

Estes Valley Community Garden Regular Board Meeting

Wednesday, January 12, 2022 via Zoom

President Claire Hanson called meeting of board members to order at 5:31 PM MST

Board members:

- *Present:* Leslie Alexander, Doyle Baler, Claire Hanson, Kim Muench, Jan Pauley, Mary Sampson. *Absent:* Hattie Ryan, Pam Seaver

Announcements: *None*

Secretary's Report: Minutes for December board meeting were approved. As were minutes of November strategic planning session.

Treasurer's Report:

- Report for December was approved.
- Insurance: Review coverage for gardeners. Enviropest has insurance coverage.
- 2022 Budget will be considered in full during February board meeting
 - Preliminary discussion by Doyle
 - Mitigating pests is top priority. Solving the problem will require additional resources. Develop a plan to use Enviropest for part of the summer and other options (e.g., traps, gas). Notify gardeners about the plan prior to planting season.
 - Replacing/upgrading plots: Increased costs for materials. What priority for tall versus raised plots? Decided to first convert four tall plots that had been committed for south side of garden, but suspended. Weather permitting, complete prior to planting season. Then determine what to do next. Manage expectations.

Calendar:

- No changes to calendar as sent.
- Regular board meetings: February 9, March 9, April 13

Committees:

- Events & Publicity (Claire, Kim, Mary)
 - Late January, Claire will send English and Spanish versions of press release to papers.
 - During February meeting, Kim will brief board about community garden in Moab, Utah
 - Kim /Mary reported about potential events:
 - March/April, a session for gardeners about High Elevation Gardening featuring Alison O'Connor, CSU Extension, Larimer County.
 - Movie night at the garden
 - Garden club for grade school age children.

- Q/A events with gardening experts
 - Potluck, BBQ for gardeners.
 - Brunch on clean-up day
- Garden Administration (Leslie)
 - Provided information about the income guidelines used by Crossroads Ministry.
 - Potential gardeners are inquiring about plots—tall plots!
 - Discussion about assignment of tall plots being converted during spring 2022, no action.
- Garden operations (Doyle) items presented during Treasurer’s report.

Old Business

- Hail cloth for 2022 season: Goal is to have gardeners cover the cost for hail cloth, but not necessarily during same fiscal year. Cloth is available to purchase from vender. Shipping costs are less for amounts greater than 100 linear feet. Arrange to use room at EV Library for cutting cloth into appropriate sizes (approximately 10’ by 10’).
- By-laws revisions tabled until regular meeting of the board in February.
- Sponsorship program
 - There were seven individual and six organizational sponsored plots in 2020.
 - Leslie/Claire working on application for sponsorship form for 2022 that will be in English and Spanish.
 - Income guidelines being updated. Guidelines will part of the application form.
 - Plan is to seek funds for sponsorship plots from organizations and individuals that previously provided funds for sponsored plots.
- Board members reminded to submit conflict of interest forms for 2022.
- Rodent mitigation

New Business

- Applicable categories for EVCG in the EPNRC search engine were discussed.
- Taskforce to develop presentation for orientation meeting for gardeners, no action.
- Best practices for gardening, events, meetings, etc. during pandemic, no action.
- Diversity Working Group (Claire, Hattie, Kim) will meet with staff of EVICS, and will translate some documents (e.g., press release) from English to Spanish.

Meeting adjourned at 6:49 PM MST. Next meeting of the EVCG board is scheduled for 5:30 PM MST on March 9, 2022.

Estes Valley Community Garden Regular Board Meeting

Wednesday, February 9, 2022 via Zoom

President Claire Hanson called meeting of board members to order at 5:28 PM MST

Board members:

- *Present:* Leslie Alexander, Doyle Baler, Claire Hanson, Kim Muench, Jan Pauley, Hattie Ryan Mary Sampson, Mark Weston *Absent:* Pam Seaver.

Announcements: *None*

Secretary's Report: Minutes of January board meeting were approved.

