

Estes Valley Community Garden Board Meeting Agenda

Wednesday, April 12, 2023

4:00 pm via Zoom

- Announcements
 - Secretary's Report - Approval of March Minutes and Special Budget Meeting minutes
- Treasurer's Report
 - Review and approve March Treasurer's Report
 - FY 2023 YTD Budget review
- Committees:
 - Garden Administration
 - Review policy on tall plot wait list
 - Garden Operations
 - Diversity Working Group
 - Grants & Gifts
 - Events & Publicity
- Calendar review [current version attached]
- Old Business
 - Bylaws update/review – status report
 - EP Nonprofit Resource Center – Nonprofit Sector Meetings – report on March 9 Community & Education (Kim) and April 11 Conservation, Environment & Recreation (Deborah)
 - EVRPD golf course project – no updates
 - Board recruitment – Proposal for incentive policy (carrot/stick)
 - Other old business
- New Business
 - EVCG asset depreciation schedule discussion
 - Other new business
- Adjournment

Estes Valley Community Garden Board Meeting Minutes

Wednesday, April 12, 2023

4:00 pm via Zoom

- The meeting was called to order by President, Claire Hanson at 4:02 PM MDT
- Board members in attendance: Leslie Alexander, Doyle Baker, Deborah Bruce, Claire Hanson, Kim Muench, Mary Sampson
- No new announcements

- Meeting Minutes – Both the March minutes and the Special Budget Meeting minutes were approved without dissent. The board decided to put all meeting minutes on the website.

- Treasurer’s Report – the April Treasure’s Report was discussed. Treasurer, Mary Sampson, reported on the Insurance policy. USVI, the insurance company, dropped the employee part of the policy and increased the fence insurance from \$5000 to \$6500. However, the insurance company still lists four separate \$1000 deductibles. One is for personal contents in the shed. There was no motion to increase the reserve fund to cover this additional deductible. The insurance cost will be \$1,273. A savings of \$5. The April Treasurer’s Report was approved without dissent. The 2023 YTD Budget was reviewed and no changes made.

- Committees:
 - Garden Administration
 - **Tall Plots** - Leslie Alexander reported there are two open tall plot and 12 gardeners requesting tall plots. Leslie asked how they should be assigned. The garden has been accepting application from gardeners with ‘Special Needs’ and assigning them on a ‘first come first served’ basis. It was noted that if we received the Village Thrift Shop grant, the plots built with those funds would need to go to Senior Citizens since that was the basis of the application. It was decided that this year the two plots would be assigned to the first gardeners on the list. A motion was made by Doyle and seconded by Leslie that in future years two checkboxes would appear on the application – Special Needs & Senior Citizens – so that the tall plots could be appropriately assigned. Tall plots would then be allocated by random drawing. The motion carried with no dissent.
 - **Sponsored Plots** – Leslie reported there are 16 sponsored plots this year – Crossroads (2), Elementary Garden Club (3) and 11 low-income gardeners. There was a discussion that we should cap the number of sponsored plots.
 - Garden Operations
 - **Backflow Testing** - Doyle Baker contacted the EVPRD but has not heard back from them. He will contact them again.
 - **Enviropest** – April treatment not completed yet due to weather. There will be two treatments for \$150 each in April and May. There is no contract and no guarantee. Doyle is working to put together a pest control working group.
 - Diversity Working Group
 - **Elementary Garden Club Plots** - Kim Muench reported that originally there was some discussion in the Village Thrift Shop grant to include expanding the school plots and this had been discussed with Erinn Wharton. However, the grant went in another direction and Kim contacted Erinn to explain there was a change of direction in the grant.
 - **Volunteer Group YM360** – Kim advised the group that EVCG does not have any funding for projects this summer but kept the door open for future projects.
 - **EV Library** – meeting, with Claire Hanson, Kim Muench and Mary Sampson, to discuss the Seed Exchange is scheduled for May 3.
 - Grants & Gifts – The Village Thrift Shop grant application has been submitted and waiting for the result

- Events & Publicity
 - 'Growing Tomatoes in High Elevation' education program scheduled for Thursday, April 13, 1pm with Alison O'Connor and Jon Weiss from CSU Extension office. Over 35 people have requested the Zoom link.
 - An article about the Tomato program was published in the EP News and on the garden's website
 - 'Think Spring: Come Garden with Us' was published in both the EP News and Trail Gazette. It was also published in Spanish in the EP News.
 - An article, based on the 'Growing Tomatoes at High Altitude' PowerPoint slides will be published in May

- Calendar review
 - **Orientation** will be held twice. On Sunday, April 16 at the Library Hondius Room and on April 20th on Zoom.
 - **Garden Potluck** – date changed to Saturday, August 5th because the Snowy Grass Music Festival will be held in the ball fields the weekend of July 15.
 - **Garden Start-up Date** – set for May 13 10AM – 3PM
 - **Operations Team Organization Meeting** – Sunday, June 4 2PM
 - **High Elevation Gardening Tips** – date discussed at length but no decision on a date and time was made. It was decided to discuss it by mail.

