

Operating Procedures

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I. Definition & Revisions

OPERATING PROCEDURES are detailed guidance generally applicable to a Club Officer or Committee. They ensure that when responsibility is transferred to a new member that procedures and past decisions are not lost in the process.

These procedures are approved by and may be amended by the Board. A member may propose changes by giving a Board member preferably by using a typed document that clearly indicates which paragraphs are to be changed, added, or deleted, OR suggesting a change, but Board members have the responsibility of suggesting revisions whenever needed.

In contrast, STANDING RULES are simple general statements that supplement the Bylaws, and are applicable to the Club as a whole. They include information about where and when the club meets and meeting procedures.

II. Member & Board Member Responsibilities

A. Member Responsibilities

In addition to the duties and responsibilities in the Bylaws, members are expected to;

- ◆ Attend general membership meetings and participate in Club activities.
- ◆ Read the Newsletter.
- ◆ Pay their dues on time, as defined in the bylaws.

Renewal of membership dues will be paid in advance, but not later than the June meeting, after that they become delinquent. However, there is no penalty for delinquency. Members who renew their memberships will pay the full amount as long as they continued to receive the newsletter and attend meetings, no matter how late the payment. Members are expected to use the dues renewal form, published in the May and June newsletter, to pay their dues. NOTE: The form asks members to confirm their personal contact information.

An Officer or Committee Chair who has a budget for the expense must approve requests for reimbursement. Approvals for expenditure OR reimbursement for expenditures exceeding the budget must be approved by the Board of Directors.

Members may request a printed copy of any club document, (other than the Newsletter), especially if they don't have access to a computer. Mainly these documents include, the roster, Bylaws, Standing Rules, Operating Procedures, and Mini-show Genera list.

B. Board Member Responsibilities

1. The President, as Chair will prepare agendas based on input from Board members and the membership. The agenda will be distributed before the meeting.
2. Members holding more than one Board position are entitled to only one vote.
3. Board meetings may be attended by the general membership.
4. The Board shall confirm Presidential nominations of members to Chair positions of the Standing Committees and Liaisons.
1. Officers and Standing Committee Chairs shall maintain a 3-ring notebook for 8.5 X 11 paper. The Notebook must contain
 - a) Table of Contents
 - b) Bylaws
 - c) Standing Rules
 - d) Operating Procedures
 - e) Roster and leadership / organization listing
 - f) Notebooks should also contain other documents relating to the position that would be useful, especially to the next incumbent, such as minutes, inventories, reports, and checklists.

III. President

The President shall;

- A. Prepare an agenda for all General Membership and Board meetings. Board agendas will be similar in format and must be distributed in advance of the meeting date.
- B. Early in General membership meetings, the president will invite new members to pick a plant from the “Door Prize” plant tray after they introduce themselves, followed by members celebrating a birth-month. Half of the remaining plants will then be distributed to members as door prizes. At the end of the meeting the remaining plants will be given away as door prizes.
- C. Although minutes aren’t usually read at meetings, the President will entertain a motion to dispense with reading them and approve. Once approved, they will be archived electronically.
- D. With assistance from the Treasurer, prepare an Annual Budget for the June Board meeting for review and approval. The budget shall be organized such that Officers and Committee Chairs can know by major expense what they and their committees can spend during the year without obtaining Board approval.
- E. With assistance from the Treasurer, prepare an Annual Financial Report for the August Board meeting for review and approval. The report shall be organized such that Officers and Committee Chairs can know by major expense what they can spend during the year. It shall also contain the findings of the Audit Committee.
- F. Write a “President’s Message” article for the monthly newsletter.
- G. In June, prepare and send the Board an annual calendar of club events that need advance planning and/or preparation.
- H. Co-sign all club checks. Blank checks may be signed in advance, as long as the Treasurer notifies the President when a check needs to be written. By mutual agreement with the Treasurer this notification can be for checks over \$100.
- I. Appoint an Audit committee each year in July to audit the club’s finances.
- J. Ensure “Thank you cards are written and sent/given to show vendors and monthly speakers.
- K. Monitor the Club forms and publications to ensure currency and usefulness.

IV. Vice President

The Vice President shall;

- A. Conduct scheduled regular and/or Board meetings when the President is absent
- B. Plan for the installation of new officers after elections.
- C. With the President, review and make corrections to minutes, that are submitted for approval more than two meetings late.
Assume other duties as assigned by the Board.

V. Treasurer

A. Accounts

1. The Treasurer shall maintain business checking and credit accounts at a convenient bank. Details of the accounts will be kept in the Treasurer's notebook, such as account numbers, EIN numbers, passwords, statements, etc.
2. To facilitate credit card sales, the bank (B of A) has provided a wireless credit card reader. The Treasurer is the custodian of this device and has full control over its use.

B. Reports & Budget

1. The Treasurer shall prepare a monthly report to be presented at the monthly meetings that includes the current balance in the club's bank account and compares it to the previous year's account balance at the same time.
2. The Treasurer and President shall prepare an Annual Budget based and present it to the Board at the January meeting. The budget shall be based on expenditures (by responsibility) of the past fiscal year.
3. The Treasurer and President shall prepare an Annual Financial Report to be presented to the Board at the January meeting for review and approval. The report shall contain details of debits and credits sorted by responsibility.
4. Show & Sale Financial Report - See paragraph F. Annual Show & Sale.

C. Reimbursement

1. Periodically, the Treasurer will advise club members that if they expect to ask for reimbursement for expenses, a Board member with a budget must approve the expenditure, otherwise the payment must be approved at a Board meeting.
2. Requests for reimbursement must be accompanied by a receipt and have the signature of the approving Board member before a check will be issued.

D. Taxes (Sales & Income)

1. The club is required to submit quarterly sales tax reports to the California Franchise Tax Board. Normally the only Club income is from the annual show and sale, and only the report after the annual show & sale will require a payment computed and paid by the Treasurer.
2. When the Club attains Non-profit 501(c)3 status, the Treasurer must be familiar with IRS reporting requirements. This will require an annual (on-line) report to the IRS and may require reporting income.

E. Dues

1. Dues are to be given to the Treasurer who will give a receipt for cash payments. The members' name will then be sent to the Membership Committee Chair along with the membership application.
2. The Treasurer will maintain the Dues Renewal form and publish it in the May and June Newsletters. Members are expected to print the form from the e-Newsletter or cut it from their hard copy.

3. After collecting the renewal forms, the Treasurer will give them to the Membership Chair. Renewal of membership dues will be paid in advance, becoming delinquent after the June meeting. However, there is no penalty for delinquent dues, but the full amount is required as long as the member continues to receive the newsletter.
4. Dues of new members are prorated at \$1/month. Additional adults living at the same residence shall pay an additional \$6.00/year - prorated at \$0.50/month.

