

Helena Community Gardens (HCG)
Meeting Minutes
December 14, 2023

Present: Chris Rudmann (Board Chair); Whitney Bausch (Board Vice Chair); Trish Ackart (Treasurer); Ruth Linfield (Secretary); Mandy Blohm (Executive Director, out-going); Amie Butler; Les Clark; Jake Mohrmann; Sheri Steckler (Executive Director- incoming)

Next Meeting January 18, 2024, 5:30, Helena Intrepid Credit Union

1. Minutes
 - a. September 2023 minutes approved as submitted.
2. Treasurer's Report
 - a. Debits--\$2612.98
 - b. Credits--\$1216.92
 - c. Brief review--\$184.48 from United Way, \$133.75 from Network for Good, \$737.63 from Soup Dinner
3. Budget for 2024
 - a. Budget submitted. There were several errors submitted at meeting, Corrections/errors identified to board. These errors corrected and budget amended to include \$500.00 for Continuing Education and \$1000.00 for insurance.
 - b. Motion submitted and vote unanimously approved to accept proposed budget
4. Executive Director Report
 - a. Outboarding plan for Mandy and Onboarding plan for Sheri
 - i. Mandy/Sheri have initiated a timeline for training to complete in December
 1. Trained on the following has been completed:
 - a. AirTable
 - b. EventBrite
 - c. Finance Review including bills to pay
 - d. Reimbursement policy
 - e. Current projects
 - f. Grants
 - ii. Meeting Key Community Contacts
5. Helena Intrepid Credit Union Account
 - a. A motion was made and passed unanimously for Mandy Blohm to be removed as a signer and replacement signer to be added will be Sheri Steckler
6. Meeting adjourned