

Estes Valley Community Garden Regular Board Meeting
Wednesday, March 8, 2023 via Zoom
5:00 pm via Zoom

Claire Hanson called the meeting to order at 5:03 pm MST

Board members present: Leslie Alexander, Doyle Baker, Mary Campbell, Claire Hanson, Kim Muench

Absent: Mary Sampson, Hattie Ryan

Invited Board Candidate: Deborah Bruce

- Announcements - none
- Secretary's Report - February minutes approved without changes
- Treasurer's Report
 - February Treasurer's Report – approved as submitted
 - 2023 Jan – Feb Interim Budget YTD review – nothing changed since February
 - 2023-24 FY Budget – (1) email motion to pre-approve pest control expenditures withdraw; defer to consideration of full budget until next week. (1) Suggestion made to incorporate reserve balance in FY Budget balance sheet; to be discussed when Mary is back.
- Committee Reports:
 - Garden Administration – 65 confirmed gardeners; 12 on waitlist; 12 requests for tall frame plots; 13-14 not yet reply after several email contacts. Will make personal follow-up for people who have not replied.
 - Garden Operations – (1) nothing new to report. (2) Questions on proposals made in changes to services: (a) would slurry proposal interfere with eventual underground barrier? No. (2) Is two treatments possible? Doyle will call Enviropest before budget meeting and will search for alternatives.
 - Diversity Working Group – (1) YM 360 sent follow up; Kim will let know that we do not have funds for special work, so cannot use them this year - but will let know if something changes. (2) Claire will follow up with EVICS for exchanging logos. (3) Kim, Claire and Doyle met to discuss structure in common area. Agreed that hard top structure would be preferable to an open pergola. Regardless, we will need a certified engineering plan to get town approval. Because of high cost and challenges in getting approved and installed, now thinking of a bigger grant, ideally in partnership with EVRPD and/or EVICS. (4) Agreed to pursue small Thrift Store grant for four tall frame conversions plus replacement of school plots with 4x10' plots. Kim will check with Erin if okay. Claire and Kim will follow up with partners to get support letters.
 - Grants & Gifts – (1) Village Thrift Grant proposal discussed (see above). (2) James Miller offered to donate money to convert his frame to tall plot. Doyle questioned policy to assign tall plots on first come, first serve basis; and asked for policy review. Claire will look into response to Jim. (3) Message on fund raising working group to be sent to gardeners at the start of April. (4) Doyle will follow up with Tom Carosello on potential PPP for hardtop structure and related grant development.

- Events & Publicity – (1) Michaela has added events calendar to website, including for garden programs. She will soon post 2022 survey. (3) For March EP News column, will cover the tomato program and mention open plots (if still available).
- Calendar review – (1) Orientation programs – April 20 and 23. Look into Zoom on 20th; Claire will look into Library for 23rd at 3:00 pm. Planning session: Doyle will circulate PPT from last year to comments. Need to decide who does speaking. (2) Special Budget Meeting rescheduled to 5 pm, March 15.
- Old Business
 - Bylaws update/review – informed lawyer that we did not use waiver; still are following up with him on by-law review
 - Google Drive alternatives – no further discussion
 - Green waste – agreed to put lock on box but defer decision to dismantle; also, need a sign that box is not being used for green waste this year
 - Other old business – no other old business
- New Business
 - EVRPD golf course project briefing and discussion – (1) Agreed to send a letter of support; Claire will draft and circulate. (2) Cannot commit to specific contributions yet, other than say that we will encourage gardeners to mentor student projects. (3) Perhaps could set up a working group of interested gardeners.
 - EP Nonprofit Resource Center; nonprofit sector meetings – (1) email circulated on April 28. (2) Kim and Claire have signed up for two of the sessions.
 - Other new business – no other new business
- Regular board meeting adjourned at 6:11 pm
- Executive session: (1) Deborah Bruce volunteered to join Board. She would replace Mark, so term would be up in June 2024 (15 months). Board voted to add Deborah Bruce. (2) Executive session adjourned. (3) If have time at April meeting, we will discuss incentives to get more people to volunteer. (4) Executive session adjourned at 6:22.