F. Annual Show & Sale (for Treasurer)

1. Before the Show & Sale

Obtain change for two cash registers: each register should have \$575 in change (20 tens, 40 fives, 100 ones, 160 quarters, 200 dimes, 200 nickels, 500 pennies).

Check the cash registers to ensure proper operation and that the correct sales tax percentage is entered.

Set up the Credit Card reader and check for proper operation.

2. During the Show & Sale

Total prices on the pulled plant tags for each vendor on Saturday and Sunday after sales stop. The Treasurer and another member appointed by the Show Chair are expected to do this job together. The Treasurer (or other trusted agent) must take all cash in the registers home after sales end on Saturday.

After writing the "People's Choice" award checks, give them to the Show Chair for presentation Sunday.

3. After the Show & Sale

After sales end Sunday, with another Club member, compute each vendor's "Net" - 70% of each vendor's tag total. A computer file and record must be created for these calculations.

Tags may be returned to a vendor after the sale on Sunday only after they have been counted and totaled AND the Treasurer is confident in the totals - otherwise the tags will be mailed along with the check, NLT the following Wednesday.

Show proceeds must be stored in a safe location Sunday night, on Monday count the cash receipts with another member appointed by the President or Show Chair and deposit the receipts.

Include Thank You notes with the vendor's checks. NOTE: The Vendor Coordinator will provide vendor mailing addresses and the Show Chair will ensure Thank You cards are written and given to the Treasurer.

With The Show Chair, prepare the Show/Sale Financial report for the May Board meeting. Optimally an algorithm should be used to prevent errors and oversights.

Prepare the California Franchise Tax Board forms and remit sales taxes when the next quarterly filing is made. This is a required on-line report even when no taxes are sent.

Send check to SCBG Foundation for facility "rent". The percentage of net income is specified in the annual SCBGF contract. As of 2013, it is 15% of gross sales.

VI. Secretary

A. Minutes

1. The Secretary shall distribute Minutes of Board meetings to all Board members using email and minutes of General meeting minutes to all members who have an email address. Members who don't have email access may request hard copy from the Secretary. A printed copy of minutes for the previous 12 meetings will be brought to all Board and General Meetings.
2. Minutes will list attendees, and any business transacted. The name and topic of the speaker will be included in the General meeting minutes. Written Reports from Board members will be attached to and become part of the permanent file copy. Reports will be digitalized and attached to the Minutes file. Approved minutes will be stored in electronic form by the Secretary and at least one other member - currently the President.
3. Late minutes. In the event that minutes of the previous General membership meeting haven't been distributed, a draft version will be sent to the president and Vice President for review, comment, and approval. Once approved, they will be placed in the archive. Board minutes will need Board approval whenever they are completed, late or not.
4. Minutes of General and Board meetings will be archived as computer files in the Secretary's home computer and at least one other club member and or the president. It is suggested a CD/DVD backup copy be made once a year.

VII. Show & Sale Committee Chair

A. General

1. The Club sponsors an annual show and sale, normally the 2nd weekend in April. The Chair may recommend the Board change the date and/or the format as defined in these procedures. The Chair has overall authority and responsibility for all Show/Sale activities.
2. Officers and Committee Chairs have responsibilities as defined elsewhere in these Procedures. Specifically
 - a The Board sets the Club's percentage of gross sales, currently at 30%.
 - b The Treasurer will account for and have control over all funds, including Credit.
 - c The Financial Committee will invite vendors and have control over number of tables they are allocated, placement, etc.
 - d The Membership Committee will insure the Hospitality Staff are able to sign up new members.-
 - e The Communication Committee (Publicist, Editor, and Webmaster) is responsible for show & sale publicity. This includes the show flyer, but not photographs.
 - f The Refreshment Committee will provide all food and drinks. Normally this means a Continental breakfast Saturday and Sunday morning and a potluck lunch Saturday and Sunday, and bottled water through the period.

B. Before the show the Show Chair should:

1. In May or the first Board meeting after the Show, review the "good" and "bad" of the just ended show. Lessons learned should be incorporated into these Operation Procedures.
2. In November, review these Procedures and ensure the Communication Committee (Publicist) completes the design of a flyer or postcard.
3. At the January Board Meeting discuss the show and sale budget and publicity.
4. In February start recruiting members for show tasks. More tag pullers will be needed Saturday morninga. With Board approval, determine space allocated to sales and other functions.
5. In March (or the last General meeting before the show), finalize all show positions and assignments. And coordinate responsibilities and activities with Chairs of the Standing Committees, as described below.
6. The day before the Show & Sale (Friday).
 - a Schedule training for all Checkout table volunteers.
 - b Set up tables, signs, chairs, etc.

C. During the show

1. Resolve issues and ensure compliance with the 'Facility-Use rules in the Club's Contract with the SCBG. If available, the President should be asked to present the People's Choice awards.
2. Purchase a box of "Thank You" cards for vendors. This could be done Sunday using the gift shop at the SCBG. Coordinate with the Hospitality table staff on the wording and ask them to write the cards and ask the President to sign them. After the President signs the cards, give the completed cards and envelopes to the Treasurer, who will insert checks and tags (if necessary) and mail to the vendors.

D. After the show

1. Ensure the facility is cleaned. If approved by the Board in advance, this task may be hired out.
2. Write an article for the Newsletter, and brief the Board and general membership at their next scheduled meetings. Lead the Board discussion on how to improve next year's show.

E. Coordinators

1. The Show Chair shall recruit and brief the following;

Set-up Coordinator
Checkout Coordinator
Cashiers
Tag Pullers
Line Controller
Display Tables Coordinator
Club Table Coordinator
Hospitality Coordinator
Photographer
Security & Safety Rover
Clean Up Coordinator

2. [SET UP COORDINATOR](#)

The Set-up coordinator will ensure the show and sales areas are arranged as planned. Labor may be hired or club volunteers to perform set-up. Usually the Show & Sale Committee Chair does this task.

3. [CHECKOUT COORDINATOR](#)

The Checkout Coordinator may be any experienced person working at Checkout Tables. Set up two cash registers on Friday with a credit card reader device at one of them. Test the machines to ensure proper operation including the current sales tax rate. NOTE: Bernard Johnson stores the registers. He also obtains the Credit Card device from the bank. The Coordinator will instruct and supervise the cashiers and tage pullers. Usually six volunteers will be needed to help Saturday morning , then as volume dictates. The register without the credit card reader maybe closed , if sales are slow.

g CASHIERS

Cashiers operate the cash registers and credit card device. The club has two cash registers and the credit card device will be used in conjunction with one of them. If only one cashier is needed, it will be the one with the Credit card device. Cashiers should be checked out Friday to ensure the machines are operating correctly and they know how to use them. On Saturday before 8:45a.m the Treasurer will bring change for two cash registers. The Cashiers should count the change as they put it in the registers.

