

The Garden Club Federation of Pennsylvania

Call to October 12, 2020 Board Meeting on ZOOM

Dear Board Member,

This “Call” serves as your invitation to attend the last Board Meeting of this gardening year. I was delighted at the attendance response to our last Zoom Board Meeting and hope to see all of you again. We will have a full agenda as several important issues have arisen for your consideration. Please note that the meeting times are a little different to accommodate the possibility of running over and allowing participants in the next meeting timely access:

Proposed Agenda

<u>Monday October 12, 2020</u>	<u>Meeting</u>
10:00 am – 11:30 am	Combined Finance & Investment
12:45 pm – 2:00 pm	Executive Committee
2:15 pm - 4:15 pm	Full Board Meeting

A more detailed meeting agenda will be delivered in the week prior to the meeting.

Here are some guidelines for each Chairperson to follow:

- **I am asking all Chairs to prepare a report for this meeting. Please report on innovations made during this time. Not all of you will be asked to speak but the reports will be included in the minutes.**
- The audience for your reports is the membership statewide as well as the region and NGC. Your report may be re-printed in the KG, KG online, or on the web - make it thrilling.
- Include a header with your name, position and the date.
- Remember to keep your report to two minutes (District Directors, 3 minutes) practice at home.
- Please underline, bold or **highlight** information that should appear in the minutes – this is a great help to the Recording Secretary.
- Whether you attend or not, please email a copy of your report to the recording secretary, Barbara Brand (see below). Make sure you notate the email “attending” or “not attending”
- Even if you have nothing to report it is important that you attend the meetings to stay up-to-date on State organization, projects and events you may be asked about. **If you are unable to attend the meeting please let me know: 2GCFP1pres@gmail.com or 814-755-7766. Also email/mail a copy of your report to the recording secretary, Barbara Brand, 3415 Fairfield Road, Gettysburg, PA 17325-7366 babrand@embarqmail.com.**

General Information

1. The October 12 Board Meeting **will again be held on Zoom.**
2. We are asking the following the following committees to meet via Zoom in the week(s) prior to Monday October 12th so that they will be able to report during the Full Board Meeting:
 - Convention Committee
 - District Directors (Both 2018-20 & 2020-22) Introductions at Full Board
 - Judge’s Council
 - Nominating

3. GCFP has purchased a subscription to Zoom. Elizabeth Pinkham will assist those committees listed above as well as others in getting prepared to be Zoom ready. Watch for emails from Elizabeth explaining the process.
4. The timing of the meetings will be as published in the Call with Investment/Finance at 10:00 a.m. Executive at 12:45 p.m. and the full Board at 2:15 p.m. I do not anticipate any meeting running longer than scheduled, or needing to continue the Board meeting into Tuesday. So please clear your calendar for Monday October 12th so you can participate.
5. A full package with detailed meeting agendas and an explanation of each item you will be asked to vote on will be sent out via email at least a week prior to the meeting. Please look for it and read it carefully.
6. Please contact me if you have any questions about Zooming or other items mentioned here. Each action we have taken during this unprecedented time has been with your best interest and health in mind. I know it is not always easy, yet these changes can be an exciting time for learning new skills while staying in touch.

Joyce