

Minutes of Meeting of the Board of Directors
Sunshine Community Gardens
August 11, 2020

Steve Uecker, the President, called the virtual meeting to order at 6:04 p.m. A quorum was present consisting of the following board members: Steve Uecker, Jim Willmann, Carol Limaye, Kay McMurry, Marsha Riti, Doug Zullo, & Kerry Drake. Also present for the first portion of this Zoom meeting: Janet Adams, Susan Wallar, Ila Falvey.

1. 2021 Plant Sale and COVID-19 (Discussion Item)

- Discussion with Janet Adams, plant sale coordinator, regarding how Sunshine should plan for having or not having sale in light of COVID-19 outbreak and timetable for making decisions.

Janet has been in charge of a successful plant sale for many years. She reported that having been very involved in the sale, having done every step & knowing what it takes. Janet suggested not having a plant sale as per usual. She suggested having a sale among garden members, perhaps over a week-- not one day only. Seeds are ordered in October and delivered around Thanksgiving. If things improve to allow a safe sale in light of Covid-19, the scale of the sale can change. A board member pointed out that saving seeds is an option, as they keep, if we choose to order more seeds than we end up using.

Janet was asked how quickly seeds are delivered after ordering, and she replied they are delivered anywhere from 2 days to 4 weeks, depending on the vendor.

Janet reiterated that the sale will not look as usual. Food sales are not a good idea, nor are vendors, as she does not want the potential of exposing people to the virus. She mentioned changing with the information at hand: if viral spread lessens and things improve, we can change. If things do not improve, we can scale down. Scaling down means eliminating food sales and vendors and growing our own vegetables to sell to current garden members. The focus could change to tomatoes and peppers only that are grown by a commercial business, since seeding more herbs involves gardeners in close contact, and we do not want our volunteers in close contact at this time.

Financially, Janet recommends we plan for no plant sale: neither its benefit or expense. She points out the garden wouldn't make much money for a sale amongst its own gardeners. There would be no profit, and the possibility that there is some loss of money buying seeds.

A board member asked about potential arrangements for selling to the general, outside population, perhaps through online pre-order methods. Janet replied that that wouldn't eliminate the exposure potential for volunteers, and stated that it is not worth anybody's life to have a plant sale.

Another board member explored the idea of pre-orders that have a drive up and pick up potential from online sales. This scenario would require an outdoor scenario with layout changes, but is an idea. A board member pointed out that putting plants together for an order would involve people together, and that seems a lot to ask volunteers to do during a pandemic. It was pointed out that the garden could issue N-95 masks for volunteers. It was suggested we consult with doctors who are garden members to gather input since we have to be 100% sure we can do anything we do safely. The question was posed, is it worth doing anything if we won't make money. Janet answered that we could consider it a service for

garden members, not a money maker. A board member pointed out it would help our gardeners to provide plants they could purchase onsite without having to go to a garden store. Another board member pointed out that we should consider the potential of providing this service to the broader community, as well. Janet replied that she does not believe there are enough volunteers to help with the sale planning, particularly if we wish to continue at the usual scale but having to accommodate for safety protocol during a pandemic. She reminded the board that volunteers aren't paid. A board member said there might be an issue of exclusion, if we can't accommodate all the people from the general public who would want to come to the sale but would be excluded because of the ban on large crowds during the virus. A board member mentioned that there are ways to accommodate 25% capacity.

A board member asked if we know what seeds are available yet. Janet replied that Randy, who orders the seeds, doesn't start looking until September. Janet remarked upon the immense amount of time Randy spends finding the right seeds to order. She stated again that it is not worth anyone getting sick for this sale, and that N-95 masks are uncomfortable and a lot to ask of volunteers. Janet signed off.

Janet Adams left the Zoom meeting.

2. Noncompliance of Plot (action item)

The board considered a noncompliant plot in executive session and decided to offer gardener choice of moving to a raised bed in lieu of bringing current plot into compliance.

A motion was made that we waive requirements (fees and clearing) and allow the gardener to move to a raised bed, if willing.

The motion was seconded and passed unanimously.

3. Financial Report- Carol Limaye (Action Items)

We are doing well after cutting back on our usual activities. However, the water bill has shot up. The treasurer is waiting to see the next bill. There are no obvious leaks. We have the budget to cover the increase, but the water bill may become a major item. We have a budget for special projects. We have reserves that we may need next year. Money collecting for service hours has been suspended.

Carol Limay made a motion to donate \$100 Central Area food in the name of Berkley Bettis

Kay seconded.