When sales begin, cashiers will take the tags from the tag-pullers, total them on the register, and calculate the sales tax. After taking payment the purchaser will be handed a receipt.

If it's a credit sale, use the receipt to enter the transaction on the Credit card reader and have the customer swipe his card. Then hand them a receipt.

At the end of the day, total sales figures for both registers and give them to the Show Chair.

h TAG PULLERS

Tag Pullers will remove the tags from the plants in the purchaser's box, being careful to pull only the tags with prices on them, not the tag with the name of the plant - although in some cases these will be identical. The number of tags and plants **must** be the same. Check the purchaser's box for pots and other non-tag items. NOTE: Books, plant tools, T-shirts, etc. sold by Rainbow Gardens must be paid for at the Rainbow Garden stand.

When the cashier is ready for the next customer ask the purchaser to come to the cashier and hand the collected tags to the cashier. If there are items without tags tell the cashier. NOTE: Don't interrupt the cashier while he/she is entering a sale, as this will cause errors and slow things down. Wait until the cashier is done with the last transaction, then hand over the tags and point out the customer to the cashier.

This task includes managing the Plant Holding tables for people who have bought plants and want us to hold them while they look at the displays or continue to shop. Any method can be used to identify the owner, but writing the person's name on the box has worked in the past

i LINE CONTROLLERS

On Saturday morning, when volume is large, there will be two checkout lines, one for cash or checks, and the other for credit purchases. The Show Chair may appoint a member to control the lines. The Controller will ask customers as they join a line, whether they will be paying by cash or credit, and direct them to the appropriate line. The Controller also prevents cutting in line, manages carts, and answers questions about our holding area. This task is usually only needed Saturday morning.

4. [CLUB TABLE COORDINATOR](#)

The Club Show Member's Tables are specifically for club members who don't wish to set up a whole display individually.

j - Before the show

Print about 50 Entry Slips that will identify the plant as a Cactus or Succulent, the plant's name, and the displayer's name. The paper should be heavy enough to not blow off in a breeze and large enough to allow large print. Obtain a couple of medium point black felt tip pens.. NOTE: The objective here is to allow the name to be easily read when a photograph is taken and not require visitors to stoop to read the name.

k - The day before the show (Friday)

Coordinate with the **S&S Chair** on the number and placement of the Club Tables. Usually four to five rectangular tables are placed. (See Appendix: Sample map of Show Floor). The tables must be covered before noon to allow exhibitors to put their plants on the tables. When exhibitors bring plants, ensure they are suitable, clean and pest free, and that The Coordinator has the authority to limit the number of plants, reject any not deemed suitable, and arrange the plants on the tables. Make sure the Entry Slips are correct and legible.

l After the show

Collect the Entry Slips and give to the **Mini-Show Coordinator** (Jim Tanner). A member who shows plants on the Club Table will be awarded up to 4 "Mini-show" points (1 point per plant). As a courtesy, the Coordinator will ensure plants left behind after the show are held for the exhibitor.

5. [DISPLAY TABLES COORDINATOR](#)

If a Display Table Coordinator is NOT appointed, the Show Chair is responsible for this section.

- m At the Show & Sale members and vendors are invited to set up display tables. The Board will decide the basic format and what awards will be offered. Currently two types of displays are permitted.
 - i **Artistic displays** serve to show visitors how attractive well-displayed cactus and succulent plants can be. Plant identification or labels are desirable but not mandatory. Artistic displays may also allow exhibitors to express their love of succulents in other media (metal, ceramics, textiles, photos, etc.). These displays do not need to include live plants, but must include a succulent plant representation.
 - ii **Specimen Plant displays** must use live plants, identified by an easily read label. There may be only one plant per pot.

n Code of Conduct

Exhibitors are encouraged to discuss their display and plants with the public, but must refrain from encouraging anyone to vote for their display. Exhibitors are also expected to refrain from encouraging anyone to attend our show simply to vote for their display. A breach of this code of conduct may lead to disqualification of the exhibitor by the Show Chair with the consent of the President.

- o Exhibitor Selection
 - i The **S&S Chair** creates and maintains a Display Table Application letter. (See Appendix - Forms & Publications.)
 - ii In the February Newsletter and at the February meeting the Display Table Coordinator will explain the process and offer members a copy of the application.
 - iii The Display Table Coordinator determines how many tables are required based on space av. Usually there is room for 12 round tables aivable
 - iv NOTE: The **Vendor Coordinator** will send potential vendors notice that we expect them to display a minimum of ten plants. The application to show will be included with the vendor application. Vendors may choose to display their plants on the club table rather than set up their own table. The **Vendor Coordinator** will inform the Show Chair which vendors wish to set up a display table. (See Appendix - Forms & Publications.)
 - v Only Club members and vendors may set up a display and compete for awards.
 - vi Two or more members may set up a Display and share the award.
 - vii Vendors and club members may ask to enter as many displays, as they like, however, each table will be entered as a separate entity. Exhibitors may have more than one Artistic or Specimen table, but each display will be treated as a separate entry.
 - viii The Show Chair will review the applications and decide how many tables of which category each applicant will be allowed. The criteria will be to seek a wide variety of displays. Exhibitors who are known to have excellent displays may be favored.
 - ix The Show Chair will inform ALL applicants as soon as possible if their request can be honored, since displays require preparation time. (See Appendix – Display Table Acceptance Letter.)
- p Display Setup Rules
 - i The Coordinator should be present when Display Tables are set up and dismantled. The Show Chair/Coordinator shall divide the show area into two separate sections, one for the Artistic displays, and one for the Specimen Plant displays.
 - ii Exhibitors may choose any table. The Coordinator will settle disputes and ensure compliance with these rules.

