

## Estes Valley Community Garden Board Meeting Agenda

Wednesday, July 12, 2023

4:00 pm via Zoom

- Announcements
- Secretary's Report
  - Approval of June Minutes
- Treasurer's Report
  - Review and approve July Treasurer's Report
  - Review and approve FY 2023 YTD Budget
- Committees:
  - Garden Administration
  - Garden Operations
  - Diversity Working Group
  - Grants & Gifts
  - Events & Publicity
- Calendar review [current version attached]
  - Tall plot conversion dates – Discuss under Old Business
- Old Business
  - EP Nonprofit Resource Center Nonprofit Sector Meetings: Report on July 11 Conservation, Environment & Recreation - Deborah
  - Bylaws update/review – Next steps after reviewing short and long versions sent out previously on June 16 and repeated July 10
  - Tall plot conversion project planning
    - Dates
    - Volunteers
    - Materials storage
  - Other old business
- New Business
- Adjournment
- *2023 Annual Meeting will follow immediately*

**Estes Valley Community Garden Board Meeting Minutes**  
**Wednesday, July 12, 2023**

**The meeting was called to order** by the President, Claire Hanson, at 4:01 pm via Zoom.

**Those in attendance** were Leslie Alexander, Doyle Baker, Deb Bruce, Jim Bruce, Ren Gobris, Claire Hanson, Kim Muench, Mary Sampson. Absent: none.

**Announcements** – none.

**Minutes of the June 14 Board meeting** were unanimously approved.

**Treasurer's Report** was approved unanimously. Report is attached. Mary and Jim will meet next week for the hand-off of information and files. Jim is on the bank account and has his debit card.

**FY 2023 YTD Budget** was reviewed and approved unanimously. YTD expenditures, after bulk of season start-up expenses, are still under budget. Budget is attached.

**Garden Administration** – Leslie emailed her report, attached. Highlights:

- All the plots are taken.
- The Girl Scouts and EVICS have given up their plots for this year. All have been assigned to either wait list or new applicants.
- The Boy Scouts are not available this fall for the plot conversion project.
- We have heard from two gardeners that they don't want anyone watering their plots when dry.

**Garden Operations** – Doyle emailed his report, attached. Highlights/decisions/action items:

- Pest Control:
  - Burrow filling and live trapping will continue as the primary tools unless the situation becomes substantially worse.
  - Some smaller live traps were purchased, more suitable for use with the abundant voles.
  - Doyle recommended purchasing an OMRI-certified rodent repellent that he has used successfully, to share with the gardeners. This would be part of the pest control budget.
- Irrigation and Water:
  - Marty Gergen will be on call for irrigation system problems while Doyle will be out of town, July 18 – August 10.
  - More monitors are needed.
- Mowing and Trimming:
  - Black and Decker trimmer has been purchased.
  - Volunteers are mowing regularly without any organization. Jane McAfee asked to be trained on trimming. Ren volunteered to do this.

**Diversity Working Group** – Kim reported:

- Contact at Eagle Rock School, Shawna Perales is presenting our request for help with the plot conversion project to their Operations Team. Kim expects to hear soon. They are in session September 12 through October.

**Grants & Gifts** – Nothing to report.

**Events & Publicity**

- Kim and Mary have planned the Garden potluck, August 5, 5:00 pm at the Garden.
  - EVCG will provide 1 grill (need 1 more), burgers & brats for about 25 people, with buns and condiments, water and other drinks. Leslie and Kim will provide desserts.
  - Gardeners will be asked to bring a dish to share and their own set-ups.

- Kids' games will be provided – Seek & Find with Garden theme, bubble-blowing.
- Signs will be posted on the gates, and email to gardeners – bullet points for both for ease of reading.
- Crossroads donations:
  - Mary and Kim are donating coolers and cold packs.
  - Collections will begin Sunday, August 6 for 3 weeks; Mary will deliver to Crossroads on Mondays.
- Kim will communicate with Erinn Wharton on continuing EVCG efforts to make the Garden more welcoming for children.
- Community Garden Open House, August 26, 10 am – 1 pm.
  - Several Directors will need to be on hand as hosts.
  - *EP News* article and email to gardeners: Use bullet points, ask gardeners to invite their friends and neighbors.
- Press release for Board recruitment will be submitted to *EP News* again for July 21. No response so far from June 30 publication. *Trail-Gazette* did not publish the press release. Directors should focus on reaching out to gardeners who appear committed/interested, to try to recruit for the Board.

