

## Estes Valley Community Garden Board Meeting Agenda

Wednesday, February 8, 2023

5:00 pm via Zoom

- Announcements
- Secretary's Report - Approval of January Minutes
- Treasurer's Report
  - Review and approve January Treasurer's Report
  - 2023 Jan – Feb Interim Budget YTD review and approval – if any changes
  - 2023 FY Budget – March 2023 – February 2024
- Committees:
  - Garden Administration
  - Garden Operations
  - Diversity Working Group
  - Events
  - Publicity
  - Grants & Gifts
- Calendar review [current version attached]
  - 2023 Orientation date(s)
- Old Business
  - Board recruitment – status and next steps
  - Bylaws update/review – status report
    - Contract and Waiver draft documents from attorney – discussion
  - Google Drive alternatives – status of research
  - Green waste - planning for next season [table to March?]
  - Other old business
- New Business
  - Other new business
- Adjournment

**ESTES VALLEY COMMUNITY GARDEN BOARD MEETING MINUTES**  
**WEDNESDAY FEBRUARY 8, 2023**  
**5:00 PM via ZOOM**

Those in attendance: Claire Hanson, Doyle Baker, Mary Sampson, Leslie Alexander, Hattie Ryan, Kim Muench and Mary Campbell

**Announcements**—none

**Secretary's Report**

January minutes approved as emailed by Hattie Ryan

**Treasurer's Reports—MARY S**

--transitioning from US Bank to Bank of Estes Park (Doyle, Leslie & Mary opened account/debit cards pending)

**2023 February Treasurer's Report:** reviewed and approved

**2023 Jan-Feb Interim Budget YTD:** reviewed and approved

**2023 FY Budget March 2023-February 2024**

--motion by Mary S to lower reserve fund to \$5K (since insurance policy will be \$1K less now, need at least 3K in reserve for insurance to cover us) **TABLED**--to be reworded and **BOARD** agreed to address via email exchanges asap **ACTION ITEM**

--**DOYLE** will resend 2023 FY Ops Budget proposal to **BOARD ACTION ITEM**

**Committees:**

**Garden Administration--LESLIE**

--9 on wait list for new plot, 9 tall plot requests, 10 requests for sponsored plot that are new(don't know yet if 6 previously sponsored are coming back, plus Crossroads and Garden Club plots)

--updated plot application in English and Spanish now on our website, income guidelines stayed same

--need to send notice to gardeners about fee increase etc, **DOYLE** will resend draft to board, **BOARD** to approve by email, to be sent out to gardeners **ASAP ACTION ITEM**

--since fees now not due till end March gardeners not notified yet to send check with contract

--wait list still rolling first come first served

## **Operations—DOYLE**

--requested points for clarification to assist with Ops 2023 Budget

--Re: start up pest control strategy, proposed late March rodenticide treatment(which will stay underground, very water soluble) to preempt emergence from dens(provisional \$300), may need to explore company other than EnviroPest (they require full season contract)/**DOYLE** to research 2 early treatments **ACTION ITEM**

--5 plots need boards replaced/complete plot rebuild, \$300 for all just wood or \$500 with cinder block and gravel base

--consideration for plots with perennials be given advanced notice(in Fall for Spring repairs?)

## **Diversity Working Group—KIM**

--report sent prior to meeting, will be attached to minutes in Google Drive

Overview of 4 DWG meetings the past month:

### **2023 Planning Meeting(Kim & Claire)**

--board proposed keeping option of accepting YM360 volunteers open at this time

**ACTION ITEM** any revision or additions to DWG Goals for 2023? **MARY** will share EP Garden Club events with Claire to add to our events calendar ongoing

### **New Partner Meeting w/Barbara Jo Limmiatis Program & Outreach Supervisor EP Library(Claire)**

**ACTION ITEM** proposed second meeting to include Mary, Claire, Kim, Barbara Jo to formalize partnership "via email"

### **Garden Shade Meeting @ Garden(Kim, Doyle, Claire, Tom Thomas)**

**ACTION ITEM** schedule follow-up meeting to generate table of pros and cons and estimates of shade options

### **Meeting @ EVICS(Kim & Claire)**

**ACTION ITEM KIM** to interface with Laurie at EVICS to prepare Village Thrift Store grant application available 2/15/23-3/31/23 and she will also join **DOYLE'S** fundraising group

