

**Garden Club Federation of Pennsylvania (GCFP)**  
**Agenda and Minutes for the District VII Board Meeting, Tuesday, August 15, 2017**

The meeting was called to order by Director Marilyn Backus @ 10:10 AM at GC McKeesport Club House.

**The following handouts were issued/on Table:**

- Meeting Agenda + Annual Meeting Registration flyers
- Pollinator Signage Order Form
- Assorted Award Forms
- 24 succulents (one per member initially). One saved for Angie Raitano, Lana Kling, Judy Schaffer and Ann Stromberg

**Invocation and Pledge of Allegiance:** Chaplain Betty Monyok read the invocation, followed by the Pledge of Allegiance.

**Welcome:** Marilyn welcomed all to the meeting.

**Barbara Lotito:**

On August 1, Marilyn and the other GCFP Board members received a note from State President Chris Leskosky that Barbara Lotito resigned from her position as GCFP Birds and Butterflies Chairman. Keystone Gardener Editor Marcy Cunkelman has accepted the position.

Valerie Wilson reported that Barbara is gaining strength but still not able to walk. Visitors are welcomed to UPMC's Seneca Place.

**Assistant Director Margie Wolff** circulated and/or explained:

- A greeting card passed around for Barbara Lotito
- Completing Attendance List w/address contact list
- Updating the District VII 2017 Public Events Calendar
- Checking Club Raffle Item/Basket rotation for District VII's Annual Meeting on Tuesday, September 26, 2017. The three clubs asked to provide raffle items are GC of Burrellton, GC of Forest Hills and Joyful Bloomers valued at ~ \$40-\$50. Customized items, potted plants or items made by a club member seem to be highly desirable. Customized items, potted plants or items made by a club member seem to be highly desirable. The baskets are due @9:00 a.m. at the Banquet Room of Palmieri's Restaurant.

**Minutes: Joyce Kareem:** Members were sent the amended Minutes from June 22, 2017 Board meeting. Kathy Bauer made a motion to accept the amended minutes. The motion was seconded by Shirley Brody and passed. Approved District VII Minutes can be downloaded from the Garden Club of Monroeville's website - located under "District VII News."

**Correspondence: Valerie Wilson** sent Annual Meeting invitations to our new GCFP President Christine Leskosky, First Vice President Joyce Milberg and to Second Vice President Sheila Croushore. The invitations were accepted.

**Treasurer's Report Leeanna Ryba:** Leeanna reported that as of August 14<sup>th</sup>, the checking account balance is \$5,823.34.

**Director's Report:**

On July 11, Marilyn joined Gardens Limited of Pittsburgh at Hofstadt's in Oakmont to meet co-Presidents Lois Lebovitz and Ilene Venig and other club members. Marian Feingold is leading an informal, small Flower Show for the community. She enjoyed their very brief business meeting and lunch followed by an informative presentation on Rock Gardens. Several Gardens Limited members plan to attend the Annual Meeting!

Marilyn also attended Flower Show School Course II on July 12-15. She has a new appreciation for Hostas and Escheveria succulents since learning how to judge them.

Marilyn encouraged all our clubs to apply for the GCFP Seed Money or Plant America Grants for existing or new projects. Iris Cisarik suggested applying for Pollinator signage money from Plant America Grant (see National Gardener and upcoming May-August Trumpet Vine for more details).

*Trumpet Vine* will be published 9/1.

### **Annual Meeting Planning**

Marilyn gave updated information about the Annual Meeting on Tuesday, September 26. There is a change in menu to accommodate gluten free members both for breakfast and the luncheon/dessert: a gluten free (GF) breakfast confection, (GF) Chicken Marsala, cole slaw, Italian salad with house dressing and Parsleyanna Potatoes; and GF dessert. [Eggplant Parmigiana, Bread, Pasta are not GF.]

Registration Forms with \$22/person are due to Marilyn by Tuesday, Sept 12 for the Tuesday, Sept 26 Annual Meeting.