**Calendar review** - Current version attached.

- Gates locked for Snowy Grass this Thursday evening through Sunday evening.
- Crossroads produce collection delivery (starts 8/6/23) and Garden Open House (8/26/23) added.

**Old Business**

- EP Nonprofit Resource Center – Nonprofit Sector Meetings:
  - July 11 Conservation, Environment & Recreation meeting time was changed, Deb was not able to attend. Joining this group is a long-term investment, with no immediate payoff other than networking.
  - Meetings will continue to be quarterly. Deb will attend as she is able.
- Bylaws update/review:
  - Table Bylaws review to this winter.
  - The Resolution dated May 11, 2022, changing Officer terms to 1 year, was reconfirmed by unanimous vote.
  - The order of today's meetings was reversed from tradition, to clarify when terms begin. When the Bylaws are updated, targeted for winter 2023-24, the Director and Officer term start and end points should be clearly stated more specifically and clearly.
- Tall plot conversion project planning
  - Dates – Doyle circulated a Gantt chart showing begin and end target dates for each project component, beginning mid-August and ending early November.
  - Volunteers – Urgent need is for several experienced DIY/construction gardeners to help with training and supervising volunteers. Weekends September 30 - October will be a focus for construction.
  - Storage of materials/workspace – Town of Estes Park will be using the W Building at the Fairgrounds during our project. Claire re-contact Lauren Pavlish, EVRPD, to ask if previous offer of space next to tennis courts still stands. Claire close the loop and thank Rob Hinkle, ToEP Events and Visitor Services, for his consideration of our request.

**New Business**

- Rosemary Robinson offered to purchase and plant a Geum (Avens) shrub in the space vacated by the chokecherry near the Children's Area:
  - Not an appropriate plant for that location – grows to 3 feet, not native; best planted in fall.
  - Claire will talk with Rosemary to pass along the Board's decision, with thanks.

**The meeting was adjourned at 5:29 pm. The 2023 Annual Meeting will convene immediately following. The next regular Board meeting will be August 9, at 4:00 pm via Zoom.**

Submitted by Claire Hanson

<b>July, 2023 EVCG Treasurer Report</b>					
<b>Date</b>	<b>Processed Transaction</b>	<b>Check #</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
06/14/23			Bank Balance		16,719.75
06/14/23	Check	1002	Rosemary Robinson - Gathering Area Pots	(100.00)	16,619.75
06/16/23	Debit		Drip Depot - Irrigation Parts	(61.52)	16,558.23
06/20/23	Debit		Home Depot - Black & Decker Trimmer	(83.44)	16,474.79
06/20/23	Debit		Zoom - Common Expense	(17.38)	16,457.41
06/20/23	Debit		Ace Hardware - Pressure Reducer	(13.94)	16,443.47
06/20/23	Debit		Ace Hardware - Tape for Leaks	(6.79)	16,436.68
06/21/23	Debit		Amazon - Orbit Dripmaster	(25.11)	16,411.57
06/21/23	Debit		EP Transfer Station - Green Waste	(23.00)	16,388.57
06/21/23	Deposit		Plot Payment	60.00	16,448.57
06/23/23	Deposit		Plot Payment	60.00	16,508.57
06/20/23	Debit		Ace Hardware Return - Pressure Reducer	13.94	16,522.51
07/03/23	Check	1001	USPO - Box Rental	(188.00)	16,334.51
07/03/23	Check	1004	EP Lumber - Lumber to repair plot	(19.64)	16,314.87
07/03/23	Deposit		Rosemary Robinson - funds left over for Gathering Area Plots	8.08	16,322.95
07/05/23	Debit		Ace Hardware - Havahart Cage Trap	(43.36)	16,279.59
07/05/23	Debit		Town of Estes Park	(55.53)	16,224.06
07/10/23	Deposit		Plot Payment	60.00	16,284.06
			<b>Total Bank Balance</b>		<b>16,284.06</b>
	<b>Outstanding Transactions</b>				
	None				<b>0.00</b>
	<b>Reserve Fund</b>				
			Insurance Deductibles	(3,000.00)	
			Fund for Unexpected Expenses	(2,000.00)	
			<b>Total Reserve Fund</b>		<b>(5,000.00)</b>
	<b>Grant Restricted Funds</b>		Village Thrift Grant		<b>(7,636.00)</b>
	<b>Unobligated Funds</b>				<b>3,648.06</b>

