

**APPROVED**

**Schuylkill River Park Community Garden Steering Committee Meeting Minutes**

**Markward Recreation Center**

**Wednesday, December 3, 6:30-8:00 PM**

**Minutes Submitted by:** Linda Zaimis, Alternate Secretary

**Present:** (Maja Bucan)/Scott Poethig (I-1), Carol Eaton (E-7), Lois Evans (Chair) (E-6), Christine Guiliano (G-2), Chris Henningsen (E-2), Jim Wells (J-7), Linda Zaimis (K-5)

**Not Present:** Margie Cole (G-7), Cecily Kihn (K-3), Michele Langer/Alan Cohen (C-7), Nicole Gortian (J-6), Wayne Rosenberger (Treasurer) (E-5)

*Recorded by Linda Zaimis, Alternate Secretary. Approval by the Steering Committee pending for February, 2015*

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action/Responsible Party/ Timeline</b>
Call to order & Approval of Minutes	Minutes of the November 5, 2014, meeting reviewed. Motion to approve by Scott, second by Jim. Minutes approved unanimously by voice vote.	Cecily will post on website and garden BB.
Treasurer's Report	Treasurer unable to attend meeting but the report was complete. The main expenses were for plumbing, quarry fines, info cards and work day supplies. Motion to approve the December report was made by Christine and seconded by Linda. Motion was unanimously approved.	
Chair Report	<u>Turnover in SC membership.</u> Lois confirmed names of garden members to approach for possible Steering Committee membership to replace 3 current members leaving the SC in 2015.	Lois will contact the identified gardeners re: their willingness to serve.
Committee Reports	<ul style="list-style-type: none"> <li><u>City Harvest.</u> Linda reported that the Garden donated 1,053 lbs. for 2014.</li> <li><u>Task Force to Review Garden Rules.</u> (1) Motion for the second vote to approve the changes made to the revised Garden General Rules documented from the October meeting made by Carol and seconded by Chris. Unanimously approved. (2) Carol circulated a version of the revised Garden General Rules document that incorporated proposed changes to the Violations and Penalties and Plot Use and Care Sections. The changes made clarifications and consolidated wording from multiple locations into appropriate sections. Additional wording was added clarifying the unacceptability of plot holders sharing their plot with persons on the waiting list and modifying the title of the document. Motion to approve made by Scott and seconded by Jim. Unanimously</li> </ul>	<p>(1) The changes will be incorporated into the document.</p> <p>(2) Lois will email all SC members for comments and elicit motion and vote to approve the changes via email. This will constitute the required second vote. Changes will be incorporated into the document and Lois and Christine will review the Lease Agreements (regular and waitlist) for consistencies with the Rules document.</p>

	<p>approved. This constitutes the first vote on changes as required in the Bylaws. The SC will take the required second vote via email as no meeting is scheduled in January and the changes need to be incorporated into the document prior to sending out the new leases for 2015.</p> <ul style="list-style-type: none"> <li>• <u>Facilities</u>. Chris asked for a volunteer to store several expensive garden tools in an offsite location. They were being stored by a gardener who is rotating out of the garden this year.</li> <li>• <u>Public Plots</u>. Flyers announcing the March Lottery for 5 garden plots are normally posted on the garden gates and in CCRA newsletters and in various locations throughout the neighborhood during February..</li> </ul>	<p>Linda agreed to store the tools and will arrange transfer.</p> <p>Lois and Margie will prepare the posters for distribution.</p>
Old business	<ul style="list-style-type: none"> <li>• <u>Plotholders' status follow up</u>. Two additional gardeners have voluntarily given up final year of their lease eligibility. Lois sent a certified letter with notification of the committee's decision to reduce the lease by one year to the gardener who had not complied with Garden Rules; the decision was accepted. Other gardeners in jeopardy have now performed tasks from the Fall Post-Workday list as required..</li> <li>• <u>Brick Pylon Repair</u>. All repairs were completed by Mr. Silva. Lois forwarded his invoice to Wayne.</li> <li>• <u>Dates for 2015</u>. After changing the time of the Annual Harvest Dinner from 6 PM to 5 PM, the 2015 calendar event dates were approved by general consensus of the SC members.</li> <li>• <u>Acknowledgement of special contributions this year</u>. Christine suggested sending a copy of the book <u>Seed Folks</u> by Paul Fleischman to the individuals mentioned in last month's minutes for a special thank-you. There was consensus for this recommendation.</li> </ul>	<p>Jim will update the spreadsheet of garden members.</p> <p>Wayne will approve the invoice and forward it to CCRA for payment. Lois will ask Sally Frazza to post the dates on the website.</p> <p>Lois will order copies of the book and send them out with the thank you notes.</p>
New Business	<ul style="list-style-type: none"> <li>• <u>Institutional Memory</u>. When new members join the Steering Committee, it can take time for them to become familiar with their committee responsibilities. Lois asked current members to document some instructions, hints, etc., regarding their jobs that can be used by future members to help them get acclimated.</li> <li>• At the February meeting new lease agreements and revised Guidelines and Rules will be prepared for mailing.</li> </ul>	<p>SC members will provide the documentation.</p> <p>Jim will explore preparation of mailing labels.</p>

	<ul style="list-style-type: none"><li>• Next Steering Committee Meeting, Wednesday, February 4, 6:30 PM.</li></ul>	
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*Approved by the Steering Committee on February 4, 2015*