Treasurer's Report:

- Treasurer's report for January was approved.
- Discussion about proposed 2022 budget
 - Proposed budget projects revenue of \$4535 and expenses of \$8000.
 - Actions:
 - Included \$500 in budget for 10 sponsored plots, fundraising to recoup cost.
 - Topic for March meeting: Should any organization receive more than two sponsored plots?
 - A motion made by Mary, and seconded by Jan, was unanimously approved to not include funds in budget for building tall plots.
 - Mary proposed, and board members agreed that Trolley Tour be removed from the proposed budget and funds for treats at events be reduced to \$100.
 - Agreed to solve pest problem, determine number of returning gardeners before having discussion about tapping into the reserve fund. Agreed to add discussion about tapping into reserve funds to agenda for each board meeting.
 - Agreed to approve proposed budget for 2022 during March meeting.

Calendar:

- Discussion about combining Gardener Orientation Meeting and Meeting about Pest Control resulted in agreement to have two meetings, with Orientation meeting held week of April 18.
- Mailing Annual Report to gardeners and others in February.
- Regular board meetings: March 9, April 13, May 11, June 8

Committees:

- Diversity Committee (Kim):
 - Via email, will send a) presentation about chronology of events leading to creation of committee and b) info about community garden in Moab.

- Will send ideas (e.g., Raptors) about pest control to Doyle.
- Events & Publicity:
 - Events Update (Mary):
 - April 26 session for gardeners about High Elevation Gardening featuring Alison O'Connor, CSU Extension, Larimer County.
 - Planning an event in May where beginning gardeners will engage with experienced gardeners about effective practices.
 - Kim contacting Erin Wharton, EPES Garden Club sponsor about collaborating on programming
 - Publicity (Claire):
 - Article with Spanish translation was in the Estes Park News and in the Trail Gazette. EVICS is posting article in newsletter in both languages.
 - Arranged for a column about using edible food scraps in recipes to appear in Estes Park News in late February.
- Garden Administration (Leslie):
 - Eighteen applicants (2020 there were 20) are on the wait list. To date, 17 returning gardeners have paid, 15 returning gardeners who requested contracts have not.
- Garden operations (Doyle):
 - Requested further discussion at March meeting regarding a) cutting back on amount of compost purchased, and b) pest control budget—strategy versus budget.
 - Send ideas about controlling pests to Doyle. He will piece them together and make a plan.

Old Business:

- By-laws remain work-in-progress, action tabled until March meeting of the Board.
- Sponsorship Program discussed earlier. Action tabled until March meeting.

New Business:

- Seeking funds via AARP Community Development Grant for 2023.
 - Per Doyle, they like to fund capital investments rather than operating costs.
 - Possible idea – push out southern fence to create an area for a) community plots (e.g., school and other organizations), b) cooperative plots (i.e., multiple gardeners), and c) plots for specific types of complementary plants. Focus of effort would be community engagement and inclusion.
 - Doyle with explore competitiveness of the concept and report back to board.
- Orientation Meeting for gardeners, we need establish a working group—update PowerPoint presentation, who will talk, and so on.

Meeting adjourned at 6:36 PM MST. Next meeting of the EVCG board is scheduled for 5:30 PM MST on March 9, 2022.

Estes Valley Community Garden Regular Board Meeting

Wednesday, March 9, 2022 via Zoom

President Claire Hanson called meeting of board members to order at 5:34 PM MST

Board members:

- *Present:* Leslie Alexander, Doyle Baker, Claire Hanson, Kim Muench, Jan Pauley, Mark Weston
- *Absent:* Hattie Ryan, Mary Sampson, and Pam Seaver

Announcements:

- Jan's last year as board member.

Secretary's Report: Minutes of February 9, 2022 board meeting were approved.

Treasurer's Report:

- Treasurer's report for February was approved.
- Discussion about proposed 2022 budget
 - Planned budget for FY 2022 is \$4,535, actuals received to date is \$1800; \$5,774 is amount of planned garden operating expense.
 - Agreement to defer further discussion and action on new budget format until next meeting when Mary is present.
- FY 2021 was the first year the average cost per plot exceeded the \$50 per plot fee..
- Agreement to hold special meeting, in April or a later date to be determined, to discuss budgetary principles and practices of EVCG going forward. Prior to meet, board members will consult with experts in financial practices of non-profits and community gardens.