### **Events—MARY**

--working with Alison(with CSU Extension) on an Education Program with Master Gardener John Weis April 13<sup>th</sup> 1-2pm on “Tomatoes”

**ACTION ITEM MARY** will send this and Garden Club Events Calendar to Claire for our calendar

### **Publicity—CLAIRE**

--proposed resurrecting the Events Calendar on our EVCG website and include relevant events with partners

**ACTION ITEM CLAIRE** will ask Michaela to add this to our website and highlight upcoming events on our home page

--2022 Annual Report and 2022 History Paragraph are posted on our website

--1/27/23 EP News EVCG Article: Claire updated a previous article on “Gardening Inspiration From the Library Shelves” :D Will prepare a topic for February, possibly press release re:plots

### **Grants & Gifts—DOYLE**

--need to form fundraising working group by March(Doyle, Claire & Kim, more board help needed) to address 4 complimentary initiatives(grants, plot sponsorship, partnerships, direct fund-raising ie. go fund me) **ACTION ITEM**

--Community Foundation & EP Thrift applications due dates next 1-2 months **(BOARD)**

-- Doyle’s draft email invitation to gardeners to join fund-raising working group

**ACTION ITEM ASAP** board send comments

--Claire suggested not to consider Duck Race due to extent of required work commitment

### **Calendar Review—CLAIRE**

--plot payments due from returning gardeners end March due to change in fiscal year

--proposed dates for Orientation Thurs April 20<sup>th</sup> evening and Sunday April 23<sup>rd</sup> afternoon

--need to schedule Planning Meeting for Orientation?

## **Old Business—CLAIRE**

**Board Recruitment** Gardener Debra Bruce responded to our outreach letter, take out for coffee, informal interview **ACTION ITEM (MARY, KIM, LESLIE, CLAIRE)**

**Next steps** no other responses, ?consider reaching out to non-gardeners (ie, past president Becky was not a gardener, nor was Connie Dedon), article in paper, networking...solicit from this year's new gardeners, Mary C suggests business student interns, Doyle suggests EVRPD designee/informal board member/liaison (ie. to mobilize their equipment for our needs)

## **Bylaws Update/Review Status Report—CLAIRE**

**Contract & Waiver Draft Discussion**—using Doyle's draft with some points from our old contract and few suggestions from attorney: add to bottom to send check with contract, omit "Inc" from title, term change to April 1-Oct 31(discussion again to give gardeners advance notice in Fall that their plot will be repaired the following Spring OR at Orientation--?new policy, not yet

Approved with above changes

**Policy Statement with regard to trapping** –simplified to "Gardeners must not disrupt operations or events." Approved

**Attorney is looking at Bylaws**, not urgent

**Google Drive** filing of minutes drop down by month with working group and treasurer reports attached

**Green Waste** Doyle proposed we be responsible only for garden work days and gardeners responsible for rest of season, signs needed to deter from bags being left

**EVRPD Food Forest Invitation ACTION ITEM CLAIRE & MARY** would like to learn more and will schedule meeting with them

**New Business**--none

**6:35 Meeting Adjourned**

Respectfully submitted, Kim Muench

**February, 2023 Treasurer Report**

<b>Date</b>	<b>Processed Transaction</b>	<b>Check #</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
	<b>US Bank</b>				
01/11/23			<b>Bank Balance</b>		<b>6,781.19</b>
01/23/23	Debit		<b>Zoom - Common Expense</b>	<b>(16.29)</b>	<b>6,764.90</b>
01/31/23	Check	1197	<b>Doyle Baker - Green Waste</b>	<b>(21.60)</b>	<b>6,743.30</b>
01/31/23	Check	1196	<b>EVCG - Bank of EP</b>	<b>(1,000.00)</b>	<b>5,743.30</b>
02/08/23			<b>Bank Balance</b>		<b>5,743.30</b>
	<b>Bank of Estes Park</b>				
01/31/23	Deposit		<b>Deposit to open new account</b>	<b>1,000.00</b>	<b>1,000.00</b>
02/06/23	Debit		<b>Town of Estes Park - Utilities</b>	<b>(44.93)</b>	<b>955.07</b>
02/08/23			<b>Bank Balance</b>		<b>955.07</b>
02/08/23			<b>Total Bank Balance</b>		<b>6,698.37</b>
	<b>Outstanding Transactions</b>				
	<b>None</b>				<b>0.00</b>
	<b>Reserve Fund</b>				<b>(6,000.00)</b>
	<b>Unobligated Funds</b>				<b><u>698.37</u></b>

