

HAVE YOU EVER ASKED:
WHERE CAN I FIND THAT?
WHERE CAN MY COMMITTEE MEET?

MEETING SPACES Before scheduling a meeting, check the SGC web site calendar for potential conflicts. Do not make plans to use a meeting space before contacting our SGC Meeting Arrangement Chair; a fee may apply. Arrangements must be made in advance through our Meeting Arrangements Chair (this process in place as of January 2016):

- Isaacson Hall SGC Office (suitable for up to six people)
- Isaacson Hall Meeting Rooms: Boardroom (suitable for 12+); Classroom (larger, suitable for 20+)
- NHS Hall - where our regular Hort and General Meetings take place - large groups
- Graham Visitor Center, at Arboretum (small and large rooms available)

The Atrium area of CUH is usable if available. Reservations are not required, but the Atrium is used often by others and for some regularly scheduled CUH activities so should never be counted on.

Seattle Garden Club has three separate storage areas on CUH grounds.

All required keys kept in SGC file in the mail room of Merrill Hall.

- The CUH/SGC office on the main floor of Isaacson Hall, Room 104
- The closet in the basement below the Isaacson office, Room 012
- The storage shed at the southeast corner of the CUH grounds (accessible by car or by foot)

SGC OFFICE, Isaacson Hall, Room 104

Refreshment table supplies are stored here and used for regular Hort and General meetings. This space may be used for committee meetings of up

to six people (see schedule information in this report). The desk is shared with CUH staff on a very regular basis so the meeting space is not dependable. It is not unusual to find that CUH has put some temporary things in the room when their need arises.

SGC Contents: Archives, stationery, Yearbooks, small awards, recent files, meeting supplies (tablecloths, napkins, cups, etc...). See inventory list below. A handwritten list also exists in the top, left drawer of the file cabinet, last updated 6/2015. The drawer is labelled *Standing Committees*.

BASEMENT CLOSET, Isaacson Hall, Room 012

Contents: Vases, past flower show reports and supplies, President's file boxes, SGC projector, portable microphone and Speaker System with sign-out board, portable standing screen. Inventory included as of 1/2016.

STORAGE SHED, located at East side of CUH parking lot, accessible by car or foot; requires unlocking gate, as well (ground lock most easily lifted if using both hands and lifting from bottom)

Items requiring a larger storage area such as Flower Show vases, floral design pillars, large boxes of Hort cut specimen vases; 8'x4' black foam core photography display boards & box of hardware used in hanging boards for our May 2015 show. Inventory below as of 1/2016.

INVENTORY, SGC OFFICE SPACE @ CUH, ISAACSON ROOM #104

(main floor)

Key #7755 a/o January 2016

- Desk with typical desk supplies (often used by CUH employees)
- Various framed SGC awards/commendations on wall
- Some miscellaneous framed artwork
- Noreen Frink Photography Award – Best in Show....framed photograph awarded for our Flower Shows (retired/not used 2015)
- Virginia Bloedel Horticulture Award – Best in Show....framed floral artwork awarded for our Flower Shows (retired/not used 2015)
- Disposable plates & cups, sugar, tablecloths (for use at Hort & General Meetings) – in bins on floor near file cabinets
- Hort & Floral Design reference books on top of file cabinets
- Two 4-drawer file cabinets with contents as follows:
 - “Standing Committee” file drawer holding various committee records; also holds a handwritten list of contents of the file cabinets
 - “Awards” file drawer holds various awards information and actual small awards; also a photo album of our Fragrance Garden and Recording Secretary records from 2008-2010
 - “Minutes” file drawer holds years and years of minutes
 - “Archives” file drawer hold old records of various events including GCA records up to 2000, a book regarding our School Gardens project, and newsletters from 2005-6
 - “Executive Committee” file drawer holds by-law and Treasurer records; and one box of SGC buttons from years ago (could be nice for our Centennial celebration)
 - “Stationery” file drawer holds miscellaneous sizes of envelopes and stationery; a large roll of tickets, suitable for a raffle; a SGC rubber stamp of our SGC logo; a large stack of old postcards that originally benefitted SGC Conservation and civic projects (suitable

for use during Centennial?); GCA “Reserved” cards; storage locker combination lock (unknown as to what that belongs to)