Calendar:

- Reminder sent to gardeners that fees are due on March 28, 2022.
- Plan for recruitment of members to replace board vacancies.

Committees:

- Diversity Committee (Kim):
 - Per February 3 email, events are being planned at garden for Estes Valley Library Story Time (August 17), EVICS Family Resource (TBD – has a plot), and Elementary School Garden Club (TBD – has three plots).
 - Brief discussion about rationale for putting logos of other organizations on EVCG website. Way of acknowledging collaboration.

- Student group that'll be at the YMCA for two weeks in July, is volunteering to provide service to garden—five hours per day, for four days. Perhaps use them for developing children's space or bolstering the fence. Board approval.
 - Revitalizing the children's area, options are a) rebuild existing in-ground sandbox, b) above ground sandbox, c) nix sandbox, d) add communal bed, or e) use existing irrigated bed. Perhaps add bridge from sunflowers to pollinator bed and/or a shade covering. Will coordinate revitalization with operations..
 - Board preference is garden space, rather than a sand box. Will require an irrigated plot.
 - Kim and Leslie will convene a meeting for interested board members at garden to further develop proposal and functions.
- Events & Publicity:
 - Events Update (Claire for Mary):
 - April 26 session for gardeners, Gardening 101 at High Elevation featuring Alison O'Connor, CSU Extension, Larimer County.
 - Publicity (Claire):
 - Annual Report sent out on February 18.
 - Column about using food scraps was in Estes Park News on February 25.
 - Planning for column about garden news in Estes Park News on March 31.
- Garden Administration (Leslie):
 - To date, 32 returning gardeners have returned contracts and paid fees, 18 returning gardeners have returned contracts, but not paid fees. Two returning gardeners have requested tall plots if plots are available, as have six new gardeners.
 - Twenty-four new gardeners have submitted applications and are on the waiting list. Last year at this point there were 22 new requests.
 - Total returning and new gardeners equal 76 as of this date.
- Garden operations (Doyle):
 - Main focus is on rodent control. Exploring efficacy of different approaches—extension bulletins. Working on a draft document to use at meeting regarding rodents. See summary table of options, that Doyle provided to board members. Optimal approach may be a combination of collective action and per plot actions, with strategic focus on ground squirrels, pocket gophers and voles.
 - Budget adjustments for rodent control, tall boxes, compost/fertilizer, and water. This will necessitate a communication shift with gardeners to a focus on basic services, with no guarantees about water, rodents, soil content and so on. During orientation session begin the process of managing expectations.

- Many operational responsibilities beyond what Doyle and Hattie can handle. Need greater board involvement and a strategy for mobilizing gardener involvement. Next two months are critical for building up an ops team, with specific tasks.
- Orientation Working Group (Leslie)
 - April 21st and 24th – identical orientation sessions, with Doyle’s slides, done via Zoom, and will be recorded. Add, slide about Diversity Working Group.
 - Hold meeting about Rodent control with gardeners at a date to be determined after orientation meetings.

Old Business:

- Motion by Kim to approve by-laws as drafted, seconded by Jan, unanimously approved. To be sent for legal review. Includes revision of terms of board members, terms of officers, and committee structure.
- Results of annual Gardener Survey put on website. Link to be sent to gardeners.
- Sponsorship of plots tabled until April meeting.

New Business:

- Agreement about helpfulness of having committee / work group info prior to meeting. Would help if when info is provided, that action items be flagged.
- What to call pests in the garden? Agreement about calling them rodents.

Meeting adjourned at 7:11 PM MST. Next meeting of the EVCG board is scheduled for 5:30 PM MDT on April 13, 2022.

Estes Valley Community Garden Board Meeting Minutes
Wednesday, April 13, 2022 via Zoom

The meeting was called to order by President Claire Hanson, at 5:31 pm, via Zoom.

