

Schuylkill River Park Community Garden Steering Committee Meeting Minutes

Markward Recreation Center

Thursday, January 14, 2016 7:00- 8:30 PM

Minutes Submitted by: Nicole Gortian, Secretary

Present: Maja Bucan (I-1), Carol Eaton (E-7), Jane Epstein (G-3), Lois Evans (Chair) (E-6), Christine Guiliano (G-2), Nicole Gortian (J-6), Michele Langer/Alan Cohen (C-7), Scott Poethig (I-1), Tom McKeon (D-4), Jim Wells (J-7), Wayne Rosenberger (Treasurer) (E-5) and Linda Zaimis (K-5)

Recorded by Nicole Gortian, Secretary.

Agenda Item	Discussion	Action/Responsible Party/ Timeline
Call to order & Approval of Minutes	Scott Poethig moved approval of Minutes of November 17 Steering Committee Meeting as circulated, seconded by Alan Cohen.	Motion was unanimously approved. Nicole Gortian will post on website and garden BB & notify gardeners.
Treasurer's Report & Discussion of Revised Categories	Wayne Rosenberger presented November and December 2015 Treasurer's Reports as well as the CCRA Reconciliation Report which were reviewed and discussed. In December, Lois and Wayne met with CCRA leadership following Wayne's review of CCRA journal entries and matching with our invoices. The former CCRA Treasurer and CCRA staff then confirmed the numbers presented by Wayne. Taken together with our expenses through December 2015, the garden now has an overall total of \$5267.56 in its fund. The reconciliation was approved by CCRA Board at its meeting on January 12. <u>NOTE:</u> None of the Garden's income (from leases & CCRA contribution, an expected total of \$7485) has yet been received for the current FY. The Garden will now have a single line in the CCRA budget rather than one each for capital and operating expenses. Going forward, the Garden will also have a separate checking account; checks will be signed by one representative each from CCRA and the Garden. Procedural details are still to be worked out, but Wayne recommended that the designated signers from the Garden be the Treasurer with the Chair as backup. Alan Cohen moved approval of this new arrangement, seconded by Jim Wells.	Motion was unanimously approved.
Chair Report	<p>Update on One Riverside: Lois sent out an update last week summarizing recent information received from One Riverside. No issues have been brought forward by any gardeners.</p> <p>PHS Blue Ribbon: The garden won a blue ribbon this year. Jane and Christine attended the awards ceremony at PHS.</p> <p>Status of Regular and Wait List Plantings gardeners: The gardener</p>	Lois Evans will continue to summarize & distribute the updates through iContact. She will communicate our spring Workday to the One Riverside Contact to ascertain any foreseeable conflicts or issues in terms of safety. The certificate will be laminated and posted on the bulletin board & the PHS announcement sign posted in the garden.

	<p>whose lease was to be reduced completed assigned chores within days of the last meeting and the consequence was, therefore, not administered. There were three WL Planting plots that were never cleared despite several notices; these were subsequently assigned as a makeup chore and the gardeners notified via email of consequences for not clearing that will be in place when they are regular gardeners.</p> <p>Status of Steering Committee Slate: Two people who were approached about joining the steering committee have agreed and a third is pending.</p> <p>Discussion of Role of Chair: Lois distributed a few copies of a list of activities and responsibilities of the Chair that she had prepared to help clarify the role; the file will also be sent to all members via email.</p> <p>Planning for 30th Anniversary of Garden: The garden's 30th anniversary year is 2018. Lois recommended that discussion should start soon on how to celebrate, maybe including products of the history project.</p>	<p>Lois will follow up with the person who is pending as well as approach a fourth nominee on the list.</p> <p>Members should review for discussion & nominating a new Chair at the February meeting.</p> <p>Add to agenda for future SC meetings.</p>
New Business	<p>Distribution of Garden Map w/ Gardeners' Names to All Gardeners: In the interest of facilitating building a sense of community among gardeners, making it easier for them to 'know their garden neighbors' and so on, the idea of distributing the map with full names [same as posted on bulletin board] was discussed favorably. The only concerns related to posting on website or mailing after the leases are signed.</p> <p>Garden's Future Capital Plans: CCRA President Goodwin has approached us about our plans for future capital projects and how CCRA could be helpful in raising necessary funds. The following suggestions were identified by the steering committee:</p> <ul style="list-style-type: none"> • Options for water : install more water sources for plots that are further away from the 3 existing ones, obtain professional assessment of the current water system for needed maintenance/improvements, secure professional proposal for cost of installation & maintenance of a drip system. • Funding for the history project. • Replacement of wood on several of the benches (in two years) • Replacement of the tool shed structure (next few years) • Making some plots smaller and some into raised beds. <p>Discussion and Action re: Waitlist Policy: There are three on the Waitlist who appear to be past due on their CCRA dues. Jim has been in touch with these people to determine status. In addition to the 5 Public</p>	<p>There was consensus that distribution be done by providing hard copies of the maps during the Spring work day. This will be a better protection of privacy than posting on the web and also avoid the cost of a separate mailing.</p> <p>Lois will communicate these to President Goodwin in their meeting next week.</p> <p>Jim will follow up with three gardeners who are overdue on CCRA dues. Jim will draft an iContact notice to notify waitlist that members will be contacted soon about plot availability.</p>

