

## Sheboygan Avenue Community Garden Board Meeting Minutes

Date: January 24, 2019      Time: 6:00 pm to 8:00 pm

Location: Monticello Community Room

Attendees: Jim Baumann; Julie Grim; Leann Tigges; Ruth Cadoret; Jim Dudley; Pat Soderholm

### 1. Acceptance of past meeting minutes:

- A. 1/10/19 Minutes approved.

### 2. Reports

A. Treasurer: Report to be reviewed at future meeting.

B. Registration: 30 people are on wait list.

- When to send notification/registration forms – discuss at next meeting.

C. Plot Monitor: Nothing to report.

D. Timekeeper:

- Jim B. has started to contact gardeners with Zero or Less Than Two required work hours completed.
- Missing work hours must be made up prior to being assigned a plot for gardening in 2019. Deadline for makeup hours is May 1, 2019.
- If work hours required from prior year are not completed prior to May 1, then the gardener goes to the bottom of the waiting list for a garden plot.

### 3. Business:

A. Working Draft for Garden Layout Approved.

B. Summary of discussion with Community Groundworks Staff:

- Volunteer Groups to help with specific projects in garden.
  - Eagle Scout project
  - ROTC group project
  - UW Extension and Master Gardener – Educational Training Sessions
- Message Boards strongly encouraged for garden.
  - Post newsletters
  - Post copy of Garden Handbook
  - Post upcoming garden events/workdays
  - Post training materials
- Garden Insurance Policy held by Community Groundworks.

- Lease on Garden renews this year or next year – must keep garden in good standing.

C. Annual Budget Reviewed & Revised to reflect balanced budget.

- No reduction in annual fee for larger plots. If plot size doubled, then payment required is doubled as well.
- Food pantry plot to be funded by donations - seeds, plants, and money.
- Keep one good picnic table to place in Garden Social Area.
- Have benches and seats throughout the garden.
- Jim D. will service the garden's gas lawn mower.
- Forest Hills Cemetery bales leaves in the fall – free for first come first serve.
- Garden financial report will reflect "In-Kind Gifts" going forward. (Such as donations of chairs, watering wands, tools, etc.)

D. Discussion ensued of registration materials, plot priorities etc.

- Leann T. will send out registration materials via email. Date to be determined at future meeting.
- The number of plots (both 100 & 200 sq. ft) must be determined prior to any registration forms going out to gardeners. Jim B. will look at determining layout of 100 v/s 200 plots. There will be no more than 40 200 square foot plots.
- New Gardeners are allowed only 100 square foot plots to start with.
- The 200 square foot plots will be offered to gardeners by following:
  - Seniority – Pat S and Jim B will work on seniority list.
  - Gardener must be in good standing (work hours completed, handbook regulations kept during season, cleaned up garden at end of season)
  - If all requirements met and there are more gardeners with same seniority than there are available 200' plots, the names of the gardeners to be offered the larger plots will be drawn by lottery.
- Suggestion made that gardeners who request 200' plots submit two checks when registering (two payments - one for each 100' plot). Thereby making it easier to return one of these payments to gardener if it is found that they are not eligible this year for a 200' plot.
- If a gardener would like a 200 square foot contiguous plot, they should expect to move within the garden.

4. Further discussion on numbering plots shifted to next meeting – physically placing number in plot. Jim D. will bring prototype to next meeting.
5. Sheboygan Avenue Community Garden Newsletter/Email was discussed. Secretary gave members outline of an email. Secretary will bring filled out sample email to next Garden Board Meeting. It will include the following:
  - A. A Board Member Item – Guided by Jim B.
  - B. An Education Item
  - C. A Recipe
  - D. Information on current garden conditions, successes and challenges.
  - E. Information on how garden members can contact the Gardening Board with questions, concerns, ideas, information, etc.
6. There will be an extra email sent out asking about specific abilities that gardeners may bring to the table. Thereby giving the Garden Board a large pool of gardeners with various abilities and enthusiasms for the Garden Board to draw on for special projects. This will not be sent out with the registration materials.
7. Pat S. will be working on the 2019 Calendar of events. Calendar to be reviewed at next meeting.

Announcements:

- A. Next meeting date: Thursday 2/7/19
- B. Discuss the following:
  - a. Fees.
  - b. Registration.
  - c. Garden Calendar of Events.
  - d. Spring Meeting.
  - e. Newsletter.

Minutes recorded by:

Julie Grim, Secretary

[communication@sheboygancommunitygarden.org](mailto:communication@sheboygancommunitygarden.org)