

Time: 5:00 to 6:40

Place: Virtual and via ZOOM

Attendees: Ren Gobris, Deb Bruce, Jessica Beychok-Boyer

ZOOM: Leslie Alexander, Clara Logue

Absent: None

Special Guests:

Meeting Purpose: To conduct our regularly scheduled February board meeting. In preparation for the meeting, an agenda was sent out as well as the following documents for board meeting approval.

Review and Approval of the following:

1. January 2024 Board Meeting Minutes
2. December Statement of Activities Report
3. December Statement of Cashflows Report
4. January Statement of Activities Report
5. January Statement of Cashflows Report

Board Meeting Actions: All of the above reports were approved. Deb made the motion to approve. Jessica seconded. No nays.

6. Approval of Jessica's Email 1: Survey
7. Approval of Jessica's Email 2: Treasurer and Finance Committee
8. Approval of Jessica's Email 3: Tall Plot Donations

Board Meeting Actions: All of the above email communications were approved. Deb made the motion to approve. Leslie seconded. No nays.

9. Approval of 2024 Budget
10. Approval of Annual Contract
11. Approval of Updated Company Policies
12. Approval of the cover letter to accompany the contract and company policies.

Board Meeting Actions: All of the above email communications were approved. Deb made the motion to approve. Leslie seconded. No nays.

13. Approval of the Gifts and Grants Job Responsibilities.

Board Meeting Actions: It was agreed that Deb would forward a copy of the Gifts and Grants Job Responsibilities to Board members for discussion and approval at the next Board Meeting.

14. Next immediate steps to sending out contracts including contacting past sponsors.

Board Meeting Actions: It was agreed that Leslie would immediately send out the new 2024 Garden Contract with cover letter and garden policy update. Approximately 5-7 days after the contracts are issued, Leslie will send out the email containing the annual survey. And approximately 5-7 days after the survey, the email asking volunteers for the Treasurer and Finance Committee will be sent. The last email, requesting donations to fund additional tall plots will be sent last. We anticipate sending this final email a month or so following the previous communications to allow gardeners time to respond. (And not simply disregard the communication because of too frequent messaging.)

15. Approval to using YMCA labor all 8 days vs the 5 days we've already booked.

Board Meeting Actions: It was agreed that the YMCA Elevate Gap Program would be asked to schedule these eight days: May 12, 13, 15, 16, 19, 20, 22, and 23.

In addition to completing the 20 raised beds that were started last fall (filling the beds with topsoil and reattaching the irrigation system), we plan to use YMCA volunteers to construct 8 additional and entirely new raised beds. We're hopeful of winning a grant to fund these beds. But, even if we don't, we plan to use volunteers to demo the 8 ground level garden beds and, at a minimum, replace their foundations with concrete block and gravel. (Cement blocks and gravel are inexpensive... wood required for construction is not)

16. Numbering System for garden plots

Board Meeting Actions: It was agreed that Leslie would order the metal markers for renumbering all the garden plots. The anticipated costs are expected to be under \$200.

17. Go/No Go on Assistant Treasurer

Board Meeting Actions: It was agreed to move forward with asking the Estes Park School Superintendent, Ruby Bode, if the school would be interested in our offer to create an internship for a junior or senior high school student to become an EVCG Assistant Treasurer. Ren Gobris volunteered to make the initial contact.

18. Final Decision on what to ask Doyle to write up for the VTS Grant Proposal

Board Meeting Actions: It was agreed to structure the 2024 VTS grant proposal to continue building additional raised beds versus trying to seek money for a sun shelter. The Board proposed writing a two-part grant proposal. Part one would be to build 8 plots in May to finish out the row we started last fall. Part two would be to build the next row over (16 beds) in the fall. It may be helpful to refer to the \$1,447.83 that was returned from the 2023 project, as well as the fact that we already have volunteers lined up for the May portion of the project.

19. Decision on how to move forward with EVRPD Interns – Kim Slininger, Due February 16th.

Board Meeting Actions: Jessica volunteered to be Kim's primary contact. Ren will forward Kim's email introducing his interns and what her expectations/wants are from the community garden.

