

Estes Valley Community Garden Board Meeting Agenda

Wednesday, June 14, 2023

4:00 pm via Zoom

- Announcements

- Secretary's Report
 - Approval of May Minutes

- Treasurer's Report
 - Review and approve April 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]
 - October 3, 2023 PEO program is on calendar – need presenter
 - January 27, 2024 11-1 Seed/Plant cutting exchange @ Library

- Old Business
 - Depreciation schedule
 - Board recruitment
 - EP Nonprofit Resource Center Nonprofit Sector Meetings: Report on July 11 Conservation, Environment & Recreation - Deborah
 - Bylaws update/review – status
 - Tall plot conversion project planning
 - Other old business

- New Business

- Adjournment

Estes Valley Community Garden Board Meeting Minutes
Wednesday, June 14, 2023

The meeting was called to order by the President, Claire Hanson, at 4:16 pm via Zoom.

Those in attendance were Doyle Baker, Deb Bruce, Jim Bruce, Ren Gobris, Claire Hanson, Mary Sampson. Absent: Leslie Alexander, Kim Muench.

Announcements – none.

Minutes of the May 10 Board meeting were unanimously approved as corrected by email.

Treasurer's Report as emailed was approved unanimously.

FY 2023 YTD Budget as emailed was reviewed and approved unanimously. YTD expenditures, after bulk of season start-up expenses, are well under budget.

Committee Reports:

Garden Administration – Leslie emailed her report:

- Drawing was held for 2 open plots, then 1 additional open plot, all 3 awaiting payment.
- Currently there are 17 new gardeners, and 17 sponsored plots.

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

- Spring work days were severely impacted by the very rainy June. Some tasks were completed but remaining tasks will need to be done by the Ops Team volunteers.
- Decision to email gardeners with task lists for each of the Ops Team groups, requesting sign-up. Doyle will revise the task lists and send full message to Leslie to send out soon. The email will include a call for new Board members, specifically mentioning need for Secretary. We should also reach out to gardeners we think would be interested. Task lists will also be posted in the gate sign boxes.
- One irrigation pressure reducer valve will need to be replaced due to freezing damage.
- New string trimmer will be purchased – consensus decision.
- The chokecherry bush in the common plot near the Children's Area will be removed as it is too large and aggressive for the space.
- Herbs are needed for the Veg Trug/herb tray – Board can purchase, or donations are welcome.
- Claire will investigate permanent "paint" markers to label EVCG tools and equipment in the shed.

Diversity Working Group – Kim emailed her report:

- Contact at Eagle Rock School will stay in touch with Kim with possibility of student service project to help with tall plot conversion project.
- Boy Scouts are contacting Eagle Scouts and will let us know if one or more are interested in helping with the plot project.

Grants & Gifts

- Deb will start researching grant opportunities for the shade structure and underground fencing projects. Grant cycles including funding dates are important to consider. Best cycle for us is fall application submission with funding timed to permit project completion by following fall.
- Fund Raising Working Group – Tabled to July or August. There is no urgency for a group effort except to develop the Sponsorship Program which needs to be in place well before Spring 2024.

Events & Publicity

- Kim and Mary will meet next week to begin planning the August 5 Garden potluck.

- No gardening column in May or June. Consensus to do press release soon for Secretary and Director recruitment.

Calendar review [current version attached]

- Will be updated to reflect weather impacts on June events and tabling of Fundraising Working Group.
- October 3, 2023 PEO program is on calendar – need presenter for 10-minute Garden overview.
- January 27, 2024 @ 11-1 Seed/Plant cutting exchange at Library.

