

Programs' Report 2018-2020

Program Chairs began researching topics, speakers and venues in May. The process is analogous to assembling a jigsaw puzzle, coordinating speaker schedules with venue availabilities and budget considerations. We also tried to ensure programs encompassed all areas of interest: conservation, floral design, horticulture, garden history and design and lifestyle. Note that two meetings must be designated as open when members can invite guests. Those programs should be particularly enticing.

We were not at a loss for ideas, having a file of suggestions from previous chairs and our president, as well as our own thoughts. The GCA website is also a resource. (Go to GCA website; members only; GCA Committee Pages; Program Committee; then Club Program Chairman Resources.) And our talented members can provide great programs.

Attached is a list of various program ideas remaining to be explored. Also attached is a list of possible venues available to us.

We met with the Program Committee in June to present and finalize programs and the season's calendar. The committee always had good suggestions to enhance and refine the year's offerings. Members volunteered to handle the logistics for the various meetings, two volunteers per meeting. Logistics involve contacting speakers to determine timing and special equipment and A/V needs, touching base with venues to communicate set-up required and coordinating with the Hospitality Chairs as needed. (Note: Hospitality is only responsible for refreshments/paper goods.)

Following the meeting, Program Chairs proceeded to finalize speakers and venues. We emailed speakers with letters of agreement specifying topics, fees, timing, etc. We completed venue contracts, submitting deposits as needed. The GCA website (see above) offers formal contracts for speakers as needed. GCA, upon request, also provides certificates/proofs of insurance that are required by most of the venues.

The deadline to have all programs in place was September 1, dictated by the printing of the GCSB directory which includes the year's calendar. At that time, the GCA Program Chair requests that we list all of our programs on the GCA website/calendar.

Attached are the finalized programs for 2018-2019 and 2019-2020. Please note the Annual Luncheon is arranged by the Hospitality Committee.

During the year, we reconfirm arrangements with each speaker and venue about a month in advance of the general meeting. We generally took turns introducing speakers. We make sure Budding News contains pertinent program information.

As to budget, we typically offered our speakers an honorarium of \$300. If they wished, they could designate a nonprofit to receive their honorarium. With the exception of The Music Academy and Westmont College, venues were free to us as a fellow nonprofit. As a thank-you, we would donate \$300. The Music Academy charges \$750 venue fee, plus we must contract for A/V rental with an outside contractor for about \$500. MAW is a favorite venue of our members, but has become cost prohibitive. Westmont College charges \$490, including parking, for its small conference room.