Additional Meeting Notes and Actions:

2024/25 Budget Discussion:

	Actual 23/24	Budget 24/25
Revenue		
Restricted Revenue		
VTS Grant	6,188.17	
Other		
Other		
	6,188.17	0.00
Unrestricted Revenue		
Plot License Fees	4,500.00	6,080.00
Sponsorships	880.00	1,200.00
Other Donations	90.00	1,000.00
Grant From EPNRC Giving Guest	249.31	
	5,719.31	8,280.00
Total Revenue	11,907.48	8,280.00
Expenses		
Restricted Expenses		
VTS Grant	6,188.17	
Other		
	6,188.17	0.00
Unrestricted Expenses		
Garden Operations:		
Water	1,229.32	1,266.20
Low Plot Replacement	851.97	0.00
Plot Preparation	46.00	0.00
Drip System	0.00	0.00
Green Waste Service	314.56	324.00
Pest Control	166.54	171.54
Mowing and Trimming	100.46	103.47
Miscellaneous	245.19	225.00
	2,954.04	2,090.21
General and Administrative:		
Insurance	1,273.00	1,311.19
State Registration	20.00	20.60
PO Box rental	188.00	193.64
Website and email fees	168.00	173.04
Zoom account fees	190.09	195.79
EVRPD Rent	4.00	1.00
Banking fees	109.45	112.73
Misc	0.00	0.00
Other	24.00	24.72
	1,976.54	2,032.72

Events & Publicity:

Publicity	0.00	50.00
Treats for Opening & Closing	0.00	50.00
Food & Drink for potluck	81.74	200.00
Misc.	0.00	0.00
	<u>81.74</u>	<u>300.00</u>

New 2024 Capital Expenditures

8 New Raised Beds		2,079.00
Pest Control		500.00
QuickBooks		540.00
New Heavy Duty Weed Whacker Blade		30.00
Temporary Sun Shelter		450.00
Plants for common plots		175.00
	<u>0.00</u>	<u>3,774.00</u>

Total Expense 11,200.49 8,196.92

Change in Net Assets 706.99 83.08

Cost per Plot w/ New Capex 123.08 90.08
 Cost per plot w/o New Capex 55.08 48.60

Beginning Unrestricted Funds 1,652.35 2,359.34
 Change in Net Assets 706.99 83.08
 Ending Unrestricted Funds 2,359.34 2,442.42

Budget Highlights:

1. Revenue Highlights Include:

- Increasing the plot license fee to \$80 per plot (\$80 * 91 plots = \$7,280 in total plot license fee revenue)
- Budgeted \$1,000 in annual donations from various sources (gardeners, Duck Race & other new or non-traditional funding sources). The achievement of this goal will take dedicated effort and continuous monitoring.
- Projected 3% annual inflation.

2. Increases in 2024 Expenses Include:

- \$3,969 in new capital expenditures as identified in the above table. Plus,
- \$300 increase in events and publicity.

3. Bottom Line:

- Budget is designed to essentially break even (Revenue = Expense).
- Newly proposed expenses are not automatic and will only be authorized by future Board discussion and approval.
- To the degree possible, any new spending will occur only after revenue expectations are met.

Rodent Control Discussion:

1. Critical to a successful 2024 growing season. The extra \$500 in the budget could include:
2. 10 Vole Traps @ \$27 each or \$270
3. 50# of Volex is \$249.51
4. We are waiting for a quotation from Terminix to use CO2 gas as a means of ridding the garden of voles. This was described as a highly effective and humane way of dealing with the problem.

Financial Needs Discussion.

Board Meeting Actions:

1. As mentioned above in these notes, an email was approved and will be sent to all gardeners requesting help to fill the full-time treasurer role and/or to join our finance committee.
2. In the meantime, Neil Alexander remains available and willing to act as a temporary Treasurer. Although appreciative, we prefer to wait until gardeners can be canvassed largely due to the hassles of having to have the person's signature authorized by the bank. Ren Gobris will continue to act as temporary treasurer (with no check signature authority) until further notice.
3. It was agreed that a communication should be made announcing our newly formed Finance Committee. That committee consists of Ren Gobris, Deb Bruce, Neil Alexander, and Jim Redman.
4. It was further agreed that the Board should purchase/implement QuickBooks. However, the decision was also made to postpone any purchase until after 2024 plot licensing fee revenue begins to arrive.
5. Investigate the cost of QuickBooks, and if because the Board used it in the past, whether we can renew a past subscription or must start from scratch.