Old Business

- Depreciation schedule – Tabled until there is a need for this document for grant applications.
- Board recruitment:
 - Press release in late June or early July may bring candidates. Email (under Operations bullet 2) will include a call for Directors. Directors should continue reaching out to gardeners as well.
 - Claire agreed to stand for re-election at the end of her Director term in July, to serve until late September, and to stand for election as “Temporary Secretary” for the same time period.
- EP Nonprofit Resource Center – Nonprofit Sector Meetings – No report until after July 11 Conservation, Environment & Recreation meeting.
- Bylaws update/review:
 - Pro bono attorney declined to complete our Bylaws review due to other commitments.
 - Consensus to circulate both current Bylaws with “redline” changes/questions and the streamlined version proposed in February 2022. Decision on how to proceed after Board review of these documents; discussion will be on July agenda.
- Tall plot conversion project planning
 - Claire will contact EVRPD about possibility of using W Building at Fairgrounds to store lumber and cut/prep prior to fall construction at the Garden, and also possibility of storing gravel and soil along the east fence, with concrete block edging.
 - Kim has contacted Eagle Rock School as possible source of labor, and was asked (in absentia) to coordinate the search for volunteers for construction.

New Business – none.

The meeting was adjourned at 5:18 pm.

The next regular Board meeting will be July 12, following the 2023 Annual Meeting which will be at 4:00 pm via Zoom.

Submitted by Claire Hanson

June, 2023 EVCG Treasurer Report

Date	Processed Transaction	Check #	Memo	Amount
05/10/23			Bank Balance	
05/11/23	Debit		Ace Hardware - Return	4.64
05/12/23	Deposit		Plot Payments	60.00
05/15/23	Ccheck	1000	Stacey Drake - Plot Payment Refund	(60.00)
05/15/23	Debit		Wheelbarrow Repair - Misc	(4.14)
05/15/23	Debit		Zoom	(3.40)
05/15/23	Deposit		Plot Payments	120.00
05/17/23	Debit		SQ Soil Rejuvenation - Plot Preparation	(787.44)
05/17/23	Debit		Green Waste	(23.00)
05/18/23	Debit		High Plains Excavation -Sand - Pest Control	(27.66)
05/19/23	Deposit		Plot Payments & \$100 Sponsored Plot Donation	160.00
05/23/23	Debit		Zoom	(17.38)
05/23/23	Deposit		Plot Payments	120.00
05/30/22	Debit		Secretary of State - Periodic Report	(10.00)
05/30/23	Deposit		Plot Payment	60.00
06/01/23	Debit		Home Depot - Irrigation 12.46; Misc 15.00 (pruner)	(27.46)
06/05/23	Debit		Town of EP - Utilities	(44.93)
6/12/2023	Debit		Ace Hardware - Irrigation Part	(3.91)
6/13/2023	Debit		Enviropest - Pest Control	(150.00)
6/13/2023	Deposit		Plot Payments	240.00
			Total Bank Balance	
	Outstanding Transactions			
	None			
	Reserve Fund			
			Insurance Deductibles	(3,000.00)
			Fund for Unexpected Expenses	(2,000.00)
			Total Reserve Fund	
	Grant Restricted Funds		Village Thrift Grant	
	Unobligated Funds			

Balance
17,114.43
17,119.07
17,179.07
17,119.07
17,114.93
17,111.53
17,231.53
16,444.09
16,421.09
16,393.43
16,553.43
16,536.05
16,656.05
16,646.05
16,706.05
16,678.59
16,633.66
16,629.75
16,479.75
16,719.75
16,719.75
0.00
(5,000.00)
(7,636.00)
4,083.75

