materials for use in December arrangements.

***Flower Arranging Committee:***

No update.

***Horticulture Committee:***

Co-Chair Trish Cruickshank stated that the bulb order had been incomplete, with some bulbs missing, but that is being addressed. Receipts will be sent to Nancy A once this issue is resolved.

***Hospitality Committee:***

Upon inquiry by Co-Chair Cathy Flaherty, it was agreed that the club would provide coffee, and solicit donations of baked goods, for the Wreath and Arrangement Sale workshop on Friday, December 3. Cathy will circulate an email to the Board concerning the donation of baked goods.

***Membership Committee:***

Co-Chair Fawn Hurwitz suggested that new members be listed in the newsletter in a format which would make adding the info to members' Yearbooks easy. Discussion ensued about having a master membership list to be updated as new members join and existing members' contact info changes, in a format easy to search and/or generate reports from. Updated information could then be circulated to other committees as needed to update their records. It was agreed that the Membership Committee would serve as the repository for the master membership list. Club members will be informed that any changes to contact information should be reported to the Membership Committee. Updated information can then be circulated to club members by Jane L, who is serving as communication coordinator. Terry Luskin volunteered to join the Membership Committee to take charge of the master membership list, which offer was enthusiastically endorsed by those present.

***Newsletter Committee:***

Co-Editor Carol Alper noted that the most recent issue of the newsletter had been circulated, and that the next newsletter deadline, for the January/February issue, will be December 10. Those present were encouraged to forward submissions promptly in light of the holidays so that the issue would be ready on time.

***Nominating Committee:***

No update.

***Program Committee:***

Upon inquiry by Co-Chair Pat Hession, discussion took place about whether upcoming meetings normally open to the public should be advertised as open to the public. It was noted that the club's website states that meeting are not currently open to the public. It also was noted that the club must follow whatever rules the library has in place in terms of masking, social distancing, etc. A consensus was reached that the meetings would officially be closed to the general public, but prospective members may attend as guests. Bonnie W will coordinate with Nancy A concerning a check for payment of the November 16 speaker.

***Ways and Means Committee:***

Tri-Chair Diana Conroy reported that planning is going well for the Wreath and Arrangement Sale, with many club members already signed up to help. Additional sign-ups will be pursued at the November general meeting. Diana reported that the bow-making workshop has a waitlist of volunteers. Diana noted that for those uncomfortable with attending the traditional wreath- and

arrangement-making workshop, important 'off-site' tasks are available. Martha S placed a tentative order for additional greens. Diana will send details about the sale to Gail for use in publicity. Gail requested that anyone with group photos of the Wreath and Arrangement Sale from past years send them to her. Following discussion of safety considerations for the day of the sale, it was agreed that masking would be required indoors, and efforts would be made to space out tables to minimize contact among customers.

***Old Business:***

None.

***New business:***

Debbie Wentworth noted that pursuant to an email vote taken October 21, 2021, the Board had authorized the expenditure of \$150 for a floral arrangement for Ann MacFate's retirement from the library. Lyn Jekowsky and Carole Grosberg are preparing the arrangement.

The MFA's Art in Bloom was discussed, including a request by the team of Debbie Kraft and Carole Grosberg to participate with funding in the amount of \$400. Martha stated that she had submitted an application on behalf of the Needham Garden Club as a placeholder, but that the identification of the individuals to participate had not been determined, so had not been provided. Nancy A noted that funding in that amount already has been approved in the budget, so further action by the Board as to funding is not necessary. It also was noted that in the past, the Board has stated that any containers purchased with club monies would become the property of the club. Some present questioned whether participation should be opened up to other club members, and/or whether a system of lead floral designer and apprentice be instituted, so that over time other people would become knowledgeable enough about the event to participate. It was agreed that any such communication to the club should set forth specifically the duties and obligations of those who participate. Martha agreed to communicate with Debbie and Carole about the foregoing, and to prepare any follow-up emails to club members.

Discussion also took place concerning masking policy for meetings. A consensus was reached that everyone attending should be masked at every meeting, whether held at the library, a member's home, or elsewhere, and that masks preferably should be donned upon entry to the building, to discourage unmasked close gatherings at entry points. *A motion was made by Martha to require masking at all meetings; said motion was seconded by Anne C and passed.*

There being no further business, and *upon motion made by Jane Brand, and approved, the meeting adjourned at 11:00 am.*

Respectfully submitted,  
Jane Brand, Recording Secretary

Present: Nancy Agler, Carol Alper, Anne Brain, Jane Brand, Anne Carlson, Diana Conroy, Trish Cruickshank, Cathie Cummings, Gail Davis, Cathy Flaherty, Pat Hession, Fawn Hurwitz, Lynne Jones, Jane Lischewski, Terry Luskin, Martha Schleck, Bonnie Waters, Debbie Wentworth and Nancy Yablonski.