

Schuylkill River Park Community Garden (SRPCG) Steering Committee Meeting Minutes

Location: Hosted via ZOOM meeting due to COVID-19

Monday, April 13, 2020 7:15- 8:15 PM

Minutes Submitted by: Katie Tremont (A-1)

Present: Cricket Brosius (D-4), Maja Bucan (J-9), Lillian Cohen (E-2), Jerry Faich (I-1), Mary Lou Gross (I-2), Gino Insana (A-2), Mike Kihn (B-1), Pat Rohlfing (G-1), Katie Tremont (A-1), John Wagner (K-3), Linda Zaimis (City Harvest Manager) and Susan Kahn (J-6) CCRA representative

Not Present: No one

Guest: Sean O'Rourke (FSRP President)

Recorded by Katie Tremont. Approved by the Steering Committee on Monday, May 11, 2020.

Agenda Item	Discussion	Action/Responsible Party/ Timeline
Call to order & Approval of Minutes	Mary Lou volunteered to chair the meeting. Katie volunteered to take minutes. There were no further comments on the meeting minutes for March (3/9/2020 and 3/24/2020.) Motion to accept made and seconded. Next scheduled meeting is Monday May 11th, 7:15pm. Mary Lou will again chair the next meeting and Katie will take minutes.	<p>Katie: Send Steve minutes approved at this meeting</p> <p>Katie: distribute meeting minutes to SC following meeting today</p> <p>Katie: create ZOOM link for meeting on May 11th</p> <p>Steve: Post March minutes on SRPCG website</p> <p>All: need a volunteer to take laminating equipment from Steve and post monthly SC meeting minutes on bulletin board</p>
Treasurer's Report	<p>EXPENSE REPORT (Gino Insana: giovanni.insana@gmail.com)</p> <ul style="list-style-type: none"> ● Since annual meeting, incurred \$202.50 for John Bee plumber, Rittenhouse Hardware invoices totaling \$127.07. ● Mike suggests we shouldn't continue to incur expenses if they aren't being paid. ● Per Maja we need to follow-up with gardeners that have not paid for plot use for waiting list plots or tomato plots. ● Steve provided Gino with historic documents (i.e. Joan's monthly expense reports) via email on 3/20/2020 <p>Carryover:</p> <ul style="list-style-type: none"> ● Per Travis reimbursements have been on hold since 3/17/2020 when he confirmed with Katie CCRA office is closed ● \$353.90 is still owed to Jerry Faich for compost ● \$43.18 is owed to Linda Zaimis ● Katie confirmed with Trinity that \$275.00 payment for space reservation will be refunded when Trinity office reopens 	<p>All: All reimbursement forms should be sent to Gino Insana (giovanni.insana@gmail.com) and cc' the Steering Committee (steering@srpcg.org). Gino will send reimbursement forms and receipts to Travis at CCRA (centercity@centercityresidents.org). Please note: CCRA office currently closed due to COVID-19 pandemic but Travis responding to emails.</p> <p>Gino:</p> <ul style="list-style-type: none"> ● Follow up with Travis to reconcile and establish quarterly payment schedule (Michele had suggested first of January, April, July, October). ● Follow-up with Travis on ability to process reimbursements and outstanding payments ● Request bank statements for first three months of year

	<ul style="list-style-type: none"> ● Travis confirmed that CCRA paid 3 checks to SRPCG (October 27 2018, April 3 2019, May 11 2019) however, April 3 deposit doesn't appear on bank statement per Steve ● Travis had previously provided our bank statements for November 2018 – April 2019, the months after Joan's exit. Steve attempted to reconcile. ● Discussed building up a reserve at July 2018 meeting, writing grants for big expenditures such as plumbing, shed repair (Mike volunteered Cecily) 	<p>Susan: follow-up with "Bartlett Tree Experts" about 02/26/2020 bill for \$2,725.00 that should be reduced to \$2453.00</p> <p>John: forward message from Travis about fees for lottery plots and waiting list plots. John can give Gino information about incoming expenses.</p> <p>Maja: Forward email sent to Travis to SC (Gino to include in his email to Travis)</p>
New Business	<p>GUEST ATTENDEE: Sean O'Rourke (FSRP president - sorourke@bergmannpc.com)</p> <ul style="list-style-type: none"> ● will have a few contacts to provide about whom we can donate extra tools to ● Reports park is going thru re-development of a master plan for ● Survey went out in fall for feedback/ideas ● All encouraged to participate in final event to provide input to planning group (details of event to come - may be virtual or in-person). ● (1) Anyone interested in orchard for park? SC not interested ● (2) Fenced planters around the entry to park (Joan has helped in this area and it needs more support long-term) SC is willing to ask gardeners on the waitlist if they are interested in helping and connect them with FSRP <p>WEBSITE MAINTENANCE- Per Mary Lou - Steve Slaterbeck (slaterbeck@aol.com) said if we send the minutes to him following the meetings he will continue to post those on the SRPCG website. Thank you to Steve!</p> <p>NEED FOR NEW SC MEMBERS</p> <ul style="list-style-type: none"> ● Mary Lou: Scott Farrington would like to join the committee - committee is supportive and would like to welcome Scott to attend next meeting ● Jerry: will invite Jesse to join and get back to us ● Cricket: asked Mady (Lillian talked to her last year too) and she will ask her if she sees in the garden ● Lillian: contacted Carol Eaton to ask to re-join. Carol opted not 	<p>Sean:</p> <ul style="list-style-type: none"> ● get back to the steering committee with contacts to donate tools ● reach out to Sally Frazza and Steve Slaterbeck about if SRPCG website is hosted under FSRP and if a bill needs paid or website needs posted under different host <p>Need volunteer on SC: Send email to waitlist gardeners about opportunity to help FSRP with planting beds to park entry (include map to indicate location)</p> <p>Jerry: ask Jesse if interested in joining SC</p> <p>Cricket: ask Madie (spelling?) when see in garden if interested in joining SC</p> <p>Susan: follow-up with Sean on clarification if FSRP willing to contribute for pruning trees</p>

