

Minutes--Garden Tour Committee, N.Y. JACL

The first meeting of the Garden Tour Committee of the NY JACL was held on Saturday, March 26, 1988 at 11:30 a.m. at the home of Chair Sarah Sogi in Elmsford. There were eleven members present. They were: Kaneji Domoto, Honorary Chairman, Ben Haraguchi, Harry Isokane, Lily & John Kiyasu, Mrs. Jiro Murase, Vi & Gene Takahashi, Masu Sasajima, Yuriko Tsukada, and Sarah Sogi.

After introductions, the following materials were passed out: Committee List (incomplete); drafts of purpose of fundraising; descriptions of gardens on tour; and a map of the tour area marking the sites.

The Chair gave an overview of the general plans, purposes and reviewed the overall plans for what needed to be done for everyone's critique. Discussion of the date of May 14th was raised due to it's conflict with the Asian Festival of NYC with which JACL is involved. It was decided by consensus that no matter what date is determined there always are many conflicts and another date could not be set. A raindate was set as Sunday, the 15th, the following day. The hours for the day were set at 10:00 a.m. to 5:00 p.m. It was agreed wholeheartedly that the purpose for the fundraiser is to be for "Redress" and the work of the NY JACL, and that to be tax deductible checks be made out to the JACL.

The flier in rough shape was submitted and then discussed. It is to be of one single design to be usable as flier, poster, announcement, mailer, with all information readily accessible on it for publicity and distribution. It is an accordion folded piece to be on slightly heavy stock of light green with black printing. There will be sections on 1) Kan Domoto, Landscape Architect, 2) descriptions of the six gardens, 3) list of contributors, 4) committee members and JACL Board members and officers, 5) a background in brief of the NY JACL with information on joining as a member, 6) and a tear off section for ordering of tickets. It was decided that 5000 pieces be printed. The back can be used for mailing address and the return address and useable without envelopes.

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Quite a bit of discussion went into the price of the tickets,--of whether special prices be set for senior citizens, students, and those with meager income. It was finally decided that just one set price per ticket per adult over 18 years of age and over would work out the best, otherwise it would become too complicated. Anyone who made a special plea with the committee, of course, would receive consideration and exceptions made. The price was set as determined earlier, at \$25. It was also decided that Contributors would be solicited under four categories: \$500 with ten tickets to be included; \$250 with 5 tickets; \$100, with 2 tickets, and \$50 with 1 ticket. Such contributors would be duly publicized on a list in the brochure/flier to the extent possible. Therefore this would be of highest priority and each committee member is to call in as soon as possible with any names that they can get. The flier will be set for printing by April 1, if possible, and available soon after for distribution and publicity immediately. There will be 1000 tickets printed. Tickets will be made available at all garden sites for sale for those who do not send for them. Sarah will work on getting the flier out with the help of a graphic artist.

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The formation of committees followed with job descriptions and assignments of responsibilities: # 1 Committee: HOSTESSING. Volunteering for this were Vi and Gene Takahashi. This committee is to be responsible to select and schedule 3 hosts and hostesses for morning hours and 3 more for the afternoons with one person at each garden site as a chief hostess in charge. They will check, or punch tickets, sell them at the sites, act as guides and guards to protect the properties and watch against general mischief or vandalism or dangers; keeping place clean and be able to provide information and answer questions about where lunch, snacks, refreshments are available nearby, where bathrooms are, who to contact in emergencies, etc. etc. The

6/garden

Job

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Sitew deadline for the hostess committee to be set up is for May 6 to complete the lining up of people and for their scheduling. It was felt that it is important to have a dry run of the gardens for all hostesses. Therefore the date of April 30th was set. Kan will make arrangements for this with the garden owners. Ken will also arrange for toilet necessities at one of the sites. #2 Committee: TICKETS. It was suggested that the Nakanos be asked to handle this. Sarah will call them. There will be 1000 tickets printed which are to be numbered. As orders come in, tickets with a map will be mailed out. The map is only to be made available with a ticket that is sold. A complete record is to be kept and an accounting kept of sales and distribution. The suggestion for a lucky numbered ticket for prizes were voted down as unneeded and cumbersome work. Lunch and refreshments sales were also voted out as too much to do with shortage of hands and difficulties with garbage and arrangements at this time. The tickets are to have a section with 1-6 numbered for each garden site so each site can be checked and punched out. #3 Committee: PUBLICITY. Yuriko Tsukada will take this job. Mrs. Murase will work with her and she will concentrate her efforts on the Japanese organizations and their publications. They will publicize the tour in newspapers, magazines, organization publications. Suggestions made were the JACL's *✓* NY Scene and their mini newsletter, the JASSI, *✓* JAA, Japan Society, Nippon Club publications. Fliers will be made available to be distributed by everyone to his and her church, clubs, institutions, agencies, libraries, garden clubs, and *✓* any and all public and private events and occasions. Individuals can do mailing on their own. #4 Committee: SIGNS John Kiyasu volunteered for this job and will work with Kan. *✓ check* He will plan a very unique and identifiable Garden Tour sign and decide with Kan on how many, *and* how and where to place them. They will check it out during the April 30 dry run. #5 Committee: TRANSPORTATION. Harry Isokane volunteered to tackle this major difficult item. Much discussion centered on whether to have a bus, car pooling, railroad meeting car service and other aids which will make it attractive for NYC members and friends and people to come out. Consensus formed that the first choice is to encourage car pooling from the city through publicity wherever possible for those without cars. Stanley Kanzaki, Chester Onuma, and George Yuzawa will be contacted to work on this and to help with any coordination with Harry in Westchester, whether it be car, bus, or train. The second choice is to have private cars meet certain pre-determined train arrivals at a pre-determined train station near the tour area. The cars will then drive passengers to the garden sites. Young college students will be encouraged for this duty and perhaps not be charged for their tickets. The last and third choice is to arrange for and charge for bus *✓* transportation. Mini busses were recommended as preferable as *they are* more maneuverable. JASSI is to be contacted *✓* by Harry about their availability as they have used them quite often. The deadline for having things lined up is set as April 30th. #6 Committee PARKING Parking, traffic control, etc. at each site is necessary. Kan will make the contacts necessary with the local police for permission for street parking and sign posting and any other necessary requirements. There will not be a need for a specific person to do this job. It was felt that this is a duty that could be another responsibility for the hostess or host to be able to direct cars, etc. The dry run on April 30, will again, help to determine some of these needs. *✓*

