

Estes Valley Community Garden Board Meeting Agenda

Wednesday, September 20, 2023

NOTE TIME CHANGE: 7:00 pm via Zoom

- Announcements
 - Guests: Clara Logue, Jessica Beychok-Boyer
 - Brief resumé of gardening and other experience relevant to interest in Board service – 5 minutes each
- Secretary's Report
 - Approval of August monthly meeting Minutes
- Treasurer's Report
 - Review and approve revised August Treasurer's Report (details added)
 - Review and approve September Treasurer's Report
 - Review and approve FY 2023 YTD Budget for August (details added) and September
 - WIX renewal re: Google changes [apply for Google for Nonprofits – must be officer]
- Committees:
 - Garden Administration
 - Garden Operations
 - Diversity Working Group
 - Grants & Gifts
 - Events & Publicity
- Calendar review [current version attached]
 - Leslie will maintain calendar going forward
- Old Business
 - Tall plot conversion project
 - Officer recruitment or coverage – President, Secretary
 - Bylaws review
- New Business
 - Volunteer hours tracking
 - Parking situation with Tennis courts
- Adjournment of regular Board meeting
- Call to order of executive session: Election of new Directors
- Adjournment of executive session

Estes Valley Community Garden Board Meeting Minutes

Wednesday September 20, 2023

Those in attendance were Claire Hanson, Doyle Baker, Jim Bruce, Leslie Alexander, Kim Muench, Ren Gobris, and Deborah Bruce

Absent: none

Announcements:

Guests/Prospective Board Members: Clara Logue and Jessica Beychok-Boyer shared brief resumes of gardening and other experience as relevant to interest in Board service. Email summaries of informal interviews were previously shared with board.

Further discussion called for around the direction of the board and the garden at current time of transition to include the practical—day and time of monthly meetings.

Minutes of August 9 Board Meeting - Minutes were unanimously approved.

Treasurer's Report:

Reviewed and approved August Treasurer's Report with previously missing descriptions added and final N/A lines removed. Reviewed and approved September Treasurer's Report.

FY2023 YTD Budget for August tabled for email approval after computer glitch worked out.

Committees:

Garden Administration

Three new gardener applications, all from the Open House at the garden. All but seven gardeners have responded to the email sent about plots that will be affected by the Senior Raised Plot Project. A reminder letter will be sent to them to let us know when they will finish gardening this season. The four plots along the East fence are clear for the first phase of the project beginning September 26 & 28th.

Garden Operations

Irrigation: Doyle will change timers from every other day to every third day. Doyle will remove timers and discontinue drip irrigation when freeze is in forecast. Hand watering will remain available as needed.

Rodents: There is more vole activity than in past seasons, tunneling under the plots so individual fencing is ineffective. Gravel at bottom of new plots may offer some deterrent. Enviropest used poison in surface traps early in the season. Ren contacted considered a company in Castlerock for a vole consult but they would charge a fee to come look. Clara has had good success in her plot with Ketch All Mouse Trap. She caught 15-20, with as many as five at once over the last couple of months. Live trapping of Wyoming Ground Squirrels was effective this season albeit labor intensive; we might have to try this next season for voles, although traps are expensive.

Pruning: Shrubs in picnic area encroaching on space, and need to be pruned. There is a need to research recommendations on fall vs spring pruning for each plant. Claire and Kim already looked into pruning the Hot Wings Tatarian maple in SW corner and CSU Extension Plant Select recommendation is to prune them in the Spring just after they leaf out (less sap and sprouting that will die back in Fall freeze). Craig Seaver (who helped Kim with the cherries this year) will mentor Kim and Ren in the spring.

Diversity Working Group

Volunteers for Senior Plot Raising Project - YMCA Elevate Gap Program volunteers will come on Tuesday, Sept 26th and Thursday, Sept 28th 9a-12p. Kim will facilitate Tues 9/26 and Ren will facilitate Thursday 9/28.