Most Recent Updated Key Points:

- Location is Palmieri's Restaurant Banquet Hall, 951 Old Frankstown Road (off of Rte. 286), Plum, PA 15239 Phone: (724) 387-2444; [www.palmierisrestaurant.com](http://www.palmierisrestaurant.com)
- Doors open at 9 AM for Registration; Sharon Bryner is the Page/Greeter for the State Officers
- Haddie Weber will register attendees and give nametags and seating assignments.
- Marilyn's sister, Helen, will wait on those who need help getting buffet food/drink for breakfast and lunch. Those needing help can circle food items desired on mini-menu at registration desk.
- Margie Wolff and/or Barbara Cseh will accept raffle items at 9 AM and sell raffle item tickets for the raffle baskets before 10 AM and during lunch;
- At 9:15 AM Club Presidents and District Officers form greeting line and meet GCFP President Chris Leskosky, 1<sup>st</sup> VP Joyce Milberg and 2<sup>nd</sup> VP Sheila Croushore upstairs at the Restaurant.
- Valerie Wilson will operate the 50/50 raffle,
- Anna Zamule of GC of Forest Hills will manage the used jewelry sale AND NGC Book Sales, including *Vision of Beauty* calendars, which cost @ \$5.00 plus purchasing and handling.
- The Used Horticulture-Related Book and Magazine Exchange / Sale operates on the Honor System and is tallied by Shirley Brody. Presidents are to encourage members to bring garden related books or magazines for exchange or sale to the Tea - maximum of 3 - i.e. bring one / take one, etc. A "Donations" basket will be set out.
- Iris will raffle - for money - the Sogetsu arrangements.
- Sharon Bryner will manage the Natural Disasters collection.
- Marilyn will give all above fund managers 2 cards to fill in with the amounts of cash collected that will be given to Leeanna and herself at end of meeting. Cash is given only to Leeanna. Fund managers will report the results of 50-50, Item Raffles, Jewelry, NGC books, Book sales at end of meeting
- The plan is to assign Chris Leskosky and Reiko Nakajima to GC of Forest Hills, Joyce Milberg and Atsumi Sewell to Murrys ville Table/Gardens Limited and Sheila Croushore to Pucketos Table. These three tables will be the first to go to the buffet.

- Business Meeting 10 AM – Noon. Both reports and awards ceremonies will be combined into one. Chaplain Betty Monyok gives invocation. Marilyn leads Pledge of Allegiance. Marilyn gives Welcome and notes exhibits and tables in room.
- Chris, Joyce and Sheila will be introduced. Additionally Angie, Past State President, will be introduced.
- Margie and Lana will sit to Marilyn's right when introduced. The rest of the Board Chairmen will be introduced and stand or raise hand in place.
- All Presidents will sit on chairs on Marilyn's left when introduced. Presidents are asked to create a poster to accompany their report that answers the question within 2 minutes for the State Officers: " **If your club disbanded tomorrow, who would miss your club and why?**" An easel will be located near the microphone on which to place the poster as a visual for their report showing key words, drawings, flyers and/or pictures depicting what/who would be missed.
- After each President reports, they will receive their Daffodil and Laurel Awards (Margie) and Membership (Lana) Awards. The enrollees to the Honor Roll of Horticulturalists, District's Hummingbird Award winner and Board of Director 10-Year Service Certificates (from Marilyn) will occur separately after the Presidents' reports.
- Haddie, 2018 Convention Chairman, will invite all to attend the Meadowlands Convention in April 2018, view her Convention Poster and purchase her Convention flower pots.
- Watch for the Convention Registration Form in the Winter 2017 *Keystone Gardener* Any other Chairman who wants to say a few words of encouragement/reminders to the membership is welcome as time permits until Noon (BEE Gap, Scholarship). Betty leads blessing before lunch.
- Lunch occurs. Last call for all sales, including Sogetsu arrangements without vases for raffle sale.
- No later than 1 PM, Iris introduces program: "The Presentation of Sogetsu Ikebana" presented by Atsumi Sewell and Reiko Nakajima.
- Marilyn and Shirley will coordinate the centerpieces. Our tablecloths will be ivory with gold napkins. The banquet room is burgundy and gold. The begonias will be in purple holders with directions for winterizing. Two door prize begonias will be given at each table.
- Marilyn will bring a Map of the Clubs and meeting days.
- Dorothea David and Marsha Ewing from Pucketos GC will bring Poetry/ Smokey Bear Contest Poster with Pucketos award winning entries featured.
- Haddie will update and bring her Bird display from Spring Tea and will bring her poster showing 2018 Meadowlands Convention features.
- Joyce Peterson and Iris Cisarik from Forest Hills will create a display about simple steps to create a floral arrangement and also provide Score Sheets (memorized by Judges) at the exhibit

