

## Cape Fear Garden Club Committee Information

### Airlie Showcase Garden

**Mission statement:** To provide maintenance on a regular schedule to ensure that our garden is always at its best regardless of the season.

**Number of times you have meetings and how long they last:** Twice a year for about 30 minutes.

**Main projects/activities & length:** The committee of 21 members is broken into 4 groups. A work schedule calendar is given to each member listing the weeks his or her group is responsible for cleaning the garden. A group captain contacts her group to schedule a day that most members are available. A group is scheduled to work in the garden every other week throughout the calendar year (Example: Each group will have a workday once in a two-month period.)

**Do you need members with particular skills or contacts to join your committee?** Knowledge and desire to maintain a beautiful garden all year long.

### Arbor Day

**Number of times you have meetings and how long they last:** Once a year meeting with five minute sessions around the community – April 22 or the weekday closest to Earth Day/National Arbor Day. (Friday, April 26<sup>th</sup> in 2019)

**Main projects/activities & length:** Planting a tree (or trees) at a school, non-profit, etc.

**Do you need members with particular skills or contacts to join your committee?** No

### Awards

**Mission statement:** To apply for club awards from Garden Club of North Carolina.

**Number of times you have meetings and how long they last:** Usually 6 times for about an hour.

**Main projects/activities & length:** Get information to committee chairs in September and October. Announce winners in May. Assist chairs as needed throughout the club year. Time for each task varies.

**Do you need members with particular skills or contacts to join your committee?** No

### Azalea Garden Tour

**Mission statement:** This committee is responsible for all phases of the Cape Fear Garden Club's major fundraiser, the Azalea Garden Tour. The proceeds from the tour are reinvested in the community in the form of beautification and environmental grants and horticultural scholarships.

**Number of times you have meetings and how long they last:** There are many sub-committees to utilize a member's talents, with varying time requirements. These include:

*Ambassadors:* Participating in various aspects of Ambassador preparation and events for the tour. All members must attend orientation meeting in January, bring a refreshment for the Ambassador Tea, and sign up for various Ambassador-related activities executing the Ambassador Tea, escorting Ambassadors to Azalea Festival events (parade, coin show, Princess Tea, Ribbon Cutting, Queen's Coronation, etc.). Most of the events occur during the Azalea Festival. Someone from the Ambassador committee must chaperone the Ambassadors at their assigned events.

*Hospitality:* Members responsibilities involve collecting cookies at drop-off site the day before the Ribbon Cutting and hosting the Queen's Garden Party directly after the Ribbon Cutting. Punch and cookies are served to the public in attendance.

*Nurse:* On call at the Ribbon Cutting.

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*Garden Hostess:* Each garden is required to have two garden hostesses. A garden hostess is the liaison between the garden sitters and the assigned garden owner. There is an orientation meeting a few weeks before the tour with the Garden Hostess Chairs. A garden visit is required at every shift change by one of the hostesses. The hostesses are responsible for the following: selling tickets, ensuring two sitters come for each shift and accounting for the belles assigned for each shift. The gardens are open from 10am-5pm.

*Garden Sitters:* Each garden is required to have two garden sitters at every shift for all three days. Sitters are responsible for the following: selling tour tickets, marking off the garden on each ticket, and checking on belles during the shift. Shifts are 2-3 hours. The gardens are open from 10am-5pm.

*Ribbon Cutting:* Everything involved with making the event a memorable one. Site is decorated the day or two before the ceremony. A bouquet is also needed for the Azalea Queen.

Each subcommittee meets at various times throughout the club year to prepare for the tour.

**Main projects/activities & length:** The Azalea Garden Tour is the project for this committee and its subcommittees. It is most active during the Azalea Festival and the time just prior to the events.

**Do you need members with particular skills or contacts to join your committee?** No

### **Ambassadors**

**Mission statement:** The Cape Fear Garden Club, Inc. Azalea Ambassadors are a diverse group of young women and men from New Hanover County high schools. These youth with their grace, manners, charm, and interest in the community delight visitors to our Annual Azalea Garden Tour. The Azalea Ambassadors proudly serve as representatives of good will and change to numerous Azalea Festival events.

