

**Manhattan Community Garden  
Minutes of the February 2, 2011 Board meeting**

Present: Dick Green, Ron Downey, Linda Teener, Pat Butler, Dale Stearns, Erika Huber, Susan Oviatt, Chris Feit, Cybil Perkins and guest, Joe Hanna.

Dick called the meeting to order at 5:45 p.m. in the lobby area at UFM. Dick asked if there were any additional agenda items. Erika asked for the Mentoring program documents to be added to Old Business. Cybil asked to add data corrections for email addresses to new business. Minutes of the January Board meeting were reviewed. Ron moved and Pat seconded to accept the minutes with no corrections. Motion carried. Linda presented the Treasurer's report. She noted an increase in the amount of funds received from CROP, \$807.90 as compared to the \$725 anticipated in the budget. Dale moved and Ron seconded to approve the Treasurer's report. Motion carried.

Committee Reports:

Dick gave the Equipment Committee report stating that \$46.50 was expended for decals, motor oil and fuel stabilizer and \$225 for tool holders and new gas cans. Dick has organized the tool shed. Dick asked for tool suggestions and Cybil mentioned the "hula hoe." Pat happens to have that tool and will donate it to the Community Garden. Dick has set times for the Equipment Orientation sessions and the Tiller Clinics. Several Board members suggested moving the weekday evening sessions start time from 5:00 p.m. to 5:15 p.m. The Equipment Orientation sessions will be at the Equipment Shed on the following dates and times: Saturday, February 19<sup>th</sup> at 10:00 a.m.; Tuesday, February 22<sup>nd</sup> at 5:15 p.m.; Thursday, February 24<sup>th</sup> at 5:15 p.m.; and Saturday, February 26<sup>th</sup> at 10:00 a.m. All gardeners are required to attend one of these sessions to receive the Equipment Shed lock combination. The Tiller Clinics will be Thursday, March 3<sup>rd</sup> at 5:15 p.m. and Saturday, March 5<sup>th</sup> at the conclusion of the workday. The Tiller Clinics are recommended for gardeners planning to use the tillers.

Pat did not have a report for the Grounds Maintenance and Tilling Committee.

Cybil gave a report for the Workdays and Socials Committee indicating that she is doing prep work for contacting volunteers for upcoming workdays and socials. She will utilize a web page and email contacts as much as possible. There was a brief discussion about tracking workday volunteer changes and no shows. Cybil will notify workday coordinators about who plans to attend. Workday coordinators will be asked to confirm back to Cybil and Susan who fulfilled their volunteer commitment.

Chris gave the Compost and Mulch Committee report stating that he has arranged for wood chips to be delivered to the Community Garden prior to the March 5<sup>th</sup> workday. He can arrange compost delivery for February depending on the weather. Chris is still working on possible sources for mulch, which will probably not be available until later this spring.

Susan did not have a report for the Records Committee but did mention that she will be sending the gardener database to Board members after the last gardener sign-up.

Erika provided a Newsletter Committee report stating that the first newsletter for the year is in process. The cut-off for article submissions is February 11<sup>th</sup>. She will have the Continuing Education department print and mail the newsletter beginning February 18<sup>th</sup>. Erika plans to have a couple of Board members review the newsletter prior to printing. Susan and Cybil volunteered to help with this review. Susan will provide the current mailing list prior to February 18<sup>th</sup>. The

target is to have gardeners receive the newsletter by March 1<sup>st</sup>. Future newsletters were discussed and it was decided that two other newsletters would be produced this year with a June 1<sup>st</sup> receipt target and a September 15<sup>th</sup> receipt target. A postcard announcing the annual meeting will be sent to gardeners in October.

Ron gave the Rules and Safety Committee report distributing a draft copy of the updated garden rules to each Board member. Ron asked that the Board members read the updated rules with a focus on the wording and language. Board members should plan to share wording and language edits at the March Board meeting. Ron also introduced his plans for an early warning system to address concerns about gardeners' lack of weeding. The system involves having several gardeners in each of the community garden sections to do weekly walk-thru and to alert him of potential problems with plots. Ron will follow-up on these reports to communicate with the gardeners and hopefully resolve the concern.

#### Old Business:

Dick referenced his bucket list of projects and goals from the January Board meeting. He asked if there are any additions to the list. The list is very thorough and no additions were suggested.

Dale gave a report on CROP, providing information about the organization and Church World Service and the local CROP Walk. Dick suggested that Dale prepare a CROP article for the September 15<sup>th</sup> newsletter. Cybil suggested that Dale review the subsidies provided to Community Gardeners via CROP and that the Rules Committee considers the data in setting income guidelines for gardener subsidies.

Erika asked for additional feedback on the mentoring flyer and application. She has reduced the size of the application to two pages. She plans to use gardener email accounts to send information about the mentoring program. Susan indicated that an email group for new gardeners could be created from the database to make it easier for Erika to contact potential mentees. Erika also plans to use the newsletter and the email news as ways to promote the program.

#### New Business:

Dick reviewed some of the upcoming activities and their corresponding dates that were mentioned earlier in the meeting. The Manhattan Garden Show booth was briefly discussed. Gardener volunteers have signed up to staff the booth. UFM (i.e. Linda) will see that the booth is set-up for the event. The Garden Show is in Pottorf Hall at Cico Park on February 26<sup>th</sup> and 27<sup>th</sup>. Dick also announced that water would be restored to the community gardens by March 1<sup>st</sup>.

Cybil discussed her work in updating the email list for her work in contacting volunteers for the workdays and socials. She has received guidance from Chuck Marr on using the email contact list. She has found many duplicate email addresses and is removing those duplicates. Susan indicated that the updated gardener database would need to be checked against the email list to make each current and accurate. Dick plans to use the email list to promote the equipment orientation sessions. Chuck will not begin providing email news until late February.

Meeting adjourned at 6:55 p.m. New gardener registration was held after the meeting.

Respectfully submitted, Dale Stearns