**Presidents' Reports are optional at today's meeting:**

***(NOTE: Each Club is asked to submit a short written report of their club's recent or upcoming activities to the Director and/or Secretary prior to or after the meeting.***

***Please view the Trumpet Vine's most recent issue for each club's past and upcoming club events @***

***[http://www.gardenclubofmonroeville.org/trumpet\\_vine](http://www.gardenclubofmonroeville.org/trumpet_vine)***

***The District VII (Open) Event Calendar and Minutes are located at***

***[http://www.gardenclubofmonroeville.org/district\\_VII](http://www.gardenclubofmonroeville.org/district_VII)***

**Burrellton GC – Leeanna Ryba** shared these club activities:

- 7 gardens and planters throughout the City of Lower Burrell are maintained by the club and thriving, as well as the new pollinator garden
- June: Breakfast at Ryba's back porch and presentation by Judy Schaffer "Straw Bale Gardening"
- July: Outdoor Trough Container workshop presented by Carolyn Monyok @Grace Community Church
- Donations were received in memory of longtime Burrellton member Mecca Lilli
- Garden of the Month awardees included St. Margaret Mary Church, June; Mr. Henry Kedzierski, July; and Bridget and David Surma, August. A "Burrellton Garden Club Garden of the Month" sign was placed in each winning garden.

**GC of Forest Hills – Kathy Bauer** announced these club activities:

- July: club participated in the annual Forest Hills Community Day with a raffle booth, items for sale and club information; club's general meeting featured Mary Jane Martucci – "Arrangements for a Flower Show"
- August: Field trip to Frick Environmental Center and preparing for the 8/25 Flower Show titled "Hoedown in the Hills" – 1:30 – 7 p.m. at the Forest Hills Presbyterian Church, Ardmore Blvd.
- September: Annual picnic @Westinghouse clubhouse; Pollinator Friendly Gardening presented by Philip Bauerie, Penn State Master Gardener
- October: Let's Discuss "Green Burials" with Pete McQuillan
- November: A Seasonal Design for Your Home, presented by members Marilyn Berry and Joyce Peterson
- December: Pot Luck Luncheon and holiday sing-a-long – w/members bringing perishables for the food bank
- Ongoing: upkeep of Hillside Garden in Forest Hills Park and the ornamental grass beds and lily garden on Ardmore Blvd.
- Completed stage one of the Rotary Club grant project at Avenue A and E in Forest Hills – stripping, grading, planting and mulching the large lot. Club is maintaining lot until area can sustain on its own.

**GC of McKeesport – Barbara Bradley** reported these activities:

- 3 of the 4 scheduled Teas have been successful and well attended
- 7-10 teens from the ATP class @McKeesport High School help the club on their Wednesday work day - an ongoing partnership
- NEW WEBSITE (thegardenclubofmckeesport.org) is up and running thanks to member Fran Zalac, publicity chairman.

**GC of Monroeville – Shirley Brody** reported these activities:

- July: Club visited shade garden w/waterfall of Bob and Rosalyn Garman
- Future program planning: Life of Birds, and NGC's Handbook Preparations for Entering Flower Show Horticulture Division

Cosponsored programs with Monroeville Public Library:

- October 10: Soil Testing for Heavy Metals by member Jan Lauer

**Gardens Limited of Pittsburgh: Lois Lebovitz / Ilene Venig** – absent/ no report

**Greensburg Garden Center: Carla Rusnica/Margie Wolff/Barbara Cseh** –

- **Co-President - Margie Wolf** announced the July 8 Garden Tour –also the 8/22 – Tea in the Butterfly Garden. Call to get tickets

**Highland Park Garden Club : Susan Ryan**- absent/ no report

**Home Gardeners' Guild – Kathy Ingel** brought the Board up to date on their activities:

- March: Home and Garden Products by Ray Allen, Abel True Value Home Center
- April: Straw Bale Gardening by Judy Schaeffer
- May: Making a Lighthouse from clay pots by member Mary Kline
- June: Tour of the Penn Hills Lawn and Garden Center
- July: Annual picnic @McKee Place Diner
- August: McKeesport Confederation of Women's Clubs: Origin and History presented by Bonnie Stern
- Service Projects: visits to extended care facility – with activities, Summer Tea, Christmas party w/gifts

- Garden Therapy: expanded to 4 schools in the McKeesport Area School District – with activities at the high school level, as well as 2 intermediate schools and 1 elementary.

