

## DECEMBER 2024 BOARD MEETING MINUTES

**Date and Time:** Wednesday, December 18<sup>th</sup>

**Time:** 5:00 to 6:00PM

**Place:** The Pines

Attendees: Ren Gobris and Deb Bruce

Zoom: Stacey Winsor and Linda Brown

Absent: Susan Porr and Jessica Beychock-Boyer

### **Announcements:**

1. We are pleased to announce that EVCG was awarded \$936.86 during the month of December from the Estes Nonprofit Network's Giving Guests Program. The award was unexpected and a complete surprise.
2. Due to recent EVCG Board changes (additions and subtractions) records within the Secretary of State's office were updated by Linda and Ren.
3. The third annual installment of insurance was paid.

### **Meeting Minutes:**

#### **The Following Reports Were Approved:**

Deborah made the motion to approve, and Stacey and Linda seconded.

1. November Board Meeting Minutes
2. November Statement of Cashflows
3. November Statement of Activities

#### **Financial Review:**

A quick review of EVCG finances was conducted. The Garden finds itself in very good financial condition as compared to 2023 at this time. Some highlights include:

- Current checkbook balance of \$10,170.60 vs \$7,200 of last year.
- Current Unobligated Funds of \$4,186 versus \$2,276 of last year.
- Grew Unobligated Funds by \$1,910 (equivalent of 23 garden plots @ \$80)
- VTS Remaining Funds \$1,455

#### **Actions:**

1. Follow up with Susan Poor to ensure only Ren and she have debit cards.
2. Follow up with Zoom to ensure that our autopay was set up correctly.
3. Follow up with the insurance company to ensure that autopay is set up correctly.
4. Set a date for the next Finance Committee meeting where discussion of the 2025 Budget will begin.
5. Deb has agreed to write a Thank You letter to Estes Non-Profit Network for their generous gift.

**Annual Report Update:**

- Draft December financial statements were prepared for the purposes of the writing of the annual report and budgeting.
- Linda Brown reported that she has yet to calculate the number of volunteer hours worked by the various volunteer groups for the year, BUT that she will do so soon. This information is important since it will be used for 2025 Grant writing and 2024 Annual Report writing purposes. Ren reports that he is available for training purposes should that be necessary.
- A copy of last year's Annual report was sent to Susan Poor to use as a guide in writing the 2024 Report.
- In line with past procedure, the Board hopes to get the Annual Report out in early January.

**Actions:**

1. Ren to follow up with Susan to ensure the Draft Annual report is underway.
2. Linda to complete volunteer hours.
3. Ren to finalize the 2024 financials for purposes of budgeting and annual report writing.

**2025 Budget Presentation:**

1. A brief discussion about the preparation of the 2025 Budget was conducted.
2. Board members were asked to think about what they would like included in the budget. They were asked to identify what tools may need to be purchased, what repairs and improvements may need to be made, what "special programs" they may wish to implement, and to otherwise determine what and how much money will be spent during the year. It was emphasized that at this stage in the process that there are "no bad ideas" since even "bad ideas" often lead to discussion that turn into "good ideas."

**Actions:**

1. Each Board member is tasked with submitting ideas for 2025 Budget.

**2025 Rules and Contracts:**

In conjunction with the 2025 Budget, the "Garden Annual Contract" and "Garden Rules" need to be updated. Specifically, new plot pricing for 2025 needs to be established and rules to deal with "trees being planted in garden beds" and "consequences for bullying" and/or "improper use of email and social media" need to be addressed.

1. Review and update the 2025 Garden Contract
2. Review and update the 2025 Garden Rules
3. Create a “2025 Revenue Reporting Spreadsheet” to properly record revenues and plot assignments.

### **Grant Updates:**

January and February are busy periods for the purposes of completing 2024 Grant Finalization Reports and for applying for new 2025 Grants. It is envisioned that the Board will seek grants from the Estes Valley Rotary Clubs and VTS once again this year. **Because Grants eat up so much time, it is important that the annual report and budgeting process be completed as soon as possible so that Grants are given the time they require.**

Deb reports that she has identified Kent Smith as the maker of the signs currently found at the Garden. It was suggested that Kent be approached to make a sign specific to thanking VTS for their past contributions.

