

Goldenrod Community Garden

MINUTES

Board Meeting for 1 November 2022, 7:30pm

Location: Barley Mow

1. Roll call: Sara, Barbara, Dietrich, Tanya (from 8:30 pm) and Eniko
2. Finalized minutes from past two meetings, ready for posting
3. Adoption of agenda (Documents on Google Drive; Membership Survey 2022, Next Newsletter, Volunteer recruitment and additional board members, UofO grant, 2022/23 Workplan)
4. Action items:

Action Items from Previous Meeting	Assigned	Status
1. Membership committee (Barbara) to draft guidelines for enabling key volunteers to be guaranteed access to a plot, and add this to the SOPs	07-Apr-22	In process
2. Membership committee to prepare a membership survey to send to the members. Just Food has provided questions.	19 Jul 22	In progress – still needs some work.
3. Update mailing list for newsletter etc. (Barbara)	18 Oct 22	Done
4. Follow-up with Matt on google drive...(Sara)	18 Oct 22	done
5. Update signatories on banks account (remove Susan, add Dietrich). (Tanya)	18 Oct 22	In progress
6. Obtain update on U of O students from Susan and update plan on how to manage the U of O grant.	18 Oct 22	In progress

5. Reports from Committees (detail by email):
 - a. President's report:
 - b. Treasurer's report (Tanya): no update
 - c. Properties (Barbara)
 - i. No update
 - d. Membership (Barbara)
 - i. No update
 - e. Fundraising - U Ottawa Grant (Susan)
 - i. No update

- f. Events ()
 - i. No update
 - g. Pollinator Garden ()
 - i. No update
 - h. Garden coordinators () – No update
 - i. Communications/volunteer coordination () – No update
6. Ongoing business:
- a. Allocation of roles in the new Board:
 - Eniko - Secretary
 - Other roles that need to be filled: Events lead, Properties liaison, and Volunteer coordinator
7. New business:
- a. **Google drive:**

There are several issues with access to documents and sending emails using the position related gmail addresses. Need to determine if we continue with Google or switch to something else. Discussion to be deferred to the next meeting as it would be good to invite Matt for this discussion and try to get additional info on payments from Martin or Google directly.

Action:

 - i. Barb to try and find contact info for Martin.
 - ii. Tanya to attempt contacting Google directly.
 - iii. Sara to invite Matt to the next BOD meeting
 - b. **Membership survey 2022:**

Sara has sent the comments to Leticia and Melody. There was discussion on length of survey, usefulness of reusing some questions from last year for statistical purposes and response rate.

Action:

 - 1. Barb to find previous surveys and circulate to other members.
 - 2. All to review and suggest additional changes to the 2022 draft based on the review.
 - 3. Barb to follow-up with comms committee with additional input, if any, from the BOD.
 - c. **Newsletter:**

Comms committee is in charge currently with Evan and Kita as members on the cttee. Would need a BOD rep on this committee. It might be good to incorporate updates/bios on BOD members? Would be nice to have themes that carry on from one issue to the other, such as: featuring vegetables that could be grown in the garden, recipes, gardening tips, etc. Might be good to list members of different committees with a short description of what they do?

Action:

- i. Dietrich to follow-up with Evan re status on draft and need for/already available content.
- ii. Dietrich to draft President's update for the newsletter
- iii. Add a message in the Newsletter about receipts to be submitted - Tanya?
- iv. Eniko to join Comms cttee as BOD rep. Eniko to contact Evan and Kita.
- v. Eniko to pull together a document with updated info on the committee memberships and roles and responsibilities.

d. UofO students and fundraising:

Update provided from Susan to Dietrich. PLEASE ADD CONTENT AS I DID NOT CATCH ALL ON THIS TOPIC.

Action:

- i. Need to follow-up with UofO on existing grant and deadlines for expenditures related to the project. Dietrich to contact Susan.

e. Volunteers:

BOD could still use additional members, should look for an additional 2-4 members. It might be good to define where would we need additional help. Advocacy/outreach, liaison would be one area. Also volunteer coordination. Events would be another (Matt and Susan have done this previously) as well as designing seating area, maintenance/upkeep coordination.

f. 2022/23 work plan:

We ran out of time and did not discuss this item. Move to next meeting.

8. **Adjournment** – meeting adjourned at 9:36. Next meeting to take place virtually on Nov 15th. Date to be confirmed by Eniko based on availability of members and Matt.