**10:50 Joyful Bloomers – Sharon Bryner** reported:

- August: Compost with Me – guide to composting and planting held at Sharon’s house / lunch” from garden to table” – presented by Sharon and husband
- September 6 - tribute and lunch in memory of our founder, Joy Johnson
- October: bird seed ornaments will be created
- November: Festival of Trees – creating tree ornaments from Nature’s bounties
- December: participating in Festival of Trees – Nature’s Noel will be theme of tree; annual holiday party

**10:52 Landscape Design Society of Western PA: Angela Raitano – absent – no report**

**10:54 Murrysville GC –Pat Morrison** shared her club news:

- September: preparing for Flower Show 9/8-9/9
- 3 new members
- “Plant It Forward” project: received 150 free plants from nursery; shared plants along with club information with attendees at Concert in the Park

**10:56 Pucketos GC - Millie Pipman:** absent – no report

**10:58 Rockledge Garden Club - James Lindsey – absent/no report**

**COMMITTEE REPORTS – Marilyn has encouraged the Standing Committee Chairmen to not only report to the Board, but to occasionally provide very short educational articles, built off of their reports, to the Trumpet Vine so that all District VII club members can grow through the Federation and various Standing Committees.**

**11:00 Awards - Margie Wolff** announced Laurel, Daffodil and Hummingbird Award nominations are due to Margie today, August 15.

Margie thanked the Presidents for their daffodil and hummingbird nominations. Only 3 clubs have not reported. These and the new member awards will be presented at the September annual meeting.

Marilyn shared Sharon Brown’s reply when asked by Marilyn about the status of the new Award book.

*“ The award manual is done. Chris is looking it over as we speak ... It should be on the website this week but probably not before Tuesday. What I can tell you is that there are significant changes: 7 new awards, a different method of numbering. The awards, new categories, some awards have been dropped, some have been combined with others, some have the same name but a new focus and the Publicity Press Book has been discontinued. Flower Show Achievement Awards are no longer included with the National Award changes. The old numbers and categories for shows apply for 2017 and are included in our manual. When those updates are available, and I’m told it will not be before Jan 2018, we will include them in our manual and post on the website.... I wish I had better news to pass along. I don’t think anyone anticipated changes that would be so dramatic...”*

Marilyn will update when she receives further clarification.

Additionally, Marilyn encouraged Presidents to complete:

- Application for the coveted GCFP Seeds of Service certificate – due to Marilyn by June 15, 2018 – awarded every other year
- GCFP Seed Money Application deadline is Feb 15, 2018
- Applications for NGC Nancy Hargrove’s Plant America Grants are due 11/1/17

**Birds – Haddie Weber** shared the Allegheny County Parks Foundation’s report on the Chimney Swift .

**Conservation & Recycling** – Is there anyone in your club who will occupy this important, open Chairmanship?

**Flower Show Schedules Consultant – Angie Raitano** – absent/ no report

**Gardening and Health – Marilyn Backus** viewed a DVD entitled “Food Matters” The bottom line is that everyone should be eating 80% raw, fresh fruits and vegetables every day to be healthy. Even steaming destroys valuable enzymes. Gazpacho soup is one way to do this. Sliced cucumbers, tomato, onion, green or colored peppers doused with organic, cold pressed virgin olive oil and unpasteurized Braggs vinegar with dill is easy and highly available now. Russian scientists recently verified that eating cooked food actually depresses the immune system!!

**Garden Therapy – Judy Schaffer** – absent/no report

**GCFP BEE-GAP National Bee Project – Iris Cisarik** stated that an article on bees will appear in the next *Keystone Gardener*. Encouraged all to purchase Pollinator signs for their yards. To view pictures of the signs, click on Club Projects at <http://gardenclubofnewjersey.com/butterflies-and-beegap/>. The order form is at the bottom of the page.

