

Tuesday, March 6, 2018

Minutes of Clinton Community Garden Steering Committee

Meeting Following CCG Annual Meeting at
Fountain House

Attendees: Andie, Annie, Cat, Charles, Faser, Foram, Jenny M.,
Jenny S., Mark, Sandra, Shelley

Absent: Michele, Ruth

Meeting called to order by Annie at approximately 8:30 pm

1. Bylaws mentioned and discussed
2. Welcomed new Steering Committee members: Andie Houde, Catherine (Cat) Lafferty, Mark Dieffenbacher, and Shelley Crandall
3. Requested volunteers for new Steering Committee officers; Jenny S. agreed to remain Volunteer Coordinator but may request help later in the year; Foram agreed to remain Treasurer; Andie offered to assist Foram as needed

Discussion and approval of having Co-Chairs rather than only one Chairperson

4. New Officers: Discussion of need for Secretary; moved and approved that Cat serve as new Secretary of Steering Committee; moved and approved that Mark serve as Co-Chair with Foram

5. Other Officers: Shelley offers to assist Forum with Treasurer duties and to assist Jenny S. with Volunteer Coordination; moved and approved that Forum will continue as Treasurer and Jenny S. as Volunteer Coordinator

Discussion of importance of Key Distribution Coordinator to schedule Steering Committee members to sell keys for the Garden's front gate; key sales occur on first Tuesdays and first Saturdays monthly during selling season

Moved and approved that Andie will serve as Key Distribution Coordinator

Annie said she would write a letter to thank an additional volunteer who could not be at the Annual Meeting tonight for offering to be on the Steering Committee, but that there weren't any vacancies. The CCG Bylaws stipulate 13 Steering Committee members at most.

6. Calendar: Discussion of need to keep a running CCG Steering Committee Calendar (organized by month) of important tasks and events to guide organizing and planning

Mark provided a draft of a Steering Committee Calendar from a previous year as a reference/template. It was agreed to discuss specific dates and events in more detail at the next meeting.

Agenda items:

Old Business

1. Budget: Proposed discussion for next month's meeting
2. Website: Jenny M. discussed need to update

3. Completion of shed: Shelley mentioned an ongoing physical inventory of shed contents
4. 4th of July: Discussion of need for an Events Committee specifically regarding CCG July 4th Picnic and need for vegetarian options at Annual Picnic; suggested BYO plates/cups/utensils in effort to promote eco-friendliness
5. Restoration of water in CCG: when?

New Business

1. Discussed need for establishing point people for committees and created list; Steering Committee members should act as mentors for committee members
2. Discussion of Back Garden patio furniture: Committee is interested in seeing the choices before purchase is made; want status update; seems that only Sandra and Charles were forwarded the furniture options; Faser mentioned need for garbage pail for back patio
3. Discussion of front beds: Moved and approved to use last year's Front Beds Budget for this year
4. Discussion initiated by Jenny M. regarding covering cost of soil amendments (for Front Beds) with grants (e.g., Green Acres Grant)

Meeting adjourned: 9:47pm

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Second CCG Steering Committee Meeting with new SC members for 2018

In Attendance:

Andie
Annie
Cat
Charles
Faser
Foram
Jenny M.
Jenny S.
Mark
Michele
Ruth
Sandra
Shelley

Meeting called to order: 7:30 pm

1. March 2018 CCG Steering Committee Meeting Minutes approved
2. Discussed and approved list of officers and coordinators. Discussed that we haven't had active Budget Committee in 5 years. Jenny S. said we need new coordinator for the 4th of July Committee. Reiterated that we should all plan to help with 4th of July picnic.
3. Treasurer's Report: Foram will e-mail the Treasurer's Report for review/approval.
Note: sent out on April 4, 2018
4. Check Signers: Approved adding Mark as authorized CCG check signer
5. Grow NYC Plant Sale: Jenny M. confirmed that it will be Saturday, April 28th and Sunday, April 29th from 10-4. She has volunteers for Saturday and Sunday.
6. Back Garden Plot Update: Faser said that he discussed with Steve that so far there are three plots available and five people who didn't respond regarding keeping their plots for this year. Shelley mentioned that she and Jenny S. had an updated spread-

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sheet from Steve W. Faser stressed that we need someone from the SC present when we assign plots. Jenny M. wanted to clarify what the green markers on the plots meant. Shelley said that we need updated Back Gardener contact info.