**Number of times you have meetings and how long they last:** We only meet once during the year and that is the 4<sup>th</sup> Monday of January for 1½ -2 hours.

**Main projects/activities & length:** We prepare for CFGC Azalea Garden Tour held in early April. We also work closely with the Azalea Festival Office and prepare for the activities that they ask the Ambassadors to participate in. Other activities could vary, but nothing over four hours. Chairs will work longer hours.

**Do you need members with particular skills or contacts to join your committee?** We need volunteers that enjoy working with 17 & 18 year old young people. We can always use someone with computer skills.

### **Azalea Garden Tour Funds Disbursement**

**Mission statement:** To responsibly disburse the funds raised from the Azalea Garden Tour through grants for education, beautification and conservation.

**Number of times you have meetings and how long they last:** Only meet in the summer. Usually meet three times for 2 – 3 hours each time.

**Main projects/activities & length:** Grant applications are accepted from non-profits May 1 – June 15. Grant requests are researched by a member of the committee, presented at our meetings and voted on by the Disbursement Committee.

**Do you need members with particular skills or contacts to join your committee?** Garden Tour Chair chooses members for a two-year term.

## **Battery Island**

**Mission Statement:** To work closely with Audubon NC's Coastal Office and biologists to maintain safe habitats for the migratory birds and specifically the islands where they nest located in the Lower Cape Fear River. The Cape Fear Garden Club assists Audubon in funding through education and the annual Spring Cruise to the bird islands in the lower Cape Fear River each May.

The Battery Island Committee supports Audubon with litter clean ups on Battery Island in the Spring before nesting season begins and the Fall. The Committee also does the detailed planning & coordination for the Garden Club for the Spring Cruise to the Bird Islands in the Lower Cape Fear River.

### **Number of times you have meetings and how long they last**

Luncheon meetings are held at least twice a year following our General Meetings to discuss the upcoming island clean ups and the cruise planning. Committee members are contacted through email with details and specific coordination of these activities.

**Main projects/activities & length:** Island clean ups take place in March and October. The dates are determined by the Audubon Coastal Biologist. The clean ups take a full day as we meet at the Southport Marina at 9AM and boat out to the island. Afterwards we lunch in Southport and return to Wilmington by 2:30 PM.

The Spring Cruise is planned in May during nesting season on a Sunday afternoon. The specific date depends on the high tide schedule to enable us to get as close to the island as possible. Committee members help on the cruise with greeting & boarding, raffle ticket sales, photography, and snack & beverage sales.

### **Do you need members with particular skills or contacts to join your committee?**

We welcome all bird lovers and those interested in the nesting of Pelicans, Egrets, American Oystercatchers, White Ibis and the beautiful shorebirds in our area.

## **Beautification Endowment Development**

**Mission statement:** To grow the CFGC Beautification Endowment through various fund raising activities and to approve and award grants from the Beautification Endowment.

**Number of times you have meetings and how long they last:** We usually meet 1 – 2 times each year for about an hour.

**Main projects/activities & length:** Fund raising activities could be a limited time activity. Bi-annual Moonlight in the Garden Gala is planned over several months. Fund raising activities would likely be during the General Meetings.

**Do you need members with particular skills or contacts to join your committee?** People with experience in development, fund raising and event planning are always helpful to have on the committee.

## **Bees, Bird and Butterflies**

**Mission statement:** The mission of the Birds and Butterflies Committee is to knowledgably identify and promote member activities that increase an interest in the conservation of birds and butterflies for today's well-being as well as their preservation for future generations.

**Number of times you have meetings and how long they last:** Approximately 4 meetings per year for about an hour to an hour and a half.

**Main projects/activities & length:** Bird House Installations – 2 per year. These installations usually take about 4 hours (includes purchasing supplies, locating sites, installation and dedication). This year we plan on more activities, however we will not define those until our first meeting in September after the first general meeting.

**Do you need members with particular skills or contacts to join your committee?** Anybody handy with a shovel and hammer is a great help.

## **Centennial Planning - Special Committee**

**Mission statement:** To create a long-range plan for the club centennial events in 2025.

**Number of times you have meetings and how long they last:** Estimate one meeting every three months for about an hour

**Main projects/activities & length:** We are in the planning phase for the centennial so there are only meetings at this time.

