

**Estes Valley Community Garden Board Meeting Minutes**  
**January 22, 2020**

**The meeting was called to order** by the President, Shane Bristow, at 4:00 pm in the conference room of the US Bank, in Estes Park.

**Those in attendance** were Shane Bristow, Cay Lacey, Roger Levy, Jan Pauley, and Barbara MacAlpine, Mary Sampson, Doyle Baker, Floyd Wright, Pam Seaver and Herb Loveall. Absent: None

**Announcements:**

- Today's meeting combines the January & February 2020 Board meetings. Our next meeting will be held on March 11, 2020
- We have this room at the US Bank reserved for our meeting time all this year

**Secretary's Report:**

- The corrected Minutes of the November 9, 2019 Board Meeting, as e-mailed, were approved.
- The Minutes of the December 11, 2019 Board Meeting were approved.
- The revised Minutes of the Strategic Planning Session was submitted by e-mail. There was more input and additional points were brought up. These will be added and resent, to be approved at the next meeting.

**Treasurer's/Finance Committee Report:**

- The November's Treasurer's Report, as emailed by Mary, was approved unanimously
- There was a bill for water maintenance from the Town of Estes Park
- Donation of \$250 was made to the EVRPD for use of the Community Center rooms, as approved in at the Strategic Plans meeting
- \$600 was deposited for this year's plot rentals
- The Treasurer's Report was approved, as amended.
- Revenue from plot rental (including donations/sponsorships)
- Fundraising possibilities were discussed. The Garden Club of Estes has taken over the trolley idea for fundraising. We may re-energizing the fundraising Committee this summer. Critter control, garden waste storage & disposal, and higher plot beds will be bigger new expenses
- Grants & gifts were \$10 last year.
- Mary is working with non-profit alliance groups for a Liability Insurance policy. Mary got some input from her former gardening group in Omaha. This is for the gardeners while doing volunteer work, and is likely considered workers compensation.
- Other items also needing to be covered include replacement costs for plots, shed, lawn mower, string trimmer, & battery, solar system, and the drip systems. Insurance did pay for the fencing that was wind-damaged.

**Committee Reports:**

**Executive Committee – Shane**

- The Gardener Survey: Shane sent this out afternoon to the Board members. The survey may have problems with the drop-down ("click here") menus in "Word".
- Concern was expressed for the length of the survey & getting the most responses from our gardeners. This may include sending out another survey closer to planting time, to include the newer gardeners. A revision will be sent out next week.

**Construction Committee: Roger**

- Roger had a list of proposed garden-frame types and sizes for replacement plots, including estimated costs.
- Expected life of the new plots, and cost-per-year for each type were considered.
- New plot materials: Largo Garden Bed - Corrugated sheet steel/galvanized metal for the plots. Aesthetically these may not be as nice, but they would last decades. They are paintable, so they aesthetics would be better. Expected life is over 20 years. The size is a concern, they are not as wide as the ones we've built.
- Galvanized metal stock tanks – The shipping is more expensive than the tanks themselves. 2 ft deep by 3 ft wide. Just drill holes for drainage, with some wire mesh for critter control.
- Also looking into small stock-tanks, which have a bottom. These would keep out rodents, but would need to be drilled for drainage. These are smaller/narrower, but do give the height. Some are 10 ft long by 3ft wide.
- Birdies Garden Products has metal beds of varying sizes. The company is in Australia, however.
- Epic, a California company is a distributor for Birdie, and they might save time and cost. Perhaps we could get one as a trial this summer. They are about 3' wide X 3-1/4 ft long. Longer versions may require mid-tank braces for support. Thickness is 22-ga, a bit stronger than the previous company's products.
- Cedar wood and Trex boards were also explored. Some versions came to \$990 each.
- Adding hardware cloth to the bottom of the tanks would only add about \$17 to each bed.
- Concrete block plots were also discussed. The brown blocks were a little more pleasing.
- Replacement plots (5) for this year, and one trial corrugated tank. This is our 5<sup>th</sup> year, and many of the plots are still workable. \*\*\*
- Depreciation of the plots: Cost for wood is the least expensive, lasting over 5-years, possibly 7-years. The metal beds should last well over 20 years. The high wood beds were about \$300 each, the low-plots were about \$50-70 each. The wooden beds do require some maintenance. Some boards have come loose, while others are still working well. Replacing random boards is quicker than replacing the entire plot beds.
- Proposal to budget for raising 4 beds (wood), \$200 for maintenance of current ones, and \$400 for trial bed ("6-in-one"). Survey what needs to be fixed. Reminder that the taller beds need to be completed by mid-May, in time for planting.
- Cay diagrammed out a potential containment shed to build for garden "green waste": An 18" wide storage shed by the garden shed would leave 30" to the fence. It would fit under the shed's window. Base on concrete blocks. How do we hold it down from the wind? It could hold up to 6 bags of trash. Since it's designated for weeds, it doesn't have to be bear-proof. Cay's design is not cheaper than a pre-built resin box, but would be a custom fit. The paper bags stored inside the shed last summer ended up wet inside.
- Discussion tabled until March.

#### **Garden Administration Committee – Pam**

- Pam will send out requests for the plot fees soon.
- A suggestion was made for the excess plots, possibly renting to current gardeners charging less for a second plot, say \$40. A year ago, this worked out well.
- 22 plots open, with 3 newbies. One needs a high plots Sponsored plots. Second plots idea not yet.
- United Methodist Church made a donation for sponsored plots
- Email will be sent to non-returning gardeners to see if they would sell the hail cloth from their plots.
- Orientation Meetings for new gardeners: Sunday afternoon 2 pm and a weekday evening at the Wasson Room/Library. The only Sunday that works is April 5<sup>th</sup> (Palm Sunday). Spring break is at the end of March.
- Tuesday evening of the next week for the mid-week Orientation would be best, but need to nail it down with the Library.

#### **Garden Events & Publicity Committee – Claire / Mary**

- Community Center for Education programs. Gave \$250 donation. Dates were set for the 3 spring programs
- The library changed the dates for the Seed Exchange, TBD.
- 2019 Year-End Report ready to be sent out.
- Newspaper articles will be written on square foot & companion gardening.

- Additional ideas for outreach to unrepresented groups include flyers for the Hispanic community in Spanish to be posted at local stores and EPHS
- Nannette Chisholm will contact the EP Health Living Center and Good Sam's for activities/tours and possibly offering the veg-trug plot to the senior center. Not yet done.
- A proposal was made to find a "closet foodie" to do a demonstration class on using herbs from a garden.

