

Estes Valley Community Garden Board Meeting Agenda

Wednesday, August 9, 2023

4:00 pm via Zoom

- Announcements

- Secretary's Report
 - Approval of July 12 monthly meeting Minutes
 - Approval of July 12 Annual Meeting Minutes

- Treasurer's Report
 - Review and approve August Treasurer's Report
 - Review and approve FY 2023 YTD Budget
 - Adobe Acrobat subscription?

- Committees:
 - Garden Administration
 - Garden Operations
 - Diversity Working Group
 - Grants & Gifts
 - Events & Publicity
 - Open House
 - Publicity transition

- Calendar review [current version attached]

- Old Business
 - Tall plot conversion project planning
 - Dates
 - Volunteers
 - Materials storage
 - Officer recruitment or coverage – President, Secretary

- New Business

- Adjournment

- Next meeting will be Wednesday, September 20, 4:00 pm via Zoom. Claire will be available to preside.

Estes Valley Community Garden Board Meeting Minutes
Wednesday, August 9, 2023

The meeting was called to order by the President, Claire Hanson, at 3:59 pm via Zoom.

Those in attendance were Leslie Alexander, Doyle Baker, Deb Bruce, Jim Bruce, Ren Gobris, Claire Hanson, Kim Muench.
Absent: none.

Announcements – none.

Minutes of the July 12 Board meeting were unanimously approved.

Minutes of the July 12 Annual meeting were unanimously approved.

Treasurer's Report -2 deposits were made. Jim will send an updated report as soon as Doyle sends information about debit card expenses. The August treasurer's report will be on the September agenda for final approval. Doyle reported that line-items water, pest control and plot preparation are under budget. EnviroPest only charged us for one treatment so far. Claire reported that an Adobe Acrobat subscription that costs about \$13/month will be needed by the Secretary for use with Corporate Book Documents. It's useful for making PDFs, combining documents and fillable forms. Ren found it very useful in his business. The Board will look into this.

Garden Administration – We received an email from a resident who has seeds she would like to donate. Deb and Kim will respond to her about the Library exchange seed bank. Doyle stated that seed sharing and exchange would be valuable for EVCG. Next season we will have a seed exchange in the garden and publicize it but this donation will go to the library.

Garden Operations – Ren emailed his report, attached. Highlights/decisions/action items:

- Pest Control: Squirrels are mostly gone. There is an abundance of voles this year even in the tall plots. Some gardeners are setting their own traps. There was discussion about the possibility of using individual traps marked with flags and gardeners disposing of voles at home. Gardeners are frustrated. Ren will look for a local company to see if a one-time application instead of a season-long contract can be found. Professionals use a slow-acting poison that has a gag reflex in critters except for voles. Ren applied an OMRI approved substance outside the fence and it hasn't had an impact.
- Irrigation and Water: There was a water system break and Ren is working on it.
- Mowing and Trimming: Battery replacement is needed for the trimmer. A brush cutter might be better for next season.
- Doyle would like to activate the green waste program next season if the overall budget looks good.
- There has been a decline in volunteerism this season and the Board will discuss having a core of 10-12 dedicated people next year.

Diversity Working Group – Kim emailed her report. Highlights/decisions/action items:

- The Eagle Rock students will be available Saturday mornings. She will ask for volunteers every Saturday in October. Specific tasks need to be listed: hauling blocks, filling wheelbarrows with dirt/rocks. Kim will work on an email and share it with the Board before sending.
- Also needed are 2 or 3 able-bodied persons who are physically fit in addition to Doyle and Ren. Ren will contact Clara Logue and Jessica Beychok-Boyer and Kim will contact Jim Miller. Kim will contact Erinn Wharton about a teacher at the high school who is looking for projects. And she will discuss liability issues with Erinn.
- Prep work will be done during the week and labor on Saturdays.
- A heavy-duty wheelbarrow will be purchased and others will be borrowed
- Doyle, Ren and Kim will meet on August 28 at 1p.m. to discuss supply lists and timelines.

Grants & Gifts – Nothing to report.

