

Annual Exhibition 2021 Timeline by Groups and Individuals

TJ, TJL, and TJLYS Tresa Williams and/or Jean Rieg, Annual Exhibition Co-Chairs, Liz Mossberg Technical Support, Yuko Wain, videographer, and Sylvia Lu and Faizal Abdullahi' photographers

TJ September 14, 2020, Monday, at Chapter 1 Board meeting, Jean mentioned the need for a different Annual Exhibition 2021 due to the pandemic. Discussion included having large, outdoor arrangements and two sessions of Virtual Exhibition with narrative in audio.

TJ October 26, Wednesday, Jean measured North Court of National Arboretum, USNA, area realized that the outdoor arrangements could be 5 feet deep and 8 feet wide with no height restrictions. The arrangements would be in sun and on the grass.

TJ November 3, Tuesday, Tresa and Jean teleconferenced with Ked Emerson Dell, to fine tune plans for the Exhibition. The outdoor arrangements would be on the second and third weekends in April, 2020. Ked agreed to two sessions of YouTube of 30 arrangements with narrative for the two weeks in April.

TJ November 8, Sunday, Jean via telephone received confirmation that 6 of the Ikebana School Leads (Ichiyo, Ikenobo, Ohara, Saga Goryu, Sangetsu and Sogetsu) agreed to do outdoor arrangements with one school declining. Several School Leads also agreed to do arrangements for the second weekend. As the largest School, Sogetsu agreed to do two arrangements for each weekend.

TJ November 10, Tuesday, Tresa and Jean sent out the first email to School Leads so they could begin preparing for the Exhibition.

TJ December 1, Tuesday, Jean submitted Annual Exhibition 2021 plans to Chapter 1 January/February Newsletter.

TJ December 7, Monday, Jean received Chapter 1 Board approval for allotment of \$200 for each outdoor arrangement.

TJ December 8, Tuesday, Jean discussed with Ked QR Codes for each arrangement, each Ikebana School information, and Chapter 1 information as there are to be no hosts this year. As the Administration Building is not opened on weekends, this year there is no place to store the maintenance box.

TJ December 18, Friday, Jean discussed with Ursula the need to limit the Virtual Exhibition to teachers only as students' arrangements need to be reviewed and approved by their respective teachers; and the pandemic environment was not conducive to do so. Decision was made to only have Teachers do the Virtual Exhibitions and students only role is working on the outdoor arrangements Teams.

TJ December 20, Sunday, Tresa and Jean sent out guidelines and suggestion for outdoor arrangements and Timeline for Annual Exhibition 2021 to School Leads, Ursula, Shahla, Shinobu and Marianne.

TJ January 4, Monday, at Chapter 1 Board meeting Jean received Board approval for \$65.00 for use by Shahla to do QR Codes for the Annual Exhibition as there are to be no hosts this year

TJ January 12, Tuesday, Tresa and Jean teleconferenced with Ked to finalize planning. Ked mentioned that communications regarding QR Codes and YouTube sessions are to be with her. Ked was asked to provide cost for exhibition signage so Jean could request Board approval for the expenditure at the February Board meeting.

TJ February 1, Monday, Ked provided signage cost of \$350.00 for Exhibition

TJ February 16, Tuesday, Jean and Tresa created the Maintenance Form

TJ February 20, Saturday, Tresa and Jean to send out the following to School Leads, Team Leads, Ursula, Shahla, Marianne, Shinobu, Liz, and Yuko; map of North Court with area for parking and locations of the arrangement. Should we not get 7 arrangements for the second weekend ,but get 6, a second map with placement of 6 arrangements is also included; maintenance form,; and Annual Exhibition 2021 Program.

TJL March 12, Friday, Jean to provide link to first virtual exhibition for Chapter's public annual exhibition website to Ked for USNA so public can access the exhibition.

Tj March 26 Jean provided full names of Team Leads and members of each Team to Ked/ Kathleen.Emerson-Dell@usda.gov, to start formatting of arrangement signage.

TJL March 26, Friday, Jean to provide via email to Shahla to post second Virtual Exhibition for Chapter1 public website. Jean to provide link in April to Ked for USNA website.

TJ, March 28, Sunday, Jean sent out reminders to School Leads and Team Leads Actions due for remainder of March and April.

TJ April 1, Thursday, TJ sent to Ked links to Annual Exhibition activities which will be also placed on USNA Website for public access. Just first two Virtual Exhibitions are already on Chapter 1 website and the rest of the links will be provided to Ked for USNA as they get on the Chapter 1 website.

