

## Clinton Community Garden Steering Committee Meeting Minutes

Wednesday, October 5th, 2022

Members Present: Andie Davies, Andy Padian, Veanne Cox, Foram Sheth, Ruth Marinaro, Chris Sharp, Cat Lafferty (8:02pm)

Members Absent: Michele Troise

Meeting Start Time: 7:38pm

### Old Business

- Andy, Veanne and Andie will get together to reword the GreenThumb bylaws. This will be sent out to CCG SC members for approval by 10/15
- Victoria's is unable to get some of the supplies we want to purchase using the Green Acre credit, they do not want to order incremental supplies that are not plants in order to meet our needs. Plan to order boxwoods for the tree beds. If that doesn't work then we'll utilize the remainder for the soil amendments in the spring.
- Plans for the tree beds have been adjusted based upon the limitations from the city. A lot of what we wanted to do is not allowed.

### Financials

- Financials were sent out 10/5 for year to date through August.
- Delinquent checks have not been sent to back gardeners for bulb allotments and prior garden expenses
- SLA (Service Level Agreement) needs to be put in place for paying re-imbursements timely
- Standard process/cadence will be put in place by Foram and Andie for the role of the Treasurer for approval during the next Steering Committee meeting
- Potential risk to 501(3)c if our financials are not up to date and accurate
- Motion passed that YTD financials and a treasurer's report will be completed by 10/31 prior to next month's meeting

### Volunteer Day

- Tree work and brick work are concentrated efforts that don't require a volunteer day
- Determined that a volunteer day is not necessary in October
- Very low turnout for the last volunteer day despite Mailchimp email distribution working properly
- Discussed potential to bring in incremental help to input new key holders interested in volunteering

### Phone

- Phone will be the primary source to track key and honey sales
- Foram will put instructions together on how to utilize the Square app for sales
- It will live in the locked portion of the shed and will be re-charged to facilitate Sunday key sales