

Nantucket Garden Club Program Chair Report

2024

Marcella Zimmerman, Program Chair

Program Position:

Work closely with Horticulture, Floral Design, Conservation, Photography, Garden History and Design Chair, and President to create Meeting Programs and

Field Trips.

Issue NGC or GCA contracts to Speakers.

Book Meeting site (Nantucket High School) and coordinate with IT person _____ for IT needs at the

High School for a/v needs. Coordinate with High School to set up meetings. (Michel Kremer kremerm@npsk.org)

Create "Program of Meetings" document to be published in Nantucket Garden Club Green Book.

August-September

- Confirm next years Calendar with the club president. Determine number of meetings and ideas for speakers. Discuss budgetary needs of each speaker and allocation of funds
- Contact Chairman of each meeting for speakers, field trips or workshops

And gather information on individual speaker, subject title and needs for program

- Begin to keep a list of potential speakers
- Book Meeting Site-Nantucket High School, LGI and Hall of the Whale. Forms are on the High School website Under Department /Facilities/Room Reservations. Request Check from Treasure for payment.
- GCA Insurance Policy which can be found on the GCA website is required by the High School and must be included in the Application. Since Policy runs from 7-16-30 month an up-dated policy will need to be submitted the following summer 2024. Insurance Policy handled by President

September-December

- Confirm Field trips, Workshops with chairs.
- Once speakers are finalized, send out NGC or GCA contract, which can be found in report or on the GCA website
- Add NGC programs to the GCA website as soon as available. See notebook for GCA Zone 1 Chairman.

January

- Have “Program of Meetings” in final stages for Green Book. Final draft is due in late January
- Contact Brenda Noll 508-437-7148 brenoll@comcast.net for IT support for meetings at the High School (she is paid separately-through check request)

February

- Check back with speakers for any special a/v needs, and include Brenda Noll on email to Speakers
- Confirm speakers travel schedules and accommodations as needed.

June and August

- Consult President for possible luncheon or dinners with Speakers.
- Fill out check request for Treasurer of any Speaker expenditures or honorariums.
- Write thank you note to speakers
- Write GCA report to Zone 1 program chairman
- Write report for archives
- Send treasurer budget request