**2023 EVCG Interim Budget as of 02/08/23**

		Planned	Year to Date	Balance	Jan	Febr
<b>Revenue</b>						
<b>Total Revenue</b>		0.00	0.00	0.00	0.00	0.00
<b>Operating Expenditures</b>						
<b>Common Expenses</b>	State Gov't Registration Renewal	10.00	0.00	10.00	0.00	0.00
	Zoom Expense	32.58	32.58	0.00	16.29	16.29
	<b>Total Common Expenses</b>	42.58	32.58	10.00	16.29	16.29
<b>Opertion Expenses</b>	Water Expense	89.86	89.86	0.00	44.93	44.93
	Green Waste	21.60	21.60	0.00	0.00	21.60
	<b>Total Garden Operation Expenses</b>	111.46	111.46	0.00	44.93	66.53
<b>Total Expenditures</b>						
<b>Total Expenditures</b>		154.04	144.04	10.00	61.22	82.82

## **For February 2023 Board Meeting**

### **Committee Report: Diversity & Outreach Working Group**

submitted by Kim Muench

#### **1/25/23 Diversity Working Group 2023 Planning Meeting (Kim & Claire attended)**

“a diverse community leads to interdependence, stability, resilience”

--revisited **DWG Goals** as initially conceived 1/2022

1) **Cultural Inclusivity:** in our language, through physical accessibility(dragging of hoses?), and intergenerational opportunities

2) **Outreach & Community Partnering** See\* below

3) **Encourage Diversity:** gardeners, plantings, pollinators, raptors(recent eagle @ dog park)...

**Any ?Revisions ?Additions for 2023? ACTION ITEM**

#### **\*PARTNERS IDENTIFIED**

**EVICS** Current Priority as identified at January EVCG Board Meeting as grant partner (see below for meeting minutes)

**Estes Valley Library** Continue Library Outdoor Storytime at the garden, Kim will obtain dates from Melanie.

Claire proposed scheduling introductory meeting with Barbara Jo Limmiatis Program & Outreach Supervisor (see below for meeting minutes)

**Elementary School Garden Club** Kim will Email 2023 Return Invitation to Erin Wharton and students

**EP Garden Club** Events sharing with our gardeners thru **Mary** with ?Cathy Alpers

**YM360 Volunteers** ?Likely decline for 2023, consider small local groups for smaller projects(mentor program?)

**Others?**

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### **1/30/23 Claire Introductory Meeting with Barbara Jo @ Estes Valley Library**

--BJ supervises Melanie Kozlowski/Early Literacy Librarian, Breanna Vegas/Youth Services Librarian, and Eric White/Adult Services Librarian(Mexico City gardening)

[--bjlimmiatis@estesvalleylibrary.org](mailto:bjlimmiatis@estesvalleylibrary.org) 970-586-8116 ext 819

--Claire shared EVCG activity(including Library Garden Story Time & EVICS) and our interest in diversity & outreach, shared our contact info

--focal point for them is Spanish speakers

--BJ proposed another "seed exchange" in off season Fall? Winter? At Library or Rec Ctr(parking), they have some supplies

--proposed meet again with **Mary**(EVCG Events) and **Kim** to formalize the partnership

#### **ACTION ITEM**

### **2/2/23 Garden Shade Meeting @ Garden (Doyle, Claire, Kim, Tom Thomas)**

--prior to meeting Claire recalled EVCG's previous attempts 2015-16 to address the need for shade in the gathering/common area (Pergola Research, Stamped Plans/Bid, Discussions and Decisions are found on our Google Drive) Very informative resource for this option, with updating could prove viable. Could send to board as handy attachment if indicated

--site visit generated ideas for gathering area: pergola, retractable awning, Sail Cloth, EZ Up, Prefab Kits, Trees on E, S & West...other?