Kim Muench Replacement Discussion:

Board Meeting Actions:

Keeping in touch with our many partners and volunteer organizations is MUCH TOO LARGE for any single board member. The following people volunteered to serve as primary contacts to the following organizations:

Library Seed Program	Deb Bruce
EVRPD Interns (Kim)	Jessica
Library Garden Program (Melanie Kozlowski)	Deb Bruce
Newcomer’s Club*	Deb and Jessica
YMAC	Ren
Eagle Rock (Courthney Russel)	Ren
Estes Nonprofit Network	Deb
Town Volunteer Coordinator (Suzanna Simpson)	Jessica
Middle School Horticulture Class (Erinn Wharton)	Leslie
Estes Park Garden Club	Jessica

* The development of a tri-fold handout was approved by the Board.

Review of ongoing 2024 Charitable Funding & Grant Opportunities. These include:

- *Give Grant (\$1,200 grant request completed and filed on Dec 7th).* Nothing new to report.
- *The Village Thrift Store.* (New Applications due in March)
- *Giving Guests.* Nothing new to report.
- *The Duck Race....* Will know tomorrow about acceptance. 29th Kickoff (5-6pm)
- *Colorado Gives Day.* Estimated costs include no initial startup fees + 10 cents/transaction. Leslie will introduce Jessica to our website developer to enable the two of them to create a system whereby donations can be made online.
- *El Pomar.* Nothing new.
- *Community Foundation of Northern Colorado.* Nothing new.
- *Special request to EVCG members.* A special request for financial help will be made in the cover letter to this year’s garden contract.

Last Month’s (Between January 11th and Feb 14th) Accomplishments:

Item	Responsible Person	Action	Due Date	Status
1	All	Find a temporary solution to filling the role of Treasurer that has recently been vacated.	ASAP	Done. Ren will act as temporary treasurer
2	Ren	Finalize and approve the preliminary December financial reports to close out the year 2023.	ASAP	Done
3	Ren	Prepare financial reports for January		Done
4	All	Meet with the Boons (the Boons are out of the country until Feb) to continue the strategy of building raised beds at an EP Housing Authority property.	ASAP	Done. Initial meeting was held. Boons still out of country.

5	All	Develop a new and more meaningful survey for gardeners	ASAP	Done
6	All	Find an engineer or contractor who can advise us on permitting requirements for a standalone or prefabricated sun shelter.	ASAP	Done. We've found an engineer. But much more work needed in the actual design of the shelter.
7	Ren & Doyle	Finalize the VTS report and return all refundable money.	ASAP	Done. \$1,447.83 was returned
8	Ren	Notify Doyle Baker of his anticipated role as Garden Manager.	ASAP	Done. Doyle turned the position down.
9	All	Ask Jim Redman to join and possibly lead the "Finance Committee"	ASAP	Done. Jim has agreed to join the committee.
10	Deb	Write up the Job Responsibilities of the "Gifts and Grants" committee	ASAP	Done. But now needs board approval.
11	Ren	Write up the Job Responsibilities of the Garden Operations Committee	ASAP	Pending
12	All	Begin preparing the 2024 annual budget by using 2023 as a base. Please send all comments and ideas (wants, needs, desires) to Ren and copy all.	ASAP	Done
13	Ren & Jessica	Finalize the first draft strategy for issuing VTS tall plots. The following have been identified as having at least some relevance to the development of a strategy: Age; physical disabilities; sponsors; past volunteerism; and cost structure.	ASAP	Done
14	All	Finalize the 2024 Fee Structure by convening a special meeting to critically review our revenues and expenses.	ASAP	Done
15	All	Develop a draft questionnaire or census to determine how age impacts volunteerism AND more specifically how to use age as a determining factor when awarding the new VTS tall plots.	ASAP	Done
16	All	Review our Sponsor Policies and make any changes as may be appropriate in conjunction with creating the 2024 annual budget.	ASAP	Done