Unanimously approved.

Motion passed unanimously.

Carol continued, and said we may need to forgive service hours in January. A board member offered that the ideas for what needs to be done around the garden that are published in the Weeder is helpful and a good idea. We should continue to do this.

A board member pointed out that it's tough in August to work volunteer hours. Too hot for a Khaki weed weed-out. A board member suggested we make pulling Khaki Weed a TSVBI hour. It is pointed out that service hours in general need to be revisited.

Steve Uecker Motion: For a limited opening between now and Oct 31, 2020, pulling Khaki weed can be considered a TSVBI Volunteer hour.

Marsha Seconded.

There was one abstention. The motion passed.

4. Plot report- Kay McMurry (Discussion Item)

Basically of 156 on the waitlist, only 2 plots have become available. We have more plot inquiries due to food worry and boredom, seems. Kay submitted a plot graph.

4.5 Approve minutes from July Board Meeting (Action Item)

Suggested amendments to the minutes are documenting the approximate time Jim Willmann was disconnected from the virtual meeting, the time the meeting ended, and labeling agenda items in the minutes as "Discussion Item" or "Action Item."

Carol Limay made a motion to approve the minutes with the suggested amendments.

Kay McMurry seconded the motion.

Minutes unanimously approved.

5. Appoint Committee To Evaluate If Changes Needed To Nominations Committee (Action Item that becomes Discussion Item)

The Nominations Committee will not need to do anything until March, so election of the committee is not urgent. However, the past election raised some concerns about the committee and the need to evaluate if any changes would be desirable. Because the Nominations Committee is governed by the Bylaws, any changes will likely require Bylaws amendments. Because of required timelines, the bylaws amendments process is likely to take a minimum of 60 days. Consequently, the board needs to begin the Nominations Committee evaluation process fairly quickly. One of the problems this past election was that of the 5 elected members apparently only 2 participated in the work of the committee. Unlike other elected positions, Nominating Committee members serve only one-year terms so there are no staggered terms. Members are limited to two consecutive terms so can serve only two consecutive years. Among questions the board may want to consider is should some committee be appointed, would two- or three-year staggered terms be better than current one year terms, how long should a gardener be able to serve on committee? While it is generally good policy for a board to be involved in the nomination process, does the problem of getting gardeners to run for office support more board involvement?

Recommended Action: Appoint a committee and have them give interim report at September meeting and final report at the October meeting.

This discussion involved the concerns of having board members involved in the nominations committee, also noting that any change brought forth would require a change to the Bylaws, meaning a decision would need to be made by early November for all the necessary changes. A board member asked if the system in place is working. An informal consensus seemed to suggest that no action is needed at this time, and that maybe it was an off year, given Covid 19. No one made a motion to form a committee to review and make recommendations about the nominations committee, so the meeting moved on to the next item.

6. Informational Items: Jim Willmann (No Action Needed)

Enforcing Widths Of Common Paths Along South Fence Line And East End Of North Fence Line

There is some encroachment along the south fence line and on the east end of the north fence line. Jim will be requesting gardeners to eliminate the encroachment as they remove spring crops and plant fall crops. Jim wanted the board to be aware, as some gardeners complain about the request.

7. Miscellaneous Action Items Requiring Minimum Discussion: Jim Willmann (Items 7A-7F)

The following are items I have identified or been requested to bring to board which should require very little discussion.

A. Setting Price For Fall Compost Delivery (Randy Thompson Request; Action Item)

Gardeners are asking Randy about fall compost and he requested the board to set the fee.

Recently, the cost of compost (price + delivery) has exceeded the income by around \$150 per delivery. There are two questions board needs to address:

1. Should compost be provided at a member benefit with a loss acceptable, at price to cover costs, or at price to make profit?
2. What should price be?

This table shows the estimated compost cost and what revenue will be produced at various prices

		Revenue per cubic yard scenarios- assuming everyone pays!				
Buckets / Cubic yard Cubic Yard= 200 gallons	Est. Cost per Cubic Yard \$40 plus \$ \$10 delivery	\$ 1 /bucket	\$1.50/ bucket	1.66 /bucket	\$2/bucket	

or 40 five gallon buckets	(? based on 10 Cubic yard delivery?)		<i>\$3 for 2 bucket</i>	<i>\$5 for 3 buckets</i>		
40 buckets	\$50 Cubic Yard	\$40	\$60	\$65	\$80	

- * 1 cubic ft = 7.5 gallons (for another reference 1 bag of compost can be 1-2 cubic feet at Lowes. FYI I just bought 2 CU ft bags at 3. 68 a bag (15 gallons= slight discount at \$1.00 bucket)

**Another issue is some gardeners load compost directly into wheelbarrow. While the mid-sized wheelbarrow equals 5 buckets it is not exact and human nature is to put on one more shovel full. This is not a major issue but probably best if gardeners fill buckets to dump into wheelbarrow.

