

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

**Thursday, June 14, 2018 7:00- 8:00 PM**

**Markward Recreation Center**

**Minutes Submitted by:** Steve Slaterbeck (H-6)

**Present:** Lillian Cohen (E-2), Mary Lou Gross (E-4), Al Kelman(J-8), ) Mike Kihn (B-1), Andy/Karen Nicolini (E-1)

Steve Slaterbeck (H-6), Katie Tremont (A-1) , Joan Wells (H-2), Linda Zaimis(K-5),and Barbara Halpern CCRA representative.

**Not Present:** Jerry Faich(I-1)

Recorded by Steve Slaterbeck, Secretary. Approval by the Steering Committee July 12, 2018.

Agenda Item	Discussion	Action/Responsible Party/ Timeline
Call to order & Approval of Minutes	There were no further comments on the minutes for April. Motion to accept made and seconded.	Approved by unanimous vote. Steve: Post April minutes on bulletin board and on website.
Treasurer’s Report	<p>Joan reported. Expenses this period: Work day (food) \$59.86; Rittenhouse Hardware (2 wagons and wheels) \$354.89, and (City Harvest supplies) \$22.66; Parkside Plantings plants \$25.39; Ladybug Party \$74; Contractor bags \$33.15; Watering cans \$53.79.</p> <p>Revenue this period: \$130 plot fees; \$130 plot fees transferred to donations; \$45 waiting list fees; \$500 CCRA quarterly contribution.</p> <p>For our fiscal year ending June 30, we're overspent on Maintenance &amp; Supplies, Mailing/Postage &amp; Office Supplies, and Major repairs, but also have more income in Waiting List Fees and Donations.</p> <p>Discussed building up a reserve, writing grants for big expenditures such as plumbing, shed repair (Mike volunteered Cecily if need be), and insurance.</p>	Barbara: Provide Al with CCRA insurance policy for review.
New Business	<p><b>CCRA:</b> Sky High Block Party Monday June 18. RSVP date past but contact Travis who may be able to add your name to the list.</p> <p>June 5 Memorial Park – Brandywine Realty Trust to maintain (hardscape, graffiti). Joan, Sally Frazza, Nancy Cunningham have volunteered to help maintain the plantings. Other gardeners are welcome to join.</p>	

	<p><b>PO Box:</b> USPS annual renewal notice received for box rental at \$160 a year (up from \$140 last year). Since we only use the PO Box once a year for gardeners to return annual leases and checks, Joan proposed to CCRA that we have our mail sent to CCRA office. Travis is fine with it. Wade Albert, CCRA president approved. Steering Committee member (likely Treasurer) would have to stop by the CCRA office a couple of times a week from mid-January until March to pick up the garden mail. The only other bills we get are from the plumber, who always sends to CCRA anyhow, and the Rittenhouse Hardware, which sends the bill electronically.</p> <p>Al moved to change our mailing address effective June 30, Mike seconded.</p>	<p>Steve: Change our website to reflect new mailing address  CCRA  1608 Walnut St. 12<sup>th</sup> Floor  19103  Joan: Provide USPS with our forwarding address.</p> <p>Approved by unanimous vote.</p>
Committee Reports	<p><b>Plot Assignments:</b>  Plot F-07 gardeners leaving catchment area. New plot-holder is Brooks Tanner, who released his wait list plot. Laurie sent new gardener packet electronically. We should be on the lookout for signed lease and \$65 plot fee.</p> <p>Regarding neighbor who claims to have written their name on the waiting list posted on the shed in 2016, committee agreed no exception to the rule. Join CCRA first, then send email request to CCRA to be added to the waiting list as clearly stated on the website.</p> <p><b>Plot Use:</b> Al reported every plot has been planted. E-3 overgrown with mint. Weeds in some paths.</p> <p><b>City Harvest:</b> Linda reported 131 pounds harvested so far (vs. 102 this time last year), and a record 33 gardeners have volunteered to host a City Harvest plant. Thanks to Katie and the Jr. League, for donating three small tasteful City Harvest signs, and host cage tags (and tagging host cages).</p>	<p>Laurie: work to transfer list management to Barbara with Katie as secondary.  Steve: Follow up with Laurie re: F-07</p> <p>Joan: Follow up with that neighbor reiterating May 21 communication.</p> <p>All: Upon sign-in at July 14 work day, remind gardeners how to use a scuffle hoe.</p>

	<p><b>Facilities:</b>  Mike reported half the hedges and ivy were trimmed, with the remainder to be done on Saturday.  Organizing tool shed is ongoing issue. May consider shelving.  Thanks resourceful Mike for combining parts from 2 broken carts to create a working one. Thanks Joan for ordering 2 wagons and Linda for new watering cans.  Discussed honey bee hive.</p> <p><b>Chores:</b> Assigned Chore Week posted on the shed. Trash wasn't taken out on Sunday June 9.</p> <p><b>Workday:</b> Jerry reported by email. As a makeup chore, Bill Faust will apply coating to the East Gate.  Required summer workday is July 14, 9am-1pm. Gardeners report to Jerry, Andy, Joan.  Joan ordering 18 pairs of work gloves.</p> <p><b>Parkside Plantings:</b> Will plant grass seed outside the front gate.  Relabeling on work day.</p> <p><b>Website:</b> Sally relinquishing web site responsibility to Steve.</p> <p><b>Community/Children Events:</b> Joan submitted entry for City Garden Contest.  Community Gardens Day Saturday June 16 10-2. Joan will be there, and gardeners encouraged to spend time in the garden during the event.</p>	<p>Mike: Provide Jerry with names of gardeners who made up for missed spring work day.  Steve: Insert rule reminders in icontact messages (eg Weed pathways around plot; No weeds in compost; No picnic garbage in compost or trash; Clean tools).  All: Hand out hard copy of rules at orientation sessions.  Karen: Talk to Don Champ and report back.</p> <p>Carol: Coordinate food.  Jerry: Bring sign in sheet  All: Make sure gardeners sign in and know how to use the scuffle hoe.  Steve: Send STD and reminder icontact.</p> <p>Joan: Coordinate planting grass at the July Work Day.</p> <p>Steve: Update current website as needed (under Sally's tutelage for now).  Laurie Taylor: Researching user friendly options.</p>
	<p><b>Next Steering Committee</b> Thursday, July 12, 7pm.</p>	

Approval by Steering Committee July 12, 2018