

Report to  
AIS Board of Directors Meeting  
April 2019  
IMAGE COORDINATOR  
Neil Houghton

Responding to the policy requiring images for New Registrations:

A master registration Google Drive Folder was set up online.

Within that folder, a subfolder for each registrant was set up and a link sent to allow registrants to either:

upload directly or

email as attachment to me and I will upload

Instructions on use and expected file names, size and formats are:

On the website (I hope) and

Sent to individuals when I am copied John's emails confirming their registrations.

A video guide is under constructions (hopefully ready for BOD meeting)

Reactions: Enthusiasm ("about time") to denial ("you want me to stop hybridizing")

Most in-between as revealed in statistics that follow

Stats – based on a spreadsheet shared by John Jones / compared to images in Googl Drive folders.

**Set A:** includes only Registered in 2018

1086 registrations received

Image Coordinator:

353 images uploaded by registrant or me.

32.5%

152 individual registrants

61 registrants have submitted images

40.13%

**Set B:** Includes Registered and Introduced in 2018

1086 registrations received

Image Coordinator:

471 images uploaded by registrant or me.

43.7%

152 individual registrants

64 registrants have submitted images

42.11%

Skewing factors:

Registration year confusion. While I have struggled to understand this, I chalked it up to inexperience. I had the facts, but there was a logical block. Could an iris introduced in early 2017 still not be in the "R and I" until the fall of 2018? One major registrant made me FINALLY understand that, by using reserved names, catalogs are published before the registrations are even submitted, let alone images. Others have tried to get this through my thick head. Maybe it is relatively unimportant, but when trying to verify my progress for statistics like this (balance the books as it were) it was important. As I prepare for 2019 registrations, I would like to clarify which year is in the file name, knowing that most retailers refer to the year of introduction as opposed to Registration.

International influence: John Jones supplied me with a list of various international registrar assistants. I contacted them directly. The response from some of these areas has been either much higher or very low to nonexistent. I must say that those who did respond to me have been extremely cooperative and supportive. If desired I would break these down, but I can say without hesitation that based on percentage of submission of images, the USA (and Canada) are far behind.

PROGRESS:

Satisfaction: Given that change is never easy, I am feeling encouraged and the process is ongoing.

Going Forward: I have been in discussion with John Jones throughout the process. He has been very helpful. This year of shifting Electronic Services Coordinator responsibilities has been difficult for many of us, but we have at least managed to **think** about looking forward. The most encouraging discussions have been around data base manipulations. Much of what I have been forced to do to keep track of images in, contacting people to remind them about the requirement, etc. has been a duplication of efforts. Much of the information I use to create tracking in spreadsheets is available in the Filemaker Pro database that John uses. We have discussed the possibility of remote access and the ability to protect what data can be accessed and not accidentally changed.

Online Registration: For my part, this is inevitable and needed. That has been supported by the cooperation with the online upload of images and the outright request of several hybridizers to make this available.

Database accessibility and the ability to register online can go hand-in-hand. Images stored online can become a link stored in a record of the cultivar. The email of the registrant/hybridizer can be easily accessible if I need to make contact. The actions that I take can be recorded for someone else to see and the date automatically stamped.

Encyclopedia: I am trying to optimize for the Wiki/Encyclopedia staff to images. This, I believe, could be accomplished more efficiently. I will work with Terry Laurin.

**Other Responsibilities:**

I assist in gathering images for publications and creating and encouraging "Photo Tips."

Still on the back burner:

This year has more than full of things to accomplish. One thing that I haven't done but still want to establish that group of exemplary photographers. I have discovered many of them and offered them a place on the Google Drive to archive what they consider to be their best work. All I can say is, it's only a start... but it is a start.

**OBSERVATIONS:**

It has become apparent to me that we are blessed with many wonderfully skilled and dedicated people that make the AIS work! I can't thank those who have assisted me to become more knowledgeable and hopefully to contribute to our progress.

There are some observations I would like to share:

**Deep Bench:** While some of our work is the result of well functioning teams, other rests on the shoulders of a single person. This includes me. Immortality is not one of my attributes so I worry about who would pick up the pieces if... We as an organization rely on volunteers and training our successors should be a priority. We need a deeper bench.

**Task and Data Integration:** We have started a move in this direction, recognizing that our new website must be accessible for many people to be able to update. The more that we understand and share the tasks, the more we become interdependent, the better prepared we are for any eventuality. This will also help with maintaining that deep bench.

**Cooperative Workflow:** However the data is eventually organized, and how it eventually can be accessed, some workflow issues must be addressed. We have created isolated cubicles of ownership. We need to develop ways of working together.

Addressing these issues is, IMHO, crucial.

