



NOVA SCOTIA ASSOCIATION OF GARDEN CLUBS
ANNUAL GENERAL MEETING
June 8, 2024 – 8:30 am to 9:30 am
Rodd Grand Hotel, Yarmouth
Hosted by District 7

MINUTES

1. Call to Order
 - Deb Bowes-Lyon called the meeting to order at 8:31am.
2. Roll Call – Verification of Quorum: Secretary
 - Roll Call was taken by Melissa Weir (Secretary). 57 members were present, representing 36 clubs.
3. Adoption of Agenda
 - Melissa Weir made a motion to adopt the agenda, seconded by Glynis Thomas.
4. Minutes of June 3, 2023, Annual General Meeting
 - Motion was made by Melissa Weir to approve the minutes from the 2023 AGM, seconded by Kathryn Davidson.
5. Chairperson's report: Deb Bowes-Lyon
 - Deb explained the NSAGC planning process, and highlighted tasks that had been completed such as reviewing all job descriptions. The plan will be reviewed again this fall.
 - There was an overall increase in membership, although a few clubs did not renew. One new club has joined with another new club in the process of joining.
 - Deb encourages club members to find a way or a project to volunteer their time on in their clubs
6. Treasurer's Report and Financials: Susan Hazelwood
 - Susan reviewed the financial reports and budget.
 - There was an increase in membership (121 new members). Two clubs folded and 1 affiliate club did not renew. There is one new club in District 5. Kathy d'Entremont and Geoff McDonald completed the audit. It went well, there was a couple of posting errors, and a few suggestions made.
 - There were only 3 tags and seals orders last year.
 - Membership renewal has always been a challenge. Renewals coming in after the deadline causes problems with insurance. Susan explained that she had recommended to the board that a position be created solely to manage

Membership Renewals and new club memberships. The position will be called Membership Coordinator.

- Meeting expenses were down due to one meeting a year being held on Zoom.
- Insurance amount will appear as it has doubled, but it was two years together.
- Susan asked clubs to let their District Directors know if they are interested in continuing with the free plant. The price per plant may have to go up in the future so that there is no financial loss.
- There will be a balanced budget this year.
- There was a question from the floor regarding a possible error in the numbers for the balance sheets and budget. Susan asked to have the opportunity to review the financials at a later date, make any changes required, and email all clubs the correct information. Approval of the financials would happen Via email. **Corrected financials were circulated to the clubs on June 20th, asking for approval to be emailed in response by June 24th. It would be assumed that if there was no response, it would be considered as approval. There were no replies of disapproval by June 24th, so it was assumed that the financial reports were approved by the membership.**

7. Nominations: Kathy d'Entremont

- Kathy d'Entremont presented the nominations report.
- Beatte Acker, acting Director for district 3 and Emily Loit, acting Director for district 6 need approval, there were no new nominations from the floor for those positions.
- Liz Hill was nominated for Membership Coordinator
- Allison Vassalo was nominated from the floor for Newsletter Editor (Emily Walker had resigned prior to AGM)
- Kathy proposed to close nominations, motion was seconded by Brenda Grasser. Kathy read the proposed slate of officers and asked for a vote to accept. The vote was in favor, and Kathy moved to accept the slate of officers. Motion was seconded by Pamela Morris.

8. 2025 Convention – Hosted by District 2

- Anne Gratton, District Director of District 2 announced that the 2025 Convention would be held in Antigonish at St.FX University on June 13-15th 2025. Meetings have started, and 5 clubs are involved in the planning.

9. Door Prize

- The door prize was won by Jennifer M from Country Garden Club

10. Adjournment

- Melissa Weir made a motion to adjourn the meeting at 9:25am, 2nd by Marie Harvey.

Treasurer's Report For April 2024 AGM Meeting

This report replaces that presented at the 2024 AGM. The Profit & Loss statement contained some incorrect numbers due to a report generated in Quicken that left out 3 weeks of transactions. I have contacted Quicken about this error in their report.