	<p>Plots, there are 9 member plots that are available for next season. Jim will draft an iContact notice to send out to alert the waitlist members that those eligible for a plot will be contacted soon and that they should monitor their email so that they can respond in a timely manner. A draft proposal to implement consequences for repetitive decline to take a plot when offered was tabled to enable further review of the issues. At present, there are only four on the WL who have so declined.</p> <p>How to handle requests for shared plots: At least one gardener has asked about plot sharing with someone on the waiting list. It was clarified that this is allowable so long as the person on the WL understands that in accepting the joint lease arrangement they will be removed from the WL and their term will be the same as the term remaining on the original gardener's lease. It was agreed that an iContact notice alerting gardeners to the opportunity to pair up on a plot, along with these restrictions, would be especially helpful to their decision-making if sent now-- before the leases are mailed.</p> <p>2016 Garden Calendar: The following dates were proposed: March 24 for the annual meeting; April 9 for Spring workday; July 16 for Summer workday; Nov 5 for Fall workday; May 19 for Ladybug Release Party; September 10 for Harvest Supper and March 25 & 26 & April 9 for New Gardener Orientations.</p> <p>Review of Documents for updating: The recommendation was made to add language to leases for waitlist plantings plots to indicate a potential consequence of not clearing/covering their plots-- at risk of losing their spot on the waitlist. A couple of additional items were suggested for the weekly chores list.</p>	<p>The Chair will place the repetitive decline of plot issue on a summer agenda to enable timely review.</p> <p>Lois will send draft notice to SC for feedback, and then post via iContact.</p> <p>There was consensus on these dates. Lois will finalize 2016 calendar and have posted on Website as well as enclosed in the lease mailing packet.</p> <p>Christine will add sentence to leases when they are sent out this year. Lois will circulate suggested chores list edits to Linda for review before printing.</p>
Committee Reports	<ul style="list-style-type: none"> • City Harvest: Linda distributed soil testing kits for those interested. • Community Events: Alan led discussion re: the purpose for the workshop series, planning for survey of interests during Annual Meeting, speaker for Annual Meeting, and alternatives to the monthly workshops, some of which were under-attended in the last two years. Purposes of promoting cohesion and serving gardeners' needs remain, and there is especially a need for a 'gardening 101' session for those NEW TO GARDENING and something like our Smart Gardening/Pain Free Gardening workshop of last year would be good at the beginning of the gardening year. The idea of a talk 	<p>Lois will send workshop survey electronic file to Alan for updating. Scott is willing to develop a Fundamentals talk for the Annual Meeting. The final survey and other ideas will be finalized at the February meeting.</p>

	<p>about 'Basic Fundamentals of Gardening' for the Annual Meeting received positive review, as did the idea of tacking a workshop onto the end of each of the three workdays rather than planning a separate event in the evenings.</p> <ul style="list-style-type: none"> • History Task Force: Twenty five (mostly) former gardeners were contacted re: interest in participating in the project. Responses were received from 15, nine of whom were founders. A lot of good responses and stories were included. Maja would like to move forward with fundraising to support creating a video in the spring. 	Jane is obtaining advice from a professional fundraiser and will follow up with Maja.
Old Business	<ul style="list-style-type: none"> • No updates 	
New Business	<ul style="list-style-type: none"> • Next Steering Committee Thursday, February 11 at 7pm. 	