

**Saco Community Garden
Steering Committee Meeting
November 16, 2017 at Saco Rec
Minutes**

Present: Peg Mills, Joel Hersom, Michelle Hiltz, Bruce Martel, Karen Martel, Walter Buczac, Liz

Peg Mills called the meeting to order at 6:30 pm.

Minutes of the October meeting were accepted unanimously.

Finances

Peg presented a financial report, noting that rental fees and CLYNK income were up, but that donations were lower than hoped.

The opening balance on December 1, 2016 was \$3775.87.

Income for the year was \$3879.00.

Proposed expenses were \$6964, with \$4580.63 having been spent so far.

The city owes Peg over \$600 in reimbursements for garden expenses. She has contacted the city, and hopes to meet with the new Finance Director in the future. We expect a financial report from the city in January.

Saco Community Garden Bylaws

Peg presented draft changes to the Bylaws. There was discussion about the intent of appointed positions (Volunteer Coordinator, Food Pantry Plot Coordinator, and Garden Activities Coordinator). The wording about these positions was clarified.

A section was added that outlines the composition and duties of the Nominating Committee.

A section was added about electronic voting via e-mail for time-sensitive issues that may arise between in-person meetings.

The bylaws were edited for clarity and conciseness.

Bruce made a motion that Peg would create a copy of the Bylaws as discussed, to present and be voted on at the next Steering Committee meeting. Karen seconded the motion, which passed unanimously.

Saco Community Garden Guidelines

Peg presented a draft of changes to the Garden Guidelines

After some discussion, it was decided that annual plots must be cleared by dusk on the second Sunday in November (currently the first Sunday in November).

The height limit for vegetation or structures was changed from five feet to six feet, with the caveat that items over that height are discouraged, rather than prohibited.

There were no substantive changes to the remaining guidelines, which were edited for clarity and conciseness.

Bruce made a motion that Peg would create a copy of the Guidelines as discussed, to present and be voted on at the next Steering Committee meeting.. Michelle seconded the motion, which passed unanimously.

Volunteer Statistics

Joel reported the following stats:

2 have not completed any hours, several renters had partially completed hours
6 did not clean up their plots by the deadline.

Peg will send an e-mail with final volunteer opportunities of the season to those who have not met the volunteer requirement.

Peg will let the City know which gardeners are not eligible to rent plots next year

Building projects

Shade porch: Painting and latticework will be scheduled for next year.

Accessible plot #7 : This project is on hold until the spring

Other Business

It was decided that the padlock should be on the front gate, rather than the shed to secure the garden.

The new pamphlet has been completed.

The garden will be expanded in the rear, which will allow for the inclusion of more year-round plots as well as Food Pantry plots.

The next meeting is scheduled for Wednesday, January 10 2018 at 6:30 pm.

The meeting adjourned at 8:30 pm.

Respectfully submitted,
Karen Martel
Recording Secretary