

# College Area Community Garden

## Special Meeting Minutes

Thursday, November 15th, 2012

SDSU Children's Center, 6:00 to 7:00 p.m.

Meeting Facilitator: Henry Bertram, Co-Chair

I. Call to order. Circulate sign-in sheet

II. Open issues

1. Lease Agreements.

a. Review and modify established template document to create a lease agreement for landowners:

1. Personally deliver the agreements to the 3 (or 4) homeowners affected as soon as possible. (Robin & Henry)

2. By-Laws.

a. Review and modify established template document to create CACG "By Laws" for future governance. Change the existing core committee into a Board of Directors that is voted into office: David Larom to modify the established template document.

3. Gardener's Agreement.

a. Review and modify established template document to create a lease/rent agreement for prospective gardeners to sign. (David Larom)

4. Garden Rules.

a. Review and modify established template document to create garden rules. Permanently post rules in a central location in garden. (David Larom)

III. New business

1. Site work:

a. Garden design and layout. Physically delineating the overall garden boundaries (per City agreement) and determining total sq. footage: Currently contacting 2 or 3 possible volunteer landscape architects who are willing to help with layout. David Larom proposed a daytime meeting to go over the site property with the architects.

1. Henry to contact landscape architect George Mercer
2. Marguerite to contact Ari Tenenbaum, with Revolution Landscape.
3. Glen to contact KTUA architect, but only if needed as a backup option.

b. Elected Board of Directors to approve design by simple majority vote of regular attendees: Formalizing the committee.

1. Long-Term Commitments offered by: David Larom, Henry Bertram, Robin Judd.
2. Board to include a permanent student slot.
3. One Student from Associated Students.
4. One Student at Large, whom would be working directly with campus gardens.

5. Leave a possibility of a board member position for University administration.
6. Include a local community board member.

c. Once design is approved, plan and schedule construction work. Seek skilled pro bono work (Tabled until a design for the plot is approved.)

## 2. Financial Issues:

a. Obtain general liability insurance policy. Low cost coverage is available for community gardens.

1. Judy Jacoby (SDCGN) has invited CACG to apply for a liability insurance policy.

2. Need to consider including San Diego State University in the policy.

b. Establish an immediate "start-up" budget w/forecast for calendar yr. 2013.

1. Cannot be determined without a garden design. Henry approximated a budget of \$50,000. This to include: water, electricity, shed, fencing...Etc.

2. David Larom proposed donating \$1,100 in funds from his Aztec Farms Grant giving by Aztec Shops. Accepting this money would involve donating a portion of the CACG harvest to Aztec Shops.

c. Identify potential funding sources and methods. Seek bridge funding for immediate costs. Seek "in kind" help from bus. such as utilities, banks, retail, etc.

1. David Larom proposed CACG to be a community partner for an EPA grant specified for growing fish and plants. CACG would get \$5,000 from the grant. Participating in the grant would involve a commitment of a certain amount of sq. footage of the garden land. Due date for grant application is 12/12.

2. CACG currently has 1.25 acres of available land. Of that land, .3 acres is usable garden space.

3. Consideration to apply for the President's Leadership Fund (PLF) in the Spring. Application begins in February.

4. Luiza Savchuk proposed applying for the Greenovation Fund, administered by the CSSA Sustainability Fund. Due date for application is 12/6. (Luiza, Marguerite, David, and Morgan Chan)

5. Henry to provide a skeleton budget.

## 3. Marketing & Outreach:

a. Get basic web site up and running. Publish our goal statement, etc. need to know who wants to get a plot. (Tabled)

b. Announce the creation of a gardener waiting list. Publish criteria for inclusion on the list. (Tabled)

## IV. Closing

1. Calendar date for next regular meeting: **Wednesday, November 28<sup>th</sup>, 6 PM** at the Children's Center.

2. Adjourn meeting. -Meeting was adjourned at 7:13 PM.