17	All	Update the Garden Contracts once the 2024 Fee Structure is finalized.	ASAP	Done
18	Deb	Purchase a table banner for future EVCG events		Done
19	Deb	Purchase “generic” EVCG business cards to enable Board Members to pass along contact info at public events		Done
20	Deb	Attend the “grand opening” of the Library Seed Catalogue event.		Done

This Month’s (Between February 14th and March 14th) Priorities:

Item	Responsible Person	Action	Due Date	Status
1	Leslie	Immediately send out the new 2024 Garden Contract with cover letter and garden policy update.	ASAP	
2	Leslie	Approximately 5-7 days after the contracts are issued, send out the email containing the annual survey.	ASAP	
3	Leslie	And approximately 5-7 days after the survey, send the email asking volunteers for the Treasurer and Finance Committee.	ASAP	
4	Leslie	A final email, requesting donations to fund additional tall plots will be sent last to allow gardeners the time to respond to the previous emails.	ASAP	
5	Deb	Forward a copy of the Gifts and Grants Job Responsibilities to Board members for discussion and approval at the next Board Meeting	ASAP	
6	Jessica	Follow up with EVRPD’s Kim Slininger to discuss their new interns and EVCG’s role.	ASAP	
7	Ren	Schedule the YMCA Elevate Gap Program for these eight days: May 12, 13, 15, 16, 19, 20, 22, and 23.	ASAP	
8	Leslie	Order the metal markers for renumbering all the garden plots.	ASAP	
9	Ren	Ask the Estes Park School Superintendent, Ruby Bode, if the school would be interested in our offer to create an internship for a junior or	ASAP	

		senior high school student to become an EVCG Assistant Treasurer		
10	Ren	Notify and work with Doyle Baker to structure the 2024 VTS grant proposal to continue building additional raised beds versus trying to seek money for a sun shelter.	ASAP	
11	Ren	Follow Up with Terminix on their quotation to rid the garden of voles using CO2.	ASAP	
12	Ren	Prepare a communication to announce the formation of our new Finance Committee. That committee consists of Ren Gobris, Deb Bruce, Neil Alexander, and Jim Redman.	ASAP	
13	Ren	Prepare the Job Responsibilities of the Garden Operations Committee	ASAP	
14	All	Continue to prepare a design for the sun shelter for future grant purposes	ASAP	
15	Ren	Investigate the cost of QuickBooks and if, because the Board used it in the past, whether we can renew a past subscription or must start from scratch.	ASAP	
16	Deb and Jessica	Prepare to attend the Newcomer's Meeting on March 13 th and create a trifold for a handout.	ASAP	
17	Leslie	Introduce Jessica to our website developer to enable donations to be made online.	ASAP	
18	Jessica	Follow up with our website developer to enable donations to be made online.	ASAP	
19	Deb	Purchase two grow lights to begin growing plants for this year's garden.	ASAP	
20	Ren & Leslie	Follow up with the Boons and the construction of raised beds at a Housing Authority site.	ASAP	

Longer Term Goals

These goals were not discussed at the board meeting but are included in these notes simply as a reminder to keep our eyes on the long-term objectives. Please add to this list, as ideas may be generated, no matter how seemingly insignificant the idea may be. There are no bad ideas because often even bad ideas turn good after further discussion. Only some of these goals have been assigned as was previously agreed.

Item	Responsible Person	Action	Due Date	Status
1	All	Investigate the need to develop non-traditional approaches to funding such as crowd funding, drawings, and direct pleas to gardeners themselves.		
2	All	Prepare a short biography of each board member and arrange that a photo be taken for future communication purposes.		
3	All	Develop a Spring 2024 Orientation Program		
4	Clara/Jim	Establish closer relationships to local hardware companies to obtain discounts on much needed garden tools.		
5	Clara	Develop a list of tools needed at the garden		
7	All	Form a committee to update Bylaws		

New Business.

Deb requested approximately \$50 to purchase two grow lights to begin growing plants for this year’s garden. Jessica made the motion. Ren seconded it.