

ASSIGNMENTS GUIDE

TABLE OF CONTENTS.....	A-1
2018 STANDING COMMITTEES.....	A-2, A-3
2018 HOSTESS PROCEDURES FOR REFRESHMENTS.....	A-4
MONTHLY MEETING AGENDA FORMAT.....	A-5
ANNUAL DUES, and MEETINGS.....	A-6

*Prior to the meeting, all members assigned for a monthly duty should prepare by reading the assignment procedures. More information can be found in the Horticulture and Design sections. Policies for Grace Hall (meeting place) can be found in the Reference section and should be reviewed by hostesses.

2018 STANDING COMMITTEES

* Chair

Artistic Design

Deborah Brooks*

Cathie Elliott

Awards

Cathie Elliott*

Cheryl Brown Davis

Blue Star Memorial Garden

Jenny Boyenga*

Bonnie Schaschek

Club Communications:

Margie Redlin*

Newsletter/Email:

Cathie Elliott*

Yearbook:

Cathie Elliott*

Bonnie Schaschek

Conservation

TBD

Executive Board:

Elected and Appointed Officers,

Past Presidents, Committee Chairs.

Per By laws, Article VII, Section 1.

Finance

Robin Perks*

Bonnie Schaschek

Jenny Boyenga

Cathie Elliott

Mary Ann McKay

Publicity

Margie Redlin*

C. Brincefield

Free Health Clinic

Cathie Ward*

Debbie Burgess

Mary Ann McKay

Karen Rosenfeld

Susan Edmonds

Sharon Rowe

Robin Perks

Judy Burlbaugh

Carol Shear

Historian

Sandra Harris*

Horticulture and Food Gardens

Debbie Burgess*

Bonnie Schaschek

Hostess

Judy Burlbaugh*

Judges

Cathie Elliott*

Membership

Susan Edmonds*

Catherine Brincefield

Pam Lazorchek

2018 STANDING COMMITTEES Cont.

* Chair

Programs

Jenny Boyenga*

Web Design

Carol Clark*

Cathie Elliott

Bonnie Schaschek

Youth Programs

Need Chair*

Karen Rosenfeld

Robin Perks

Jenny Boyenga

YMCA Festival of Trees

Debbie Burgess*

Cathie Elliott

Sunshine

(Corresponding Secretary)

Mary Jacobs*

Ways and Means

Jo Manson*

Margie Redlin

Pam Lazorchek

HOSTESS PROCEDURES FOR REFRESHMENTS

FOR GARDEN CLUB MONTHLY MEETINGS

This year the refreshment menu will be a light lunch with dessert based upon the weather. Soups, chili, sandwiches, salads, beverages may be on the menu.

The plan is to have members seated at tables and turn their chairs for the program. Service will be from a center table to keep the flow moving.

Head Hostess Responsibilities

- Contact Hostesses (Team Members) for your assigned month to determine menu, centerpiece/decorations (not required) supplies and to assign tasks.
- Hostesses are responsible for setting tables with tablecloths, no centerpieces required on member tables.
- If use of an artistic design from the exhibits is planned, permission of the designer is required and only she can move her design.
- Bring down plates, cups, napkins from upstairs storage room.
- Set up serving area for refreshments.
- Prepare plates for judges, clerks, guides.
- Clean up kitchen (without interfering with program and/or business meeting).

Hostess (Team Member) Responsibilities:

- Prepare item(s) discussed with Refreshment Head and bring to church in containers or on plates, with serving pieces.
- Arrive at church by 11:00 a.m.
- Help arrange food table.
- Help clean up. Be sure clean-up activities do not interrupt meeting or program.
- Dispose of trash and replace trash can liners.
- Tablecloths used for food service and eating tables should be taken home, washed and returned to the Grace Storage Room upstairs BEFORE the next meeting.

To all members:

If you are unable to serve on the assigned month, please notify that month's Refreshment Head and the Hostess Chair immediately so that a proper substitute can be determined.

Club refreshments are meant to be simple, beautiful and delicious. In a squeeze, feel free to purchase refreshments, if necessary. Members can experiment with new recipes or even be humorous. Have fun!

Rappahannock Garden Club

Agenda for Monthly Meetings

If you wish to contribute to the monthly agenda, please contact the Club President prior to the meeting.

11:00 Novice designers must have designs in place for preliminary review.

11:30 Design and Horticulture exhibits must be in place no later than 11:30 a.m.

12:00 Refreshments begin

12:30 – 12:55

Meeting called to order
Welcome and announcements
Minutes of previous meeting reviewed
Information in newsletter reviewed
Unfinished business and other topics
New business (members must request to be put on the agenda prior to the meeting)

12:55 Program introduction

1:50 Next meeting promotion
Review of following month artistic design and horticulture
Meeting awards (Artistic Design, Horticulture, Food Gardens)

2:00 Adjourn

Rappahannock Garden Club Annual Dues

Active Members:\$50.00/year
Associate Members:..... \$60.00/year
Emeritus:No Dues

Additional reference publication required for Horticulture and Artistic Design Exhibitors:

National Council of State Garden Clubs Handbook for Flower Shows.....\$27.00 + shipping
Order from NGC by phone: 1-800-550-6007
Or visit website (gardenclub.org)

Rappahannock Garden Club meets

The 2nd Thursday of September through June at:
Grace Episcopal Church, Grace Hall,
303 South Main Street
Kilmarnock, Virginia
(unless otherwise noted on schedule; see agenda for details).