1. Ikebana International Chapter No. 1, II Chapter 1, Virtual Exhibition Part 1 - 30 Arrangements YouTube, click on URL <https://iichapter1.com/2021-annual-exhibit/>
2. II Chapter 1, Virtual Exhibition Part 2 - 30 Arrangements YouTube, click on URL <https://iichapter1.com/2021-annual-exhibit/>
3. Ii Chapter 1 First Weekend , April 10 to 11, Saturday and Sunday, Exhibit of 7 Outdoor Arrangements by 6 Ikebana Schools at North Court of National Arboretum, USNA to view YouTube click on URL <https://iichapter1.com/2021-annual-exhibit/>
4. II Chapter1, Second Weekend, April 17 to 18, Saturday and Sunday, Exhibit of 7 Outdoor Arrangements by 4 Ikebana Schools at North Court of USNA, to view YouTube click on URL <https://iichapter1.com/2021-annual-exhibit/>
5. If you are interested in learning more about the 7 Ikebana Schools in II Chapter 1, click on URL <https://iichapter1.com/schools-and-teachers-in-chapter-no-1>
6. If you are interested in learning about membership to II Chapter 1, click on URL <https://iichapter1.com/membership-benefits/>

TJ April 2, Friday, Tresa and Jean sent out to School Leads and Team Leads and Volunteer Coordinators availability of two USNA carts for use on set-up days, April 9 and 16, Fridays, and take down days, April 12 and 19, Mondays, at handicap parking in front of Administration building. In addition water access to include spigot, two basins and long hose on Administration Building near North Court. Also, passed on BREAKING NEWSTHAT as of April 2, Friday, the R Street gate to USNA will be closed to vehicular traffic, however, 3501 New York Ave, gate will be open to traffic, and USNA Security will be made aware that on April 10 and 11, and 17 and 18, Saturdays and Sundays, II Chapter 1 each day will have two Volunteers entering 3 and 5 pm for duty.

TJ April 5, Monday, requested use of 7 USNA tables to be used by Teams for tools and materials as they work on respective arrangements.

TJ April 6, Tuesday, Jean sent to Shahla and Ked arrangement positions for both weekends by position #, School, Team Lead name

TJ April 7, Wednesday, Jean arranged to have Sylvia Lu take photos when the arrangements are completed by each Team on set-up days.

TJ April 7, Wednesday, Team Leads and Volunteer Coordinators will be emailed information about following.

1. Regarding entry to USNA 3501 New York Ave gate with map of one-way traffic from New York Ave gate to Administration Building, North Court and the return to New York Ave gate provided by Ked. Furthermore, USNA pushed the closure of R Street Gate to vehicular entry to April 13, so Tresa and Jean sent that change to Team Leads and Volunteer Coordinators Shinobu and Marianne.
2. USNA work tables will be set up before each arrangement on set-up days, April 9 and 16, Fridays.
3. Only a long hose will be available for use next to the Administration Building door near North Court on set-up days; and Ked will inform Teams how to use the hose. As the long hose is the only water access, suggested to each Team that they bring two buckets.
4. Two USNA carts will be available for use in front of Administration Building at handicap parking area on set-up days, April 9 and 16.
5. Tresa and Jean placed blue tape on stones behind which each arrangement is to be set-up in the North Court and photographed each view and shared with Team Leads the position # for each arrangement for both weekends.

TJYS April 9 and 16, Fridays, set-up days:

1. April 9, Friday, Tresa will gather completed Materials used, Position # form by 11:00 am for Ked for signage, and Maintenance Forms for Volunteer Coordinators by 11:00 am
2. April 16, Friday, Jean will gather completed Materials Used, Position# form by 11:00 am for Ked for signage, and Maintenance Forms for Volunteer Coordinators by 11:00 am.
3. TJLY upon completion of their arrangements each Team Lead will be videotaped by Yuko and Jean at which time they will provide an understanding of their arrangement. The session will be YouTubed and link will be provided to Shahla as soon as possible for posting on Chapter 1 website and Jean will provide link to Ked for USNA website. In addition, at the same time Sylvia Lu will take a Photo of the arrangement and Team group photo in front of each completed arrangement to be sent to Liz Mossberg, jimlizmay9@gmail.com and Jean, jeanrieg2@gmail.com for YouTube of each weekend. The arrangement photo will include the title of the arrangement and materials used to be sent to Ked, Kathleen.emerson-Dell@usda.gov for Director Olson by Jean. The arrangement photo will be included in the YouTube.
4. Jean and Tresa will be at set-up day on April 9, and April 16th, Fridays.

TJ April 12 and 19, Mondays, take-down days, Jean will be at North Court in the mornings on both days. . Tresa will be at take down all morning on the 19th.

