

Estes Valley Community Garden Board Meeting Agenda

Wednesday, January 11, 2023

5:00 pm via Zoom

- Announcements
- Secretary's Report - Approval of December Minutes
- Treasurer's Report
 - Review and approve December Treasurer's Report
 - 2022 final Budget review
 - 2023 Jan – Feb Interim Budget review and approval
- Committees:
 - Garden Administration
 - 2023 Plot Application draft for discussion
 - Garden Operations
 - Diversity Working Group
 - Events
 - Publicity
 - Grants & Gifts 2023
 - Grant application planning – status report
 - Sponsorship Program planning
- Calendar review [current version attached]
 - Conflict of Interest Statements for 2022 due – Directors complete and return by 1/31/23 [form attached]
- Old Business
 - Board recruitment email to long-term gardeners – which gardeners?
 - Bylaws update/review – Status report
 - Google Drive alternatives – status of research
 - Other old business
- New Business
 - Green waste - planning for next season
 - Review Corporate Policies not reviewed since 2021: Conflict of Interest, Expense Reimbursement [current versions attached]
 - Other new business
- Adjournment

Estes Valley Community Garden Board Meeting Minutes

Wednesday, January 11, 2023

5:04 pm via Zoom

Present: Claire, Mary S., Doyle, Leslie, Hattie, Kim and Mary C

☑ Announcements –

- Mary Sampson and Claire went to a gardening meeting
- 19 responses to the garden survey!!

☑ Secretary's Report - Approval of December Minutes

- Minutes were approved.

☑ Treasurer's Report –

- Mary Sampson moved our account to the Bank of Estes.
- Mary Sampson reviewed the treasurer's report.
- Reviewed and approved December Treasurer's Report
- 2022 Final Budget reviewed in December
- 2023 Jan – Feb Interim Budget reviewed and approved

☑ Committees:

o Garden Administration – Leslie

- 2 new applicants for 2023 season

☑ 2023 Plot Application draft for discussion

- Waiting for Federal Poverty Guide Line to add to application form. We use the same amount as Cross Roads. Mary Sampson will call our contact to find the exact number.
- Plot cost being raised to \$60 and we will make it clear in the February announcement that the rental fee will go up \$10. Doyle will work on a draft for how to phrase the plot cost increase to the gardeners.

o Garden Operations

- None

o Diversity Working Group – Kim

- Kim wants to set up another meeting with our contacts in the community and board members to come up with mobilization strategy for 2023.
- Email Kim if interested in being part of this group.

o Events

- No events planned for EVCG

- Garden club events:
 - o April 10th – Water and Fire Wise: drought resistance plants, fire mitigation, landscape design. They will have fire department presenting.
 - o May 8th – Plant selection
 - o June 13th – Iris tour through the Stanley
 - o They will plan a wildflower tour as well this summer
 - o Mary S and Leslie will send out these dates to the EVCG email thread.

o Publicity

- Claire working on an article in the newspaper in January.

o Grant application planning – status report

- Grant application/resource strategy group will be formed

☐ Sponsorship Program planning

- A smaller group will organize how the sponsorship program will be structured. They can present to the full board in February board meeting. Doyle and Leslie will be in this group.

☐ Calendar review [current version attached]

- Need to set a date for orientation meetings

o Conflict of Interest Statements for 2022 due – Directors complete and return by 1/31/23 [form attached]

- All board members please fill out and send to Claire asap

☐ Old Business

o Board recruitment email to long-term gardeners – which gardeners?

- December 5th Claire created draft for a recruitment email. Claire will send a list of long term gardeners to us

o Bylaws update/review – Status report

- The lawyer reviewing out by laws, Josh F., will finish by the beginning of February.
- Claire asked him to do contract review first as it is due in February.

o Google Drive alternatives – status of research

- Claire is looking at an alternative as some people don't think it is easy to use.
- Michaela is exploring creating a board login on the website.
- The minutes are loaded to the website as soon as they are reviewed.
- All the other documents are saved in the Google Drive.
- Doyle addressed adding other documents to the minutes that is loaded to the website for transparency with the gardeners.

- Organization of the minutes on the website will be posted separately for each month starting in 2023.
- Claire will follow up with Michaela to add the missing Minutes from 2022.

☒ New Business

o Green waste - planning for next season

- Do we keep the green waste? Is it sustainable when we use all the plastic bags?
- We need to make it easier to remove the waste from the box.
- Gardeners abuse it and leave other garbage.
- Possibly ask gardeners to bring their own bags.
- Hattie and Kim suggested using large garbage bins.
- Leslie said she thought it was more efficient when gardeners were responsible for their own waste. Mary Sampson agreed and said people were more cognizant of their waste.
- Kim suggested bringing it to Alex Harris's compost operation at the high school. They would be happy to take the compost we create. We would have to be sure there is no plastic.
- Doyle suggested we could upgrade the bin door so it opens up more easily and we can just have bins with no plastic bags.
- Bo Winslow – might be able to accept our compost as well. Claire would like to know their scale and how they operate.
- Doyle suggested saying to the gardeners that it would be more sustainable to cut the green waste service and cost cutting.
- We will postpone any decision until February meetings.

o Review Corporate Policies not reviewed since 2021: Conflict of Interest, Expense Reimbursement

- No comments from the board on these policies.
- They have been reviewed and approved

o Other new business

- o Doyle will write a section for the full garden policies that gardeners are not allowed to touch trapping equipment in the garden.