Respectfully submitted,

Neil Houghton

Report to  
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April 2019  
DIGITAL PROGRAM COORDINATOR  
Neil Houghton

**DIGITAL PROGRAM DISTRIBUTION:**

Each time an announcement is made, via “News and Notes,” the bulletin “Iris” or a reminder sent I receive more requests and more statements of gratitude that these programs are available gratis for members.

I updated the website text, removing references to slides and digital projector rental. References to our newly adopted distribution processes were added. While I thought I sent this in to be posted, apparently, I just sent it for review. To my embarrassment, this was only discovered when I was preparing for this report. As of this writing I have sent this to John Jones. Mea culpa.

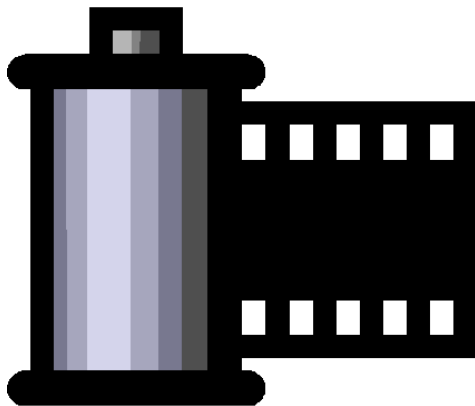
These two documents are attached.

(Note: Page breaking and border settings are not accurate here)

## AIS Presentations - Digital Programs

(updated February 18, 2019)

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**Digital Programs:** This is a FREE service for AIS members, affiliated iris clubs and societies providing presentation programs; the purpose is to help these groups supplement their activity programs and to provide them with tools to use for garden club and other flower organization programs. There is an assortment of program titles available and these continually evolve and change. \*See listing provided below for the currently available presentation programs.

Currently these are PowerPoint presentations and are available for no charge to members only. To use the programs for group presentations you will need a computer with Microsoft's PowerPoint program attached to a display unit (a digital projector or a large screen TV. Most public meeting spaces have these available. It is important to have a display that provides high quality, and accurate color. Check the display before your meeting. Older projectors or monitors may not be suitable.

**Ordering Programs:** Send an email to the Image Coordinator at [images@irises.org](mailto:images@irises.org) listing the programs you would like. Programs will be delivered as an attachment to an email or you will be sent a link to the program(s) you request.

**Programs available:** <link to list/order form>

**Using the Programs:** There are some rules to observe.

- These presentations are for AIS members to use with any audience they choose, but not to give to non-members. (If they want it bad enough, they can join.)
- The AIS Board of Directors voted to distribute these to promote the genus Iris and to promote membership. Don't skip the membership plug.
- Hours of work went into these presentations. You must observe and read copyright statements.
- If you have any feedback about the program, praise or suggestions for improvement, let us know! ([images@irises.org](mailto:images@irises.org))
- Enjoy the program and sharing your love of irises with others.

**Contributing to the Library:** Many of our members and local affiliates have created the wonderful programs that we offer. We also know that there are others out there! If you contribute them we'll give you and your group credit. The program will retain any credit/copyright messages you include. There will also be an overall reminder of photo copyrights. The overall program will be © AIS. Any changes made (other than editing for spelling, grammar or format consistency) will only be made with agreement of the contributor.

## AIS Digital Programs revised April 2019

These PowerPoint programs are available to AIS Members and Affiliates at no charge. Simply send an email to the AIS Image Coordinator (currently Neil Houghton) at [images@irises.org](mailto:images@irises.org). Include your name and location, and state that you are a member in good standing of the American Iris Society. Programs will be delivered by email. (See restrictions below)

### Conventions

*Convention Presentations focus on the annual locale, gardens, attendees, awards and guest iris planting to various degrees.*

2007 Oklahoma 303 slides  
2008 Austin TX 283 slides  
2009 Kansas City 217 slides  
2010 Madison, Wisconsin - 185 slide  
2011 Canada - 208 slides  
    Anna Cadd/Jeanette Graham  
2012- Ontario, CA  
    - Convention Irises-161 slides  
    -Convention Gardens – 90 slides  
    - Huntington – 176 slides  
2013/2014-Dallas–246 slides  
2015 Portland-

### Iris Introductions

*These do not include all introductions, only those contributed hybridizers.*

*They are organized by the gardens of origin.*

v2005 - 223 slides  
v2006 - 255 slides  
v2007 - 238 slides  
v2008 - 274 slides  
v2009 - 274 slides  
v2010 - 228 slides  
v2011 - 166 slides  
v2012 - 219 slides  
v2013-15 – 219 slides needs repair  
v2014 -71 slides  
v2015-2016 - 188 slides

