

# Tacoma Garden Club – Driven by Design FS 2023

## Meeting Notes, November 9th, 2022

| Topic  | Detail   |
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| <b>Show Schedule</b>   | <ul style="list-style-type: none"> <li>Send comments/corrections received. 150 final copies will be printed. GCA website will be updated</li> </ul>  |
| <b>Volunteers</b>  | <ul style="list-style-type: none"> <li>Kim Smart will be volunteer coordinator</li> <li>Sustainers recruited to help with Décor. Patty McNeil will lead; Karen Seinfeld will be “conduit”/coordinator.</li> <li>Email Karen with the names of additional TGC sustainers who might want to volunteer to help with decor</li> </ul>  |
| <b>Passing</b>   | <ul style="list-style-type: none"> <li>The museum has confirmed with Karen that the Emergency Exit next to the kitchen will be left open for exhibit drop off.</li> </ul>  |
| <b>Hospitality: floral decor</b>                             | <ul style="list-style-type: none"> <li>Planning on about 8 – 10 table arrangements for the judges dinner (final count depends on RSVPs)</li> <li>Hospitality will identify the total number of floral arrangements needed</li> <li>Sustainers, led by Patty McNeil, will do floral décor; Karen Seinfeld is the coordinator</li> </ul>   |
| <b>Hospitality: tables, chairs, snacks, beverages, décor</b> | <ul style="list-style-type: none"> <li>1 6-ft table in each location: main level entrance (Plaza); one in banquet room near outside stairs; one outside by <del>men's bathroom</del> elevators; 2 chairs each;</li> <li>1 8-ft table in the Volunteer Room; 6 chairs</li> <li>2 8-ft tables in Club Auto</li> <li>Snacks will be provided on 8' tables in the Club Auto and volunteer room <ul style="list-style-type: none"> <li>Will buy water at Costco</li> <li>Checking with LCM about coffee/tea/hot water</li> <li>Judges room (Club Auto) morning and afternoon snacks</li> <li>Judges room décor: potted plant in trucks; also use for judges dinner</li> </ul> </li> </ul> |
| <b>Hospitality: Judges' Lunch, Thurs, 11 May Club Auto</b>   | <ul style="list-style-type: none"> <li>Box lunches; \$25 each, 45 people</li> <li>Theme is Road Side picnic</li> <li>Museum staff will move tables to gallery for dinner</li> </ul>  |
| <b>Hospitality: Judges' Dinner Gallery</b>                   | <ul style="list-style-type: none"> <li>Decide at Jan meeting how much judges will pay for dinner: 50% or 0%; \$100-\$130 each, 50 people</li> <li>Judges may bring a guest; guest will pay for their own dinner</li> </ul>   |

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| <b>Hospitality: Preview Party, Fri, 12 May<br/>Outside banquet room</b> | <ul style="list-style-type: none"> <li>• \$115-\$145 each; Theme is Get your Kicks on Route 66</li> <li>• Can bring own beer and wine; hosted bar, catering has to serve</li> <li>• Need 1 day liquor license</li> <li>• Bistros and rounds</li> </ul>   |
| <b>Publicity</b>  | <ul style="list-style-type: none"> <li>• Sue sent an announcement to the Hill &amp; Dale District of Garden Clubs (National Garden Clubs)</li> </ul>   |
| <b>Staging: General</b>   | <ul style="list-style-type: none"> <li>• Linens: buy or rent from museum stretchy table clothes. T-shirt material</li> <li>• Museum will buy back what we buy or we keep them</li> <li>• We will try to cover back tall pedestals we own</li> <li>• Still need regular table clothes for Hort 1-25 for draping</li> <li>• Need to recruit volunteers for set-up and tear-down</li> </ul> |
| <b>Staging: Floral Design</b>   | <ul style="list-style-type: none"> <li>• The location for judging FD5 (challenge) is lobby before being moved to banquet room</li> <li>• Pedestals for museum hood ornaments for BA 2 need to be higher than Sue's niches</li> </ul>   |
| <b>Staging: Hort</b>  | <ul style="list-style-type: none"> <li>• Christine will buy new matching vases. The vases will be included in the Staging budget</li> </ul>  |
| <b>Staging: Education - Speakers</b>                                    | <ul style="list-style-type: none"> <li>• Staging will work with the museum's AV vendor to provide: <ul style="list-style-type: none"> <li>• Large projection screen</li> <li>• Box speakers</li> <li>• Microphone</li> <li>• Projector and cart</li> <li>• Podium</li> <li>• A practice run for placement of equipment and speaker before opening</li> </ul> </li> </ul>                 |
| <b>Staging: Hospitality</b>   | <ul style="list-style-type: none"> <li>• Museum will move tables and chairs for judge's dinner, judge's lunch, and preview party</li> <li>• Will not use large credenza outside of elevator</li> <li>• Hospitality rents napkins</li> </ul>  |
| <b>Registration</b>   | <ul style="list-style-type: none"> <li>• If entrants are having difficulty with the online registration process, they should be referred to the Division Registration point of contact</li> <li>• Debi gave a PP presentation on Google Docs registration</li> </ul>   |