**Do you need members with particular skills or contacts to join your committee?** We will add members as projects and plans become clear. Committee membership will be based on interest and skills needed.

## **Civic Improvements**

**Mission statement:** The Civic Improvement Committee encourages beautification projects within the community by working with local businesses, clubs, local and state agencies and developers.

**Number of times you have meetings and how long they last:** Meetings are held several times a year, based on planning needs between September to June and usually last 1 to 1 ½ hours.

**Main projects/activities & length:** We try to have a fall and spring planting project, coordinate Plant an Azalea Week Ceremony with azalea plantings the first week of April, and host Beauty Spots Awards in June during National Garden Week.

**Do you need members with particular skills or contacts to join your committee?** Anybody with a desire for beautification in our county and city, handy with planting or design and maintenance, and resourceful to help with networking with other groups. We are also proactive with civic leaders and other groups to promote the protection of our existing tree canopy and development that supports landscaped medians and by-ways.

## **Conservation**

**Mission Statement:** To encourage environmentally responsible practices with the Club and the Community.

**Number of times you have meetings and how long they last:** Meeting are held 2 to 3 times a year. We usually meet at Cape Fear County Club after the general meeting. The meetings usually last 45 minutes to an hour. We will offer several "field trips" during the year to learn more about the conservation efforts in the community.

**Main projects/activities & length:** We meet at the beginning of each year to decide on our projects. We visited NHC landfill, participated in tree plantings, visited community gardens, and planted trees in the NHC Cooperative Extension.

**Do you need members with particular skills or contacts to join your committee?** All members are welcome! Members with special concerns for environmental causes are encouraged to join and help direct our focus.

## **Edible Gardening**

**Mission statement:** To support community gardens throughout Wilmington that grow nourishment for the food insecure citizens of our city.

**Number of times you have meetings and how long they last:** We meet once a month in a garden to weed/plant/or harvest. We spend 3 – 4 hours working.

**Main projects/activities & length:** Projects and time vary according to seasons and the size of the project. We spent several gatherings designing and planting the foodscape in front of Willowdale Farm and recently planted over 70 fruit trees and bushes as well as a row of vegetable sprouts in Eden Village. We have helped Willowdale with a plant sale. We try to spread the projects to include a Saturday for working CFGC members.

**Do you need members with particular skills or contacts to join your committee?** We would love to have people who enjoy vegetable and herb gardening.

## **Flower Arranging**

**Mission statement:** To beautify all club activities by sharing techniques and knowledge of flower arranging with others

**Number of times you have meetings and how long they last:** Yearly meeting at the Arboretum Auditorium for 1 – 2 hours

**Main projects/activities & length:** We decorate venues for the Christmas Tea, Azalea Garden Tour events and May Luncheon plus provide an arrangement for the refreshment table each month. We provide flower arranging classes twice a year. We work on projects until completion.

**Do you need members with particular skills or contacts to join your committee?** We welcome participants with all skill levels. It is our mission to teach. We hope at the end of the year you will come away with enough knowledge to be comfortable arranging flowers for your home. If you have floral designing experience, we hope you share these skills with us.

## **Garden Therapy**

**Mission statement:** To provide a simple craft or activity for the attendees at Elderhaus, an adult care facility.

**Number of times you have meetings and how long they last:** We meet the first Monday at 1:00pm in October, November, December, February, March, April and May.

**Main projects/activities & length:** Every month is a different project presented by a couple of members who have volunteered. Our biggest project this year was to fill and help plant some raised planters in the courtyard of Elderhaus with flowers, herbs and vegetables.

**Do you need members with particular skills or contacts to join your committee?** People who have an interest in working with the elderly and are somewhat craft minded are always needed.

## **Gardening for Wildlife**

**Mission statement:** The Gardening for Wildlife Committee shall encourage the club and community on the aspects of maintaining a healthy environment for our wildlife.

**Number of times you have meetings and how long they last:** We have a luncheon meeting at the club twice a year. Depending on project we will meet a couple more times during the year. We engage via email on planning our projects then work on the project on two separate dates. Meetings last around one hour.

