



Hardy Plant Society of Washington

<http://www.hardyplantsocietywa.org> ❖ PO Box 77556, Seattle WA 98177

Purpose	Board Meeting
Date	October 1, 2012
Location	NE Branch Library, Seattle Public Library
Participants	Pamela Perrott, Coral Wilde, Stefani Cushing, Bob Lilly, Alice Brewer, Caroline Zebrowski, Grace Hensley
Absent	Terri Bates

Agenda

1) CUH garden

Current status

Grace input the garden design sketches into her program and sent them to David. The curatorial committee will meet this week

Bulb planting – when?

Mulching the Bressingham beds – when? (the mulch has arrived, and they will move it to where we want it when we want it

When work parties in Oct?

2) Flower and Garden Show- Who will be on the booth committee?

3) Website – Grace has three volunteers to update the website. Pam Perrott, Suzanne Ferris and Suzanne Birrell. When training?

It looks like the website training won't happen til late October.

4) Fall Bulb sale

The bulb sale is pretty well set right now

We had a good packaging day on Saturday

The second shipment arrived today, so we'll package next Saturday the 6th

The third shipment is supposed to arrive tomorrow

5) Board turnover/volunteer burnout discussion

We've had two board members resign in the past few months. Grace, in September, and Kandy a few months ago

Neither wanted to do for this year's bulb sale what they did last year

How do we get more people involved, or spread the work out?

Are we doing too much, and we should cut back?

6) Any other business?

Meeting notes:

1) CUH garden

- a) Current status
- b) Grace input the garden design sketches into her program and sent them to David. The curatorial committee will meet this week. We showed the sketches to the board and Pam agreed to forward Grace's email with the attached sketches to the board. (done 10/2)
- c) Bulb planting – after it rains. We assume we can plant them Oct 27th (Saturday)
- d) Mulching the Bressingham beds – when? (the mulch has arrived, and they will move it to where we want it when we want it) We will mulch on Oct 13th, Saturday.
- e) When work parties in Oct?

We decided on Oct 13th a big work party to mulch the Bressingham beds and mulch with cardboard on bed #2 under the large Magnolia, assuming we get enough folks

Thur 18 – do whatever is needed

Sat Oct 27th – tentatively plant the Narcissus, assuming rains have begun

Pam needs to send email to members about these work parties. (done 10/2)

- 2) Flower and Garden Show- Who will be on the booth committee? The same committee as last year. We plan an easy to set up booth, using the plywood frame Barry Latter built, and plants in 4 inch pots which Bob will acquire. The committee is Stefani, Coral, Terri, and Alice. We will put photos in the top back of the booth structure (not the sedum tiles we had before). There's room for 16 photos. We thought one BIG photo would be nice. Grace will check with Lynn and try to get the photo from the cover of the perennials book Bob, Susan Carter and Carrie wrote. They will ask for volunteers at the November meeting and have a booth committee meeting in November.
- 3) Website – Grace has three volunteers to update the website. Pam Perrott, Suzanne Ferris and Suzette Birrell. Stefani wants to be included in that group and to upload pictures. When training?

From Grace's email about web duties:

Pam, I suggest that you would be able to maintain the Regular Event Postings ... things like Creating and updating the Scheduled Speaker Events ... in this case, hounding our next speaker for a description and image (I've already pinged Crane Stavig several times for this month ...). Once an event / picnic / general meeting is past, then merely editing the post category from Meetings to Past Meetings. The website is set up to display the post on the correct page based on a post's category.

Suzette, would you be able to describe new events? This is things like upcoming garden tours, special events, plant sales that we host, or plant sales and lectures that other groups put on. This might also include seed-exchange work parties.

Suzanne, with your narrative skills, can you be "our man on the scene" so to speak? If you attend an event can you take pictures and describe what happened? If someone sends you pictures, can you curate and select a small set showing all the fun we have as a group? Eye candy is appreciated here, especially Blooms of Bressingham plants, the New Public Garden Installation progress, etc.

Grace: manage the paperwork part for now ... I'll teach Pam how to upload Board Meeting Minutes, but I can maintain the volunteer hours and Plant Trials notes, for now. There is still some computer-programming required here to make it easier to maintain.