### **Actions:**

1. Design a “VTS Thank You and Recognition sign” sign suitable for manufacturing by Kent Smith and posting at the Garden.
2. Review both VTS and Rotary Grant applications to ensure all grant details have been met and to establish a plan for correcting anything that is yet undone.

### **Google Drive Cleanup:**

Maintaining records on Google Drive has proven to be challenging for the Garden since Board membership changes so frequently. As a result, and going forward into 2025, it was suggested that records be maintained on “an annual basis” versus “by subject matter.” Under this scenario, files will be stored in separate folders under the year in which they occur.

For example, someone interested in finding “cashflow statements” for 2025 would simply look up the 2025 folder and drill down to the various folders found there, one of which would be “cashflow statements.” Although this is a great departure from past practices, the simplicity of the system is seen as advantageous.

### **Actions:**

1. Linda is to work with Ren to set up the file hierarchy

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2. Ren has agreed to meet with both Stacey and Linda as they may believe required to ensure they have access to Google Drive.

### Volunteerism:

As discussed above, Linda has agreed to maintain our volunteer work hours going forward.

### Actions:

1. Linda is to update the 2024 hours worked
2. Linda is to ask Ren for help as needed to create new spreadsheets for tracking 2025 performance.

### Theft Update:

Deb has reached out to EVPRD to discuss possible options for dealing with the rash of stolen vegetables we've experienced during the 2024 growing season. She has identified John Peterson as the EVRPD contact who may be able to help.

### Action:

1. Follow up with John Peterson to discuss potential solutions.

### December Action Summary List:

Responsible Person	Action
Ren	Follow up with Susan to ensure the bank debit cards are issued only to Ren and Susan.
Susan	Go to the Bank of Estes Park, as may be necessary, to complete paperwork to ensure that only Ren and Susan are authorized as having debit cards.
Ren	Follow up with the insurance company to ensure autopay is set up correctly.
Jessica & Stacey	Update the website and Drive with <b>September, October, and November</b> Financial Statements and any missing Board Minutes as may be necessary.
Ren	Set a date for the next Finance Committee Meeting
Deb	Write a Thank You letter to Estes Non-Profit Network for their recent generous gift.
All	Design, manufacture, and post a sign at the Garden noting the financial help that VTS has provided the Garden through the years.

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Ren	Review both VTS and Rotary Grant applications to ensure all grant details have been met and to establish a plan for correcting anything that is yet undone.
Ren	Check to ensure our Zoom autopay has been set properly.
Susan	Prepare the body of the 2024 Annual Report
Ren	Update and finalize the 2024 financial reports for purposes of budgeting and the annual report
Linda	Calculate the number of volunteer hours and tabulate the number of partners that participated in 2024 EVCG improvement projects.
Ren	Pick up the mailbox key from Stacey and begin to pick up mail over the next few winter months.
All	Develop a” wish list” of items for purposes of generating the 2025 annual budget.
All	In conjunction with developing the 2025 budget, review and update the annual contract.
All	Review and update Garden Rules
Ren	Set up the 2025 Revenue Recognition Spreadsheet to track performance and plot assignments.
Ren & Linda	Meet as may be needed at the request of Linda to transition the volunteerism spreadsheet from Ren to Linda and to get Linda access to Drive.
Ren & Linda	Set up a 2025 Google Drive folder and subfolder hierarchy for annual recordkeeping purposes.
Linda	Set up a 2025 Volunteer Spreadsheet to track performance
Ren & Stacey	Meet as may be needed and requested by Stacey to get Stacey access to Drive.
Ren	Send Board members a report that was written last year on composting being done by Kim Sliniger at EVRPD. Jessica sent this out last month, but some board members report not having received it.
Deb	Follow up with John Peterson, EVRPD, about what can be done, if anything, to combat our stolen vegetable problem.