**Main projects/activities & length:** We are currently working on creating a wildlife habitat at the Cape Fear Museum. We will be in the planning stages during the fall and then put in plantings in the spring. We plan on participating in an educational session at an elementary school. We are also involved in and participating in the Native Plant Festival held at the NHC Arboretum. Project length depends on project. Our wildlife habitat at the Cape Fear Museum is in phase II and depending on our relationship with the Cape Fear Museum we most likely will continue building on this habitat a couple more years.

**Do you need members with particular skills or contacts to join your committee?** Government contacts would be helpful since our main focus is creating and protecting wildlife habitats and we need laws that would aid us. Educators are helpful since we are planning on educating school children on the importance of wildlife habitats and how they can engage in creating habitats. We are putting in a garden at the Cape Fear Museum so being able to use a shovel would be helpful as well as horticulture knowledge.



## **Horticulture Committee**

**Mission statement:** We encourage members to bring specimens from their garden to each meeting for display and judging. If the name of the plant is not known, we help with correct nomenclature. Judging of the plants and awards are announced at each meeting, leading to conversation and sharing of plants to grow and beautify gardens and flower arrangements.

**Number of times a month / year you have committee meetings (if it depends on circumstances, please estimate):** There are no formal meetings. Members sign up to be a day clerk for one meeting each year to assist with the horticulture display table.

**Generally, how long do your committee meetings last:** N/A

**Main Projects or activities and how many times in the year do they occur? (if it depends on circumstances, please estimate):** Day clerks volunteer at each of the member meetings.

**How long do your projects or activities last each occurrence? (If it depends on circumstances, please estimate):** Need to arrive before the meeting to organize the Horticulture table and remain after the meeting to clean up the horticulture table. The length of time depends on the number of specimens that are provided.

**Are you looking for members with particular skills or contacts to join your committee? (Computer skills, county government contacts, handy with a shovel or hammer, have a large room for project prep work, etc.)** Working with the plant displays encourages plant knowledge, correct nomenclature and display techniques. No previous knowledge is required.

## **Hospitality**

**Mission Statement:** To provide refreshments for general meetings and the Christmas Tea.

**Number of times a month/year committee meets:** Do not have regular meetings.

**Main Projects or activities and how many times in year do they occur?**

All committee members bring refreshments to the Christmas Tea.

Committee members are responsible for bringing refreshment to one or two of our 7 general meetings held during the year (September-November and January-April). All refreshments are brought on a serving tray with doilies. If the member cannot be present for their assigned month, they are responsible for contacting another committee member to trade their date. Committee members are notified one to two weeks in advance of their assigned month.

## **Judges**

**Mission statement:** To stage a flower show as time allows and to judge the horticulture submissions at each general meeting

**Number of times you have meetings and how long they last:** We meet 3 to 4 times per year for about an hour to an hour and a half.

**Main projects/activities & length:** Stage a flower show every other year if possible and judge the monthly horticulture. Flower shows last two days.

**Do you need members with particular skills or contacts to join your committee?** Flower show judges, horticulture experts and persons interested in the design of flowers are always needed on this committee.

## **Media and Communication**

**Mission statement:** To provide all publication material to the media (television, print and internet) for all club activities year-round locally, statewide and nationally.

**Number of times you have meetings and how long they last:** one to two times for as long as needed

**Main projects/activities & length:** Provide information about grant disbursement, Garden Tour, Plant an Azalea Week, individual committees, national Garden Week, Facebook updates, etc.

**Do you need members with particular skills or contacts to join your committee?** We can always use people with computer, website, Facebook, filming, podcast, photography, and writing skills. Any contact with local publications is also helpful.

## **Membership\*\***

**Mission statement:** Provide support to existing members and assist applicants in gaining membership.

\*\*Not recommended for new members

## **New Member Relations**

**Mission statement:** This committee has two components. Active members join this committee to plan activities and communications for new members and Provisionals. All first-year members are assigned to this committee so they can participate in activities planned to educate and introduce them to the Cape Fear Garden Club.

**Number of times you have meeting and how long they last:** The committee meets once or twice yearly to plan ways to welcome new members. The committee is involved in monthly activities and events. Usually meetings last about one hour.

