

Cedar Valley Iris and Daylily Society  
December 9, 2023 Board Meeting Minutes

## I. MEETING DETAILS

Date: 9 December 2023

Location: West Branch Public Library, West Branch, Iowa Time: 10:00 a.m. CST

Board Members Present:

President, **Heather Harroun**; Vice President, **Diane Derganz**; Secretary, **Cari Rusnak** (zoom); Treasurer, **Jackie Westhoff** (zoom); Immediate Past President, **Darrin Lett**; Webmaster, **Jonathan Poulton** (zoom); Club Plant Chair, **Sue Kramer**; Hospitality Chair, **Nancy Rash**.

## II: BUSINESS MEETING CALL TO ORDER

Board meeting called to order by Heather Harroun at 10:06 a.m. 9 board members and guest Dave Kramer were present in-person and via Zoom.

## III: OLD BUSINESS

Correction to October Secretary Minutes

October minutes written by acting secretary Nancy Rash are posted on the CVIDS website. The club did not have a quorum to approve setting aside money for future meetings - we needed 25 active CVIDS members present per our bylaws, and we were two people short. Nancy Carlisle reported after the meeting that 2 members attending on Zoom were not members and we did not have a quorum like we previously believed, so we will need to address this at the next meeting. Heather Harroun said this will be added to the agenda for the January CVIDS meeting.

## IV: NEW BUSINESS

2024 Calendar

Spring Plant Sale - Heather Harroun said the Master Gardener Club would like to continue the joint plant sale this spring. They don't believe we need to have any paid advertisement for the sale since we have done it for multiple years. May 11th is the proposed date. Shelter rental of \$40, will be split 3 ways between CVIDS, Master Gardeners and Muscatine Garden Club, The 4-H Club will be invited to sell concessions at the event without contributing to the shelter cost; CVIDS will cover their portion if needed.

*Motion for the plant sale to happen on May 11th at Discovery Park, with no paid advertising, CVIDS pay upfront for the shelter, the shelter fee will be split 3 ways between the horticultural groups selling plants, for the 4-H group to sell concessions without contributing to the shelter fee, and for CVIDS to reimburse the 4-H group for the shelter fee they were charged last year was made by Nancy Rash. Darrin Lett seconded the motion. Motion passed unanimously.*

Heather Harroun will call to reserve the shelter next week. She will look into how much money the 4-H group had to pay last year and will bring that information to the next board meeting.

Plant Distribution The consensus was that we should avoid Memorial Day Weekend because people will be busy with the holiday. For the location, Darrin Lett said we used Floral Hall at the West Liberty Fairgrounds last year and the fee to use that location was \$300 for the day with a \$200 deposit. We will only rent the space for 1 day to save money

***Dianne Derganz made a motion for the plant distribution to happen on May 18, 2024, at the West Liberty Fairgrounds, with setup at 8 a.m. and distribution at 9 a.m. with Darrin Lett as the auctioneer. Darrin Lett seconded the motion. Motion passed unanimously.***

Darrin Lett will reserve Floral Hall in West Liberty for May 18th and Jackie Westhoff can send payment directly.

Garden Tours - Heather Harroun suggested organized garden tours in 2024. We can determine which gardens at a later date, with a focus on the North-West area of CVIDS since we had tours around Muscatine last year. We are aiming to have tours the weekend of July 13th. Nancy Rash said the Region 1 meeting would be the following weekend, July 20th.

***Nancy Rash made a motion to arrange an organized garden tour on July 13, 2024. Dianne Derganz seconded the motion. Motion passed unanimously.***

August Plant Sale & Club Plant Return - The ISU Extension Expo Center in Monticello is a great place to use because it is a good venue inside for the meeting and has space outside for the sale at a reasonable price - \$265 last year. We can plan for the sale to take place from 9 a.m. until noon, and we can close early if we sell out (we sold out during the 2023 sale). Diane Derganz said we should tell people to have their plants at the location by 9 a.m. - both club plants and sale plants. Nancy Rash asked if we plan to advertise only on social media or if we will have other advertisements. Heather Harroun said we will discuss advertising at a business meeting when we are closer to the event date. Nancy Rash said the outdoor shelter we use for the plant sale is reserved separately through the city and cost \$20 in previous years.

***Nancy Rash made a motion for the plant sale and club plant return to be held on August 24th at the ISU Extension Expo Center in Monticello like in previous years, with the sale being from 9 a.m. to 11:30 for plant sale. Club plants needing to be returned to Diane Derganz by 9 a.m., and the business meeting and auction to start after the noon potluck. Sue Kramer seconded the motion. Motion passed unanimously.***

Dianne Derganz will reserve the location. The shelter and the building are reserved separately - the indoor building requires a \$500 deposit and the rental fee of \$265 last year. Will have to find a member to pick up the key the Friday before the meeting - will revisit this when we are closer to the event. The pavilion where we hold the sale is reserved separately through the city and cost \$20 in the past.

