

FOG Board Meeting

September 7, 2021

7pm

Via Zoom

Meeting called To order by Janet McLean @7:01pm **Type of meeting:** FOG September Board meeting

Facilitator: Janet

Note taker: Diane B

Attendees: Janet McLean, Brett Zawadiuk, Nicole Stratton, Katherine Irwin, Debra Meakins, Shaffina Mohamed, Diane Bell, Carl Charest.

Absent: Melanie Kruger, Zahra Merali, Iuean Evans

Guests:

Minutes

Topic	Presenter
1. Welcome, August Minutes & September agenda	Janet
<ul style="list-style-type: none">- August minutes accepted by Katherine, second by Brett- Change of line up of agenda. Agenda accepted as amended by Diane, second by Brett	
2. Administrative updates	Janet
<ul style="list-style-type: none">- Activity and Learnings over August- Administrative paper and file clean-up by Janet and Diane.- Need to define new role of Executive director, Board Executive and Board members.- Janet attended a casino webinar. Need to spend casino money within 2 years of receiving (Nov. 2021). Janet would like to retain \$5000 in casino account for our next casino for incidentals.- Financial Report (Diane): As of September 1st, 2021, Community Spirit Account \$51,722.84,- Casino Account \$16,317.89, T-bill Account \$276.26. A \$70 cash float and \$135 Benevity Fund cheque was deposited for a total of \$205.- \$5000 donation for costumes and costume workshops for Luminaria (Capital Region Beautification Fund through Edmonton Community Fund).- Accountant has been contacted re: best bookkeeping practices for a non-profit organization.- Executive Director replacement (Discussion). Hired before new membership is defined. Skills should include: marketing, social media, organizational, administrative, engagement with membership is key. Carl suggested marketing sales, networking, traditional workflow automation.	

3. Membership Committee	Brett
<ul style="list-style-type: none"> - High response to survey from FOG members. - Support garden, visit many times, membership levels and what it means. - Definition of society sent to Board members. - Not about monetary aspect but volunteer support, giving back to garden, education. - Proposed 3 levels of Garden passes: <ul style="list-style-type: none"> - 1-May-September-unlimited entry, all levels i.e. family, adult etc., no added benefits. - 2-mid level, unlimited year round entry plus benefits i.e. discounts on some events. - 3-super pass, unlimited year round entry, discount on picnic etc. <p>For FOG, any level of pass is entitled to a Friend of the Garden membership.</p> <p>Question as to how FOG will receive funding if not through membership?</p> <p>Through gate sales from Luminaria December 21st and 31st 2021.</p> <p>Not employee of U of A but transfer of funds? (Carl looking into).</p> <p>FOG needs to define how much money we need to function.</p> <p>-Implications: Bylaws, Objects, AGLC (Debra)</p> <p>Objectives and Bylaws need to be registered with Societies Act.</p> <p>Define what were about and how we are issuing membership. In the past -Research was priority.</p> <p>Bylaws are Ok, don't need to be simplified or made complex.</p>	
4. Events	Janet
<ul style="list-style-type: none"> - Scheduled events - Luminaria: November 27th 2021 to January 7th 2022 (40 nights) FOG nights are Dec. 21st & Dec. 31st. FOG Volunteers will be needed for these dates, and throughout Luminaria. - Costume workshop for Luminaria– Janet has secured a costume designer (Tessa Stamp of Tesserae Creative Construction + Design Inc. - 50th Anniversary TBD, invited local dignitaries, will need FOG volunteers for this event. - Casino: 5 month notice for next Casino which has not been received yet. Janet has agreed to continue as chairperson for next Casino and will mentor next chairperson. - Proposed “Events” brainstorming session. (Shaffina) - Think big re: space and vision for Garden, other events to attract Albertans and Canadians – long term global attraction. Shaffina would like to organize a date for a brainstorming session before the end of September. 	
5. Garden Update	Carl
<ul style="list-style-type: none"> - Shift mindset, feel for the Garden. Everyone welcome, botanical, foodies, etc. - create a feeling of peace in the Garden. 	

- Offer above and beyond botanical experience, diversity, inclusion.
- ? how to increase capacity by experiencing something other than a botanical experience.
- August 26th Board of Governors, President Flanagan visited the Garden.
- September 1st Consul General of Japan visited Garden.
- Lieutenant Governor of Alberta Salma Lakhani visited Garden.
- Waiting to hear re: Travel Alberta grant for Northern Lights dining experience, regardless of grant, management is going ahead with the dining Domes.
- Increase capacity of Luminaria from 800 to 1200.
- Diwan to be completed by next August, Community use September- August.
- Fence will be installed in next few weeks, budget projection-on target.
- Biophilia – connect with nature, elevate platform at Garden.
- Start process of recruiting volunteers for Luminaria.

Action Item:

Finance: August finances were reviewed.

Next meeting: October 5th, at 7pm, via ZOOM.

Meeting adjourned at 8:15 pm. by Debra Meakins.