Financial Statements Audit

Audits of the financial statements were performed by 2 Board members, Kathy d'Entremont and Geoff MacDonald. They were provided with the Balance Sheet, P&L Statement, cheque register, Tags & Seals register, deposit register and Quicken transaction lists. The audit went very well. There were a couple of minor posting errors found and a few suggestions to carry forward. Overall, they found the financial statements complete and accurate.

Tags & Seals

There were 3 orders for Tags & Seals in 2023/2024. Once again this year, either clubs have an inventory of these items that they have purchased in the past or flower shows are not being done by many any longer.

Assessment Letter and Form

The Board spent considerable time at the April 2023 Board meeting discussing how to improve the membership renewal process. All suggestions were incorporated into the form and letter for the 2024/2025 year. Despite the changes, it was still a challenge to get renewals in and processed:

- There were 6 renewals before February 1, 42 in February and 4 after March 1 deadline.
- One club did not send in a form after several attempts to contact them, so the 2023 form was used and they were notified that this would be the only year we would be using a previous form.
- One money order was sent to me personally (I had no idea what to do with a money order so had to spend time figuring that out).
- One club e-transferred their fees to my personal email address.

On a positive note, of the 52 clubs, 50% or 26 paid by e-transfer. I discovered the wonder of the RBC phone app which allows photos of the cheques to be taken and deposits to be done at home instead of going to the bank. Going forward, the deposit register will not be used unless absolutely necessary.

I recommended that a new Board position be added – the Membership Coordinator. 16 of the 18 board members voted on this via email and all were in favour. The Membership Coordinator and the Treasurer have different skill sets. The Membership Coordinator will focus on Membership Renewals, leaving the Treasurer to focus on financial reconciliations, reporting and money related follow-ups. This new position will also work on seeing if existing non-NSAGC member clubs in the province are interested in joining our organization and contacting local community organizations to generate interest in forming clubs.

Memberships

Here are the membership totals for past years:

2014-2015	1807 members and 7 affiliated clubs
2015-2016	1669 members and 6 affiliated clubs
2016-2017	1646 members and 6 affiliated clubs
2017-2018	1669 members and 6 affiliated clubs
2018-2019	1694 members and 6 affiliated clubs
2019-2020	Fees not collected because of COVID
2020-2021	Fees not collected because of COVID
2021-2022	1557 members and 5 affiliated clubs
2022-2023	1660 members and 5 affiliated clubs
2023-2024	1780 members and 4 affiliated clubs

Garden Club and Affiliated Club members increased this year by 120 even though 2 Garden Clubs and 1 Affiliate chose not to renew their memberships and we raised our dues to \$5 per club/affiliate member. We welcomed Upper Vaughan Garden Club as a new member, and they increased their membership from 20 to 38 during the renewal timeframe!

Financial Statements Notes

1. We went through a planning exercise and kept in mind that we cannot spend money on projects unless we can pay for them or raise money to pay for them.

Balance Sheet Notes

1. District 2 is hosting the 2025 convention and requested their \$1,000 loan in February. As a result, the Convention Loan Due from Host District on the balance sheet is doubled what it normally is.

Profit & Loss Notes

1. The Sale of Surplus Plants includes sales from April 1, 2023 to March 31, 2024.
2. One small change this year is that postage for Tags & Seals is being recorded under Incidentals instead of Tags & Seals, as recommended by the Auditors.
3. The Meeting Expenses were about one third less this year compared to last year since we held our September Executive and Board meetings via Zoom. The September meetings were very productive, and this will be done for the September Executive/Board meetings this year. We had many meetings from October to March because of the 2024/2025 Plan and these were conducted on Zoom as well. The cost of the personal Zoom account was expensed to the Meeting Expenses.
4. Insurance includes \$1360 for 2024 and \$1349 for 2023, which was paid late in May last year. The insurance expense is therefore doubled under Operating Expenses.

Budget Notes

1. The budget assumes that we will have the September Executive/Board meetings via Zoom.
2. The insurance bill will be paid by March 31, 2025.