Eagle Rock School Volunteer Outreach Program has again proposed new revised dates and times of availability around their campus schedule. They now propose Saturdays, Oct 7th & 21st, Sunday Oct 22nd, and November 4th & 18th, if needed. Time proposed is 12:30-4:30 for all dates. Kim can facilitate all these dates. She asked both groups to bring work gloves. We will supply water and a snack; purchased as expense from restricted grant funds.

EPHS Students also are a possibility; inquiry is pending.

Doyle said it is likely that the restroom attached to the small pavilion near tennis courts will be open all Fall/Winter since this has been the case for several years.

Kim will pursue heavy duty wheelbarrows offered by gardener Joan Sapp. Doyle thinks this could be a possible "choke point" to keep the volunteers busy; there is a need for 3-4 minimum.

Jessica/Nick will loan circular saw with 4" draw.

Clara will loan cordless drill with battery pack(s). Doyle has one as well.

Doyle has a tile saw for concrete pavers.

We will try to use power from our solar inverter; otherwise the EVRPD has offered one of their generators.

Events and Publicity

Deborah would like to write an article about the Senior Plot Raising Project for the Estes Park News. Doyle suggested the thrust of the article should be to acknowledge the contributors— Village Thrift Store Grant, volunteers (YMCA Elevate Gap Program & Eagle Rock School students) and EVCG gardeners, as well as promoting the project. Deborah will circulate a rough draft for board review.

Deborah has meeting with Barbara Jo at Estes Park Library about “Seed Catalogue” at the library as well as the Seed and Plant Exchange Event proposed for January 2024 at library.

Kim attended the original meeting and offered to be a part of this working group. Deborah will forward emails.

Calendar

Leslie agreed to maintain the calendar going forward.

Leslie agreed to give a short 10 minute talk about the garden at Presbyterian Church Oct 3rd at 1 pm. Doyle said he would send our garden orientation PowerPoint as a resource.

We still need to decide on the Fall Garden Clean Up date & Strategic Planning Meeting date. It was proposed move to strategic planning to November or December date.

Old Business

Senior Plot Raising Project. Home Depot twice delayed the scheduled delivery of wood and cinder block. We might get a 10% discount because of the delays. The delivery is now scheduled for Monday September 25th, so we are still on track for project start on the 26th. High Plains Excavation delivered 30 tons of topsoil. Delivery of gravel was twice delayed and is now pending for Monday or Tuesday. Soil Rejuvenation is supposed to deliver dairy compost and composted hardwood humus next week. Clara suggested horse manure from RMNP stables as alternative purchased compost.

Officer Recruitment/Coverage—President & Secretary. Doyle will preside over October board meeting.

Bylaws Review - Finalizing the cleaning up and streamlining of the by-laws, incorporating multiple approved amendments, remains unfinished. Ren recommended that this be tabled to the December meeting.

New Business

Volunteer Hours Tracking - Ren circulated a proposal for tracking volunteer hours, mainly for the purpose of acknowledging gardeners' work and contributions. Doyle would like to discuss in the context of a broader discussion on volunteerism. Claire suggests adding this as a topic at the Strategic Planning Meeting this winter.

Parking Situation with Tennis Courts - Ren reported this was an issue during the construction of the new courts, not currently.

Monthly Board Meeting was adjourned at 8:20.

Executive Session: Election of New Directors

Clara Logue was unanimously elected to serve as director until July 2025. Jessica Beychock-Boyer was unanimously elected to serve as director until July 2025. Claire will inform Clara and Jessica.

Board members again thanked Claire for her vision and many years of serving the EVCG.

Executive Session was adjourned at 8:30 pm.

