

EVCG Board Meeting Notes – November 16, 2023

Time: 5:00 to 5:38

Place: ZOOM

Attendees: Ren Gobris, Leslie Alexander, Clara Logue, Deb Bruce, Jim Bruce, Jessica Beychok-Boyer

Absent: None

Special Guests: None

Meeting Purpose: This meeting was the regularly scheduled board meeting that was postponed from November 8th. In preparation for the meeting, Leslie sent out the October Board Meeting Notes, an updated calendar, and the October Operations report.

General Discussion:

Largely due to issues related to the inability to share screens in Zoom and the failure on the part of Ren Gobris to send out a formal agenda prior to the meeting, discussion was intentionally limited to be considerate of everyone's time. A primary goal of the meeting was to present the November Treasurer Report as well as the October and November Budget Reports. But the inability to effectively share screens stymied the effort. Yes, this new board, or at least its president, is still learning!

These "meeting notes" are prepared with the following three goals in mind. First, they document certain actions and decision that were taken over the past month. Second, they form the basis of items we hope to accomplish over the next month. Many of the due dates on individual goals coincide with the next board meeting on December 14th. Finally, they identify longer terms goals and objectives (in no order) to be realized before the 2024 growing season begins.

Any suggestions for improvement to using this "goal oriented" approach is GREATLY welcomed and appreciated.

It is envisioned that documented actions will be reviewed at each successive board meeting, and new actions will be added. Tables are much easier and faster to review. Their use therefore generally results in better overall team accountability and performance.

Decisions and Actions taken over the last month included:

Item Number	Responsible Person	Action	Status
1	Ren & Leslie	Met with Claire Hanson on 11/7 to review required paperwork to finalize recent board changes. These are as follows:	Done
1a		Document Election Certification of Clara Logue	Done
		Document Election Certification of Jessica Beychok-Boyer	Done
		Document Election Certification of Ren Gobris as President	Done
		Document Election Certification Leslie Alexander as Secretary	Done
		Document Resignation of Doyle Baker	Done
		Document Resignation of Kim Muench	Done

		It was decided that the role of VP would remain vacant for the foreseeable future.	Done
1b		File the preliminary planning for, and the meeting notes associated with, the October 26 Special Meeting on Coordinators and Committees as chaired by Doyle Baker	Done
		File the talking points for, and the meeting notes associated with, the November 1 Special Meeting on New Board short term and long-term goals and objectives as chaired by Ren Gobris	Done
2	Deb	Deb attended a L. Pomar Foundation seminar to learn more about them and potential grant money.	Done
3	Leslie	Leslie sent out a summary of Sponsored Plots noting the number of sponsored plots versus the number of those plots that were actually paid for. Not all sponsored plots are currently being paid for.	Done
4	Leslie	Leslie reviewed past meeting notes to see if there is anything worthwhile about vole management and the pest company from the Castle Rock area that may be helpful in advising us. Unfortunately, nothing worthwhile was uncovered.	Done
5	Leslie	In preparation for issuing a satisfaction survey later this year or early spring, Leslie sent out a copy of our existing annual survey for board member review and potential change.	Done
6	Deb/Ren	An article was written and published in the November 10 th edition of EP News which focused on thanking our volunteers and partners.	Done
7	All	Major progress was made toward the completion of our VTS Projects. Over the last week of the project some 15 people donated their time. At the close of the season, about 80% of the project is considered complete with only the last layer of soil and reconnection of the driplines remaining.	Done
8	Doyle/Ren	The garden was closed for the season. Old plot foundations and remaining weed bags were taken to the transfer station. The remaining VTS project lumber, irrigation equipment, and furniture were placed in the shed. Red Benches were returned to Leslie. The shed and gates were locked.	Done

Upcoming Priorities For the month of December Include the Following:

Item	Responsible Person	Action	Due Date	Status
1	Jim/Ren	Update both Treasury and Budget Report Format for better overall clarity, understanding, and ease of use.	ASAP	
		Approve November Treasury Report	Dec 14th	

		Approve October and November Budget Report	Dec 14th	
2	All	Prepare the Annual Report for publication in December or early January	Jan 11 th	
	Ren	Write the Report	Dec 14th	
	Ren/Jim	Prepare Financials	Dec 14th	
	All	Obtain Board Feedback & Approval	Dec 14th	
	Leslie	Publish to last year's list of gardeners, sponsors, and partners.	Jan 11th	
3	Deb/Ren	Meet to discuss ways and means of creating a winning board culture	Nov 18 th 1:30 @ library	
4	Ren/Leslie	Schedule an informal board meeting with the Boons.		
5	All	Review satisfaction survey that was recently sent out by Leslie. Suggest changes as deemed appropriate by emailing back to Leslie. Please strive to have these sent back and tabulated by Dec 5 th to be available for discussion at the next board meeting? If you have nothing to add, please reply as such, so we know you have weighed in.	Dec 5 th	
6	Leslie	Prepare a Thank You note to Garden volunteers who participated in our last work week. The amount of work they did was amazing and truly deserving of thanks.	Dec 14th	
7	Ren/Jessica	Meet to discuss the development of a draft questionnaire or census to determine how age impacts volunteerism AND more specifically how to use age as a determining factor when awarding the new VTS tall plots.	ASAP	
8	Ren/Jessica	Meet to discuss the development of a first draft strategy for issuing tall plots to seniors and other garden members. The primary focus of the draft is to identify the parameters on which a strategy could be based. The following have been identified as having at least some relevance to the development of a strategy: Age; physical disabilities; sponsors; past volunteerism; and cost structure.	ASAP	

9	Ren/Jessica	Meet to discuss 2024 fee structure and potential alternate sources of revenue	ASAP	

Longer Term Goals

These goals are in no order and are presented to keep our eyes on the long-term big picture. Please add to this list as ideas, no matter how seemingly insignificant the idea may be. There are no bad ideas because often even bad ideas turn good after further discussion. Only some of these goals have been assigned as was previously agreed.

Item	Responsible Person	Action	Due Date	Status
1	All	Investigate the need to develop non-traditional approaches to funding such as crowd funding, drawings, and direct pleas to gardeners themselves.		
2	All	Prepare a short biography of each board member and arrange that a photo be taken for future communication purposes.		
3	All	Develop a Spring 2024 Orientation Program		
4		Update the Sponsor Rules and Program		
5	All	Approve and Issue the satisfaction survey		
6	All	Review and update 2024 plot pricing		
7	All	Create/approve tall plot distribution policy		
8	Clara/Jim	Establish closer relationships to local hardware companies to obtain discounts on much needed garden tools.		
9	Clara	Develop a list of tools needed at the garden		
10	All	Determine how to best manage Kim’s departure as it relates to Publicity, Events, Partnerships, and Volunteerism.		
11	All	Form a committee to update Bylaws		
12	Clara	Do some research into the life cycle, management, and control of voles AND to prepare an initial plan of action to better control them in the community garden		

13	All	Write a letter to the gardeners describing the recent changes in the board and perhaps what the new board's priorities may be.		
14	All	Determine if the Garden should participate in the 2024 Duck Race. Jessica has agreed to attend should the board wish to go forward.		