**Garden Operations Committee – Floyd**

- Compost – We would save nearly \$1,000 if we don't get more this year. The new plots would need soil, however.
- Compost: Hagermans in Ft Collins can supply 7-yds or 20 yards at \$30/yard, with a cost of \$95/hour to deliver (about 3 hours). This comes to about \$750 for delivery of 20 yards.
- Our fertilizer is not certified Organic. Bone meal is best.
- Another soil test could be done again this year
- Drip extension will be done in time. This covers the pollinator garden.
- Floyd has been using some traps for critters lately, with some good results.

**Grants and Gifts Committee – Shane**

- Nothing to report.

**Volunteer Committee – Barbara**

- Signed up on the Non-Profit Resource Center Website to advertise for volunteer help, possibly for building larger/higher plots or other big projects.
- The local Chili cookoff went well and was good publicity for the Community Garden.
- A Florida gardener has volunteered to help work on plots, but doesn't have their own plot.

**Old Business:**

- Candidates for the board. Claire? Herb? What are the needs? Notify Shane whether you intend to stay. Cay is unlikely to stay. The numbers have been holding at 9 members

**New Business:**

- There was additional discussion of proposed uses for unclaimed plots, including use as experimental plots, or just grow more food to be donated to Crossroads.

**The meeting was adjourned at 5:45 PM.**

Respectfully submitted,  
 Jan Pauley, Secretary  
 Estes Valley Community Garden

**Estes Valley Community Garden Board Meeting Minutes**  
**February 12, 2020**

**The meeting was called to order** by Barbara MacAlpine, at 4:06 pm in the conference room of the US Bank, in Estes Park.

**Those in attendance** were Roger Levy, Jan Pauley, Barbara MacAlpine, Mary Sampson, Doyle Baker, Floyd Wright, Pam Seaver and Herb Loveall. Absent: Shane Bristow and Cay Lacey

**Announcements:**

- Today's meeting was requested for additional discussions on the steel-sided garden beds. Our next meeting will be held on March 11, 2020

**Secretary's Report:**

- The Minutes of the January 22, 2020 Board Meeting, as e-mailed, had additional notes to add.
- The revised Minutes of the Strategic Planning were approved

**Treasurer's/Finance Committee Report:**

- The November's Treasurer's Report, as emailed by Mary, was for additional discussion
- Concern about spending too much money. Or spend down to the base of \$6,000
- \$800 for plot rental was deposited
- There was one utility bill
- \$160 to Doyle was sent, not yet deposited. There was a reimbursement for our representation at the Chili Cook-off, as we're nonprofit
- The Treasurer's Report was approved, as amended.
- Annual Budget is still on hold, pending the new construction projects estimates. Still deliberating for approval at March meeting.
- Fundraising possibilities were discussed. The Garden Club of Estes has taken over the trolley idea for fundraising. We may re-energizing the Fundraising Committee this summer. Critter control, garden waste storage & disposal, and higher plot beds will be bigger new expenses
- Grants & gifts were \$10 last year.
- Mary is working with non-profit alliance groups, searching for a Liability Insurance policy. Mary got some input from her former gardening group in Omaha. This is for the gardeners while doing volunteer work, and is likely considered workers compensation.
- Other items also needing to be covered include replacement costs for plots, shed, lawn mower, string trimmer, & battery, solar system, and the drip systems. Insurance did pay for the fencing that was wind-damaged.

**Committee Reports:**

**Executive Committee – Shane**  
No Report

**Construction Committee: Roger**

- Looked at all the proposed types of plots
- A current review of the garden plots show that most are in still good shape

- 15 plots showed some wear, several (5) were reparable; these are on the west side.
- This may be the best place to start with newer high beds. 70-71-72 & 73
- Doyle asked about whether we need grant-funding for replacement of all the plots, or do we systematically replace several per year?
- Motion made to purchase 4 of the Birdie-brand corrugated metal plot boxes. This was seconded and approved, pending confirmation of costs.
- Colors for these are zinc, powder coated mint, beige, and slate grey. Motion was made & seconded for the slate grey, and the motion was approved.
- Tall beds are first-come requests, if the gardener says they need a tall plot, we take their word.
- There was a discussion of compost vs. more dirt to fill the new beds. Fill-dirt may be obtainable locally for the bottom 10 inches of the new Birdie boxes. Budgeted \$1,000 for top soil already. Floyd will work on this further.
- Payment to Epic will be arranged when the boxes are ordered.
- Storage for “green waste” was discussed, including the location for storage by the fence or by the pollinator garden. Doyle will work with Cay on the details for the next meeting, along with cost estimates.
- Cost estimates need to go to Roger, for inclusion in this year’s budget. Hardware cloth will also be needed.

#### **Events & Publicity Committee – Claire / Mary**

- Community Center for Education programs. Gave \$250 donation. Dates were set for the 3 spring programs
- The library changed the dates for the Seed Exchange, TBD.
- 2019 Year-End Report ready to be sent out.
- Newspaper articles will be written on square foot & companion gardening.
- Additional ideas for outreach to unrepresented groups include flyers for the Hispanic community in Spanish to be posted at local stores and EPHS
- Nannette Chisholm will contact the EP Health Living Center and Good Sam’s for activities/tours and possibly offering the veg-trug plot to the senior center. Not yet done.

#### **Garden Administration Committee – Pam**

- There are 18 empty plots, 10 are in the water where snow is melting
- 10 people need sponsors.
- The United Methodist Church Women gave \$120 for sponsorships
- If there are not enough sponsors, we can just pull funds out of the regular budget. The criteria for sponsorships is set, and we take their word that they need the assistance.
- The two dates for Garden Orientation are Sunday March 29, 1-2:30; and Wed April 1<sup>st</sup> 5-6:30
- Pam will send out requests for the plot fees soon.
- A suggestion was made for the excess plots, possibly renting to current gardeners, and charging less for a second plot, say \$40. A year ago, this worked out well.
- Email will be sent to non-returning gardeners to see if they would sell the hail cloth from their plots.

#### **Garden Operations Committee – Floyd**

- Rodent control. Effective! The rodenticide material spreads through the food chain. Spread it around the perimeter and into the burrow holes, but not in the garden plots. It’s a grain-based rodenticide.
- Gas rodent-control was last year on the ground-squirrel holes. They’re hibernating, so it’s unknown if it would be effective to be used at this time in the season.
- We will make an announcement at the Orientation to request volunteers for rodent-control, the help is especially needed with the live-traps.

