



THE MINNESOTA CHINA
FRIENDSHIP GARDEN SOCIETY

明州中國友好花園協會



2025 MCFGs Committee List & Descriptions

Committees are chaired by an MCFGs Board member. The MCFGs President selects committee chairs.

Role of Committee Chair:

- Consult with and report to the President.
- Provide regular updates to the Board.
- Schedule and convene regular meetings based on agreed schedule.
- Develop meeting agenda, assign management of minutes, and prepare committee oral and written committee reports.
- Term: 1 year, renewable.

Garden Committee

In collaboration with St Paul Parks and Recreation, the Site Committee oversees and manages construction, grounds (planting/upkeep) and the overarching aesthetic vision of the garden site. The Site Committee meets quarterly or as needed due to construction, planting schedules, or other new developments.

The following subcommittees, each with its own chair, meets monthly or as needed:

- ☐ Construction Subcommittee [Work with President to monitor design and construction progress; attend monthly meetings with Parks & Rec; planning for community engagement meetings]
- ☐ Planting & Upkeep Subcommittee [Coordinate plantings at the Garden site; Coordinate upkeep of the Garden site; Regularly visit China Garden site to monitor grounds for rubbish or graffiti and report any issues to President]
- ☐ Aesthetic Guidance Subcommittee [Coordinate with Construction Committee, Architect, & Local Chinese and Hmong Cultural experts to develop and maintain an authentic Chinese aesthetic; Develop plan that provides poetic guidance to China Garden]
 - Chinese Elements Design Subcommittee [Reviews design options for Phase II Chinese elements and make recommendations to the Board for approval]

[revised 6/24/2025]

Administration Committee:

This committee is responsible for core administrative tasks that keep the organization functional and on-track. This committee meets as needed.

- ☐ IT / Technology Coordinator [Work with President on technology issues as they arise]
- ☐ Website [Must have knowledge of WordPress; Make recommendations about website design and updates; Post new content on website; Work with Webmaster and Outreach Committee, as appropriate]
- ☐ Social Media [Coordinate with Outreach Committee to develop social media plan, develop content and manage social media postings (Facebook/ Instagram/ WeChat/ YouTube/TikTok)]
- ☐ Volunteer Coordinator(s) [Develop list of volunteers for various activities (special events, gardening); Build and maintain relationships with Parks & Rec and coordinate with their volunteers; Set up google sheets to log volunteer time at events]

Event Planning Committee

Coordinate cultural and educational events. This committee meets as needed.

- ☐ Annual Events [Peony Festival, Mid-Autumn Festival at China Garden]
- ☐ Cultural Collaborations [Collaborate with other groups on cultural programs at the site and other venues]
- ☐ Gala [Develop plan for gala fundraising event]

Fundraising Committee

Develop and implement fundraising strategy for operating expenses, construction, Garden maintenance, and programming. This committee meets monthly (~1 hr per meeting).

- ☐ Grants [In accordance with organizational strategic plan, research and track grant opportunities, coordinate completion of grant applications and final grant reports; needs its own Chair]
- ☐ Capital Campaign [In accordance with strategic plan, develop capital campaign committee to raise funds for Phase II and beyond]
- ☐ Donors [Develop plan, in conjunction with Capital Campaign and other priorities in the strategic plan, to reach out to old and new donors, including individuals, local businesses, corporations, foundations]
- ☐ Legislation [Develop plan to seek funding through the legislative process; coordinate communications and meetings/lobbying with legislators]

[revised 6/24/2025]

Outreach Committee

Increase public awareness and build relationships with the community, building momentum for fundraising, volunteer development, and community inclusion and support for the Garden's mission. This committee meets monthly (~1 hr per meeting).

- Garden Tours [Manage school, garden, and cultural clubs visits to Garden; schedule and track tours; coordinate docent scheduling and training]
- Display Booths [Identify off-site events and coordinate volunteers for info booths]
- Marketing [Develop a positive, compelling story for Liu Ming Yuan; Build relationships with various media outlets/develop and distribute press releases; Build relationships with Visit St. Paul, Explore MN, and related organization and media outlets; Identify and build relationships with businesses and other cultural organizations]
- Publications [Work with eNewsletter editor to develop content; identify other publicity opportunities]
- Education [Develop and implement plan to identify and develop relationships with local schools, youth, corporate affinity groups, Asian organizations, local stakeholders]