

Date and Time: Wednesday, May 8th, 5:00PM

Place: Wasson Room - Estes Valley Library

Attendees: Ren Gobris, Deb Bruce, Leslie Alexander, Neil Alexander

Absent: Jessica Beychok-Boyer, Clara Logue

Special Guests: Dave Boon

Site Visits:

Prior to the meeting the Board visited the community garden as well as the Falcon Ridge Apartment complex to gain a better understanding of the workloads associated with this year's improvement projects.

Announcements:

1. *The Village Thrift Store has awarded us a \$5,405 grant to continue our Gardening Opportunities for Seniors program. The grant will be used to construct 8 new raised garden beds for seniors as well as the replacement of 16 wooden bed frames with concrete blocks and gravel.*
2. *The Estes Valley Sunrise Rotary has announced that they will fund \$2,000 for 8 newly built raised beds at the EP Housing Authority property of Falcon Ridge. This project also includes the construction of an 8-foot-high elk excluding fence.*
3. *In connection with the Falcon Ridge project, Estes Park Lumber has agreed to provide the cement blocks required for construction at half price.*
4. *The EVCG has applied for and has received approval of our 2024 Registration with the Secretary of State (SOS). Registration is an annual requirement that mandates charities update their Board of Directors, report the previous year's revenues and expenses, and with approval of the SOS, allows the applicant to continue soliciting donations as a charitable organization.*
5. *The east gate was repaired by a team of volunteers including Steve Neilson and Rod Stalder (Newcomers), Dave Boon, Ren Gobris, Jim Redman, and Doyle Baker. This project proved to be more difficult than first appearances due to the need to find equipment capable of removing the old cement post footings.*
6. *The EVCG annual taxes (2023 Form 1099-N e-Postcard) was completed and filed on Tuesday, May 7th.*

Meeting Agenda:

Approval of the following reports:

1. April 2024 Board Meeting Minutes
2. April Statement of Activities Report
3. April Statement of Cashflows Report
4. April Board Meeting Minutes

Action: Leslie made the motion to approve. Ren Seconded. No objections.

Vote to designate the fiscal year as the Calendar Year

- A fiscal year of March 1st to February 28th (or 29th, as applicable) was apparently voted on and approved by the EVCG Board last February or March 2023.
- However, all the filings with the IRS (form 990-N) and Colorado Secretary of State (annual renewal registration) appear to continue to indicate a calendar year end for the Garden.
- A draft revision to the Garden's Bylaws has been found that indicates Article VIII reads as follows: "The fiscal year of the corporation shall be as specified by the Board of Directors." There is also a note following this sentence that says, "[note: it is specified in the Organization Minutes as calendar year]".
- The inconsistency of fiscal years has caused a great amount of confusion which also makes the Board prone to unintentional legislative reporting errors. As such the Board would like to state, in accordance with Article VIII of the Bylaws of the EVCG, that the EVCG's fiscal year is consistent with the calendar year.
- Acceptance of this fiscal calendar year end would result in a 10-month reporting year for 2024.
- The Board confirmed that the "Official Bylaws" as contained on Drive read calendar year AND that the Board would determine the fiscal year..
- A vote was taken to designate, in accordance with Article VIII of the Bylaws, and past IRS and SOS filings, that the EVCG fiscal year is consistent with the calendar year. Deb made the motion. Neil seconded. No objections.

Actions:

1. Neil is to check with Mary Sampson to verify that she took no action with either the SOS or IRS on last year's board vote to ensure we don't need to file any forms or notifications.

Rodent Control:

1. EVCG received two quotations for rodent (vole and squirrel) control.
2. Terminix \$3,600 and Iconic Pest Solutions for \$400 with follow up visits of \$200 if necessary.
3. Year to date (the year is young) we've caught 15 squirrels and two voles.

4. In lieu of using professional services, the board has opted to purchase several various traps and commercially available bait. It is felt that this option will give us better coverage and help to make EVCG more sustainable.

Actions:

- Ren is to prepare a shopping list. Deb to order with her Prime Amazon account.
- We will use the YMCA Elevate Gap group to level off all mounds and collapse all holes and tunnels so that bait and trapping can be better employed.