Recommended Action: Compost should be priced to cover costs and Carol and Randy are authorized to set a specific price. To provide more accurate measurement, gardeners should fill buckets to dump into wheelbarrows and not load compost directly into wheelbarrows.

Steve mentioned we should discuss the potential of using revenue for food bank donation.

A board member suggested we make the compost at cost with a limit/ subsidising, cover the cost with \$2/bucket or \$3/2 buckets. Set the price to cover the cost but not make money. In the past we have ordered 18 cubic yards. A board member pointed out we need to post better signs about payment.

Jim Willmann made a motion that Randy and Carol decide the pricing, enough to cover the cost to not make money but come out even.

Kay McMurry seconded the motion. The motion passed unanimously.

B. Hiring Electrician To Check Wiring In Tool Shed And Install Additional Lighting (Bob Easter Request; Action Item)

- Bob Easter spends a lot of time in tool shed repairing tools and has asked if the board would consider hiring an electrician to evaluate electrical wiring in tool shed and also install additional lighting. He has also asked about replacing the light on the north end of the trailer. This is the email Bob sent me: We really should think about having an electrician correct some of the conditions in the shed. We need some new shop lights, and some of the electric outlet plugs need to be checked, plus the orange electric extension cord which goes into the tractor shed needs to be properly and safely installed. An Electrician can use the box where the extension cord is connected and extended that plug into the tractor shed to eliminate the electric cord touching metal. We are only talking about a couple of hundred dollars. Working around electricity it is important to be safe.

Steve Uecker made a motion to authorize Bob Easter to spend up to \$300 on electrician and lights and authorize Carol to approve an additional \$200 if additional funds are needed.

Kay McMurray seconded the motion. The motion passed unanimously.

C. Require Masks In Tool Shed (Action Item) There is no specific mask requirement for the tool shed so the general requirement to wear a mask if within six feet would apply. However, The tool shed is a small, confined space with very little ventilation. It is also possible to not realize anyone else is in the shed until you are already inside and within six feet of the other person. It is also the case that sometimes, Bob Easter is in the shed for a longer length of time repairing tools.

Steve Uecker made a motion to require masks in the tool shed but permit Bob (and persons assisting him) to take off a mask while working in the shed.

Carol Limaye seconded the motion. The motion passed unanimously.

D. Weather Station At Sunshine (Action Item)

- Having a weather station at Sunshine has been discussed for a number of years but always gets dropped because of the lack of internet at Sunshine. The Internet is now available, so the board may want to revisit the issue. Bill Cason and Kerry Howell have a weather station connected to the Weather Underground and I asked him to look into the cost for Sunshine to have a weather station. He estimates the cost to be around \$200-\$250.

Steve Uecker made a motion to authorize Bill Cason to spend up to \$300 to buy and set up a weather station at Sunshine, which will also provide a historical record of the weather at the garden.

Marsha Riti seconded the motion. The motion passed unanimously.

E. Locking Front Gate and Installing remote camera on front gate (Bill Cason & Kerry Howell suggestion; Action Item)

- There is an ongoing problem with the front gate being consistently locked in the evening. Bill Cason and Kerry Howell suggested that with the internet now being available at Sunshine, an option is to set up a remote camera connected to the internet. A gardener(s) living near Sunshine could volunteer to check the camera daily to see if the gate is locked and if not, go to the garden to lock.

The board discussed a camera being aimed at the gate would be a helpful safety measure to ensure the gate is closed. A camera may also be helpful to be focused on the cash box when it is out, as well.

Steve Uecker made a motion for Doug and Bill to spend up to \$200 for a camera accessible via the internet for the purpose of monitoring if the front gate is closed at night.

Kay McMurry seconded the motion. The motion passed unanimously.

F. Reserving The Full Plot And Half Plot West Of The Raised Bed Area To Be Converted To Additional Raised Beds As The Plots Become Available. (Action Item)

- Sunshine currently has three raised beds. The raised beds are designed to provide a gardening opportunity to gardeners who because of age or health conditions are not able to maintain a regular plot. There is likely to be a greater need for more than three beds. Because of the granite paths around the beds, the ideal location for any additional beds is adjacent to the three existing ones. If any adjacent plots become available, they should be considered for conversion to raised beds before being reassigned.

