

Atwood Community Gardens Committee – Notes, March 13, 2018

[Present in bold]

Michael Brockman

Allison Dungan

John Herbst

Ralph Johnson

Steven Meyer

Joe Muellenberg

Michael Lemberger

Annette Nekola

Jefren Olsen

Larry Weber

Agenda

- Next steps with Goodman Center
- Gmail account - status and monitoring
- Registration and billing
- Open garden plots
- Update calendar with 2018 dates

Minutes

- Next steps with Goodman Center
 - Ralph, Allison, Annette met with Becky and Sam (new Pantry staff person)
 - Appears to be “status quo” in that Sam will serve as single point of contact
 - Sam will calculate plot fees, Goodman will generate bills and send out by email
 - Sam will follow-up on late payments, Annette to provide guidance on how much follow-up to do
 - Status quo on bills e.g. compost, water
 - Work with Sam on website and he will take care of it
 - Annette to send Sam the garden plot dimensions
- Gmail account - status and monitoring
 - Allison created a gMail account for Atwood Gardens (atwood.garden@gmail.com)
 - General announcements will be sent from the gMail account rather than someone’s personal email address
 - Annette currently often gets questions from gardeners, presumably because she’s been sending communications from her personal email account
 - Need to discuss how to share and monitor the email
 - Email review - who will check and respond? Password is required; Need a policy to handle email responses
 - Upload to gDrive and send to Sam package of spreadsheets that Amy sent out last Spring

- We will share the gDrive folder and docs with Sam for read/write access
- Plot monitoring email address (plot.monitors@gmail.com) - could be used by plot monitors, purpose TBD
- Allison to monitor Atwood Gardens email for now, will communicate back to committee if assistance is needed
- Recommendations when sending a message from the Atwood Gardens email address
 - BCC the 2018 gardens list when sending out an email from the Atwood Gardens email, this hides the email addresses from recipients
 - Subject lines
 - Atwood Community Gardens in subject
 - Plot number in subject when referencing a plot
- Registration and billing
 - Garden registration - Allison recreated survey and is ready to go; Annette and Michael reviewed and did some testing
 - Allison to add hay request to registration form.
 - Allison to send out email message with registration form, include April 14th 9:30am-11am All-Gardener Meeting in the Evjue room
 - Registration due by Wednesday, March 21st; Midnight March 25th is the drop dead date for registration
 - Allison to send follow-up message only for people who haven't sent them in on March 23rd
 - Annette to ask Goodman to send out bills by April 2nd with plot payments due back by 16-April, and will check with them on proposed dates
 - Need delinquency list from Goodman after 16-April, Annette to propose this to Goodman
 - Committee will need to follow-up with no-payers the week of 16-April
- Open garden plots
 - 2 open plots currently: 4b, 12b (Larry to reassign)
 - Waiting list
 - Could create a Google form for waiting list (no action assigned)
 - Currently asking for name, street address, phone, email address
 - Larry to send current wait list to Annette for upload to Google Drive, but Larry will continue to be responsible for the wait list until a replacement can be found
- Update calendar with 2018 dates
 - Online Registration Send Out March 13
 - Registrations Return Deadline March 21 (follow-up Mar 23, drop dead Mar 25th)
 - Plot Fee Payments Due April 16
 - All-Gardeners Meeting April 14
 - Start Gardening Deadline May 7
 - Water turn-on mid-May (determined by the city)
 - Reassign unused gardens June 1

- Hay delivery 12 May (Allison to ask Joe to order the hay, same farmer as 2017)
- Compost delivery Late April
- Harvest Share TBD

Action items

- [Closed] Small team to meet with Becky before or during the December committee meeting to discuss.
- [New] Annette to upload to gDrive and send to Sam package of spreadsheets that Amy sent out last Spring
- [New] Annette to send Sam the garden plot dimensions
- [New] Larry to send current wait list to Annette for upload to Google Drive
- [New] Larry to reassign 2 open plots: 4b, 12b
- [New] All committee to review handbook for potential changes for discussion at April 10th meeting
- [New] Michael B to send out info on plot monitoring proposals that were recorded in prior meeting minutes
- [New] Michael B to create PDF of minutes and send to sam@goodmancenter.org for posting on the Gardens website
- [New] Allison to add hay request to registration form.
- [New] Allison to ask Joe to order the hay, same farmer as 2017
- [New] Allison to send out email message with registration form, include April 14th 9:30am-11am All-Gardener Meeting in the Evjue room; Registration due by Wednesday, March 21st
- [New] Allison to send follow-up message only for people who haven't sent them in on March 23rd
- [New] Annette to ask Goodman to send out bills by April 2nd with plot payments due back by 16-April, and will check with them on proposed dates
- [New] Need delinquency list from Goodman after 16-April, Annette to propose this to Goodman

Next Meeting

- Tuesday, April 10th, Atwood Gardens Committee meeting at the Goodman Community Center
- Saturday, April 14th, 9:30am-11am, All-gardener meeting at Evjue Room at Goodman Community Center