- iii Exhibitors may put his/her name or business name or cards on the tables.
- iv Before the sale starts the Coordinator will place a number on the artistic displays and a letter on the Specimen Plant displays. These should be printed ahead of time.
- v Exhibitors must cover the Display tables to protect the table surface.
- vi Exhibitors must complete their Displays no later than 8:30 AM the first day of the show, and are expected to remove them between 4:00 PM and 5:00 PM the last day of the show.
- vii Plants must be labeled, attractively displayed, in good condition and free of weeds and pests.
- viii As a courtesy, the Coordinator will take home any plants not removed and notify the owner.

q The People's Choice Contest

- i Visitors to the display area can vote for one Artistic Table AND one Specimen Plant Display. The ballot may contain a "Comments" section and survey questions, as long as the information obtained is used to improve the show or the club. The Coordinator will print about 400 ballots and bring to the Hospitality table.
- ii The Coordinator will ask for a volunteer to create a Ballot Box and bring it to the Hospitality Table.
- iii Early Sunday the Show Chair will appoint two people will tabulate ballots.
- iv Exhibitors may be awarded only one prize in each category, but that could include first prize in both if they had a Specimen Plant AND an Artistic display. If there are fewer than five entries in a category, the third place award will be eliminated.
- v The Board will decide awards. Winners will receive their prize at the end the second day of the Show at a time chosen by the **S&S Chair**. Either the **S&S Chair** or the **President** will present awards to the winning exhibitors. Photos should be taken. ~~Cash awards will be \$75, \$50 and \$25 for first, second and third place, except that at least five entries are required for awarding of the 3rd place award. Cash awards will never be cash from a register. The **Show Chair** should request Checks from the Treasurer.~~

6. HOSPITALITY TABLE

The Hospitality table staff needs three tables - The SET-UP volunteers will do this on Friday. The S&S Committee Chair decides the location.

- a Cover the tables using the blue tablecloths stored in plastic bins stored where the folding tables are stored in the hall.
- b Two tables should have Membership Applications, 'People's Choice' ballots and a ballot box, a membership sign-in sheet and name badges. The 3rd table is for flyers advertising other events in the future - (provided by Jim Hanna). Optional items may include a plant display, and a few reference books to answer questions.
- c Hospitality Table staff will greet visitors going into the display area, be prepared to answer questions about the Society and assist in getting answers to technical questions about plants. Visitors entering the display area will be stopped (politely) if carrying plants. They will be directed to the Plant Holding area/table.
- d On Saturday visitors entering the Display area, should be given a ballot and asked to vote in the "People's Choice" contest. Hospitality table staff should be proactive in promoting this event. NOTE: the Display Table Coordinator or S&S Committee Chair will provide the ballots.
- e On Sunday, the Hospitality table staff may be asked to write "Thank You" cards to the vendors. Completed cards should be signed by the President and given to the Treasurer. The Show Chair or President will provide the cards and guidance on what to write and to whom.
- f Hospitality table staff may also be asked to count the "People's Choice" ballots.
- g Staffing the Hospitality Table.
 - i The Show & Sale Committee Chair will recruit 1-2 members to staff the table during the show.
 - ii The Membership Committee Chair will either staff the table in order to process visitors desiring to join the Society AND/OR train the S&S volunteers.

7. PHOTOGRAPHER

During the show take photos of Club members volunteering at the show and Award winners standing next to their table, receiving their award from the President or Show Chair.

Photos of all educational and artistic displays should be taken and sent to the **Communications Committee Chair**, who will decide whether to have all or some posted on the club's in the website, published in the Newsletter, and/or use them for publicity. JPG files should be labeled to identify the exhibitor.

After the show, edit the photos and provide captions (names of people and plants) and send photos to the Webmaster and Newsletter editor.

8. [SECURITY AND SAFETY ROVER](#)

The Rover(s) should be someone who can notice where help is needed and take appropriate action. Watch for misbehavior, e.g. sneaking plants out the back, changing labels on plants. Be alert for unsafe conditions and correct, for example, pick up loose paper and spilled soil.

9. [CLEAN UP COORDINATOR](#)

Clean up starts at 4:00pm, and continues until done, usually about 2 hours.

Normally Club members will remove debris and sweep the floors, remove tables from the auditorium, restore the classrooms, and clean the kitchen. All these tasks are defined in the Club's annual contract with the South Coast Botanic Garden (See Appendix).

If the Board approves, someone may be hired to do the cleanup.

10. [SUPPORT EQUIPMENT](#)

All supplies and equipment owned by the club is either kept in two plastic bins stored with the tables OR in one of the classroom cabinets. The **Treasurer** keeps the Cash Registers and Credit Card Reader device. See the [Appendix](#) for details

VIII. Programs Committee

A. General Chair responsibilities.

1. Schedule programs for all regular general membership meetings. To assist in this responsibility additional committee members will be selected and appointed with assistance of the Board. If Speaker and Mini-show Coordinators aren't appointed, the Program Committee Chair is responsible for completing their tasks.
2. The chair will provide input to the annual budget, primarily estimated speaker's fees.

B. Speaker Coordinator Responsibilities

1. Successfully scheduling speakers depends on a coordinator who can be pro-active and network with people.
2. Based on the availability of personal time and finances, The PCC and Coordinator (if appointed) network primarily at the following venues.
 - a CSSA conventions (good place to hear quality and identify new speakers)
 - b CSSA and C&S societies and clubs events in the area
 - c Huntington Symposia (usually repeats many of the CSSA speakers)
3. If the following information is not known, potential speakers should be queried about the following before asking them to speak;
 - a What is their knowledge based on - they could be professors. Recent trips to study succulents in the field or botanical gardens
 - b What their area of expertise is.
 - c Whether they have made presentations to other groups recently.
 - d Whether they have one or more programs that are about an hour.
4. If the person seem k knowledgeable and has programs, get their contact info;
5. Follow up with an email or phone call validating their availability for the month and time.
 - a Determine the Title of their presentation and a description of the content.
 - b Negotiate a fee (out of towners typically get more than local people). Offer world experts, like Brian Kemble, to pay their airline costs. Sometimes an society member is able to provide lodging and home cooked meals to cut down on their expenses.
 - c Determine their transportation requirements.
 - d Determine their Audi-visual requirements. Audio visual requirements, that may include the need for a laptop and a discussion of whether yje presentation file and their computer software is compatible. And whether a projector is needed.
 - e NOTE: Occasionally a speaker is scheduled for a particular month and the details are determined later as their time permits. Sometimes they are

working on a presentation and they get it done, other times we may have to fall back on a talk they already have prepared.

- f Ask for a resume and some pictures. And extract of the presentation
 - g Offer the Speaker an opportunity to bring plants or literature for sale
 - h Usually the Coordinator (or PCC) will follow up with a reminder to the speaker about a week in advance. Actions include, posting the Speaker information and Presentation details.
 - i When information is confirmed the Coordinator enters it on the Society's website, as time permits, but at least a month in advance.
 - j The Coordinator will submit an article for the Society's newsletter in time to meet the editor's suspense date.
6. Annual Budget
- a While no format budget is published, The PCC will plan to stay approximately within what was spent the previous year
 - b Currently, fees for local speakers are averaging about \$150. We need 10 programs/year.
 - c Occasionally, there is an opportunity to schedule a world-class speaker who is in the area and presenting at other C&S Societies in the area. If the fee is beyond normal range, the PCC may ask the Board to cover extraordinary expenses.