- Old Business
 - Bylaws update/review – moved to May meeting
 - EP Nonprofit Resource Center – Nonprofit Sector Meetings – report on March 9 Community & Education (Kim Muench) and April 11 Conservation, Environment & Recreation (Deborah Bruce) – moved to May
 - EVRPD golf course project – no updates
 - Board recruitment – Proposal for incentive policy (carrot/stick) – will be discussed by email

- New Business
 - EVCG asset depreciation schedule discussion – moved to May meeting

- Adjournment – meeting was adjourned at 5:30 PM MDT

April, 2023 Treasurer Report					
Date	Processed Transaction	Check #	Memo	Amount	Balance
03/08/23			Bank Balance		7,866.82
03/08/23			Plot Payments	120.00	7,986.82
03/10/22	Deposit		Plot Payments	110.00	8,096.82
03/17/22	Deposit		Plot Payments	410.00	8,506.82
03/20/23	Deposit		Plot Payments	60.00	8,566.82
03/20/23	Debit		Zoom	(17.38)	8,549.44
04/03/23	Deposit		Plot Payments	850.00	9,399.44
04/03/23	Deposit		Plot Payments	120.00	9,519.44
04/05/23			Town of Estes Park - Water	(44.93)	9,474.51
04/06/23	Deposit		Plot Payments	420.00	9,894.51
04/12/23			Total Bank Balance		9,894.51
	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				4,894.51

03/01/2023-02/28/242024 EVCG Budget

		Planned	Year to Date	Balance	March	April	May	June
Retained Earnings		1698.37	1698.37					
Revenue								
	Plot rental fees	4,740.00	3,170.00	1,570.00	1,080.00	2,090.00	0	0
	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		5,460.00	3,435.00	2,025.00	1345.00	2090.00	0.00	0.00
Total Funds		7,158.37	5,133.37					
	<i>Percentage Planned Revenue</i>			71.7%				
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	33.67	166.33	16.29	17.38		
	EVRPD Rent	1.00	-	1.00				
	Banking Expense	105.33	105.33	0.00	105.33			
	Total Common Expenses	2,076.33	149.00	1927.33	131.62	17.38	0.00	0.00
Garden Operations	Drip System	50.00	-	50.00				
	Water Expense	1400.00	89.86	1310.14	44.93	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	89.86	3695.14	44.93	44.93	0	0
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	0.00	0.00	0.00
Sub-Total Operating	6,061.33	238.86	5822.47	176.55	62.31	0	0	
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	0.00	0.00	0.00	
Total Expenditures		6,611.33	238.86	6372.47	176.55	62.31	0.00	0.00
Percentage Planned Expenditures		92%	5%					
		Planned	Actual					
Difference Between Income and Expenditures		547.04	4894.51					
Financial Ratios								
Current ratio (revenue + retained earnings/expenditur		108%	2149%					
Average cost per plot using Common & Operational Expenses only		66.61	2.62					

Pest Control**Calculations**

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

Plot replacement	2"x8"x10 ft	2	13.43	26.86
Calculations	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

On Wed, Apr 12, 2023 at 9:24 AM Estes Valley Community Garden <evcg@evcg.org> wrote:

We have 77 confirmed and paid gardeners. This includes 16 sponsored and 8 new.

The 14 people on the wait list have all been sent contracts and those are due on 4/17.

There are 2 tall plots available and we need to discuss who will be assigned to those.

Leslie

2023 EVCG CALENDAR - Last update 2023-04-04

[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	
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 via zoom - Tomatoes	
4/16/2023 & 4/20/2023	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	Last date for gardeners to begin work in their plot OR notify us of delay OR notify us of intention to relinquish plot	
Early June	Garden Appearance Group meeting	
Early June	Rodent Control planning meeting	
6/14/2023	BOARD MEETING	
JULY		
7/12/2023	Send notice of Use Permit renewal to EVPRD	
Mid-July	YM360 youth volunteers at the Garden?	
7/12/2023	ANNUAL MEETING - ELECTION OF OFFICERS AND DIRECTORS	
7/12/2023	BOARD MEETING	
7/13/2023	Gardener Cocktail/Mocktail Party	
Mid-July	Educational program?	
August		
8/9/2023	BOARD MEETING	
Early August	Crossroads produce deliveries begin – weekly through September	
8/20/2023	Deadline to execute EVPRD Use Permit renewal and pay \$1.00; upload copy to Google Drive	
SEPTEMBER		
9/1/2023	Crossroads produce deliveries – weekly through September	
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	
Early October	EVICS Community Resource Fair (was 10/4/2022)	
10/11/2023	BOARD MEETING	
10/21/2023?	Fall Clean-up Day	
Late October?	STRATEGIC PLANNING MEETING	
11/8/2023	BOARD MEETING	
DECEMBER		
12/8/2023	Garden Admin Committee: Garden Policies reviewed, updated and approved by full Board	
12/13/2023	BOARD MEETING	
12/31/2023	Board members' 2023 Conflict of Interest Statements signed and submitted; upload to Google Drive	