

Watkins Pond Community Garden Board Meeting Minutes - 06/10/2017

Attendees

Dale McCarthy (Outgoing President and Member at Large), Ryan Marcheschi (President), Rachel Britt (Secretary), Dres Zellweger (Vice President), Sylvia Pacher (Treasurer), Linda Grabel (Outgoing Treasurer)

Action Items

- Rachel – Write up meeting minutes and send to board for approval
- Rachel – Print plot names and numbers
- Dale and Ryan – Change garden contacts on documents maintained by the City of Rockville
- Linda and Sylvia – Transfer control of Wells Fargo account, financial records, etc. from Linda to Sylvia
- Rachel – Meet with former Secretary, Robin Campbell, to obtain any remaining records
- Dale – check website for other King Farm Community Garden to see if they still refer interested new gardeners to the Watkins Pond Community Garden

Meeting Purpose

To transfer information and documents from outgoing board members to incoming board members.

Garden Mission Statement

Outgoing President Dale McCarthy read the original Watkins Pond Community Garden Mission Statement, which includes elements around the Green Movement, providing gardeners with exercise and access to nature, family togetherness, and community outreach.

Philosophy with Respect to Organic Gardening

The garden is meant to be organic, which for our purposes, means the following:

- No pesticides, herbicides, fungicides
- Organic fertilizer
- Area outside fence is not sprayed, just mowed

Transfer of Documents

General garden records, contact sheet, etc. were transferred to Incoming Secretary, Rachel Britt. Financial records remained with Outgoing Treasurer Linda Grabel, and will be transferred to incoming Treasurer Sylvia Pacher once the garden bank account is transferred over to Sylvia. A list of this year's scheduled work parties was given to President Elect Dres Zellweger, who will coordinate the parties this year.

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Transferring Garden Leadership

To transfer leadership of the garden to the new board, the garden bank account and other financial records need to be transferred to Incoming Treasurer Sylvia Patcher, and the names affiliated with the garden need to be updated in City of Rockville records. In order to do this, minutes from this meeting clearly naming the new board members must be recorded and presented to demonstrate the transfer of responsibility.

Garden Financial Matters

The garden is officially a 501(C)3 non-profit organization. Its bank account is housed at Wells Fargo. There are currently two debit cards and a checkbook in the possession of Outgoing Treasurer Linda Grabel. A copy of these meeting minutes clearly designating Sylvia Patcher as the Incoming Treasurer are necessary to transfer control of the Garden's financial assets to her.

Renting the Saddleback Community Center

The Saddleback Community Center is used for the beginning of the year garden party and tomato tasting party. Some notes on using the Community Center are below.

- We are an affiliate of King Farm, we get to use for free
- The contact for this is on the contact sheet
- Get key for Center ahead of time
- Make sure we have the key for closet with tables and chairs

Garden Website

- The garden has a public website hosted through GoDaddy.com:
<http://www.watkinspondcommunitygarden.org/>
- The costs for the website are affiliated with the garden's debit card
- The website is paid up through April 2020, though we are still assessed an annual software fee
- The website login and password information for managing and updating the website were transferred to Incoming Secretary Rachel Britt

Garden Work Parties and Manna Plot

President Elect, Dres Zellweger, agreed to coordinate this year's work parties and to take produce to the Manna food kitchen from our Manna plot and from donations from other gardeners.

Pest Control

The Board discussed pest control, and that it must be conducted by a professional trapper. This is expensive, but necessary in the case of groundhogs, or other determined animals that can circumvent

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and/or damage the fence. The contact for pest control is on the contact sheet provided to the incoming secretary.

Garden Membership

- Existing gardeners are given preference to retain their current plots and to expand from a half plot into a whole plot at the beginning of each year, pending available plots (note that potential new gardeners on the wait list get preference over existing members expanding into multiple plots)
- The board should check current gardeners' intentions for their plots in February, so that open plots can be offered to individuals on the wait list, or advertised for new gardeners
- Advertisement venues to attract new gardeners include
 - The King Farm Chronicle Newspaper
 - The King Farm community listserv
- Garden members must live in Rockville when they obtain or renew their plots at the beginning of the year
- New garden members were originally given welcome packets when they joined the garden, the Board discussed reviving this practice

Compliance with Garden Rules

- All garden rules and policies are spelled out in the garden bylaws
- The board discussed developing standard non-compliance email language that pulls from the bylaws to send to members of the garden when they fail to comply with garden rules and policies