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|                          | <ul style="list-style-type: none"> <li>• Registrants do not need Google Docs</li> <li>• Class reps will get an email alert when someone registers. Will pass info to consultants</li> <li>• Enter car/truck when registering; options will then be removed</li> <li>• Registration opens on Jan 11<sup>th</sup>.</li> <li>• Registration link will be printed in schedule.</li> <li>• Division registrars will receive copy, send to rest of division</li> <li>• Keep entries confidential</li> <li>• Debi will give presentation at Nov general meeting. Use live link</li> </ul> |
| <b>Judging</b>           | <ul style="list-style-type: none"> <li>• Kerry: 75% of judges filled; all zone XII</li> <li>• Megan: have 10/20 clerks <ul style="list-style-type: none"> <li>• At least one TGC member, needs to be confidential</li> </ul> </li> <li>• Kerry requested that Hospitality and Staging help with developing judges' packets <ul style="list-style-type: none"> <li>• Hotel reservations; Judge/Clerk Schedule; Map; lanyard with schedule and room specifics</li> </ul> </li> </ul>   |
| <b>Entry Cards</b>       | <ul style="list-style-type: none"> <li>• A procedural guideline will be developed to help entrants complete the entry card. This will promote consistency</li> <li>• There is no budget for mailing the entry card in advance to entrants</li> <li>• The Photography entry cards will be typed by the Chair (Neel) since they are submitted before the show opens</li> <li>• Entry cards will be a mixture of typed and handwritten</li> </ul>   |
| <b>Budget</b>            | <ul style="list-style-type: none"> <li>• \$28,420; some estimates coming in lower</li> </ul>   |
| <b>Other updates</b>     | <ul style="list-style-type: none"> <li>• Fri, Nov 11<sup>th</sup> is ownership day for cuts; Par 1 year</li> <li>• Fri, Nov 11<sup>th</sup>: photo registration opens; photos due in March</li> <li>• All Deadlines: 12:01am PST?</li> <li>• Peoples Choice Award: Need to determine ballot design, how/where to distribute ballots, and where to collect People's Choice Award votes. Voting will be limited to 1 day only.</li> </ul>  |
| <b>Upcoming Meetings</b> | <ul style="list-style-type: none"> <li>• Refer to the meeting schedule for upcoming meeting dates</li> <li>• On the January meeting agenda: <ul style="list-style-type: none"> <li>• Final vote on cost to judges for Judges' Dinner</li> <li>• FS team attire</li> </ul> </li> </ul>  |

| Action Item  | Owner       |
|--|-------------|
| Email Karen with any questions for the car museum                                | All         |
| Email Karen with the names of sustainers who might be interested in volunteering | All         |
| How much judges will pay for dinner: 50% or 0%                                   | All         |
| Present registration process at Nov general meeting                              | Debi        |
| Need to plan People's choice entries, need show trifolds                         | All         |
| Discuss Flower Show attire at Jan meeting; green aprons?                         | Karen       |
| Email Brenda with feedback on publicity materials and/or distribution            | All         |
| Deadlines: 12:01am PST?  | Karen/Debi  |
| Need one day liquor license for May 12 <sup>th</sup> Viewing Party               | Hospitality |
| Develop a procedural guideline for completion of the entry card                  | Owner?      |
| Send budget updates to Karen by the January meeting                              | All         |
| Determine People's Choice Award ballot design, distribution, and collection      | Owner?      |