--suggest generating a table with pros and cons and estimates for options in time for 2023 local grant applications, donors, etc

\*\*must consider Town of EP Project approval requirements for most of the options

--schedule follow-up meeting ASAP **ACTION ITEM**

### **2/6/23 Meeting @ EVICS (Kim Claire, Laurie(director) & Rut(programming)**

--our invitation included reviewing the successes and challenges of our first formal year of partnership as well as projections and how we might serve them better in 2023

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--they would like to continue bilingual story time at the garden this Summer (additional table space would be very helpful, folding table?), their EZ UP worked OK with weights but cumbersome to transport and set up

--we discussed their difficult encounter with our older gardener and shared our responses(notification, oversight/attendance of a board member, and updating our garden policies and gardener responsibilities)

--they appreciated the posters with translations at the garden gates

--we suggested that they may enlist families to apply for their own garden plot (in addition to the sponsored EVICS plots)

--will explore how we may be more inclusive of their families during orientation and Fall cleanup and increase their plots productivity

--**Kim & Rut** will continue sharing relevant events for coming year to be passed on to constituents, **Rut** will send **Claire** their logo for our website (we already appear on EVICS with other partners)

**A Fundraising discussion included: "putting the fun in fundraising"** Laurie

**Month of the Child Gala** in person event EVICS partnering with Estes Arts District, April/May

**Giving Tree Installation** offered to include a slot for EVCG's identified small needs

**"Outdoor Classroom" at EVCG** Laurie suggested using this approach to apply for funding for the common area, to mention EVICS, Library, School, and Club uses of the area in addition to gardeners use & events. Laurie encouraged us to apply for a substantial grant amount for this specifically from **Village Thrift Store**. They received \$30K last year and plan to ask for even more this year. **Kim** can interface with **Laurie** on preparing this application(can be downloaded beginning 2/15/23 end date 3/31/23) **ACTION ITEM**

She also mentioned our local Rotary and the CO Health Foundation as sources of smaller \$1-3K grants

American Community Garden Association? Where they get their funding?

**2023 EVCG CALENDAR - Last update 2023-02-05**

[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	
2/28/2023	EVCG Fiscal Year 2022-23 ends	
<b>MARCH</b>		
3/1/2023	EVCG Fiscal Year 2023-24 begins	
3/1/2023	EVCG 2023-24 budget approved	
3/8/2023	BOARD MEETING	
<b>Mid-March</b>	<b>First planning meeting for Orientation</b>	
<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	
3/28/2023	2023 Plot rental contracts and payments due from returning gardeners	
<b>APRIL</b>		
4/1/2023	Plots open to waiting list	
4/12/2023	BOARD MEETING	
4/20 & 4/23/2023	Gardener Orientation	
April 13 2023	Educational program 1-2 pm - Tomatoes	
<b>MAY</b>		
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**]

<b>JUNE</b>		
<i>6/1/2023</i>	<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>	
<i>6/14/2023</i>	BOARD MEETING	
<b>JULY</b>		
<i>7/12/2023</i>	Send notice of Use Permit renewal to EVPRD	
<i>Mid-July</i>	<i>YM360 youth volunteers at the Garden?</i>	
<i>7/12/2023</i>	ANNUAL MEETING - ELECTION OF OFFICERS AND DIRECTORS	
<i>7/12/2023</i>	BOARD MEETING	
<i>7/13/2023</i>	Gardener Cocktail/Mocktail Party	
<i>Mid-July</i>	<i>Educational program?</i>	
<b>August</b>		
<i>8/9/2023</i>	BOARD MEETING	
<i>Early August</i>	<i>Crossroads produce deliveries begin – weekly through September</i>	
<i>8/20/2023</i>	Deadline to execute EVPRD Use Permit renewal and pay \$1.00; upload copy to Google Drive	
<b>SEPTEMBER</b>		
<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>	
<i>9/13/2023</i>	BOARD MEETING	
<i>9/15/2023</i>	CO Secretary of State Periodic Report due; upload copy to Google Drive	
<b>OCTOBER</b>		
<i>Early October</i>	<i>EVICS Community Resource Fair (was 10/4/2022)</i>	
<i>10/11/2023</i>	BOARD MEETING	
<i>10/21/2023?</i>	<i>Fall Clean-up Day</i>	
<i>Late October?</i>	STRATEGIC PLANNING MEETING	
<i>11/8/2023</i>	BOARD MEETING	
<b>DECEMBER</b>		
<i>12/8/2023</i>	<i>Garden Admin Committee: Garden Policies reviewed, updated and approved by full Board</i>	
<i>12/13/2023</i>	BOARD MEETING	
<i>12/31/2023</i>	Board members' 2023 Conflict of Interest Statements signed and submitted; upload to Google Drive	