C. [Mini Show Rules and Responsibilities:](#)

1. A mini-show is scheduled for all regular meetings (not April or Dec). By entering the event Society members have the opportunity to display well-grown plants in friendly competition. In so doing, members learn about a wide diversity of genera as well as what it takes to stage an award-winning and attractive plant.
2. The Board of Directors shall;
 - a Review and approve a list of succulent and cacti genera that extends at least 18 months into the future. With Board approval, the President shall designate one or more Board members to create the lists.
 - b After the the November meeting, the Board will review member point totals and 1st place awards for possible promotion to the next higher class. Members being promoted will be notified by the President at the December Holiday Potluck.
3. The Mini-Show Coordinator shall:
 - a Each month obtain or write background articles for the plant genera categories and send them to the Newsletter Editor and Webmaster or the Programs Chair - who will review and forward them.
 - b Prior to judging at the the regular meeting;

- i Inspect the plants and have any diseased or infected plants removed.
- ii Disqualify any plant that is not the correct genera or type for that month. Also pots containing multiple plants that are not vegetatively connected are disqualified unless the category allows multiple plants - such as Dish Gardens.
- iii Any container may be used, including plastic.
- c At each regular meeting, provide entry slips that include or provide space for the:
 - i Class: Novice, Intermediate and Open
 - ii Plant Category: Cactus or Succulent
 - iii Exhibitor's name
 - iv Botanical binomial name
- d Ensure the written information on the entry slips is legible.
- e Assist the judge if another club member has not been appointed.
- f After each meeting
 - i Collect the entry slips and compute individual point totals.
 - ii Create a table listing the three entry classes, member's names, and their point total for the current calendar year.
 - iii Send the table to the Newsletter Editor and the Club Secretary.
- g After the Annual Show and Sale
 - i Obtain the Club Table entry slips from the Club Table Coordinator or the Show and Sale Committee Chair. Award members one point for each entry, not to exceed 4 points.
 - ii Obtain from the Show & Sale Committee Chair a list of members who set up Display Tables. Each entry will be allotted four Mini-show points. If more than one member sets up the table, the team must decide how the four points are to be allotted. If a member or team sets up more than one Display table, no additional points will be awarded. It makes no difference whether the Display is an Artistic or Specimen category. Vendors who set up Displays who are not Society members are not eligible for Mini-show points.
- h After the November meeting, combine the Cactus, Succulent, and Show & Sale points and report the top four highest point winners in each of the three entry classes to the President.
- i Ensure that once a year, a short version of the Mini-Show rules, containing information needed for members to enter, is sent to the webmaster and published in the newsletter.

4. Exhibitor Responsibilities

- a Exhibitors must be club members in good standing and be present at the meeting in order to receive points.
- b One name representing the same household may be used unless plants are grown and consistently shown separately by the members in the household. The Mini-show coordinator will be consulted if there is any question of entry identity.
- c There are two plant Categories, “Cactus” and “Succulent”. Up to three plants per individual may be entered in each category.
- d There are three Classes: “Novice”, “Intermediate” and “Open”.
- e All novice entries must have been grown for a minimum of six months; and one year for intermediate and open classes.
- f Only members new to the hobby are expected to enter the novice class.
- g Novice members awarded more than 64 points or winning at least six 1st place awards will be reviewed by the Board for potential promotion to the Intermediate class.
- h Intermediate Members awarded more than 64 points or at least six first place awards, will be reviewed by the Board for potential promotion to the Open class.
- i Members will not be allowed to regress to a lower level.

5. Judging

- a The Programs Committee Chair or President will ask the Program Speaker to judge the plants, otherwise, a non-showing member will be appointed. A club member acting as an assistant will advise the judge on mini-show rules.
- b The Mini-show Coordinator will assist the judge if another club member has not been appointed.
- c To encourage membership participation, Novice, Intermediate and Open entries will be judged separately, as will the cactus and succulent classes.
- d The judge may award one 1st place and up to two 2nd and 3rd place winners in each category and class.
- e The judge will be asked to comment on exceptional entries.
- f Scoring: First Place - 6 points; Second place - 4 points; and Third place - 2 points. All other entries not disqualified receive one point.
- g If entries are deemed to be of insufficient quality, no second or third places need be awarded.

6. Awards

- a The sum of the combined cactus, succulent, and Show & Sale points, calculated from January through November determines the winners.
- b The Plantman will obtain and bring to the December meeting six cacti and six succulents in the \$10-\$15 dollar range as awards for the winners.
- c At the December meeting, the President will invite the top four highest point winners in each of the three entry classes; starting with the Open class, asking the member with the highest score to choose the first plant; followed by the member with the highest score from the Intermediate class, then the member with the

highest points from the Novice class; then repeating the process for the 2nd, 3rd and 4th place winners.

- d As stated in paragraph 2 above, the President will then announce any promotions from Novie to Intermediate class and Intermediate to Open class.

D. Annual Plant Contest

1. The Programs Committee Chair will ask the Plant Man to bring sufficient small plants – all of the same species and approximate size - to give each member present at the December meeting to grow for one year.
2. Plants will alternate between a cactus and another succulent each year.
3. Members not attending the December meeting may obtain a plant if they come to the January meeting. Any remaining plants may be sold or otherwise disposed of by the Plant Man.
4. At the next year's December meeting members bring in their plants to be judged. The Program Committee Chair will judge the entries using a "Best Grown" criteria. Best Grown may mean largest tallest, etc., depending on the species. No prizes will be awarded.
5. NOTE: Members will be asked to NOT bring in "Annual Plants" from previous years

E. Trips & Tours Coordinator

If there is sufficient interest in scheduling and arranging trips and tours, the Programs Committee Chair will appoint a Coordinator. The Program Committee Chair and Coordinator will draft procedures as necessary.

