

Helena Community Gardens (HCG)

Meeting Minutes

September 19, 2024, 5:30 pm at 6<sup>th</sup> Ward Garden Park

Present: Chris Rudmann (Board Chair); Whitney Bausch (Board Vice Chair); Amie Butler; Alice Hinshaw; Amanda Coyle; Les Clark; Jake Mohrmann; Gretchen Tigner

Absent: Sheri Steckler (Executive Director (ED)); Trish Ackart (Treasurer)

Vacant Position: Secretary

1. Approve May Minutes
  - a. MOTION PASSED: Approval the of August meeting minutes.
2. Treasurer's Report
  - a. No Treasurer's Report for this meeting
3. ED Report
  - a. See attached
4. Board/GM Meeting on 9/26 at Lewis & Clark Library
  - a. Will include:
    - i. Introduction of board members
    - ii. Overview of organization finances, including garden finances
    - iii. Discussion between individual board members and individual Garden Managers about upcoming projects
5. Sponsorship Brochure
  - a. New volunteer will spend time investigating appropriate costs for sponsorship opportunities
6. Appeal letter:
  - a. Include:
    - i. Refresher on what HCG does
    - ii. Photo of the Board
    - iii. How much food has been donated to Helena Food Share
    - iv. Scholarship data
  - b. Highlight that HCG has not raised plot fees

7. Upcoming:

- a. October 17<sup>th</sup>: HCG Board Meeting
- b. October 25<sup>th</sup>: Last day for gardeners to clear plots
- c. October 28<sup>th</sup>: Bingo at Missouri River Brewing
- d. November 6<sup>th</sup>: Soup Dinner at St. Paul's
- e. November 21<sup>st</sup>: HCG Board Meeting

## ED Report September 2024

Sheri Steckler, Executive Director

### **Miscellaneous Updates:**

Due date for GM garden budgets? Hard date

Bingo at L&C Taproom not scheduled until March—May get bumped for concerts

Seeds were acquired for 2025 swap. Home Depot, Murdoch's, Rock Hand, Gardenwerks, Erwings

Cara will drop off bee boxes at the GM Meeting next week

Shelby Hyatt: United Way—New Marketing Volunteer, will work on updating tri-fold pamphlet for print before SECGC and Donor Brochure

Reached out to Helena Food Share: Have not received a response yet. Will follow-up

Able to edit past events in Eventbrite: Returning Gardeners on sale October 19th

Water at Bausch

### **Financial:**

Updated payment methods for bills after card was hacked

Airtable was still charging for workspace after cancellation but credited our account

Janet Garden: outstanding \$77.00 water bill from 2022

### **SECGC:**

1. Partnership renewal application for United Way was completed
2. Signed up to volunteer for Rotunda Kick-off: Les, Amanda, and Gretchen
3. Do we have a card table available? If so, where is it stored?
4. Sheri will organize tabling supplies
5. Maddie posted on social media, will follow-up post on Monday, Sept. 23

## ED Report September 2024

### **Workload**

#### Finished:

Specific current ask is for ED to assemble past donor list by August 15th.

Specific current ask is for ED establish a project spreadsheet for GMs to enter volunteer needs by July 20<sup>th</sup>

#### In-progress:

Specific current ask is for ED to establish a decipherable filing system, consistent file naming convention, and get all documents onto a backed-up drive by August 15th.

ED reach out to each church/facility and the City before the end of 2024. (See Creation/Upkeep of MOUs for additional specific ask)

City (Parks)

- a. St. Paul's
- b. St. Mary's
- c. Cooney
- d. East Helena Public Schools

Specific current ask is for ED to establish Cooney MOU and City MOU by August 15th. Alice will develop a standardized MOU template by July BoD meeting.

ED reach out to business contacts in the fall of 2024.

De-prioritize any sort of newsletter, for now.