

CCG Steering Committee Minutes, 7 January 2020

Meeting called to order: 7:30 pm

Cat, Davis, Foram, Jenny M., Jenny S., Mark, Sandra, Shelley present

Michele, Ruth absent

Old Business:

Finance report reviewed and approved

December Steering Committee Minutes distributed and approved

Padlock Update: we will begin using new padlock on front gate this weekend. Cat will email padlock keyholders to confirm.

Tree Pruning: completed in front garden; haven't received invoice yet. Really pleased with how the trees look after work completed.

East Gate: East gate to the back garden hasn't been working: need it professionally reworked; half of it is set in cement, worried about ice around the frame; Davis and Joe G will source someone to fix it; want to fix the lock.

Plot Renewal Letters:

Plot Committee working on the four sheets that will be enclosed in the plot renewal envelopes; Foram will send us a draft of the four sheets by this Thursday with the hope that we can make any necessary edits by this Sunday.

Revising List of Volunteer Teams/Descriptions of Tasks and Expectations:

One of the sheets included in the plot renewal packet sent to each back gardener is the list of volunteer committees. We need to incorporate the changes to the list that the Steering Committee already discussed last year. We began editing duty-by-duty down the list of volunteer committees. Jenny S. will send the volunteer task list to us before this weekend for our edits, and she will notify the volunteer team leaders to get their input and descriptions of the volunteer responsibilities for each team.

Moved, seconded and approved to include serving on the Steering Committee on the list of volunteer duties (as an option for back gardeners to fulfill their yearly volunteer-hour requirements).

Envelope Stuffing:

Faser already did the mail merge and addressed the envelopes in preparation for sending out the plot-renewal forms to CCG back gardeners.

Forum would like to stuff the renewal letters on Monday, January 13th.

Forum will email all four forms to the Steering Committee by this Thursday for review.

Plot holders have to respond to the renewal letters by the 19th of February.

March Meeting:

Discussed ordering pizza. Plates are included in the order, and Cat will check to see if we already have cups.

Jenny S will ask Faser to make this year's award certificate.

Proposed New Front Beds: voted against new beds.

New Business: none

Mtg adjourned: 9:00 pm