

Helena Community Gardens (HCG)
Meeting Minutes
January 18, 2024, 5:30 pm via Zoom

Present: Chris Rudmann (Board Chair); Whitney Bausch (Board Vice Chair); Trish Ackart (Treasurer); Amie Butler; Les Clark; Jake Mohrmann; Sheri Steckler (Executive Director)
Vacant Position: Secretary

1. December Minutes
 - a. MOTION PASSED: Approve December minutes
2. Treasurer's report
 - a. December 2023
 - i. Debits: \$2728.25
 - ii. Credits: \$88.53
 - b. Highlights:
 - i. Double salaried in December for training new ED
 - c. 2023:
 - i. Ending Balance: \$9,926.68
 - ii. Purchased computer
 - iii. Double salaried for training for one month
 - iv. Purchased new platforms
 - v. Came out in negative: -\$4,615.03
 - vi. Year-end balance: \$9,926.68
3. ED Report
 - a. Debit card has been switched to Sheri
 - b. Met with Growing Friends of Helena to discuss Arbor Day planting.
 - i. We could plant multiple fruit trees in gardens.
 - ii. Sheri will find out what the deadline would be for us to make a decision on whether fruit trees are something we can take on this year.
 - c. Met with Library for the Seed Swap on March 16th
 - i. We are moving the time from 1:00 to 3:00 pm instead of 2:00 to 4:00 pm
 - ii. Amie will call around to see if we can get seed donations
 - iii. Sheri will work on finding speakers for 1:00 to 3:00 pm
 - d. Financial Stuff
 - i. Discussion of bills and donations received recently.
 - ii. Working on getting a discount for Airtable subscription renewal
 - e. Regulatory Compliance
 - i. Annual Report filing fee is waived
 - ii. Payroll updates needed
4. Events: Soup Dinner (Feb 7th) logistics

- a. Sheri will send out a spreadsheet this weekend for people to sign up for timeslots/tasks and dishes
 - b. Amie will ask Park Avenue whether they will donate bread
 - c. Sheri will bring petty cash in \$1s and \$5s
5. Compile 2024 Calendar of Events (*We established dates for our usual events very early last year and it served us well throughout the year. Let's do that again.*)
 - a. Garden Manager Training: March 5th
 - b. New Gardener Sign Up: Starting March 16th
 - c. HCG Bingo: Lewis and Clark Brewing in the Spring
 - i. Sheri will contact L&C to nail down a date
 - d. Rummage Sale: April 28th
 - e. Greater Helena Gives: May?
 - f. HCG Bingo: Missouri River Brewing in the fall
 - i. Amie will reach out to them to establish a date
 - g. Soup Dinner: Will establish a date in late summer
 - h. Harvest Celebration: TBD?
 - i. Helena Young Professionals (HYP) Non-Profit Fair?
6. Board Election
 - a. MOTION PASSED: Approve current Chair, Co-Chair, and Treasurer to continue in roles for 2024
 - b. Co-Chair will maintain Secretary duties for now
7. Board Chair update on insurance & Board member recruitment steps
 - a. Board Member Recruitment
 - i. Recruitment form is now on HCG website with an application deadline of February 15th
 - ii. Helena Young Professionals (HYP) will share our call for board members on social media
 1. HCG will participate in HYP non-profit fair later this year
 - b. Insurance
 - i. We will look into Liability insurance and Workers' Compensation
 - ii. Talking to Montana Nonprofit Association about options/best practices