

## Manhattan Community Gardens

### Minutes of August 1, 2012 Board Meeting

Present: Pat Butler, Dick Green, Leila Maurmann, Linda Teener, Dale Stearns, Ron Downey, Cybil Perkins and Kruger Bryant.

Pat called the meeting to order at 5:45 p.m. at Radina's meeting room. Minutes for the July Board meeting were distributed to the Board via email one week ago. There were corrections identified prior to the meeting. Ron moved, Linda seconded and the motion carried to approve the corrected minutes. Linda gave the Treasurer's Report. Linda reminded us that \$1600 of grant money is yet to be spent. Two Mantis-type mini-tillers are preferred for purchase because of their light weight and ease of use for gardeners. Pat, John and Dick will watch prices on these tillers and are authorized to proceed with the purchase. Dale moved, Ron seconded and the motion to accept the Treasurer's report carried.

#### Committee Reports

Dick gave the following Equipment Committee report: Equipment expenses totaled \$32.84 for the month of July. Expenses for Riley Lane totaled \$26.01 (\$9.00 of which was for gas) and \$6.83 for Collins Lane. Oil (\$6.48) purchased this period was used to service the lawnmowers. The remaining costs were for miscellaneous repairs.

Pat gave the report for the Grounds & Maintenance Committee noting a changeover in [the people mowing](#) for the month of August.

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Deleted: mowers

Cybil gave the report for the Correspondence Committee indicating that she responded to emails, resolved questions on the work day assignments and contacted gardeners lacking workday assignments. Cybil is coordinating information with Kruger. There was a brief discussion about a gardener unofficially taking over a plot for a registered gardener who moved in May.

Leila reported that there will be one more newsletter this year planned for October in advance of the annual all-gardener meeting in November.

Dale gave a brief CROP report indicating that he will set up the website for CROP donations prior to the October CROP Walk.

Kruger distributed the list of workers for the August 11th workday from the Records Committee.

#### Old Business

Leila and Cybil presented reports by the 2013 Planning Committee, both of which are included as attachments to these minutes.

Leila distributed and discussed the "2013 Registration Outline." The Board appreciated the thoroughness of the report. There was a discussion about possible sites in the community to hold garden registration. Among the options suggested were Pottorf Hall and the Denison Street fire station. Leila will look at proposed dates for gardener registration so that reservations can be made. Linda volunteered to find out the cost of renting Pottorf Hall.

Cybil then presented the “2013 Planning Committee Presentation to Board.” The Committee’s suggestion to add an additional Board member in 2013 was discussed. Pat stated that there are currently 3 prospective nominees for the 2013 Board. Dale, Pat and Dick will be retiring, which will create 3 Board openings. The addition of another Board member, for a total of 11, will mean that there must be a minimum of 4 nominees for the Board in November. It was suggested that the Board terms could follow a 4-3-3 rotation. Cybil explained that the 2013 Planning Committee tried to conceptualize all of the duties of the current Board. A slightly re-organized Board structure was presented in order to more efficiently deal with the MCG growth and to spread duties more equitably. Job descriptions were developed to help clarify duties for prospective and new Board members. Cybil asked Board members to look over the descriptions of the tasks that they are currently doing and let her and Leila know of any suggested additions or changes. There was no action taken on the Registration and Committee reports. Pat suggested that the Board review the reports and discuss the ideas further at the September Board meeting.

Kruger reported on the July workday. Eleven volunteers and 4 Board members participated with path chipping work done at Riley Lane.

#### New Business

Pat submitted a bill for payment to Linda.

The August 11<sup>th</sup> workday was discussed. Dale and Dick are the coordinators. It will begin at 8:30 a.m. at Collins Lane. The main task is spreading wood chips on the garden paths. Extra wheelbarrows will be helpful.

Ron mentioned that he and other Board members are getting suggestions from gardeners regarding various ways to utilize our full Collins Lane site. Ron offered to work on ideas for a systematic way to collect this gardener input. Ron said Max is also interested in helping and that we currently have 3 other gardeners with expertise in master planning that might be willing to assist. Ron and Max will contact them and bring a proposal to the Board for its consideration. Linda suggested possibly including Greg Eyestone from the Riley County extension office.

Ron also stated that he will oversee the work of student volunteers from K-State on Monday, August 6<sup>th</sup> in the afternoon at Riley Lane. Other Board members are welcome to be on hand to supervise these students.

Cybil presented a simplified registration form for 2013. This is a draft only, for comments by the Board. [Dick suggested setting dates for the workdays and socials for 2013 prior to the beginning of registration.](#)

The next Board meeting will be Wednesday, September 5th at 5:45 p.m.

Ron moved for adjournment, Dick seconded and the meeting closed.

Respectfully submitted,

Dale Stearns

Attachments: 2013 Registration Outline

2013 Planning Committee Presentation to Board at August 1 Meeting

## 2013 REGISTRATION OUTLINE

### Returning gardeners:

- \* Encouraged to register by mail beginning (TBD), so all forms & information must be on website
- \* Suggested: 2 returning gardener registration dates (Potorff Hall?)
- \* Forms needed by registrant: Registration form, Waiver of Liability, MCG Rules, Listing of new Board members and their contact information
- \* Fill out application form – pick more plots (up to 3 if desired)
- \* Sign waiver of liability
- \* Sign MCG Rules statement
- \* Select volunteer assignment(s)
- \* Pay amount due

### New gardeners:

- \* May not register by mail
- \* Suggested: 3 new gardener registration dates (Potorff Hall?)
- \* Forms needed by registrant: Registration form, Waiver of Liability, MCG Rules, Orientation materials (TBD), listing of new Board members with their contact information, and if applicable, Equipment Orientation Waiver
- \* General orientation (method TBD)
- \* Equipment safety orientation (outline TBD)
- \* Fill out application form – pick plot (1/2 or 1)
- \* Sign waiver of liability
- \* Sign MCG Rules statement
- \* Select volunteer assignment(s)
- \* Pay amount due

### New gardener Orientation guideline

- \* Riley Lane and Collins Lane gardens
- \* Volunteer assignments – meaning of work day, social committee responsibilities, participation in socials (all gardeners invited)
- \* Board contact information (phone & email) – contact board members for questions
- \* Details for Feb/Mar hands-on equipment training
- \* Use of pesticide – organic areas
- \* Review rules regarding weed control
- \* Safety considerations

Note: Forms for Waiver of Liability, Certification of Knowledge of MCG Rules, & Plot Registration are all being revised.

