

BRIAR CHAPEL GARDEN CLUB
Meeting Notes
February 13, 2018

The meeting was called to order at 7:00 p.m. Co-presidents were introduced and Liz reviewed the club norms and the meeting protocol. Liz reminded members that the meeting agenda is posted a week in advance of every meeting. This advance posting provides members an opportunity to contribute their thoughts regarding an agenda item either by attending the meeting in person or by sharing their views with Laurie or Liz in advance, if attendance is not possible. Agendas and minutes will be posted on the garden website at www.briarchapelgardenclub.org and minutes will be reviewed and approved during the following month's meeting.

Minutes:

Minutes of the January 9, 2018, meeting were approved with no amendments or corrections.

Officers:

A change in the role of treasurer was announced. Mark Sonnentag has requested to take a step back from the Treasurer role. Mark and Jean have served as Co-Treasurers for several years. Going forward, Jean Holstein will fully assume all Treasurer responsibilities. Mark's significant contributions and accomplishments were recognized, and grateful appreciation was expressed.

Treasurer's Report:

Jean Holstein provided an update regarding the status of the Club's financial accounts as follows: There is a carryover (surplus) of \$3978.97. To date and not including membership checks received this evening, membership dues total \$975. This yields a total of \$4953.97, minus the \$154.81 spent for supplies this year. The current account balance is \$4799.16.

Jean reviewed the Financial Policy that was sent to all members in an email on February 7, 2018. She stressed the importance of implementing consistent practices. The membership was reminded of the club's responsibility for reporting to the IRS. Jean established a time after the close of each meeting for finance related transactions with her regarding reimbursements and dues payments. Membership was reminded that all proposed expenditures of \$200 or greater require a vote and approval at a monthly garden club meeting prior to reimbursement. Purchases less than \$200 require approval of one of the co-presidents or of another officer. Since there were some members present who did not recall receiving the proposed Finance Policy, the motion to approve the Financial Policy will be deferred to the March meeting.

Jean also requests that members avoid giving her money at a club event or while working in the garden for fear that a transaction will be missed.

An income and expense report for FY2016 in the form of pie charts was emailed to all club members on February 7. Jean explained the pie charts showing net income, net expenses, and planting costs for the 2016 fiscal year. There were some questions as to the accuracy of the data presented relating to the pepper jelly sales income and the engineering expenses for 2016. Jean will research the data further. The pie charts were developed in an effort to answer

members' questions. It was explained that, due to incomplete records, an accurate assessment of FY2017 was not available.

Jean recommends maintaining a carryover of \$2000 minimum in order to fund the subsequent year's start up. Members are encouraged to email Jean with finance related questions.

Membership Report:

Stacey Donelan, Membership Chair, provided a status on club enrollment and team membership counts. Currently, there are 105 members representing 70 households. Membership is open until March 31. Alyssa has been collecting the dues and that process has functioned very well.

The team membership counts are as follows: 56 Veggies; 47 Herbs; 28 Flowers; 7 Communication; 17 Community Outreach and Children's Programs; 15 Engineering; 12 Fundraising; 8 Recruitment; and, 25 Social.

Our club capacity is currently set at 75 households. Since we are approaching capacity, we will need to consider how we might manage the membership requests in excess of 75. Options would be to reconsider the cap or establish a waitlist. The following motion was made and seconded: ***Once club membership has reached the established cap of 75 households, additional names of residents seeking membership will be placed on a wait list. All dues must be paid by March 31 in order to be considered a member for 2018. If dues are not paid by March 31, those memberships will be considered available and will be offered to residents on the waitlist. The motion was approved.***

Planting Team Report and Garden Access:

Jim Neill and Mike Gorman are the Planting Team Leaders. Jim Neill presented the following report:

Lettuce, spinach, and radishes were planted during the February 3 workday in the raised beds in Boulder Park. The raised beds have been assigned numbers for ease of identification and discussion. Workdays will continue to be scheduled; however, members may work at their own leisure. New combination locks have been installed in both gardens. (Directions: Open case. Hit clear. Enter 2018.) Be sure both the shed and the garden gates are secure before leaving the garden. Messages can be left on the chalkboards. Weeding is always needed.