☒ Adjournment at 6:21 pm

January, 2023 Treasurer Report

Date	Processed Transaction	Check #	Memo	Amount	Balance
12/11/23			Bank Balance		6,842.41
12/20/22	Debit		Zoom - Common Expense	(16.29)	6,826.12
01/05/23	Debit		Town of Estes Park - Utilities	(44.93)	6,781.19
			Bank Balance		6,781.19
	Outstanding Transactions				
	Total				0.00
	Reserve Fund				(6,000.00)
	Unobligated Funds				781.19

2023 EVCG Interim Budget Jan & Feb

		Planned	Year to Date	Balance	Jan	Febr
Revenue						
Total Revenue		0.00	0.00	0.00	0.00	0.00
Operating Expenditures						
Common Expenses	State Gov't Registration Renewal	10.00	0.00	10.00	0.00	0.00
	Zoom Expense	32.58	16.29	16.29	16.29	0.00
	Total Common Expenses	42.58	16.29	26.29	16.29	0.00
Opertion Expenses	Water Expense	89.86	44.93	44.93	44.93	0.00
	Green Waste	10.80	0.00	10.80	0.00	0.00
	Total Garden Operation Expenses	100.66	44.93	55.73	44.93	0.00
Total Expenditures						
		143.24	61.22	82.02	61.22	0.00

2023 EVCG CALENDAR - Last update 2023-01-04

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

Completed (x)

JANUARY		
1/4/23	2022 Survey link to gardeners	x
1/11/23	BOARD MEETING	
1/11/23	Review Corporate Policies not reviewed since 2021: Conflict of Interest, Expense Reimbursement	
1/15/23	Board members' 2022 Conflict of Interest Statements signed and submitted; upload to Google Drive	
<i>Mid-January</i>	<i>Board recruitment – send email to [selected] gardeners</i>	
FEBRUARY		
2/1/23	Email gardeners re: 2023 plans	
2/8/23	BOARD MEETING	
2/14/23	Reminder email to gardeners re: 2023 plans and payment deadline of 3/1/23	
2/19/23	<i>Annual Report emailed to donors, Town Trustees, former EVCG Board, and gardeners; posted on website soon after</i>	
2/28/23	EVCG Fiscal Year 2022-23 ends	
MARCH		
3/1/2023	EVCG Fiscal Year 2023-24 begins	
3/1/23	2023 Plot rental contracts and payments due from returning gardeners	
3/3/23	<i>First planning meeting for Orientation</i>	
<i>Early March</i>	<i>Contact Enviropest to set up 2023 contract if desired</i>	
3/8/23	BOARD MEETING	
3/14/23	<i>Plots open to waiting list</i>	
<i>Mid-March</i>	<i>Treasurer review and renew insurance policy</i>	
APRIL		
<i>Early April</i>	<i>Enviropest treatments started in 2021, later in 2022</i>	
4/12/23	BOARD MEETING	
4/21 & 4/24/23	<i>Gardener Orientation</i>	
<i>April 2023</i>	<i>Educational program</i>	
MAY		
5/10/23	BOARD MEETING	
<i>Mid-May</i>	<i>Spring Start-Up Day</i>	
5/15/23	Form 990 N or EZ due; upload copy to Google Drive	
5/15/23	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		
<i>6/1/23</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>6/14/23</i>	BOARD MEETING	
JULY		
<i>7/12/23</i>	Send notice of Use Permit renewal to EVPRD	
<i>Mid-July</i>	<i>YM360 youth volunteers at the Garden?</i>	
<i>7/12/23</i>	ANNUAL MEETING - ELECTION OF OFFICERS AND DIRECTORS	
<i>7/12/23</i>	BOARD MEETING	
<i>7/13/23</i>	<i>Gardener Cocktail/Mocktail Party</i>	
<i>Mid-July</i>	<i>Educational program?</i>	
August		
<i>8/9/23</i>	BOARD MEETING	
<i>Early August</i>	<i>Crossroads produce deliveries begin – weekly through September</i>	
<i>8/20/23</i>	Deadline to execute EVPRD Use Permit renewal and pay \$1.00; upload copy to Google Drive	
SEPTEMBER		
<i>9/1/23</i>	<i>Crossroads produce deliveries – weekly through September</i>	
<i>9/7 - 9/10/23</i>	<i>Scotfest – Garden locked Thursday 9/6 pm – Sunday 9/10 am</i>	
<i>9/13/23</i>	BOARD MEETING	
<i>9/15/23</i>	CO Secretary of State Periodic Report due; upload copy to Google Drive	
OCTOBER		
<i>10/11/23</i>	BOARD MEETING	
<i>10/21/23?</i>	<i>Fall Clean-up Day</i>	
<i>Late October?</i>	STRATEGIC PLANNING MEETING	
NOVEMBER		
<i>11/1/23?</i>	<i>Send out end of year survey [2022 sent 1/23]</i>	
<i>11/8/23</i>	BOARD MEETING	
DECEMBER		
<i>12/8/23</i>	<i>Garden Admin Committee: Garden Policies reviewed, updated and approved by full Board</i>	
<i>12/13/23</i>	BOARD MEETING	
<i>12/31/23</i>	Board members' 2023 Conflict of Interest Statements signed and submitted; upload to Google Drive	