February, 2023 Treasurer Report					
Date	Processed Transaction	Check #	Memo	Amount	Balance
	US Bank				
02/08/23			Bank Balance		5,743.30
02/08/23			Town of Estes Park - Utilities	(44.93)	5,698.37
02/21/23	Debit		Zoom - Common Expense	(16.29)	5,682.08
02/24/23			Withdrawal	(5,682.08)	0.00
03/08/23			Bank Balance		0.00
	Bank of Estes Park				
02/08/22			Bank Balance		955.07
02/21/23	Debit		Colorado SOS Registration	(10.00)	945.07
02/22/23	Debit		Delux Checks	(105.33)	839.74
02/24/23			Deposit of funds from US Bank	5,682.08	6,521.82
03/01/23			Deposit - Plot Fees and Sponsorship Donations	1,285.00	7,806.82
03/02/23			Deposit - Plot Fee	60.00	7,866.82
03/08/23			Bank Balance		7,866.82
02/08/23			Total Bank Balance		7,866.82
	Outstanding Transactions				
	None				0.00
	Reserve Fund				
			Insurance Deductibles	(3,000.00)	
			Fund for Unexpected Expenses	(2,000.00)	
			Total Reserve Fund		(5,000.00)
	Unobligated Funds				2,866.82

03/01/2023-02/28/2024 EVCG Budget

		Planned	Year to Date	Balance	March
Retained Earnings		1698.37	1698.37		
Revenue					
	Plot rental fees	4,740.00	1,080.00	3660.00	1080.00
	Sponsored Plot Donations	720.00	240.00	480.00	240.00
	Other Donations	0.00	25.00	-25.00	25.00
	Grants	0.00	0.00	0.00	
	Total Revenue	5460.00	1345.00	4115.00	1345.00
Total Funds					
		7158.37	3043.37		
	Percentage Planned Revenue			42.5%	
Operating Expenditures					
Common Expenses	State Gov't Registration Renewal	20.00	10.00	10.00	10.00
	Insurance	1,300.00	-	1300.00	
	PO Box Rental	175.00	-	175.00	
	Website & Email Expense	275.00	-	275.00	
	Zoom Expense	200.00	16.29	183.71	16.29
	EVRPD Rent	1.00	-	1.00	
	Banking Expense	105.33	105.33	0.00	105.33
	Total Common Expenses	2,076.33	131.62	1944.71	131.62
Garden Operations	Drip System	50.00	-	50.00	
	Water Expense	1400.00	44.93	1355.07	44.93
	Mowing & Trimming	100.00	-	100.00	
	Pest Control	635.00	-	635.00	
	Green Waste Service	100.00	-	100.00	
	Plot Preparation	1200.00	-	1200.00	
	Miscellaneous	300.00	-	300.00	
	Total Garden Operation Expenses	3,785.00	44.93	3740.07	44.93
Publicity & Events	Publicity	50.00	-	50.00	
	Treats for Opening & Cleanup	50.00			
	Food & Drink for Potluck	100.00	-	100.00	
	Total Events & Publicity Expense	200.00	0.00	150.00	0.00
Sub-Total Operating		6,061.33	176.55	5884.78	176.55
Infrastructure Project Expenditures					
Garden Infrastructure	5 Low Plot Replacements	550.00	-	550.00	
Sub-Total Infrastructure Projects		550.00	0.00	550.00	0.00
Total Expenditures		6,611.33	176.55	6434.78	176.55
Percentage Planned Expenditures		92%	6%		
		Planned	Actual		
Difference Between Income and Expenditures		547.04	2866.82		
Financial Ratios					
Current ratio (revenue + retained earnings/expenditure)		108%	1724%		
Average cost per plot using Common & Operational Expenses only		66.61	1.94		

chanson@cybermesa.com

From: Estes Valley Community Garden <evcg@evcg.org>
Sent: Tuesday, March 7, 2023 4:50 PM
To: undisclosed-recipients:
Subject: REVISED Administration report

The numbers changed somewhat since this morning. Please use this version!

64 gardeners have confirmed that they want their plot. This includes 13 sponsored.

14 gardeners aren't returning.

I sent a second reminder about confirming their plot with a deadline of March 8.

We've received donations for 4 plots plus a \$25.00 donation.

There are 11 on the waitlist for a plot and 12 requests for a tall plot if available.

Leslie

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Estes Valley Community Garden, Inc.

PO Box 4158, Estes Park CO 80517

We are a 501(c)3 non-profit organization

Watch us grow at www.evcg.org

Email us at evcg@evcg.org

Committee Report: For March 2023 Board Meeting
Diversity & Outreach Working Group
Submitted by Kim Muench March 8, 2023

--YM360 Volunteers: will need a commitment from us for July? **ACTION ITEM**
--status of EVICS logo on our EVCG website?