November Banquet - Jackie Westhoff said that she has scheduled the banquet for November 9th with the Radisson Hotel in Coralville. The contract with the hotel will be the same basic contract as last year with an expected price increase of \$1 for the food (facility fees and other terms are the same as last year). The contract does give options for the food menu, with a buffet style meal, the hotel gives a price per plate and we get to choose from several food options.

***Diane Derganz made a motion for the Fall Banquet to be held on November 9th at the Coralville Radisson, with the contract signed by hospitality chair Nancy Rash or by treasurer Jackie Westhoff. Sue Kramer seconded the motion. The motion passed unanimously.***

Regular Meetings - Heather Harroun recommended offering in-person meetings with a Zoom option for people who cannot drive due to distance or weather. We should scope out location options and aim to have 1 in each quadrant to make it easier for people to attend. Discussion on winter meetings being near a major highway or interstate. The Coralville Library and Johnson County Extension Office were both suggested.

Heather Harroun will make calls to see what availability there is for the January and February meetings and will let the club know once we have locations for those meetings secured. We will talk about March, April, and October meeting locations at the January business meeting.

There was a short discussion about what club traditions lost to COVID we want to bring back, including changing up the meeting time. Suggestions were a brunch potluck and hold the meeting an hour or two earlier than usual. This is something we would have to bring to the general club at the January meeting. Heather Harroun said we will add it to the January meeting agenda.

For meeting presentations, Heather Harroun said that Phil Fass has 2 ready-made presentations that he can present anytime during the year. She thinks it might be a good option for the January or February meeting. Heather Harroun said his email says he will do it non gratis, and we are penciling him in as a presenter for the January meeting. His programs are called “Incorporating Daylilies into the Border” and “Color Theory”. Heather Harroun will reach out to Phil Fass about presenting in January. Jackie Westhoff says she has a program about her visit to the Phoenix Botanical Garden if we need a presenter, and she also has a short program on how to rebloom amaryllis bulbs, both of which are short.

***Nancy Rash made a motion to hold general meetings on January 13th and February 10th 2024, with locations near the interstate, and for Phil Fass to make the presentation in January. The motion was seconded by Diane Derganz. The motion passed unanimously.***

#### 2024 Committees

It was suggested to have the board secure chairpersons and the chairpersons fill their committees. Diane Derganz said that she will continue being the silent auction chair. For the Club Plants, Sue Kramer will continue chairing that committee this year and Colleen Hansen would like to learn for when Sue no longer wants the position. Hospitality chair will be Nancy Rash. We did not have a Membership chair last year and we will work to fill the position. The responsibilities are “welcoming new members and making them aware of the society’s activities, newsletter, and website”. Jonathan Poulton said we may need to update the responsibilities of that chair to include Facebook. Darrin Lett said that he believes Shelly Lett wants to continue being the newsletter editor. For the Program Chair, they need to gather a list of possible programs, contact people, and set up a schedule. For Webmaster/Social Media, Heather Harroun proposes that Jonathan Poulton is the chair with Diann Pavelka helping with Facebook and Nancy Carlisle & Catherine Hansen helping with Zoom meetings. Co-Chairs for the CVIDS Banquet are Sherry & Lynn Moffit, Nancy Rash and Lyle Moen.

Heather Harroun proposed a new position for Advertising/Promotion. It would be a role where a person would oversee updating the brochure, purchasing advertising for public events, arranging promotional booths at various events, and recruiting members to man those locations. The Board will create a job description before filling the position. Darrin Lett thinks it would be a great way to advertise the club, and that he knows we would be able to get a booth at various different fairs around Iowa. Heather Harroun said that even having a presence for 1 day of each county fair in the area would give the club a lot of exposure, especially if we are there on floral judging day. Cari Rusnak asked if the board has the power to set up a new chair or if it needs to be brought to the general club for a vote. Per the bylaws, it says that committee chairs must be approved by the board but there isn’t anything that dictates what the committees are. Jonathan Poulton says that since the committees aren’t all outlined in the bylaws, then the board alone has the power to approve a new committee be created.

Diane Derganz will reach out to Sara Hankemeier about being the program chair.

***Sue Kramer motioned that following committee chairs be approved: Diane Derganz as Silent Auction Chair, Sue Kramer as Club Plant chair, Nancy Rash as hospitality chair, Jonathan Poulton as webmaster/social media chair, and Sherry Moffit, Lynn Moffit, Nancy Rash, and Lyle Moen as Banquet co-chairs. Nancy Rash seconded the motion. The motion was approved unanimously.***

## **2024 Budget**

Club Plants -44 members qualify outright and 4 members we have questions about - 2 members qualify but don't want to be members anymore and 2 moved outside the area. There is one other member who may qualify if they have been part of the club for long enough. It was agreed that we will plan for the club plant distribution as if all the people in question qualify so that we have enough plants; that would be 49 members who have qualified for club plants in 2024.

