



The Magnolia District Of The Garden Club of Georgia, Inc.

District Board Meeting
9:30 am Registration

August 17, 2023
10:00 am Meeting

OFFICIAL CALL LETTER

John M. Pope Technology Center
900 South Ga Tech Pkwy, Americus, Georgia 31709
RSVP by: Thursday, August 10, 2023

To: Magnolia District Board Members, Garden Club Presidents, Club Members, and interested parties
From: Kay Hagler, Magnolia District Director

The Magnolia District is only as strong as our clubs and board. District boards function as a link between The Garden Club of Georgia, Inc., and the individual garden clubs. Each board member and local president *is important*, and we are thankful to serve with you on the Magnolia District Board of Directors. The Presidents of the local Clubs and the district board members are important in building relationships and being part of a great organization, which accomplishes projects for the greater good.

The full board meets *only two times each year*. The District Officers were installed at The Garden Club of Georgia, Inc. convention in April of 2023. We have important business, certificates, awards, and special recognitions to share at the meeting. Each chairman will have the opportunity to share information about your area of responsibility, if available. All chairmen are reminded to furnish two (2) written copies of their reports—one to Kay Hagler, Director, and one to Ann Howell, Secretary. Oral reports are optional and *strongly encouraged*. If you have an oral report, please limit it to 2 minutes in length. If you are able, we need you to be here to help us as we move forward to meet new challenges and set new projects.

The *Azalea Garden Club of Americus* is our host garden club with Donna Minich, President as events chairman. They are planning a special day and invite us all to share in it. Coffee and registration will begin at 9:30 am; the meeting called to order at 10:00 am and will be followed by lunch and pictures.

Your prompt **RSVP** action is necessary to finalize the event and provide an accurate count to the **John M. Pope Technology Center**. Please complete and mail the registration form with your check to **Janis Webb to be received by Thursday, August 10, 2023, or call or text her by that date so you can attend. Janis will acknowledge your registration form receipt** so we can save you a seat. If you have any questions or concerns prior to the meeting or cannot attend, please let us know (haglerkay@gmail.com, mwaldrich1@aol.com, or webb2048@bellsouth.net . **It has been a while and we look forward to seeing you there! Please join us.**

COMMITTEE CHAIRMEN, SO, YOU ARE IN THE KNOW!
COMMITTEE CHAIRMEN REPORTS SAMPLE

Each chairman will have the opportunity to share information about your area of responsibility, if available. All chairmen are reminded to furnish two (2) written copies of their reports—one to Kay Hagler, Director, and one to Ann Howell, Secretary. Oral reports are optional and *strongly encouraged*. It lets the clubs know what is happening with the committee. If you have an oral report, please limit it to 2 minutes in length. You may email to Kay Hagler at haglerkay@gmail.com and to Ann Howell at ahowello1@windstream.net.

Uniform as they may go to state: GCG.

Right Border Name of Your Committee
right Border Your Name, Chairman
right Border August 17, 2023, Magnolia District Board Meeting

Left Border: Whatever you are reporting.

All reports should be written in the third person (he, she, it, and they). Avoid the use of “I” and a reference to anything of personal nature. (“This Director” may be **used**.)

Magnolia District Board Meeting Registration
MEETING: THURSDAY, AUGUST 17, 2023
Registration Deadline: Thursday, August 10, 2023

NAME: _____

HOME ADDRESS: _____

CITY/STATE/ZIP+4: _____

HOME PHONE: _____ CELL: _____

EMAIL: _____

GARDEN CLUB/CITY: _____

CHAIR(S): _____

FOOD ALLERGY/IES ONLY: Meal is buffet.

ASAP: Please complete the registration form and include your check for \$25 payable to “Magnolia District” and mail to:

Janis Webb, 161 Lakeshore Drive, Americus, Georgia 31719
Contact: webb2048@bellsouth.net : 229-938-1451

We are building a Magnolia District database, PLEASE check all that apply:

<input type="checkbox"/>	District Director	<input type="checkbox"/>	GCG President	<input type="checkbox"/>	GCG Board Member
<input type="checkbox"/>	Former District Director	<input type="checkbox"/>	Former GCG President	<input type="checkbox"/>	GCG Life Member
<input type="checkbox"/>	District Board Member	<input type="checkbox"/>	Club President	<input type="checkbox"/>	DSGC Board Member
<input type="checkbox"/>	Former District Board Member	<input type="checkbox"/>	Club Voting Delegate	<input type="checkbox"/>	DSGC Life Member
<input type="checkbox"/>	Council President	<input type="checkbox"/>	Club Member	<input type="checkbox"/>	NGC Board Member
<input type="checkbox"/>	Former Council President	<input type="checkbox"/>	First Time Attendee	<input type="checkbox"/>	NGC Life Member

MAGNOLIA DISTRICT REQUIRED STYLE AND FORMAT FOR REPORTS TO DISTRICT
AND GCG

REPORT: Chairman or Office
Your Name
Place and Town of Board Meeting
Date of Board Meeting

Please use the NEW report format in the upper right corner of the page, aligned on the right margin, single space as shown above.

In accordance with the new District Director Guidelines book, board reports, are to be typed and double-spaced, and written in the third person (he, she, it, and they) Avoid the use of “I” and any reference to anything of a personal nature. (“This Director/ co-Director” may be used).

Reports are usually only one page long. This is the same format used for the GCG Officer and Chairman reports, and Magnolia District has several individuals serving in this capacity this term. Once you set up this format, you are good to go for any future reports.

Above: Provided to Ann Howell, Magnolia District Recording Secretary 2021,

2023-2025

The following is in the current District Directors handbook: 2023-2025:

Style and Format: The Recording Secretary will notify you of the style and format for the Annual Report. Send your report recording Secretary and the Communications Chairman (Mgr.), who will send it out by email via the Listserv.

All reports should include this info in upper right corner of page,

REPORT: Chairmanship and or Office
Your Name,
Place and Town of Board Meeting
Date of Board meeting

All reports should be written in the third person (he, she, it, and they). Avoid the use of “I” and a reference to anything of personal nature. (“This Director” may be **used.**)