

# SPHS Annual General Meeting (AGM) Minutes



February 6, 2024

Time: 7:00 pm Location: Zoom ([click to join](#)) Meeting ID:885 9455 7968 Passcode: 030114

Time	Item	Action
7:00	<b>1. Meeting called to order</b> (Jo-Anne Maw) 7:02 pm	
	<b>2. Welcome</b> members. 17 members in attendance which meets quorum for business	
	<b>1. Icebreaker</b> Michele set up a quiz via the poll function in Zoom for members.	
	<b>3. Order of Business</b>	
	<b>4.1 Approval of the Agenda:</b> removed Strategic Planning item as it is administrative	<b>approved</b>
	<b>4.2 Consideration of the Minutes of the Previous Annual General Meeting:</b> no errors or omissions noted	<b>approved</b>
	<b>4.3 Business Arising out of the Minutes</b> <b>4.3.1 Switching financial institutions</b> - from CIBC Stony Plain to ATB Financial has been completed.	
	<b>4.4 The President's Address - Appendix 1</b>	
	<b>4.5 Reports of the Committees</b> <b>4.5.1 Vice President's Report-Appendix 2</b> <b>4.5.2 Treasurer's Report-Appendix 3</b> <ul style="list-style-type: none"> <li><b>Financial Statement and Balance Sheet, previously circulated, presented and reviewed</b> <ul style="list-style-type: none"> <li>Motion to accept the Financial Statement and Balance Sheet as presented made by Kathy Loughlin, seconded by Edna Hutchings. Members agreed.</li> </ul> </li> <li><b>2022-2023 Budget, previously circulated, reviewed and presented</b> <ul style="list-style-type: none"> <li>Motion to accept the 2023-2024 budget as presented made by Kathy Loughlin, seconded by Elaine Dextrase. Members agreed.</li> </ul> </li> </ul> <b>4.5.3 Fundraising Report-Appendix 3</b> <b>4.5.4 Membership Coordinator Report-Appendix 4</b> <b>4.5.5 Promotions Coordinator Report-Appendix 5</b>	<b>Motion carried</b>  <b>Motion carried</b>

## Stony Plain Horticultural Society: Annual General Meeting (AGM) Minutes February 7, 2023

	<b>4.5.6 Social Media Report-Appendix 6</b> <b>4.5.7 Community Gardens Coordinator Report - Appendix 7</b>	
	<b>4.6 New Business</b> <b>4.6.1 Monthly General Meetings Business Items</b> - Change in meeting format for a one-year trial basis. Business meetings in Feb, June, and Sept rather than every meeting; the remainder of the meetings will be more interactive and social in nature.	
	<b>4.7 Resolution for this AGM:</b> none	
	<b>4.8</b> Jo-Anne provided an overview of the organizational chart and how the terms of roles ensure consistency in structure. Any member interested in any Board position in the upcoming year is encouraged to reach out for more information and mentorship opportunities. <b>Nominations are open for the following positions:</b> <ul style="list-style-type: none"> <li>• Secretary</li> <li>• Treasurer</li> <li>• Director Position: Community Gardens Coordinator</li> <li>• Plant Sale Coordinator (ad-hoc position March 1 to May 31): Kathy &amp; Kevin Loughlin have volunteered for this position.</li> </ul>	
	<b>4.9 Election of Officers and Directors:</b> Elaine Dextrase acted as Elections Officer <ul style="list-style-type: none"> <li>• Secretary: Edna Hutchings has allowed her name to be put forward for this position. No other nominees came forward after three (3) calls so a motion to cease nominations was made by Kathryn Frechette and seconded by Penny Fedoruk-Brettelle. Edna was voted in by acclamation.</li> <li>• Treasurer: Lynn Sherwood has allowed her name to be put forward for this position. No other nominees came forward after three (3) calls, so a motion to cease nominations was made by Michele Stanley and seconded by Femia Streefkirk. Lynn was voted in by acclamation.</li> <li>• Michele Stanley made a motion to remove the names of the current SPHS Recording Secretary (Michele Stanley) and Treasurer (Kathy Loughlin) as signatories at the ATB and have Edna Hutchings (incoming Recording Secretary) and Lynn Sherwood (incoming Treasurer) be signatories for the SPHS bank account at the ATB. Members agreed.</li> </ul>	<b>Motion carried</b>