IX. Membership Committee

A. General Membership Committee Chair (MCC) Responsibilities

1. The MCC is responsible for the Membership Directory and issues related to keeping track of members, but more generally is responsible for integrating new members into the Club and making them feel welcome.
2. Other members may be recruited as the scope of the committee requires. This could include more social events and recognition.
3. The MCC also provides input to the budget, tracks expenses during the year, and authorizes expenditures of any Committee members. If the MCC thinks expenses will exceed the budget, approval for these expenses must be obtained from the Board

B. New Memberships and Renewals

1. Individuals wishing to join the Club will be asked to complete a Membership Application and Renewal form. This form is maintained by the MCC.
2. The form will state that completed forms should be mailed to the Treasurer with a check for the required dues.
3. The form will ask for contact information (address, phone, and email) and an option to withhold the information from the Membership Directory. The form will also allow a member to have the newsletter mailed to them at an additional cost.
4. Dues are \$18/year, prorated at \$1.50/month. Additional adults living at the same residence shall pay an additional \$6.00/year. Dues (new or renewals) (cash or check) are mailed to the Treasurer or, if in person at a regular meeting, given to the Treasurer. After recording the information, the Treasurer will send or give the completed Membership Application and Renewal form to the MCC.
5. The MCC will ensure the current a Membership Application and Renewa form has been placed on the Club's website and that a few copies are available at the sign-in table at every meeting. A stock of a few hundred copies will be held for public events, including the society's annual Show & Sale.

C. Membership Directory

1. In May or June the MCC shall send the Treasurer the current Membership Directory or similar document to record payment of dues.
2. The Treasurer shall return the Membership Directory to the MCC after indicating which members have not paid their dues for the coming year.
3. Members who have not sent in dues shall be contacted to determine whether they want to stay members.
4. When the list is finalized the Membership Directory shall be brought up to date and a copy sent all members of the Board.
5. The MCC shall notify members that the new Membership Directory is available with an article in the Newsletter. Individual members may request a Membership Directory be sent to them. Electronic transmission will be used unless the member has NOT provided an email address or requested the Newsletter be mailed. A number count of members shall be provided to the President.

D. Signing-In at Meetings

1. Sign-In sheets will be used to record attendance at meetings.
2. The MCC will send a copy to the club Secretary using email

E. Name Tags

1. The MCC shall provide Name Tags to all members. When new members attend their first meeting, an effort will be made to make a small ceremony.
2. Nametags may be formatted as the MCC wishes. Creativity is encouraged. Use plastic holders of the “pocket”, clip-on type.

F. Recognition.

The MCC is encouraged to create various forms of recognition. These could be Certificates for length of membership, service to club or community, etc. Recognition could be coordinated with the CGCI Liaison because standard certificates for various occasions are available for free on the CGCO website.

X. Communications Committee

- A. General Communications Committee Chair (CCC) Responsibilities
1. The CCC oversees and coordinates the activities of the Publicist, Webmaster, and Newsletter editor.
 2. The CCC also investigates other methods of advertising our society. This could mean setting up and maintain a Facebook presence and/or other internet social sites, getting our events advertised on the websites and newsletters of CGCI, CSSA, the SCBG, and other organizations.
 3. Periodically the CCC will meet individually with committee members to discuss ways to improve the activity.
- B. Publicist Responsibilities
1. Meeting Notices
 - a The Publicist should send meeting notices to local newspapers and other media as appropriate and within the scope of the Publicist's skills.
 2. Show and Sale Publicity
 - b In September or October the CCC will coordinate with the Board on the appropriate advertising budget and activities including but not limited to: designing a Show & Sale flyer or postcard. The Board or members could be asked for suggestions.
 - c At the October Board meeting get approval for flyer or postcard design.
 - d At the November meeting flyers/postcards should be ready for distribution. In the past Jim & Roberta Hanna reproduce our flyers and charge us for the service.
 - e The Publicist shall send announcements/flyer of our upcoming show and sale to periodicals, newspapers, etc. A mailing list for "Post Card" should be created and maintained.
 - f The Show & Sale Chair should obtain SCBG Foundation approval in advance to put Show & Sale posters anywhere on the SCBG grounds outside the hall. NOTE: Jim & Roberta Hanna have a large banner that Jim usually hangs on the fence by the SCBG front gate. It says, "Cactus & Succulent Sale".
 - g SCBG Patio Display Window

If the club desires to decorate a display window in the patio at the SCBG, the Show Chair must contact the Foundation office in January or February to request permission and arrange to have the current display removed in March and that if they approve, we will remove our display shortly after our show. The Show Chair must also recruit volunteers to do it. The display should be set up at least four weeks before the show date. If a poster is to be used, it needs to be designed well in advance. Experience shows that live succulent plants do very well for a month in the showcase, as they will not overheat or burn. The key to the showcase can be

obtained from the foundation office. The display should be removed shortly after the show.

C. Newsletter Editor Responsibilities

1. The Editor is a member of the Communications Committee, and has full control over the Newsletter format and content. However, articles submitted by members of the Board pertaining to club business must be published, including the coming month's general and background articles. The entire Mini-show list for the coming calendar year will be published in the November or December Newsletter.
2. The Editor can and should correct obvious typos and suggest changes if the writer uses incorrect words or grammar. The Editor is encouraged to subscribe to visit other websites (especially C&S clubs) and obtain permission to republish articles that might be of interest to Club members.
3. The newsletter will be distributed as email to all club members who provide an email address on a monthly basis. Members have the option of having the Newsletter mailed to them, but it will be in B&W. The Editor should be proactive in contacting other C&S Newsletter Editors and exchanging newsletters.
4. **Show & Sale Preparations.** The Editor will include the Flyer in the April issue and articles contributed by the Show Chair. The flyer should also be sent to editors of all C&SS and Garden Clubs in the area.
5. **Annual membership.** The Editor will work with the Membership Chair to obtain material for inclusion. This should include a membership form to be part of the May, June, and July newsletters.
6. **Monthly Mini-Show.** The Editor will work with the Mini-Show Coordinator to obtain material including Plant of the Month descriptions and photos, Mini-Show results, and Mini-Show standings.

D. Webmaster Responsibilities

1. The Webmaster is a member of the Communications Committee and has full control of the content and format of the Club's website, however, information submitted by Board members that is information about Club activities must be posted. The Webmaster should monitor the website content and notify the person who requested it be posted if the information is incorrect, obsolete, or needs to be reviewed.
2. Domain and recurring costs

There is an annual domain registration fee to be paid to GoDaddy. There is a periodic hosting fee (currently every two years) to be paid to InMotion Hosting. Both of these fees are the responsibility of the Webmaster (Mike Short). The fees will be reimbursed by the Society on presentation of invoices to the Treasurer.

3. Website content and maintenance

a Software Updates

The website uses the content management system WordPress. The Webmaster is notified by email of updates available for WordPress itself and the theme used (Total by WPExplorer). There are also updates to plugins that periodically need to be checked for manually. It is the webmasters responsibility to install all updates and verify their effectiveness, especially those that are related to security.

b Website content

The website should include Club meeting notices, other event listings, Mini-Show results, Plant of the Month descriptions, an archive of past newsletters, and a news blog. In addition there should be an 'about' section containing contact information and forms along with descriptions of the club, it's officers, and it's byelaws.

c Website technical details

The technical details of the website are both too complex for this document and are inappropriate for inclusion here for security reasons. A separate document has been started but will be restricted to private storage, it will obviously never be finished but may at some stage be considered adequate. In the event of a change of webmaster it is expected of the outgoing person to either supply such a document or to supply sufficient training to the incoming webmaster.