**03/01/2023-02/28/24 EVCG Budget**  
**Approved 03/15/23 as of 07/12/23**

		Planned	Year to Date	Balance	March	April	May	June	July
Retained Earnings		1698.37	1698.37						
<b>Revenue</b>									
	Plot rental fees	4,440.00	4,380.00	60.00	1,200.00	1,850.00	790.00	420.00	120.00
	Sponsored Plot Donations	1,020.00	880.00	140.00	240.00	120.00	120.00	340.00	60.00
	Other Donations	40.00	40.00	0.00	25.00		15.00		
	Grants	0.00	0.00	0.00					
<b>Total Revenue</b>		<b>5,500.00</b>	<b>5,300.00</b>	<b>200.00</b>	1465.00	1970.00	925.00	760.00	180.00
<b>Total Funds</b>		<b>7,198.37</b>	<b>6,998.37</b>						
	<i>Percentage Planned Revenue</i>			97.2%					
<b>Operating Expenditures</b>									
<b>Common Expenses</b>	State Gov't Registration Renewal	20.00	20.00	0.00	10.00			10.00	
	Insurance	1,273.00	1,273.00	0.00			1273.00		
	PO Box Rental	175.00	188.00	-13.00					188.00
	Website & Email Expense	275.00	-	275.00					
	Zoom Expense	200.00	85.81	114.19	16.29	17.38	17.38	17.38	17.38
	EVRPD Rent	1.00	-	1.00					
	Banking Expense	105.33	105.33	0.00	105.33				
	<b>Total Common Expenses</b>	<b>2,049.33</b>	<b>1,672.14</b>	<b>377.19</b>	131.62	17.38	1290.38	27.38	205.38
<b>Garden Operations</b>	Drip System	50.00	109.79	-59.79			4.64	11.73	93.42
	Water Expense	1400.00	235.25	1164.75	44.93	44.93	44.93	44.93	55.53
	Mowing & Trimming	100.00	83.44	16.56					83.44
	Pest Control	635.00	221.02	413.98				177.66	43.36
	Green Waste Service	100.00	46.00	54.00				23.00	23.00
	Plot Preparation	1200.00	851.97	348.03			61.13	790.84	
	Miscellaneous	300.00	130.70	169.30				19.14	111.56
	<b>Total Garden Operation Expenses</b>	<b>3,785.00</b>	<b>1,678.17</b>	<b>2106.83</b>	44.93	44.93	110.7	1067.3	410.31
<b>Publicity &amp; Events</b>	Publicity	50.00	-	50.00					
	Treats for Opening & Cleanup	50.00		50.00					
	Food & Drink for Potluck	100.00	-	100.00					
		<b>Total Events &amp; Publicity Expense</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Sub-Total Operating</b>		<b>6,034.33</b>	<b>3,350.31</b>	<b>2684.02</b>	<b>176.55</b>	<b>62.31</b>	<b>1401.08</b>	<b>1094.68</b>	<b>615.69</b>
<b>Infrastructure Project Expenditures</b>									
<b>Garden Infrastructure</b>	5 Low Plot Replacements	550.00	-	550.00					
<b>Sub-Total Infrastructure Projects</b>		<b>550.00</b>	<b>0.00</b>	<b>550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures</b>		<b>6,584.33</b>	<b>3,350.31</b>	<b>3234.02</b>	<b>176.55</b>	<b>62.31</b>	<b>1401.08</b>	<b>1094.68</b>	<b>615.69</b>
<b>Percentage Planned Expenditures</b>		91%	48%						
		<b>Planned</b>	<b>Actual</b>						
<b>Difference Between Income and Expenditures</b>		<b>614.04</b>	<b>3648.06</b>						
<b>Financial Ratios</b>									
<b>Current ratio (revenue + retained earnings/expenditure)</b>		<b>109%</b>	<b>209%</b>						
<b>Average cost per plot using Common &amp; Operational Expenses only</b>		<b>66.31</b>	<b>36.82</b>						

## ADMINISTRATION REPORT – July 12, 2023

- All the plots are taken. The Girl Scouts - no interest from the leader - and EVICS - not enough families this year for 2 plots - gave up their plots and one person on the wait list took one and a new gardener got the other.
- The Boy Scouts are not available this fall for the conversion project.
- We have heard from two gardeners that they don't want anyone watering their plots when dry.

