



PRESIDENT'S MESSAGE AND REPORT

Welcome to the **2020 BCCGC Virtual Annual General Meeting—Growing a Legacy**. Our expectation of this day had been speakers and conversations that would inspire us to use our gardening interests and skills in ways that we might not otherwise consider. Not for an instant did we think that the **Council** itself might be swept into looking at a different way to *grow a legacy*.

Yet here we are, well into our COVID-19 social isolation period, planting the seeds for a future **BCCGC** legacy. This annual **Executive Reporting Package** is linked to our website and is, for the first time in recent memory, available for all of our affiliated club members' delegates. The results of voting for this AGM will, again for the first time that we can remember, truly represent our entire province.

As I end my first year as your president, there are two things in particular that stand out for me. One is communications. The **Communications Coordinator** position, vacant for at least three years, was filled by Linda Stanley Wilson last April. She has completely reinvigorated the council's communications. The other is fiscal awareness. A deep dive into our financial numbers indicated that it was time to alter some of our traditional practices. We've made some changes to our general meetings, are asking you to support a motion to transfer the administration fees for the **Scholarship Trust Fund** from the **Council** to the **Fund**, and continue to look for ways to squeeze the most value from our resources.

The **Council Executive Board** met ten times since the April 6, 2019 AGM and worked on the following:

1. Reinstating **The Bulletin** newsletter after several years absence—to be issued quarterly: first issue in July, 2019 with the fourth issue just delivered in April 2020 (<https://bcgardenclubs.com/resources/newsletter/>).
2. Developing a process for regular posts to be made to the council's **Facebook** page.
3. Updating the **Speakers and Judges Lists**, streamlining website functions, making the online **Events Calendar** easier to use and continuing to add more information and resources.
4. Organizing the fall meeting in a new venue allowing for more vendors, workshops, and a break-even financial result.
5. Planning for a March 1, 2020 **BCCGC Strategic Planning Day—Vision to Action** as a follow-up to the **Visioning Workshop** in February 2019. The **2020 Vision to Action Day** has been postponed to some future date.
6. Planning the April 25 Spring AGM and then adjusting for delivery as a Virtual AGM.
7. Developing companion workbooks for the flower arranging workshop courses.

The current executive board is enthusiastic, creative, and hard working—a wonderful combination. Please remember, all affiliated club members are welcome to attend executive meetings. Contact any of us for dates, times, and locations.

Respectfully submitted, Eric Hees, **President**
Member of the Pitt Meadows Garden Club



FIRST VICE-PRESIDENT'S REPORT

SPEAKERS LIST

The **Speakers List** is a valuable resource which is available on our website. This list is searchable—you can search by name or by topic. Please email me if you know of a speaker who should be put on the **Speakers List**. If you are a speaker, you can fill in the form on our website www.bcgardenclubs.com under the **Speakers Directory** tab.

JUDGES LIST

The **Judges List** is also now available on our website www.bcgardenclubs.com under the **Judges** tab.

FLORAL DESIGN JUDGES COMMITTEE

FLORAL DESIGN JUDGING AND EXHIBITING STANDARDS MANUAL

There are approximately 30 manuals available from the first printing which can be ordered by emailing 1vicepresident@bcgardenclubs.com. The cost is \$40.00 plus postage. We have been working on increasing the number of pictures of design styles for the manual which should serve as a helpful reference point.

FLORAL DESIGN JUDGES COURSE

Five floral design judge students have completed the **Floral Design Judges** course and another five will complete their requirements this year. Congratulations to all of them!

FLOWER ARRANGING WORKSHOPS

The committee has been developing workshops for BCCGC members. These workshops are for hobby gardeners who would like to enjoy flower arrangements in their homes. The beginner's course, Level 1 **Introduction to Traditional Designs** covers *Table Centerpieces, Vertical, Crescent, Inverted Crescent, Triangle, and Asymmetrical Triangle* flower arrangements. Level 2 **Introduction to Contemporary Designs** is available to those who have taken Level 1. The committee is working on Levels 3–8 this year and will be rolling them out to people who have completed the previous Levels. In the future **Floral Design Judge** students will need to complete all the levels in order to become a **Floral Design Judge**.

FLOWER ARRANGING WORKBOOKS

The committee is in the process of developing companion workbooks to go with the **Flower Arranging Workshop** courses to help the students learn how to make the different designs.

HORTICULTURE JUDGES COMMITTEE

HORTICULTURE JUDGING AND EXHIBITING STANDARDS MANUAL

There are approximately 25 manuals available which can be ordered for \$25.00 plus postage by emailing 1vicepresident@bcgardenclubs.com.

HORTICULTURE JUDGING COURSE

The **Horticulture Judges Course** is starting this spring. If you are interested in taking this course, you need to contact Cindy immediately at 1vicepresident@bcgardenclubs.com so you won't miss a class. The course covers information on bulbs, flowers, fruits, and vegetables.

The course is a two-year program that consists of theory, assignments, and a practicum. The practicum encompasses observing a qualified **Horticulture Judge** at five public shows, co-judging with a qualified **Horticulture Judge** at five public shows, and entering ten exhibits in public shows and receiving three first place ribbons.

