

Goldenrod Community Garden

MINUTES

Board Meeting for 28 November 2024, 7:30pm

Agenda:

1. Roll call: Donna A, Sara C, Andrew M, Diane M, Tanya S, Barbara S
Regrets: Parminder D, Jane O, Kumari P
2. Adoption of the agenda: Adopted with suggested changes
3. Review and approval of Minutes of:
 - 8 October 2024: Approved with suggested changes
 - 24 October 2024: Approved
 - [AGM draft Minutes](#): deferred
4. Reports from Committees:
 - a. Bullman Garden Liaison (Kumari)
 - Nothing to report
 - b. Communications (Parminder)
 - Sara informed that the Membership Survey is in progress
 - Barbara will forward to the Board members a template for the December newsletter
 - c. Events (Parminder / Barbara / Sara)
 - Just Food's presentation is scheduled for January 14 from 7 to 9 pm at the Hintonburg Community Centre. Both Kath and Kate will present. Awaiting Parminder's return from holidays to decide if refreshments will be served
 - Tanya will give a presentation on seeds and seedlings in February, likely in person and virtual. Diane offered to locate 30 used coffee cups to be used at this event for people to plant seeds
 - Diane informed of nearby venues available for events:
 - Hintonburg Community Centre: aside from the Wellington Room that is attached to the kitchen, there is also a basement room that holds 42 people
 - Keith Brown Field House in the Laroche Park on Bayview can be booked through the Hintonburg Community Centre
 - Tom Brown Arena's second floor meeting rooms can be booked through the McNabb Recreation Centre
 - d. Fundraising
 - Will be removed from the list of committees as it is not active this year
 - e. Garden Coordinators (Parminder / Diane)
 - Will be removed from the list of "Reports from Committees"; Sara believes the role applied only during the pandemic. Nowadays the coordinators receive Just Food's newsletter for diffusion and have access to Food Chat, a networking platform provided by Just Food to enable all community gardens in Ottawa to communicate amongst themselves

- f. Membership (Barbara / Donna)
 - Nothing to report
 - g. Properties – Build, Maintenance, Soil Building, Pollinator Gardens teams (Goldenrod - Andrew; Bullman - Kumari) with support from Diane for the pollinator gardens
 - Nothing to report
 - h. Treasurer's report (Tanya)
 - Tanya will soon issue the October report as well as the final year-end report
 - She will prepare a draft of the Annual Work Plan for the January meeting
 - Diane will send a 'Save the date' email to confirm that the Annual Work Plan is scheduled for Wednesday, January 9 at 7 pm and will verify if a room is available at the HCC
 - i. President's report (Sara)
 - Sara suggested creating a list of email addresses for newsletter mailing so any Board member could send out the newsletter (and to ease sending out bulletins). There were two questions: (1) will everyone's email address be exposed (no), and (2) will the recipients be able to identify who sent it out (yes).
 - The Membership Survey will be sent out as soon as the revisions are complete. Its length is the issue for having integrated Just Food's questions. Donna will compile the survey
 - Sara will scale back from all she has been doing as President of this Board. No one else from the Board expressed interest in the role. Sara can continue in a limited capacity (external comms).
5. Carry forward agenda items
6. New business
- Should a donation be made to the HCA for the loan of the audio-visual equipment?
 - Was voted against; Diane is on personal terms with the lender and offered to return the favour by occasionally helping out the HCA's Environment Committee
 - Complete each Director's [personal coordinates](#)
 - Was completed during the meeting, except by Parminder who is absent
 - How to communicate with gardeners who do not use email, so that they can receive newsletters and other notices
 - Barbara reminded us that we had to meet with some members to help with their registration. Newsletters could be hand-delivered to some addresses. Will revisit this issue at a later date
 - T-shirts marked 'Board Member'? ~\$20 each – how many, what colour?
 - A vest would be preferable than a T-shirt. A couple could be left in the shed at both gardens so a visiting Board member who has time to engage with the gardeners would have access to it. Diane will investigate the price
 - List of volunteer needs
 - It was suggested that we keep a list in the Google Drive with all tasks to be done by the volunteers, such as rain collection and compost at Bullman. We could also will reach out to community associations to seek volunteers rather than be limited to recruiting volunteers from the membership. The tasks could be added to the registration form and people asked to sign up for items of interest

- The following list was provided by Andrew at the end of the meeting as a first draft:

Soil Building

1. Collecting kitchen waste from partners (cafes)
2. Managing the hot compost (Goldenrod/Bullman)
3. Managing vermicompost (Goldenrod)

Maintenance

4. Mowing
5. Trimming
6. Ordering water deliveries (Goldenrod)
7. Litter, waste management
8. Surveying beds for (structural issues; lack of use; weeds; dangerous structures)

Building

9. Fix plot numbers and loose planks
10. Fix worm bench
11. Water collection (Bullman)
12. Compost construction (Bullman)

7. To note from Action items (below)
 - #3 deferred to next year (now #10)
 - Is #9 complete? In progress
 - Barbara suggested treating groups that rent a plot differently than individual gardeners next year; she presented the following proposal:
Where a group is looking to take on more than 1 plot for their organisation, we could at the Board's discretion allow the group to take up to 2 plots based on:
 - Group successfully completes a season with a single plot
 - Groups aims align with our garden aims
8. Next meeting: Thursday, January 9 at 7 pm in person at the Hintonburg Community Centre to prepare the Annual Work Plan
While the Minutes were being written, mail exchange took place to try to move the meeting to Tuesday, January 7 – it is pending confirmation from all Board members

Update on past Action Items

Action	Assigned	Status
1. Barbara will send a reminder to Friends of the Garden to renew their membership	08-Oct-24	Completed
2. Andrew will inform Akil of the approximate number of kilos of kitchen scraps added to the vermicomposter this season	08-Jul-24	In progress
3. Barbara suggested treating groups that rent a plot differently than individual gardeners next year; she will put a proposal together	08-July-24	Completed
4. Andrew will finalize the bilingual compost sign	08-July-24	In progress
5. Diane will investigate the price of vests that will help gardeners identify a Board member	28-Nov-24	In progress
6. Diane will gather 30 used coffee cups for Tanya's February presentation on seeds and seedlings	28-Nov-24	In progress

7. Tanya will reach out to Kath to discuss the Alterna banking experience	25-Mar-24	In progress
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Upcoming business	Assigned	Date to revisit
1. Diane: Prepare a report on this first year experience with the sliding scale recruits from OCH and the PFC lunch program	09-Sep-24	In progress
2. Andrew will add a section on composting in the Standard Operating Procedures document	25-Mar-24	Winter
3. Parminder will update the FAQ sheet on the website	08-Oct-24	Winter
4. Parminder will prepare a QR code for the Bullman sign	08-Oct-24	Winter
5. Parminder: Develop guidelines for SOP about Facebook management	09-Sep-24	Winter
6. Who will build a sifter for the compost	n/a	Spring 2025
7. Parminder will forward to the Board links to the bamboo dishware to be purchased for events as well as an estimated total price	09-Sep-24	Spring 2025
8. Board: Provide guidance in the Membership Agreement about height and safety of supporting structures (had an issue with the ski poles)	27-May-24	Spring 2025
9. Board: Invest in second seating area near the main shed at Goldenrod	12-Aug-24	Spring 2025
10. Events Committee: Reach out to Allegra to organize a workshop on low maintenance gardening (water retention workshop)	25-Mar-24	Spring 2025
11. Events Committee: Look at compost under a microscope (Andrew)	25-Mar-24	Spring 2025
12. Properties: Contact local cafés to obtain ground coffee for the worms	29-Oct-24	Spring 2025