#### **Grants and Gifts Committee – Shane**

- Nothing to report. Need to consider this for 2020. Thrift Center deadline is March 30th

#### **Volunteer Committee – Barbara**

- No report.

**Old Business:**

- Candidates for the board. Claire? Herb? What are the needs? Notify Shane whether you intend to stay. Cay is unlikely to stay. The numbers have been holding at 9 members on the Board.

**New Business:**

- None

**The meeting was adjourned at 5:02 PM.**

Respectfully submitted,  
Jan Pauley, Secretary  
Estes Valley Community Garden

**Estes Valley Community Garden Board Meeting Minutes**  
**March 11, 2020**

**The meeting was called to order** by President Shane Bristow, at 4:04 pm in the conference room of the US Bank, in Estes Park.

**Those in attendance** were Shane Bristow, Roger Levy, Jan Pauley, Cay Lacey, Mary Sampson, Doyle Baker, Floyd Wright, and Pam Seaver. Absent: Barbara MacAlpine, Herb Loveall.

**Announcements:**

- Today's meeting will be shortened, to make sure that the Pinewood Springs residents can get through the Hwy 36 construction closures before 5:30.

**Secretary's Report:**

- The Minutes of the January 22, 2020 Board Meeting, as e-mailed, were approved.
- The Minutes of the February 11, 2020 Board Meeting, as e-mailed were approved.

**Treasurer's/Finance Committee Report:**

- \$7,747 unobligated funds.
- Only half of the money for plots has come in. 14 plots need sponsors.
- Sponsored plots: single person less than \$22,000 of income; family below \$45,000
- 17 open plots: 7 have indicated interest, leaving 10 plots open. 8 are by the west gate.
- There was one Utility bill. The new minimum is now \$36 for water. All of Estes Park has seen an increase in water fees.
- Net of \$65 for the Chili Cookoff
- The Treasurer's Report was approved, as amended.
- The Annual Budget is still on hold, pending the new construction projects estimates. Still deliberating for approval at the next meeting.
- Mary is working with non-profit alliance groups, searching for a **Liability Insurance** policy. This is for the gardeners while doing volunteer work, and is likely considered workers compensation.

**Committee Reports:**

**Executive Committee – Shane**  
No Report

**Construction Committee: Roger**

- Many thanks to Roger for all his research on corrugated steel plots.
- Prices came in for the corrugated steel plots: 10 (4'x10' x 30" tall) beds cost \$2,999 + \$239 S/H (4 days to EP)
- Total for these (10) with shipping is \$3,238, or \$324 each
- Prices for a mixed order, (4) 4'x10' x 30" tall beds @ \$1,200; plus (6) 4'x10' x15" tall beds @ \$1,020; plus shipping \$239 comes to a total of \$2,458, or an average of \$194/bed.
- Shipping is to get the beds from the US Port of Entry to Estes Park. The initial cost of the beds includes shipping the beds to the USA from Australia.

- Do we go with the extra expense for the new steel beds, or stick with the old style, despite Roger's research? Cost and shipping time frames were concerns.
- The biggest problems are with the west-side plots by the west gate, where snowmelt sits all winter and effects the wood on the plots.
- Shane called the previous question, for/or against the steel plots, as researched. A motion to purchase the Birdie plots was made. The new steel beds were not approved, with a 2-6 vote.
- Doyle brought up the possible grant application with AARP. The application is due by May 1<sup>st</sup>. Notifications in early May. We could buy the material in June, then we could organize work projects to assemble and then install in October, after the growing season is concluded. Approval of these grants are around 4%, however.
- We haven't guaranteed tall plots to any of our gardeners who have requested them. Plots #71, 72, 75, & 65 need new boards. The boards in between the plots are the ones getting soft first.
- Can we defer new construction until the end of the season? Perhaps efforts could just go to the green waste storage. Just 4 beds to be reconstructed into high plots. The cost is estimated at about \$340 with cedar, per bed, about \$1,400 total with hardware cloth (\$15/plot).
- Motion for constructing 4 high beds this year with cedar was approved, by majority of the votes.
- We still need to update our sense of which plots need immediate attention.
- There was a board on the upper part of the fence by the SW corner of the garden which had come loose. Roger added longer screws to secure the board. We need to keep watch on that part of the fence.

#### **Events & Publicity Committee – Claire / Mary**

- The first spring program, "My Favorite Pollinators" is scheduled for tomorrow, March 12, 1:00-2:30 at the Estes Valley Community Center. Presenter is Beth Conrey, Bee Squared ("the Bee Lady"). No pre-registration required for the event
- Floyd presents his program in April.
- Square foot gardening by the library along with
- The library changed the dates for the Seed Exchange, to May 14th.
- 2019 Year-End Report ready to be sent out.
- Bee Ready program, part of the Kindergarten Roundup, runs 9:30-12:00, on April 4. There was some interest in helping out, but lack of time by the board members.
- Perhaps we could get a banner with the EVCG logo for our table at events, for better recognition. Doyle will look into costs.

#### **Garden Administration Committee – Pam**

- There are 10 plots open, most are in the water where snow is melting, by the west gate. & people still need to sign contracts
- The two dates for Garden Orientation are Sunday March 29, from 1-2:30: and Wed, April 1<sup>st</sup> from 5-6:30
- Another suggestion was made for any excess plots, possibly having volunteers to grow food for Crossroads.

#### **Garden Operations Committee – Floyd**

- Dirt for soil sample was collected yesterday, and is currently drying out. This will be sent to CSU for analysis tomorrow.
- Compost on April 15<sup>th</sup>. \$30<sup>h</sup>/yard. 10 yards this year. 250 delivery, total around \$650. This is already in the budget.
- Fill dirt from Estes Park is too rocky for our use.

#### **Grants and Gifts Committee – Shane**

- Nothing to report. Still need to consider grant requests for 2020. Thrift Center deadline is March 30th

#### **Volunteer Committee – Barbara**



- No report.

**Old Business:**

- Do we still need another candidate for the board? We have been keeping 9 members on the Board.
- Roger, Cay and Barbara will not serve another year. Herb and Claire will join the board. We need one more person. Jan will relinquish the secretarial role, if Claire can resume. Shane will step down as president.

**New Business:**

- Do we need to consider the threat of Coronavirus in planning our gatherings? Wait and see for now, as things change every day.