Respectfully submitted, Cindy Tataryn, **First Vice-President**

Member of the BC Floral Art Society, Floral Artists of the Fraser Valley, Fraser Valley Orchid Society, Master Gardeners Association of BC, The Society of Horticulture and Floral Design Judges of BC, Western Association of Floral Art Clubs, World Association of Floral Artists, Flower and Garden Show Chair for the South Surrey Garden Club



SECOND VICE-PRESIDENT'S REPORT

I have been working with BCCGC executive members since December of last year, learning the role and responsibilities of the Second Vice President's position. This has included taking on responsibility for club membership registration for the April AGM, and most recently using the *Eventbrite* software to inform paid ticket holders that the event was cancelled, to refund the entire ticket cost (both ticket and service fees), and then formally cancelling the event on the *Eventbrite* website. I am grateful for the kind tutelage and help from Linda Stanley Wilson, our **Communications Coordinator** to learn about the *Eventbrite* software functions and commands. We were really pleased to get member feedback about how quickly *Eventbrite* processed the refunds. Using this software package has considerably lightened the workload for our **Treasurer**, Ruby Miller.

In addition to the registration activities, I also took on the task of finding a caterer for the AGM, including reviewing the feedback from BCCGC members who attended the fall 2019 meeting, in particular the many requests for hot food. I checked out two possible caterers, then interviewed and negotiated with *Frolic and Forage/Max Munchies* to develop a hot lunch buffet with gluten-free and vegan options. With the AGM cancellation, they have agreed to hold the October 24th date open for catering our fall meeting.

Keeping in mind the theme for the AGM—**Growing a Legacy**—I proposed a second guest speaker for the AGM, the **Executive Director** of *Fresh Roots*, Alexa Pitoulis. *Fresh Roots* is a NFP thought-leader in institutional food-systems change and outdoor experiential learning. They enact their mission through **Schoolyard Market Gardens**—educational farms that they utilize as pathways to youth empowerment and employment. Alexa has reserved her calendar for our next meeting, October 24th, where she will tell us about the wonderful work they do with school children.

In reviewing the past minutes, notes, and records of the BCCGC executive meetings, I was very taken with the efforts to date around strategic planning. To that end, I began to collate and summarize the notes and records of the February 2019 **Visioning Day**, and the further discussion and membership input received at the 2019 AGM. Working with Eric Hees, BCCGC **President**, I developed and presented a very high level draft strategic plan at our executive meeting in January, and received valuable feedback and suggestions for developing the first draft of a formal **Strategic Plan** for BCCGC's next five years. We had planned to host a **Vision to Action Day** in March where membership would be invited to review this draft and participate in the next steps of developing the **BCCGC Vision, Mission, and Goals & Objectives** for 2020-2025. However, given the current COVID-19 pandemic situation, these next steps are on hold.

Respectfully submitted, Elizabeth Theriault, PhD, **2nd Vice-President**
Member of the Sogetsu Vancouver Branch and the Vancouver Ikebana Association

TREASURER'S REPORT

Well another year has gone by, but this AGM will be like no other. All of our reports are coming to you online. The Council's **Financial Statements** have a new look, thanks to **Past President**, Lorna Fraser, who felt shorter was better. I do have to agree, so check them out (towards the end of this package) and give us your feedback. The **Council's** annual accounts and **Financial Statements** for 2019 were independently reviewed by Karen Gin-Seto, Level 5 CGA Program of Studies. She writes that "overall, the accounting entries have been entered and recorded accurately." A copy of her full report is available on request.

This is election year for the **Treasurer's** position and I have decided not to run again. Instead I'll be here to help the next person who steps up to the plate. Elections will be a bit different as well, with voting for nominees delayed until our fall meeting. Well, with that, good health to all. And I may even see you at an upcoming meeting.

Respectfully submitted, Ruby Miller, **Treasurer**
Member of the Maple Ridge Garden Club



SECRETARY'S REPORT

I began duties as **Secretary** at the 2019 AGM and discovered that the executive meet much more frequently than I had realized, almost monthly throughout most of the year. As a member representative attending the twice yearly BCCGC meetings four or five times over the last number of years, I had no idea that the executive spends so much time and effort on behalf of the membership.

I have recorded minutes for these meetings and can report that there are thorough and thoughtful discussions and attention to detail in regard to financial and **Scholarship Fund** oversight and planning for the twice yearly meetings of members.

In addition to storing past records, I have sorted through many boxes of records brought to us by past executive members. Past executive members should feel free to bring any documents they have stored and I will archive anything that is not a duplicate of current records. In the upcoming year, we hope to make electronic archives of the printed materials currently on hand.

I thank the **President**, Eric Hees for his energetic leadership, **Past President** Lorna Fraser for her guidance, and other members of executive for their work throughout the year and for welcoming me to the **Council**.

Respectfully submitted, Melanie Rantucci, **Secretary**
Member of the White Rock Garden Club and South Surrey Garden Club

COMMUNICATION COORDINATOR'S REPORT

The **Communications Coordinator** oversees all communication to member clubs and interested parties. In 2019-20, this communication included the newsletter, eBulletins, the BCCGC *Facebook* page, direct emails, the BCCGC website, *Eventbrite*, and the upcoming *SurveyMonkey* survey (for AGM votes).

During the past year, the BCCGC newsletter, *The Bulletin* has been reinstated and is now published four times per year with a subscription audience of close to 900, in addition to the representatives from our member clubs. Information that needs to be sent out to just club representatives (~190 club representatives) is sent out through the *eBulletin* as needed.

❖ More newsletter information and current issues: <https://bcgardenclubs.com/resources/newsletter>

In 2018, the BCCGC website was updated but lacked many security features making the site vulnerable to attack (which did occur). In addition, much of the input functionality was problematic. Over the last year, many internal enhancements have been made to the website and the BCCGC internal email system. This has resulted in a completely secure site. All functionality issues have been addressed including calendar input, the speaker directory update form, and the online membership application form. Clubs are now encouraged to include their events on the calendar.