### Programs

Bearded Classes & Awards<sup>SA</sup>: - slides  
w/animation (available soon)  
Barry Blyth Interview and program slides – 115 slides (currently being updated by Mr. Blyth)  
Beardless<sup>SA</sup> – 124 slides  
Color Patterns-Forms-Novelty -30 slides  
Cottage Gardens<sup>†</sup> – 47 slides  
    Plant with Color; Plants for Shade  
Designing Cottage Gardens<sup>†</sup> – 83 slides  
Dykes Medal Winners thru 2018<sup>SA</sup>– 97 slides  
Gardening with Bearded Iris<sup>†</sup> - 67 slides  
Gardening with Beardless Iris<sup>†</sup> -38 slides  
Gardening Bearded-Beardless Iris<sup>†</sup>-27 slides  
Genus Iris-Bearded-Beardless –145 slides  
Genus Iris<sup>SA</sup> – 127 slides  
Growing Louisiana Iris<sup>SA</sup> – 80 slides  
Hybridizing 4 Beginners<sup>SA</sup> – 81 slides  
    (John Weiler Method Bearded Iris)  
Iris in the Garden –(Bonino)143 slides  
(currently unavailable)  
It's Show Time<sup>SA</sup>

- vShow Preparation - 45 slides (10 mins.)
- vFloral Design (by Jean Morris) - 33 slides
- vGrooming-Mesilla Valley Iris Society 82 slides
- vStalking for Best of Show 32 slides

Just For Fun Package (programs and printables)

- Iris Fan, Fancier or Fanatic?
- Name that Iris (A rebus puzzle program)
- Crossword Puzzle
- Storybook Garden – 52 slides

Lilies: 3 programs<sup>†</sup> 32+36+11 slides  
Year Round Bulbs  
Median Irises – 110 slides (under review)  
Perennials in the Garden<sup>†</sup> – 150 slides  
Reblooming Irises- 61 slides  
Shade Gardening – 61slides<sup>†</sup>

<sup>SA</sup> programs are recommended as “stand-alone” because they are annotated or do not require a knowledge of the genus iris on the part of the presenter.

† programs are not stand alone, they are good discussion starters, but require a leader with enough expertise to keep the discussion moving.

These programs are made available to members in good standing of the American Iris Society. Please observe the following restrictions:

**Promoting The AIS:** These are provided by the AIS to educate and to promote membership in the organization. Do not pass over the invitation to become a member. Talk to your audience about the benefits of joining (Cultural and Historic Information, support for local affiliates, support of iris research and historic preservation and a quarterly full-color bulletin, “Iris” which informs members of progress in hybridization, garden tips, annual awards and events.

**Distribution:** These are intended to be used as presentations to other member, local affiliates and the general public. The digital presentation copyrighted by the AIS. The program itself should not be shared with non-members.

**Copyright** All copyright restrictions which are included in the presentation must be observed. The photographs may not be shared without explicit permission from the copyright holder (usually the photographer) Questions should be directed to the AIS Image Coordinator at [images@irises.org](mailto:images@irises.org).

**Comments:** We welcome any feed-back, be it positive, editorial comments, or ways in which the program might be improved. Please direct comments to [images@irises.org](mailto:images@irises.org).

**Contribute Programs:** Our hope is to continually grow the library of programs available. Many of these are developed in coordination with local affiliates, growers and hybridizers. If you have a program to share or even an idea for a program the Digital Program will gladly receive it and/or work with you to develop it. Again, [images@irises.org](mailto:images@irises.org) or 585-301-8256 is the contact information.

Some PowerPoint Tips:

Microsoft’s presentation program, PowerPoint™, is currently the industry standard. This program will need to be installed on the computer that you connect to a display (projector or large screen display) to share with others.

The suffix on a PowerPoint file name may .ppt or .pptx. The ‘x’ indicates a it was created in a newer version. Always try run the presentation before you present. If you run into issues you can let the Program Coordinator know. We can make every effort to be sure it runs on your equipment. It will also mitigate the chance that something goes wrong at the event.

Programs may be set to advance automatically or to move from slide to slide by pressing a key. This is usually the space bar or a forward arrow. The back arrow will present the previous slide. Certain programs may include an animated effect. These are set for automatic or manual advance. There will be information about this in the ‘notes’ area.

We recommend using the Presenter View. While the means to access this varies between PC and Macintosh, you will find a drop down or pop-up menu to select it. This view shows just the slide on the projected image or display, but the computer screen gives the presenter much more information including:

Elapsed time and clock time

A progress bar (red 'thermometer' display position in the presentation)

The current slide image

The next slide image

The 'Notes' field (suggested talking point, a script and/or instruction WHEN PRESENT)

A line of images with the previous, current and upcoming slides.