

The State Flower Show Judges Council Annual Meeting and Luncheon

WORKING PROCEDURES

1. The Annual Meeting of the Flower Show Judges Council shall be held in conjunction with the annual Convention of the Garden Club Federation of Pennsylvania.
2. The Judges Annual Meeting shall include an executive board meeting and a general meeting followed by a luncheon.
3. The Convention committee is requested not to schedule horticulture or design oriented workshops during the times specified for the Judges Council Annual Meeting and luncheon. Judges should not be called upon to conduct any programs or workshops at this time.
4. The luncheon is open to both judges and garden club members, although judges shall receive preferential seating at the luncheon. Attendance is by convention registration. A reduced registration fee shall be provided for local judges who want to attend only this one event.
5. The State Judges Council Chairman or a designated representative shall serve on the Convention committee. Assistance in organizing this event is the responsibility of the Area Judges Council in consultation with the State Judges Council Chairman and in cooperation with the Convention committee.
6. Table centerpieces are the responsibility of the Area Judges Council.
7. The site shall be selected by the Chairman of the Convention.
8. Arranging rooms for the Judges Annual Meeting and luncheon, as well as negotiating work areas for preparation of the design program, will be handled by the convention chairman in consultation with the State Judges Council Chairman.
9. The agenda for the annual meeting and the program speaker for the luncheon is the responsibility of the Chairman of the State Judges Council.
10. Menu selection for the luncheon is to be determined in consultation with the convention committee. The convention chairman will send menu options to the Judges Council Chairman who will select the choices and establish a price that will cover the cost of the meal plus the table decorations and the luncheon program.

11. Names of those taking part in the luncheon program, such as the presiding officer, person giving the invocation, speaker, title of program, etc, will be provided to the GCFP President and the Convention Chairman in time for inclusion in the "Call."
12. Seating at the head table is determined by the State Judges Council Chairman in consultation with the Protocol Chairman.
13. The Chairman will send special invitations to the State President and other dignitaries to be our guests for both the meeting and the luncheon.
14. The finances of the State Judges Council must be taken into consideration for this event.
 - a. \$300 is allotted to the local council to defray the cost of table arrangements.
 - b. All costs of the program, including speaker's fee, flowers, travel and living expenses will be determined by a written contract with the speaker and are the responsibility of the State Judges Council.
 - c. Any additional costs of equipment or shared costs with convention events must be approved in advance by the State Judges Council Chairman and executive committee.
 - d. A raffle to help defray speaker's expenses is part of this luncheon, and is handled by the Area Judges Council. Proceeds go to the State Judges Council treasury.
 - e. All income above costs incurred by the convention on behalf of the Judges Council shall be forwarded to the State Judges Council Treasurer.
 - f. The Convention Treasurer shall notify the State Judges Council Treasurer as to the final financial outcome of the luncheon.