❖ To add an event: <https://bcgardenclubs.com/add-events>

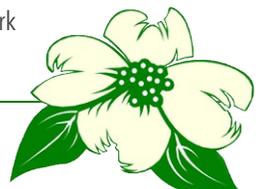
❖ To update the speaker information: <https://bcgardenclubs.com/resources/update-speaker-listing>

❖ The online membership application: <https://bcgardenclubs.com/membership/member-application>

The future plans in the communications area are to develop a team of volunteers, run a contest to update the name of our newsletter, and to solicit more photos for the website and *Facebook* page. If successful, we would also like to start an *Instagram* page to feature photos from clubs across the province.

To reach me on any of the above topics send an email to communications@bcgardenclubs.com.

Respectfully submitted, Linda Stanley Wilson, PhD, **Communications Coordinator**
President of the South Surrey Garden Club, Team Leader for the Ocean Park Community Orchard, member of Darts Hill Garden Park



ANNUAL GENERAL MEETING MINUTES 2019

BC Council of Garden Clubs
Annual General Meeting Minutes for April 6, 2019
Firefighters Banquet and Conference Centre, 6515 Bonsor Ave., Burnaby, BC

PRESIDENT'S OPENING REMARKS

The meeting commenced at 9:00 am. President Lorna Fraser welcomed everyone to the meeting and announced our focus is *Gardening for the New Millennium*. She made a few announcements about the hall and events for the day and outlined the agenda. Lorna then explained that her term as President is now over. She introduced First Vice President Cindy Tataryn, Second Vice President Eric Hees, Treasurer Ruby Miller, Past President Barbara Puchala, noting that Secretary position is vacant. She also introduced the trustees for the Scholarship Trust Fund: Gillian Davis (Chair), Brenda Woosnam (Secretary) and noted there is a vacant position.

Lorna explained that there are a number of positions to be elected today, including President, with two candidates, Eric Hees and Ruby Miller, both of whom are very capable and have a desire to propel the organization into the future. Jake Johnston is running for Second Vice President and Melanie Rantucci for Secretary. No one as yet is running for the positions on the Scholarship Trust Fund, where two positions are open, one for the 3-year term and one for the 1-year remainder of a term.

FIRST FEATURED SPEAKER - BRIAN MINTER

Gillian Davis introduced our featured speaker, Brian Minter, noting that he is an international speaker, very well known to us all, who will speak on *New Dramatic Connections between People and Plants*. Brian began by congratulating the BCCGC on 75 years and reviewed highlights in the world in our founding year, 1944, noting the club had done nothing scandalous over the years and has happily survived! He went on to present an interesting and engaging talk about the environment and garden trends, then talked about connecting points between people and plants. He ended by showing ideas looking forward such as green roves and walls, forest apartments in Italy, and a forest city in China. Lorna Fraser then thanked Brian for launching us into our next 75 years.

ANNUAL GENERAL MEETING - BUSINESS PORTION

A quorum was reached with 49 voting members present (greater than the required 15% of the 169 member clubs).

Lorna called for a Motion to Approve the Delegate Package and Reports. Moved by Dan Oldroyd, South Burnaby Garden Club and seconded by Gabriella Brass, Squamish Garden Club. Motion adopted.

Lorna noted that an independent accountant reviewed the 2018 financial information for the BCCGC and presented a letter noting all is in order. She thanked the Executive Board, Scholarship Trustees and all the behind-the-scenes volunteers and referred to the AGM package where she listed particular thanks to Cindy Tataryn, Eric Hees, Ruby Miller, Gillian Davis, Lorna Herchenson, Renee Poley, Beth McLaren, Laurie Maitland and Audrey Barnes and members of the New Westminster Horticultural Society for their contributions this year. Lorna referred to the Council's budget in the Executive Reporting Package and responded to a question about the balance in the Scholarship Fund.

GENERAL ELECTION

- 1) A call for nominations for President was made. There were no additional nominations from the floor for President. Lorna invited the two candidates to each make a short presentation. Ruby Miller and Eric Hees then spoke briefly. A vote was called, and Eric Hees was elected by a majority.
- 2) A call for nominations for Second Vice President was made. Jake Johnston, the only candidate, was then elected by acclamation.
- 3) A call for nominations for Secretary was made. Melanie Rantucci, the only candidate, was then elected by acclamation.



ANNUAL GENERAL MEETING MINUTES 2019

4) There was a call for nominations for the 3-year term Scholarship Trustee and Lucretia Schanfarber put her name forward. As the only candidate she was then elected by acclamation.

5) Ruby Miller, who had to step down from the Treasurer's position in order to run for President, volunteered to continue as Treasurer for the coming year.

Thank you to Audrey Barnes and Anna Camporese who volunteered as scrutineers.

SCHOLARSHIP COMMITTEE

Gillian Davies, Scholarship Committee Chairperson, presented a slide showing the financial details for the past year. She thanked the trustees and volunteers and all the clubs who made donations to the Fund. She also singled out two individuals in the room to thank: the founder of the Fund, Dianna Bellhouse and Richard Zuk, who served as the Chair of the committee for ten years during the 2000's. In response to a question about the 1% Allocation on the financial statements, Lorna briefly reviewed the history of the management of the fund and the role Van City Community Foundation now plays and explained the 1% was the fee charged by Vancity to manage the fund and that this amount was refunded to the fund each year by the Council. Lorna also thanked the Garden Club of Vancouver for the \$750 donation they made today and commented that the Vancouver Garden Club had issued a challenge to other members to make a donation. She responded to another question as to whether there was a plan to distribute a higher annual amount than the 4% of the fund as required by CRA. She replied that at this point, in order to keep the fund intact for the future, there were no plans for an increased percentage to be distributed.

