

## **Minutes of Meeting of the Board of Directors**

Sunshine Community Gardens

**3/9/21**

Attendees: Steve Uecker, Kay McMurry, Carol Limaye, Jim Willmann, Kerry Drake, Marsha Riti, Doug Zullo

Additional Attendee: Isabelle Encela

A quorum was present

The meeting began at 6:06 p.m

SCG Logo Survey Report: Isabelle Encella

Isabelle stated there were 138 responses. A majority, 50%, voted for option 3. She received some emails/slack messages re. color preferences for t-shirts, etc., and she will take it into consideration in the future. Question asked: can the logo be provided for letterhead? Answer: formatted logos will be available.

Isabelle was thanked for her work and stated she enjoyed working on it. Isabelle Encella signed off of the board meeting.

### **Reports**

#### **1. Treasurer Report: Carol (Attachments)**

Billing period: billing revenue. We are doing well, but we will have to live off of this next year. We can handle it. Expenses are down because of lack of activity. It looks good, but we will see how it is in 6 months and whether or not we need to make adjustments. Financial info: we are doing okay. On billing: 4 gardeners have not yet paid. Two have stated their checks are in the mail. And two we haven't heard from, possible job loss. Planting season is now, so we need to see if they want to keep their plots or move on, but we will give the two a little more time due to disruptions caused by the pandemic.

#### **2. Plot Report: Kay (Attachments)**

No empty plots. There were 4 quarter plots available. Waiting for payment on 2. There is an increase in the number of people willing to take a plot of any size. Wait times are lengthier than before. Quarter plot increase may be misleading because of when we added it in. The last person signed up waited a year and 4 mos for her quarter plot. 193 people are on the WL for a quarter plot. How long you have to wait for a plot is more important than how many we have on the WL. There is an increase in wait times. Turnover is way down. This is out of our control and likely due to the pandemic. Should we make more plots? What about splitting plots? It is easier to split plots (as they are already tended) than to create new plots and clear bermuda. It was noted that people are often reluctant to give up a plot that they have worked on, even if they would get to move to a larger plot, because they become invested in the work they have put into the current plot.

### 3. Approve meeting minutes

There were some suggestions for edits, and a request for more time to review. Suggestions will be emailed to Kerry within a week, and then we will vote to approve the minutes via email.

## **Agenda Items**

### Old Business

#### 1. Gate camera update and weather station (Doug)

Preparation for the Weather station installation was performed this past weekend. A url will be provided when it is set up. Bill and Doug will install it this coming weekend. It should be in good shape. Some thoughts about solar-- may not be doable because of shade. So we may need to go electric. Some modifications may need to be made for plugging it in. We might need to look at other options for electricity. There was a question about setting up the station in the right place due to sun, air temp, and radiation plates not getting false readings. Suggested it be mounted to the greenhouse to be higher up. We will need an article in the Weeder. Doug will send it over this weekend once it's installed. Will it show up in Weather Underground? So far it hasn't set up, perhaps after longer connection time it will show up. Thanks was given to Doug for taking it on.

## 2. Disposing of Waste in Dumpster or Compost Area – Update regarding diseased plants: Jim (Action Item)

Jim established there is no consensus with diseased plants from experts he asked. He reviewed site rules, and it is consistent with what we have done. The 2015 handbook says all diseased plants go to the dumpster. This is the policy as it stands until the board changes it. Everything goes in the compost except khaki weed, trees, woody stems, and diseased plants. Some people may not know what woody plants are. If it breaks, it can be composted; if not breakable, it should be discarded in the dumpster. Question about the recycling of plant pots and trays. Is there recycling on site? Is there a recycling bin at the garden? Concerns expressed about recyclables being thrown away. We can get different sized dumpsters if we want to go that way. Current cost is about \$400/mo. For an additional \$75-80, we can get a bigger dumpster, but there are other fees. The current policy asks gardeners to take recyclables home to recycle. Does the city take pots to recycling? Could we put a recycle container in the greenhouse? Reusing pots is ideal. Jim recommends the board adopt a policy with the addition of diseased plants going in the dumpster. Additional things: review handbooks, policy, and ask the education committee to help others understand. We should consider the best way to communicate to gardeners through signage, etc. Regarding the dumpster/compost area designation: Jim got some sort of agreement for compost and dumpster. There is not a consensus. It is hard to get people to focus on the one issue. It's illustrative of how we don't have good documentation or expression of our policies.

There is no definition of disease. Nematodes should not go in the dumpster. Ideas: Send the information to the education committee? Create a new gardener video? Provide hyperlinks to diseased plant videos?

