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Morgan Hill Community Garden Agenda

**Saturday, October 3, 2020 (cancelled air quality)
 Postponed meeting from September**

15690 Railroad Avenue, Morgan Hill Community Garden

Board Members:
 John Jenkins President 2021
 Mary Mansson Vice-President 2021
 Linda Sears Treasurer 2022
 Mary Kellogg Secretary 2022
 Joe Elliott Board Member 2021
 Daniel Armendariz Board Member 2022
 Allen Palmer Board Member 2022

Meeting cancelled. Business done via email due to unhealthy air quality in the Bay Area.

I. Reports

A. Financial Report

Linda Sears



Morgan Hill Community Garden
 Operational Account

Statement of Account
 For the Period of July 29, 2020 to October 3, 2020

Revenue:		
Plot Rentals		\$ 37.50
Donations		\$ -
Refunds		\$ 90.00
Total Revenues		<u>\$ 127.50</u>

Expenses:		
Garden Fee Refunds		
Insurance	\$ 346.57	
Room Rental		
Postage		
Post Office Box Rental		
Porta Potty Rental	\$ 429.00	
Regulation Fees (Sec State)		
Supplies, Office		
Supplies, Building/Facilities	\$ 159.68	
Supplies, Garden		
Website Maintenance	\$ 287.76	
Water Bill	\$ 672.31	
Miscellaneous	\$ 214.50	
Total Expenses		<u>\$ 2,109.82</u>

Net Income: \$ (1,982.32)

Beginning Balance: \$ 13,948.86

Ending Balance: \$ 11,966.54

Submitted by: Linda Sears, Treasurer

Breakdown of Income: Refund for 6 meeting rooms from CCC totaling \$90.

Breakdown of Expenses:

Building facility breakdown is as follows - \$25.99 Home Depot (gazebo rebar); \$62.82 Orchard Supply (gazebo concrete rings); \$8.72 Home Depot (gazebo building supplies); \$45.80 Reimburse Joe Elliott for wood glue in Oct. 2019. Total building expense is \$159.68.

Notes: Update on Plot Rentals: All plots are now rented except for ADA plot #8

From: Linda Sears lsearsmail@gmail.com
 Subject: Treasurer Reports
 Date: October 1, 2020 at 2:23 PM
 To: Mary Kellogg mary.kellogg53@gmail.com, John Jenkins jenkins5289@gmail.com



Hi Mary and John,
 Here is the Treasurer Report for the period of July 29, 202 to October 3, 2020. Let me know if you have any questions or need anything else.

See you on Saturday!
 Best,
 Linda

2020 PROPOSED BUDGET 2020 BUDGET v ACTUAL - AS OF 10/03/2020

Capital Acct #1012 Balance 1-Jan-2020 \$ 11,171.08 BEGINNING BALANCE

		INCOME		
		PROPOSED	ACTUAL	
C01	Donations, Grants	\$0.00	\$ 1,122.75	
C03	Gardening Fees	\$3,750.00	\$ 7,203.75	\$ 3,453.75
C07	Refunds, Miscellaneous	\$0.00	\$ 154.60	
		\$3,750.00	\$8,481.10	\$8,481.10 INCOME ACTUAL
				\$ 19,652.18 SUBTOTAL

		EXPENSES		
		Proposed	Actual YTD	Avail Balance
D02	Donations	\$ -	\$ -	\$ -
D04	Supplies, Office	\$ 80.00	\$ 69.53	\$ 10.47
D05	Supplies, Building/Facilities	\$ 1,800.00	\$ 931.98	\$ 868.02
D06	Supplies, Gardening	\$ 1,000.00	\$ 995.06	\$ 4.94
D06	Supplies, Gardening/Mulch	\$ 500.00	\$ -	\$ 500.00
D07	Water Bill	\$ 2,300.00	\$ 1,804.74	\$ 495.26
D08	Gardening Fee Refund	\$ 200.00	\$ 7.50	\$ 192.50
D09	Porta Potty Rental	\$ 2,520.00	\$ 2,145.00	\$ 375.00
D10	Post Office Box	\$ 125.00	\$ 118.00	\$ 7.00
D10	Postage	\$ 30.00	\$ 22.00	\$ 8.00
D11	Insurance	\$ 1,200.00	\$ 346.57	\$ 853.43
D14	Bank Charges	\$ 50.00	\$ -	\$ 50.00
D15	Meetings & Conferences	\$ 200.00	\$ -	\$ 200.00
D17	Website Maintenance	\$ 250.00	\$ 287.76	\$ (37.76)
D18	Regulation Fees (Secty State)	\$ 20.00	\$ -	\$ 20.00
D21	Miscellaneous	\$ 500.00	\$ 637.50	\$ (137.50)
	Contingency Fund	\$ 1,000.00	\$ 320.00	\$ 680.00
		\$ 11,775.00	\$ 7,685.64	\$ 7,685.64 Expense Total
				\$ 11,966.54 Total Cash Assets

NOTES:
 Submitted by: Linda Sears, Treasurer



Statement of
 Accou...20.pdf

NOTE 10/03/2020:

Total assets on Budget vs. Actual ending 7/28/2020 was \$214.50 higher than balance in checking account. This was due to an autopay check to Nor Cal that wasn't accounted for. A Misc Expense of \$214.50 was added bringing the balance from \$12,181.04 to the correct balance of \$11,966.54.

