

# Goldenrod Community Garden

## MINUTES

### Board Meeting for 7 April 2022, 7:00pm

#### Agenda:

1. Roll call: Sara, Susan, Matthew, Tanya (regrets: Barbara, Carmen, Martin)
2. a. Review and approval of [March 24 minutes](#): All approved  
b. [December 21st minutes](#): All approved
3. Adoption of the agenda: Newsletter was added to new business and the agenda was adopted.
4. Action items carried forward: Items were reviewed and updated (see table at bottom)
5. Reports from Committees (by email):
  - a. Communications/volunteer coordination (Matt) - no update
  - b. President's report (Sara):
    - i. Working with PFC to advertise sliding scale plots.
    - ii. following up with JF regarding tools for build, insurance for UOttawa students, and NCC approval of build and pollinator garden.
  - c. Treasurer's report (Tanya) - no update. March 2022 financial report was distributed, no questions raised.
  - d. Properties (Barbara/Sara)
    - i. Met on Apr 6th to mark area to be mowed for Phase 2 build and pollinator garden
    - ii. Wood has been ordered and will be confirming delivery dates soon.
  - e. Fundraising - U Ottawa Grant (Susan) - no update
  - f. Events (Susan, Matt) - no update
  - g. Membership (Barbara)
    - i. First phase of registration is complete with 58 renewals, 11 non-renewals and 11 not responding. Seven of the renewals are sliding scale plots from last year.
    - ii. Phase 2 of registration will start on Thursday. A further 9 plots will be reserved for community partner plots, and offers will go out for the remaining 13 using a lottery system. There are 63 people on the waiting list.
    - iii. The email situation is a problem. There are reports that even emails sent to just one recipient from the [registrar@goldenrodgarden.org](mailto:registrar@goldenrodgarden.org) account have been sent to spam.
  - h. Pollinator Garden (Susan) - location of garden has been confirmed with Properties. There is concern the soil will not be available in time to plant and plants may be sold out. Waiting for approval from NCC to start moving on this.
  - i. Garden coordinators (Matt, Susan) - no update
6. Other action item updates:

- a. Committee Mandates: already discussed. Sara made some comments for committees to consider.
  - b. [Phase 2 build](#): Sara has followed up with Moe several times, but there is no further news. Moe advised not to cut the wood, and to proceed with mowing. The Build Team is making plans to cut the wood, but is aware of the fact that they cannot cut until we have approval from NCC to proceed.
  - c. Plan [for 2022](#): It has been mostly completed, but some comments remain in the document. *\*Tanya will check and raise any remaining issues for discussion at the next meeting.*
  - d. [2022 budget](#): All numbers entered are up to date based on latest submissions, and we are awaiting confirmation from JF/NCC to change from draft to final. Tanya requested that future budgets do not separately break out and total taxes and contingency, as we do not retain budget lines in the main budget for taxes and contingency to be tracked separately and reported on.
7. New business:
- a. U Ottawa Grant: Request for budget numbers to be included in the documentation for each activity. *\*Student level of effort (number of hours of work) need to be included in the seating proposal.* All approved the pollinator garden proposal. The rainwater harvesting section had minor comments to be addressed.
  - b. Donation of large amount of crop cover fabric from a local CSA - the fabric is damaged in places but can be cut into smaller pieces and used. Sara clarified that it is crop cover (filmy white stuff). All agreed that yes, we should accept the donation.
  - c. Plot assignments - can we give priority to key volunteers for plots? Last year all people who put in a significant amount of effort as volunteers or on the board were guaranteed plots if they wanted them. We did not specify anything for this year. There was agreement in general that we can and should do this, but we need documented guidelines. *\*Membership committee will draft something to document the requirements.* This should include sustained major commitment on the board or one of the committees over a period of time.
  - d. Newsletter: Matt confirmed that comms is working on the next newsletter, with the goal to have it ready for distribution on the 14th. There may be a delay while we wait for news from NCC/JF, TD/UOtt grant and what is going on with the next build phase.
8. **Next meeting:** Wednesday April 20th 7 pm to 8:30
9. Adjournment.

**Action Items:**

	Assigned	Status
1. Susan to produce a write-up for the newsletter on which plants are acceptable for the pollinator garden, for those interested in growing seeds.	28-Feb-22	IN PROGRESS

2. All Board Members to review the mandates (saved in each of the committee folders) and provide comments by next meeting. Comms Mandate missing - Matt to locate	28-Feb-22	Sara done, all others not.
3. All Board Members to flesh out timelines in the work plan and add budget numbers and notes for their rows.	28-Feb-22	PARTIALLY COMPLETED
4. Tanya will circulate 2022 budget (final) for approval by email once decision on Phase 2 Build is made.	10-Mar-22	ON HOLD
5. Tanya will draft a proposal for review and voting on the approval of the Phase 2 Build, once we receive updated information from JF/the NCC after their meeting next week.	10-Mar-22	ON HOLD
6. All members to promptly review and respond to emails requesting approvals on 2022 budget and approval of Phase 2 build. *Dependent on 4 and 5 above*	10 Mar 22	ON HOLD
7. Matt to update the Events Calendar based on discussion, and keep Board informed of plans as they firm up.	24-Mar-22	IN PROGRESS
8. Barbara, with Sara's assistance, to investigate approaches to mitigate/resolve ongoing emails issues.	24-Mar-22	IN PROGRESS
9. Tanya will check the 2022 work plan document and raise any remaining issues for discussion at the next meeting	07-Apr-22	
10. Susan/Sara will review comments in the UOtt/TD grant activity descriptions and update them. All descriptions should include hours and budget.	07-Apr-22	
11. Membership committee will draft guidelines for enabling key volunteers to be guaranteed access to a plot.	07-Apr-22	

U of O grant budget by activity	
vole mitigation	\$ 550.00
Pollinator garden: plants, soil, amendments	\$ 3,080.00
Rainwater harvesting: storage barrels, hoses, hardware	\$ 2,750.00
Seating: lumber, hardware, paving stones	\$ 1,320.00