Events & Publicity –

- Kim reported that the potluck had a good turnout. The pop-up shade structure worked well and it was suggested one be purchased for the garden.
- Community Garden Open House, August 26, 10 am – 1 pm.
 - o Ren, Deb and Leslie will be there to act as hosts.
 - o *EP News* article and email to gardeners: Use bullet points, ask gardeners to invite their friends and neighbors and perhaps put something in *Estes Park Living* and *Jibber Jabber*.
- With Claire leaving, someone is needed to work with Michaela Ferguson to feed her content to put on the website, submit monthly garden columns for the papers if we decide to continue that and write press releases when there's an event. We discussed the value of columns – they make the garden visible to the community. We need people to take on specific tasks. We can ask the gardeners if anyone has expertise in publicity.

Calendar review - Current version attached.

-Claire will add the fall tall-plot conversion dates and the Oct. 3 PEO chapter meeting. Doyle will check his availability to do a 10 minute presentation at the Presbyterian Church followed by Q & A.

Old Business

- Officer Recruitment: There have been no responses to our requests. We discussed the need to identify functions of officers and rethink how to staff so we can keep the garden going. We need to understand exactly what needs doing and what individuals actually want to do. Claire is the last of the Founders . The smaller the Board, the more tasks each member has to take on.
- We can ask gardeners if they have skills for a particular task but not be on the Board.
- If we can't get more people on the Board we could turn the garden over to the town or just have a bare-bones garden. Jim suggested that if we have to lose some functions we could lose publicity but it could come back if we get a volunteer.

New Business

- Tall plot conversion project planning continues
 - o Dates – Doyle circulated a Gantt chart last month showing begin and end target dates for each project component, beginning late-August and ending early November.
 - o Volunteers – Urgent need is for several experienced DIY/construction gardeners to help with training and supervising volunteers. Weekends September 30 - October will be a focus for construction.
- Deb offered to be president. She has chaired meetings in the past.
- Claire has prepared Publicity (Emailed to the Board on 8/1) and Secretary Handbooks and will prepare a President Handbook. Deb volunteered to work on publicity.
- Doyle will chair the October meeting as he's the Vice-President.

The meeting was adjourned at 5:37 pm. The next regular Board meeting will be September 20, at 4:00 pm via Zoom.

Submitted by Leslie Alexander

Treasurer Report for 2023-08-09 meeting will be re-submitted for approval at the September meeting.

YTD Budget will be updated for approval at the September meeting.

DIVERSITY WORKING GROUP REPORT For August 9, 2023 Board Meeting
Submitted by Kim Muench

AS PERTAINS TO SENIOR PLOT RAISING PROJECT:

7/25/23 received return email from Courthney Russell, Jr. MD Residential Life Coordinator at Eagle Rock School. He is the third person from ERS to respond to my inquiry to partner with ERS students for our Fall 2023 Senior Plot Raising Project and for projects in the future. End of trimester. Scheduled FU phone meeting.

8/8/23 conversation with Courthney feels like he's ultimately going to be our liaison. He requested we send him an email with specific project information re: dates, number of students needed, and other pertinent details. He will bring to his team, get approval and get us on their calendar. He anticipated that Saturday mornings in October would be their likely availability. Their current enrollment is 50 students. He suggested that small groups of students could be rotated in and out as needed. Email confirmation would be forthcoming within a couple of days even though they are on August staff break until 8/29.

ACTION ITEM: Request to draft above email to Courthney with Doyle if possible asap

ACTION ITEM: Request to draft an email to EVCG gardeners i.e. CALL FOR HELP FOR SENIORS PLOT RAISING PROJECT THIS FALL who, what, when, where details to enlist the most useful participants, etc. With Kim's info as contact/volunteer coordinator. Send when?

So far James Miller and, per Claire, Tanya Martin(from EP Senior Ctr) have indicated interest in helping with this project in some way. I have also enlisted my husband Tom Thomas (former carpenter/contractor in EP) when available

I can prepare a project volunteer list with contact information and availability

Propose project organizational meeting or ZOOM with Board Participants?
Date(s)?