## 2013 Planning Committee

### Presentation to Board at August 1 Meeting

Members of the 2013 Planning Committee have met twice to discuss the challenges presented by the rapid growth of MCG (from approx. 85 gardeners in 2011 to a potential 221 in 2013.) Current procedures and structures were examined to evaluate their adequacy for the future and changes were discussed, guided by the following three principles:

- a) Even though we now have 2 distinct sites, efforts should be made to continue to build unity and cooperation between them, recognizing both as part of one whole MCG, (resist a drift towards fractionalization);
- b) With growth comes increased work load for the Board, so new procedures need to use our Board resources efficiently, to minimize overload; and
- c) In many cases, formalize what has been an informal process.

#### **Some Recommended Adjustments**

1. Mandatory orientation will be for new gardeners only. Orientation will occur at the new gardener registration, and completion will be necessary before a plot assignment will be made. Late-season registrants will be accommodated with a yet-to-be determined mechanism.
2. Mandatory equipment orientation will be for new gardeners only and will be provided at the time of, and as a condition of, new gardener registration. This presentation will primarily emphasize safety. Additional in-depth, hands-on training will be offered to all interested gardeners (both new and returning) in late February/early March. (John also offered to do the following to enhance safety: simple operational instructions will be printed in small laminated booklets which will be attached to each piece of motorized equipment and specific danger zones on the equipment will be painted a bright color.)
3. When possible, the Work Day coordinators will specify the garden site in the reminders for Work Day participants to avoid the time lost in on-site organizing and transportation. Unless otherwise deemed necessary by the coordinators, gardeners could work at the site where they garden.
4. We would like to have a larger area for new gardener registration, such as a space in Potorff Hall. This would allow a calmer and better organized process. Our Committee is working on the specific registration process and will offer those recommendations at the September Board meeting. Registration dates, however, need to be set as soon as possible so that reservations of the room can be made.

5. Due to the increased workload, we recommend adding an additional position to the Board of Directors, bringing our total board membership to 11, including Linda. The nominating committee would need to offer a slate of at least 4 names at the November, 2012, annual meeting to accommodate for our 3 retiring Board members and the one additional position.
6. We recommend a slight re-organization of the Board. In addition to the officer positions of President, VP, Secretary and Treasurer, the following Chairs be established:
  - a. Records
    - i. Keeps MCG Excel database correct and up to date
    - ii. Keeps track of completion of service hours for all gardeners
    - iii. Identifies gardeners to receive monthly service reminders
    - iv. Provides mailing lists for paper newsletters
  - b. Newsletter
    - i. Coordinates and finalizes mailed newsletter 3 times per year
  - c. Tilling Committee
    - i. Oversees committee of volunteers to till plots for gardeners who have requested and paid for tilling
    - ii. Communicates with committee of volunteers regarding tilling needs and scheduling
    - iii. Reports completion of service hours for committee members to Records Chair
  - d. Equipment Committee
    - i. Oversees committee of volunteers to maintain equipment
    - ii. Communicates with committee regarding scheduling of regular and special maintenance
    - iii. Reports completion of service hours for committee members to Records Chair
  - e. Correspondence
    - i. Maintains current email lists
    - ii. Sends service reminder emails to gardeners for Work Days and Socials
    - iii. Responds to or appropriately forwards MCG emails
  - f. Rules/Safety Correspondent
    - i. Contacts gardeners regarding any rule and/or safety concerns
    - ii. Follows up with site coordinator regarding each problem so that a subsequent letter can be sent in a timely manner to gardeners, if necessary
    - iii. Maintains records regarding all gardener contact regarding rule and/or safety concerns
  - g. Riley Lane Site Coordinator
    - i. Identifies tasks for work days
    - ii. Monitors mowing volunteers
    - iii. Monitors (with the help of all Board Members) weeds & safety, reporting problems to correspondent & President
    - iv. Orders compost & mulch for the site
  - h. Collins Lane Site Coordinator (duties the same as "g." above)
    - i. Public Relations Committee

- i. Publicizes MCG for new gardener sign ups beginning November (fliers, radio, newspaper, presentations, etc.)
- ii. Includes specific outreach to special populations such as low-income, ethnic groups, Riley County residents, etc.
- iii. Raises community awareness of MCG throughout the year
- j. Garden Show Committee
  - i. Identifies gardeners to fill all time slots (primary focus on gardeners with physical limitations that would be knowledgeable representatives of MCG)
  - ii. Coordinate with UFM on display, set up, & take down
  - iii. Reports completion of service hours to Records Chair

Note: The Committee requests that current Chairs review the above job description and suggest changes as necessary. It is not our intention to write your current job description, but rather to use the above as an aid to help visualize the all the 2013 tasks of the Board and how they can be more efficiently grouped.

The 2013 Planning Committee plans to meet at least once per month and will provide further reports to the Board. It is our hope to help anticipate and plan for the many challenges that lie ahead due to our rapid growth.

Respectfully submitted,

Chair John Rodgers and Committee members Leila Maurman, Cybil Perkins, & Ron Downey