**Main projects/activities & length:** Our committee plans events that vary each year but include a fall coffee for new members and one for Provisionals, Christmas Tea pre-lunch for new members, and educational workshops on cookie decorating in preparation for the Azalea Festival Garden tour for new members and other workshops as needed. Committee members contact new members and Provisionals regularly regarding activities, obligations, and opportunities in which they may be involved. At each monthly meeting, we greet new members and Provisionals and guide them through sign-in procedures. New members and Provisionals are invited to stay for lunch after general meetings. It varies but most activities and meetings last approximately one to two hours.

## **Newsletter –Clippings – The position of Editor is an appointed position**

**Mission statement:** To complete and mail the CFGC newsletter to members.

**Number of times you have meetings and how long they last:** Must attend board meetings to obtain information to include in the newsletter.

**Main projects/activities & length:** 7 issues of Clippings go out each club year (September, October, November/December, January, February, March, April/May). Editor puts information obtained from committees, officers, and members into newsletter format and gives email version to computer registrar to send out, then mails out copies to members who do not have email.

**Do you need members with particular skills or contacts to join your committee?** Computer and newsletter/graphic design skills are needed for this job. Also, another person to assist with obtaining information and doing the actual mailing would also helpful.

## **Nominating - The members of this committee are elected**

**Mission statement:** To nominate a slate of officers for the next club year.

**Number of times you have meetings and how long they last:** Usually there are two to four meetings each year that last 1 to 2 hours each.

**Main projects/activities & length:** Work together to nominate a slate of officers for the upcoming club year.

**Chair:** Current 3<sup>rd</sup> Vice President

## **Oral History**

**Mission Statement:** Interview past presidents and Emeritus members to record their history.

**Meetings:** As needed.

**Main projects/activities & length:** Interviews are posted on our website in 'Profiles in the Garden' section and on our overhead slideshow prior to our general meetings.

**Do you need members with particular skills?** Volunteers needed who love to seek out the histories of our wonderful members who have contributed to the development of our Club.

## **Oversight**

**Mission Statement:** Provides oversight for club in all matters including financial, contractual and legal.

**Number of times you have meetings and how long they last:** Meet as needed.

## **Photography**

**Mission statement:** To photograph and document club activities.

**Number of times you have meetings and how long they last:** Usually 2 times a year for about 15 – 20 minutes

**Main projects/activities & length:** Year-round picture taking of meetings, gardens, Christmas Tea, Belle Tea and all other club events. We also take media photos and photos for the yearbook. We print pictures for the club historian. Time for each task varies. It can be from 30 minutes to an all-day workshop type activity.

**Do you need members with particular skills or contacts to join your committee?** Photography and editing skills

## **Programs\*\***

**Mission statement:** Schedule educational programs for general meetings.

**Chair:** Current 2<sup>nd</sup> Vice President

\*\*Not recommended for new members.



## **Promotions**

**Mission statement:** The Promotions Committee shall promote the sales of all Cape Fear Garden Club, Inc. sales material. These include the North Carolina Garden Club calendar, our own published cookbook, A Christmas Tea, Belles and Blooms: History of Cape Fear Garden Club and the North Carolina Azalea Festival book, Azalea Belle list, note cards, 50 states flower wreath prints, and Cape Fear Garden Club embroidered clothing. All committee members help work at our sales table a couple of times per year.

**Number of times you have meetings and how long they last:** There is 1 committee meeting at the beginning of the year to have committee members volunteer for a specific month to sell items at our table at general meetings. We would sell items 2 times in the fall and 2 times in the spring and at other meetings if a need arises. Number of committee members that we have on the committee will dictate how often you would need to help, usually not more than 2 or 3 times a year. We could have 1 meeting at beginning of year to have committee members volunteer by signing up to sell items for a specific general meeting during the year, which should not last but 15 minutes at most, and then communication by email or phone.

**Main projects/activities & length:** Our activity is selling club items at several general meetings per year, but not every meeting. The member selling at a general meeting must keep up with money of items sold and list items sold for inventory. The money and list of sold items is then given to Chairman to be given to Treasurer. Chairman must post in Clippings, our club newsletter, which items we will sell prior to our General Meetings and any information needed about promotional items to the general membership.