The soliciting of contributors is to be a responsibility of every committee member. This is of utmost importance so names may be listed on the brochure/flier which has a deadline that is immediate--April 1. Some of the suggested names were: Imai, Kariya, Kiso, *Emi, Dady,* Lederer, Sogi, Murase, Yoshitomi, Spiegel and other JAA members. It was *recommended* also that corporations be solicited. It was suggested that George Yuzawa, Tosh Miyazaki, and Julie Azuma be consulted for their help on this.

Suggestions were made after reviewing the map. They are: that the names *✓* of the garden site owners be encircled or marked in some distinctive form to differentiate them from the street names; that the first entry (exit #) *✓* into area from highways be marked; that a few more identifying locations be included, such as railroad stations, eating and refreshment locations (or listed at bottom of map). Kan will work on these and other suggestions for the map. Sarah will see that the maps are printed up and gotten to the ticket chairpersons.

Further committee responsibilities which were made clear are the following:

- 1) Seek out the name of a physician to agree to be on call for the day. = *Sumi Koide*
 - 2) Check into insurance coverage. Is it available under the National JACL insurance umbrella? *yes*
 - 3) Set meeting and gathering place for the April 30th Dry Run Garden Tour. Kan will look into this and let us know of a feasible place. ✓
- Sarah will call Lillian Kimura to check into some of these matters. = *let it hold newsletter for Monday*

With the end of the Committee assignments, the group went on a special treat by Kan Domoto to see one of his unique house and garden landscape architectural designs which is one not on the May 14th tour in Millwood, NY. which was close by.

The Committee will probably not meet formally again until after the tour for final reports and rehashing and evaluating the whole Garden Tour Fundraising venture. Meanwhile all the sub-committees will be functioning on their own and any urgent matters will be conducted via telephone. Those who were unable to attend were sorely missed, but they will be contacted and asked to lend a hand in any way they see they are able to help in any specific areas as reported in these minutes.

Respectfully submitted,
Sarah Sogi, Chair.

Sarah

NOTE: Thankyou very much to everyone. Those attending made the meeting most productive and stimulating. We really accomplished a great deal. We have a wonderful committee of able, conscientious and enthusiastic workers and it is very gratifying. Thanks to all who volunteered so readily for these tough jobs. For those who were unable to come, I hope, these minutes will inspire you to make a call to any of those sub-committees and offer your expertise, ideas, and whatever. If there are any inaccuracies, corrections, or omissions, please call Chair right away--914 592 9374. The Committee and Chair will welcome any and all new ideas, afterthoughts, comments, etc. for serious consideration. Westchester County Asians are especially eagerly sought to help us to leg work, nitty gritty chores, etc. Please feel free to call. Mostly, thank you all. We'll surely have a terrific and successful fundraising for a great cause!

UPDATE: March 29, 1988

Dr. Sumi Koide will be handling tickets. She will also be the physician on call for May 14th. Lillian Kimura is looking into the matter of insurance coverage for the Garden Tour Day. If any of the committees are having difficulties, please call and keep in touch with me, or Kan. Get in your names of any contributors you can contact right away so we can print as many of the names as we can in the brochure. I have been successful in soliciting: Dat, Kariya Yoshitomi, Kiso. Other names mentioned were Spiegel, Emi, Lederer, Miyasaki, Murase, Kiso, Shimamoto, Imai. If we could get many, many more it would be great. Have you had any success in rounding up your friends?

We're working very hard on the flier and still hoping for distribution by the end of next week! Keep your fingers crossed. Meanwhile be thinking of places to get these fliers flying!