XI. Finance Committee

A. General Responsibilities of the Finance Committee Chair (FCC)

The FCC is currently a single person, but could be expanded if the FCC doesn't have the expertise or time necessary to accomplish the required tasks.

B. Show & Sale Activities:

If the Committee doesn't include a Vendor Coordinator, the FCC is responsible for tasks defined below

A. The Vendor Coordinator shall:

1. Maintain a list of potential vendors with contact information and a record of their past participation. Board members may ask the Coordinator to add potential new vendors to the contact list.
2. At the November Board meeting, the Finance Chair will provide a list of proposed vendors to be invited and be prepared to state the selection criteria.
3. After the November Board meeting, potential vendors will be invited to participate using the Vendor Request form. This form contains guidance for vendors, including a suspense date for informing the Coordinator if they want to participate. See [Appendix](#).
4. On the suspense date, tables and table locations will be assigned and selected vendors notified. Vendors who asked to participate, but denied because of lack of space or other reasons, must be informed of the reason they were not asked to participate.
5. Inform the Show & Sale Committee Chair (or Display Tables Coordinator) which vendors wish to participate.
6. Provide vendor mailing addresses and the Show & Sale Committee Chair will ensure Thank-you cards are written and given to the Treasurer.
7. NOTE (Treasurer's Tasks in handling "pulled" tags):
 - a) During the sale the Treasurer will set up a table in a "secure" area where "pulled tags" will be separated by vendor, dollar amounts totaled, and tags bundled and bagged. A worksheet listing all vendors selling plants shall be used to track and keep a total for each vendor's sales to expedite the task after the show.
 - b) After the sale the Treasurer will create a table showing vendors, total sales. Vendor will receive 70% of the "pulled" tag total. Tags will be returned to the vendors for re-use, with a check and thank-you note.
2. If addressed envelopes are not prepared for use by the Treasurer, give the Entry slips (containing the vendor names and addresses) to the Treasurer.

C. Plant Purchases

1. The Finance Committee has been assigned this responsible. The FCC will recruit a “Plant Man”; a member who can obtain plants, preferably at a wholesale price.
2. The Plant Man is authorized to purchase and bring a tray of 30 plants in 2-4” pots for each regular meeting, except for the December Holiday Potluck and April.
 - a About half of these plants will be cacti or as a survey of the members wishes.
 - b Purchase of plants is authorized when the Annual Budget is discussed and approved.
 - c The FCC or Plant Man must submit invoices for reimbursement. The current budget is \$1.50/plant, 30 plants/tray, 10 trays/year=\$450.
 - d The Plant Man will also obtain twelve “Award” plants (six cacti and six succulents) for the twelve highest point totals for the mini-show. These plants will be brought to the December Holiday Potluck. The current budget is \$15/plant= \$180.
 - e The Plant Man will also provide sufficient plants for members attending meetings for the Annual Plant contest. These will be small plants, alternating between a cactus and some other succulent each year. The budget is \$1.50/plant for 100 plants=\$150.
3. Reimbursement for all plant purchases is by submitting a request to the Treasurer with an invoice attached.

XII. Refreshments Committee

A. Genral Guidance for the Refreshmnets Committee Chair (RCC)

1. The Committee is primarily responsible for providing snacks and drinks at regular monthly meetings and coordinating pot luck mals for our vendors and colunteers at our annual Show & Sale and Holiday potluck.
2. The RCC will give receipts to the Treasurer for reimbursement. Notes should be attached to receipts, if it's not clear what was purchased, who purchased it, and/or the amount. There is no budgeted limit on expenses, but extraordinary and non-routine expenses should be approved by the Board of Directors.
3. Supplies will be stored and maintained in the Club Cabinet in Classroom B. The cabinet may be locked if items are stolen, but no lock has been necessary since 2012. The key for the lock in the cabinet door has been missing for several years, so a padlock is available. Keys for the padlock have been given to Carol Causey.
4. See the [Appendix](#) for the Refreshments Inventory.

B. Refreshments for Regular Monthly Meetings

1. A Sign-up sheet for members who would like to bring refreshments and arrange for beverages (coffee, tea, and/or other) will be made available at meetings.
2. Ensure the kitchen is clean after use. Members should be asked to assist.
3. Monitor and replace supplies as necessary. Submit receipts to the Treasurer for reinbursement, including a note explaining what was purchased if the receipt needs clarification.

C. Refreshments for the Annual Show & Sale

1. Plan for a Continetal breakfast and lunches on Saturday and Sunday for club members who are volunteering and vendors. Bottled water for set up day on Friday would be nice, but not essential.
2. Before the March meeting;
 - a. Decide on a menu for the Continetal breakfasts. Create a shopping list. The food should be sufficient to feed about 30 people at each meal. Snacks may be homemade or purchased. Plan on coffee, both regular and decaf and tea. Cold drinks will be appreciated if the weather is hot. A case of 24 small bottles of water should be obtained;
 - b. Inventory existing paperware and utencilis; and purchase supplies, including cleaning materials. Attendance is hard to estimate, but includes vendors and members who are working at the Show & Sale. Members who "drop-by" are not encouraged to eat, but won't be turned away.
3. At the March Membership meeting;
 - a. Tell members what you are planning in general terms. This is mostly for new members.
 - b. Ask for volunteers as described below Sign up sheet(s) should be used to record which members volunteer to bring in potluck dishes. This will be useful when it comes time to thank members for their efforts.

- c Two shifts per day works best. Start the shifts no later than 7:30 AM.
 - d Determine what entrée(s) the Club will provide and who will purchase and bring it. If meat needs to be sliced before serving, someone needs to volunteer to do it.
4. On Friday during set up.
 - a Move supplies from the cabinet to the kitchen.
 - b Set up the coffee makers, so they're ready to turn on.
 5. On Saturday and Sunday of the Show & Sale
 - a The chair should arrive at 7:30 AM with the volunteer servers and set up the Continental breakfast. Breakfast continues informally from about 8:00 AM to 9:30 AM.
 - b Set up the lunch buffet in time to start serving about noon. Stop serving about 2:00 PM. Put food away. Clean up and on Saturday set up coffee makers for Sunday morning. On Sunday, give away or throw out uneaten food and beverages. Clean out the refrigerator and clean the kitchen.

