

# GRAND COMMUNITY GARDENS/CSU EXTENSION BOARD OF DIRECTORS

Minutes

August 18, 2014

## **Call to Order: 5:10**

Members present: Patty Alander, Cathleen Brown, Debbie Buhayar, Marilyn Hunter, Travis Hoesli, and Mary Williamson

## **Minutes from the June Meeting**

A motion was made and approved to accept the July minutes as corrected.

## **Financial Report**

In response to last month's discussions and concerns regarding financial reporting, Travis presented a list of procedures on how GCG is to interact with accounting functions at the Extension office. (see attached) There was a suggestion made to edit the last sentence of item # 4 to read"( All request of payments need to be clearly approved with proper back up documentation", omitting the need to include a listing of transactions in the minutes. Though the Board agreed to abide by the policy statements, there was no formal motion for standard operating per attached "New Financial Policy for CSU Extension Grand Community Gardens"

Travis passed out sample forms to be used for expense request in addition to the current forms being submitted. Electronic forms will be sent to each of the Board members for future use.

## **Check Requests and Deposits**

Check and deposit forms were reviewed and turned over to Travis. Included was a copy of a past expense request from Debbie that was not included in this months report and one other that was incorrectly recorded.

## **Email Business**

Patty volunteered to replace Marilyn Binkley as the site manager for Granby

## **Report on the Website**

Mary has had some issues with getting on the site as an administrator. She will be addressing this with Jerry Nissen as well as what if anything needs to be done with the original website account address [info@grandcommunitygardens.org](mailto:info@grandcommunitygardens.org) .

## **Report on the Facebook**

Cathleen will add all the board members to the Facebook administrator list excluding Debbie who requested to not be included.

## **Reports on the Garden Sites**

### **Kremmling**

Now that the Fair is over, Travis plans to address the weeds, which have been a problem at the Kremmling site. Travis shared the good news that a possible site manager has emerged was reported.

Travis said he will also be exploring the potential interest and resources of 4H groups and the Ag teacher at the high school for help with the Kremmling garden.

Merilyn H. suggested that we all help Travis and schedule a workday to clean up the beds that have not been utilized.

### **Fraser**

The last of the Parent Child classes will be held this week. The gardens have been very productive albeit with different crops doing well this year due to different weather conditions. Powdery Mildew is now a bit of a problem but less so than last year.

**Granby** Merilyn B. was not present to report.

**Hot Sulphur Springs:** Marilyn H reported the gardens are growing well and gardeners are happy. The use of Agribond has been very helpful this season.

### **Old Business**

None

### **New Business:**

#### **Re-election of Merilyn Hunter and Cathleen Brown.**

Both were unanimously re-elected to serve on the board.

#### **Garden to Table dinner Update:**

- Patty will be reporting what produce will be available to Brady, the head chef at Brickhouse 40.
- Travis has arranged for butchering the 4-H lamb
- Patty has designed a flyer and is getting it printed by Grand Creative. Final corrections to the flyer will be made after conferring with Brady and then a number of copies will be given to each of the Board members for distribution.
- A motion was made and approved to spend up to \$300 to advertise the event.
- Patty will be contacting the SkyHi Daily news for the ad arrangements as well as submitting an article about GCG hopefully to run in conjunction with the ads.
- Merilyn H. will coordinate advertising with the Gazette
- The price of the 4 or 5 course dinner was set at \$29.99. GCG will receive 30% of the proceeds. People will also be able to order a la carte.
- Pictures are being sent to Mary to work up a collage display for the dinner.
- There was discussion of creating a veggie arrangement for the front table as well. Debbie said she would talk to Mary Zielke putting one together.

#### **Community Service Volunteer coordination**

Travis said he would arrange to be the point of contact with the justice system to tap into potential labor resources for each of the garden sites

#### **Site Coordinators:**

- A motion was made and approved to compensate all site coordinators with the opportunity to have a bed for free.

## **Review Assignments**

### **Debbie:**

Minutes

Make a written request to Travis for an “Additional Insured” document for the Fraser Valley Sports Complex.

### **Travis:**

Send digital files for the Extension office Expense and Deposit forms to each of the board members.

Request an Additional Insured document for the Fraser Sports Complex

Coordinate the rehab effort for beds needing attention in Kremmling

Coordinate the butchering of the Lamb for the Garden to Table Dinner

### **Cathleen:**

Send a letter of apology to Caroline Smith

Make all board members administrators on Facebook

### **Patty:**

Write article for the paper on Gardens and coordinate advertising for the Garden to Table Dinner.

Work with Brady on finalizing the produce that will be available for the dinner.

**Mary:** Make a display for the Garden to Table Dinner.

**Merilyn H:** Place ads for the Garden to table Dinner in the Grand Gazette.

**All:** Distribute flyers for the Garden to Table Dinner.

**Adjourn 8:00**

**Next Meeting Date: Sept 15<sup>th</sup> @ 5:00 – Brickhouse 40**