Signs that were made may not be entirely accurate at this point. We will need to further discuss the signs at the next board meeting.

**Motion to Move further discussion of the signage to the April meeting. The motion was seconded and passed.**

## 3. Expand service hour waiver to include waiving of TSBVI hour: Jim (Action Item)

Some gardeners have put in 30 plus hours and then not have the TSBVI hour. It would simplify matters to not have the specific TSBVI hour, but make gardeners exempt from both TSBVI and Service hours. We do get some billing money from the TSBVI hour. Would we need a site rule amendment? A new Billing Practice? Could a number of regular hours encapsulate the TSBVI hour?

**Motion: If a garden member is exempt from Service Hours, s/he is also exempt from the TSBVI hour.**

**Seconded and Passed. Kerry will submit this information to the Weeder.**

Question about the social media team: are they added to the exemption? The SM team can keep track of hours and record them for service hours, but it is not a full exemption.

#### 4. Financial Policies including Assistant Treasurer Update: Carol

A few key elements: The reason for the policy is as a volunteer organization, we need to make sure we have minimal practices in place:

1. Treasurer can delegate to the asst. Treasurer. (running checkbook, etc.)
2. Sponsored charity carried forward. Carry on the practice of sponsored charity. Want to make sure it is a bonafide organization.
3. Passwords and securities. Someone else can access the account. Routine, not controversial, but need to be said and in the accounting manual.

The addition of the assistant Treasurer position can be an appendix to the bylaws and put on the website. A typo on pg. 5 (debit card) was noted. Board members will email Carol with any changes. Board members should submit comments by Wednesday for this and the minutes.

#### 5. Bylaws Review Update: Jim

Jim is sending out a review of bylaws. No action requested at this meeting. 30 day notice required for amendments so should have any

amendments perfected by mid to late April for member vote at the annual meeting in May.

- a. Needed: nonsubstantive and noncontroversial amendments.
  - i. Adopted more than 10 years ago and periodic review desirable
- b. Possible substantive amendments
  - i. Some financial provisions may be more appropriate for paper based than electronic based system
  - ii. Board decision by email – state law permits decision by majority if bylaws provide for but current bylaws require unanimous written consent CGICT operations.
  - iii. Membership meetings being held electronically
  - iv. Nominating Committee provisions relating to serving until successor elected, staggered terms, etc.

The bylaws are outdated. We need to accept votes by email, i.e. this means a provision to bylaws and revisions to the appendix. We need to make a listing in bylaws and make sure the bylaws are up to date. Audit committee, tax exempt audit, etc.... We need to do the things we say in our bylaws. Comments can go in one place all together. Bylaws and site rules were sent out with comments from Jim. Jim will resend as a word doc. He will resend to make sure all the comments are on the same document. On April 15th, we need to formally adopt the bylaws changes. Board members should review and discuss and approve by the next meeting and then have a 30 day review in time for the May meeting.

## New Business

1. Informing gardeners of plant sources and providing plants to organizations like PEAS: Jim (Action item)

## Jeff/Jen Plant Sale;

We have 1700 plants left. One option is to have them put the plants in the greenhouse and have Sat/Sun to purchase additional plants, a 2 day window (see Jim's email) We can put out an Email blast and in the Weeder. Suggested to have a directory on the website: a listing of non traditional growers. Is

the board ok with Jen and Jeff selling from the greenhouse and then Sunshine purchasing at wholesale for PEAS and schools to get the word out and distribute?

- a. Luda's friend has plants to sell, and Cedar Stevens has contacted Steve about plants she has available.

Consensus: Jim will set up a first listing to send out with just informational links and contact info.

## 2. Wood burning tool

Bob Easter will look at Home Depot for a Wood Burning Tools. We have the budget for tools. Will also check our past wood burning tool source.

## Additional New Business

**NOTE:** *Jim wants to get the following items on the board's radar for future action. At this meeting, we probably need no more than an introduction of the issue and the reason for raising.*

### 1. Review of Site Rules

Make current (doesn't incorporate 7 day grace period, plot clean up fee)

- a. Needed nonsubstantive update
- b. Possible substantive changes
  - i. Board adopting code of conduct
  - ii. Board's general authority to determine compliance and consequences of noncompliance as set out in CGICT bylaws.

2. Email blast issue-Kerry will email with Sharon about an upgrade to MailChimp.

3. Should New Board members have an orientation?

**Motion was made to Adjourn the meeting, seconded, and passed.  
Meeting ended at 8:08 p.m.**