03/01/2023-02/28/24 EVCG Budget
Approved 03/15/23 as of 06/14/23

		Planned	Year to Date	Balance	March
Retained Earnings		1698.37	1698.37		
Revenue					
	Plot rental fees	4,440.00	4,260.00	180.00	1,200.00
	Sponsored Plot Donations	1,020.00	820.00	200.00	240.00
	Other Donations	40.00	40.00	0.00	25.00
	Grants	0.00	0.00	0.00	0.00
Total Revenue		5,500.00	5,120.00	380.00	1465.00
Total Funds					
		7,198.37	6,818.37		
	Percentage Planned Revenue			94.7%	
Operating Expenditures					
Common Expenses	State Gov't Registration Renewal	20.00	20.00	0.00	10.00
	Insurance	1,273.00	1,273.00	0.00	
	PO Box Rental	175.00	-	175.00	
	Website & Email Expense	275.00	-	275.00	
	Zoom Expense	200.00	68.43	131.57	16.29
	EVRPD Rent	1.00	-	1.00	
	Banking Expense	105.33	105.33	0.00	105.33
	Total Common Expenses	2,049.33	1,466.76	582.57	131.62
Garden Operations	Drip System	50.00	16.37	33.63	
	Water Expense	1400.00	179.72	1220.28	44.93
	Mowing & Trimming	100.00	-	100.00	
	Pest Control	635.00	177.66	457.34	
	Green Waste Service	100.00	23.00	77.00	
	Plot Preparation	1200.00	851.97	348.03	
	Miscellaneous	300.00	19.14	280.86	
	Total Garden Operation Expenses	3,785.00	1,267.86	2517.14	44.93
Publicity & Events	Publicity	50.00	-	50.00	
	Treats for Opening & Cleanup	50.00	-	50.00	
	Food & Drink for Potluck	100.00	-	100.00	
	Total Events & Publicity Expense	200.00	0.00	200.00	0.00
Sub-Total Operating	6,034.33	2,734.62	3299.71	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		6,584.33	2,734.62	3849.71	176.55
Percentage Planned Expenditures		91%	40%		
		Planned	Actual		
Difference Between Income and Expenditures		614.04	4083.75		
Financial Ratios					
Current ratio (revenue + retained earnings/expenditures)		109%	249%		
Average cost per plot using Common & Operational Expenses only		66.31	30.05		

Pest Control

Calculations

Pest Control	two early treatments @175	350
	Battery pressure washer	200
	polymorphic sand concentrate	55
	yard sand	30
		635

Plot replacement

Calculations

2"x8"x10 ft	2	13.43	26.86
8 ft	0.5	10.24	5.12
4x4x8 ft	0.67	10.98	7.3566
blocks	14	2.73	38.22
gravel	0.25	40	10
fill (top) soil	0.4	30	12
bolts			2
	each		101.5566
	w/tax		109.681128

ADMINISTRATION REPORT 6/14/23

At the moment we have 1 open plot. There are 3 people who said they would like a second plot. I did a drawing and have asked Nancy Jackson if she would like to have it. I'm waiting to hear back from her.

There are 17 new gardeners.

There are 17 sponsored gardeners.

I contacted the Boy Scouts to see if there was an interest in helping convert the low plots to tall plots in the fall. Their projects are set for the calendar year. At their June meeting they will discuss whether an Eagle Scout might want to work on the project. I'll let you know when I hear.

Operations Report – June 2023

Spring Work Days

1. Part Two of Spring Work Day was scheduled for June 4. Because it was raining heavily, most planned tasks could not be carried out. Some Board members and gardeners showed up, while others thought the work day had been cancelled. The people who showed up worked on weeding pathways.
2. Part Two was rescheduled for June 10, along with the Gardening Tips session and Operations Team meeting. There was a reasonable turnout but a heavy thunderstorm hit and everyone fled. All remaining activities were cancelled.

Recommendations: (a) Do not reschedule the Work Day. Remaining work tasks will have to be done by the Operations Team. (b) Do not reschedule the Gardening Tips session; it is late since most people have planted. Instead, post a short list of tips on the notice boards (already prepared).

Question for discussion: What do now for Operations Team? Convene another organizational meeting? Just request sign-up? Other ideas?

