

## USUAL AGENDA FOR WRGC MONTHLY GENERAL MEETINGS

Arrive at 12:00

Put up signs for Kitchen and Speaker or Judge (on fence in front of parking spots beside gate)

Put copy of Minutes on front table and copy of Newsletter

Ensure microphones (hand held and lapel) and laptop are working. (need extension cord and charger and wipes)

Membership is stationed at front door to take Covid Vaccination info

Before meeting begins:

15 minutes before (1:45), announce the Door Prize Draw will close in 5 minutes.

### MEETING

#### 1. Welcoming remarks

##### Introductions -

Any **guests?** ask them to stand and say who they are and welcome them.

Any **new members?** Stand, welcome them with a little gift.

Mention that we will have our speaker, then our break and browsing of Plants Plus.

#### 2. Speaker today (introduced by PROGRAMS).

Thank speaker, re-mention browsing of Plants Plus.

**Break** - snacks, chats and browsing of plants plus

#### 3. Minutes of last meeting.

Copy on front table if you wish to review them. Treasurer's report is never published in circulated minutes for privacy purposes. If members wish to know the treasury status, they contact the Treasurer. Omissions or corrections?

Motion to accept minutes of last meeting: Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

#### 4. Treasurer's Report

No vote needed (this report does not need acceptance.)

5. President's Report

6. Vice president's report

7. Membership Report

8. Programs Report

9. Newsletter Report

10. Show Report

11. Trophies/Properties Report

12. Publicity Report

13. Plant Sale/Plants Plus Report

14. Website Report

15. Judge's Critique (Parlour Show Months)

**15. New Business**

**16. 50/50 Door Prize Draw**

**17. Plant of the Month**

**18. Adjourn meeting** Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

**Whoever is speaking must use a microphone so it is recorded on Zoom. Use disinfectant wipes between users.**