

Watkins Pond Community Garden Board Meeting NOTES 7/29/17

Action Items:

- **Secretary:** Post minutes from 6/10/17 Board Meeting to website
- **Secretary or President:** Send email to garden members about minutes once they're posted
- **Member at Large:** follow up with the City of Rockville on whether we can have an entity be the contact for the garden rather than an individual
- **Member at Large:** Send name of Transco contact to President
- **Secretary:** follow up on exchange of financial records and responsibilities
- **Secretary:** follow up with past Secretary on any remaining documents
- **Member at Large:** send President email contact for Hurly Garden – Rockville City Garden
- **Secretary:** look for weeds during work party and report to President Elect
- **President Elect:** send non-compliance for weeds from board email, give gardeners two weeks to respond
- **Board:** Update Bylaws with changes we've made to Board structure
- **President Elect and Board:** Buy tools to cut vines that threaten the fence near their base, also consider getting more storage for tools/supplies
- **President Elect:** See if trash around the entrance to the garden may be able to be hauled away during the August 12th Work Party
- **Secretary:** Post information about upcoming work parties at garden entrance
- **Board:** Make work of the Garden Board more visible to gardeners to attract new members
- **Secretary:** Send evite and develop flyers for tomato-tasting party
- **President:** Send email to remind gardeners about the Board email, the website, and to introduce the updates made to the website
- **President Elect:** Write up a list of duties for Work Party Leaders
- **Secretary:** Schedule next Board Meeting
- **Board:** review items to bring for Tomato Tasting Party (see below)

Roll Call:

Ryan Marcheschi (President), Dale McCarthy (Member at Large), Dennis McCarthy (Gardener), Dres Zellweger (President Elect), Rachel Britt (Secretary)

Approve Minutes from 6/10/17 Meeting

Approved unanimously

Outstanding Action Items from 6/10/17

- President contacted city of Rockville, will change email contact to Board's email
- Can we change the City of Rockville contact for the Garden to an entity or group rather than an individual? This will cut down on administrative burden when a new Board is elected.
- Transco needs to have updated contact too
- Garden financial records and responsibilities still need to be transferred
 - The Secretary will follow up on this item
 - The Secretary will schedule a time for past and present Board members to go to Wells Fargo to transfer responsibility for Garden financial assets

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- The Secretary will follow up with the past Secretary on any garden documents that have not yet been transferred
- The website for the City of Rockville garden mentions the Watkins Pond Community Garden on its website. The Member at Large will send contact information for this garden to the President.

Weed Non-compliance

At this time of year, weeds grow particularly quickly, and are threatening the fence. The Board discussed the following items regarding weeds and non-compliance with bylaw rules around gardening.

- The Garden has a standard non-compliance letter that can be sent from the Board email address to gardeners who do not comply with Garden bylaws
- The Board also decided to take and send pictures of weeds or other non-compliance issues with the non-compliance email, to help Gardeners understand why they were cited for non-compliance
- The Secretary will look during the 7/30/17 work party to see which plots are not in compliance with the bylaws' weeding rules, and the President Elect will send emails to the gardeners of plots that need weeding
- The Board clarified that the maximum height for weeds to be in non-compliance is 3". The rationale for this was that weeds may begin to go to seed and spread to other plots at this point.
- The Board clarified responsibilities for weeding:
 - Gardeners are responsible for weeding their plots, the path in front of their plots, and cutting vines growing from their plots into the fence
 - Garden work parties are responsible for weeding the fence lines outside the garden, cutting back vines and branches that threaten the fence, weeding the flower bed at the garden entrance, putting down wood chips on the path
- The Board decided to buy some small/narrow hand shears to help gardeners cut back vines in their plots that threaten the fence. These can be used to cut the vine down at ground level even when the vine is growing between the fencing materials.

Leaky Water Valve

The leaky water valve near the wood chips was fixed.

Work Party 7/30/17 and Future Work Parties

- Spare fencing supplies and zip ties are available for fence repair on 7/30/17
- The President Elect will cut some smaller branches that threaten the fence
- In the fall, we will need to organize a work party to cut big branches that overhang and excessively shade the garden
- The President Elect will begin to keep master list of Work Party to-do's
- During the next work party (8/12/17), it would be good to remove the trash outside the front of the garden
 - The President Elect will look into getting a pick-up truck to take away trash
- The Secretary will post next work party at the entrance to garden

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Website Updates

The President made a series of updates to the Garden's website:

<http://www.watkinspondcommunitygarden.org/>

- The President added a [calendar](#) with work parties, an updated plot list, posted pdfs of the hold harmless forms
- The President would like to update the recipes and post Board meeting minutes
- The Board also wants to remind gardeners that the website exists and that it's being updated on a regular basis
- The Board considered looking to see if GoDaddy offers website analytics that would help the Board know if the website is being used
- The Board considered adding some new pictures to the website, and taking pictures at the tomato-tasting party

Tomato Tasting Party

The annual Tomato Tasting Party will take place August 20th from 2-4PM in the Saddle Ridge Community Center. This annual party is an opportunity for gardeners to meet with one another and share food made with produce from the garden.

- The Community Center is reserved all day
- Set-up for the party will begin at 1:30 PM
- To Bring
 - Bags of ice (Britt/Marcheschi)
 - Coolers (McCarthy, Britt/Marcheschi)
 - Drinks for kids (McCarthy)
 - Three loaves of French bread (Britt/Marcheschi)
 - Mozzarella (McCarthy)
 - Cutting boards, knives (Britt/Marcheschi)
 - Table cloths, paper plates, napkins, cutlery, cups (McCarthy will check to see what is needed)
 - Trash bags (Britt/Marcheschi)
 - Nametags (McCarthy)
 - Wine and Beer (Britt/Marcheschi)
 - Prizes for raffle and children
 - Prizes for adults (Britt/Marcheschi)
 - Prizes for children (McCarthy)
- The Secretary will make a flyer, post it outside garden entrance, and send an invitation to the party to the gardeners
- Will also organize a seed exchange, especially fall planting

Recruit More Board Members

The Board discussed how to recruit new garden Board members so that management of the garden can change hands smoothly and solely rely on the same members to run smoothly.

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- At the Tomato Tasting Party, the Board will explain what it does and invite gardeners to upcoming Board meetings
- The Board will actively work to be more visible, engaging the gardeners using the Board email address
- The Board is considering holding one or two more fun events to inspire participation on the Board
- Board meetings will be open to all gardeners, and will be posted on the Garden [calendar](#)

Other Issues

- How to make sure Work Parties are well-organized, and do not require as much work for the President Elect?
 - Better define responsibilities for Work Party organizers
 - Create a Work Party Organization document/checklist
 - Keep a running list of activities that need to occur at upcoming work parties
- The Board also discussed clarifying plot maintenance duties for each gardener including:
 - Cutting vines growing from their plot and threatening the fence as close to ground level as possible
 - Weeding the path in front of their plot