Pest Control

1. Squirrel activity continues to be notably less this year than during the past 2-3 years. Why is not clear since we are not trapping and most Enviropest scheduled treatments have been rained out.
2. There was an Enviropest treatment on May 31. Bait stations were empty, reflecting greater vole activity this year. Justin found and baited only three squirrel burrows. He did not bait in one plot where there was active burrowing. He recommended tilling and/or collapsing burrows in plots. We received notice of a follow-up but this appears to not have implemented.
3. Justin called to discuss on-going confusion at Enviropest as to whether we are on a full summer contract. I reconfirmed that this is not the case. We need to monitor to make sure there is not a third \$150 treatment charged.
4. At the second rescheduled Second Workday, Ren organized some volunteers to collapse some squirrel burrows and fill with sand-concrete mixture. This might work better than using a power washer. I will hold off buying a power washer until we see how collapsing and filling burrows works. I have a personal power washed we could use to try, if we find there are long shallow burrows to fill.

Water and Irrigation

1. Irrigation lines were added to Plot 91. This was unexpectedly time consuming because the needed couplers and end caps have not been available. It now seems clear that we need 3/4" couplers from Perma-Lock. I can order smaller quantities of these through Amazon, which I will do when back in stock.
2. Irrigation timers are installed but the irrigation system is not yet operational. Three leaks were found when testing the system before the June 10 Second Work Day was rained out. Two were fixed but the third is a leak in the 5/8" pipe in Plot 12. This must and will be fixed before this round of rains stops. Zones 5 and 6 still need to be checked for leaks. Timer connectors also are leaking and need to be retaped.
3. The pressure reducer for the Zones 1-5 timers is leaking due to winter freeze and must be replaced.

Mowing and Trimming

1. The Black and Decker trimmer is broken. Efforts to fix were unsuccessful. A replacement would cost only \$80 since we can use existing battery, charger and replacement strings. Unless there are objections or suggestions as to how fix the current trimmer, I plan to order.

Common Area Plots

1. Ren and Nancy Gobris (with help?) prepared the common plots; all appear to be in very good shape. There is room for adding plants. I suggest this decision is left to the common plots group.
2. Cut back the Chokeberry in the common plot near the Children's Area. It had started three large and ten small new plants and would have soon taken over the entire plot. A decision is needed whether to remove the main plant or just keep it under control.
3. The herb tray plot has not yet been planted. The Board should buy seedlings as soon as possible, in consultation with the common plots group.

Green Waste

1. Shed hasp and lock were transferred to the green waste box. A sign was posted that the box will be available only for use by garden maintenance volunteers, not individual green waste.
2. A full load was taken to the Transfer Station after the first work day. Another load had accumulated by the rescheduled Second Workday. This will be taken to the Transfer Station this week.
3. Since the box will not be frequently used this year, I do not intend to replace the front with a fully opening door. The current half door opening makes it harder for rodent to get in the box.

Materials and Supplies

1. Soil, sand and compost supplies should be fully adequate for the year.
2. A person donated a large number of cinder blocks, which we can eventually use when rebuilding plots. These were transported to the garden and used to build a bin for holding the dairy compost and composted hardwood. The donor would like to receive a statement so he can claim for taxes. I will give Mary an estimate of the value of the donated blocks.
3. The EVCG pruners are gone. I bought a replacement. We need to figure a way to better ensure gardeners are not mistakenly taking EVCG hand tools.

2023 EVCG CALENDAR - Last update 2023-06-15

[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
3/8/2023	BOARD MEETING	x
<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	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
APRIL		
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
MAY		
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	
5/15/2023	Renewal of CO Charitable Solicitation registration due; upload copy to Google Drive	

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

JUNE		
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
6/4/2023	Spring Work Day #2 10:00 – 1:00	
6/4/2023	<i>Gardening Tips @ Garden – Experienced & Novice Gardeners 1:00</i>	
6/4/2023	<i>Operations Team organizational meeting @ Garden 2:00</i>	
6/14/2023	BOARD MEETING	x
JULY		
<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	
7/12/2023	BOARD MEETING	
7/13 – 7/16/2023	Lock gates for SnowyGrass Festival, Thursday 7/13 pm – Sunday 7/16 pm	
August		
8/5/2023	Garden “Potluck” (cocktail/mocktail party?) 5 pm	
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>	
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	
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	
10/21/2023?	<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	