

## **Duluth Community Garden Program**

### **Minutes from March 11, 2009 Board Meeting**

**Members Present:** Dan Kislinger, Stacy LaVres, Kate Nicoletti, Gloria Piche, Carrie Slater-Duffy, Marian Syrjamaki-Kuchta, Steve Robinson , Nicole Wilde

**Members Excused:** François Medion, Sharon Rogers

Steve read the mission statement.

**Minutes:** Steve made a motion to approve the minutes with the following corrections (Carrie is working 10 hours a week, Sponsorship is for water, fencing and compost; DCGP received \$500 from 3<sup>rd</sup> Street Bakery).

**Directors Report:** Carrie referred to the content of the Director's report and provided an overview.

Carrie requested that Katie be added a signature to the VISA so she could purchase items for the gardens when needed. **Marian made a motion to move that Katie be added as a signature to the VISA card, Dan seconded the motion.**

Carrie also mentioned that to streamline payment of bills and purchasing of approved budget items, she would like to change the two signature check policy to one signature for all approved expenditure except payroll, and increase her ability to make approved/budgeted purchased from \$100 to something greater.

Dan referred to the Bylaws and indicted that change would need to be made in the bylaws, then the bylaws would need to be approved. Consequently the proposed Bylaws change was made (ARTICLE III section f)

TREASURER: The Treasurer shall be responsible for assuring that all expenditures of the Plant-A-Lot Community Garden Program shall be valid and authorized by the Board. ~~The Treasurer or his or her designees shall be co-signers of checks greater than \$100.00 (One Hundred Dollars). The Treasurer shall assure that the financial records are in order and shall update the Board quarterly on the agency's financial status.~~ The Treasurer and the President or Executive Director shall be co-signers on all board approved expenditures greater that \$1,000 (one thousand dollars) and for all unapproved expenditures at any amount. Unapproved expenditures must be brought to the Board for approval. The Treasurer and the President or Executive Director shall be co-signers on all staff payroll checks.

Marian made a motion to approve the new expenditure criteria for revision to the bylaws, Stacey seconded the motion.

Nicole will update the bylaws to be distributed prior to the next board meeting.

**Tree Sale Committee:** Marian reported that there were 45 trees left to sell and Gloria and Marian would be potting the remaining trees and continue selling. A total of 180 trees were purchased and total revenue raised had not been tallied. The tree sale has made money in the past, but this is a very labor intensive project and the board needs to rethink it. Gloria, Steve and Marian will hold a follow-up meeting to revisit the sale.

At this time Maria, Gloria and Stacy left – so a quorum was lost.

**Budget** – Carrie presented the cash flow statements with two different scenarios.

Steve suggested that we pursue a fundraiser during the Park Point Festival events. He will look into this. Carrie provided Charlotte Shillings number – 722-6828 ext 4067 for the Art Festival and Rummage Sale.

Meeting adjourned.