**GCFP Club Yearbook Awards – Joyce Peterson** announced that she’s received about 15 yearbooks thus far.

**GCFP Convention Coordinator – Judy Schaffer** – absent.

In her July 26 email, Marilyn looked for feedback from clubs’ members related to changing the scheduling for the annual conventions: “Would changing the schedule increase participation?” Currently GCFP annual Conventions are scheduled to begin on Sunday morning or afternoon (depending on whether one plans a local tour) and ends on a Tuesday afternoon following the Flower Show Judges luncheon and speaker.

Judy Schaffer replied:

*“I am definitely in favor of a Saturday District Meeting. Joyce and I have talked and we both feel that District VII is the key district to promote garden club advancement. Younger workers could then attend the meeting if we promote it properly! I am also in favor of starting conventions on Friday through Sunday. Attendance is declining at conventions, because we are eliminating the young member from attending. They do not have the vacation days to spend on garden club meetings. I am getting the price of a weekend convention for 2020 in Cranberry. Retirees can attend any time, let’s make it possible for everyone.”*

Haddie announced that the 2020 Convention is scheduled for Friday – Sunday. Haddie also informed the Board that there is no stipulation in the Bylaws/rules designating the dates for conventions.

**GCFP 2018 Convention Chairman (District X) – Haddie Weber** reminded the Board that April 15-17 are the dates for the 2018 Convention @ Meadowlands, Washington, PA at the Double Tree Hilton. On Thai will be featured.

Additionally, Haddie shared a “sneak peek” of the 2018 Convention highlights:

- Sunday evening: Musician Tom Roberts will share music written for Charlie Chapman’s silent movie.
- Monday – On Thai presents; Lunch w/George Weigle, PA Garden Writer – “How to Grow your Dinner”
- Special: Class w/ On Thai - Limited number 25 -- first come / first served
- Trash to Treasure theme: Kentucky Derby hat – male or female; luncheon dress attire for related to the theme

**Historian - Ann Stromberg**, shared – via Marilyn:

- Keep a record of accomplishments and activities of all District VII clubs for 2017-18
- Collect from members evidence items including pictures, news articles, awards (except Laurels and Daffodils)
- Create and organize a meaningful scrapbook that displays all the clubs’ stories during Marilyn’s term.

Ann is accepting submissions for the scrapbook at the 9/26 Annual Meeting. Feel free to contact her at [ann.stromberg@yahoo.com](mailto:ann.stromberg@yahoo.com), cell @412.401.0644 or via mail @ 813 Bethany Drive, Pittsburgh, PA 15243. – please give to Sharon if you have today.



**Horticulture - Barbara Lotito - ill**

**Pittsburgh Area Judges Council (PAJC) and Designers Guild (DG) - No report**

**Membership - Lana Kling - absent.** Lana will need the number and names and sponsors (if any) of new members to your clubs between the dates of Aug 31, 2016-Aug 31, 2017. The Jan 2017 *Trumpet Vine* lists last year's new members.

**Natural Disasters - Sharon Bryner - no report at this time**

**Programs - Iris Cisarik** encouraged all to attend the annual meeting - featuring "The Presentation of Sogetsu Ikebana". Iris will handle the raffling of the Sogetsu designs during lunch.  
Microphone issue: if needed - \$100 each plus material fee. Marilyn was told the restaurant's existing microphone should be sufficient. Iris and Leeanna will visit Palmieri's to check out the system.

**Photographer for District VII Tea and Annual Meeting:** Gil Brody will be the Photographer for the Annual Meeting! Marilyn will contact Tribune Editor to advertise the Annual Meeting since it is in Plum Boro.

**GCFP State Scholarships - Shirley Brody** encouraged all clubs to get the word out about the Federation's 13 scholarships for high school and college students. Deadline for applications being received is February 1, 2018.

**Trumpet Vine Editor - Jackie Stempfer:** In Jackie's absence, Marilyn shared her thanks for upcoming September 1 *Trumpet Vine* articles from Judy Schaffer for her "*Coyotes - Our New Neighbors*" and Iris Cisarik for her Pollinator Signage information from the National BEE GAP Project, Club Presidents Susan Ryan, Barbara Bradley, Millie Pipman and Leeanna Ryba for their report summaries and/or pictures sent to Jackie Stempfer, Editor.

Marilyn reminded the Board that Jackie relies on the Club Presidents to inform their members that past and current Trumpet Vines are located at [www.gardenclubofmonroeville.org/TrumpetVine](http://www.gardenclubofmonroeville.org/TrumpetVine) and/or to forward the email version of the district newsletter to all their club members.

