

# College Area Community Garden

*Monthly Meeting Minutes*

Tuesday, March 19, 2013

6:00 to 7:50 p.m.

**Meeting Facilitator:** Henry Bertram

**Attendees:** Henry Bertram, Luiza Savchuk, Marguerite Mauritz, Gabe Mitchell, Alicia Wolf, David Larom, Glen Brandenburg, Robin Judd, Jim Lustig (AS Aztec Adventures), Christian Tripp (Green Love), Carlo Wessel (Green Love)

- I. **Called to order at 6:00 pm. Sign-in sheet was circulated.**
- II. Minutes from February 19, 2013 were presented with no changes. Minutes are accepted.
- III. **Open issues**
  1. **Landowner Leases:**
    - a. On year leases have been signed with fees paid to property owners at 6240 and 6244 Adobe Drive.
    - b. The property owner at 5308 West Falls View has not responded to our attempts to reach him.
    - c. The property owner at 5312 West Falls View has been in contact with us now and we are hoping to arrange a meeting in the next week or so.
  2. **CACG Agreements and Rules Documents**

Modifications/editing of (a-c) will be spearheaded by David who will solicit help as needed to complete his work; he will send final copy to group for review Henry will take the lead on creating item (d), the liability release form. He will work with an attorney on this project. This must be in place prior to any work party as each volunteer will need to sign the release agreement prior to working in the garden. Robin will send him the release form used by all Associated Students programs.

    - a. Gardener's Agreement
    - b. Community Garden Rules
    - c. College Area Community Garden By-Laws
    - d. Liability Release Form
  3. **Administration & Finance**
    - a. Fundraising Campaign: Henry circulated copies of a form listing possible resources for both funding and materials. The goal is to have only one person working with each possible contributor. The form will be uploaded to Google Docs to allow members of the committee to access the information and provide updates as they work with a potential sponsor or funder. Henry suggested all members let him know if they identify other sources for funding or materials so he can add them to the list. We discussed ensuring that donors are sent thank you for their support along

with tax letters which come from our affiliation with the CNF, College Neighborhood Foundation a non-profit 501(c) (3) group. In addition, photos and a personal thank you might be an added touch to show our appreciation. Other acknowledgement ideas included a living tree with hanging leaves with names of donors. More ideas to follow as we move forward.

b. Accounts payable and receivable documentation: Henry and Alicia are working on creating the process for reimbursement. They will also work on securing insurance for the garden. Henry has some contacts for this. There are funds to cover expenses in this area.

#### **4. Garden Design and Construction**

a. Discounted offer for metal storage container (shed) Henry has been working with a few vendors who sell metal storage containers. Cost can range up to \$2,000 or more for a 20-24' foot container. He has a lead on a used container for around \$900. Glen also suggested looking into a Tuff Shed which would work well but are generally more expensive. He will forward information to Henry about that type of storage.

b. Marguerite brought up question about placement in the garden of the storage shed. She recommended the shed be placed against the chain link fence just opposite where it is shown on the current plan. This would allow a clear view of the hillside and native plants. This placement would make signage easier for both the native plants on the hillside and possibly a board and/or signage to identify the garden.

c. Marguerite agreed to take on the task of reviewing the logo for the CACG. Henry will send her the information he has including the work done by Ralph, the commercial artist.

#### **IV. New business**

1. **Set date for work party** to clear the land seems the next logical step. Lots of discussion about what can be done and by whom. Everyone felt it would be important to begin work as soon as possible to demonstrate to the landowners that we are moving forward and invite others to check out what is going on in our garden. It was decided to hold a committee meeting on Sat. April 6 at 11 am and ask architect George Mercer to attend. We would like him to outline the steps in the process to build the gardens. Then perhaps later that day, if the release and insurance are ready, we could actually break ground on the two properties we have signed leases on file. After we meet with George and have our initial work party to begin the clear the land, we can begin to address the items below.

a. Create committee to recruit volunteers

b. Need signed liability release form on file before anyone gardens, volunteer's

c. What is needed for work parties? Tools, etc. From where?

#### **V. Closing**

1. **Calendar date for next meeting will be 6:00 p.m., Tuesday, April 23.**

2. **Meeting adjourned at 7:50 pm.**