

DCGP Board Meeting
Saturday, November 7, 2009
9am – 1pm

Present: François Medion, Katie Nicoletti, Marian Syrjamaki-Kuchta, Gloria Piche, Dan Kislinger, Paul, Teuer, Katie Hanson, Stacy Lavers, Kerry Donar, Loni Coppin, Jane Baxter

Absent: Sharon Rogers

Handouts:

Harvest Dinner PowerPoint Presentation

Questions for Randy Hanson research on Community Gardens
Letter from Mary Dragich
New Organizational Structure
Suggested Bylaw and Article Amendments
Organizational Timeline
Proposed Committee Structure

Intro

Loni welcomed everyone and reviewed the day's agenda for additions or subtractions and agreement. After a minute of silence Dan Kislinger moved into changes to date and a review of the open community session from the Harvest Dinner.

Program Restructuring

Dan provided an overview of the suggested new structure for the DCGP. See handout "New Organizational Structure." There was some discussion as to whether the board had decided that the new structure was accepted. The board moved forward with the assumption of the new structure.

Bylaw and Article Review

The DCGP bylaws were reviewed as well as Article 6 of the Articles. Changes were made and it was decided that the board would revise the Bylaws and shelf revision of the Articles. Considerable discussion took place about low-income representation on the board. It was decided to include a statement about a low-income wording in the Bylaws. The Bylaws will be revised and distributed for review by the board. The bylaws indicate that distribution to board members need to take place 20 days prior to any board votes for change.

Program Coordinator Position Discussion – Katie and Dan

Katie suggested two options for moving forward as program coordinator. She mentioned that in the spring she will be having her baby and is not certain how much time she will have in the fall she will be done.

Recommendations from Katie:

High priority is to make sure things are covered for the Spring months, especially March, April and May answering calls/questions about gardening and gardening plots. Someone needs to be in the office. In the past the Kids gardening program has taken a great deal of time. So she recommends that we shelf this kids program this year as we reorganize

Possible Options

1. Hire someone in the spring; train in for April and May. Katie will be on maternity leave. Katie would come back in the summer and then be done in September. Loni would be a good candidate. There are others who have expressed interest in the position.
2. Katie is done now and we hire someone that Katie could train in. Katie would train the new person in.

Katie estimates 20 hours or more in April and May – more likely 25 hours. An intern in the spring would help. Summer hours things slow down a little – about 20 hours a week – June, July, August – 240 hours.

Nicole suggested that this be a focus for the next board meeting.

Committees

Dan handed out an outline/exercise to help guide the development of committees. Items to outlined on the handout included

Committee Development

Name:

Purpose:

Coordinator:

Members & Contact Information:

Yearly Schedule of events and interaction with other committees

Budget Needs

Volunteers needed

Other resources needed and issues

Additionally another handout provided a little more in-depth information about each of the committees, including individuals that would service on the committee

Dan asked if we could work through the list with each committee to get the process going. Committees suggested as follows:

Operations

Events

Seeds, bulb

Communication

Education

Land Stewardship

Operations

Due to upcoming changes with Katie and changes with the organization the board's role on regards to operations needs to be re-examined.

The purpose of the operations committee would be to keep the office running smoothly.

Katie made of list of office tasks that should be considered in a new hire

Database upkeep

Keeping up with mail and email/communications

Paying Bills

Making Deposits

Mailings

Newsletter

Publicity for classes and events

Maintain a calendar for the board and committees

Keeping the office supplied

Cannery rentals/inventory

Outreach

Grants

Taxes/Insurance

Kate would like to see someone in at 25 hours a week or more to do more work.

Communications Committee (Items such as newsletter, website, email, advertising)

Go to Person: Stacy

Committee Purpose:

Need to find someone with marketing expertise to help with this committee.

Lonnie will put something together for their next newsletter.

??There was confusion on who is to conduct various PR/Communications tasks.

Events Committee

Two Main Events

Truffle sale

Flower sale

Fall Harvest

Spring Fling – April – Event where gardeners meet each other and garden coordinator. Get people registered, sell seeds, raise funds, cookbook, hold seed starting classes

Each event needs to have its own special characteristics. Also to projects on the table to generate income. Gary

Kohls and workshops and Ann Caple offer to spearhead cookbook project.

Idea with the events would be to kick off and close the garden season

Seeds, Bulbs, Trees Committee

Marian, Pat, Kate, Jane, Sharon

We did not do Bulbs this year

Only ordered raspberry and blackberry's

Seeds we should be ordering now

(This category relates to supporting food distribution)

There was a lot of discussion around selling items at the Farmers Market and it was decided that this is one that we would not take this on.

Education Committee

Kate does not have the time commitment to be the education committee. She is willing to help. Katie says the education went well, but we did not cover the costs. Publicity was sort of an issue. People look to community education for classes. Education is a great source of getting information out about DCGP.

We need to find a go to person. Loni will mention in the next newsletter that we need someone to take a lead with education. Role is developing classes, contacting people to teach classes, and then being at each class and then representing the organization at the event.

Land Stewardship Committee

Have a good base on the committee. There are 5 basic members and the site coordinators are adhoc. The committee is in the process of defining expectations of gardeners and the program. Also communications between gardeners and site coordinators. Net will be developing a budget for items like water and fencing.

Katie mentioned that the site coordinators could play a larger role in sign-up and monitoring the site. Some of these actions could be encouraged at the spring fling.

Function of Committee Coordinators

Report to the board and ensure meeting notes are kept and made available

Question as how to we keep communication open between all the committees – open flow if information and contact.

Dan suggested a 12-month schedule where everything was listed and committees listed. Also make available committee reports available online.

There should be some guidelines for each committee to follow.

Reporting to the board process for committees will be important. Expectations and timelines need to be developed.

François mentioned that there should be some expectations for community gardeners and look at ways to give people something to recognize people's time.

Meeting Adjourned