**The meeting was adjourned at 5:07 PM.**

Respectfully submitted,  
Jan Pauley, Secretary  
Estes Valley Community Garden

[herbloveall@yahoo.com](mailto:herbloveall@yahoo.com)

**Estes Valley Community Garden Board Meeting Minutes**  
**May 13, 2020**

**The meeting was called to order** by President Shane Bristow, at 4:34 pm, remotely by Google Meeting

**Those in attendance** were Shane Bristow, Roger Levy, Jan Pauley, Cay Lacey, Mary Sampson, Doyle Baker, Floyd Wright, and Pam Seaver. Absent: Barbara MacAlpine, Herb Loveall.

**Announcements:**

- Today's meeting is via Google Meetings, due to the Coronavirus Pandemic; the US Bank facilities remaining closed. There was no meeting in April 2020. Business concerns have been discussed via email.
- The water is on, and hoses attached. The drip irrigation system should be on by Friday.
- Thanks to all getting the garden open for the season!

**Secretary's Report:**

- The Minutes of the March 11, 2020 Board Meeting were approved as e-mailed. There was no meeting in April.

**Treasurer's/Finance Committee Report – Mary**

- Total 12,651.25
- Additional \$500 to deposit for plot rentals, there is more money is still coming in
- Expenses were \$1,268 for Insurance, \$50 for welding (hose hangers), soil test \$36.55
- Other expenses were for Lumber. New batteries for irrigation timers, utilities, and pruner shears for the pollinator gardens.
- More expenses for Pest Control later this month, potential costs for "green waste" disposal. We will forgo any more Hail Cloth this summer.
- Committee Chairs need to send in their new costs/expenses to Mary.
- The Annual Budget is still on hold, pending the new construction projects estimates. Planned events are not happening, due to the Coronavirus. Do we need to realign the budget to reflect these changes?
- Mary is working with non-profit alliance groups, searching for a **Liability Insurance** policy. This is for the gardeners while doing volunteer work, and is likely considered workers compensation.
- The Treasurer's Report was approved, as amended.

**Committee Reports:**

**Executive Committee – Shane**

No Report

**Construction Committee: Roger**

- New hose holders made of tire rims on 4x4 posts have been installed. Some welding needed for attachments. The hoses hooked up ok.
- Shed to store weed possible if we get the AARP grant money. Otherwise we can wait until next year. We need to remind people to take trash & weeds home.
- Handwashing station should be built now, not later. Drainage can be sent north towards the bike path.

- We can defer new construction until the end of the season. Perhaps efforts could just go to the green waste storage. Just 4 beds to be reconstructed into high plots. The cost is estimated at about \$340 with cedar, per bed, about \$1,400 total with hardware cloth (\$15/plot).
- We still need to update our sense of which plots need immediate attention.

#### **Events & Publicity Committee – Claire / Mary**

- No Events since March, all were cancelled due to the novel-coronavirus.
- Claire will be arranging articles for the local papers. Alison will do one for the week of May 12

#### **Garden Administration Committee – Pam**

- Our new gardeners have numerous questions, many are being answered by e-mail. One new gardener cannot start on their plot until mid-June
- There have been 2 complaints about people not wearing masks in the garden, when people are getting too close (less than 6 ft. distancing)
- Claire will be posting Emergency Contact phone numbers in the shed. Floyd, Pam and Mary are okay with their names included. Roger declined, as he's leaving the board in July.
- Another suggestion was made for any excess plots, possibly having volunteers to grow food for Crossroads. All but one of the plots are filled. #61 (tall plot), the renter hasn't replied to emails yet. Plot #31 owner won't be back in Estes Park for very long. #56 in far SE corner is one we take care of.
- One person on the waiting list, 2 new folks applied in the last 2 weeks. One guy needs a sponsored plot.

#### **Garden Operations Committee – Floyd**

- The Water is on and hoses attached. The drip irrigation system will be on by Friday.
- Zach (engineering) will complete the backflow inspections.
- On the question of extra rocks from plots that are dug up as fertilizer is added, we can place those excess stones & rocks by the water faucets or along the north fence. Anything else gets struck by the mower.
- The red bench/toy chest is starting to splinter. We could possibly sand & repaint, or replace with a durable plastic/resin storage bench. Doyle offered to look it over.

#### **Grants and Gifts Committee – Shane**

- Doyle - AARP grant still possible. Would go towards the storage shed, rodent control, extending the irrigation system. A plastic/resin storage box (Keter, 60-gallon size) measures 52"x22"x35".

#### **Volunteer Committee – Barbara**

- Linda Buering is finding volunteers for the pollinator garden.
- Floyd is hoping that nobody is needed to watch over the drip irrigation system, with the timer added.
- Weeds and mowing will be done by Floyd and Doyle
- The numbers on many plots need to be re-posted. Inventory of these is also needed.
- Mary & Pam are taking care of the 4 perennial planter boxes in the gathering area. Jan has been taking care of the hops planters along the perimeter.
- The critter traps need some help, at least until the treatment is applied. Stacy & Tony can help.
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#### **Old Business:**

- June is the last day for the current Board. In July, we hold the Annual Meeting, then proceed with July's regular meeting.

- We will be operating with a 7-member Board next year. We have been keeping 9 members on the Board. This leaves additional work for the remaining 7 members. Plan to add one plus Herb Loveall next year.
- Roger, Cay and Barbara will not serve another year. Herb and Claire will join the board. We need one more person. Jan will relinquish the secretarial role, if Claire can resume. Shane will step down as president.

**New Business:**

- With the Coronavirus and CDC Guidelines, masks are recommended, but not required.
- Board meetings will continue remotely for now.

**The meeting was adjourned at 5:51 PM.**

Respectfully submitted,  
Jan Pauley, Secretary  
Estes Valley Community Garden

**Estes Valley Community Garden Board Meeting Minutes**  
**June 10, 2020**

**The meeting was called to order** by President Shane Bristow, at 4:04 pm, remotely via Google Meeting

**Those in attendance** were Shane Bristow, Roger Levy, Jan Pauley, Cay Lacey, Mary Sampson, Doyle Baker, Floyd Wright, and Barbara MacAlpine; Pam Seaver was unable to log-on or dial in to the meeting for technical issues.

**Announcements:**

- Today's meeting is via Google Meetings, due to the Coronavirus Pandemic; the US Bank facilities remain closed.

**Secretary's Report:**

- The Minutes of the May 13, 2020 Board Meeting were approved as e-mailed.

