

Goldenrod Community Garden

MINUTES

Board Meeting for 25 May 2022, 7:00pm

Agenda:

1. Roll call: Barbara, Susan, Matt. Sara & Tanya joined part way through (Carmel and Martin are on leave from the board)
2. Review and approval of May 5 Minutes: Approved.
3. Adoption of the agenda: Agreed.
4. Open Action items carried forward:

Action	Assigned	Status
1. All Board Members to review the comms mandate and provide comments by next meeting. For other committees, review the updated mandate with them.	28-Feb-22	DONE - all mandates reviewed by board
2. All Board Members to flesh out timelines in the work plan and add budget numbers and notes for their rows.	28-Feb-22	DONE
3. Tanya will circulate 2022 budget (final) for approval by email once decision on Phase 2 Build is made.	10-Mar-22	DONE
4. 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	DONE. Phase 2 build reviewed and approved via email between meetings.
5. 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	DONE
6. Barbara, with Sara's assistance, to investigate approaches to mitigate/resolve ongoing emails issues.	24-Mar-22	DONE
7. Tanya will check the 2022 work plan document and raise any remaining issues for discussion at the next meeting	07-Apr-22	Work Plan Approved
8. Susan and Sara will review comments in the UOtt/TD grant activity descriptions and update them. All descriptions should include hours and budget. the garden seating is here	07-Apr-22	DONE - Susan has submitted the signed document and the project descriptions
9. Membership committee (Barbara) to draft guidelines for enabling key volunteers to be guaranteed access to a plot.	07-Apr-22	

10. Sara: follow-up with Tunneys Pasture Master Plan development	21 Apr 22	DONE - Attending May 25th community consultation
11. Sara to ensure Phase 2 communications are in Google Drive	05/05/22	DONE

5. Reports from Committees (detail by email):

a. President's report (Sara):

- i. Invited partners to garden opening; Representatives from OCH and SWCHC attended. JF to invite NCC and City, also OCH - no response
Indigenous knowledge keeper garden opening deferred to next event.
- ii. Insurance forms - extra insurance does not apply to us (forms are for all city organizations)
- iii. Registered to attend Tunney's pasture master development consultation.
- iv. Looking into getting water from the Fire Hydrants (with Bryn)
- v. Hosted Ms. Endicott's Grade 6 Students for painting the Phase 2 Plot Markers

b. Treasurer's report (Tanya)

- i. Funding received from Just Food (cost of gravel, sand, soil withheld and will be billed directly to Just Food). Beds and water tanks already paid for. Slinger and tool locker still to come. Likely to be an overrun on slinger + gravel due to abortive attempt to deliver material last week (Harveen has been notified).
- ii. Waiting for U of Ottawa grant funding - but have started spending against it.
- iii. Process for claiming reimbursement - please read first page of spreadsheet before starting. Ensure form is printed, signed and scanned, or add name and store as pdf - can't reimburse based on an editable file. When payment is direct to provider, person who requested the service and has confirmed that it has been provided should submit the request for payment. For every invoice that we pay, we do need to follow up and get a receipt.

c. Properties (Barbara)

- i. Phase 2 build - efforts to fill the beds last week ended badly when the slinger got stuck. This has resulted in an extra cost to the garden of 1 load of gravel + 5 hours of slinger time, as well as some damage to the grass which will need to be put right once the beds are filled. Once the ground has dried out, we will try again.
- ii. Water - the first delivery of water was received on Wednesday. Cost was significantly more than last year. The new water tanks are in temporary locations and will be moved once the new beds are filled.
- iii. Mowing - Victoria has recommended that the board purchase an electric mower - discussion of this has been added to the agenda.
- iv. Shed - Victoria has cleaned out and made an inventory of the shed.

d. Membership (Barbara)

- i. Thanks to the efforts of Sara and Rebecca at the Parkdale Food Centre, we have registered 3 new community partner plot holders. Registration for these plots remains open until the end of May.
- e. Fundraising - U Ottawa Grant (Susan)
 - i. The grant has been signed and placements have been added to the system - but so far no students have signed up. Susan to follow up with U Ottawa to find out how likely we are to get students and whether funding will be impacted if no students sign up.
 - ii. Events (Susan, Matt) -
 - iii. Garden opening event went well. We didn't have the indigenous opening as we had planned for, but tobacco was purchased and is available for when we can complete this component.
 - iv. Gardening opening was successful and ultimately we had ~45 people come through during the event.
 - v. Planning compost event for June just waiting on a confirmed date from the speaker.
 - vi. Announcement going to Evan this week for social time on Thursday w/ garden shed open for access to tools, etc. Starting this Thursday 6.30-8. Barbara to create sign-up sheet for future weeks.

Pollinator Garden (Susan) - plants have started to go in and planting will continue over the weekend.

