

CSSSJ Board Meeting Agenda & Minutes 10.13.19

Attendees	Present (x) or Regrets
Dan Martinez	x
Kathi Cambiano	x
Annie Lau	
Monica Moran	x
Gary Stubblefield	
Janet Stevenson	
Joe Langdon	x
Joyce McPheters	x
Judianne Ganschow	x
Loyd Monaco	x
Peter Beirsdorfer	x
Roger Lane	
Sonia Dyer	
Svetlana Bellam	x

Meeting opened 10:47 am

OLD BUSINESS

1. Approve previous minutes - vote: **approved**
2. Formalize member early admission to Show on Friday evenings
3. Formalize docs in general
 1. "past newsletters are poor replacement for documented policies. As this impacts Peter the most, I would defer this question to him and given how close it is to the show, allow Peter's answer to stand. Also, I suggest considering a concerted effort in upcoming board meetings to document these 'everybody expects...' 'procedures'."
4. Find a new handler for the roster - **resolved** Joe Langdon will take over for Sandy
5. Reimburse Peter for the Socket Mobile - *not discussed*
6. Reimburse Dan for the StarMicro printer - *not discussed*
7. Do we want to go all-in with the Square? - *not discussed*
8. Figure out a good way to share electronic credentials. (website, GitHub, square, Eventbrite, etc.) - *not discussed*
9. Kathi will do insurance in next month - in speaking with SFclub, possibility of outside of the garden club insurance in future

SHOW & SALE SUGGESTIONS

1. Peter: show prize distribution seemed capricious, please formalize and document the process and order in which winners are allowed to choose prizes

1. Novice category was given to someone who has been a vendor for several years, invited to be a judge for other shows
 1. Svetlana and Joyce approached Roger, informed Dan
2. Judianne bumped to advanced - reason was unclear
3. Create show categories and awards sooner rather than later so they can go in the vendor letters - 2 months ahead of S&S (by February board meeting)
2. Have a list of vendor codes at registers
 1. Remember for next S&S
3. Have signs for award winners on the stage
 1. Svetlana spoke with Janet and will have some for future
4. Have a banner for the plant hotel outside
 1. Monica can design and purchase - \$40 budget - motion, **approved**
5. Indicate/announce boundaries for hotel/ school (so people don't just wander around the courtyard)
 1. Suggested - leftover stantions, cones, caution tape, nylon rope, sign for "authorized personnel only"
 2. Have volunteers communicate boundary to attendees
6. Switch the show side from all 6-foot tables to one 6-foot, one 8-foot per row.
 1. Agreed
7. Fix/clarify the arrangement of the tables at the "upper right" sale corner
 1. Minor adjustment, Peter will correct the layout in the spring
8. Define tablecloth rules for the show
 1. Concern for going overboard on display - neutral tablecloth to keep "playing field" level, additional adornments, such as tablecloth, has potential to impact presentation
 2. Two people taking up 2 tables for their own plants and displays
 3. Proposed only to allow plant and what is to be judged
9. Have a banner advertising the show and sale hanging from the schoolyard fence the week or so before the event itself. (ok with school?) - *not discussed*
10. Badges vs. vests vs. ??? to identify vendors and "ask me" - *not discussed*
11. Free membership as a high-volume discount?
 1. What threshold? \$500? \$1,000? - **TBD later**
12. A formal, documented policies and procedures for Show & Sales
 1. To be completed before the next Spring S&S
 2. Led by Loyd - input from Jaan, Judy, Peter
 1. Will be posted on website by Dan
13. Plant hotel register
 1. Concern that people may take advantage and after purchasing outside, potential to add more to box on way out
 2. Peter suggests that as part of doing business there may be some theft but overall, better to believe our customers are honest

HOLIDAY PARTY - report from Loyd and Judy

1. Loyd reports: 40ish survey returns
 1. American cuisine
 2. Price point: \$15-20

1. Most likely Applebees as caterer
2. Need permission for an email announcement - granted
 1. Attendees will purchase ticket online (or in person at November meeting, perhaps some day-of) to commit to be present
 1. \$20 tickets
 2. Need Annie for account number
 1. Club has Eventbrite account
3. Estimate of attendees
 1. Last year attendance was 120
 2. Estimate of 100?
 3. Food from caterer
 1. Most caterers provide utensils as well
 4. Club to provide drinks
 5. Members bring desserts (potluck)
 6. Tables?
 1. How many?
 2. Round or long?
 1. Linens provided
 3. To be discussed on Slack
 7. How much is club willing to cover between ticket price and overall cost?
 8. In addition to online, members can buy tickets at November meeting or for a higher price day-of
 9. Since more space at venue, vendors can bring in more under-\$20 plants
 10. Loyd: for future, option of wholesale or outside vendor for table plants
 1. Vendor plants prices are going up
 1. Elton, Naomi give discount on volume
 11. Motion to go forward with proposal: \$20 member ticket, club covers cost of overage, tables, site - **approved**

Meeting closed 12:10

Monthly program attendance: 29