

# Victoria Cactus & Succulent Society

## MINUTES

APRIL 10, 2024 7:30PM

ZOOM

<b>MEETING CALLED BY</b>	Laura MacDonald
<b>TYPE OF MEETING</b>	Executive Meeting
<b>FACILITATOR</b>	Laura MacDonald
<b>MINUTE TAKER</b>	Jim Ahlers
<b>ATTENDEES</b>	Laura MacDonald, Juliet Rice, Laurel Shoenrank, Jim Ahlers. Absent – Adam Lamb

## Agenda topics

<b>DISCUSSION</b>	<b>Minutes were circulated via email to all executive members March 26 2024.</b>	
	There were no errors or omissions noted by any exec member. 2 <sup>nd</sup> call to be issued at our meeting April 10 2024	
<b>CONCLUSIONS</b>	Minutes accepted as sent out on March 26 2024	
<b>OLD BUSINESS FROM NOVEMBER MEETING</b>	<b>PERSON RESPONSIBLE</b>	<b>COMPLETED</b>
December/ Adam added to Coast Capital Bank Account	Adam	Waiting for CCSU to reply to online request Follow up done 03/26/2024 to find out they had not received it. Error corrected and docs resent same date and forwarded to Adam to make an appointment. Waiting for Adam to follow up with appointment.  April 10 2024 - Adam absent- unable to report
December / Show and Sale Identification buttons for Vendors. Prices and timeline please	Adam	April 10 2024 – Adam Absent – unable to report
February / Show and Sale Vendor update / acknowledgements / email request by Juliet Feb 22 2024 Bryan Emery/ Bryan,s Specialty Plants Nadyne Berns Alex Jamey Lauinger/ Valley Succulents Brian & Ryan / Planted Farm <b>How many tables will each want?</b>	Adam	We have a potter so far March 13 <sup>th</sup> / Still waiting for vendor confirmations. March 30 confirmed Nadyne Berns, Valley Succulents, Adam Zeller Adam to follow up.  April 10 2024 – Adam absent – unable to report
Reminder to everyone to collect small flats / boxes for May Show & Sale. Can anyone store these?	Everyone	Laurel has agreed to store if the flats are all nested neatly. Ongoing  Laurel is able to store "some" boxes if they are stacked neatly.

March - Recruiting: We need a Vice President. Who can we see in this role?		Unrsolved/ April 10 2024 – Laura asked Exec to choose a member to recruit. Report at next meeting May 8 2024.
February - What is our definition of an Honorary Membership? This will be included in our NEW Constitution	Laura	access other clubs to see comparisons with other area garden clubs / unresolved.  April 10 2024 Laurel moved the honorary memberships be discussed on an individual basis and The Executive will determine eligibility. Laura seconded. All in favor.
March - When do we strike unpaid memberships from our roster?	Laurel	April 10 2024 - Laura motioned that we would retain members "not in good standing" in our email distribution list until after the May Show and Sale – Hoping to garner interest in renewing their membership. Seconded by Laurel. All in favor. Adam and Laurel to coordinate their respective lists in this regard.
March / Do we add Vye Graves and Marge Emery to our honorary membership list? Define long time member? Role Specific? Founding Member?	All Exec	May 8 2024

**NEW BUSINESS**

**LAURA MACDONALD**

<b>DISCUSSION</b>	<b>Show and Sale \ May 2024</b>	
Volunteer sign up. Laura was supposed to pass this around at the February and March meetings. This was not done.		
Juliet will promote the sign up at the April 24 <sup>th</sup> General Meeting.		
Posters / handouts – Made available to all members attending the February and March General Meetings		
Plant care handout		
Display plant information cards.		
New venue search – Ongoing.		
Show and Sale Volunteer job descriptions		
2 tables to be included in the floor plan at the Church for vendor Workshops		
We do not yet know how many tables each vendor wants.		
<b>CONCLUSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Laura missed the volunteer sign up list that was emailed and will present it at the next General Meeting March 29th	Laura	March 29 2024 April 24 2024
Laurel to rewrite Plant care handout to include updated dates/ times / Facebook site address / meeting info / New Logo	Laurel	April 24 2024 – forwarded to Laurel for revision – Due date – no later than May 10th. Laura to have it printed and cut.
Laura to bring information cards to our next general meeting for show plants re May Show and Sale / handout for distribution.	Laura	March 29 2024 – available at both February and March General Meetings
New Venue for Show & Sale: Jim to continue this search. It has been decided that we will not search Church venues due to limitations / no Sunday availability.	Jim	Ongoing April 10 2024 - Laura to check out Oak Bay Rec Center Jim to check out Mary Winspear.
Volunteer Job descriptions need to be outlined so that club needs are to be fulfilled. Ie: Display table volunteer should be able to discuss the plants on the table. Be able to look the plants up on google.	Everyone	April 10 2024 Floor Lead / Manager
Tablecloths for Show tables	Laurel	May 17 2024