Motion to accept the Scholarship Trust Fund Reports moved by Bev Welsh, Fraser Pacific Rose Society and seconded by Susan Murray, Darts Hill Garden Park Conservancy Trust Society. Motion adopted.

VENDORS

This year's vendors were introduced and thanked for their donations to the Scholarship Fund. The 2018 vendors were:

Chris Jennings - Vancouver Shade Garden

Jim Halliburton - the Kelp Man

Mike Bryant- Mike and Sandy's Berry Farm

Jennifer Pratt - Seeding Square

Julie Tommila Fashions

Jennifer Zuk - Jennifer's Jiffies

Sandy Peters - Touch Therapy

Kitty's Orchids

MOTIONS

1) Motion to amend the constitution: Amendment #6 - Purposes was moved 1st Linda Pasacreata, Richmond Garden Club and Seconded by Terry Young, Pitt Meadows Garden Club. The motion was successful with 46 for and 1 undecided.

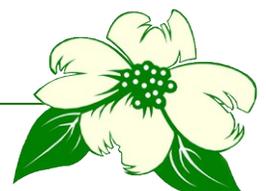
Previous: ARTICLE 2 - PURPOSES

to sponsor training classes for horticultural judges and to publish a "Judging Standards" book for non-specialized shows; and

Amended: ARTICLE 2 - PURPOSES

to sponsor training classes for horticultural judges and floral design judges and to publish a Horticulture Judging and Exhibiting Standards manual and a Floral Design Judging and Exhibiting Standards manual; and

2) Motion to amend the constitution: Amendment #7-Article 9- Amendments was moved by 1st Lorna Cloutier, New Westminster Horticultural Society and seconded by Linda Stanley Wilson, South Surrey Garden Club. The motion was successful with all delegates voting in favour.



ANNUAL GENERAL MEETING MINUTES 2019

Previous: ARTICLE 9 - AMENDMENTS

Notice of any proposed amendment to the Constitution and/or Bylaws shall be presented in writing at any general meeting of the membership and voted on by the ACM's in good standing at the next AGM.

ACM's shall be advised of any proposed amendments in the first BC Council of Garden Clubs Bulletin published after the general meeting in which the proposed amendment was presented. This allows the ACM's to discuss the proposals and to prepare their Delegates to vote on the proposed amendment.

This Constitution and/or Bylaws may be amended by approval of a motion by a two-thirds (2/3)7 of votes cast at an AGM.

Amended: ARTICLE 9 - AMENDMENTS

Notice of any proposed amendment to the Constitution and/or Bylaws shall be presented in writing and distributed by E-Bulletin 60 days prior to any general meeting or AGM of the membership and voted on by the ACM's in good standing at the upcoming general meeting or AGM. This allows the ACM's to discuss the proposals and to prepare their Delegates to vote on the proposed amendment.

ACM's shall be advised of any approved amendments in the first BC Council of Garden Clubs E-Bulletin published after the general meeting or AGM in which the proposed amendment was presented.

This Constitution and/or Bylaws may be amended by approval of a motion by two-thirds (2/3)7 of votes cast at a general meeting or AGM.

VACANT POSITIONS

Lorna noted that there are a number of positions to be appointed by the Board. She announced that Kat Enns, Castlegar Garden Club has volunteered and will be appointed by the Executive to be Communications Co-ordinator. Another Scholarship Fund Trustee is still needed to complete a 1-year term.

Motion to adjourn the Business Portion of the meeting moved by Dan Oldroyd, South Burnaby Garden Club, 2nd by Terri Young, Pitt Meadows, Garden Club.

UPDATE ON WEBSITE

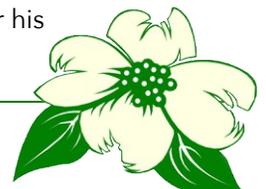
Ruby Miller provided an update on the renewal of the club's website. She explained there is still a lot to do with the member clubs and executive to find out what is needed. She noted some areas that have been completed and areas being worked on. She asked member clubs to please send in information when it is changed so that the information on the website can be kept current. She also noted that they will be working on the club's Facebook page. Lucretia Schanfarber has volunteered to help with this. Ruby also asked for more helpers with this work.

VISIONING WORKSHOP

Eric Hees reported on the Visioning Workshop that was held on February 23 with 17 people attending. They conducted a SWOT Analysis to identify strengths, weakness, opportunities and threats and imagined what a newspaper article about BCCGC would say in 2025. Eric asked that during the lunch break, attendees would look at the notes from this workshop posted on the wall in the hallway, and to add notes to those. Further discussion of Visioning would be held after the second speaker. Lunch was then available and the attendees enjoyed the excellent meal provided.

SECOND FEATURED SPEAKER

Douglas Justice from the UBC Botanical Gardens, spoke about *Ornamental Cherries in Vancouver*. He described many of the 55 cultivars of ornamental cherry trees that are planted around Vancouver and explained the pros and cons of these and various problems with the way they are often propagated. Lorna thanked him for his informative talk.