**Do you need members with particular skills or contacts to join your committee?** We are looking for members that can commit to help sell items at a couple of general meetings a year. No particular skill is necessary. This doesn't take any time outside general meetings.

## **Registration**

**Mission statement:** Provide name badges for each member. Keep the attendance record and report the number of members attending at each General Meeting.

**Number of times you have meetings and how long they last:** Each committee member would need to volunteer to assist at the Registration table at the General Meeting. The number of times each committee member is needed depends on the number of members who will volunteer but no more than 2-3 meetings a year.

**Main projects/activities & length:** We arrive at the General Meeting at 8:30 to set up the Registration table. We then give the attendance number and introduce any guests attending the meeting. We provide the baskets at the Registration table at the end of the meeting to collect the name badges.

**Do you need members with particular skills or contacts to join your committee?** Know your alphabet?

## **Special Events**

**Mission statement:** To field requests from inside the club and from the community for flower arrangements for special functions.

**Number of times you have meetings and how long they last:** Meetings are held once every quarter for about an hour.

**Main projects/activities & length:** Two or three projects per year. Committee fulfills requests as it is able and also works with the Flower Arranging Committee to complete requests. Length of events depends on what it is. Example of recent project is supplying Carousel Center fundraiser with table arrangements.

**Do you need members with particular skills or contacts to join your committee?** No

## **Transportation**

**Mission Statement:** Provide transportation to any club function as needed and organize and distribute refreshments from club activities to members no longer able to attend meetings.

**Number of times you have meetings and how long they last:** As needed.

**Main projects/activities & length:** Transportation provided for our monthly general meeting (September-November & January-April), our Christmas Tea and May Luncheon. Refreshment delivery after Christmas tea and other events as needed.

**Do you need members with particular skills or contacts to join your committee?** Volunteers needed who would be willing to provide transportation to our members who are no longer able to drive. Also, those willing to visit our home bound and members in care facilities that are no longer able to attend meetings.

## **Yearbook Committee**

**Mission statement:** To produce a beautiful and comprehensive reference book that will serve to keep every CFGC member informed and educated in their responsibilities as a club member, as well how to access and be involved all aspects of belonging to a vibrant organization.

**Number of times a month / year you have committee meetings**

At least once per month, starting in late Spring, with a goal to complete a draft of all data input for preliminary printing by the end of June. Final printing must be done by August 15 to have the yearbooks ready for distribution at the first Executive Committee meeting in September and for entry to the district for judging by September 1.

**Generally, how long do your committee meetings last:** 1- 2 hours

**Main Projects or activities and how many times in the year do they occur?**

Ongoing collection of data and membership information to be arranged into the printed yearbook for the following year. Members work independently on their sections and then present it to the committee chair to compile into the yearbook.

**How long do your projects or activities last each occurrence?**

Varies depending on length of section or amount of information collected.

**Are you looking for members with particular skills or contacts to join your committee?**

Writing, editing, computer and layout skills, previous yearbook experience, good organizational skills and an eye for beautiful user-friendly publications.

## **Youth Garden Clubs**

**Mission statement:** Activities of this committee include education and encouraging a better understanding of the earth sciences and how it relates to children of any age or grouping.

**Number of times you have meetings and how long they last:** We have two meetings as a committee, once at the beginning of the school year to organize events and then at the end of the school year to summarize. Committee members are encouraged to participate in 5 events during the school year with student groups such as classrooms, scouts, daycare or community gatherings. Most usually last only 45 minutes each time. We are always looking for single events that help the community understand the value of nature's wonders.

**Main projects/activities & length:** Youth Garden Clubs work independently from each other and develop on the interests of that club or its leader. Currently there are three elementary school clubs and we support boy and Girl Scout troops in their quest for merit badges when asked. Each meeting with a group is under an hour commitment. We are always open to participating in special events within the community that help support our goals on behalf of the Cape Fear Garden Club.

**Do you need members with particular skills or contacts to join your committee?** You need to enjoy working with children and sharing your love and knowledge of nature. CFGC has many committees that will share in the education process when called upon. We have a budget for each club that support supplies that you might need. You are the key component!