TJ April 21. Wednesday, Jean sent to Vicki Melzer six photoed omlpleted reimbursement forms with receipts and invoices for reimbursement.

Annual Exhibition 2021 TimeLine

Ked Emerson-Dell, USNA Liaison to Chapter 1

KD November 3, Tuesday, Ked Teleconferenced with Tresa and Jean to beginning planning for Annual Exhibition 2021 due to pandemic leading to need for a different exhibition. Ked mentioned that the Exhibition would be on the second and third weekends of April. She also agreed to having two 30 arrangement virtual exhibitions with the first during the first and the second for the second week.

KD November 16, Monday, Ked provided a map of North Court and parking areas. Ked mentioned that USNA gardener could do low bamboo fences in front of each outdoor arrangement for signage and QR Codes.

KD December 8, Tuesday, Ked discussed with Jean as this year not to have hosts should do QR Codes for each outdoor arrangement in audio, each Ikebana School information, and II Chapter 1 information. She also mentioned that USNA Administration Building are not open on Saturdays and Sundays so there would not be a place for maintenance box and bucket storage. Furthermore, there is a faucet for use by arrangers and volunteer maintenance persons.

KD January 12, Tuesday, in teleconference with Tresa and Jean, Ked mentioned that communications regarding QR Code and YouTube sessions are to be with her. Ked was asked to provide cost for USNA Exhibition signage so Chapter 1 Board could approve the expenditure at next Chapter 1 Board meeting.

KD January 25, Monday, Ked provided USNA signage cost of \$350 for Exhibition, Chapter Board approved expenditure at February Board meeting.

Advertisement:

KD Mid-February to beginning of March, Ked is to include Annual Exhibition 2021 information on USNA website, home page, and Events page

KD February 9, Tuesday, Ked reserved USNA facility for Annual Exhibition 2022, April 6 to April 19, 2022.

KD march 8, Monday, Ked and Jean received OR Codes for signage from Shahla.

KD March | 26 Ked began doing formatting of arrangement signage beginning with full names of Team Leads and members of the Team which was provided by Jean

KD April 2, Friday, informed Chapter 1 that on set-up days and take down days two carts will be available for use in front of Administration Building at handicap parking spots; and that for water access there is a spigot on Administration Building wall near North Court and will have two basins and long hose for use

on set-up days. **BREAKING NEWS:** As of April 9, Friday, R street gate would be closed to vehicular traffic so access is only available via the 3501 New York Ave gate. USNA Security will be informed that two II Chapter 1 volunteers would be arriving between 3 and 5 pm.

KD April 5, Monday, Ked informed Jean that USNA work tables are available for use by Team Leads in front of arrangement for each Teams' tools and materials. Ked also emailed one-way traffic map of entry from New York Ave gate to Administration Building North Court then return to New York Ave. gate. Ked also informed Jean and Tresa initially that as of the 9th the R street Gate would be closed to entry vehicles so entry is only from the 3501 New York Ave. Gate; however, by April 7th Wednesday, the closure of R Street Gate to entry vehicles was changed to April 13. Requiring a change to guidance to Team Leads and Team members and Volunteers for maintenance for the first weekend.

KD April 9 and 16, Fridays, set-up days,

1. Ked will show how to use the long hose.
2. At 11:00 am Ked will receive Materials Used, Position #, etc. information from Tresa for signage
3. Ked will arrange for gardener to place low bamboo fence in front of each arrangement
4. Ked will adhere QR Codes appropriately on signage, for eg., QR Code for Chapter 1 information at entrance to North Court, etc.
5. Ked on following both set-up days will be receiving photographs of arrangements with arrangement title and material used for Director Olson from Jean
6. All materials brought for the arrangements must be taken away and the stone area needs to be left clean.
7. Ked will be available to provide assistance if needed.

KD April 12 and 19, Mondays, take-down days, to be in the morning, 8:00 am to 12:00 pm, will arrange for USNA person to oversee the take down.

Annual Exhibition 2021 TimeLine

UK Ursula Kondo, Chapter 1 President

UK February 1 to 2, Monday and Tuesday, email discussions with Ked and Jean on feasibility of using 2 vinyl banners (116 "length and 49"high) on entrance gates to USNA. Just needed to replace dates of the Exhibition by Chapter 1 member, Beth Gillipsie's Acorn Signs in Richmond, VA. Decision was not to use it as have ample advertisements and crowds are expected at the USNA in April.