7. Key Distribution: Andie sent out a sign-up sheet. In general, new SC members should sell keys with experienced key sellers. Cat and Mark sold tonight from 6-7. Jenny S. and Cat will sell on Saturday from 11-12. Discussed arriving early to set up materials for selling keys

8. Garden's Water: Mark said that Tom is hoping to turn the water on this Saturday the 7th. Annie volunteered to e-mail Back Gardners and SC members with the details and request a few volunteers to help with the process.

9. Plexiglass Shields for Front Garden: Discussion of need to shield plants from people and dogs urinating through the fence and to provide a barrier between the garbage area and the sidewalk.

10. Front Bed Allowances: approved Sandra's request for additional money to add new plants to front bed for 2018. Annie said it is reasonable that Sandra's yearly allotment be increased to \$100.00 to be in line with other front beds of the same size. Yearly allotment increase was approved.

11. Lawn-Seed Request: Discussed and approved Lawn Committee's proposal to re-seed the hatched area and to leave it roped off for the entire 2018 growing season. Moved and approved to allow for purchase of additional lawn seed.

12. Invasive Plants: Star of Bethlehem: Sandra e-mailed us with images, and we discussed need for vigilance and for volunteers in combatting this renegade weed (could be a Volunteer Day task). Discussed making a list of other invasive plants, and circulating images of them.

13. Plumbing Replacement: will get bids from plumbers; spigots need replacing.

14. East Gate Lock and General Security: East gate lock was replaced but is now not locking. Jenny S. will look into verifying who is on the Front Gate Locking Committee and update the schedule as necessary.

15. Soil Amendments Review and Approval: Approved Andy's order with the addition of one bag of lime. Jenny M. will put in order and copy two current members of the SC.

16. Ninth Avenue International Food Festival: Cat presented new design; SC will pay for new t-shirts and any other items such as aprons and tote bags out of our budget. Cat will share proposed edits with the graphic designer. Discussed that volunteer sign-up request should again be done via e-mail with a link to a sign-up sheet.

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17. Patio Furniture Review and Approval: Sandra gave us designs for table and chairs to look over; will have two square tables. Will vote on final options via e-mail once SC members have chance to consider options presented.

18. Mail Box: Will request mail box keys from any non-SC gardeners. Mark will check mail in PO box.

19. Sidewalk Lawsuit: We have received two letters. This is the domain of the City of NY. Moved and approved that Andy will follow up regarding forwarding these letters.

20. Other business: Shelley proposed discussing creating a CMS database (and including Stan on this project). Cat seconded need for organizing our materials digitally for ease of access from year-to-year.

Meeting adjourned: 9:24 pm

Tuesday, May 1, 2018

Minutes of Clinton Community Garden Steering Committee

Third CCG Steering Committee Meeting with new SC members for 2018

In Attendance:

Annie
Cat
Charles
Faser
Foram
Jenny M.
Jenny S.
Mark
Michele
Ruth
Shelley

Absent:

Andie
Sandra

Meeting called to order: 7:45 p.m.

NEW BUSINESS

1. Issue regarding plot-sublet mistake introduced by Faser and discussed in detail by all present. Moved and approved to: 1. restore plot in question to original gardeners (who had submitted the paperwork to sublet it for one year according to Plot protocol); and, 2. give the two people who didn't realize they were only subletting said plot \$100.00 as a gesture of apology for the mistake and confusion that caused them to believe the plot was theirs permanently.
2. Discussion regarding mailbox. Motion approved that only Steering Committee members will have access to the mailbox and key going forward. In addition, it was approved to change the G-mail password on the Clinton Gardener account.
3. Key sales update
4. Moved and approved to extend the plant sale one more Saturday. Note that \$1063.00 in total was raised from the three days of the sale.

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5. Volunteer Clean-up Day: next one will be Saturday, May 19th.
6. Maypole celebration discussion: there won't be a Maypole event this year (May Day).

