



*Florida Federation of Garden Clubs, Inc.*

# CALL TO FALL BOARD MEETING

TO ALL MEMBERS OF THE BOARD OF DIRECTORS

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CALL FOR

PRE AND REGULAR BOARD OF DIRECTORS' FALL MEETING

FFGC Headquarters – 1400 South Denning Drive,

Winter Park, 32789-5662

September 6-8, 2022

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Dear Members of the Florida Federation of Garden Clubs Board of Directors:

It is with great pleasure that I contact you with information about the Fall BOD Meeting. After a wonderful and hopefully relaxing summer without too much COVID we should be ready to get back to the business of FFGC. Some committees were busy during the summer, and we are grateful for their dedication to their tasks. Wekiva Youth Camp had only a couple spaces left for the summer program. It was a challenge for our new Wekiva Youth Camp Director Shelby Mander, but she made it through six weeks of camp with flying colors. Finance Committee and Headquarters and Endowment Trustees are on schedule for their yearly summer meetings to help us get ready for another eventful year. Undoubtedly, many of you were also involved with FFGC and National Conventions, activities, and educational trips. Please know we appreciate all you do.

We appreciate the work Robin Hayes, Office Coordinator, does for us. She will fill our requests for lunches on Wednesday, Sept. 7. Note that lunch will be at 11:00 instead of 12:00 to avoid the short time between lunch and getting ready for the Call to Order for the Board Meeting at 12:30. Call Headquarters 407-647-7016 or email Robin (Monday through Thursdays) by Thursday, Sept. 1st if you wish to order the optional lunch which will be available in the Foyer at 11:00. The cost will be \$8.50. Send Robin a check before the deadline with your reservation or

pay with cash when you arrive. Don't forget to join us for our annual social in the Foyer immediately following the Board Meeting on Wednesday.

I look forward to seeing all of you.

Marjorie Hendon

## USEFUL INFORMATION

Notify Headquarters or the President if you are unable to attend the BOD meeting. Written reports are nevertheless expected whether or not you attend. Please notify the Parliamentarian, Carolyn Lowry-Nation [005ceesea@gmail.com](mailto:005ceesea@gmail.com) and the President Marjorie Hendon, [llamatreksofflorida@hotmail.com](mailto:llamatreksofflorida@hotmail.com), prior to September 1, 2022 if you wish to give an ORAL REPORT or if you wish to introduce business, by motion, for consideration. Please note that all motions must be clearly stated on motion cards available on our website in triplicate (one for Recording Secretary, one for President, and one for member to read).

Time allowed for Reports at this meeting:

Directors 3 minutes

Chairmen 3 minutes

Please keep to the time allowed. Some may be given extra time to report. WHEN THE TIME HAS EXPIRED, FINISH YOUR SENTENCE, (A THANK YOU WOULD BE NICE) AND THEN STOP.

## Board Procedures

Reports and Motions – A written report is expected at each regular FFGC Business Meeting using the following guidelines for its format. Additionally, Annual Reports will be submitted prior to each annual convention. Your report must be emailed to the Recording Secretary, Sue Roberts, [sue@georgesueroberts.com](mailto:sue@georgesueroberts.com), to be added to the reports available online. These reports are due two weeks prior to the meeting. All reports automatically become a part of FFGC Permanent Records and Minutes. When giving an oral report always bring clean copies for the Recording Secretary and the President. I'm asking all Chairmen to check the website to be sure your report is available online within a month after the meeting.

### Report Format:

**Use letter size 8 ½ X 11 paper**

**Provide electronic reports in word (.doc) or PDF (.pdf) format. Please do not send picture (.jpg) files.**

**Use regular margins**

**A report Heading is typed in the upper right-hand corner using the form given below.**

Reports are typically written in the third person. Reports should be business-like stressing the subject and should not include personal information.

The conclusion may contain a recommendation or a resolution.

Include a Summary of the total report no more than 4 lines at the bottom of the page.

Oral reports must adhere to the time limit.

Heading of Reports and Motions: These headings are to be in the upper right- hand corner.

**Report:** Report

# **Motion:** Motion

Office or Chairmanship

Office or Chairmanship

Your Name

Subject

Board Meeting Date

Your Name

Date

Major action and expenditures, other than budgeted items, must be presented by **motion** for approval of the Board.

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**HOTEL RESERVATIONS INFORMATION** will be sent August 2, 2022 in another email.

#### **SCHEDULE FOR SEPTEMBER BOARD MEETING 2022**

Subject to Change

The Pre-Board and Board will meet from Tuesday 9/6/2022-Thursday Sept. 8, 2022. Currently the Schedule includes the following. If your meeting is not listed, it is due to uncertainty about your members availability. Some attend early for Pre-Board, and others don't arrive until the last two days during regular Board. Coreopsis and Orange Blossom are small rooms which might be available, or the President's Office if not in use for another meeting. We will try to keep the gift shop room available for members to relax in between meetings.

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Tuesday 9/6/2022

**10:00-11:30 SPC, Library**

**11:30-1:00 H&E, Library**

**2:00-4:00 Bylaws and Standing Rules President's office**

**1:00-5:00 FFSJ, Assembly Room**

**5:15-6:30 Advisory Council, President's Office**

**6:30-8:30 Officers' Dinner Off-Site**

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Wednesday 9/7/2022

**9:00-11:00 Tri-Council Meeting, Assembly Room**

**9:00-10:00 District Directors' Meeting, Library**

**9:30-11:00 Wekiva Youth Camp Meeting, President's Office**

**11:00-12:00 Lunch, Foyer and Assembly Room**

**12:30-5:00 FFGC BOD Meeting Opening Session, Assembly Room**

**5:15-6:15 Social; then Dinner on Your own**

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Thursday 9/8/2022

**9:00-Noon FFGC BOD Meeting Continues Assembly Room**

**Noon Adjourn: Safe journey home**

Marjorie Hendon

FFGC President