## Operations Report – July 2023

### Operations Team Organization

Both attempts to have Operations Team organizational meetings were thwarted by rain-outs, as reported last month. The back-up plan of calling for volunteers garnered relatively few volunteers, especially for maintenance tasks and pest control. Follow up emails did, however, did mobilize volunteers for specific tasks: mowing and trimming, pest control, irrigation, and water monitoring. Training sessions were held for a few volunteers each on mowing, trimming and the irrigation system. This “lightweight” approach focused on getting a few volunteers for the main garden operations tasks seems to be working. The biggest risk area is the irrigation system since we have yet to identify a back-up for when Doyle travels.

### Pest Control

1. Squirrel activity picked up noticeably in the second half of June. Nevertheless, damages still seem less than the last 2-3 years. Thus far, burrow filling and live trapping are keeping up relatively well and will remain the main pest control methods unless the situation gets substantially worse.
2. Ren and Jim Redman again are leading the trapping effort, with Doyle now active as well.
3. There has been no contact from Enviropest since I reconfirmed that we wanted only two early season treatments. I believe we were charged for only one treatment.

### Irrigation and Water

1. It was possible to leave the irrigation system off for much of the second half of June, as well as during the recent few days of thunderstorms. Now that the germination and emergence period is over, the plan is to set the system to run every second day. It should still be turned off any day there is effective rainfall, and not turned on until one or two days after the rains depending on observed soil moisture.
2. During the dry spells, when the irrigation was on, there appeared to be limited wetting beyond the emitter tubes. It is not clear why since all identified have been fixed. It might well be that ninety-minute runs are not enough because the system runs on only 25 PSI and there are around 20 plots for each zone.
3. The minority of plots that have been mulched have, as expected, remain much more moist during dry periods. Therefore, there is a dual problem affecting adequate soil moisture: insufficient wetting by the irrigation system and failure of most gardeners to mulch – with the latter being much the greater problem. Until the irrigation system can be sorted out and as long as most gardeners do not mulch, the best way to ensure all plots have adequate moisture is voluntary supplemental watering of the drier plots.
4. One of the hose extensions was leaking but was at least temporarily fixed. This has been a recurrent problem over the past few seasons but can be handled with proper replacement parts.

### Mowing and Trimming

1. The Black and Decker trimmer was replaced as approved by the Board. Nevertheless, relatively little trimming is being done. This is not yet detracting significantly from the garden appearance.
2. Mowing is being done regularly by volunteers without any organization. If this changes and regular mowing drops off, there is a list of volunteers who can be contacted to urge action.

3. The EVRPD mowed all the area outside the fence, so the entire setting of the garden is looking very good.

### **Common Area Plots**

The Chokecherry in the plot next to the Children's Area was removed as agreed by the Board. Someone put in a perennial in the empty spot. Nancy, who has been our de facto coordinator, did not know who did so. A question arising is whether and how people interested in working on the common plots might best coordinate their efforts.

### **Green Waste**

One green waste load was taken to the transfer station following the two partially aborted spring work days (which nevertheless generated about  $\frac{3}{4}$  yard of trash).

### **Materials and Supplies**

1. Five each of the irrigation couplers, elbows and end caps were purchased; along with 100 ft of 6" emitter tubes. These hopefully will be enough for emergency repairs during the season.
2. The large live traps are not as effective as the small two door traps. Following Ren's request, Doyle bought a new small two door trap. At least one more should be bought now that we are relying on live trapping. Small traps might be considered as well since there is more vole activity this year and they are not tripping the larger traps.
3. The EVCG high quality pruners bought last year made their way back to the shed. Now there are two, both well marked with EVCG.
4. The budget should at some point be reviewed and updated to shift funds from plot preparation to pest control and miscellaneous.



