

**Beatrix Farrand Society
First Vice President Report
Board Meeting May 25, 2013**

As Carolyn will be stepping down from the Board after her Vice Presidency term ends in August, 2013, a January meeting with President Scott Koniecko, L/G Co-Chairs Isabel Mancinelli and Val Libby was held to discuss Landscape and Garden goals and priorities for the 2013 season. Scott would like to see the shrub area behind the barn addressed. All agreed making the Holding Garden more presentable should be a priority as it declined significantly during the 2012 season. Val will discuss finding appropriate labels for plants identified in the Wild Garden area with Peggy Bowditch. Records prepared by Brenda Les during her study and documentation of the area will be used as reference to label plants properly.

February meeting with Landscape and Garden Co-Chairs Isabel Mancinelli to discuss improvements to the Holding Garden. Meeting held on site in April to set priorities for the 2013 season. Detailed minutes of both meetings are posted on the website for Board Member review.

Job descriptions for the Grounds Manager and Gardener were discussed and updated to reflect changes for 2013. An updated Caretaker job description was prepared to better reflect job expectations of the current BFS Caretaker. Predetermination forms to determine Independent Contractor status were printed from the State of Maine website, completed by Kathy VanGorder and Caroline Felkel, then sent to the state for both gardener and caretaker. The BFS portion was completed by President Scott Koniecko. Both documents were returned to BFS along with updated new forms. Printable forms on the website were out of date and no longer accepted. Completion by gardener and new Caretaker is pending.

Meeting with Isabel Mancinelli and Kathy VanGorder to discuss Terrace Garden plant liabilities and discuss protocol for ordering replacement material, locating hard to find items and evaluating viability issues. Carolyn provided tips and tricks gathered over the past 7 seasons. It will be important in the future that the gardener understand the importance of detailed record keeping and prioritizing. The winter was difficult for some of the plants and replacements are needed.

Carolyn Hollenbeck
First Vice President
The Beatrix Farrand Society
May 24, 2013