Operations Report – August 2023

Operations Team Organization

We started out with a pretty solid group of volunteers for mowing and trimming, weeding, water monitoring, common plot watering, and even pest control. In recent weeks, however, volunteerism has dropped off to the Herculean efforts of only a few especially industrious volunteers. Hopefully, that is for good reason. It has been hot. And afternoon rains have likely kept volunteers at bay. With all that said, Louise Johnson, in spite of the heat and rain (perfect growing conditions for grass and weeds), has had unwavering dedication to keeping the garden mowed. And once again this year, Jim Redman has been a daily volunteer in pest control.

Pest Control

1. Additional live traps were purchased and put into service during the month of July. We now have 8 working traps that typically get checked at least 3 times a day. Kill traps that were purchased in previous years are stored out of reach from gardeners in the shed.
2. As of today (Aug 7th) we caught and released 124 squirrels this growing season. One-hundred-and-three were captured in July. Since August first however, squirrel activity has dropped off significantly. We've captured only 5 squirrels so far this month and haven't caught a single squirrel since August 2nd. Squirrels are known to begin hibernating by August, so perhaps our recent drop in capture rates is evidence that most of the damaging impacts from squirrel activity is behind us. By comparison, if memory serves me well, last year we captured approximately 170 squirrels.
3. Unfortunately, however, vole activity is currently very widespread. Voles have even been found within several of the high plots as well. Removing them has proven highly problematic. Unlike squirrels that appear to widely scatter after collapsing holes, voles typically move only a few feet away, often leaving one garden plot for the one next to it. I've had many conversations with gardeners over the past few weeks and some are completely frustrated. At least one gardener has taken matters into their own hands by placing mouse traps in the garden. I've removed dead rodents from these traps on several occasions. It may be worth having a discussion about purchasing vole traps and/or hiring a professional exterminator to perform a one-time service to reduce the vole population now that the peak of the harvest season is upon us.

Irrigation and Water

1. It was possible to leave the drip irrigation system off for much of the month of July. We have yet to use it a single day in August due to an unprecedented amount of rain.
2. A drip line in plot 19 was cut by a lawnmower. The line has since been repaired.
3. Gardeners continue to leave the hose lines on after use. To combat this, the hose lines are routinely inspected (and turned off when necessary) as part of our daily pest control walk-a-rounds.

Mowing and Trimming

1. The Black and Decker trimmer was replaced as approved by the Board. However, the battery was not replaced and currently holds a charge of only a few minutes. This is not yet significantly affecting garden appearance, but the battery should be replaced as soon as possible.
3. Since the EVRPD mowed the area outside the fence, garden volunteers have sought to keep a 4-foot path along the outside perimeter of the fence which is greatly helping to keep the garden looking good. The trimmed pathway also helps with rodent control, as rodents prefer to hide in tall grass.

Common Area Plots

Volunteerism with the weeding and watering of common area plots has dropped off significantly over the past month. Without the dedication of one or two individuals, these areas would be overgrown with weeds.

Green Waste

Weeding volunteers were given the combination to the weed waste box so they don't have to take common plot green waste home. In spite of the sign that asks gardeners to take their green wastes home, wastes continue to pile up in front of the weed box almost daily. These continue to be routinely gathered up by volunteers. They are then placed within plastic bags for storage in the green waste box.

Materials and Supplies

1. Nothing new to report.

New Topics

1. With the introduction of the new tennis courts across from the east garden gate, parking will become an issue. We've already experienced insufficient parking space on the east side as well as tennis players parking in the handicapped spot. Is this a matter that should be discussed with EVRPD?

Submitted by Ren Gobris

2023 EVCG CALENDAR - Last update 2023-08-10

[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	
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	
<i>Early October</i>	<i>EVICS Community Resource Fair (was 10/4/2022)</i>	
10/11/2023	BOARD MEETING	
10/21/2023?	<i>Fall Clean-up Day</i>	
<i>Late October?</i>	STRATEGIC PLANNING MEETING	
NOVEMBER		
11/8/2023	BOARD MEETING	
DECEMBER		
12/8/2023	<i>Garden Admin Committee: Garden Policies reviewed, updated and approved by full Board</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	