Subgroup Common Area Shade (Kim, Claire, Doyle)

In Summary of activity/several meetings the past month:

--last meeting proposed applying for sizable grant from Village Thrift(due by March 31st) for an "Outdoor Classroom" shade structure for common area in partnership with EVICS

**Kim approached the EP Building Department re: the feasibility of using EVCG's previously engineered and stamped pergola plans prepared in 2016 and got a current materials only estimate from EP Lumber.

An updated plan and stamp would be necessary plus contractor costs

**Doyle researched pre-made pergola and pavilion options that would meet code requisites. One high-end company was very expensive + cost of installation + excavation, etc

Outcome: Committee proposes considering the increased usefulness of a pavilion(prefab or new plan with local contractor or partner with EVRPD) over a pergola and pursue for 2024 grant cycle

--Donor for shade cloth and hardware for 2023 season

--Doyle proposed considering a smaller, second/alternate 2023 grant application to Village Thrift for funding for High Plots Construction and Upgrading the three EPES Garden plots
--letters of support would be requested from Senior Center and Erin Wharton(EPES Garden Club Teacher) to bolster this application

ACTION ITEMS

Doyle total estimates for funds request; Kim & Claire letters of support; Kim prepare Village Thrift Grant application prior to March 31, 2023 deadline(to be reviewed by working group prior to submission)

2023 EVCG CALENDAR - Last update 2023-03-01

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

Completed (x)

JANUARY		
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
FEBRUARY		
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
MARCH		
3/1/2023	EVCG Fiscal Year 2023-24 begins	x
<i>3/1/2023 → 3/15/2023</i>	<i>EVCG 2023-24 budget approved</i>	
3/8/2023	BOARD MEETING	
Mid-March	First planning meeting for Orientation	
<i>Mid-March</i>	<i>Treasurer review and renew insurance policy</i>	
3/14/2023	Reminder email to gardeners re: 2023 plans and payment deadline of 3/28/2023	
3/14 or 3/15/2023	Special Budget Meeting - zoom	
3/28/2023	2023 Plot rental contracts and payments due from returning gardeners	
APRIL		
4/1/2023	Plots open to waiting list	
4/1/2023	Email to gardeners re: April 13 educational program	
4/11/2023	Reminder email to gardeners re: April 13 educational program	
4/12/2023	BOARD MEETING	
4/13/2023	Educational program 1-2 pm - Tomatoes	
4/20 & 4/23/2023	Gardener Orientation	
MAY		
5/10/2023	BOARD MEETING	
<i>Mid-May</i>	<i>Spring Start-Up Day</i>	
5/15/2023	Form 990 N or EZ due; upload copy to Google Drive	
5/15/2023	Renewal of CO Charitable Solicitation registration due; upload copy to Google Drive	
<i>Late May</i>	<i>Irrigation set-up/training, Water Group meeting</i>	

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

JUNE		
6/1/2023	<i>Last date for gardeners to begin work in their plot OR notify us of delay OR notify us of intention to relinquish plot</i>	
<i>Early June</i>	<i>Garden Appearance Group meeting</i>	
<i>Early June</i>	<i>Rodent Control planning meeting</i>	
6/14/2023	BOARD MEETING	
JULY		
7/12/2023	Send notice of Use Permit renewal to EVPRD	
<i>Mid-July</i>	<i>YM360 youth volunteers at the Garden?</i>	
7/12/2023	ANNUAL MEETING - ELECTION OF OFFICERS AND DIRECTORS	
7/12/2023	BOARD MEETING	
7/13/2023	Gardener Cocktail/Mocktail Party	
<i>Mid-July</i>	<i>Educational program?</i>	
August		
8/9/2023	BOARD MEETING	
<i>Early August</i>	<i>Crossroads produce deliveries begin – weekly through September</i>	
8/20/2023	Deadline to execute EVPRD Use Permit renewal and pay \$1.00; upload copy to Google Drive	
SEPTEMBER		
<i>9/1/2023</i>	<i>Crossroads produce deliveries – weekly through September</i>	
<i>9/7 - 9/10/2023</i>	<i>Scotfest – Garden locked Thursday 9/6 pm – Sunday 9/10 pm</i>	
9/13/2023	BOARD MEETING	
9/15/2023	CO Secretary of State Periodic Report due; upload copy to Google Drive	
OCTOBER		
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	
DECEMBER		
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	