

**Wollaston Garden Club**  
**November 12, 2020**  
**Virtual Board Meeting Minutes**

**Present:** Kathy C, Ann F, Linda M, Jan C, Emily L, Kate W, Anita F, Pam M, Janet D, Kay B, Eric H, Kathy M, Anne M, Clare L, Marnie D, Jackie R., Dee C. Mary R, Jo C.

**Kathy and Ann called the meeting to order at 6:32 p.m.**

**Moment of Community**

- Jan thanked everyone for all the visits, texts, emails, cards, food and especially for the solidarity the Club showed by greeting the family outside the church on the day of Mr. Clifford's funeral. Florence would have loved it if she could have been there. Jan plans to send a thank you to the entire Club in the next few days.

**Treasurer's Report**

- Linda sent the Board the July through October balances (see attached) and reported the October balance in our checking account as \$14, 503.87 and the CD has \$5,841.79 with \$116 in petty cash.
- There are two outstanding checks, \$35 for Souther Tide Mill and \$500 for the Trustees of the Reservation. John Reed recommended we put a stop payment on the checks. Kate will reach out again to the Souther Tide Mill and Anita will contact Maura O'Gara who is connected to the Trustees and make one last attempt to get the \$500 check cashed. If neither works, a stop payment will be put on the check to the Trustees (a \$25 fee) but not on the \$35 check to the Southern Tide Mill.
- John Reed finished the WGC's audit report and found the books were neat, well-organized and well thought-out. A few comments were made regarding the following:
  - An anomaly regarding the sale of garden gloves in petty cash. Linda was putting the cash from sales of gloves into petty cash and then depositing into the checking account. The auditor says glove money should go directly to the checking account which Linda will now do.
  - Members should not be reimbursed for sales tax as WGC is a non-profit and is tax-exempt. If a member makes a purchase, they should be using the ST-2 form so that no sales tax is charged. If the form is not used, the tax should not be reimbursed to the member.
  - Our tax exempt certificate has been renewed, is good for 10 years and a copy is needed to set up accounts in stores where we do business.

- Jan will send Staples a copy of the new letter because theirs has expired.
- Stores vary in their policies about what is needed for every purchase. Some need a form filled out every time and some set up accounts for the Club and allow members to just use the account number.
- Ann and Jan will work out the details of access to the tax exempt number for purchases.

### **October Board Meeting Minutes**

- Mary R. resent the Minutes earlier in the day and they were accepted.

### **Corresponding Secretary's report**

- Kate W. reported that multiple organizations have set out requests for donations. She wondered if we should consider making our donations now rather than waiting until spring.
- Kate will compile a list for the next Board Meeting and send to Linda ahead of time.

### **November meeting details**

- Janet DiPaolo reported that she spoke to our November speaker, Mary Beth Hayes, "Holiday Inspiration", and she is very comfortable with Zoom.
- Emily will do a practice run with her next week
- Zoom start time will be 6:15 p.m. to give members time to chat.
- 15 minute business meeting at 6:45 p.m.
- Presenter Mary Beth Hayes will start at 7 pm.
- 3 raffle Items will include a porch pot, table or mantle arrangement and a table centerpiece.
- Winners must be on Zoom to win.
- Goodie bag/raffle ticket delivery will be coordinated by Kathy Meade and Nancy Kelly (filling in for Anne McCarthy).
- The delivery drivers include the following members: Kay B, Kate W, Anne Marie Brady, Janet DiP, Anne McC, Clare LaM, Susan L, Anita F, Jan C, Suzanne W, Kathleen M, Pam McI, Jo C, Kathy C, Nancy Kelly, and Karen Albert. They have been doing a great job since September.
- A list of the bakers will be included in the minutes and acknowledged at the meeting.
- Winning items will be picked up in N. Chelmsford by Janet and she will make arrangements to have the piece delivered by Friday, November 20<sup>th</sup>.
- Cost of the program will be \$290 plus the cost of the plant materials.