B. Oversight Committee

Mary Kellogg

The Oversight Committee has not met due to the restrictions on meeting because of COVID. We have sent out reminder notes in general to all gardeners, hoping they would take care of the garden responsibilities appropriately and in a timely manner on their own. Now that our plots have been built, we have closed off the garden to driving unless a particular need arises and the gardener receives authorization. The 3 most blatant gardening problems have warranted a personal email or call by John or Oversight when encroachment into pathways or other plots was excessive. Earlier in the year we contacted people about getting started with planting.

We look forward to 2021 and hope that is a year when we can go about business as usual!

C. Work Day Committee

Kay Meyer

There are 4 plots that need to finish their work days.

Three plots need to complete two hours. Their work has been scheduled.

One plot hasn't completed any workdays this year. The plot will not be renewed for next year if we don't get a reply with work scheduled in November.

D. Garden Report

John Jenkins

Pollinator garden: A young woman in Scouting has taken on the pollinator garden as her Eagle Scout project. As far as I know, they will lay down the weed fabric, dig planting holes, build a trellis, and install four back supported garden benches. The City will install the drip irrigation. Wood chip mulch goes on last. I was told that the Scouts have their own liability insurance.

ADA shed: We have the ADA tool shed. Not sure where to place it and what to put inside of it. I am open to ideas.

Children's Garden: The solid redwood tables have been a stunning addition to the garden. The gazebo footings have been made and passed inspection by the City. A contractor selected by Leadership MH will donate two work days to building the gazebo during week of Oct. 5. Not sure how much they can do, but any help is great. The Leadership MH Class of 2020 Final Retreat asked if they could meet at our garden on Nov. 13, 2020 from 8AM to early afternoon. I told them it should be alright if they minimize the number of cars.

New MHCG sign: Still no final sign design. It's getting closer though to a final draft which I'll share with everyone to approve. We can install and place the sign where we like. So, please give me your ideas.

Rodent control: The ground squirrel invasion has been slowed. It should diminish even more as winter approaches. The trapping service will work through end of November. Gophers might come back in the Spring.

Future projects: we originally were supposed to get 100 raised beds. We ended up with 98 due to the way the contractor laid out the bed areas. The City has enough grant money left over for lumber for two more beds. It would be great for someone to take on this work.

II. Unfinished Business

A. Plot Allocation/Wait List

Mary Kellogg

We currently have 8 people on the wait list. Two gardeners have left the garden. (One who left was an ADA gardener so we are waiting to see if an ADA person requests a plot in January.) One gardener is giving up one of his multiple plots.

III. New Business

A. Bylaws/ Garden Policies Yearly Revision Mary Kellogg

Bylaws- No changes

Garden Policies Changes-

III. Plot Allocation, Registration, and Fees. (Clarification of prorating schedule)

10. Plot holders who sign up after February 1 will pay pro-rated gardening fees on a quarterly schedule set by the Treasurer of the Board.

Feb-Apr 100%, May-July 75%, Aug- Oct 50%, Nov-Jan 25%.

16. Gardening fee is \$.75 (seventy-five cents) per square foot. (Updated)

IV. Gardening Guidelines (addressing plant height)

5. Respect the need of your neighbors' plants for sunlight. Do not plant tall crops, including those plants in above ground containers, in a way that will cause excessive shading to nearby plots. An occasional plant might reach 7 1/2 feet tall, as long as sunlight is able to pass through to the neighbor's plot and the plant does not lean past the plot edge.

V. Plot Holder Responsibilities (addressing clear pathways)

1. Plot holders are responsible for the year-round maintenance of their garden plots and the surrounding pathways. Pathways must be kept free of weeds, trash, debris, gardening supplies and any personal items. Plots must be kept free of weeds, trash, and debris.

Approved.

B. November Election Planning

An email went out notifying garden plot holders of openings on the Board and telling gardeners to reply by Sunday, 10/11, to volunteer to be on the Board. We can have up to 9 members. Positions open for the election are President, Vice President, and up to 3 regular Board positions.

C. Expansion of Garden/Wait List

Mary Kellogg

Expansion plans tabled until after the rains come and stop so the soil will be softer to dig. We will also need to get NEW volunteers to chair the fundraising, site planning, water hook-ups, and wooden plot building. We will know who our Spring gardeners are and who is available to take on those tasks by then.

Future Meetings:

October 24 at 10:30 am at the Garden. (Reports and Election preparation)

November 10 potluck and election and garden year celebration ideas
(photos posted, etc?)