

ASSIGNMENTS GUIDE

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*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 folders. Policies for Grace Hall (meeting place) can be found in the Reference section and should be reviewed by hostesses.

2016 STANDING COMMITTEES

* Chair

**Co-chair

Artistic Design

Joan Ermenko**

Sara Ford**

Jenny Boyenga

Awards

Deborah Brooks*

Blue Star Memorial Garden

Margie Redlin*

Club Communications:

TBD

Newsletter/Email:

Cathie Elliott

Yearbook:

Tami McCauley*

Jan Litsinger

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

Publicity

Margie Redlin*

Jo Manson

Free Health Clinic

Cathie Ward*

Debbie Burgess

Mary Ann McKay

Karen Rosenfeld

Joan Ermenko

Margaret Curtis

Sharon Rowe

Barbara Pulling

Historian

Sandra Harris

Horticulture and Food Gardens

Debbie Burgess*

Hostess

Deborah Brooks*

Bonnie Schaschek

Judges

Sharon Rowe*

Deborah Brooks

Membership

Jo Manson*

Cathie Ward

2016 STANDING COMMITTEES Cont.

* Chair

**Co-chair

Programs

Jenny Boyenga*

Web Design

Carol Clark*

Cathie Elliott

Robin Perks

Bonnie Schaschek

YMCA Festival of Trees

Pam Lazorchak*

Ann Hecht

Debbie Burdess

Cathie Elliott

Sunshine

(Corresponding Secretary)

Mary Jacobs*

Ways and Means

Jo Manson*

Margie Redlin

Cheryl Brown-Davis

Debbie Burgess

Robin Perks

Youth Programs

Mary Ann McKay*

Susan Edmonds

Pam Lazorchak

Joan Ermenko

Cathie Elliott

Debbie burgess

Sandra Harris

Sharon Rowe

Marty Wilson

Ann O'Bryant

Karen Rosenfeld

Ann Hecht

Margie Redlin

Sara Ford

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 Cookie Responsibilities

- Contact Hostesses (Team Members) for your assigned month to determine menu, centerpiece/decorations (not required) supplies and to assign tasks.
- Cookies 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.

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. Sign up is available on-line via RGC Website.

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*.....\$15.00 + shipping
Order from NGC by phone: 1-800-550-6007
Or visit website (gardenclub.org)

Rappahannock Garden Club meets

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