**2023 EVCG CALENDAR - Last update 2023-08-01**

[Dates in *italics* are **approximate or need consensus**]

Completed (x)

<b>JANUARY</b>		
1/4/2023	2022 Survey link to gardeners [2021 sent 1/2023]	x
1/11/2023	BOARD MEETING	x
1/11/2023	Review Corporate Policies not reviewed since 2021: Conflict of Interest, Expense Reimbursement	x
1/15/2023	Board members' 2022 Conflict of Interest Statements signed and submitted; upload to Google Drive	x
1/26/2023	Annual Report emailed to donors, Town Trustees, former EVCG Board, and gardeners; posted on website soon after	x
1/28/2023	Board recruitment – send email to [selected] gardeners	x
<b>FEBRUARY</b>		
2/8/2023	BOARD MEETING	x
2/10/2023	Email gardeners re: Fee increase/operating changes, request for 2023 plans	x
2/23/2023	Reminder email to gardeners re: 2023 plans	x
2/28/2023	EVCG Fiscal Year 2022-23 ends	x
<b>MARCH</b>		
3/1/2023	EVCG Fiscal Year 2023-24 begins	x
3/8/2023	BOARD MEETING	x
<i>Mid-March</i>	<i>Treasurer review and renew insurance policy</i>	x
3/14/2023	Reminder email to gardeners re: 2023 plans and payment deadline of 3/28/2023	x
3/15/2023	EVCG 2023-24 budget approved at special meeting	x
3/28/2023	2023 Plot rental contracts and payments due from returning gardeners	x
<b>APRIL</b>		
4/1/2023	Plots open to waiting list	x
4/1/2023	Email to gardeners re: April 13 educational program	x
4/11/2023	Reminder email to gardeners re: April 13 educational program	x
4/12/2023	BOARD MEETING	x
4/13/2023	Educational program 1-2 pm via zoom - Tomatoes	x
4/16/2023 & 4/20/2023	Gardener Orientation	x
<b>MAY</b>		
5/10/2023	BOARD MEETING	x
5/13/2023	Spring Start-Up Day 10 - 3	x
5/15/2023	Form 990 N or EZ due; upload copy to Google Drive	x
5/15/2023	Renewal of CO Charitable Solicitation registration due; upload copy to Google Drive	x

[Dates in *italics* are **approximate or need consensus**]

<b>JUNE</b>		
6/1/2023	Last date for gardeners to begin work in their plot OR notify us of delay OR notify us of intention to relinquish plot	X
<i>6/4/2023</i>	<i>Spring Work Day #2 10:00 – 1:00</i>	
<i>6/4/2023</i>	<i>Gardening Tips @ Garden – Experienced &amp; Novice Gardeners 1:00</i>	
<i>6/4/2023</i>	<i>Operations Team organizational meeting @ Garden 2:00</i>	
6/14/2023	BOARD MEETING	x
<b>JULY</b>		
<i>July TBD</i>	<i>Fund Raising Working Group organizational meeting</i>	
7/12/2023	Send notice of Use Permit renewal to EVPRD	
7/12/2023	ANNUAL MEETING - ELECTION OF OFFICERS AND DIRECTORS	x
7/12/2023	BOARD MEETING	x
7/13 – 7/16/2023	Lock gates for SnowyGrass Festival, Thursday 7/13 pm – Sunday 7/16 pm	x
<b>August</b>		
8/5/2023	Garden Potluck 5 pm	
8/9/2023	BOARD MEETING	
August 6	Crossroads produce collection/delivery begins – weekly through August 27	
8/20/2023	Deadline to execute EVPRD Use Permit renewal and pay \$1.00; upload copy to Google Drive	
8/26/2023	Open House at the Garden, 10 am – 1 pm	
<b>SEPTEMBER</b>		
9/7 - 9/10/2023	Scotfest – Garden locked Thursday 9/6 pm – Sunday 9/10 pm	
9/13/2023	BOARD MEETING	
9/15/2023	CO Secretary of State Periodic Report due; upload copy to Google Drive	
<b>OCTOBER</b>		
10/3/2023	1:00 pm EVCG Board 10-minute presentation to PEO chapter @ Presbyterian Church – contact is Karen Daugherty 312-810-3671	
<i>Early October</i>	<i>EVICS Community Resource Fair (was 10/4/2022)</i>	
10/11/2023	BOARD MEETING	
<i>10/21/2023?</i>	<i>Fall Clean-up Day</i>	
<i>Late October?</i>	STRATEGIC PLANNING MEETING	
11/8/2023	BOARD MEETING	
<b>DECEMBER</b>		
12/8/2023	<i>Garden Admin Committee: Garden Policies reviewed, updated and approved by full Board</i>	
12/13/2023	BOARD MEETING	
12/31/2023	Board members' 2023 Conflict of Interest Statements signed and submitted; upload to Google Drive	