## Stony Plain Horticultural Society: Annual General Meeting (AGM) Minutes February 7, 2023

	<ul style="list-style-type: none"> <li>No members at the meeting came forward to fill the Community Gardens Coordinator Position. The position will remain open until a candidate presents.</li> </ul>	
	<b>4.10 Passing the Gavel</b> -not applicable as Jo-Anne has agreed to remain	
	<b>5. Next Annual General Meeting:</b> February 4, 2025 at 7:00 pm	
9:00	<b>6. Meeting Adjournment:</b> 8:40 pm	

### 2023 President's Address for AGM (Jo-Anne Maw)

### APPENDIX 1

Greetings and Happy New Year

The 2022/2023 year has been a busy and productive year for our gardening club. The highlights I take away from our last year are as follows:

- Our partnership with the Pioneer Museum and making this location our home for monthly meetings and workshops. This decision has proven to be a cost-effective way for our club to save money on rent. We have less worry about increasing rent costs which makes it possible to offer affordable programs and workshops. Making this venue our home has also allowed us to stay active in our community garden initiatives by volunteering and working in the gardens at the museum.
- Once again, the plant sale was a smashing hit! This staple event is one that the SPHS is very well known for in the community. It wouldn't be possible if it wasn't for the generous donation of plants we receive from our members and the volunteer time that goes into organizing/planning and running the sale.
- Another successful event was the 2<sup>nd</sup> annual, Small Christmas Tree Workshop. Hosting workshops like this proves to be incredibly valuable to our gardening club.

They are an opportunity for us to connect with people in the community and give them the benefit of learning something new from local experts.

- In keeping with the advanced ways in how we do day-to-day banking business, the Board decided to switch over to a new financial institution. Switching banks came down to which business could better provide us with an online banking service

## **Stony Plain Horticultural Society: Annual General Meeting (AGM) Minutes February 7, 2023**

for us to make and receive payments. In doing so, our banking tasks for the club are more convenient and manageable.

- The Board has developed a three-year Strategic Plan model that will help guide us towards goals we would like to meet for the SPHS. It's an organized plan for the Board members to follow to keep on track with business development and ideas and to take the steps that are necessary to reach a goal. The Strategic Plan model will be reviewed annually by the board for updates and future planning.

Moving forward into the new year, I am looking forward to welcoming two new Executive Board members to join our team.

- The new year will also have us conduct a trial with a change to the member's monthly general meetings format. The business portion of the meetings will be presented in Feb/June/Sept only and then March/April/May will have more of a learning or activity-focused meeting format. Guest presenters will remain a focus of the monthly general meetings.
- I am most excited that the SPHS will be a part of the "Grow A Row" program as our community contribution to the Food Bank.
- Board members have also been using their skills to develop a plan for the gardens at the Pioneer Museum. The goal is to design garden beds with plants that accent the historical buildings at the museum. We know this will be a great opportunity to showcase our gardening knowledge and skills with others and visitors who come through the museum. We look forward to your continued volunteer support with the gardens in the upcoming gardening season.
- We hope to be involved with the Alberta Horticultural Association in hosting a Judging program to train Horticultural Bench Show Judges. It has been considered that this is a dying program and we would like to offer support to the program by offering it in our community this year. More information will be forwarded to you as it becomes available.

In ending my report, I hope you will continue to enjoy the benefits of being a member of the Stony Plain Horticultural Society and I look forward to us coming together and celebrating our passion, skills, and knowledge of gardening.

Let's Grow Together

**202 Vice President's Report for AGM (Kathryn Frechette)**

**APPENDIX 2**

In June I represented our society at the Alberta Horticultural Association conference at Olds College. Just like last year SPHS covered the gas and admission for the conference. Represented were clubs from across Alberta and a small area of Saskatchewan. Kim Wickwire a past teacher at the college, spoke on cut flower gardens and the changes over her many years in the business.

One main topic during the business portion was the need for trained judges. The highlight for me was touring the greenhouses and gardens.

In the spring Jo-Anne and I organized the society's past photos and documents. The process has begun to digitize our past records so future members can look back on our club's history. This year I was glad to spend time shopping for prizes for the plant sale game and the prize baskets for Bring a friend night and the Volunteer appreciation draw.