ANNUAL GENERAL MEETING MINUTES 2019

Floral Art Competition & Best in Show: Cindy Tataryn explained that the BCCGC Judging Course is running now, with 10 students. They have completed their theory section and now have to do a practicum whereby they must observe with a qualified judge at 5 public shows and co-judge with a qualified judge at 5 public shows, and win 3 first place ribbons and enter 10 exhibits in public shows. In order to provide this opportunity, a competition was held today and the beautiful and original floral exhibits have been enjoyed by all here. Cindy then awarded the Best in Show award to Ann Peters and thanked all the participants and judges.

75th Birthday Celebration: Noting this was the 75 year of the Council, Lorna asked Dianna Bellhouse to make a ceremonial cut of the birthday cake and lead the room in singing "Happy Birthday" to the Council.

VISIONING DISCUSSION

Eric Hees asked the attendees to spend 15 minutes to discuss around their tables, what services or resources they would like to see the BCCGC provide, and secondly what issues they would like BCCGC to be a voice on.

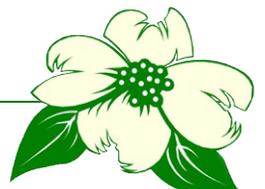
There was time then for a number of the tables to report from the discussion at their tables. Secretary, Melanie Rantucci then gathered written notes from each table, to be summarized and sent out to members in the next few weeks after the meeting.

Door Prizes were drawn. It was noted that \$680.70 was donated.

Thank-you to Lea McDonald, Lorna Cloutier and Audrey Barnes and the New Westminster Horticultural Society for taking care of the draw prizes again this year.

Motion to Adjourn Meeting made by Dianna Bellhouse at 3:20 pm.

Minutes submitted by Melanie Rantucci, Secretary



BALANCE SHEET COMPARISON: 2018-2019

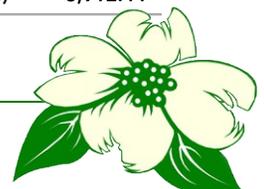
BC Council of Garden Clubs Balance Sheet Comparison As of December 31, 2019

Prepared on a Cash Basis	As of Dec 31, 2019	As of Dec 31, 2018	Change
Assets			
Current Assets			
Cash and Cash Equivalent			
Total Cash and Cash Equivalent	4,318.30	15,593.99	(11,275.69)
Prepaid Expenses	500.00	1,675.60	(1,175.60)
Total Current Assets	4,818.30	17,269.59	(12,451.29)
Non-current Assets			
Term Deposit Totals			
#22 Escalator Term Deposit	5,000.00	5,000.00	-
#23 Escalator Term Deposit	8,000.00	8,000.00	-
#24 Non Redeemable Term Deposit	2,510.84	2,510.84	-
#25 Non Redeemable Term Deposit	6,194.53	6,194.53	-
#27 Escalator Term Deposit	2,000.00	2,000.00	-
#28 Escalator Term	2,000.00	2,000.00	-
Total Term Deposit Totals	25,705.37	25,705.37	-
Vancity Membership Shares	68.33	65.72	2.61
Total Non Current Assets	25,773.70	25,771.09	2.61
Total Assets	30,592.00	43,040.68	(12,448.68)
Liabilities and Equity			
Liabilities			
Current Liabilities			
Total Members Liability Insurance Premiums Payable	1,106.13	8,906.31	(7,800.18)
Total Current Liabilities	1,106.13	8,906.31	(7,800.18)
Total Liabilities	1,106.13	8,906.31	(7,800.18)
Equity			
Opening Retained Earnings	34,134.37	42,695.31	(8,560.94)
Profit (loss) for the year	(4,648.50)	(8,560.94)	3,912.44
Closing Retained Earnings	29,485.87	34,134.37	(4,648.50)
Total Liabilities and Equity	30,592.00	43,040.68	(12,448.68)



BCCGC Profit and Loss
January - December 2019

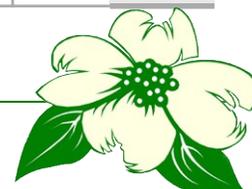
Prepared on a Cash Basis	Jan - Dec 2019	Jan - Dec 2018	Change
INCOME			
Advertising Income	30.00	-	30.00
Affiliation Membership Fees	4,439.87	5,770.01	(1,330.14)
Bi-Annual Meetings			
AGM Draw Table	680.70	572.25	108.45
AGM Registration	4,900.00	4,010.00	890.00
Fall Meeting Draw Table	595.00	525.65	69.35
Fall Meeting Registrations	3,705.00	4,245.00	(540.00)
Vendor Table for Fall Meeting	430.00	-	430.00
Total Bi-Annual Meeting Income	10,310.70	9,352.90	957.80
Interest Earned	530.71	352.34	178.37
Courses & Manuals			
Floral Design Judges Course	(450.00)	3,500.00	(3,950.00)
Floral Design Manual	80.00	935.00	(855.00)
Flower Arranging Course	700.00	-	
Judges Manual Sales	10.90	423.00	(412.10)
Total Sales of Courses & Manuals	340.90	4,858.00	(4,517.10)
Total Income	15,652.18	20,333.25	(3,559.30)
EXPENSES			
Accounting	899.00	766.16	132.84
Bank charges	10.00	-	10.00
Bi-Annual Meetings			
Miscellaneous - Fall Mtg	748.71	760.13	(11.42)
Miscellaneous - Spring AGM	606.48	282.28	324.20
Speakers - Fall Mtg	505.40	450.00	55.40
Speakers - Spring AGM	667.50	300.00	367.50
Venue & Catering - Fall Mtg	2,530.26	5,142.00	(2,611.74)
Venue & Catering - Spring AGM	6,084.00	5,194.80	889.20
Total Bi-Annual Meeting Expenses	11,142.35	12,129.21	(986.86)
Board Meetings	1,066.42	455.34	611.08
Committees			
Floral Design Judge's Course			
Instructor Costs	660.00	1,100.00	(440.00)
Room Rental for Course	285.00	1,450.00	(1,165.00)
Supplies and Materials for Course	835.34	909.35	(74.01)
Transportation to Classes	-	1,382.55	(1,382.55)
Total Floral Design Judge's Course	1,780.34	4,841.90	(3,061.56)
Manual - Floral Design Judging & Exhibiting Standards	157.85	-	157.85
Manual - Horticulture Judging & Exhibits Standards	19.95	135.45	(115.50)
Scholarship Committee Expenses	44.33	-	44.33
Total Committees	2,002.47	4,977.35	(2,974.88)
Office	559.33	567.97	(8.64)
Promotional	104.06	25.20	78.86
Scholarship Trust Fund Administration Fees	2,687.85	2,551.55	136.30
Website Items; Licensing	1,829.20	7,421.41	(5,592.21)
Total Expenses	20,300.68	28,894.19	(8,593.51)
PROFIT (LOSS)	(4,648.50)	(8,560.94)	3,912.44



