

## Harvest Farm at White Street Park

### Minutes of Meeting for Managing Board Wednesday, July 7, 2010 ~ 4:00 pm

Suwanee City Hall ~ 330 Town Center Avenue ~ Suwanee, GA 30024  
Big Splash Room

1. **Call to Order** - The meeting was called to order by Chairwoman, Rosalie Tubre at 4:05 pm. In attendance w e r e : Rosalie Tubre, Chantez Diaz, Boo Kirsch Hynes, Sara Kleinfeld, Jessica Roth and Kim Thompson. Dan Foster joined the meeting at 5:38 pm. Jeanne Hayes and Deborah Thornton were absent.
2. **Approval of June 2, 2010 minutes** - Sara made a motion, seconded by Kim, to approve the minutes,as presented. Motion passed 6-0.
3. **Board Code of Conduct** - Boo made a motion, seconded by Sara, to adopt the Code of Conduct as presented (see copy attached).
4. **Gardener Communications** - A discussion was held regarding the protocol for board e-mails to gardeners. Some gardeners say they are not receiving e-mails from the board, possibly because they may be filtered as spam or they may be deleted before being read. Suggestions were made to include the word "Harvest Farm" in the subject line to identify the e-mail. A notice will be posted on the message board inside the barn to encourage gardeners to check their e-mail, as this is our primary method of communication to the gardeners. Also, board members are encouraged to copy the entire board when sending e-mails to their gardeners. This will help to ensure consistency in messaging. Board members should also encourage their gardeners to follow the Harvest Farm Facebook page.
  - \* **Items for July Newsletter** - The next newsletter will include Rosalie's information on Fall Gardening and Preparation of beds, as well as encourage to shop locally for your supplies, especially with our sponsors. Send Jessica any items to be included in the July Newsletter.
  - \* **Other Issues** - Dan will contact Plot Holder # 7, Alexa-Marie Idama, regarding her child that has been disturbing other plots on multiple occasions, Kids protocol will also be discussed in the next newsletter.
  - \* The water pressure has been observed to be too high, as it is blowing holes on most of the hoses. Jessica will have Public Works adjust the pressure.
  - \* Sara offered to donate her extra refrigerator/freezer for use at the barn. We will need to arrange for Public Works to transport it to the barn.
5. **Volunteer Opportunities**
  - \* **Status of Committees since Volunteer Call** - There was a consensus that the following people will chair these committees and recruit volunteers:

<u>Chairperson</u>	<u>Committee</u>
Rosalie Tubre	Animal Care
Sara Kleinfeld	Charitable Giving
Jessica Roth	Communications
Chantez Diaz	Education
Deborah Thornton	Fundraising
Dan Foster	Projects (building & repairs)
Kim Thompson	Social

- \* **Butterfly Garden** - Rosalie distributed a written report showing the names of all volunteers, including their hours contributed to this garden, as well as sponsors names and the estimated amount of money, namely \$2,828.00, they contributed toward this project. Rosalie is still working on getting a metal fence donated by a local sponsor to be added to the garden along the sidewalk to keep foot traffic from walking through the beds. (see copy of report attached).
- \* **Food Bank Pot** - Sara will be putting up a sign to show when the Food Bank Plot needs watering and will include an article for the next newsletter.
- \* **Form for Tracking Volunteer Hours** - There was a consensus to move the tracking of volunteer hours to the Charitable Giving Committee. Sara will maintain the master form on a spreadsheet. The focus should be on acknowledging those who have volunteered their hours and encourage those who have not done any work to get involved. A sign up sheet/clip board will be posted inside the barn and Sara will collect this data to be entered on a spreadsheet she will develop.

## 6. **FY 2011 Garden Budget**

- \* **Overview of Adopted Budget** - There was a consensus to develop/adopt a work program similar to the City's Short Term Work Program (STWP). The board will host a gardeners meeting to ask for ideas. This meeting is proposed to take place in September, 2010. The board will submit ideas for the work program to Jessica.
- \* **Planning for FY 2011 Expenses** - Jessica distributed a Proposed Budget Fiscal Year Ending June 30, 2011, which shows the estimated revenues from plot dues, etc. to be approximately \$8,900.00 with expenses from property services, supplies, etc. to be approximately \$8,900.0 (see report attached).

## 7. **Projects/Items of Need**

- \* **Chickens/Coop Construction** Kim distributed several designs for a chicken coop she obtained off the internet. The board selected the design that looks like a miniature house with a front porch, including an enclosed yard in the rear of the coop. The coop will be built from volunteer labor. We will seek donations of materials from sponsors. There is also siding and roofing materials left over from the old barn that can possibly be used. Sara made a motion, seconded by Chantez to be a "green" coop. Motion passed 6-0. Dan and his volunteers will pursue this project.
- \* **Bulletin Board** - A bulletin board will be placed inside the barn to be used to post articles, announcements, etc. and a small chalk board, including a cork board will also be purchased. Billie Marshall will order these and have Public Works install them.

- \* **Composting** - Sara will get quotes on various types of compost bins. A sign will need to be posted providing specific rules on what can and cannot be placed inside the bins. There was a consensus that the Education Committee will oversee this Composting Project.

## 8. **Educations Topics/Schedule**

- \* **Fall Planting/Prep** - A discussion was held regarding holding an in-garden talk session among the plot holders for the purpose of educating them on the preparation of their plots for fall gardening. Chantez, Education Committee Chairperson, will try to schedule a meeting during the third week of August and will get together with Rosalie to confirm this date.
- \* **Pest/Disease Control** - An article on this subject will be included in the newsletter.
- \* **Harvesting** - Rosalie announced the Gwinnett Extension Service will be presenting a class on Canning and Preserving Summer Vegetables. This information will be made available to all gardeners in the form of a flyer.

9. **ACGA Tour** - A link to the conference for August 5-8 entitled "Holistic Approach To Building Sustainable & Healthy Communities" will be provided in the next newsletter. There was a consensus to open up the brunch, which Harvest Farm is hosting, to all plot holders. The gardeners will be asked to bring dishes of harvested items from the garden and/or comparable to this brunch. Kim will send an Evite invitation asking for a response by July 18, 2010. The chartered bus, which is being sponsored by Jean Murphy (SSI) and Darin Jaffe (Farmer D), will accommodate approximately 50 to 60 visitors.

- j. **Grand Opening Recap** - Everyone agreed everything went very well for the opening, except the extreme hot weather conditions did not cooperate for this wonderful presentation. There were approximately 200 people in attendance, even though there were some difficulties in getting them transported from city hall to the site, but all had a good time and thanks to the many sponsors.

11. **PEPSI Grant** - Rosalie reported that she has been trying to get accepted through the many tries on-line for the past five months. On the first day of each month at 12:01 am PEPSI opens their lines to accept a total of 1,000 grant applications ranging from \$5,000 to \$250,000 on the internet. The volume of traffic national-wide is unbelievable and very difficult in getting through successfully. She has been trying all this time for their \$50,000 grant application, but unsuccessful. The board's consensus is to try to go for the \$250,000 because the \$50,000 category has too many applications and our chances may be better. Rosalie will pursue this for the August 1st entry deadline.

12. **Other** - No further business for discussion.

**Adjournment** - The meeting was adjourned at 6:07 p.m.