

**FIRST VICE PRESIDENT  
PROGRAMS**

**Leslie Howard  
2021 – 2022**

**The previous chairs did an excellent job describing the duties involved for this position however, I will add a few comments that might be helpful:**

- **September is a business meeting and there is no program. The December program is our Christmas Party and the June program is our Luncheon.**
- **If there is a Flower Show in May, there is no need for a program.**
- **If the program involves a floral arranging demonstration, we recoup the cost of the flowers (which are over and above the honorarium) by auctioning off the arrangements at the end of the program. Make sure the presenter is aware of this procedure. Ask a member to serve as auctioneer. It might serve us well to suggest a budget for the flowers.**
- **As program chair, arrive as early as necessary to greet the presenter prior to the meeting, insure the set-up is satisfactory, and make sure they have everything necessary for their presentation. If audio visual equipment is used, allow time prior to the meeting to make sure everything works properly. Invite them to join the committee for the hospitality. Introduce them and their presentation topic.**
- **Several days before the meeting, ask the membership chair how many plan to attend the meeting so you know how many chairs need to be available. (Members are supposed to notify her if they don't plan to attend the meeting.) This includes knowing how many associates plan to attend.**
- **At the June luncheon, present the outgoing President with a gift of appreciation from the committee.**

DATE	LOCATION	PROGRAM	CONTACT
September 6	Holbrook-Palmer Park Atherton	Business Meeting	
October 4	Suellen Rottiers 979 Blandford Boulevard Redwood City 367-7122	"Food Forward Design"	Christian Douglas Christian Douglas Design Award winning landscape designer has created innovative landscapes with food at the heart. Has worked with Chef Tyler Florence creating a kitchen garden.
November 1	Leslie Howard 86 Fredrick Avenue Atherton 888-9904	"Holiday Easy"	Catherine Matsuyo Tompkison  She has exhibited in flower shows at Filoli, the Fine Arts Museum of San Francisco Bouquets to Art, St Mary's Cathedral Festival of Flowers in San Francisco and Triton Museum in Santa Clara.
December 6	Judy Bloomer 288 Atherton Avenue Atherton 799-7427	Christmas Party	
January 3	Norma Baker 87 Stern Lane Atherton 328-8347	"Luxury Custom Home Landscape Design:"	Chad Lencioni President Lencioni Construction 18 year's experience USB – HDM1

February 7	<p>Anna Zappettini O'Hare Center Church of the Navvity 210 Oak Grove Avenue Menlo Park</p>	<p>"Don't Let Your Garden Dreams Dry Up"</p>	<p>Tom Klope Tom Klope Designs Master of Landscape Harvard 30 year's experience</p>
March 7	<p>Kasey Hansen 1080 Continental Drive Menlo Park 415-370-7639</p>	<p>"Jackie's Recipe For A Seasonal Flower Garden"</p>	<p>Jackie Gray Stanford Gardens 804-9084  She started by planting the gardens at the Fish Market in Palo Alto which won a beautification award. From there she went into commercial properties and eventually landed to job at the Stanford Shopping Center.</p>
April 4	<p>Lyngso Garden Materials 345 Shoreway Road San Carlos 257-9836</p>	<p>"Curate Your Urban Jungle"</p>	<p>Kan Parthiban Sustainability Director Lyngso  She is an indoor plant hobbist and is a curator of unique and exotic plants.</p>
May 2	<p>Patti Spezzaferro 130 Selby Lane Atherton 384-5038</p>	<p>"Behind The Scenes at Bouquets to Art"</p>	<p>Maureen Murray Fox Palace of Fine Arts  She is a docent at the Fine Arts Museum and has been involved with Bouquets to Art. She was a Filoli House Flower Arranger.</p>

<b>June 6</b>	<b>Anita Joy 31 Linda Vista Avenue Atherton 323-6967</b>	<b>Luncheon</b>	
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AGG Program Committee Report 2019-2020 Co-Chairs: Suzanne Legallet and Pamela Smith

Start Program Planning May-April

We recommend starting planning in May, or as soon as the program chair is nominated. The program schedule should be complete by the end of June to be ready for the publishing of the AGG annual year book.

Plan calendar for the year: demos, program speakers, field trip, parties.

Make list of possible programs for the following year.

Program Selection Process

- Range of subject matter: environment, garden/plants, demo: pruning, containers and floral, Bay Area interest, nature.
- Contact top choices, ask date preferences or give them choice of dates. When asking the presenter, brief description of AGG, how many attend the meeting, what the honorarium is and location choice/limitations.
- Some dates depend upon location for type of program; demo needs a table and seating for good viewing; power point needs a room that can be dimmed and an internet connection.
- Confirm locations to suit the program. This involves asking members and deciding which program is best for Gamble Garden Carriage House, Holbrook-Palmer Park and possibly Allied Arts.
- List members who have good locations, are willing to host. September can be outside.
- The president secures the locations for the Christmas Party and the June Luncheon.
- For Field Trips, encourage car pools. Give description of terrain and how much walking.
- A month before each program, confirm again with the presenter, then again the week before.
- Request check for honorarium from Treasurer. \$200 for honorarium, committee chairs can use their discretion when it could be more or less. Coordinate with the Treasurer— provide the speaker's name, and request that the Treasurer bring the check to the meeting.



## June

Confirm that programs and locations are ready for the AGG year book June deadline.

Confirm with each speaker; date, location, ask for their requirements to present.

### Meeting Locations

We have found that the most challenging aspect of scheduling is to find locations that meet the needs of speakers or floral designers. Speakers require a darkened room, an internet connection, and a screen. Floral demonstrations can take place either in a garage or an outside venue.

If the meeting will be held in a member's home, please coordinate with the hostess. Make sure there are enough chairs for the meeting. Some can be borrowed from neighbors or from other members. Chairs will need to be transported to the hostess's home and returned to the lender. On the day of the meeting, help with set-up as needed, and be on hand before the speaker arrives to help smooth his or her arrival.

For 2020 we were successful in securing the Carriage House at Gamble Garden and The Pavilion at Holbrook-Palmer Park in Atherton for two meetings. For 2021, we are now attempting to reserve a meeting room at Allied Arts, Menlo Park in addition to Gamble Garden and Holbrook-Palmer Park. (See attached suggested procedures to reserve at Gamble Gardens and Holbrook-Palmer Park.) For each venue, we recommend a personal visit with the contact person and a visit to the meeting room. This helps ensure that the room will be appropriate for our presenter and also, the face-to-face contact with the event planner is useful when issues arise.

Work closely with the Guild's Treasurer to make sure checks to cover insurance, fee for room for set up and take down, Certificates of Insurance, and other fees are mailed to the institution in a timely manner.

May 31, 2020 2

Coordinate with Hospitality Chairs

Coordinate with the Hospitality chair on table location, use of kitchen, necessary equipment to be brought to the meeting, clean-up, parking, hostess's special needs or conditions, etc.

Before finalizing the room for Gamble and Holbrook-Palmer Park, or any other outdoor venue, be sure to coordinate with Hospitality Chairs. They need to know size and placement of table, location of plugs, when the room will be available, parking restrictions, and what the institution requires, such as recyclable plates and cups, etc.