BCCGC Budget

January - December 2020

Account	Category	Comment	AMT	AMT
Advertising Income		Bulletin Newsletter ads: 4 issues estimate \$60 per issue		240
Affiliation Membership Fees		185 clubs * \$37		6,845
Bi-Annual Meetings				
	Draw Tables	2 meetings, members donations to draw table	1,000	
	Registration	2 meetings; 100 members * \$50 registration	10,000	
	Vendor Table Rentals	2 meeting: 8 tables * \$30	480	
Total Bi-Annual Meeting Income			11,480	
	Printing & supplies	2 meetings: based on 2019 expenses	1,400	
	Floral Design Shows	2 meeings: Table covers / Judging / Ribbons	450	
	Speakers	2 meetings: 4-5 speakers	2,000	
	Venue & catering	2 meetings: Bonsor Community Centre + caterer	7,500	
Total Bi-Annual Meeting Expenses			11,350	
Net profit (loss) from Bi-Annual Meetings			130	130
Interest Earned				450
From term deposits				
Courses & Manuals	Horticultural Manual			
	Floral Design Manual	Sales	1,500	
	Flower Arranging Workshop	Registration Fees	3,600	
	Floral Design Workbooks	Sales	1,000	
	Horticulture Judging School	Registration Fees	1,000	
	Floral Design Judging School	Rebate for Course Completion	(750)	
Total Courses & Manuals Income			6,350	
	Floral Design Manual	Revisions / Photos / Printing / Postage	3,500	
	Flower Arranging Workshop	Venue / Instructors / Supplies	3,600	
	Floral Design Workbooks	Paper / Ink / Printer / Binding	1,110	
	Horticulture Judging School	Show Bench / Printing / Instructors / Venue	2,000	
Total Courses & Manuals Expenses			10,210	
Net profit (loss) from Courses & Manuals Expenses			(3,860)	(3,860)
ADMINISTRATION EXPENSES				
Accounting		Accounting software & annual financial overview	900	
Board Meetings		Room rentals / Follow up Visioning Workshop	1,000	
Office		Post office box rental / postage / office supplies	600	
Printing & Postage		Judges & Speaker Lists	420	
Promotional		Fees to attend events / banners	400	
Scholarship Committee		Legal advice re existing trust documentation	1,500	
Scholarship Trust Fund Administration Fees			2,900	
Website Items; Licensing		Updating site / licensing & program fees	2,500	
Total Administration Expenses			10,220	(10,220)
PROFIT (LOSS)				6,415



2019 FINANCIAL STATEMENTS AND 2020 BUDGET PROPOSAL

COMMENTS ON THE DECEMBER 31, 2019 FINANCIAL STATEMENTS

Cash Basis of Accounting: The Council records its two main sources of cash, "Affiliation Membership Fees" and "Members Liability Insurance Premiums," using the cash basis of accounting. This is to say that these two items are recorded in the Council's financial statements when the receipts are physically received.

This practice causes timing differences. For example, if a club remits their 2020 membership fee in December 2019, the fee is recorded in the December 2019 Profit and Loss Statement. Comparing the fees received from year to year is challenging as the amount recorded is not entirely related to the number of affiliated club members belonging to the Council but rather is a reflection of when the clubs pay their annual fees.

The cash received for "Members Liability Insurance Premiums" is recorded on the Balance Sheet. The Council receives no financial benefit from the collection of these insurance fees for its membership. The total collected from the members is remitted to the insurance company.

Operating Losses: The Council shows operating losses for both the December 31, 2019 and the comparative 2018 year ends. This was intentional. Several financial expenditures requiring some use of the Council's cash reserves were approved by the Executive Board in 2018 and 2019. These decisions were taken by looking to the purposes of the Council as outlined in the BCCGC Constitution. These decisions were reflected in the relevant year's Budget information and included:

1. Offer travelling assistance for some of the Floral Design Judge' Course attendees
2. Giving a rebate to those completing the Floral Design Judge's Course
3. Designing a new web-site and revitalizing communication with the membership

The Executive Board has not been charging the full cost of the biannual meetings to the membership; this practice has contributed to the annual shortfall. In addition, as the Scholarship Trust Fund has increased in value the annual Administration Fee, charged by Vancity Community Foundation at 1% of the assets in the fund, continues to grow.