UK March Board Meeting thought was to have opening activity at 10:00 am on Saturday, April 17 – Ursula to invite Director Olson of USNA and II Chapter 1 Honorary Member at Japanese Embassy. Jean checked with Ked and lectern and microphone not available from USNA and ultimately it was a no go; and Ursula hoped to give a personal tour to Director Olson. Cancellation of opening was done by Ursula via email to Board Members on April 9th, Friday.

UK Mid-February to beginning of March, Ursula will include Annual Exhibition 2021 information in Friends of the National Arboretum Newsletter.

UK will do Annual Exhibition Thank You in Chapter 1 Newsletter

Annual Exhibition 2021 TimeLine

SB Shahla Butler, Communication and Technology Lead for Chapter 1

SB January 4, 2021, Monday, at Chapter 1 Board meeting Jean and Shahla received approval for \$65.00 to get application for Shahla to do QR Codes for the Exhibition signage.

SB End of January Shahla began doing QR Codes and sent to Jean, however, she redid them in black for forwarding directly to Ked in March. .

SB February 19, Saturday, Shahla was asked to post on Chapter 1 protected website copy of Annual Exhibition 2021 Program, arranged by groups/individuals responsible Time Line, map/s of North Court and parking areas, Maintenance Guidelines, and upon its completion Volunteer Schedule.

SB March 12, Friday, Jean to provide Shahla link to first virtual exhibition for posting on Chapter's public website and Jean is to provide link for public access at USNA website.

SB March 28

SB January 4, 2021, Monday, at Board meeting Shahla and Jean received Board approval for Shahla to get application for doing QR Codes for the Exhibition

SB March 15 Monday, Shahla to receive Volunteer Schedule from Marianne and Shinobu for posting on Chapter 1 protected website.

SB March 26, Friday, Shahla to complete QR Codes for outdoor arrangements, Chapter 1 information and Ikebana School information and send remaining QR Codes to Led and Jean via email.

SB April 1 and 8, Thursdays, So Shahla can do QR Codes/audio for each outdoor arrangements Team Leads were asked by Jean to provide scripts describing their respective arrangements for the first and second session to Shahla, shahlabutler@comcast.net.

SB April 9 and 16, Fridays, Team Leads upon completion of their respective arrangements will be videotaped so they can describe their arrangements. Yuko and Jean will do the videotaping and send to Liz for it to be YouTubed. Jean will provide the link to Shahla for posting to Chapter 1 website and linkage to USNA website for public access. At same time Sylvia will take a Team photo in front of the arrangement, which will be sent to Jean and Liz to be part of YouTube.

SB April 14, Wednesday, Jean sent link to Shahla the first weekend outdoor arrangement YouTube of Team Leads' talk, arrangement photo with title of arrangement and materials used, and Team group photo in front of arrangement. Shahla posted it on Chapter 1 website

SB April 19, Tuesday, Jean sent link to Shahla the second weekend outdoor arrangement YouTube of Team Leads' talk, arrangement photo with title of arrangement and materials used, and Team group photo in front of arrangement. Shahla posted it on Chapter 1 website

Annual Exhibition Time Line

Marianne Winglee and Shinobu Seiki, Volunteer Coordinators for Annual Exhibition 2021

SM January 12, Tuesday, Marianne and Shinobu posted Volunteer Schedule on Google Drive

SM January 15, Friday, Shinobu and Marianne received explanation of this year's outdoor exhibition and the need for volunteers to do maintenance of the 7 arrangements each weekend.

SM February 18, Thursday, Shinobu and Marianne teleconferenced with Tresa and Jean; and reviewed the Volunteer Guidelines and sent Guidelines back to Jean.

SM February 19, Friday, Shinobu sent a request email for volunteers to School Leads.

SM March 4, Thursday, Shinobu sent a request email for volunteers to School Leads and Area Workshop Co-Chairs.

SM March 9, Wednesday, Shinobu sent a request email for volunteers to Chapter 1 members who had signed up for hosts in 2020.

SM March 10, Thursday, Shinobu sent a request email for volunteers to BCC Area Workshop members and Chapter 1 members who live near the National Arboretum.

SM March 15, Monday, Shahla to receive completed Volunteer Schedule from Marianne and Shinobu and to post it on Chapter 1's protected website.

SM March 22, Monday, Marianne and Shinobu sent final confirmation of Volunteers work schedule, Maintenance Guidelines, map of North Court with parking areas to the volunteers.

SM April 2, Friday, update Maintenance Guidelines and inform all Volunteers about BREAKING NEWS about closure of R street gate to vehicular traffic and that 3501 New York Ave gate open with USNA Security Guards being informed about afternoon, between 3 and 5 pm || Chapter 1 Volunteers arriving for duty.

