

Schuylkill River Park Community Garden Steering Committee Meeting Minutes

Markward Recreation Center

Wednesday, March 4, 2015 6:30- 8:00 PM

Minutes Submitted by: Linda Zaimis, Alternate Secretary

Present: Maja Bucan/Scott Poethig (I-1), Margie Cole (G-7), Carol Eaton (E-7), Lois Evans (Chair) (E-6), Chris Henningsen (E-2), Nicole Gortian (J-6), Christine Guiliano (G-2), Michele Langer/Alan Cohen (C-7), Linda Zaimis (K-5)

Not Present: Cecily Kihn (Secretary) (K-3), Wayne Rosenberger (Treasurer) (E-5), Jim Wells (J-7)

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

Agenda Item	Discussion	Action/Responsible Party/ Timeline
Call to order & Approval of Minutes	Minutes of the February 4, 2015, meeting reviewed. Motion by Margie to approve with the addition of Alan Cohen as being present, second by Carol. corrected minutes approved unanimously by voice vote.	Cecily will post on website and garden BB.
Treasurer's Report & Discussion of Revised Categories	Lois presented two reports from Wayne: December and February. Motion to approve the both reports was made by Alan and seconded by Margie. Motion was unanimously approved.	Wayne will present the Approved Annual Budget for FY2015 and current year status report at the annual meeting.
Planning for next garden year	<u>Garden Job Descriptions:</u> Lois presented a draft of the updated job descriptions for Steering Committee positions, committees and task forces. The steering committee offered suggestions to combine similar groups into one committee and clarify the responsibilities of the jobs.	Lois will update the document with the suggestions and have it posted on the website. Nicole has agreed to serve as secretary; Lois will ask Cecily to help orient her.
Chair Report	<ul style="list-style-type: none"> • <u>Returned Lease Agreements:</u> All but seventeen leases have been signed and mailed to the P.O. Box. Some leases were returned for bad addresses or never received by the gardeners; some envelopes contained no check. • <u>Award ceremony at Flower Show:</u> Nicole and Margie represented the Steering Committee at the Flower Show to receive our award from the PHS President, Drew Becher. • <u>Web License Renewal:</u> the Garden's website domain registration is due (FSRP pays for hosting our domain, and we pay the registration). • <u>Payment to City:</u> Each year the Garden pays the City \$1 in recognition of the agreement for use of park land for the Garden. <p><u>Proof of Liability Insurance:</u> The City has requested annual proof of Liability insurance for the Garden.</p>	<p>Lois will make sure everyone gets their lease and will remind gardeners who have not returned them to do so.</p> <p>Lois posted photos on SRPCG Facebook page.</p> <p>Wayne will request that CCRA send the registration renewal fee to Derek Freres</p> <p>Lois will follow up.</p> <p>CCRA has sent in the documentation.</p>
Committee Reports	<ul style="list-style-type: none"> • <u>City Harvest:</u> Linda attended the annual City Harvest meeting at 	

	<p>PHS on February 18th. Participating City Harvest Gardens are now required to sign up for 10 or more hours of volunteer work before receiving any plants at the first distribution on April 11th. Scott, Carol and Linda signed up for volunteer sessions in March and April totaling more than 10 hours.</p> <ul style="list-style-type: none"> • <u>Education</u>: Street Scenes Planning/Garden Involvement: Grace Wicks has agreed to lead another workshop this year on container gardens, window boxes and tree boxes, and PURE will be asked to do the same. The workshops will be held on a Saturday in April or May. • <u>Facilities</u>: Chris recommended that we purchase 2 new wagons before the spring Work Day. • <u>Public Plots Lottery</u>: 18 entries were received for the lottery. Numbers were drawn randomly for the 5 plots and 3 alternates. • <u>Waiting List Plantings</u>: Christine will send out a sign up notice to the people on the waiting list as soon as Jim is finished with the new plot assignments. • <u>Waiting/Transfer/Plot Assignment Lists</u>: • <u>Age Friendly Garden Task Force</u>: Lois and Mady Prowler are exploring options for setting up focus groups to help define older gardener needs in the Garden. 	<p>The education committee will coordinate with the speakers to select the date.</p> <p>Chris will pursue options for ordering them.</p> <p>Margie will contact the 5 plot winners and alternates and notify the non-winners; she will get leases packets to those who accept.</p> <p>Christine will coordinate with Jim.</p> <p>Jim will send an updated report to the Committee shortly.</p>
Old business	<ul style="list-style-type: none"> • <u>Compost Delivery</u>. Lois arranged for a compost delivery on April 1 	
New Business	<ul style="list-style-type: none"> • Lois asked the SC to review draft agenda for the Annual Meeting on March 26 and solicited volunteers to bring refreshments to the meeting. • Lois asked retiring members for advice on next steps for the SC. • Next Steering Committee Meetings: Thursday, March 26, immediately following Annual Meeting [to elect officers] and Wednesday, April 1 	<p>Maya and Christine will bring goodies, Michele, Alan and Lois will bring beverages and Carol will bring napkins.</p> <p>Two suggestions were made: Keep It Simple and use the website more for communicating with gardeners.</p>

Approved by Steering Committee April 1, 2015