While one-time costs such as subsidizing courses or changing the web-site can be funded from cash reserves, ongoing items need to be addressed. For this reason, the Executive Board changed the venue and catering for the general meetings and increased the registration cost to the membership. Accordingly the 2019 fall general meeting broke even. In addition, the Scholarship Fund has grown to a level that the earnings from the fund can now support both the scholarships granted as well as the fees required to administer the fund. For this reason, the Executive Board and the Scholarship Committee are looking to the membership to vote on a motion to move the payment of these administration fees from the Council to the Fund.

COMMENTS ON THE 2020 BUDGET

This budget shows a \$6,415 loss. Things to note about particular line items are:

1. **Net profit (loss) from Bi-Annual Meetings:** The budget has been prepared from the Board's experiences with the fall 2019 meeting and aims to balance the income collected with the costs associated with these meetings while still providing an informative, enjoyable meeting for our members.
2. **Courses & Manuals Expenses:** There will be some cash recovered when Floral Design Manuals developed in 2020 are sold in future years.
3. **Scholarship Committee:** The initial Scholarship Trust Deed was established in 1971. In 2006 the Scholarship Trustees began moving the funds and the management of the funds to Vancity Community Foundation (VCF). All administration of these funds is now handled by Vancity with the BCCGC Scholarship Committee providing guidance to VCF as to which educational programs are to receive how much of the funds available for annual distribution. The \$1,500 amount in the budget is for the Scholarship Committee to obtain



2019 FINANCIAL STATEMENTS AND 2020 BUDGET PROPOSAL

legal advice on the status of the initial Trust Deed and to address, now that the fund is administered by the VCF, whether there are any requirements for changes or revisions to Part Two of the BCCGC Constitution titled "Scholarship Trust Fund" and / or any references to Part Two in Part One of the Constitution. It has been established with Vancity Community Foundation that changes to the Council's internal documentation will not impact their management of these trust funds.

4. **Scholarship Trust Fund Administration Fees:** This budget has been prepared without reference to the motion before the membership to approve moving the payment of the Scholarship's administration fees from the Council to the Fund. As this motion has not yet been voted on the budget shows the Council reimbursing the Fund for the estimated 2019 fee.
5. **Website Item; Licensing:** The Council's website, developed in 2018, is still undergoing improvements and modifications. In addition to ongoing license fees and software costs, this line item includes an amount for these website changes.

Realizing that the Council cannot continue to operate at a loss indefinitely, the Executive Board will continue to look for ways to balance the 2021 budget. Included in the discussion will likely be a recommendation to increase the Affiliation Membership Fees. These fees were \$37 per affiliated club member in 2020. While early historical information is not easily available, in 2013 the Council began using QuickBooks accounting software. Looking through these electronic records shows that the 2013 fee per member was \$37.

Respectfully submitted, Lorna Fraser, **Past President**
Treasurer of the South Surrey Garden Club and member of Darts Hill Garden Park

NOTICE OF MOTION: CHANGE TO THE CONSTITUTION

MOTION To change Article 3 of PART TWO Scholarship Trust Fund so that the payment of the administrative expenses of the Scholarship Fund is transferred from the BC Council of Garden Clubs to the Scholarship Fund. (The change is underlined and written in bold italics.)

FROM Article 3 **Fund**. The Fund shall consist of donations from garden clubs, bequests and other sources, and these donations shall become and remain part of the Fund. Only earned income from the said Fund shall be dispersed annually in the form of scholarships and bursaries. Administrative expenses shall be borne by the ***Council***.

TO Article 3 **Fund**. The Fund shall consist of donations from garden clubs, bequests and other sources, and these donations shall become and remain part of the Fund. Only earned income from the said Fund shall be dispersed annually in the form of scholarships and bursaries. Administrative expenses shall be borne by the ***Fund***.

The purpose of this motion is to transfer the responsibility for paying the 1% Administrative Fee charged to the Fund by the Vancity Community Foundation from the BC Council of Garden Clubs to the Scholarship Trust Fund (the Fund).

The reasons for this are:

1. The Fund is now large enough that it generates sufficient annual return to cover both the administrative fee and the annual scholarship disbursement amounts without jeopardizing the growth of the Fund.
2. The Scholarship Trust Fund had an approximate value of \$283,000 at June 30, 2019. A 1% administrative fee on this value is \$2,830. This represents 64% of the Council's 2019 income. Reimbursing this fee leaves insufficient income to cover the remaining BCCGC annual operating expenses (currently items as website costs, licenses, accounting software costs, the annual financial examination, postage, printing, stationary, space rental for Board meetings).



PRESIDENTIAL THANK-YOUS

A sincere thank-you to all of the **Executive Board**, the **Scholarship Trust Fund** trustees and our behind-the-scenes volunteers. They have all been generous with their time and found ways of making their particular skills useful to the volunteer duty at hand. I am both impressed by and grateful for the work done by all the BCCGC volunteers. In particular:

Lorna Fraser: Our **Past-President**, who used her year as **Past President** to work with the **Scholarship Trust Fund** (STF) committee and created a written and monetary history of the fund. In the process, she found a \$1,000 accounting error in favour of the STF. Adopting an easy-to-read presentation, she reformatted the **Council's** financial statements and put together the budget presented in this report. Lorna also hosted many executive meetings in her home. I want to give my personal thanks to Lorna for her unending support of me as I learn and grow in the role of president—when I have felt lost or overwhelmed she was there. Thank you, Lorna.