Jonathan wanted to clarify that everybody qualified under the new rules that were approved by the club and not the old rules, and it is clarified by Heather Harroun that we are using the new rules. Sue Kramer reminded us that the purpose of club plants is to get new plants to the area to see how they grow in our climate, and it is very important to evaluate and return them. It is suggested that we go over how to evaluate plants as the March meeting program. Sue Kramer said that she would try to recruit people to help talk to members who have club plants but never returned them. Darrin Lett said that we may need to add more of an emphasis to this in the handbook. Heather Harroun said that we do need to remind members several times per year about the importance of taking care of their club plants and said she will make an effort to do so in 2024. He asked if we can tie the budget to the number of qualifying members; maybe having a cap of \$100 per person who qualifies. Dianne Derganz agrees with this metric. Sue Kramer and Jackie will work together to order club plants.

***Diane Derganz made a motion that we make a proposal of a budget of up to \$5,000 (for plants and postage) for club daylily plants to the general club at the January business meeting. Darrin Lett seconded the motion. The motion was unanimously approved.***

***Dianne Derganz made a motion that we make a proposal of a budget of up to \$500 (for plants and postage) for club irises. Darrin Lett seconded the motion. The motion was unanimously approved.***

Facility Rental Fees - Heather recapped facility rental fees from our 2024 schedule.

\$40 for pavilion in Muscatine, \$265 + \$20 for building and pavilion in Monticello, and \$300 for building in West Liberty. Heather Harroun proposed \$500 for all other business meetings.

***Nancy Rash made a motion that we budget \$1,125 for facility rental fees - \$40 for spring plant sale in Muscatine, \$285 for fall plant sale and plant return in Monticello, \$300 for Club Plant Distribution in West Liberty, and \$500 for all other regularly scheduled meetings. Darrin Lett seconded the motion. The motion passed unanimously***

Advertisement – It is unnecessary to purchase advertising for the spring and fall plant sales. The club spent \$81.21 for brochure printing last year. Darrin suggested a budget of \$150 for brochures for the year and \$0 for advertising the plant sales.

Garden Tour Lunch –It is agreed that members should pay for their own food the club provide an additional tip, but try to organize a lunch together during the garden tour.

General Supplies - Heather Harroun asked if there are any other expenses for the plant sales we need to consider. We need to ask for meeting supplies from Sam McCord. It was discussed and agreed that

members should bring their own plates & cutlery and beverages for club meals. Nobody at the meeting knew where the club's tablecloths were located. It was agreed to budget \$100 for general supplies.

Fall Banquet – 2023 Fall Banquet expenses were:

\$215.54 for Table supplies, programs, etc; \$2107.92, Radisson Hotel; Photo Show Prizes, \$530; Recognition past President, \$112.54; Round trip mileage to Sandy Holmes, \$649.44; \$923.75 ½ of auction proceeds to Sandy Holmes; Hotel for Sandy Holmes, \$554.33. Income: guest meals and raffle tickets, \$240; ½ of Auction proceeds, \$923.75.

\$2,750 for the banquet with the speaker's fee being separate was suggested since it varies from year to year.

Discussion was to budget the following:

**Advertising** - brochures \$150

**Garden tour lunch** - Members will pay for their own lunch. (And Club Pay an additional gratuity)

**August plant sale** \$0. No expenses above rentals.

**Fall Banquet** \$2,750. (Speaker Fees need more discussion)

**Photo Contest** \$300 total with \$25 to First Place and \$50 to Overall winner. Pay 1<sup>st</sup> place only.

Supplies (i.e. displays, printing of photos, etc.) No budget for supplies as Heather has the Display Boards and members send in a photo.

**Speaker fees for regular meetings - TBD**

**General supplies** \$100 (Table cloths for plant sales,)

**Membership Chair supplies** \$100 (Member Care – stamps, cards, etc.)

**Create a committee/officer database**

Have reports completed after each event detailing the duties and processes of each committee.

Have each officer complete a year-end report for the next in line.

Purchase a 2 TB external hard drive to hold the financial records, database, and minutes. Agreed to spend \$80.

A motion by Nancy Rash with a second by Darrin Lett, Motion Carried for: *\$300 for photo contest with \$25 for 1<sup>st</sup> place and \$50 for overall winner. This motion also included: \$100 general supplies; \$100 membership ( cards and stamps sent to members) chair supplies; \$80 for the 2TB External Hard Drive to hold the current and archive the financial records, membership database and minutes, \$2750 for the Fall Banquet cost to Radisson.*

**Update of member handbook to be started by Jonathan Poulton.**

V: ADJOURNMENT

*Motion to adjourn the meeting was made by Darrin Lett and seconded by Sue Kramer. Motion unanimously approved. Business meeting was adjourned at 1:02 p.m.*