

HPCC Board Meeting

January 9, 2020

1. Finance Report – Howard Degenholtz (10 min)
 - a. See attachments
2. Membership Database Update – Chris Worley & Howard Degenholtz (10 min)
 - a. **Action item:** Stephanie to draft renewal email
 - b. **Action item:** Draft email to be proofed by Howard & ----
 - c. **Action item:** Chris to send email to everyone in database for whom we have emails
 - d. **Long Term Action Item:** Create events calendar & email update sign up
3. Investment Plan – Jim Holtzman (15 min)
 - a. **Action item:** Vote on proposal
4. Garden Tour Update – Stephanie Walsh (10 min)
 - a. **Action item:** discuss (vote?) on response to the Garden Club's questions re: finances
 - i. Will this be expenditures by the Garden Club with reimbursement by HPCC?
 - ii. Submit invoices with direct payment to the vendors by HPCC?
 - iii. Are there any prior approvals of expenditures, or are we free to reasonably incur costs up to the \$1,500 agreed grant?
 - iv. Is the HPCC expecting any share of the proceeds?
5. HPCC Schedule & Upcoming Meetings – Stephanie Walsh (20 minutes)
 - a. See attached schedule
 - b. **Action item:** Determine agenda for next week's meeting
6. Board member recruitment – Stephanie Walsh (5 minutes)

Garden Tour Update

- a. Sunday, July 12, 2020 from 11:00 - 2:00 PM is the date we think is best for peak garden beauty, and we haven't identified any scheduling conflicts.
- b. We have identified 12 gardens and have verbal commitments from the home owners to participate. The gardens are a good mix of size, perennial, annual, vegetable, a she shed, and some sheer "wow" factor gardens.
- c. We are thinking of calling the Tour, "The Secret Gardens of Highland Park. "
- d. Todd Shirley has offered to help design a logo. (We are still pondering whether this would be for the Tour only or the Garden Club in general.)
- e. We are looking at charging \$10 in advance, and \$15 day of the Tour.
- f. The Park Entrance Gardens will be the site of sign-in. We have a verbal commitment from the Pittsburgh Parks Conservancy (Robin Eng) to be on site to identify flowers and talk about the Gardens in general.
- g. Jody Choder has offered a night's stay at Choderwood as a raffle prize and we hope to end the tour there, perhaps with a wine and cheese celebration.
- h. Details in the works:
 - i. Set up a meeting with our core committee and Karin.
 - ii. Email Monica to begin a monthly notice in the Newsletter of the Garden Tour.
 - iii. Email Jeanne for mention in the Shady Ave Magazine
 - iv. Other advertising- PPG, list serve, next-door, Facebook etc
- i. Action items: decide on response to their questions re: finances
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 - ii. Submit invoices with direct payment to the vendors by HPCC?
 - iii. Are there any prior approvals of expenditures, or are we free to reasonably incur costs up to the \$1,500 agreed grant?
 - iv. Is the HPCC expecting any share of the proceeds?