**Send reports, pictures of events or gardens, articles to Jackie Stempfer by the Deadline Date at [jstempfer@comcast.net](mailto:jstempfer@comcast.net) or 469 Bulltown Road Murrysville, PA 15668-9510 .**

2017 ISSUE	DEADLINE	PUBLISHED
May-August: (post Convention & June/August Board Mtgs)	August 15	September 1 -TODAY
Sept-Nov: (post Annual & Oct Board Mtgs)	Nov 15	December 1

### **Unfinished Business**

Marilyn added the BOD-approved line regarding June 15 as the deadline for annual District dues under "Treasurer" and distributed the updated 2017 District VII Standing Rules as sent out on August 12.

### **NGC 2018 Convention - "PA Garden Clubs Beautify Their Communities"**

Remember (per Marilyn's June 2 email) to send your photo (and copy Marilyn) from your club's Greening *Project*

Message received from **Marjorie Stilwell Sears** Exhibits Room Chair, NGC Convention 2018:

"More photos are needed of our plantings for GCFP Exhibit at the NGC Convention, 2018, Team Up & Plant America! Our exhibit will feature a large trifold with a map of Pennsylvania identifying our many plantings. We do not want any blank spots on the map. It doesn't matter how the photos are sent (email to [stilwellmarj@aol.com](mailto:stilwellmarj@aol.com) @ 215-450-7195 (call, text or snail mail). Doesn't matter what size photo. Just include the following:

- Name of the Garden Club & District.
- Name of Garden & city or town where located.

**None received thus far from District VII. Due Date is October 1, 2107.**

## Convention Ads and Requests

- Angie will draft a ¼ page black and white ad for District VII in the 2018 Program Book for **the National Garden Club Convention in Philadelphia, PA**, with a \$100.00 maximum and send it to Marilyn for approval, in addition to a draft of ½ page District VII black and white ad for placement in the 2018 **GCFP State Convention**, Meadow Lands, Washington, PA, with a \$200.00 maximum.

## New Business

District VII Standing Rules state (under Treasurer):

“d. Three Auditors shall be appointed by the Executive Committee at least sixty (60) days before the Annual District Meeting. The Director is an Ex-Officio member.”

Marilyn's Proposal : Change 3 Auditors to 2 auditors (in addition to the Director+Treasurer) for annual audit of Treasurer's books. Two auditors are used to audit the larger organizations. This audit looks at only the District VII Treasurer's Books. It does not look at any of the clubs' books.

Valerie Wilson (Murrysville) and Arlene Madray (Monroeville) have agreed to be auditors. The Director and Treasurer also need to be present. The audit must be completed within 30 days after the Annual Meeting or by October 26.

Haddie made a motion to change the wording in the Standing Rules from 3 Auditors to 2. Iris seconded the motion. The motion passed.

## Announcements

- Did all members receive the *Keystone Gardener* issue with Chris Leskosky's picture on it? Keep this one for two years. Please remember to keep the Headquarter Office informed of all address changes **as soon** as there is a change of address known. It now costs \$1.79 for each KG issue that is returned to the GCFP office by the postal service. Lee Ann Stine usually gets about 40 returns. At this time, if the issue comes back to Lee Ann, and if she does not have a new address to enter in the database, that member will be removed from the mailing list until an accurate address is received. This could result in that member missing the next published issue. **CHECK WITH POST OFFICE TO BE SURE YOU'RE RECEIVING THIRD CLASS MAIL.**
- The Federation's Environmental School Course 1 was cancelled due to a shortage of students and NGC accredited instructors and will be rescheduled for 2018: The Living Earth.
- Register for the Federation's Gardening Study School Course I on Monday-Tuesday, Oct 16-17 in Exton, PA
- Next Board Meeting date is October 19, 2017 at McKeesport Club House, 10:00 a.m. – Noonish. Staying for lunch helps defray the cost of using the clubhouse! **INFORM BY SUNDAY, OCT.15, SO CLUB CAN PLAN.**
- Leeanna shared post office's new pollinator stamps.

## CLOSING

Chaplain Betty Monyok gave the closing prayer at 12:13 p.m. and wished everyone a safe trip home.

Respectfully submitted by Joyce Kareem, Recording Secretary