**Treasurer's/Finance Committee Report – Mary**

- Total 12,651.25
- Money to reimburse Rosemary Robinson \$106.84 for the pollinator plants in the pots around the sitting area, and \$32.60 to Floyd for the Crossroads plot plants.
- Additional expenses were for the hose holders (Fritz & Roger), \$250 for the irrigation extension, Doyle \$80 for the parts to make the hand-wash station, and \$25 paint & parts for repairs to the red bench
- More expenses for Enviro-Pest for rodent control, \$500
- The Treasurer's Report was approved.

**Committee Reports:**

**Executive Committee – Shane**

No Report (see Board Memberships under New Business)

**Construction Committee: Roger**

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- Shed to store weeds may be possible if we get the AARP grant money. Otherwise we can wait until next year. We need to remind people to take trash & weeds home. Eight (8) bags of weeds were taken away during the initial cleanup.
- Handwashing station is under construction, and nearly done.
- Can we defer new construction until the end of the season. Perhaps efforts could just go to the green waste storage. Just 4 beds to be reconstructed into high plots. The cost is estimated at about \$340 with cedar, per bed, about \$1,400 total with hardware cloth (\$15/plot).
- We still need to update our sense of which plots need immediate attention.

**Events & Publicity Committee – Claire / Mary**

- No Events since March, all were cancelled due to the novel-coronavirus.
- Claire has done a great job with articles for the local papers, and has written a thank-you for refurbishing our scarecrow.

### **Garden Administration Committee – Pam**

- All plots are taken. Board members have volunteered to grow food for Crossroads in several plots, and these have been planted. The critters got to most of the broccoli plants.

### **Garden Operations Committee – Floyd**

- Pressure regulators to be added to the drip system
- The cost of compost can be taken out of the budget
- .Ground squirrels – Will follow up with additional treatments. Holes around the perimeter were treated, and are less active. Floyd has been filling in the holes, to determine any additional activity. We should budget \$300 next year. Continue with live trapping, as needed.
- The red bench/toy chest has been repainted by Doyle and it looks great.

### **Grants and Gifts Committee – Shane**

- Still looking into a storage shed for green waste. A plastic/resin storage box (Keter, 60-gallon size) measures 52"x22"x35".

### **Volunteer Committee – Barbara**

- The Crossroads plots have been planted by our board members.
- Mary & Pam are taking care of the 4 perennial planter boxes in the gathering area. Jan has been taking care of the hops planters along the perimeter.
- The critter traps need some help, at least until the treatment is applied. Stacy & Tony can help.

### **Old Business:**

- June is the last day for the current Board. In July, we hold the Annual Meeting, then proceed with July's regular meeting. We still need a nomination for President. Mary will need to formally be re-elected.
- We will be operating with a 7-member Board next year. We have been keeping 9 members on the Board. This leaves additional work for the remaining 7 members. Plan to add one plus Herb Loveall next year. Pam talked with Kim, who cannot commit at this time.
- Roger, Cay and Barbara will not serve another year. Herb and Claire will join the board. We need one more person. Jan will relinquish the secretarial role, if Claire can resume. Shane will step down as president.
- Covid-19 measures: There are still some concerns about gardeners not wearing masks. Masks are strongly recommended by the County where a 6 ft distance cannot be maintained.
- The new hand-washing station will be helpful, too.
- Crossroads Plots are all allocated and planted.

### **New Business:**

- With the Coronavirus and CDC Guidelines, masks are recommended, but not required.
- We hope to hold next month's Meetings in person. Shane will look into reserving the Pavilion by the Garden for July.

**The meeting was adjourned at 4:38 PM.**

Respectfully submitted,  
Jan Pauley, Secretary  
Estes Valley Community Garden

**Estes Valley Community Garden Board Meeting Minutes**  
**July 8, 2020**

**The meeting was called to order** by President Shane Bristow, at 4:21 pm, at the Large Pavilion by the Tennis Courts of Estes Park.

**Those in attendance** were Shane Bristow, Roger Levy, Jan Pauley, Mary Sampson, Doyle Baker, Barbara MacAlpine, Pam Seaver, Claire Hanson, and Kim Muench. Not present: Floyd Wright, Cay Lacey, and Howard Lauren

**Announcements:**

- Today's meeting is held in-person, in the large pavilion. The picnic tables were adjusted to allow for social distancing.
- The EVCG was awarded the AARP Grant, among 2,800 applications. The MOUs will be sent by August.

**Secretary's Report:**

- The Minutes of the June 10, 2020 Board Meeting were approved as e-mailed.

**Treasurer's/Finance Committee Report – Mary**

- Total \$12,235.95. We are under-budget this year.
- There is an additional \$170 for extra plot rental, including the Veg-Trug and one plot rented as a second plot.
- Money paid out to reimburse for weed trimmer string.
- Additional expenses include a Utility Bill of \$130, which is more than last year. Zone 6 had been watering more, and we added more of the pollinator beds to the irrigation drip system. We watered more early in the season for seedlings, as we had less rainfall.
- More funds might be needed for Enviro-Pest for rodent control, \$500 additional treatment on 7/10, possibly one more in August.
- The Treasurer's Report was approved.

**Committee Reports:**

**Executive Committee – Shane**

No Report

**Construction Committee: Roger**

- No new report.
- The new handwashing station looks great.
- The Shed will need to be painted before next summer to maintain its warranty

**Events & Publicity Committee – Claire / Mary**

- No Events since March, all were cancelled due to Covid-19. The Education programs are still on hold
- Claire has done a great job with articles for the local papers.

**Garden Administration Committee – Pam**

- All plots are taken. Four people who signed up and were affected by the Coronavirus have donated their plots, and several Board members have volunteered to grow food for Crossroads in those plots.
- Complaints on voles and ground squirrels are way down. The broccoli & other plants are recovering.

**Garden Operations Committee – Floyd**

- All is well. Zone 4 in the drip system needs to be monitored.
- Ground squirrels – Will follow up with additional treatments. Holes around the perimeter were treated, and are less active. Floyd has been filling in the holes, to determine any additional activity. We should budget \$300 next year. Continue with live trapping, as needed.
- Roger’s metal “Birdie” plot (which he purchased for his home) looks great. Perhaps we may revisit these raised beds again this winter, now that we have an example.

**Grants and Gifts Committee – Shane**

- The AARP Grant is for \$4,384.00, thanks to Doyle. Our request was for under \$5,000.
- A storage box for ‘green waste’ (weeds, produce stems, etc.) will be placed between the shed and fence. It can also go for tall plots, and for the handwashing station. We could also make better hard-copies of the new signs with Covid/mask-wearing advisements. We might consider documenting the donation of food to Crossroads, and get more publicity for the amounts of food donated.