- f. Garden coordinators (Matt, Susan) - no update
 - g. Communications/volunteer coordination (Matt) -
 - i. Newsletter preparation - aim to have everything in and approved on 25th of each month for newsletter to go out on the 30th. Evan & Kita will work together to compile the newsletters. Draft to be circulated to board for review.
 - ii. Matt to ask comms committee about whether they could produce bi-weekly newsletters during the summer months in order to help to build the garden community. Note: post-meeting, agreement with comms committee is for a monthly newsletter and a shorter bulletin mid-month.
6. Other action item updates:
- a. Garden opening
 - i. Compost question - can we accept kitchen compost from gardeners (where they don't have composting in apartments). Question sent to Just Food for advice and we will hold off on reworking the compost sign until a decision is made. Just Food workshop coming up on Jun 20 (Sara attending) as well as educational event at garden in June. Decision postponed until after workshops - a note will be put in the newsletter to share our plans.
 - ii. Rescheduling Indigenous opening

Michele had to pull out of the garden opening due to hurting her back. Sara to reach out to see whether Michele would be available during the compost event

once the Events Committee has a date for the workshop Alternatively could be part of opening of phase 2 beds and welcome to new gardeners.

- b. Butterfly project - location of box
Need to follow-up with Susan, the researcher about location of box. Suggestion is near pollinator gardener under one of the trees. Sara to communicate proposed location
- c. Committee Mandates - The board has now reviewed all committee mandates. As a next step, Susan will clean up mandates. Review of mandates with committees deferred until mid-summer.

7. New business:

- a. Agreement on workplan and approval of budget

After discussion, it was agreed to approve the budget, with the understanding that additional projects and funding may come up during the year (such as the second pollinator garden) which may require spending from reserves. These will be considered and approved by the board as they arise. A summary of the budget is attached.

Goldenrod Community Garden - 2022 Budget - FINAL		
Cost element	Budget notes	
		FY 2022 Budget
TOTAL DIRECT COSTS		\$ 28,025.52
Administration	Telecoms, bank fees, events, lease	\$ 2,035.00
Capital Costs	Equipment, signage	\$ 450.00
Operations & Maintenance	Water, tools, supplies, materials	\$ 3,220.00
Build	Lumber, soil, hardware, tanks, materials	\$ 22,320.52
TOTAL REVENUE	Grants, donations, fees	\$ 29,010.50
SURPLUS/(SHORTFALL)		\$ 984.98

Budget & workplan approved unanimously.

University of Ottawa Grant

Agreement has now been signed.

Ottawa Horticultural Society

OHS have approached offering a possible donation to the garden. Sara to follow up with Ottawa Horticultural Society.

b. Thanking donors

Tanya explained the process for thanking donors. When a donation comes in, it is updated in a donation tracking sheet in the fundraising folder. Bryn/Evan will review and add contact information and thank donors and ask whether they would like to receive the garden newsletter. Tanya to talk to Bryn about the process for ensuring that major donors get a personalised thank you.

c. Reimbursement for use of personal vehicles for garden volunteering.

Board discussed whether reimbursement was appropriate and how it should be calculated. Agreement was that:

- All use of personal vehicles should be pre-approved by the board if reimbursement is required
- Reimbursement will be based on 60% of the federal reimbursement rate, using google maps to calculate the distance.

Tanya to write up a policy for this.

d. Properties

- i. Shed - ramp + use - When the garden was initially planned, the shed was seen as a shared space for all members to use and a ramp was planned for accessibility. Properties committee have been considering how to build a ramp without causing a trip hazard and have proposed that as the shed is primarily being used for garden storage and is not open to all members, it may not be necessary. A small tool shed will be installed as part of the phase 2 build to provide access to hand tools for all members. Agreed to defer building ramp unless usage of shed changes.
- ii. Mower - Recommendation from maintenance coordinator to replace gas lawn mower with an electric mower primarily for environmental reasons. Concerns were raised about the durability of an electric mower - last year a heavy duty mower was purchased because the original mower that was donated to the garden was not strong enough. Board agreed to continue using the gas mower at this stage and reconsider in the future.
- iii. Bulletin board - Properties committee asking for guidance on requirements for bulletin board. Board agreed that bulletin board is part of creating a community - proposal to make accessible for all members with section allocated for official garden notices. This will be revisited at next meeting once there is a proposal for what to buy or build.

8. Adjournment.

Meeting adjourned at 9.18. Next meeting Mon 6 June @ 6.45 - in person at Matt's apartment meeting room. Matt to send invite.

Actions

Barbara to get markers attached

Number	Action	Assigned	Status
1	Membership committee (Barbara) to draft guidelines for enabling key volunteers to be guaranteed access to a plot.	07-Apr-22	
2	Susan to follow up with U Ottawa to find out how likely we are to get students and whether funding will be impacted if no students sign up.	25-May-22	
3	Barbara to create sign up sheet for volunteers for Thursday social events / shed opening.	25-May-22	DONE - 4 Jun - invitations sent out to volunteers to sign up.
4	Matt to ask comms committee about whether they could produce bi-weekly newsletters.	25-May-22	DONE - post-meeting
5	Susan or Matt to provide a date so Sara can reschedule indigenous opening ceremony	25-May-22	
6	Sara to communicate proposed location for sensor for butterfly project to researcher	25-May-22	DONE May 25th (after the meeting)
7	Susan to clean up committee mandates ready for review with committees.	25-May-22	
8	Sara to follow up with Ottawa Horticultural Society about possible donation	25-May-22	
9	Tanya to talk to Bryn about process for ensuring that major donors get a personalised thank you.	25-May-22	
10	Tanya to write up a policy for use of personal vehicles for garden activities.	25-May-22	
11	Matt to send out invitation for next meeting	25-May-22	