

Helena Community Gardens (HCG) Board Meeting

Meeting Date: December 5, 2022; 9am-12 noon, Intrepid Credit Union Meeting Room

Present: Jake Mohrmann, Co-Board Chair; Amie Butler, Co-Board Chair; Ruth Linfield, Secretary; Mandy Blohm, Acting Executive Director; Les Clark; Whitney Bausch; Christiane Rudmann; Trish Ackert; absent Kelly Little

Next Meeting: January 19, 2023, 5:30 Intrepid Credit Union Meeting Room

1) Minutes of Previous Meetings

- a. October 29, 2022 and November 6, 2022 meeting minutes approved as read

2) Executive Director Position/Vacancy

- a. A motion was made to offer Mandy Blohm the permanent part-time position of Executive Director. It was seconded and unanimously approved by the Board.
- b. Mandy formally accepted the position starting immediately
- c. The position would have the following expectation of hours and compensation: An "average" time commitment of 15 hours per week or 810 hours per year. Compensation would be paid at a monthly rate of \$1,250 (\$15,000/year). This is an increase of approximately 28% over the 2022 rate. The increase could be effective for December.

ACTION:

The current job description will be reviewed/updated by Christiane and Mandy and presented to the Board at January meeting

3) Review and Approval of the 2023 Budget

- a. A review of 2021 and 2022 revenues and expenditures was completed. The attached proposed budget was unanimously approved for the year January to December 2023.

4) Executive Board Nominations

- a. The current Board Members for Chair, Vice Chair, Secretary and Treasurer were reviewed and current Executive Officers indicated their preference for continuing

in these roles for 2023. Also, current non-Executive Board Members presented their preference for consideration for Executive Board offices.

- b. The following Board Members were nominated and voted unanimously in favor:
 - i. Christiane Rudmann, Chair
 - ii. Whitney Bausch, Vice Chair
 - iii. Ruth Linfield, Secretary
 - iv. Trish Ackert, Treasurer
 - c. The following non-executive positions were also approved:
 - i. Les Clark and Amie Butler, Co-Head Gardeners
 - d. Terms of office begin January 2, 2023
- 5) Recruitment of Garden Managers and Board Members

- a. Garden Managers are still needed for the following gardens:
 - i. Cooney, Bausch, Selma, and a 2nd manager for 6th Ward.
 - ii. Board Members are welcomed with a variety of experience, not just limited to gardening. Ideas of experience suggested were those with experience in fund raising, marketing, someone who works with communities with disabilities/ADA, non-profits.

ACTION: An email will go out to current Helena Community Garden Managers and Gardeners asking for interest in Garden Managers. Several of the Board Members will reach out to potential candidates for Board Members and, if interested will present them at the January Board Meeting.

6) Sub-Committees

- a. Two key subcommittees were identified for 2023. Subcommittee membership will be determined at the January 2023 meeting.
 - i. Events
 - 1. Soup Night, Feb 1

2. Local Non-profit Nights-dates to be determined
3. Farmers Market Presence-Summer 2023
4. Garden rummage/Plant Sale, May 7
5. Seed Swap with L&C Library, April 15 & 16
6. Wreath Making Workshop, Nov. 30
7. Harvest Celebration, Sept 16, 17
8. Board Training, February

ii. Fundraising, with goal of increasing infrastructure

1. Grants
2. Appeal Letter
3. Greater Helena Gives
4. Sponsorships

7) Bank Account/Finances

- a. Les is currently Owner and only check signer on Intrepid Bank Account

ACTION:

Board unanimously approved to remove Les as “Owner” and the “Owner” of the Intrepid Credit Union account will be Helena Community Gardens. Authorized signers approved are the following: Les Clark, Mandy Blohm and Amie Butler.

- b. A daily spending limit for approved signers will be \$1500.00.
- c. It was noted that Board Member Trish Ackert will review the account and if any “ghost” signers or owners are discovered, they will be removed with only the approved owner/signers approved as noted above.

8) Meeting Adjourned