2023 EVCG Sept. Treasurer Report					
Date	Processed Transaction	Check #	Memo	Amount	Balance
07/12/23			Bank Balance		15,841.39
08/18/23	Debit		Amazon Marketplace	(83.20)	15,758.19
08/21/23	Debit		WIX.com	(14.95)	15,743.24
08/21/23	Debit		Zoom.US	(17.38)	15,725.86
08/21/23	Debit		WIX yearly (recurring)	(72.00)	15,653.86
09/05/23	Debit		Town of Estes (Water)	(216.26)	15,437.60
			Total Bank Balance		15,437.60
	Outstanding Transactions				
	None				0.00
	Reserve Fund				
			Insurance Deductibles	(3,000.00)	
			Fund for Unexpected Expens	(2,000.00)	
			Total Reserve Fund		(5,000.00)
	Grant Restricted Funds				
			Village Thrift Grant		(7,636.00)
	Unobligated Funds				2,801.60
				-	

2023 EVCG CALENDAR - Last update 2023-09-22

[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>	x
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	x
APRIL		
4/1/2023	Plots open to waiting list	x
4/1/2023	Email to gardeners re: April 13 educational program	x
4/11/2023	Reminder email to gardeners re: April 13 educational program	x
4/12/2023	BOARD MEETING	x
4/13/2023	Educational program 1-2 pm via zoom - Tomatoes	x
4/16/2023 & 4/20/2023	Gardener Orientation	x
MAY		
5/10/2023	BOARD MEETING	x
5/13/2023	Spring Start-Up Day 10 - 3	x
5/15/2023	Form 990 N or EZ due; upload copy to Google Drive	x
5/15/2023	Renewal of CO Charitable Solicitation registration due; upload copy to Google Drive	x

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	X
6/4/2023	Spring Work Day #2 10:00 – 1:00	
6/14/2023	BOARD MEETING	x
JULY		
7/12/2023	Send notice of Use Permit renewal to EVPRD	
7/12/2023	ANNUAL MEETING - ELECTION OF OFFICERS AND DIRECTORS	x
7/12/2023	BOARD MEETING	x
7/13 – 7/16/2023	Lock gates for SnowyGrass Festival, Thursday 7/13 pm – Sunday 7/16 pm	x
August		
8/5/2023	Garden Potluck 5 pm	x
8/6/2023	Crossroads produce collection/delivery begins – weekly through August 27	
8/9/2023	BOARD MEETING	x
8/15 – 9/15/2023	Senior Plot Raising Project – Material Procurement phase	
8/20/2023	Deadline to execute EVPRD Use Permit renewal and pay \$1.00; upload copy to Google Drive	
8/26/2023	Open House at the Garden, 10 am – 1 pm	x
8/28/2023	Senior Plot Raising Project planning meeting – 1:00 @ Garden	
8/28 – 9/30 2023	Senior Plot Raising Project – Prepare for Build phase	
SEPTEMBER		
9/7 - 9/10/2023	Scotfest – Garden locked Thursday 9/6 pm – Sunday 9/10 pm	
9/20/2023	BOARD MEETING – <i>Note: 3rd Wednesday</i>	
9/15/2023	CO Secretary of State Periodic Report due; upload copy to Google Drive	
9/30 – 11/5/2023	Senior Plot Raising Project – Plot Construction Phase	
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)	
All of October	Senior Plot Raising Project Continues	
10/11/2023	BOARD MEETING – 5:15 pm	
NOVEMBER		
Early November	Senior Plot Raising Project Continues	
11/8/2023	BOARD MEETING	
DECEMBER		
12/8/2023	<i>Garden Admin Committee: Garden Policies reviewed, updated and approved by full Board; Strategic Planning Meeting</i>	
12/13/2023	BOARD MEETING	
12/31/2023	Board members' 2023 Conflict of Interest Statements signed and submitted; upload to Google Drive	
2024		
2/19/2024	Senior Plot Raising Project – Project Completion Report Due	
3/1 – 4/30/2024	Senior Plot Raising Project – Add Irrigation Lines & Compost	