- “Yearbook” file drawer holds old SGC Yearbooks and current Yearbook green binders (22 as of May 2015)
- “Flower Shows” file drawer holds binders regarding past Flower Shows

INVENTORY, SGC STORAGE @ CUH, ISAACSON ROOM #012 (basement)

Key #7761 a/o June 2015

SGC Archives, is in the midst of organizing older records. Archives records occupy most of the shelf space to the immediate right upon entry; some reside on shelves straight ahead; a few reside on shelves to the left. Includes:

- Boxes containing Yearbook contents from 1930, on
- Old GCA Bulletins
- Old Board minutes from July 1971-June 1990
- Various Scrapbooks from 1917, on
- Flower Show minutes/records from years past
- Old photographs

Other non-Archive materials include:

- Three boxes of shallow glass vases/bowls (usable to float blossoms or for centerpieces); on floor straight ahead
- Box with a few pieces of unused FD oasis; top, right shelf
- Sixteen small glass bowls for centerpieces
- Box of misc. decorations possibly for FD/centerpieces: silver balls; leis, etc...; floor, straight back
- Floral Design plasticized sheets displaying elements of design, suitable for a group presentation; also a large pad of paper for presentation work; left shelving

- Hort Committee tool box (for flower shows or Hort presentations)
- Three plastic file holders of SGC President files (current); plus three notebooks containing Newsletters & minutes from the President from 2011-2014; left shelving
- Some unused Baird Boards; left shelving
- Floral Design Niche bases; left shelving
- **Flower Show supply box including six 6" black squares used for miniature displays**
- Ten small (6"?) table easels
- Slide projector; left shelving
- Mic floor stand; on floor
- Desk mic stand; left shelving
- Floor style projector screen; on floor
- Old projector table with screw-on legs; right/back/floor
- One easel; right/back/floor
- Audio/visual equipment (plus sign-out sheet); left shelving
- Box of pink and yellow plastic tablecloths; left, floor
- Three boxes of GCA Flower show "yellow books" dated 2012; this is now available on-line at the GCA web site
- Three boxes of glass mugs (replacements for meeting mugs)
- Several Foam Core exhibit boards; on floor straight back, left

A box of lined tablets/sharpies; a box of blue 8 1/2" x 11" paper; on left shelving

INVENTORY, CUH STORAGE SHED a/o January 2016

FLOWER SHOW SUPPLIES:

FLORAL DESIGN:

NICHES	6	21"	21"	89"
TAPERED METAL PEDESTALS	8	15.5"	15.5"	42"
METAL PEDESTAL TOPS	8	20"	20"	0.5"

WOOD PEDESTALS	6	16.5"	16.5"	40"
WOOD PEDESTAL TOPS	6	20"	20"	0.75"
PEDESTALS OPEN METAL	6	9"	9"	37"
PEDESTALS	2	7"	11"	48"
PLANK WITH BACK	1	10'	9"	9"
PLANK	1	10'	11"	0.75"
PLANK	1	8'	7"	0.75"
PLANK	1	8'	12"	0.75"
CLEAR ACRYLIC SQUARES	10	6"	6"	1"

HORTICULTURE:

VASES of ALL SIZES

(Not inventoried as of 1/16)

THREE STEP RISERS	5	6'	18"	18"
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PHOTOGRAPHY:

FOAM CORE BOARDS 4'X8'

for PHOTOGRAPHY EXHIBIT 4

BOX OF HARDWARE FOR
HANGING PHOTO BOARDS 1

MISC FLOWER SHOW

STAGING:

METAL PLANT CONTAINERS	6	14"	14"	9.5"
METAL DISKS	18	10"		0.5"
ROLLS OF BLACK BURLAP	8	?	?	?
PLASTIC GARBAGE CANS	2			