<b>DISCUSSION</b>	<b>April General Meeting</b>	
<b>CONCLUSIONS</b>	No guest speaker booked. Laura asked attending members at the March meeting what they wanted. To attend with no guest speaker or to skip the meeting. The consensus was to hold the meeting with no guest speaker. Agenda will be member plants to show and share and Show and Sale update.	
Adam to email membership to remind them of the meeting <b>on or before April 15th<sup>st</sup></b> as well as add the information to our website. <a href="http://www.vcss.info">www.vcss.info</a> and Facebook page		
Purchase Raffle plants for April Meeting – Done- Submit receipt for \$42.54 –		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
email invitation to all members in good standing and add to <a href="http://www.vcss.info">www.vcss.info</a> and facebook	Adam	April 15 <sup>th</sup> 2024

<b>DISCUSSION</b>	<b>Website Development / OLD BUSINESS</b>	
Adding available space on our membership renewal form for “May we share your contact information with other Club Members and is there a specific species that you are interested in.		
Correction to Show and Sale dates and times		
<b>CONCLUSIONS</b>	Adam advised that the date format is awkward on the event page. In order to show beginning and end times, 2 separate days events must be created but can / will be done.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Information update(s) Memberships and Show and Sale Tab added so exec minutes can be posted.	Adam	Immediately

<b>DISCUSSION</b>	<b>Executive to review their Roles and Responsibilities please. Input required for Public Relations / Past President</b>	

<b>CONCLUSIONS</b>	All roles and their duties are under review for	

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
President	Juliet	April 10 2024 / complete
Vice President	Everyone	April 10 2024/ complete
Treasurer	Laura	April 10 2024 / complete
Secretary	Everyone	April 10 2024 / complete
Special Events	Adam	April 10 2024
Memberships Registrar	Laurel	April 10 2024 / complete
Public Relations	Everyone	April 10 2024
Show & Sale Committee Other program committees		April 10 2024
March 13 2024 - Unresolved April 10 2024 - All completed except Special Events and Public Relations		

<b>DISCUSSION</b>	<b>Valley Succulent Trip / Juliet</b>	

<b>CONCLUSION</b>	April 10 2024 - How was this organized? – Adam Absent	

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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>DISCUSSION</b>	<b>DPS Trip / Juliet</b>	

<b>CONCLUSION</b>	April 10 2024 – Adam Absent	

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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

<b>DISCUSSION</b>	<b>VCSS Contact email forwards / Juliet</b>

<b>CONCLUSION</b>	•

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

<b>DISCUSSION</b>	<b>Round table</b>
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Treasurer Report / Laura – report emailed prior to meeting. Available to answer any / all questions

Memberships / Laurel – will speak to Marg Emery asking if she will speak on Mason Bees or Hoya. Will update and send out revised membership list.

Library / Jim will work with Juliet to update club information to affiliate clubs.

Special Events / Adam - Absent

President / Juliet - Monterey Garden Club has made contact about providing a speaker to talk to their membership. / Next Year Summer Social to be discussed at next meeting .

<b>CONCLUSIONS</b>	
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	Person responsible	Deadline

<b>DISCUSSION</b>	<b>Website Development</b>
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Adding a tab for our monthly executive meeting minutes and posting monthly.

<b>CONCLUSIONS</b>	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Adam	Immediate

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