

West Linn Garden Club Yearly Planning Dates

July:

- Membership Chair: Send out dues notices to members—deadline is September 30.
- Solicit raffle prizes for September-June.
- Place flag and decorations at Blue Star Marker at 205 overlook.

August:

- Program Chair: Send year of meeting dates to West Linn Lutheran Church; schedule first Monday in June date with West Linn Public Library for co-sponsored meeting.
- Membership Chair: Send reminders to members about dues deadline September 30.

September:

- Treasurer: pay State and Federal Fees:
 - IRS e-file form 990-N, the e-postcard after July 1 and prior to November 15th. (No fee & must be filed before CT-12).
 - Oregon Department of Justice (DOJ) Form CT-12. Due date November 15th (Minimum fee of \$20.)
 - District luncheon registration due third week.
 - Clackamas District Dues Due date is between **July 1 & Oct 1**. Fee dependent on # of members
 - OFSGC Dues- Oregon State Federation of Garden Clubs. Due date is between **July 1 & Sept 30**. Fee dependent on # of members.
- Membership Chair: Update print roster with latest member contact information.

October:

- Membership Chair: Complete roster and print. Give two copies to President to give to District Director.

November:

- Board: Clean up Blue Star Marker at the 205 Viewpoint and place wreath or flowers for Veteran's Day, November 11. Take photos for WLGC and District newsletters.

December:

- Place Christmas wreath at Blue Star Marker at the 205 overlook.

January:

- Plant Sale: Confirm February 1 deadline for reserving Hammerle Park with Parks & Recreation.

February:

- Plant Sale Chair: Reserve Hammerle Park for Saturday before Mother's Day for Plant Sale.

- Treasurer: Corporate Division Annual Report with dues of \$50 due by March 1.

March:

- Treasurer:
 - District Luncheon Registration due third week.
 - Develop budget for coming year for Board approval.
 - Pay \$400 donation fee to West Linn Lutheran Church for use of the meeting room.
 - Email OFSGC's Andy Swanson ewauna2@gmail.com to get Insurance coverage for WL Lutheran Church & or any other locale/event we hold that needs insurance coverage.

“I'm the OSFDGC's Insurance person. I've attached a template of the info I need to request the Insurance Office to create a Certificate of Liability for Added Insured. I have also attached the page OSFGC Directory that describes this Liability insurance. The policy that we have starts on 3/20/25 and ends on 3/20/26, an annual policy.”
 - Send in Membership Agreement to West Linn Lutheran Church.
- Plant Sale Chair:
 - Schedule Pot Party for mid-April in preparation for May Plant Sale.
 - Order potting soil; start publicity
 - Confirm plant sale workers; Begin implementing publicity plan.
- President: Appoint Nominating Committee for open Board positions.

April:

- Program Chair: begin lining up programs for September- June of coming year.
- Board: Approve proposed budget.
- Board: Approve slate of officers for election at June General Meeting.

May:

- Plant Sale Chair: coordinate Plant Sale.
- Board: Present board approved budget in newsletter or ratification at Membership meeting (30 days before June meeting).
- Board: Present slate of officers for election at June meeting (30 days before June meeting).

June:

- Place flowers and small flag at Blue Star Marker for Flag Day on June 14.
- Elect officers for open Board positions to start July 1.
- Ratify Board approved budget.

Revised 11/25/25