

**West Linn Garden Club**  
Board Meeting  
Wednesday, August 28, 2024  
5440 Windsor Terrace  
West Linn, 97068  
7 am – 8:30 pm

**In Attendance:**

Kim Bria, Vice President  
Laurel Buncak, Plant Sale  
Elaine Daggett Aye, Secretary  
Linda Daugherty, Treasurer  
Judy Hutchinson, McLean House Coordinator  
Sue Piper, President  
Stephanie Scott, At Large  
Cherly Wyborny, Membership

Absent: *Diane Awalt, Past President*

**A G E N D A**

7:05 pm

1. Review Agenda, additions as noted below.
2. Update webpage:
  - a. Events
  - b. review and update dating of photos
  - c. any more youthful photos, see what other clubs do.

**Financial:**

Treasurer's Report by Linda Daugherty

August Financial Report (handout provided)

There has been difficulty in transferring from one treasurer to another at US Bank due to Linda having more than one account at the bank. Signers to the account need to get login & password for the West Linn Garden Club US Bank account.

Action:

- Laurel will work with Linda to update the log in information so that it is very clean and not linked to anyone's personal account. This will happen, if possible, the week after Labor Day, September 3.

- Board approved with unanimous board vote: if unresolved then switching banks will be necessary with further recommendations to the board. (Laurel & Linda)

Discussed the following:

- There has been card reader issue, was supposed to be rented for a weekend, taking out monthly rental, US Bank statement.
  - Action: Diane to research and report back. Confirm that there will be a refund from the bank.
  - Diane to remove bank account number from future handouts and master sheet.
- Received 4 books of check, books of 20, 80 minimum orders. Balance of August \$7,060.57– end of month. All matching bank statements.

**Membership:** Cheryl

During the meeting Cheryl received \$20 cash from Elaine and \$20 checks from Kim & Laurel. She shared concerned that we are under in membership from last year but wants to estimate 5% growth from last year. In FY2023/24 we had 36 members so a 5% growth would be an additional 2 members. To date for the FY2024/25 year we have received confirmation and payment for 19 members. Historical data shows that 32 members showed up on a regular basis.

Action:

- Cheryl will send out an email on September 7 and follow up with a call to all prospective members.
- Close the membership drive September 15. Our club responsibilities requires that we submit a form and our dues by October 1. We are required to pay \$1 per member, \$5 for the club.
- Linda and Cheryl communicating about dues coming in second event with the library—they are promoting it to a larger list which includes
  - Facebook event
  - Post the September meeting

We discussed ways to grow our organization and expand upon our current demographics. Sue shared that our September meeting will be with the West Linn School District. In the meantime, a sub committee will meet with her to discuss involving more families in our events.

Action:

- Elaine and Sue to come with a strategy for diversifying membership—with the schools—and other ways to increase our visibility.
- Since we have a goal of 5% membership growth over last year's members at 36, research how to diversify our membership by encouraging students and youth and considering working with library to get more people involved.
- Tentative meeting is planned for the week of September 3<sup>rd</sup> with WL school representative.

**Future Meetings:**

September 9<sup>th</sup> and October 7<sup>th</sup> meeting Cheryl will not be there

Action:

- September: Linda collect dues and Laurel distribute name tags
- October: Elaine collect dues and distribute name tags

**Membership Revisions:**

Due to some members joining late past the September 15<sup>th</sup> deadline, they have requested to be prorated with their membership dues. After discussion the board approved that the proposed revision to Standing Rules re Membership Procedures, approved language below.

***Recommended new Standing Rule:***

*New members who join the club in the 10th (April) through 12th (June) months of a particular year, and request this payment cover the amount due for the upcoming membership year (July-June), may receive approval for this request at the discretion of the elected officers.*

**Other Discussions:**

Planning for the year

- Programs: Sue has secured the program throughout the year with the exception of April which is yet to be determined.
- Raffles: Elaine to coordinate future raffles during meetings (confirmation if this entails securing donations as well)
- Plant Sale Review: Laurel Buncack, shared a work breakdown structure and matrix that she and Kim have been working on. They will share a draft to the Board by end of September. The goal is to get additional buy in and support from the members during the day of Plant Sale.
- Surplus Funds: Sue is exploring how to use our “surplus” funds- how much and to whom. One option is
  - Donation to West Linn Public Schools’ CREST Program—Sue to Call speaker tomorrow – ask her “What do you need for support “put it on the October agenda
  - Invite parents and kids to McLean House and or pollinator garden at Mary S Young.
- McClean Park: Judy expressed concern that there was an unexpected amount of damage after a recent camp. She will talk with Tara at Parks and Recreation expressing her concern regarding the 2 weeks school camp at McLean Park and damage to the park.

**Next Board Meeting:**

Board Meeting in October 23, at Laurels home, 1549 7<sup>th</sup> Street, West Linn.

Adjourn Meeting adjourned at 8:20