

**Date and Time:** Wednesday, November 19<sup>th</sup>

**Time:** 5:15 to 6:00PM

**Place:** Meeting Room – Talon’s Point Apartment Complex

**Attendees:** Deb Bruce, Linda Brown, Stacey Winsor

**Zoom Participants:** Ren Gobris, Jessica Beychok-Boyer

**Absent:** Susan Porr

**Special Guests:** None

### **Announcements:**

1. *Over the past few weeks Deb Bruce has taken over the duties of monitoring and replying to Garden email. This is a huge step forward as the role had largely been vacated with the departure of Leslie Alexander.*
2. *Deb has also written, and had two articles published, in the EP News about events happening at the Garden.*
3. *The Garden water was turned off on Friday, November 1<sup>st</sup> this year.*
4. *The Garden’s Solar Panel’s Battery Storage Unit was removed from the shed for winter safekeeping. It will be stored inside (away from freezing temperatures) in Ren Gobris’ home for the winter.*
5. *The next Board Meeting will be held at the Pines on Wednesday, December 18<sup>th</sup> at 5:00.*

### **Meeting Agenda:**

#### **Financial Reports:**

The Finance Committee met for the first time in several months on Friday, November 8<sup>th</sup>. In attendance were Jim Redman, Ren Gobris, Susan Porr, and Linda Brown. The major conclusions of the meeting were:

1. Approval of the September and October Statements of Activity
2. Approval of the September and October Statements of Cashflows
3. Approval to move the balance of \$203.88 from the Falcon Ridge Project Restricted Budget to Unrestricted Garden Funds. With this move, the Falcon Ridge Project is now officially closed.

The move was made because the Garden had requested \$800 from the Sunrise Rotary in our grant application to be used for sponsorship plots (10 plots at \$80 each). But none of that money was spent on sponsorships (which had to be paid for through the Garden’s general funding). Instead, all Rotary funding was spent on Falcon Ridge infrastructure. This reversal of funds is deemed appropriate since the

Garden had originally requested \$800 for sponsor plots and had to use unbudgeted Garden unrestricted funds to ensure the ultimate success of the Falcon Ridge project.

4. Some November financial highlights include:
  - Current checkbook balance of \$10,197.98
  - Current unobligated funds of \$3,742.74
  - These are much higher than last year at the same time because several key budget objectives have gone unspent. For instance, the Garden did not move its finances into QuickBooks. And maintenance and repairs, the acquisition of new tools, and rodent control are all well underspent.
  - A total of \$3,796.12 was spent on the Falcon Ridge Project.
  - A total of \$1,455.24 of the VTS Grant remains unspent. This is deemed sufficient to finish the project in the Spring.
  - We noted exceptionally high water bills during the months of August, September, and October. This may point to a potential leak which we will need to be further investigated in the Spring. A pipe was found disconnected during recent garden bed upgrades which points to that possible conclusion.

**Actions:** With the approval of the September and October Financial Statements they now need to be uploaded onto the website and into Drive. Jessica and Stacy have agreed to work with each other to get this done.

### **Grant Review**

The Board did a quick review of the VTS and Rotary Grants. In summary, the Falcon Ridge Project (**Rotary Grant**) is now complete. The Community Garden Bed Upgrade project (**VTS Grant**) is near complete. Two tall plots, two low plots, and reconnection of the irrigation system remains to be done with VTS funding. These will be completed in the Spring.

Deb published two articles in the EP News thanking VTS for their involvement. Deb and Jessica participated in the Rotary Fall Festivals (Arts and Crafts and Beers and Brats). These efforts are important as they fulfill our mutual obligations under the terms and conditions of the grants that we received.

### **Actions:**

- A remaining requirement of the VTS Grant is to post a sign in recognition of VTS' support to the Garden in recent years. This sign needs to be designed, manufactured, and hopefully posted prior to the application deadline for VTS 2025 Grants (in the February and early March timeframe).
- Ren is to review both the VTS and Rotary Grant applications to ensure that all our obligatory requirements have been met. Once again, the aim is to ensure that

anything remaining undone be completed prior to the VTS and Rotary 2025 Grant application deadlines occur.

**ZOOM Update:**

The Garden was notified by email that the debit card used for our Zoom auto payment is due to expire in January. As a result, the settings in our account have since been changed to payment by ACH draft instead. Having the payment now directly tied to our checking account versus a debit card will eliminate the possibility losing service due to debit card expiration in the future.

