

# Goldenrod Community Garden

## MINUTES

### Board Meeting for 1 February 2022, 7pm

#### Notes:

1. Roll call: Sara, Barbara, Susan, Tanya, Matthew (Regrets: Carmela, Martin | Guest: Kita)
2. a. Review and approval of January 18th Minutes. Sara made edits. Reviewed and accepted with changes.  
b. Review and approval of December 21st minutes: Minutes not yet available for review. Matt to follow up with Carmela on status.
3. Adoption of the Agenda: Agenda adopted the following changes: a) Communications moved up to first item under Committee Reports; b) added 5d) – Meeting with Michele; c) new meeting time proposed by Matt.
4. Reports from Committees – clarifications and questions arising from written reports shared:
  - a. Communications: Kita presents a proposal from the Committee – all GCG Committees should have at least one member who has a garden plot in order to ensure an adequate flow of information, particularly on issues relevant/important to members who are gardeners. Upon further discussion, it is agreed that we will “strive” toward this objective. As part of the membership form, members could be asked to indicate if they are interested in working on a specific committee(s) and someone from the committee would follow up. It was also suggested that an online tool/calendar would make it easier for members to sign up to assist with specific events. No final decision is taken on follow up actions to this proposal.
  - b. President’s report: 1) Michele would be happy to meet with us regarding indigenizing the garden; and 2) Spoke with Harveen at Just Food (JF). There are not many reasons our Phase 2 funding proposal would be denied. JF will be debriefing last year's build with Ray next week.
  - c. Treasurer’s report: Tanya has drafted 2022 Budget. However, it is agreed to defer this item to the next meeting to allow Board members to review. Tanya will update any 2021 entries to 2022 and send the correct version. Board members are asked to review and provide accurate costing for existing items as well as input on costs that have yet to be factored into the budget. Barbara notes that the amount for the proposed Phase 2 Build in the JF proposal and ideally, the full amount will be covered by JF. Tanya indicates that she has factored in costs for maintenance and administration. The budget assumes that the cost of a plot will be \$65, with 20 plots at \$10. As there have been no new monthly expenses, a monthly financial report is not presented.
  - d. Properties: 1) **Phase 2 build application** is nearly ready for submission. Properties committee has highlighted how tight the timescales are if we want to have the new beds ready for the new growing season; 2) **Flexible gathering spaces / seating** - the properties committee is looking into ideas for picnic tables / garden benches, etc. and how they could be sited within the garden; 3) **Maintenance** - properties committee supports the idea of putting aside a sum each year to support future maintenance of the garden beds, but does not have a feel for how much that should be - suggestion to ask other gardens for their experiences; 4) Barbara and Sara will attend briefing with JF on last year’s build (see Item b-2 above).

- e. Fundraising: as the Board has yet to receive an update on who will act as the Committee's liaison to the Board, Sara will follow up with Bryn and Bridgit.
- f. Events: Matt to send out a direct email sharing info on the upcoming virtual event a few days in advance. The draft newsletter mentioned a possible new event – pairing newer gardeners with those who have more experience. Matt proposes that this could be a joint project between the Membership and Events Committees. Members could indicate whether they wanted a partner/mentor or to be one as part of the signup process. There may also be Friends of the Garden who would like to act as a partner/mentor.
- g. Membership: Sara proposes to meet with the Ottawa Community Housing representative on Thursday, February 10. Diane and Barbara to join her – Letitia will also be invited, and Tanya is a maybe. Matt suggests convening a meeting to discuss the membership process for the upcoming year.
- h. Pollinator Garden (PG): Further to meeting with Champlain Park Pollinator Garden representatives, PG Committee has asked whether it's possible to plant at least part of the pollinator garden closer to driplines of mature trees. Sara to verify wording in agreement and follow up with NCC as required. It is agreed that the PG proposal previously submitted to the Board will be attached to the JF proposal.

5. Other action item updates:

- 1. Standard Operating Procedures – Tanya noted that the document has been significantly revised following Sara and Barbara's review in its entirety. Other Board members are asked to review at least their sections and the whole document if possible. Tanya is drafting paragraphs related to the Board. She notes that the purpose of the SOP is capture our processes and what we do – will help us and future Boards manage ongoing work. Comments have been resolved but not yet deleted. Once the Board has reviewed, the document will be shared with individual committees. It is suggested that "striving" be added to the document to address the Communication Committee's concern raised by Kita.
- 2. Committee mandates – mandates have been received from the following Committees: Property, Membership, and Communications. Nothing yet from Fundraising – Sara will follow up with Bryn and Bridgit. Matt will draft mandate for Events and Susan will post Pollinator Garden's on Google Drive.
- 3. Phase 2 build – Sara will submit the draft submission to JF, possibly tomorrow. We can expect feedback and will have an opportunity to make minor changes as required.
- 4. Meeting with Michele (indigenous garden) – Michelle has agreed to meet to discuss "indigenizing the garden". Sara, Allegra and Susan will attend – date to be determined. Susan will send an invitation to the members of the Pollinator Garden Committee inviting them to attend. It was suggested having a broader session with members and Michelle if she's willing, at another time. It would be organized by the Events Committee – rather than asking Michele to prepare a presentation, it could take the form of an interview or a Q & A session.

2. New business:

- 1. Review plan for 2022 – further to the discussion at the last Board meeting, Tanya has developed a table for the 2022 priorities. The elements of the draft Vision appear as the headings and the activities have been organized under them. All our activities should support at least one element of the Vision. Tanya has added a new category for Operational items. She notes that the work plan needs to capture routine tasks as well as activities we plan to get done this year. Ideally, there would be a direct link between the budget column in this document and our Budget document. Next step is for Board

members to review the document and populate it by identifying discrete tasks under each item, including who's responsible, timelines, detailed budget, etc. the document is filed in the Google Drive under "Annual Plan 2022". We agree to discuss it at our next meeting, on February 15, 2022.

2. Meeting time – Matt has a conflict on Tuesdays at 7pm and has asked to shift the meeting to 7:30 or hold it on a different night. One of the Board members elected at the AGM is not available on Tuesdays. Sara will reach out to her to enquire about her availability on other evenings and we will consider changing the day of the meeting.

The meeting adjourned at 8:20pm.