SM April 7, Wednesday, Shinobu and Marianne were informed about change to closure of R Street Gate to vehicular entry as of April 13 so Maintenance Guidelines and Volunteers were informed of the change

SM April 9 and 16, set-up days, Fridays, Marianne and Shinobu went to North Court at 3:00 pm To receive Maintenance Sheets from Jean; and then send maintenance contact and backup cell numbers to volunteers. If arrangement maintenance requires more than watering and misting then volunteers on Saturday and Sunday will be informed as to what to bring by Shinobu or Marianne. They photoed the spigot and learned how to use the hose.

SM April 10 and 11, and 20 and 21, Saturdays and Sundays, Volunteers will provide photo and explanation of the concern to the contact or contact back up via cell. Each Volunteer Team, twice a day, will send report day's activities to Marianne and include cell numbers of those contacted regarding any structural or maintenance concerns. Marianne and Shinobu will maintain a log of each day's activities. Volunteers will provide cell numbers of anyone who responds to a structural or maintenance concern. Volunteers' reports for each weekend was sent to the Annual Exhibition Co-Chairs, Tresa and Jean.

Shinobu and Marianne's Lessons Learned.

1. Felt that email requesting volunteers should have been sent to the Area Workshops should have been done earlier.
2. Suggested using a signup application, which is easy and clear to use by Chapter 1 members.

Annual Exhibition 2021 Time Line

Ikebana School Leads for 7 Schools in Chapter 1 – Chiko: Patty Painter,. Ichiyo: Val Eccleston Ikenobo: Mitsuko Otani, Ohara: Vicki Melzer, Saga Goryu: Bruce Wilson, Sangetsu: Helena Arouca, Sogetsu: Sheila Advani

SL February 2, Tuesday, School Leads to provide Team Leads's names for outdoor arrangements for both weekends to Tresa Williams, kimekomi99@yahoo.com and Jean Rieg, jeanrieg2@gmail.com

SL March 5, Friday, School Leads to provide via email to Jean Rieg, jeanrieg2@gmail.com, the first week session virtual exhibition, Part 1, arrangement photos (focused and clear), with Artists's full name, school, style, and materials used; and two sentences about the arrangement. Note: Remember to invite Chapter 1 out-of-area teachers to participate in the Virtual Exhibitions. Teachers will only have one opportunity to participate in the Virtual Exhibition as this year we have far less slots for exhibitors then in the past.

SL March 19, Friday, School Leads to provide via email to Jean Rieg, jeanrieg2@gmail.com, for second week of virtual exhibition, Part 2, photos of arrangements with Artists's full name, school, style, materials used; and two sentences about the arrangement.

Annual Exhibition 2021 Time Line

Team Leads for Outdoor Arrangements on Both Weekends in April

TL March 24, Wednesday, Team Leads for both sessions of outdoor arrangements to provide to for signage full names of Team Lead/s and of each member of the Team, and School to Jean. The next day, the information will be provided will provided to Ked.

TL April 1, Thursday, Team Leads to provide a sketch, or at least the dimensions of their respective arrangements to Jean, jeanrieg2@gmail.com. This is to enable proper placement of the arrangements.

TL April 1 and 8, Thursdays, For QR Codes for outdoor arrangements/audio: Team Leads are to provide a script of explanation, description of their respective arrangements for the first and second sessions on appropriate date to Shahla, shahlabutler@comcast.net.

TL April 9 and 16, Fridays, set-up days, Team Leads will do following (3 following (forms will be provided in Team Lead Folders):

- 1 Complete Materials Used, ETC. form by 11:00 am and hand to Tresa April 9, and Jean on April 16 for Ked to complete signage for each arrangement.

- 2 Complete Maintenance sheet by 11:00 am and hand to Tresa on April 9, and Jean on April 16 for Volunteer Coordinators, Shinobu Seiki and Marianne Winglee to inform volunteers.
- 3 Have gathered receipts and complete the Chapter reimbursement form, and provide both to Chapter 1 Treasurer, Vicki Melzer, victoriaelisem@gmail.com for reimbursement up to \$200 per arrangement.
3. Teams should bring leaf and lawn bag and broom and dust pan to clear the stone area of any debris as there are no trash bins at USNA.

TL April 12 and 19, Mondays, take-down days, Team Leads on April 11 between 8:00 am to 12:00 pm, in the morning, to dismantle and remove everything completely or remove only materials if frame is to be used for the second weekend, by 22:00 pm. On the 19th, Team Leads are to dismantle and remove everything by 4:00 pm. Suggest that each Team bring a leaf and lawn bag and broom and dust pan to clear the stone area as USNA has no trash bins on both take down days.