Requested approval of the Treasurer's report via email. It was assumed that if members did not reply by June 24, 2024 they approved the report. No disapprovals were received.

Submitted by Susan Hazelwood

Balance Sheet
Year End 2023-2024

	2023/2024	2022/2023	2023/2024 Notes
ASSETS			
Bank Accounts			
Chequing	9128.06	7269.73	
Savings	7834.36	6921.66	
TOTAL Bank Accounts	16962.42	14191.39	
Other Assets			
Convention Loan Due from Host District	2000.00	1000.00	Note 1
Tags & Seals Inventory	672.70	709.29	
TOTAL Other Assets	2672.70	1709.29	
TOTAL ASSETS	19635.12	15900.68	
LIABILITIES & EQUITY			
LIABILITIES			
Dues - Affiliates	0.00	0.00	
Dues - Garden Clubs	0.00	0.00	
TOTAL LIABILITIES	0.00	0.00	
EQUITY	19635.12	15900.68	
TOTAL LIABILITIES & EQUITY	19635.12	15900.68	

Note 1 Includes D7 loan and D2 loan, which was requested early

Profit & Loss Statement

Year End 2023-2024

INCOME	2023/2024	2022/2023	Notes
Income from Sales			
Newsletter Advertising	100.00	150.00	
Sales of Surplus Plants	4648.00	2877.00	Note 1
Sales of Tags & Seals	58.00	55.93	Note 2
TOTAL Income from Sales	4806.00	3082.93	
Income from Other Sources			
Affiliated Garden Clubs Dues	150.00	250.00	
Garden Clubs Dues	8970.00	7407.00	
Interest	181.70	83.70	
TOTAL Income from Other Sources	9301.70	7740.70	
TOTAL INCOME	14107.70	10823.63	
EXPENSES			
General Expenses			
Awards	150.00	380.80	
Newsletter	0.00	0.00	
Photo Contest	175.00	250.00	
Plant Giveaway	3907.06	3689.42	
TOTAL General Expenses	4232.06	4320.22	
Meeting Expenses			
Board Meetings	1201.42	2716.70	
Board Members	744.02	2682.27	
TOTAL Meeting Expenses	1945.44	5398.97	Note 3
Operating Expenses			
Bank Fees	86.10	68.96	
Incidentals (postal, printing, etc.)	149.28	354.52	Note 2
Insurance	2709.00	1338.00	Note 4
Joint Stocks Membership	31.15	31.15	
Web Site	1133.64	2576.00	
TOTAL Operating Expenses	4109.17	4368.63	

TOTAL Expenses	10286.67	14087.82
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OVERALL TOTAL	3821.03	-3264.19
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Note 1 Includes April 2023 and up to March 31, 2024

Note 2 2023 Tags & Seals Postage recorded under Incidentals

Note 3 September Board meeting and planning committee meetings were held via Zoom

Note 4 Includes \$1360 for 2024 and \$1349 for 2023 (paid late in May 2023)

		Budget 2024/2025		
		2024/2025 Budget	2023/2024 Actuals	2024/2025 Notes
INCOME				
Income from Sales				
Newsletter Advertising		150.00	100.00	
Sales of Surplus Plants		4000.00	4648.00	
Sales of Tags & Seals		60.00	58.00	
TOTAL Income from Sales		4210.00	4806.00	
Income from Other Sources				
Affiliated Garden Clubs Dues		200.00	150.00	
Garden Clubs Dues		8900.00	8970.00	
Interest		185.00	181.70	
TOTAL Income from Other Sources		9285.00	9301.70	
TOTAL INCOME		13495.00	14107.70	
EXPENSES				
General Expenses				
Awards		0.00	150.00	Note 1
Newsletter		0.00	0.00	
Photo Contest		175.00	175.00	
Plant Giveaway		4200.00	3907.06	
TOTAL General Expenses		4375.00	4232.06	
Meeting Expenses				
Board Meetings		800.00	1201.42	
Board Members		800.00	744.02	
TOTAL Meeting Expenses		1600.00	1945.44	Note 2
Operating Expenses				
Bank Fees		90.00	86.10	
Incidentals (postal, printing, etc.)		125.00	149.28	
Insurance		1400.00	2709.00	Note 3
Joint Stocks Membership		31.15	31.15	
Web Site		1200.00	1133.64	
TOTAL Operating Expenses		2846.15	4109.17	