	<p>to, but she wants to stay involved with orientation and special projects</p> <ul style="list-style-type: none"> ● John: reached out to a couple via email that seemed interested but they were too busy <p>NEW GARDENER ORIENTATION (Lillian Cohen: lilliancohen@gmail.com) Lillian holding meeting for new gardeners tomorrow (4/14) and Thursday (4/16) (5 people responded they would like to attend). Mike assisting with these meetings. Carol Eaton will also be helping on Thursday.</p> <p>Per May Lou: Plum tree has been cancelled per the supplier. Mary Lou will try again in late summer for a fall planting.</p> <p>Question from Mary Lou - Can gardeners still sit at the picnic table and benches in garden? SC does not have strong feeling on creating a rule for this. Katie suggests encouraging gardeners to socialize outside the garden at a safe distance.</p> <p>SHADED PLOTS (Maja Bucan: bucan@penmedicine.upenn.edu) No new report</p> <p>Carry-over:</p> <ul style="list-style-type: none"> ● Susan notified John Studdy of Bartlett that he forgot to include 10% discount in bill. He will issue another invoice with the discount. Gino should ignore the first invoice. ● Steve reported that when asked, Sean O'Rourke of FSRP said at a joint FSRP/Markward Advisory meeting that FSRP will reimburse SRPCG for a portion of that invoice amount, and to ask Susan (susan.v.kahn@gmail.com). Susan wasn't aware of this. 	
Committee Reports	<p>PLOT ASSIGNMENTS (John Wagner: listmanager@srpcg.org) John confirms everything is paid for normal plots. 51 on waitlist.</p> <p>PLOT USE (Pat Rohlfing: rohlfig44@gmail.com) Gardeners expected to be active in their garden by May 1st. Committee decision made to wait and discuss contacting those that</p>	<p>Maja: Coordinate a March pruning day with Scott and offer as a work day substitute to Jerry's list.</p> <p>Pat: Follow-up on gardens that need attention</p> <p>Mike: Draw plan.</p>

have left to shelter in safer places (not in the city) until at least May 15th. Discuss again at May SC Meeting

CITY HARVEST (Linda Zaimis: linda.zaimis@gmail.com)

- Linda is not on SC as voting member, but planning to still attend meetings as City Harvest Manager.
- At least 20 people have agreed to host a plant via GoogleDoc and Linda has been placing cages in plots. Linda received plants on Friday, she has left extra plants on potting bench in garden. Anyone welcome to take them
- Linda does not need any extra help at this time

FACILITIES (Mike Kihn: michaelakihn@gmail.com)

Mike arranged to meet with Frankie from John Bee plumping to have water turned on.

WEEKLY CHORES (Mary Lou Gross: mlgross7037@gmail.com)

Mary Lou has contacted everyone who had not signed-up for weekly chores via GoogleDoc and there are 20 people left who have not signed up thus far

WORK DAY TASKS (Jerry Faich: gfaich@gmail.com)

- Second delivery of compost was not possible due to closures on supplies for COVID-19.
- Spring work day scheduled for Saturday, April 4th was cancelled due to social distancing
- Jerry is happy to look around work-day tasks needed at garden and post needs as they are noted.
- Some gardeners working on hedges this coming Friday (Mike Kihn and Ted Reed) need help from an additional 1-2 people.
- Overall garden seems to be in pretty good shape
- Gardeners can also email Jerry if they have completed something.

Carryover:

- Chore list includes ilex pruning, begin to eradicate ivy (can be done in stages, some now, some summer, some fall), scrape lantern bug egg masses, Neem oil suggested.

PARKSIDE PLANTINGS (May Lou Gross: mlgross7037@gmail.com,

Steve: Add 2019 Summer, Fall, work day photos. Post 2020 Plot assignments and new Wait List on website and shed.

	<p>Scott Farrington, Joan Wells) Mary Lou and others were able to get thru everything on the list to care for the parkside plantings.</p> <p>Carryover: Discussed replacing ivy along the walkways with less invasive and more aesthetic plants (eg. lavender, thyme, rosemary) can be done one section at a time.</p> <p>COMMUNITY/CHILDREN’S EVENTS (Katie Tremont: katie@srpcg.org) Spring Workday was cancelled and hence there was no education project. Ladybug release party will be postponed until further notice. Will try to hold in summer if possible, if not SC will consider other children’s event options for fall.</p> <p>COMMUNICATIONS Website: Steve Slaterbeck will continue to update as needed Bulletin board: Need SC volunteer to update this Facebook: Katie manages and posts updates/events Responding to Emails to SC: Need SC volunteer to respond to emails Wild Apricot: All emails from SC go through John who sends through Wild Apricot, with Cricket as proof-reader.</p>	
	<p>Next Steering Committee Monday, May 11, 2020 7:15pm.</p>	<p>Need volunteers to chair meetings in June and July and take minutes.</p>

Approval by Steering Committee pending for **Monday, May 11, 2020.**