**Volunteer Committee – Barbara**

- The Crossroads plots that have been planted by our board members are looking good.
- We need some backup volunteers for watering the Pollinator beds. Kim will begin her search.

**Old Business:**

- Roger, Cay and Barbara will not serve on the Board this coming year.

**New Business:**

- Donations of garden produce to the Crossroads Food Bank should be encouraged. Lettuce, spinach and arugula are beginning to bolt. There are 5 plots planted specifically for Crossroads. Mary will see what procedures are in place right now, including any Coronavirus concerns. We would like to keep track of amounts of produce (in pounds) that are being donated
- With the Coronavirus and CDC Guidelines, masks are recommended, but not required.
- Shane will look into reserving the Pavilion by the Garden for the August EVCG Board meeting.

**The meeting was adjourned at 4:57 PM.**

Respectfully submitted,  
 Jan Pauley, Secretary  
 Estes Valley Community Garden



**Estes Valley Community Garden Board Meeting Minutes**  
**August 12, 2020**

**The meeting was called to order** by the President, Shane Bristow, at 4 pm in the large shelter NE of the Garden at Stanley Park.

**Those in attendance** were Shane Bristow, Doyle Baker, Claire Hanson, Jan Pauley, Mary Sampson, Pam Seaver and Floyd Wright. Absent: Howard Lauren

**Announcements:**

- Certificates of appreciation for Board service were circulated for signing, for Cay Lacey, Roger Levy and Barbara MacAlpine. They will be mailed tomorrow.

**Secretary's Report:**

- Minutes of the July 8 monthly meeting as corrected were approved. (Motion - Mary, 2<sup>nd</sup> – Pam)
- Minutes of the July 8 Annual Meeting as corrected were approved. (Motion - Mary, 2<sup>nd</sup> - Doyle)

**Treasurer's Report:**

- The July report, as emailed by Mary, was approved. (Motion - Claire , 2<sup>nd</sup> - Pam )
- YTD Budget report review – No changes were proposed.

**Committees:**

**Construction Committee** - By consensus, the Board decided that Howard will be asked if he would chair this committee, as he has expressed interest in doing so.

**Garden Administration Committee:** By consensus, the Board agreed on the following elaboration of current policy: Persons who are not currently renting plots are not permitted to enter the Garden during Covid-19 restrictions, per signage on the Garden gates, and no seed-collecting is permitted except by permission of a plot renter, from their own plot.

**Garden Operations Committee:**

- Gardeners should be notified by email of the correct green waste storage procedure, with all waste into a plastic bag in the new green waste box, and no waste or trash of any kind in the shed.
- By consensus, one delivery of produce to Crossroads will be made on Mondays at 2 pm. Mary agreed to continue her normal weekly delivery at that time. Shane will provide a cooler and cold packs in the shed in time for Monday morning harvests by gardeners. Gardeners should be notified by email of this new consolidated delivery option.

**Grants and Gifts Committee**

- The AARP grant final paperwork deadline is now August 15. The MOU is in the final revision process; it authorizes expenditures for agreed-upon items requiring purchase prior to September 2020 grant disbursement.
- The 6 new tall boxes must be completed by December 18, 2020; the MOU specifies cedar. Need a plan for construction. New Construction chair will be responsible for planning, with Board input.

**Volunteer Committee**

- Pollinator plot maintenance: There are no volunteers available for the remainder of this season. The Board will do any weeding that is necessary. The plot maps and educational materials will be retained for safekeeping until a new pollinator plot coordinator is identified in the spring.
- Volunteer coordinator will be needed next year.

**Old Business:**

- Clarification of Director term ending dates for Mary and Pam: After discussion, it was agreed that Pam's 3-year term ends in July 2022, and Mary's in July 2023, based on their previous term ending dates.

**New Business:**

- Directors agreed that a 1-2 day "garage sale" (freebies) should be planned for this fall when we are able to clean out and organize the shed.
- Directors will no longer access Corporate Book and other EVCG Board documents in hard copy notebooks. These documents can be accessed on Google Drive by logging in to your Google account, selecting the "Drive" app, then clicking on "Shared with me", then on "EVCG Documents". In the folder "Corporate Book", item 0 is the Table of Contents listing all the documents in that folder.

**The meeting was adjourned at 5:10 PM.**

Respectfully submitted,  
Claire Hanson, Secretary  
Estes Valley Community Garden

## Attachment: Informational Reports

### Treasurer:

- YTD Budget report review –Wix website hosting expenses will be due this fall, there will be several more water bills, and the EVRPD annual \$1 rent payment is due. Items in blue font are changes from the original budget. We are about \$1600 under budget for the year so far. No changes were proposed.

**Construction Committee:** Doyle reported that the green waste box needs the lid/door to be modified for easier access. This will be completed very soon.

### Events & Publicity Committee – Mary reported:

- The July 31 *EP News* article was on tool care, a reprint of the 2017 article by Master Gardener Dick Christensen. August article will be “Right Plant, Right Place”, by Master Gardener Janet Vetter.
- Jamie Murphy wants to continue as webmaster, even though she is no longer gardening with us.

### Garden Operations Committee – Floyd reported:

- Ground squirrels are much reduced, although they will be an ongoing problem. No further EnviroPest visits are needed this year. We should start up in March-April, when hibernation ends. The chemical ingredient in the treatment is zinc phosphide. EnviroPest explained that this chemical is safe to use because it targets rodents which don't have a gag reflex, while other animals and birds do have the reflex and thus are able to expel the bait or tissue eaten from a poisoned rodent.
- Water use:
  - Has been high because of the extreme heat and low humidity. Tapering back from every other day has not been successful as yet.
  - Constant monitoring is needed, especially because the tape holding the drip feeder valves in the open position has several times been found to be removed, with the valve closed.
  - One of the timers will be returned under warranty, with a refund expected.
- Louise Johnson (plot #59) has been helping a lot with sunflowers and pollinator plots.
- Doyle thanks Floyd for his hard work in keeping the Garden looking so good this year, especially weed management.

### Grants and Gifts Committee – Doyle reported:

- An AARP photographer will contact Doyle for a session in the Garden; Doyle requests someone else from the Board be available in case of questions.
- An article for *Trail Gazette* and *EP News* needs to be done by December. Doyle will provide information about the grant and Claire will draft the article for Board review.