**2023 Treasurer's Report for AGM (Kathy Loughlin)**

**APPENDIX 3**

**Treasurer's Report for Oct 2022 to Dec 2023**

The Financial Statement for November 2021- October 2022 was approved at the February 2023 Annual General Meeting and was filed with the Societies Branch shortly thereafter. The Society remains in good standing with the Societies Branch.

The review of the November 2022- October 2023 financial documents was completed by Dana Paterson and Holly Storey. There were no issues with the books and copies of the Financial Statement and Balance Sheet were sent to members 30 days in advance of the AGM as required in the Horticultural Society Bylaws.

The Society finished the year with a cash balance of \$5,434.84 and two GICs 1) \$4295.57 @ 4.25% mat Jan 3, 2025 and 2) \$4500.00 @ 3.45% mat July 7, 2024

**2023 Fundraising Report for AGM (Kathy Loughlin)**

Plant Sale: \$3153.40, Annelida Worm Castings and Christmas Workshop broke even for a total of \$3153.40

**2023 Membership Coordinator Report for AGM (Penny Fedoruk-Brettelle )**

**APPENDIX 4**

Our Membership is strong this year! We presently have 39 members, well above the numbers in 2022 but not quite the membership we had in 2023. Our team is doing a great job promoting this club and I am sure we will be up in the coming year. Please discuss the fun you have in this society with your family and friends. That is a great way to keep us growing.

**2023 Promotions Coordinator Report for AGM (Femia Streefkerk & Katherine Chomyn)**

**APPENDIX 5**

As part of promoting the Horticulture Society, we produce four newsletters throughout the year. Spring, Summer, Fall and Winter, highlighting club activities and of the neighboring Horticulture groups' events as well.

- Looking back to 2023 we are not sure how well the Newsletters were received and if they helped members in remembering dates, events etc. The plan for 2024 is to try something new. Instead of a Newsletter, we propose to send out a catchy poster to the members before every meeting in hopes that this may create better attendance. The one-page poster will have all the details for that particular gathering.
- Before the February AGM we prepare an Event calendar for the upcoming garden year which will be distributed to the members via email. A list of planned and/or proposed events, guest speakers and field trips is created for our monthly meetings.
  - o Looking back to 2023 with regards to the above, it is worth mentioning that not all planned guest speaker events were successful. Possible reasons: they were planned too far in advance and some could not keep their commitment. The plan for 2024 is to book guest speakers up and until June. Then new fall bookings start in summer.
  - o Planned field trips in 2023 were good. Could have bigger attendance. The plan for 2024 is to try different advertising.
- Promotions also create advertising posters such as those for the Stony Plain Horticulture Annual Plant Sale and annual Christmas Workshop. As well as making postcard size cards for these events, to be given to the members to help further promote the club in the community.
  - o We like the idea of making posters for promotions and feel it worked well. We plan to continue this for 2024
- One more initiative was taken in 2023 in the form of a members' survey. The survey is to better gauge what members like to see happen at the meetings and for ideas on how to better plan our meetings with speakers and activities. We will continue to do one survey per year. (usually in October)
- A new plan is emerging to change the format of our monthly meetings. We at promotions are excited about this and look forward to helping with this new goal. We will help to change the old structure of the meetings to create a more inclusive concept where all the members can participate and to create lots of dialogue and interaction with each other. This concludes our report.

## **Stony Plain Horticultural Society: Annual General Meeting (AGM) Minutes February 7, 2023**

### **2023 Social Media Report for AGM (Dana Paterson)**

### **APPENDIX 6**

#### **Successes of the past year:**

Facebook and Instagram:

- Increased followers on Instagram and Facebook.
- Added a group page on facebook for members and others to add pictures and ask questions, and have members and other answer the questions.
  - Stony Plain Hort Society Group Page.

Website: Have added Alberta Hort. Society newsletters to SPHS website

**Challenges:** Continue to increase followers

**Looking Ahead:** Photo montage on website

### **2023 Community Garden's Coordinator Report for AGM (Holly Thompson)**

### **APPENDIX 7**

Successes

- The dedication, involvement, and passion shown by volunteers
- Moved Irises to new garden along walkway
- Plan for Alberta native garden around the gas shed
- Cleaned garden beds at the front gates

#### **Challenges**

- Establishing and maintaining a solid base of volunteers

#### **Opportunities on the horizon**

- Taking on some annual plant maintenance as the volunteer base grows
- Gardening educational information classes (using the grounds and garden beds as our classroom)
- More craft workshop events