Recommended Action: Designate full plot (F4-3) and half plot (F4-1e) west of raised bed area for expansion of raised bed area and not reassign them when they become available until decision is made on whether to use them for raised beds.

Jim Willmann noted that the Zone Coordinator, Mary Gifford, should be consulted. Jim will consult with Mary.

Kay McMurry made a motion to table the discussion.

Steve Uecker seconded.

The motion to table this action passed unanimously.

G. New khaki weed device- Marianne Mulrey recommended a specific tool with a narrow serrated blade and circular handle – a Radius Stainless Weeder. It's a kind of modified shovel as good for removing khaki weed. Cost \$50.00.

Motion: Authorize Steve to buy one this weeder and let Bob know when it arrives for labeling, and send the bill to Carol.

Motion was seconded and passed unanimously.

8. Items For Preliminary Review And Approval Of Exploring Items For Possible Future Board Action (Items 6A-6D): Jim Willmann

The following are items I would like the board to consider on a preliminary basis and authorize further evaluation of items with possible action at a future date.

A. Expanded/Alternate Enforcement Remedies

- Currently, the only enforcement provided for in the plot compliance site rules is the formal termination of membership process if noncompliance is not voluntarily corrected. This remedy is not an efficient or effective way to address many types of plot non compliance issue, e.g., encroachment on common paths. It seems reasonable to provide for more options for addressing noncompliance, e.g., correcting the noncompliance and imposing a financial penalty. Additional remedies are likely to require a site rule amendment.
- One option might be Rule _____. In accordance with policies adopted by the board, these rules may be enforced in one or more of the following ways:
 - 1. Termination of membership / loss of plot(s)
 - 2. Assignment to a different plot, including a smaller plot
 - 3. Correction of violation
 - 4. Financial penalty., including termination for failure to pay penalty

- 5. Agreement with gardener on how rule violation will be corrected and future violations avoided. These enforcement mechanisms are in addition to any specific mechanisms otherwise provided for in these rules.

Kerry Drake made a motion to authorize Jim to explore this issue with zone coordinators and make a recommendation to board as appropriate.

Carol Limaye seconded.

The motion passed unanimously.

B. Assistant Treasurer Position

- It seems with the membership fee billing, plant sale cashiering, etc. that treasurer position is becoming more than one can reasonably expect a volunteer to take on. One way to address I would like to explore having an Assistant Treasurer. I would see it as an appointed position. He/she would be a nonvoting. ex officio member of board who reported to treasurer. Board would have the option of compensating.
- Robert's Rules does address the possibility of an Assistant Treasurer position (calls Financial Secretary). Creating an Assistant Treasurer position is likely to require a bylaws amendment.
- Another option might be contracting with a bookkeeping service but I am not sure how that would work for membership billing and plant sale cashiering.

Kerry Drake made a motion to direct Carol and Doug, with financial backgrounds, to explore and make a recommendation to the board.

Steve Uecker seconded the motion. The motion passed unanimously.

C. Sunshine Policies/Record Keeping/Etc.

- Here does not appear to have all of the policies needed. For example, when this year's election process was disrupted by the COVID-19 outbreak, there were no policies (or at least none that anyone was aware of) addressing even simple questions like who counts ballots. Even if Sunshine has the policies it needs, there does not appear to be a good system for organizing those policies.

Recommended Action; Appoint a committee chaired by Kerry to explore issues of board policies and recordkeeping.

Steve Uecker made a motion to table this discussion and action. The motion was seconded and passed unanimously.

D. New Board Member Orientation

- There currently is no formal orientation of new board members and frequently very little transitioning from one board to the next. Some type of orientation would seem desirable.

Steve Uecker made a motion to direct three of the newly elected board members who have not previously served on board (Kerry, Marsha, Doug) to evaluate and make recommendations to the board about desirability for new board member orientation.

Kerry Drake seconded and the motion passed unanimously.

Other topics:

Slack thoughts: Marsha Riti update

Marsha plans to approve a code of conduct with Jim, and then go live. This will allow people to communicate with other gardeners.

Announcing Zoom meetings to members

It was suggested that, to provide openness to the community, Zoom board meeting dates are posted in the Weeder.

Kay McMurry drew our attention to Black Urban farms as a community to potentially become involved

A motion was made to adjourn. Motion was seconded. Motion passed unanimously.

Meeting adjourned at 8:20 p.m.