Schedule the Water Backflow Assembly Test

Ren is coordinating the effort with John Feeney from EVRPD (970-429-5035) and Nate (970-619-0595) from Everest Mechanical. It is anticipated that the water will be turned on and test performed after this last cold spell moves through... hopefully by mid-week of the week of the 12th.

Revenue Recognition:

1. Review the actual data:
 - As of May 6th,
 - We received \$5,570 in revenue (\$4,000 in contracts, \$1,430 in donations, and \$140 for the sun shelter).
 - Last year we received a total of \$5,719. So, “dollar-wise” we are good. BUT last year we also operated at full capacity and had an active waiting list.
 - Today, we have 19 plots that remain vacant, and no waiting list.
2. **New Poverty Guidelines:**
 - We have spoken with Jessica Moffett of the Estes Park Housing Authority (EPHA) about the income guidelines they use in determining eligibility for people desiring to take part in their rental and home purchasing programs.
 - To achieve consistency with EPHA’s current guidelines it is proposed that we update the schedule we use to determine eligibility for sponsored garden plots. These are as follows:

Sponsored Plot Eligibility Guidelines for 2024

- Household of 5: annual income of not more than \$70,620
- Household of 4: annual income of not more than \$65,340
- Household of 3: annual income of not more than \$58,850
- Household of 2: annual income of not more than \$52,305
- Household of 1: annual income of not more than \$45,760

Actions:

- It was decided that an offer would be made to first time gardeners for \$60. As an additional incentive plot payments will allow to occur in two payments. The first payment would be made by June 15th and the second by July 15th.
- Jessica Moffett has been informed of our desire to follow their low-income guidelines. She plans to inform EPHA residents of the change in hopes of attracting more gardeners.
- Leslie will prepare an email to all gardeners notifying them of our newly accepted sponsored plot eligibility levels. The email will let gardeners know that more plots are available.
- Deb will draft a new newspaper article in hopes of attracting more from the public.

Orientation Day:

1. Scheduled for May 18th 10 to noon.

Actions:

Responsible Person	Action
Leslie	Prepare and send out another group reminder
Leslie	Purchase snacks, drinks, supplies
Ren	Clean up and organize the shed
Jessica	Put up the shelter
Deb	Highlight important garden rules only (most of which are on the garden gates).
Neil	Demonstrate how to correctly turn water on and off.
Ren	Discussion of VTS, Falcon Ridge, and Garden Work efforts which includes location and proper mixing of soils, mulch compost
Ren	Describe the “worker-bee” projects.... Rodent control, common plots, weeding, grass cutting, etc.
Ren	Discuss needs for people to join the Board, and/or join one of our committees... Finance, Garden Operations, Grants and Gifts, Publicity,

VTS and Falcon Ridge Projects:

- A long discussion ensued after visiting the community garden and Falcon Ridge.
- Ren was voted as “Project Manager” for these projects. In this role Ren is responsible for directing and overall project management. Neil made the motion, Leslie seconded it. No objections.

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- Deb was voted “Project Volunteer Coordinator.” In this role, Deb is responsible for coordinating the volunteers to ensure the projects are staffed to the highest degree possible. Neil made the motion, Leslie seconded it. No objections.
- The Project Volunteer coordinator is responsible for recruiting and scheduling daily volunteers as they are needed. The Project Manager is responsible for directing those volunteers in completion of work activities.
- The two positions work together in ensuring the on time and on budget delivery of the project.

Actions:

Responsible Person:	Action
Leslie	Send both Sunrise Rotary and VTS thank you emails. Leslie already sent a thank you note to VTS.
Ren	Follow up with his own email and visit personally to show our thanks.
All	Prepare an article for EP News. Seek Dave Boon’s assistance as he was instrumental in developing the project and organizing the initial set of volunteer organizations.
Neil	Investigate creating a plaque(s) to memorialize our thanks to sponsors and volunteers for future posting.
Leslie	Print Volunteer sign-in sheets
Ren	Prepare a 2024 Volunteer Excel Spreadsheet to keep track of volunteer hours for future volunteer recognition and grant application reporting purposes.
Ren	Clean up the shed and prepare a “clean area” where volunteers may safely/conveniently sign-in.
Leslie	Buy pens, paper for recordkeeping purpose in the shed.
Leslie	Purchase snacks and water.
Ren	Check the contents of the community garden first aid kit and purchase another kit for use at Falcon Ridge.
Deb	Buy a package of garden gloves for temporary use by those volunteers who may arrive without them.
Neil	Set up our financial accounting system to keep track of these two projects.
Leslie	When reminding gardeners of the May 18 th orientation day, remind them that we need tools.
All	Obtain tools – Wheelbarrows, rubber mallets, four 4-foot levels, generator, circular saw, square, straight edge, sawhorses, battery operated drill and bits, utility knives, and a variety of hand tools (screwdrivers, wrenches, vise grips, etc.)

Ren	Create a more robust project plan which includes the use of EVCG garden workdays and volunteers.
Dave and June Boon	Continue to support the EVCG particularly in recruiting and directing our volunteers.

Current Volunteer lists include:

1. Follow Up with the YMCA Elevate Gap Program
 - **Gage Harness**
 - Elevate Gap Program Facilitator
 YMCA OF THE ROCKIES
 2515 Tunnel Road, Estes Park, CO 80511
 970.586.3341 x 1032
gharness@ymcarockies.org | www.ymcarockies.org
 - They are currently scheduled for 5/12, 5/13, 5/15, 5/16, 5/20, 5/22, & 5/23!

2. Follow Up with Eagle Rock:
 - Courthney Russel
 - Eagle Rock School
 - Email: crussell@eaglerockschool.org,
 - Telephone: 470-265-8948

 - Nia Dawson,
 - Eagle Rock School
 - Email: ndawson@eaglerockschool.org
 - Telephone: 970-586-0600

3. Andrea Escorcia (aer010818@gmail.com)
 - Andrea has 4 brothers who have offered to help.

4. Newcomers
 - Steve Neilson 484-885-8932; Neilsonss32@gmail.com
 - Steve has suggested that Newcomers would like to help BUT that the Board is not back yet. They plan a visit to the Garden. But in all likelihood, they won't be able to help with the Spring VTS and Falcon Ridge Projects.

5. Town of Estes Park.
 - Suzanna Simpson (Volunteer Coordinator) 970-577-3700; ssimpson@estes.org.

6. EVCG Volunteers.

- Leslie has prepared a complete list of EVCG contact information for ease of scheduling workers during the 2024 garden season. This list contains phone numbers and email addresses for internal messaging.

7. EPHA Falcon Ridge

- It is anticipated that Falcon Ridge residents who will use the garden will help with plot construction.
- Jessica Moffett; EPHA Operations Manager; Jmoffett@estes.org; (970) 591-2534

Actions:

- Deb to follow up with all the above to see if anyone can help. She will check with Eagle Rock school to investigate if they can help this Spring or Fall.

Finance Committee and Financial Issues:

1. The formation of the Finance Committee has proven to be a very worthwhile effort. The committee has been instrumental in financial reporting, preparing financials for the Sunrise Rotary Grant, the filing of our 2023 taxes, the filing of our SOS annual renewal, as well as just offering sound financial/managerial advice.

Actions:

- Neil and Ren will meet soon after Neil returns from his previously scheduled trip. At that time, they will discuss:
 - Choosing another new regularly scheduled meeting time. The first week in the month has proven to be problematic because bank statements aren't printed until the last business day of each month.
 - How the Statements of Activities and Cashflows have been previously prepared and to how to hand this process over more formally.
 - When and how to purchase, install, and configure Quick Books.

Duck Race Lessons Learned:

- The big lesson learned is that the Duck Race, although wonderful from a Town-wide perspective and non-profits resource, requires much more advanced work **AND** some kind of "give away" to act as an incentive for visitors to purchase ducks from EVCG. We only sold three ducks. It's a start and we learned a lot about the Duck Race in the process. Next year we will no doubt be better prepared. Thanks to Jessica and Deb for their efforts and for standing in the cold for several hours on our behalf. Their effort is greatly appreciated.