The lock at Briar Patch is on backwards and will be fixed. Row covers have been added over the lettuce and the spinach. A scheduled workday is planned for this Saturday, February 17, at 10:00. Meet at Boulder. Liz will send out a reminder. If it is too wet, the workday will be cancelled.

Mike asked that members not drop compost at Briar Patch until further notice as the area needs a major clean up. Members may continue to drop compost at Boulder Park. Mike plans to schedule a class on composting in the future. There is a possibility of receiving a donated shredder. The cost of repairing the donated shredder is \$100. The benefit of having our own shredder is that we will be able to produce more compost, and it will help alleviate the amount of green waste produced. However, shredders can be dangerous so we will need to limit who uses it. A new shredder costs about \$300. The shredder topic will be revisited.

Four gifted blueberry bushes were planted at Boulder Park today, near the Eucalyptus trees.

A meeting of the Engineering Team will be scheduled. Stacey will give the list of Engineering Team members to Liz and Laurie. Jim Neal and Mike Gorman will also attend the meeting.

Bylaws:

Laurie presented a review of the history of the garden club and its governance. The club began as an informal group with no bylaws necessary at the inception. Bylaws are required to establish an account with a banking institution. Bylaws were hurriedly adopted last year, and perception is that they do not accurately reflect the current democratic nature of the club. The current bylaws assign inordinate power to an Executive Committee. The calendar year membership cycle does not efficiently serve the needs of a garden club. It is recommended that all membership activities be completed in the fourth quarter and that the fiscal year run from January to January. It is further recommended that a small working team be established to develop a draft of new bylaws. The following members have volunteered to serve on the Bylaws Team: Laurie Leichman, Patrick Hamlett, Don Michels, and Billie Baker. ***A motion was made, seconded, and approved to establish a committee to develop new club bylaws.*** The newly drafted bylaws will be sent out to all club members for review and will be discussed and presented for approval during a monthly club meeting.

Meeting with HOA Management:

Billie Baker provided a report of the meeting between garden club members and Management. Laurie, Liz, and Billie met with Alyssa Alegre, Lifestyle Director, and Chris Johnson, Executive Director. The following topics were discussed:

1. Club members shared an overview of garden club operations.
2. Chris Johnson provided a copy of Charter Club Rules and Procedures used by First Service in other communities. Chris is hoping the Board of Directors will adopt a similar document. The benefits of becoming a charter club under the Association's umbrella include modifying and adopting the sample Bylaws template, Association management provides EIN and does annual tax filings on behalf of the club, and the club would be included in the Association's liability insurance coverage.
3. Management agreed they should not be involved in the direct management of club finances and support the club having its own bank account. It was agreed that Alyssa could continue to collect checks and issue receipts and serve as the secure drop off point for the club. The discussion confirmed our decision to retain an independent bank account.
4. The water to both gardens can be turned on within a few days of notifying Chris Johnson of the club's intentions.
5. Chris Johnson agreed to have Waste Management provide trash and recycling bins to both gardens. Club members will be responsible to move the receptacles to and from the pick up locations.
6. The problem of community garden green waste disposal was discussed. Chris said that he continues to look for a company who will provide this service to the community. Laurie raised an interesting idea of establishing a community wide composting site.
7. The question of future growth for additional gardens and the idea of acquiring space in the newer sections of the community was discussed. The club should prepare a proposal for potential plots describing the investment required of the Association to make them usable. Club leadership should present the proposal prior to a Board

workshop. If approved at the workshop the Board could consider funding during the next budget session.

Children's Garden:

Sixteen members expressed interest in participating on this committee. Val will schedule a meeting this month. The goal is garden exploration and layered gardening that needs minimal weeding and watering. The garden's target demographic is children 4-12 years of age. Art expression, such as creating scarecrows, will be incorporated into the activities. Val will encourage new leadership as she needs to limit her future participation.

The meeting was adjourned at 8:15 p.m.

******All motions are identified in bold, italic print.***