Cindy Tataryn: As **First Vice-President**, she is the chairperson of the both the **Floral Design Judges** and the **Horticultural Judges** committees. Cindy is joined on these two committees by Dorothy Scott, Lynne White, Emily Budinski, Donna Lawson, Alicja Paradzik, and Jennifer Zuk. Following up on their work of compiling the first *BCCGC Floral Design Judging and Exhibiting Standards Manual*, completed in 2017, Cindy and the **Floral Design Judges** committee have been busy developing and rolling out courses. A series of flower arranging workshops with companion manuals are underway. The floral design students involved with level 2 of the flower arranging workshop project are: Sandra Froese, Donna Lawson, Ann Peters, Dorothy Scott, Marlene Tambre, Lynne White, and Joyce Wihnan. And the **Horticultural Judges** committee has been working on a new **Horticultural Judges Course** to be rolled out this year. Photographer Victor Froese has generously donated his time, talent, equipment and expertise to take photographs for these various projects.

Elizabeth Theriault: Our **Second Vice-President** has graciously come on board recently to fill a vacant position. She has spent many hours learning how to navigate the *Eventbrite* registration platform we use for our meetings and visionary workshops. She has searched for a suitable catering company and an additional speaker for our AGM. Due to COVID-19, she has also researched the refund and cancellation policies for *Eventbrite*. Elizabeth has taken the lead on developing the first draft of a formal **Strategic Plan** for BCCGC's next five years. That draft was to be shared in the planned *Vision to Action Day* in March where membership would be invited to participate in the next steps of developing the **BCCGC Vision, Mission, and Goals & Objectives for 2020-2025**, now postponed due to COVID-19.

Ruby Miller: Our **Treasurer** has worked on the executive for many years. She learned how to use *QuickBooks* accounting software in order to keep the BCCGC income, expenses, and affiliated club members' insurance organized. Regular trips to deposit money at *Vancity* and to pick up mail from our postal box became part of her routine. Cheques were issued when needed and the financial reporting and affiliated members' insurance payments well looked after in her hands. She sent out membership invoice forms to all the clubs and reminders as well!

Ruby worked with Lorna Herchenson of the **Membership Committee** to keep the membership list and member contact information as up to date as possible. She has spent many hours behind the scenes helping the board to function smoothly, including hosting many executive meetings at her home. Ruby is stepping down this spring and we would like to give her a heartfelt thank you for all the work she has done over the last six years.

Melanie Rantucci: The council **Secretary** has taken great meeting minutes. She organizes our minutes and correspondences and is prompt to send them to us with very few corrections needed! She works behind the scenes going through and organizing old BCCGC records. Melanie also hosts executive meetings in her home.



PRESIDENTIAL THANK-YOUS

Linda Stanley Wilson: As **Communications Coordinator**, Linda designed and produces *The Bulletin*, has worked tirelessly to streamline the website to function better and deliver more information and value to our membership and is the executive's go-to person for IT direction and advice. Linda has been instrumental in setting up *Eventbrite* and handling logistics for the **October General Meeting**, and in supporting Elizabeth to take on those duties for the AGM. Her presentation at our last **General Meeting** instructing participants on how to navigate through our new website and how to use other social media platforms for their club activities was very well received. She has also hosted an executive meeting.

Brenda Woosnam: As chairperson of the **Scholarship Trust Fund** committee, Brenda works with committee members Anne Sprung and Karen Hasselfelt. She and her team liaise regularly with *Vancity Community Foundation* (VCF) as well as with BC colleges and universities offering horticultural programs. VCF informs the committee of how much money from the fund is available for annual distribution; the committee then decide how much money should be given to each program, then follows up with each institution for information on the students receiving the money. The team also contacts and organizes vendors for the BCCGC meetings. They solicit donations and keep track of the **Scholarship Trust Fund** and send out thank you cards to the donors.

Lorna Herchenson: The **Membership Committee** chair, while not an elected member of the **Council Executive Board**, attends board meetings, adding value and historical perspective. She handles membership duties, insurance inquiries, and represents and promotes the **Council** at events in the horticulture community like Burnaby Blooms and at the Devon Greenhouses.

Laurie Maitland, Beth McLaren, and Lorna Herchenson: Monitor the questions@bcgardenclubs.com emails and address queries as needed.

Audrey Barnes and members of the **New Westminster Horticultural Society** who run the draw table at our general meetings and, under normal circumstances, act as scrutineers for the voting at the AGM.

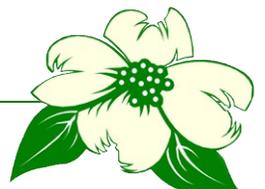
The volunteers and businesses that made the **October 26, 2019 Fall Meeting** a success:

- ❖ In the Kitchen: **Terri Young, Diane Rudd, and Martine Arnold**
- ❖ Contributors to the Meeting: *Save-On Foods, Sugarplum Desserts* and *Mariani Vineyard*
- ❖ Workshop presenters: **Lynda Pasacreta, Holly Dumbarton, Linda Stanley Wilson** and **Lorna Fraser**
- ❖ **The Council Executive:** for the many hours they all contributed to make the day a success

Thank you!

Eric Hees, **President**

April 10, 2020



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