It looks like the website training won't happen til late October. **Grace** said she is developing a Powerpoint presentation. Pam said Grace can do the training before she's back from her trip if she wants to, and simply send Pam the Powerpoint.

4) Fall Bulb sale

The bulb sale is pretty well set right now. We'll load up cars Saturday afternoon, lateish, like 5-7pm. Then people can come to CUH at 8 on Sunday.

We had a good packaging day on Saturday and packaged the first shipment.

The second shipment arrived today, so we'll package next Saturday the 6th

The third shipment is supposed to arrive Wednesday.

Bob went to Choice Bulbs on Monday and bought some bulbs there, especially Eremurus. Bob gave Pam a list of what he bought and prices. **Pam** needs to make labels for them. Bob wants labels in multiples of 10 so they are easy to cut apart.

Pam said most things are done. The signs haven't arrived yet and she hopes they will arrive in time. Pam needs to get the signs to Coral once they arrive and she'll get them to Terri at work, and pick up the pictures Terri still has.

We did discuss some last minute items like: we need change for the sale. **Pam** will get it. We need pencils for the tallyers. **Pam** will bring them.

Alice reminded Pam that she has a checklist for both the bulb sale and the plant sale. **Alice** said she'd send the checklist again.

Pam gave out the documents she's developed for the bulb sale. There's one for signups for the packaging work parties. There's one for signups for the bulb sale itself. And there's a third listing all the other tasks that Pam knows of that need to be done. **Bob** took copies of these lists and is going to look over them and maybe add to them and return them to Pam. Pam said she had trouble remembering all the tasks that needed to be done for the bulb sale, so she decided to make the document with all the tasks listed. At the moment it isn't in time order, but it does say who did the task in 2012.

Coral has agreed to take the bulb sale stuff to her house after the sale – the photos, the sticks, and the boxes, and the large grocery bags. Also the leftover bulbs.

Bob said we may need to move the bulb sale to the 2nd weekend in October. We cannot seem to get the bulbs in time for the first weekend. He asked **Pam** to change the booking for 2013 to the second Sunday in October.

7) Board turnover/volunteer burnout discussion

We've had two board members resign in the past few months. Grace, in September, and Kandy a few months ago. Neither wanted to do for this year's bulb sale what they did last year. How do we get more people involved, or spread the work out? Are we doing too much, and we should cut back?

We then had a discussion on board member burnout. Grace felt we need to change the board's function from doing tasks to finding others to do tasks. Grace said there's a 3 year slump – people who have been on boards for 3 years get burned out, and we're seeing that this year. Alice Brewer said she'll keep doing what she's been doing, but she wants to resign from the board; and Terri Bates also wants to resign.

We discussed having a handbook for HPSW listing the big things we do and the things that need to be done. It would include the plant sale, the bulb sale, the picnic, the holiday party, seed packaging. The handbook would be printed and mailed to each HPSW member. The deadline is the end of the year, for the first edition of the handbook. **Grace** said she'd make the first edition of the handbook, and then hand it off to us for later updates.

We discussed having a calendar, so at each monthly meeting we could ask for volunteers for the tasks that need to be done that month. We might have a shared calendar on our website, or somewhere. We thought maybe a permanent online checklist for tasks.

Alice said she has a box she brings when she cashiers. It has pens, pencils, stapler, tape, scissors – all the things she might need. She also brings a stool and extension cords. She especially needed the extension cords at the plant sale. She has this stuff in a box. We thought this was a good idea for other things, too. To have a box that has the essentials, permanently stored.

Bob will work on the list of tasks that Pam has been building for the bulb sale.

Pam will email her documents to the board for their perusal, too. Done 10/2.

Pam also said Kandy doesn't want to host seed packaging parties at her house anymore, nor store the seed boxes. Grace said Lynn Harrison would host the seed packaging parties, if we don't think Mercer Island is too far away. But she may not want to store the seed boxes. And she won't want to make the labels. Pam could make the labels if Bob gave her sheets with the seeds listed.

We also discussed the possibility of having fewer board meetings. Pam felt we need to meet once a month. We could look into doing conference calls on alternate months. We felt we need at least 7 board members. **Coral** is tasked with looking for new board members. She has a big job this year, with four board members resigning.

Next Meeting

Monday November 5, 2012 at the NE Branch Library, 6-7:45 pm.