Those in attendance were Claire Hanson, Mary Sampson, Jan Pauley, Doyle Baker, Kim Muench, and Leslie Alexander. Not attending: Mark Weston, Hattie Ryan

Secretary's Report:

- The Minutes of the March Board Meeting were approved as e-mailed.

Treasurer's Report – Mary

- The March Treasurer's Report was reviewed and approved.
- \$3200 has come in. Payments include the Zoom subscription, Town of Estes Park (water), \$1,268 for Insurance.
- Total of \$1,488 spent YTD.
- The 2022 Budget Meeting still needs to be planned, as a separate special meeting.

Old Business:

Bylaws – Fritz Samson's review on March 22 had many good points. A second re0write of the Bylaws had also been proposed.

Updates to include later amendments, update language and make consistent with our current set up. It was agreed that, whatever we do, the updates ought to be reviewed by an attorney with Colorado Non-Profit experience. A Pro-Bono list of attorneys may be available through the Non-Profit Center.

A motion was made to use the original bylaws, and work to update them, rather than the rewritten version.

Discussion of both, and the motion for updating the original bylaws passed. Claire will proceed with the decision, and also look into Pro-Bono Attorneys.

Committee Reports:

Orientation Work Group:

- Rehearsal next week for Orientation via Zoom
- Claire to lead, with Mary as backup in case of technical Zoom problems
- There were 8 replies for Thurs session, and 10 replies for Sunday
- A reminder e-mail with zoom link will be sent on the 18th.

Garden Administration:

- We have 60 paid gardeners; 13 sponsored, 4 returning, but either haven't sent in a signed contract or payment. 22 are new gardeners and 4 on the waiting list. 90 plots total. Crossroads uses plots #53 & 54. Plot 56 to a new gardener. The School, and Boys & Girls' Clubs have 3 plots; a third Boy Scouts' plot to be donated to Crossroads.
- It would be great to get a table or chart to track all of these statistics.
- EVICS has paid for 2 plots. Crossroads were told that they have 2 plots in their name; a couple have offered to work their garden plots this year.
- The wait-list has 4 people, some applied as far back as September.
- No-Shows have until June to begin working their plots or contact us as to their plans.

Garden Operations Committee – Doyle

- Raptors' breeding boxes already started. We can install one or two perches as well. At 25 ft high, & made of steel, they should be under \$150 each. Kestrel box \$65. Mark Rashid at the Raptor Center is good source of information
- Edge & Path rebuild would be lots of work and funds. Use of better road base would be more attractive, and possible project for volunteer crews
- The outer edge, where the rodents come in, originally used "crusher fine" gravel. Possible to use asphalt base, with fine crushed gravel on top. Dig down 3" or more, then fill with recycled asphalt.
- One rabbit and lots of ground squirrels are already running about.
- EnviroPest will not do the same protection schedule as last year, only a full-year contract. They use rodenticide in-burrow. They are based in Loveland & Longmont, not Estes Park. Doyle will set up a meeting for consultation.
- Trapping or gassing rodents ourselves, and teaching gardeners to use individual plot solutions. Trapping could begin as early as next week, as this is when they begin to breed. We need to recruit volunteers. Surface traps not to be used this year.
- Perhaps a round-table meeting for discussing rodent prevention, including hail cloth and plot-level fencing. Should be held 5/22 or sooner.
- Irrigation: Hattie will lead on the irrigation system this year
- Leads for the Play Area rebuild, water & Irrigation, Rodent management, mowing & trimming, and green waste, will be needed

Diversity:

- Respond to Volunteer Group in July with list of Projects & time frame. Doyle & Kim to discuss further details.
- Path work, kids' corner rebuild, paint the shed, raptor perches, are all potential projects.

Events & Publicity Committee – Claire / Mary

- A Q&A with experienced gardeners
- Dates for Spring Cleanup set as May 14th, and the 21st as backup.
- Allison's talk will be on Friday
- A tour of the EPHS Composting facility on 4/20 at 0800. It's in the CTE (vo-tec) building, past the tennis courts.
- A special Budget Meeting to include Mark & Hattie needs to be set up, hopefully in person.