- Mary Beth asked WGC if she can post the program on her Instagram account? It will not include any pictures of members but only a mention of the presentation at the WGC. The Club agreed to it.
- Janet asked if the Club had either a Facebook or Instagram account. We don't have either, as no one has ever wanted to maintain it. Janet will consider setting up and maintaining an Instagram account.
- Pattie Lauretto's sister has 2 lemon trees plus another plant to donate to Club Members.
- Kate will take one lemon tree and Emily will take the other.
- Jan will have Pattie drop them off at Kate's and she will get one to Emily.
- Jan will ask Pattie what other plant she has to donate.

### **Greens Sale plans update**

- Emily and Pam McIsaac reported that orders have been brisk on the website.
- Emily gets an emailed report of sales. Checked to make sure it doesn't go to spam.
- Emily wants all the expenses totaled. \$700 spent to date without expenses.
- Kate will assist Emily to find volunteers to make additional wreaths and consult with Jan and Anita.
- So far 30/65 bags of greens have sold, 2/3 of the lavender sachets, almost half of the designer wreaths and 61% of the candle wreaths.
- Marie's wreath has been sold out (list of materials needed) and the Hope Wreath is 2/3 sold out.
- Emily will create a spreadsheet by order number and name so orders can be sorted and found at pickup time
- Wreath designers who need help—Marie, Pam, Jo, Ann. Will check with Cynthia.
- Pinecones have been given out to bake.
- Bags of greens will be compiled after wreath-makers have all their materials.
- Volunteers will be needed on Dec. 4<sup>th</sup> to bag the greens.
- The wreath-making dates are December 1-4 and the Church can be the location to get materials or work on wreaths (socially distanced and masked).
- Kate booked the Church and WGC will pay usual rental fee.
- 2 large wreaths will be made for customer requesting each year.

**Kathy and Ann will be on QATV** for the pre-Greens sale interview with Joe Catalano through Zoom on Friday, November 13<sup>th</sup> at 10 a.m. and will highlight the products being sold and that wreaths are selling quickly.

## **December Meeting Plans**

- Kathy C. spoke about a few ideas and the logistics on how to conduct our customary holiday luncheon meeting/Yankee swap.
- Carol Fischer will be consulted regarding her thoughts as well.
- No decisions have been finalized. We may want to consider a speaker and any suggestions would be welcome. It appears that a number of clubs are cancelling meetings, so speakers are looking for work.

**January Meeting speaker has cancelled.** She indicated that she doesn't do Zoom.

## **Scholarships**

- Emily has already been asked if WGC will give out scholarships in 2021.
- The Board has agreed to continue this tradition with \$500 going to each of the high schools.

## [National Wreaths Across America Day](#)

Is being held on December 19, 2020 this year to honor and remember U.S. veterans.

- WGC will send a \$150 donation for 10 wreaths
  - Emily made the motion to sponsor 10 wreaths and Pam seconded it.
- Members can volunteer to lay wreaths on the military graves at any cemetery in their town. Check for COVID information.
- The website allows you to search by zipcode for participating cemeteries.

## **Committee Updates**

- **Civic Beautification**
  - **Passanageset Park**
    - The Gardens Across American grant application was filled out by Ann F. and Grace and they will hear in January 2021.
    - WGC offered them a beech tree (from Elaine McGrail who might have gotten it from the Arnold Arboretum) but we haven't heard back from them if they want it. It can get very big, depending on the variety.
      - Eric volunteered to find out if the beech tree can thrive in marsh land, will contact Elaine and let Linda know.
- **Garden Therapy/Note cards**

- Jackie has some notecards that Ann made and inquired about sending them to the Atria at Marina Bay and the Atrium to let them know that we hope to see them in the spring.
- She also suggested that if we cannot take back the artificial wreaths that we could bring them to the two facilities.
- The Board discussed selling the notecards to members. Linda will count how many sets are left and suggested we market them to members as “limited supply”.

### **Ellie Cleveland**

- Jan spoke to Scott, Ellie’s brother, who wants to have a bench engraved in memory of Ellie and have plants around it.
- He is not soliciting money from the Club but WGC will be sending a donation.
- The location of the bench has not yet been determined. Scott is thinking about using public land and Board members suggested something near Broad Meadows or possibly Kincaide Park, near where Ellie lived for the past 15 years.

### **Announcements**

The Club is still looking for sites to cut greens for our Greens Sale.

**Adjournment: 8:16 p.m.**