**Estes Valley Community Garden Board Meeting Minutes**  
**September 11, 2020**

**The meeting was called to order** by President Shane Bristow, at 4:01 pm, outdoors at the Large Pavilion by the Tennis Courts of Estes Park.

**Those in attendance** were Shane Bristow, Floyd Wright, Mary Sampson, Jan Pauley, Doyle Baker, Pam Seaver, and Howard Lauren. Not attending: Claire Hanson

**Announcements:**

- There are no volunteers for the Pollinator Garden, and there is currently no Coordinator this fall.

**Secretary's Report: (Claire)**

- The Minutes of the August 12, 2020 Board Meeting were approved as e-mailed.

**Treasurer's/Finance Committee Report – Mary**

- Total \$11,294.54 in the bank, not including money from the AARP Grant. We are still under-budget this year by about \$2,000. There have been no events, and haven't spent any money on tall beds, as planned.
- The water is currently off. The winter bill runs about \$38/month, when water is off.
- The Treasurer's Report was approved.

**Committee Reports:**

**Executive Committee – Shane**

No Report

**Construction Committee: Doyle**

- Do we want to build the tall beds with a cement-block base, costing about \$23 per plot? This would extend the life of the wood beds.
- We can do one to start and work out the details.
- Hardware cloth at the base is deemed not necessary for tall beds.
- We will consider the beds along the West wall or the south wall to begin the project.
- We will need to communicate with the current renters of plots that will be changed over, as some plots still have veggies and flowers growing.
- The weed-waste storage box was completely full after last weekend. The roof has begun to warp, and needs a better roof. Metal roofing vs shingled-roof was discussed, and further research into cost and availability is needed.
- The side-wall board of plot #6 is coming off. We'll need to survey the plots for spring repairs.

**Events & Publicity Committee – Claire / Mary**

- Collectively, the Garden has donated 95.5 pounds of veggies to Crossroads this year. Over 52 pounds were donated just this past weekend, before the snowstorm.
- Claire has done a great job with articles for the local papers. All articles written have been sent out.

**Garden Administration Committee – Pam**

Four people have already signed up for next year and are on our waiting list.

**Garden Operations Committee – Floyd**

- The water is off since the 16" of snow earlier in September, hoses disconnected and drained.
- Zach can turn the water back on, if gardeners want.
- The hoses have been disconnected.
- Three of the 4 water hose posts are tilting slightly. We may need to rebuild by digging out the holes and replace with pea-gravel, or just pound in the existing ones more solidly.

**Grants and Gifts Committee – Shane**

- Doyle's AARP Grant is for \$4,384.00. We will be working on the tall beds and green waste storage.

**Volunteer Committee –**

- We hope that Kim may reconsider and help out with our volunteers next year.
- We need some volunteers for watering the Pollinator beds next year.

**Old Business:**

- Pollinator Garden
- Volunteer coordinator

**New Business:**

- After the September snowstorm, we may not be able to meet in the Pavilion again next month.
- Next meeting will be by Zoom in October

**The meeting was adjourned at 4:35 PM.**

Respectfully submitted,  
Jan Pauley, Secretary  
Estes Valley Community Garden

**Estes Valley Community Garden Board Meeting Minutes**  
**October 14, 2020**

**The meeting was called to order** by the President, Shane Bristow, at 4:08 pm via Zoom.

**Those in attendance** were Doyle Baker, Shane Bristow, Claire Hanson, Howard Lauren, Jan Pauley, Mary Sampson, Pam Seaver and Floyd Wright. Absent: none.

**Announcements:** None.

**Secretary's Report:**

- Minutes of the September 11 monthly meeting as corrected were approved. (Motion - Doyle, 2<sup>nd</sup> – Mary)

**Treasurer's Report:**

- The October report, as emailed by Mary, was approved. (Motion - Howard, 2<sup>nd</sup> - Jan)
- YTD Budget report was reviewed with no changes needed.
- The 2020 Colorado State sales tax certificate is ready for Claire to post on Google Drive, and Mary made copies for everyone; pick them up from the bulletin board inside the shed.

**Committees:**

**Construction Committee:**

- Howard reported the AARP grant deliverables are in progress, and planning for next year's construction activities will begin after the current projects are completed.
- Doyle reported the 6 tall frames are now completed, the gravel and pavers for the wash station will be completed this week, and designing the new roof for the green waste box will begin shortly.
  - Decision to use tar paper and shingles for the new roof.
  - Volunteers are needed to fill the plots with the new garden soil that is outside the west gate. Pam was asked to email the gardeners to ask those who can help with this task to come anytime and work for as long or short a time as they are able.

**Events and Publicity Committee:**

- Mary noted there have been no events, still due to the pandemic.
- Claire reported the September 25 *Estes Park News* column, "Right Plant, Right Place" (Janet Vetter, Master Gardener) was emailed to the Board on October 12. It will be added to the Resources page on the website with the next batch of updates. The October 30 column will be Alison O'Connor's 2017 piece on cutting back perennials in the fall, updated slightly.
- Doyle (mostly) and Claire have been taking photos of the plot-building; they will be used for reporting to AARP as well as newspaper publicity, and will eventually be added to slideshows on the website.

**Garden Administration Committee** - Pam reported:

- About 8 new applications have been received for next season.
- In mid-December current gardeners will be asked if they want to return, and if not, to indicate whether they want to keep, sell or donate their hail cloth and frame.
- We need to determine a procedure for assigning the new tall plots. It was decided to add this to the agenda for the Strategic Planning meeting in November, since it is a strategic decision for the future as well.

**Garden Operations Committee** - Floyd reported:

- The water system is turned off and blown out, thanks to Zach from EVRPD.
- The drip irrigation will be extended to the common areas that are not already covered, in the next few weeks.

- Clean-up – It was decided that gardeners should clear out plots by October 24 if they want the green waste hauled away by EVCG. Pam will include this message in her email calling for volunteers to fill the new plot frames.

**Grants and Gifts Committee:** Doyle reported the AARP grant deliverables are roughly 85% completed. Floyd is working on the irrigation system extension, into the remaining common areas, this coming week. Soil should be moved into the tall plots within the next week or two. Sign boxes need to be ordered; Doyle will email links to the ones he is considering, for Board input.

**Old Business:** None.

**New Business:**

- Claire presented several revisions to the Record Retention Policy which, if adopted, would bring EVCG record-keeping to nearly paperless. She will send the revised document to the Board for review. If approved, a vote will be needed to adopt, which can be done at the November meeting.
- It was decided to hold the 2020 Strategic Planning meeting on November 11, prior to the monthly meeting.

