

West Linn Garden Club
Board Meeting Minutes
September 27, 2023

Present:

Gordon Piper, President
Kim Bria, Vice President
Laurel Buncak, Treasurer
Sue Piper, Interim Secretary
Alma Costan, At Large (by phone)
Diane Awalt, Past President
Judy Hutchinson, McLean House
Cheryl Wyborny, Membership Chair

The meeting was called to order at 7:07 pm.

1. **Minutes:** The Board unanimously approved a procedure to be added to the Club's Standing Rules that minutes will be submitted to Board members for approval within a few days of the meeting so that the approved minutes may be shared with members in a timely fashion using the e-newsletter and posting on the website.
2. **Financial Report:** Treasurer Laurel Buncak shared the financial report for September (to date) Income as of 9/27/23: \$2,048.49; Expenses \$1451.06 with \$5,010.85 in the Savings Account. (See attached report). She reported that the dues to the State Federation and District have been paid and that we are current in our 510c3 filings with the State and IRS.

Laurel announced that due to increased pressures at work, she can no longer continue as the Club's treasurer. Diane Awalt has agreed to step in as Interim Treasurer as of October 1. At that time, Diane and President Gordon Piper will move the funds to a West Linn bank, rather than the current On Point location in Lake Oswego. Gordon and the Board thanked Laurel for her many years of service as Treasurer.

Raffle Update: Sue Piper announced that we have in hand certificates from 8 nurseries and that she is working on obtaining the remaining three to cover us for 12 months.

3. **Program:** Sue Piper raised the concern that since the April 1 meeting falls on the day after Easter, would it make sense to move that meeting date to the 2nd Monday of the month. After a brief discussion, the Board decided to stick to the first Monday of the month. The rationale was that religious holidays do not always fall on the same day each year, and that it was only Labor Day, a national holiday, that consistently had the potential to conflict with the first Monday of the month meeting date.

4. Submittal of a \$1500 grant application to the Weyerhaeuser Giving Fund: Gordon Piper proposed that the Club submit a grant application to the Weyerhaeuser Giving Fund by the September 30, 2023 deadline for \$1500 to be used to purchase pollinators and native plants at Mary S. Young Park, including the Pollinator Garden the club has supported in the past. He has networked with the volunteer leaders who run workdays in the pollinator garden and park, as well as with Tarra Wiencken, who coordinates the West Linn City Adopt-a-Park Program. He explained that beyond just providing supplemental funding for these plants (the City also provides funds for plants), implementing the grant would increase the Club's visibility and afford networking opportunities within the community. The Weyerhaeuser Giving Fund is especially interested in efforts to increase diversity and involve youth. The SOLVE volunteers who work at Mary S. Young Park work with youth groups and other community organizations. There was concern about how much control the Club would have over the grant funds since the Club would be working closely with the City. After much discussion, the Board approved submitting the grant by the September 30, deadline, 4 ayes and 1 abstention.
5. **Moving the Board meeting time:** Alma Coston asked the Board to consider moving the Board meeting to the daytime, as driving at night along Pete's Mountain is difficult. The Board decided to keep to the 7 pm, last Wednesday of the month, because two of the five Board members work during the day and Saturday was not a favorable option. Diane Awalt agreed to drive Alma to the meetings, since trying to participate over the phone was not a great solution for Alma.
6. **Membership-** Membership Chair Cheryl Wyborny announced that we had 32 members and that she would be meeting with former Membership Chair Laurel Buncak this week to complete the transition of material. The Directory has been printed (thanks to Laurel Buncak and Banner Bank). Members compiled the pages following the meeting so that the directory could be distributed at the October 2 meeting. Sue Piper will provide labels with members' names so that Cheryl can distribute them.
7. **Request for Job Descriptions:** President Gordon Piper asked all Board members to develop job descriptions that would become a permanent part of Board documents to help when new officers and committee chairs take on their responsibilities. Since several chairs and officers are new to their positions, the Board recognized that it could take some time to finalize these descriptions. Sue Piper and Laurel Buncak said they would share templates with Board members to adapt to their positions. It was agreed that Board members would have until June to complete the descriptions.
8. **Projects:**
 - a. **McLean House/Garden:** Judy Hutchinson reported that the September 28, 2023 workday was cancelled due to expected rain but rescheduled for Sunday, October 1 from 10 am – 1 pm. She noted that volunteers would be removing some

overgrown shrubs and picking up debris. She has 3 workdays planned for October, one of which is to plant the lavenders in the front garden.

9. Announcements

- a. Clackamas District Fall Meeting** is Thursday, October 5, 2023. The Club will have four representatives: Gordon Piper, President; Sue Piper, interim Secretary and Program Chair; Diane Awalt, Past President and Interim Treasurer, and Jane Sercombe, Past President and District Registrar. The Board asked Gordon to convey our request that notification of future meetings be at least 6 to 8 weeks in advance so that clubs have the ability to promote them among their membership.
- b.** Kim Bria reported that Megan Big John, Lake Oswego's Park Manager, is the new West Linn City Director of Parks and Recreation. Current Director Ken Warner is retiring after 30 years.

10. Adjournment: The meeting was adjourned at 8:31 pm. The next scheduled Board meeting is Wednesday, October 25, 2023 at 7 pm at 28865 SW Petes Mountain Road, West Linn, OR 97068.