OLD BUSINESS

1. Reminder to respond to Foram's budget proposal.
2. Plexiglass in front garden: Michele offered to be there once we know if and when the new plexi will be installed. Discussed e-mailing those affected by this and ask for their feedback. Michele said she would get a quote for the new plexiglass, and we can vote on it next meeting.
3. Faucet replacement: two quotes from plumbers needed.
4. Tables in back garden: new tables have arrived; Mark trying to order chairs provided we are able to get tax exemption from vendor. Update: The two new tables and four chairs have been installed in the Garden.
5. City Grant will be applied towards: 1. hoses; 2. tree pits near Garden (48th St.) being redone.
6. Discussion of 9th Ave. Food Festival: Cat communicated with Stan regarding link to volunteer sign-up sheet on CCG website; sign-up sheet is quickly being populated. Note that volunteer times begin at 8:30 a.m. both on Saturday and on Sunday for tent/booth set-up, which is new this year (one hour earlier than in previous years). Mark suggested that those interested in discussing the CCG final t-shirt designs for this year stay after the meeting to discuss with Cat, who will liaise with the vendor and order the shirts.

Meeting adjourned: 8:47 p.m.

Tuesday, 5 June 2018

MINUTES
CLINTON COMMUNITY GARDEN
STEERING COMMITTEE MEETING

IN ATTENDANCE:

Annie, Catherine, Faser, Foram, Mark, Jenny M., Jenny S., Ruth, Sandra, Shelley

ABSENT:

Charles, Michele

Meeting called to order: 7:45 pm

1. Treasurer's Report given by Foram.

Beekeeper expenses discussed and approved.

Treasurer's Report approved.

2. Plot Committee Report given by Faser.

All plots have been assigned; three sublets were also assigned (sublets are for one year).

Faser noted: plots are being well maintained.

Faser additionally reported that he had discovered that two people on the Plot Waiting List whom he called had never received a letter inviting them to become new plot holders. Both people are still interested in having a plot. This underscores the importance of the three-step process in contacting potential plot holders: 1. Send perspective new plot holder a letter; 2. Follow up with an e-mail; 3. Finally, call him/her/they/them.

New Waiting List for plots will be posted on the bulletin board on the fence on the 48th Street side of the Garden near the entrance gate; Shelley requested an updated Plot Waiting List.

Steve W's letter was read aloud and discussed.

3. Organizing and Archiving CCG Materials: Cat underscored need for CCG database (content management system) to house and organize forms, instructions, event one-sheets, shed inventory, grant documents, etc. (as Shelley suggested in a previous meeting). Annie mentioned that in 1991, when someone joined the Steering

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Committee, s/he was given a three-ring binder with Bylaws, forms, and procedures. Foram noted that to add, delete, or amend Bylaws, the Steering Committee would need to hold a separate meeting specifically to review Bylaws. Ruth suggested creating a CCG Operations Manual in a hard-copy form.

4. Volunteer Day: next one will be June 23rd from 11-2; discussion of whether we should try holding a CCG Volunteer Day on a Sunday (rather than always on Saturdays).

5. 4th of July: Events Committee has no one to lead the organizing of the Garden's Independence Day Picnic; Annie mentioned that we should consider e-mailing Andy to ask if he would be interested in heading the barbecuing effort this year; discussion of food typically ordered. Annie agreed to reach out to Andy about grilling; discussed need to finalize time and send out invite e-mail to key holders.

6. Scheduling of July SC Mtg: We discussed, moved, and approved that our next CCG Steering Committee Meeting will be on Wednesday the 27th of June at 7:30 pm in the Garden; this will be in lieu of the July 3rd 2018 meeting, as we want more time to discuss the 4th of July Picnic.

7. Plexiglass: We discussed that the new plexiglas is to be 30" high and start at the west edge of the existing plexiglass (which is to remain) and extend west along the full length of the garden fence. It was agreed previously that the new plexiglass be installed this Fall.

8. New Steering Committee Member: Steering Committee voted unanimously to extend invitation to Peter B. to fill vacancy. Mark asked Annie to draft e-mail invite, and Annie agreed to send it to Peter and copy other members.

9. Key Sales: Need a new Key Sales Coordinator; Shelley agreed to do key-sales sign up.

10. Shed: Cat and Foram discussed need to organize shed as one task for the June Volunteer Day; in addition, the side shed door needs to be adjusted so that it doesn't remain open.

11. New Hoses and Reels: Mark said that he had recently e-mailed Andy for an update on communications with the Parks Department regarding our securing new hoses and reels for the CCG; Cat mentioned concerns by front gardeners regarding functionality of hose closest to Mark's front-garden plot.

Meeting adjourned: 9:08 pm