**The meeting was adjourned at 4:50 PM.** The next meeting will be November 11, via Zoom, following the annual Strategic Planning meeting which will convene at 3 pm.

Respectfully submitted,  
Claire Hanson, Secretary  
Estes Valley Community Garden

**Estes Valley Community Garden Board Meeting Minutes**  
**November 18, 2020**

**The meeting was called to order** by the President, Shane Bristow, at 2:03 pm by Zoom.

**Those in attendance** were Doyle Baker, Shane Bristow, Claire Hanson, Howard Lauren, Jan Pauley, Mary Sampson.  
Absent: Pam Seaver, Floyd Wright.

**Announcements:** None.

**Secretary's Report:**

- Minutes of the October 14 monthly meeting as emailed were approved. (Motion - Howard , 2<sup>nd</sup> – Mary)

**Treasurer's Report:**

- The November report as emailed will be updated with today's information, for review and approval by email.
- YTD Budget report review – The AARP grant most-recent expenditures will be added and the updated budget report sent out for review.

**Committees:**

**Construction Committee** – Howard reported:

- Frames for the sign boxes are in progress, and will be completed and hung before December 20. Doyle will provide the text from this season's COVID entry rules to post in the boxes for the required grant report photos.
- No further construction projects this winter; the roof of the green waste box will be upgraded in the spring.

**Events and Publicity Committee** – Mary reported:

- October 30 column, Alison O'Connor on cutting back perennials in the fall, will shortly be posted to Resources page on the website, updating the original version from 2017.
- No Garden column for November and December, will resume in January.
- Doyle will draft the press release on AARP grant-funded Garden upgrades, with new pictures of the deliverables, for publication before December 20.

**Garden Administration Committee:** No report.

**Garden Operations Committee:**

- Floyd reported that he has extended the drip system to all of the landscaped areas except the one adjoining the shed, and has completed the drip update for each of the 6 new high plots.
- We need to remind gardeners to remove hail cloth before December 1, or the Board will remove and store for the winter. Claire will draft an email for Board review, for Pam to send out.

**Grants and Gifts Committee** – Doyle reported that while the AARP grant requires publicity to be completed by December 20, reporting can be done through January 31, 2021. Mary will provide financial input to Doyle as he drafts the report to be circulated to the Board for comments.

**Old Business:** Final review of the updates to the Record Retention Policy will be tabled until the December meeting.

**New Business:** None.

**The meeting was adjourned at 2:21 PM.** The next meeting will be December 9, via Zoom. The 2020 Strategic Planning Meeting will follow immediately.

Respectfully submitted, Claire Hanson, Secretary



**Estes Valley Community Garden Board Meeting Minutes**  
**December 9, 2020**

**The meeting was called to order** by the President, Shane Bristow, at 4:02 pm by Zoom.

**Those in attendance** were Doyle Baker, Shane Bristow, Claire Hanson, Howard Lauren, Jan Pauley, Mary Sampson, Pam Seaver. Absent: Floyd Wright.

**Announcements:** None

**Secretary's Report:**

- Minutes of the November 18 monthly meeting as emailed were approved. (Motion - Pam, 2<sup>nd</sup> - Jan)
- Minutes of the November 18 Strategic Planning meeting were discussed and require further correction/clarification. A new version will be circulated for approval at the January meeting.

**Treasurer's Report:**

- The November report as corrected and emailed was approved. (Motion - Doyle, 2<sup>nd</sup> – Jan)
- The December report as emailed was approved. (Motion - Howard, 2<sup>nd</sup> – Pam)
- YTD Budget report review – The AARP grant expenditures are not complete. Mary will continue to work with Doyle to finalize.

**Committees:**

**Construction Committee** – Howard reported:

- He has both nails and tar paper for the green waste box roof remodel, to be completed in the spring.
- Tall plot conversion to complete the south row will be done in spring, as discussed at the Strategic Planning meeting.

**Events and Publicity Committee** – Mary reported:

- Alison O'Connor and Tony Koski, CSU Extension, will present educational programs for us using Zoom, for March, April and May. Floyd will be invited to present a program if he wishes to do so. Mary has several topics suggested by gardeners, and asked the Board for other ideas as well.
- Zoom has capabilities for screen sharing, showing PowerPoints, and showing participants' faces for Q&A, so the Zoom Webinar version will not be required for the educational programs or for new-gardener orientation.
- Mary will contact the Library to determine how gardeners without internet access can use the Library's internet access offerings for Garden orientation and programs.
- We will advertise the educational programs to our gardeners but also to the public via the newspapers. Registration will be required so the Zoom link can be sent only to registrants.
- Claire noted that Jamie is working on website updates this week.
- Doyle noted that the press release describing the AARP grant deliverables should be done by the end of December if possible. He will send an outline to Claire for write-up and will review before publication.

**Garden Administration Committee** – Pam reported:

- Plot status for 2021:
  - To date, 48 current gardeners have indicated they plan to return, 11 do not plan to return; 22 remain to respond by the December 15 deadline.
  - There are 7 names on the waiting list.
  - Of the 6 new tall plots, 4 are available.
- Assignment of tall plots:
  - It was agreed by consensus that the Garden Administration Committee will discuss and determine criteria for Board approval.

- Pam (chair) and Shane are current members. It was agreed by consensus to add Claire to the committee.
- Gardener survey: Shane will send the link to Pam so it can be sent out to current gardeners.

**Garden Operations Committee:**

- Pam reported that she and Claire cleaned out the shed, and that Floyd is currently trapping mice in the shed so it should not be locked at this time. Both gates are locked.
- Doyle volunteered to take the solar battery home for winter storage. Jan provided the combination for the lock on the solar box.

**Grants and Gifts Committee – Doyle reported:**

- Signs acknowledging the AARP grant were due to be delivered in mid-November; Doyle will contact the sign company to get an update. The signs need to be installed so they can be photographed for the grant report.

**Old Business:** Record Retention Policy – After one further change to the Grants section, the revised policy will be circulated again to the Board for approval at the January meeting.

**New Business:** Conflict of Interest Statements - Shane will send the fillable pdf for Board members to complete and return. The process is completely electronic, so the originals will be archived on Google Drive.

**The meeting was adjourned at 4:53 PM.** The next meeting will be January 13, via Zoom.

Respectfully submitted,

Claire Hanson, Secretary