

Goldenrod Community Garden

MINUTES

Board Meeting for 18 October 2022, 7:30pm

Location: Google Meet

1. Roll call: Sara, Barbara, Dietrich, Tanya (apologies from Eniko)
2. Adoption of agenda (Allocation of board roles, Fall cleanup, NCC inspection, Banking changes, U of Ottawa/TD grant update, Volunteer recruitment, Newsletter, 2022/23 Board action items and work plan)
3. 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. As part of AGM notification, Barbara to prepare a reminder to members who haven't renewed in 2022 to renew their membership prior to the AGM	19 Jul 22	Completed
3. Events committee to put together a plan for the work that needs to be done in preparation for the AGM as a google doc and share with the board.	19 Jul 22	Completed
4. 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. ETA end of October
5. Susan to draft update to NCC about status of 2nd PG	7 Sep 22	Complete
6. Barbara to send notices to Friends of the Garden.	13 Sep 22	Complete
7. Susan to update 2021 presentation and send out link to Board members.	13 Sep 22	Complete
8. Include a survey question on volunteering for annual membership survey.	13 Sep 22	Complete
9. Susan to add slide on volunteering to the AGM presentation.	13 Sep 22	Complete

10. Matt to look into renting a wood chipper to chop up our compost contributions after garden closing	13 Sep 22	Completed
11. Tanya to provide cheque for AGM room booking	20 Sep 22	Completed
12. Tanya to provide preamble for updated bylaws	27 Sep 22	Completed
13. Barbara to draft message to members/PropCom re closing weekend and final build effort for the next newsletter	27 Sep 22	Completed

4. Reports from Committees (detail by email):

- a. President's report (Sara):
Composting – looking for option to deal with chopping up compost. Probably lawnmower.
- 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 (Susan, Matt)
 - i. No update
- g. Pollinator Garden (Susan)
 - i. No update
- h. Garden coordinators (Matt, Susan) – No update
- i. Communications/volunteer coordination (Matt) – No update

5. Ongoing business:

Nothing for this meeting – new Board, new business!

6. New business:

- a. Allocation of roles in the new Board:
Barbara – registrar
Sara – member at large (compost)
Dietrich – president
Eniko – ? Secretary maybe?
Tanya - Treasurer
Other roles that need to be filled: Events lead, Properties liaison, and Volunteer coordinator
Committee representatives may be able to fill in for some Board functions without actually being on the Board – Bryn on fundraising, Kimo on properties, Evan on comms,

someone on membership (for outreach in spring, and to support registrar and membership survey)

Last year committees fizzled out – need more communication to be in touch and be clear on what we are working towards. Once we have agreed on the list of roles that need to be filled, we should decide on when and how to circulate the call for volunteers.

b. Fall clean-up:

Volunteers for cleanup are coming together; draft documents for the cleanup checklist are in process; chipping/chopping rental options are not happening, alternative would be to use the lawnmower (after cleaning out bits of plastic plastic and string); worst case scenario – we bag the tomato plants and send them to green bin; ice chopper and clippers are missing; we have wood and someone is bringing a saw; burlap may need refreshing; we don't have a generator yet, Dietrich is checking it out; most members have cleared their plots, only ten needed reminders; PG com has not responded re the pile of soil, Barbara will follow up with Susan/Kirsten.

c. NCC inspection:

They are expected to do the annual inspection in November. We expect that Moe will email us, probably a week before. Last year it was during the day. Marion and Michael were the NCC staff that came last year. The meeting took longer than expected. One thing to clarify with them is regarding seating – do they want to see a detailed plan and design for our seating (if it is fixed)? As it's details and seating is likely not affixed to the ground, perhaps we can do what we did with PG – send message saying if we don't hear within a couple weeks, we will assume approved and proceed.

d. Banking changes:

Dietrich will take over signing authority from Susan. **Tanya to initiate asap.

e. UofO students and fundraising:

We need to obtain an update from Susan and determine who will take this on – not clear that an extension will be given (for rainwater harvesting and garden seating). We were not able to make best use of the students because we were not able to supervise them and guide them as much as they needed. Lesson learned that we have no problem raising money, but we should not necessarily take on every opportunity that comes our way – at this point we need a plan to spend what we have.

f. Volunteers: High volunteer involvement is founded on relationships, and building them is time-intensive. It has been hard to keep the initial energy going for the GCG – to re-energize, we need to focus on cultivating the relationships that are needed to keep the garden going. This should be a year of consolidation, of community and relationship-building rather than structure-building.

g. Newsletter:

Next newsletter should go out in early November. We can enliven the newsletter by incorporating things like contests (e.g., recipes for garden produce), stories about what is happening in the garden, a monthly column about gardening. We need an owner for newsletter. We should ask Kita what she thinks can be done to improve the newsletter.

h. Board action items and 2022/23 work plan:

Barbara will send link to the old workplan – we can think about high-level goals for next year. Also send link to SOPs for update to old board for review and updates.

- a) IT and records management – check Matt for admin powers and billing for next year. Set up board and board+ lists. Fix our email issues. (Sara to start on this)
- b) Bring joy to the board – meet in person as much as possible
- c) We need all outstanding receipts – **Tanya to write item for the newsletter.
- d) Board process – last year we would get the agenda out by the Sunday before the meeting, with link to the minutes (with table of action items from previous meeting). We have tried to include committee updates in the agenda so we don't waste time on information items.
- e) Governance process review – we need to tackle the items raised at the AGM: when to have the AGM, when to have the election, how to staff the board if the election does not yield a full board. The immediate needs are for fully staffing the board and the call-out for additional board members.

7. Adjournment – meeting adjourned at 9:36. Next meeting scheduled for Tuesday, 1st November at 7:30, at the Barley Mow pub on Richmond Rd in Westboro.

Action Items: this meeting and carried forward	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. ETA end of October
3. Update mailing list for newsletter etc. (Barbara)	18 Oct 22	
4. Follow-up with Matt on google drive(Sara)	18 Oct 22	
5. Update signatories on banks account (remove Susan, add Dietrich). (Tanya)	18 Oct 22	
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	