

Goldenrod Community Garden

MINUTES

Board Meeting for November 28th, 2022, 7:00pm

Location: On-line

1. Members present: Sara, Barbara, Dietrich, Tanya and Eniko
2. Approval of the GCG BOD meeting agenda, November 28, 2022 (Approval of minutes, updates and business arising from previous meetings, no new business) - Approved
3. Approval of the GCG BOD minutes, November 15, 2022 BOD meeting - Approved with suggested edits and action for Eniko to 1. Reformat action items table to reflect the name of the person responsible and 2. follow-up with Emma L. on posting the minutes to the website.
4. Business arising from previous meetings:

Business arising	Assigned on	Assigned to	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	Barbara and Tanya	Completed
2. Membership committee to prepare a membership survey to send to the members. Just Food has provided questions.	19 Jul 22	Sara	Completed
3. Update signatories on bank account (remove Susan, add Dietrich). (Tanya)	18 Oct 22	Tanya	In progress
4. Obtain an update on U of O students from Susan and update plan on how to manage the U of O grant.	18 Oct 22	Dietrich	Done
5. Allocation of roles in the new Board: Roles that need to be filled: Events lead (advocacy/outreach), Properties liaison (maintenance/upkeep coordination), and Volunteer coordinator. Would be good to get an additional 2-4 members.	1 Nov 22	Dietrich	In progress. Message to be included into the Newsletter

<p>6. Communications Committee: Eniko to join Comms cttee as BOD rep. Eniko to contact Evan and Kita, and pull together a document with updated info on the committee memberships and roles and responsibilities.</p>	1 Nov 22	Eniko	In progress
<p>7. Google (accounts, emails and documents saved) related actions to be explored with input from previous account holders</p>	Nov. 1, 2022	Dietrich, Sara, Barbara, Tanya	In progress

5. Updates and Reports from Committees:

- a. President’s report:
- b. Treasurer’s report (Tanya): no update
- c. Properties (Barbara):No update
- d. Membership (Barbara) No update
- e. Fundraising - No update
- f. Events () No update
- g. Pollinator Garden ()No update
- h. Garden coordinators () – No update
- i. Communications/volunteer coordination () – No update
- j. **Other: Sara received a message from Just Food that she forwarded to BOD members.**

6. Ongoing business:

- a. Newsletter:

Draft was prepared by Sara, Barb reviewed and suggested some changes. A sentence to be added to thank outgoing BOD members for their contributions.

Action: Barbara to send the final version to Evan for distribution to members.
- b. Membership survey:

To close on Dec.4th, 2022. 56 responses so far. Would be good to do a quick analysis of the responses. Perhaps the Membership cttee could perhaps take this on, although members indicated that they might not have the time. Sara suggested requesting a volunteer do this through the newsletter.

Action: Barbara to request a volunteer to do a roll-up of the survey
- c. Google Drive

Sorting this out is more complex and time consuming as anticipated. Some action items are being completed, however it might take another month to wrap this up completely. Dietrich now has superuser access.

Number of accounts is high, and should be reduced from the current 7 as it is costly (\$54/mo). Martin and Matt’s accounts should be deleted after all documents they have saved in these accounts are archived first.

Action:

1. Barb and Sara continue to explore options.
2. Barb to follow-up with Martin and Matt re accounts and docs.
3. Tanya to contact Martin for billing to be transferred to Tanya from Martin.

7. New business:

a. **2022/23 work plan:**

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

8. **Adjournment** – meeting adjourned at 8:00 PM. Next meeting will take place virtually on December 20th, 2022 at 7:30 PM.