**Action:** Finalize the change of payment request by replying to an email that Zoom will send after depositing and withdrawing \$0.01 into our account to establish connectivity.

**Secretary of State Notifications:**

Due to recent EVCG Board changes (additions and subtractions) records within the Secretary of State's office need to be updated.

**Actions:** Ren and Linda are to meet on Monday, November 25<sup>th</sup> via Zoom at 10:00 to update the records. Currently Ren is listed as the primary contact. That will not change. But corrections to the Board will.

**Annual Report:**

Historically, a Draft EVCG Annual Report is written for presentation in our December Board Meeting. This year that is December 18<sup>th</sup>. The idea is to be able to issue the report to Garden members, sponsors, and partners early in January.

**Actions:**

- Susan is to write the body of the report.
- Ren will send Susan last year's report to use a guide.
- Ren will also prepare the financial statements for the report.
- Linda will calculate the number of volunteer hours and tabulate the number of partners that participated in 2024 EVCG improvement projects.

**Mail Distribution Changes:**

The EVCG Secretary (now Stacey) typically picks up the mail at the Post Office and posts any mail directed to other Board members in the shed. This works well during the growing season but is burdensome in winter.

**Action:** Stacey is to have another mailbox key made and given to Ren (Treasurer) as most off-season email is either junk or financial in nature (bank statements, insurance notices, etc.).

**Bank Signature Card Update:**

Currently only Ren Gobris and Susan Porr have bank debit cards. Stacey and Linda have opted out. Ren has access to online banking.

**Action:** Susan to go to the Bank of Estes Park, and if necessary, to complete paperwork to ensure that only Ren and Susan are authorized to have debit cards.

**Volunteerism:**

In many respects, volunteerism is the lifeblood of EVCG and indeed any non-profit organization. In the past, Ren Gobris maintained a spreadsheet that calculated our volunteer hours and volunteer contact information. This is an important task, as properly maintained volunteer hours enables EVCG to thank volunteers as well as calculating hours worked for grant application, promotional, and other communication purposes.

Linda has volunteered to take over this critical activity and to begin to use the data to generate new ideas to improve the Garden's overall volunteer activities.

**Action:** Ren and Linda are to meet on Monday, November 25<sup>th</sup> to review the Spreadsheet and get Linda access to Drive.

**Composting:**

A discussion was had over the merits and possibility of composting at both Falcon Ridge and the community garden. Although no conclusions were made, and pitfalls such as increased rodent and insect activity, unsightly storage areas, and an increased risk of unwanted mold and bacteria propagation could occur if not done right, interest in composting remains high.

**Actions:**

- To add food for thought, Jessica agreed to send Board members the report that she wrote last year on composting being done by Kim Sliniger at EVRPD.

**Theft Update:**

The Board had a quick brainstorming session on what to do about the unprecedented number of stolen vegetables that had been reported over the past season. No new revelations were made. But it was decided that EVCG would reach out to EVRPD to discuss the matter.

**Actions:**

- Ren to send Deb our EVRPD contact, John Feeney’s, cell phone number
- Deb to follow up directly with John.

**November Action Summary List:**

<b>Responsible Person</b>	<b>Action</b>
Jessica	Send Mechaela’s (our web developer’s) contact information to the members of the Board for future use.
Jessica & Stacey	Update the website and Drive with September and October Financial Statements and any missing Board Minutes as may be necessary.
All	Design, manufacture, and post a sign at the Garden noting the financial help that VTS has provided the Garden through the years.
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	Finalize the Zoom auto payment method when connectivity to our account has been established.
Ren & Linda	Update EVCG Board Membership on the Secretary of State’s non-profit registration website.
Susan	Prepare the body of the 2024 Annual Report
Ren	Send Susan a copy of the 2023 Annual Report to use as a guide
Ren	Prepare the financial statements for the annual report
Linda	Calculate the number of volunteer hours and tabulate the number of partners that participated in 2024 EVCG improvement projects.
Stacey	Have another mailbox key made for the Treasurer’s use.
Susan	Go to the Bank of Estes Park, and if necessary, complete paperwork to ensure that only Ren and Susan are authorized as having debit cards.
Ren & Linda	Meet to transition the volunteerism spreadsheet from Ren to Linda and to get Linda access to Drive.
Jessica	Send Board members a report that was written last year on composting being done by Kim Sliniger at EVRPD.
Ren	Send John Feeney (EVRPD) contact information to Deb
Deb	Follow up with John Feeney about what can be done, if anything, to combat our stolen vegetable problem.

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