Volunteer Committee –

- An email will be sent out to recruit volunteers

Old Business:

- Table sponsorship for now.
- Recruit new Board members.
- Children's play area – Ideas and plans to be presented at the May meeting

New Business:

- Next meeting will be May 11th

The meeting was adjourned at 7:02 pm.

Respectfully submitted,
Jan Pauley, Assistant Secretary
Estes Valley Community Garden

Estes Valley Community Garden Regular Board Meeting
Wednesday, May 11, 2022 via Zoom

President Claire Hanson called meeting of board members to order at 5:33 PM MDT

Board members:

- *Present:* Leslie Alexander, Doyle Baker, Claire Hanson, Kim Muench, Jan Pauley, Hattie Ryan, Mary Sampson, Mark Weston. *Absent:* Pam Seaver

Announcements:

- Receipt of Mark's resignation effective July 2022.
- Grant awarded to Erin Wharton (EPS R3) includes funds for water. Kim and Claire to meet with Erin at garden on May 24.

Secretary's Report: Minutes of February 9, 2022 board meeting were approved.

Treasurer's Report:

- Treasurer's report for April 2022 was approved.
- Discussion about 2022 budget
- Expenditures for rodent mitigation and soil amendment were approved by email exchange of members on June 4 – 5, was necessitated by delay in approving the complete 2022 budget.

Calendar:

- Start-Up Day – May 14, 2022, 9 am
- Gardener meeting regarding Rodent Control and Garden Q & A – May 22
- Special meeting of board regarding Budget – May 31, 2022 at 5:30 PM

Committees:

- Garden Administration (Leslie):
 - To date, 74 paid plots, of which 23 are new gardeners
 - Waiting for checks from three new gardeners
 - Thirteen sponsored plots. Currently have \$300 to cover cost of sponsored plots.
 - Three unallocated plots.
 - Motion about unallocated plots made by Doyle, seconded by Mary, passed unanimously. Lottery process to be used to make extra plots available to current gardeners for \$35 fee.
- Garden operations (Doyle):
 - Update to written report sent to board members via email on May 10, 2022:

- Enviropest administered treatment to garden area on May 11. No treatment administered during April. So, cost saving of \$300.
 - Chipped mulch and topsoil have been delivered, hardwood and dairy compost delivery on May 14, 2020.
 - Solar charger set up and connected to multi-outlet cord.
- Discussion about amending soil of plots. Consensus about gardeners managing soil in their respective plots, and board pay attention to PH levels of all plots.
- Discussion about Startup Day—May 14, 2022. Mary and Leslie will staff ‘welcome’ table. Task sheet and green book will be there. Kim will coordinate work on common area and children’s plots. Need decision about diseased apple tree.
- Discussion about purchasing back-up timers for irrigation system and switching from multi-zone timers to single zone timers.
- Doyle will convene meeting(s) of operations team to put out irrigation microtubes, train-up about irrigation system, and arrange for monitoring of irrigation.
- Doyle will be away from June 7 to July 10. In his absence, board will schedule and coordinate oversight of a) water, b) green waste, c) mowing/trimming, and d) rodent mitigation.
- Diversity Committee (Kim):
 - Discussion about making garden more welcoming, adding Spanish translations to signs.
- Events & Publicity:
 - Events Update (Mary):
 - May 22 roundtable for gardeners—about rodents and tips from experts. Leslie will send email reminder.
 - Publicity (Claire):
 - Column for May will contain information provided by Alison O’Connor, CSU Extension, Larimer County, during training for gardeners on April 26.

Old Business:

- In lieu of reworked by-laws receiving legal approval, Claire made motion, seconded by Mary and approved 7-0 by board (with Doyle abstaining) amending four sections of current by-laws to make them consistent with actions the board must take in July and the reworked by-laws.

New Business:

- Review and discussion of Kim and Leslie’s plan for updating the children’s area of the garden. Agreement that effort will be multi-year. Many details require further discussion. Next step, detailed proposal with costs.

Meeting adjourned at 7:04 PM MST. Next meeting of the EVCG board scheduled at 5:30 PM MDT on June 8, 2022.