

**West Linn Garden Club  
Board Meeting  
Wednesday, February 25, 2026  
Amy Sebastian's Home  
5797 Robert Moore Street  
West Linn, 97068**

Present:

Sue Piper, President

Amy Sebastian, Interim Vice President

Linda Daugherty, Treasurer

Stephanie Scott, At Large Member

Barb Bourscheidt, Program and Nominating Committee Chair

Kim Bria, Afterschool Workshop Chair

Laurel Buncak, Plant Sale Chair

Judy Hutchinson, McLean Park Volunteer Coordinator

Marcia Prinz, Summer Happy Garden Hour Coordinator

Absent:

Diane Awalt, Blue Star Chair

Elaine Dagget Aye, Secretary

Cathryn Viteri, Website Coordinator

The meeting was called to order at 7:10 pm

- 1. Treasurer's Report:** Treasurer Linda Daugherty reporting that there was little change in the club's finances; however, some budgeted expenses increased, such as the fee to reserve Hammerle Park for the plant sale (up \$15). She asked committee chairs to provide dollar amounts for their line items for next year's budget when we meet in March. She noted that the Board approved setting aside a cushion of \$3,000 on top of our budgeted expenses. That being the case, we don't have a surplus, like we thought. (See attached Financial Report)
  
- 2. Protocols for Distributing Surplus Funds:** President Sue Piper reviewed results of the club survey on key criteria for determining how to spend our surplus. Even though we do not have a surplus to distribute this year, the Board approved (8 for, 1 abstention) the following as guidance, based on the membership's input to the survey, with the understanding that the Board has flexibility in selecting recipients: Contributions to community groups will generally be prioritized based on:
  1. The project will promote environmental stewardship, native plants or sustainable gardening practices.
  2. The project will increase WLGC's visibility or help in recruiting new members.
  3. The project strengthens partnerships with local schools, city departments or other nonprofits.

4. The projects involves or educates the public (community engagement)
5. The project has local impact (West Linn, first, surrounding communities, Clackamas County or the state of Oregon.)
6. The Club will receive recognition.

This guidance will be included as part of our Standing Rules.

3. **Nominating Committee**—Chair Barb Boursheidt reported that she, Laurel Buncak and Judy Hutchinson developed a list of 8 potential candidates and are in the process of recruiting candidates for the open positions of President and Secretary. She will bring it up at the March 2 meeting. The slate needs to be finalized by our April board meeting so that members have the 30 days of May for consideration before they vote at the June meeting.
4. **Afterschool Program at Bolton Primary:** Kim Bria reported on the success of the first two sessions in January and February. She and committee members Amy Sebastian and Wendy Hays have plans for the remaining three 45-minute sessions. She will connect with the YMCA to see if there is another afterschool program that we could partner with next year (for a total of 5 workshops). The committee will come up with a plan and budget to include in the 2026-27 budget.
5. **McLean Park:** Coordinator Judy Hutchinson noted that hands-on work should resume in March, weather permitting. She will revisit with the City the question of what kind of sign we can install in the Lavendar Garden.
6. **Plant Sale:** Chair Laurel Buncak said that we have Hammerle Park secured with the city, and that she has ordered signs (like realtor or campaign signs) that can be placed along Willamette Drive. The signs have our logo, the words “Plant Sale Today” and an arrow pointing to Hammerle Park. She hopes to announce the date of the April Pot Party at Diane Awalt’s at the general meeting on March 2. She is asking members to let her know in advance what plants they are donating so that she can manage the volume and can produce photographs to accompany the plants at the sale. Kim Bria and Barb Bourscheidt offered to help with printing/laminating flyers.
7. **Happy Garden Hour:** Chair Marcia Prinz shared the list of locations – there are still two empty spots. She will share at the March 2 meeting.
8. **New Business:**
  - a. **Update Contact Information:** Linda Daughtery shared a sample of a flyer that she wants to hand out at the March 2 meeting to all members asking them for their current contact information, and interest in topics that they can present in 5 – 10 minutes at our general meetings, or for which the Program Chair might find a speaker. We will also add a permission to use photos on the website, in social media and other promotion. (See attached).

- b. **Standard Operating Procedures (SOPs):** Linda noted that just like we have done for the Plant Sale, there is a need for each officer and committee chair to write down important information—key contacts and their contact information, deadlines, etc. so that anyone taking over the reins will be able to do so easily. Kim Bria said she would review the documents she and Laurel used for the Plant Sale SOPs and will find one that can be used by the rest of our committees, without having to reinvent the wheel. The goal is to have the SOPs completed by the end of June for use with the incoming officers in July.
- c. **Historic Willamette Main Street Parade on July 11:** Kim noted that the website with an application for Grand Marshal goes live on February 27. The Club would like to apply for the position in honor of our 110<sup>th</sup> Anniversary and the fact that we are the oldest garden club in the state.
- d. **Order of business at March 2 General Meeting:** Given how much we need to share with members at the upcoming March meeting, the Board recommended that the President briefly welcome members and ask that they remain after the speaker so we can bring them up to speed on important club business.

Next board meeting March 18, 2026 at 6:30 pm at Amy Sebastian's House, 5797 Robert Moore Road, West Linn.

The meeting was adjourned at 8:51 pm.

Sue Piper  
Acting Secretary