

Schuylkill River Park Community Garden Steering Committee Meeting Minutes

Markward Recreation Center

Tuesday, February 5, 2019 7:00- 8:00 PM

Minutes Submitted by: Steve Slaterbeck (H-6)

Present: Lillian Cohen (E-2), Mary Lou Gross (I-2), Al Kelman(J-8), Andy and Karen Nicolini(E-1), Steve Slaterbeck (H-6), Katie Tremont (A-1), John Wagner (D-4),Linda Zaimis(K-5)

Not Present: Jerry Faich(I-1), Mike Kihn (B-1), , and Barbara Halpern CCRA representative

Recorded by Steve Slaterbeck, Secretary. Approval by the Steering Committee March 5, 2019.

Agenda Item	Discussion	Action/Responsible Party/ Timeline
Call to order & Approval of Minutes	There were no further comments on the minutes for December. Motion to accept made and seconded.	Approved by unanimous vote. Steve: Post January minutes on bulletin board and on website.
Treasurer's Report	<p>Transitioning treasurer responsibilities from Katie to Mary Lou. Mary Lou will handle invoices and administer incoming checks. Financial reporting responsibility tbd; Mary Lou will have a look at template to see if she's able. John suggested Mary Lou set up separate Treasurer email address for receiving invoices and reimbursement forms. Katie updated Expenditure Reimbursement Form with new CCRA address; Steve posted on website under Steering Committee tab, Important Documents.</p> <p>Carryover: Discussed building up a reserve at July meeting, writing grants for big expenditures such as plumbing, shed repair (Mike volunteered Cecily).</p>	<p>Katie: Provide treasurer material and outstanding invoices (2 Rittenhouse Hardware and 1 Trinity) to Mary Lou for processing.</p> <p>Mary Lou: Follow up with Travis to ensure plot fee checks are reported to her every Friday.</p> <p>Steve: Send Mary Lou template for Financial Report.</p>
New Business	<p>CCRA: No report.</p> <p>Drexel Compost Proposal: Therese Mathew, Drexel biology student, inquired about sharing Saxby's used coffee grounds with the garden to compost. Committee agreed in theory, but first need answers regarding quantity and logistics.</p> <p>Answering Emails: John will answer emails that are list-related. Steve, with Al as back up, will continue to field other emails.</p>	<p>Lillian: Send email with our questions to Therese, and report back to the committee.</p>

	<p>Emailing Gardeners: Until now we had been emailing gardeners using icontact, with Steve responsible for the 2018 season. With list conversion to CCRA's Wild Apricot, John is investigating sending emails through that system, eliminating our need for icontact.</p>	<p>Steve: Send John copy for next scheduled email to test on Wild Apricot. Next scheduled email is Annual Meeting reminder to send 1 week before the meeting. John: Ask Travis if another committee member (Steve?) may have access to Wild Apricot for the purpose of emailing gardeners. John and Steve: Determine protocol for sending emails going forward.</p>
Committee Reports	<p>Plot Assignments: John is working with Laurie to take over wait list administration. Leases mailed, and most have been returned. Not renewing so far: Bill Faust G-6. Taking sabbatical: Chris Barilotti D-7. Brings the total available plots for 2019 to 10. Andy Nicolini announced that he and Karen will take sabbatical. Committee invited Nicolinis to remain on committee during their sabbatical year. One gardener on the wait list hasn't paid CCRA dues and will be taken off of the waiting list. Lillian posted lottery plot announcement on garden gate. Deadline for receipt by CCRA is March 2.</p> <p>Members on the wait list be sent email for the 10 first come first serve wait list plots.</p> <p>Plot Use: Gardeners rotating out who have a cold planting extension must clear plots.</p> <p>City Harvest: PHS Annual Meeting is February 20 5:30-8:30 at their offices 100 N. 20th Street (20th and Arch). Attendance by one representative from the garden is required in order to receive seedlings and seeds for the City Harvest project. Linda will attend. Others welcome. RSVP required. PHS requires 10 volunteer hours as well. Linda is scheduled for 15 hours: March 13, 20, April 11, 10-2:00; April 25, 10-12. Others are encouraged to volunteer.</p>	<p>Andy: Confirm sabbatical and committee status by March 1. John: Email wait list gardener who has not paid CCRA dues.</p> <p>Lillian: Send lottery plot announcement to Travis to include in CCRA newsletter, and to our committee. All: Post or circulate lottery plot announcement where you see fit. John (or is it Lillian?): Email wait list mid-March.</p> <p>Lillian: Contact Jesse. Steve: Contact Bhavisha.</p>

	<p>Facilities: Mike following up with Ted Reed to sharpen hedge trimmers.</p> <p>Chores: Katie is good with taking over, with Linda's guidance.</p> <p>Workday: Five gardeners have not satisfied Fall Work Day, and due for make up work to carry over into next year. Agreed we would once again have a presenter at the next work day.</p> <p>Parkside Plantings: Wait list gardener Scott Farrington, has enthusiastically volunteered recently.</p> <p>Lat meeting: Discussed standing water in the corner north of the east gate and responsibility falls outside the garden. Belgian blocks from Joan's plot could be set aside to use for spring workday to create a border outside garden in areas where mud is an issue.</p> <p>Website/Email/Facebook: Steve keeping website updated. Katie assuming facebook admin from Joan.</p> <p>Community/Children Events: Need program for Annual Meeting and for Spring Work Day.</p>	<p>Jerry: Follow up with gardeners who have not satisfied their required Fall Workday commitment. Katie: Ask PHS for a presenter for Spring Work Day.</p> <p>John/Mary Lou: Scatter Epson salts around rose bushes in spring.</p> <p>Steve: Ask Sean O'Rourke of FSRP to add to their chores. Jerry: Add Belgian block placement as Spring Work Day chore.</p> <p>Steve: Post pictures.</p> <p>John: Ask Scott Poethig to give tomato presentation at Annual Meeting. Katie: Finalizing contract with Trinity for annual meeting on March 21st. Time confirmed 7pm with setup at 6:30 pm. Katie: Provide date for Ladybug Release Party by March 17, in time to include in the Annual Meeting Agenda.</p>
	<p>Next Steering Committee Tuesday, March 5, 7pm.</p>	<p>All: Think about prospects for the Steering Committee. Steve: Inform prospective member Pat Rohlfing of next meeting day. Linda: Inform prospective member Brooks Tanner of next meeting day.</p>

Approval by Steering Committee March 5, 2019.