TOTAL Expenses	8821.15	10286.67
OVERALL TOTAL	4673.85	3821.03

- Note 1 No retiring Board members
- Note 2 Assumes 1 in-person Executive and Board meeting and 1 via Zoom
- Note 3 2025 insurance will be paid by March 31

NSAGC AGM June 8, 2024

Nominations Report

Proposed slate of officers for 2024-2025

Executive

Chairperson	Deborah Bowes-Lyon
Vice Chairperson	Ginny Blayney
Past Chairperson	Kathy d'Entremont
Secretary	Melissa Weir
Treasurer	Susan Hazelwood

District Directors

District 1 – Cape Breton	Glynis Thomas
District 2 – Eastern	Anne Gratton
District 3 – Central North	Beate Acker (<i>acting</i>)
District 3 – Central South	Brenda Grasser
District 4 – Halifax	Nancy MacCara
District 5 – Valley	Lori Canavan-Reid
District 6 – South Shore	Emily Liot (<i>acting</i>)
District 7 – Western	Kathryn Davidson

Committee Chairs

Nominations and Awards	(Past Chairperson) Kathy d'Entremont
Tags and Seals	(Treasurer) Susan Hazelwood
Website Content	Susan Hazelwood
Plant GiveAway	Geoff MacDonald
Newsletter	Emily Walker
Photo Contest	Sharon Bryson
Historian	Pamela MacLean
NEW	
Membership Coordinator	Elizabeth Hill (<i>nominated</i>)

Respectfully submitted
Kathy d'Entremont
Nominations Chairperson

June 8, 2024

Chairperson's Report

Presented to

Nova Scotia Association of Garden Clubs

Annual General Meeting

June 8, 2024

The purpose of the report is to highlight and reflect on the activities and successes of the year and to acknowledge the contributions of the Board of Directors, member Clubs and individual members.

When elected in 2023 my goal was to develop an action plan with the goal of increasing the number of members and improving the benefits to members. To this end, the Executive completed a planning exercise in August of 2023. The resulting plan spanned 2023 to 2025, key objectives were:

1. Review the Board Structure and Business Processes;
2. Increase External Stakeholder Engagement;
3. Increase Internal Stakeholder Engagement.

The plan was approved at the fall Board of Directors meeting with various Board members volunteering to take on specific action items.

Items planned for 2023 and spring of 2024 principally concerned the review of the Board structure and business processes.

All items planned for April 2024 were completed and approved at the Spring Board meeting.

As a result, nearly every Board job description was updated. A new Board position 'Membership Coordinator' was established and many procedures were revised.

Going forward, the action plan will be reviewed this fall and then work will commence on increasing external and internal stakeholder engagement.

Additionally, I am pleased to report that the number of individual members increased this year and although some clubs did not renew their membership we welcomed a new brand club this year and look forward to another new addition in the near future.

Further, I am happy to report that the number of vendors offering member discounts has increased and we will continue to seek additional benefits for members.

I had the pleasure of representing the Association at District meetings last fall and this Spring. It was a wonderful opportunity to meet members.

None of these accomplishments would have happened without the support of the Executive, Board members and Committee Chairs. Thank-you to all.

All of our activities, be they new ones or our traditional ones involve organization and effort. The Board of Directors welcomes volunteers from within the membership who will accept roles on our various committees. I encourage members to get involved with projects that interest them.

I look forward to working with the Board of Directors, member clubs and the gardening community at large to continue growing and improving our Association.

Respectfully Submitted,

Deborah Bowes-Lyon
Chairperson, Board of Directors
Nova Scotia Association of Garden Clubs