D. Refreshments for the Annual Holiday Potluck

1. The Society Vice President organizes the event, but the RCC is responsible for all kitchen activities. Purchases for the kitchen must be approved by the RCC. Members wishing to be reimbursed must submit a receipt and a note explaining the purchase if it's not clear, to the Treasurer.
2. At the November meeting the RCC will circulate a sign-up sheet to record members who volunteer to bring in side dishes, salads, or desserts.
3. Before the event, purchase beverages, dishes and utensils, but coordinate this with the Vice President who is responsible for decorating the eating area and tables. Many of these items are stored in the Club cabinet in Classroom B, but a pre-party inventory must be done to ensure supplies are sufficient.
4. Clean up will be a group effort. Disposal of what is left of the entrée and food provided by the Club should be decided ahead of the event to avoid hard feelings. If necessary, empty and clean the refrigerator, microwave, and oven in addition to a general kitchen cleanup. Return coffee makers and utensils to storage.

XIII. CSSA Liaison

The CSSA Liaison should know which members are CSSA members, actively encourage non-members to join the CSSA, and ensure information about the Club is correct on the CSSA website.

XIV. CGCI Liaison

The CGCI Liaison should keep members informed of opportunities made available by the CGCI; and ensure Club events are sent to the various CGCI publications and its member Clubs. The Liaison shall ensure information about the Club is correct on the CGCI website.

XV. Audit Committee

The President, after appointing an Audit Committee shall instruct them as to what is required. Discrepancies should be brought to the immediate attention of the Treasurer. Unresolved discrepancies shall be brought to the attention of the President. One of the members shall give a verbal report at the August General meeting.

The President maintains the Audit form. It is the same form as was used by CGCI before 2005, but no longer available.

XVI. Nominating Committee

See Bylaws

XVII. Plant Rescue Committee

The Society supports a Plant Rescue Committee that takes the lead on coordinating donated plant offers. Usually offers from the community go to the president. The President then contacts the Plant Rescue Committee Chair and provides all known information. The Chair will determine what needs to be done. Offered plants may be donated to the SCBG Plant Propagation program for resale, or to the Desert Garden Planning Committee to be added to the collection. Plants may also be offered either for free or auctioned to Club Members or the Chair may elect to give the plants to any Club member who is willing to collect them.

XVIII. APPENDIX

A. Forms & Publications

Membership Application & Renewal form. The Master copy and stock is maintained by the Membership Committee Chair.

Name Cards. Name Cards shall be created and issued to members by the Membership Chair. Name Cards shall be made when a person becomes a member or as needed.

Membership Information brochure. The Membership Committee Chair maintains the computer file this single sheet trifold brochure.

Membership Directory. The Membership Committee Chair maintains the Membership Directory.

Entry Slips for the Plant of the Month (POM) Mini-show at each regular meeting. It contains, the plant name, whether it's a cactus or succulent, Novice or Open class, Judge's placement, and owner's name. Responsibility of the Programs Committee - Mini-Show Coordinator

Club Table Entry Slips for members who bring in plants to the Club Table at the Annual Show/Sale. It contains the plant and owner's name. And is made of construction paper. The form is the responsibility of the Show & Sale Committee - Club Table Coordinator.

Annual Show/Sale flyer is designed by a club member and reproduced for local distribution to other C&S clubs, garden clubs, nurseries, and other places deemed useful. The flyer is the responsibility of the Publicist or another member who accepts the responsibility.

Vendor Invitation to Participate in-Show/Sale form. This form is the responsibility of the Finance Committee Chair.

B. Supplies and Equipment Inventory

Description	Date Acquired	Cost	Storage Location
2 Cash Registers	3/2011	\$225	Bernard Johnson's Home
Show & Sale Banners (2)	Feb 2014	?	Bernard Johnson's home
3 Coffee Makers (12 cup)	Approx 2010	~\$75	Club Cabinet
2 Storage Bins, plastic	2/2012	\$25	SCBG Classroom cabinet
3 Table covers (5'X10" red w/black stripe)	2/12/2012	Free	Society storage bin
3 Table covers (vinyl print 5'X8' - 2 checkered)	Unk	Unk	Society storage bin
Club plaque, wood	Unk	Unk	Society storage bin
Serving tray, faux crystal plastic	Unk	Unk	SCBG Classroom Society Cabinet
6 Tablecloths 54" X 96", blue polyester	Feb 2012	\$11 ea.	Society storage bin. Purchased from Tableclothfactory.com
3 Hand held calculators	~ 2004	unk	SCBG Classroom bin (to the right of the Society cabinet)
Club Banner large (15' X 3')	April 2012	\$136	SCBG Classroom cabinet
Club Sign small from CGCI with stand in canvas case	2011		SCBG Classroom cabinet
Sennheiser XSW 52-B wireless microphone system, with headset, body pack transmitter, and receiver unit	Aug 2013	\$400	Mike Short's home
DinoFire DG100 Wireless Presenter	Feb 2016	\$40	Mike Short's home
Name plate racks	~2012	~%25	SCBG Classroom -0 cabinet

C. Refreshment Supplies Inventory

Inventory the Club Cabinet At least once a year and replace items needed:

NOTE: The SCBG requests that Styrofoam materials NOT be used

ITEM DESCRIPTION	Required	On hand	To buy
Coffee Maker (12 cup)	3	3	
Serving tray (plastic, large, oval)	1	1	
Pitchers, plastic	2	4	
Tablecloth(s) for kitchen table (plastic)	2	0	2
Cups			
Hot (8 oz)	100		
Cold (10 oz)	100		
Serving utensils, metal and plastic			
Forks	4		
Spoons	6		
Knives	2		
Plates, paper			
Small	100		
Large	100		
Bowls, soup	?		
Plastic ware & Misc.			
Forks	200		
Knives	200		
Spoons	200		
Stirrers	500		
Foil, aluminum (1 ea. 25 ft. roll)	1		
Plastic wrap (Saran Wrap, roll)	1		
Napkins	500		
Plastic storage dishes or bags for leftovers	?		
Cleaning supplies			
Dishware soap	1 bottle		
Dish rags or sponges	?		
Towels (paper)	2 rolls		

ITEM DESCRIPTION	Required	On hand	To buy
Coffee			
Decaf (3 lb. container)	1 can		
Regular (3 lb. container)	1 can		
Filters	1 pkg		
Teabags	100		
Sugar (individual serving packets)			
Granulated	200		
Sucra (yellow)	100		
Equal (blue)	50		
Sweet N Low (pink)	50		
Creamer (indicate type)	1 can		