

**WOODBURY COMMUNITY GARDENS ASSOCIATION
(WCGA)**

**P. O. Box 554
Woodbury, NJ 08096**

**Board of Trustees Meeting
Minutes
February 3rd, 2015 7:00 pm Woodbury Library**

Attendees:

Amélie Harris-McGeehan, Director
Rich McGeehan
Karena de Virginy
Marge de Virginy
Sheril Billings

The meeting began at 7:10 pm.

Opening Remarks

– Amélie Harris-McGeehan, Director

Amélie started the meeting by stating that a number of topics needed to be discussed regarding the upcoming growing season.

Amélie reported that on January 20th, she, Marge and Karena went to City Hall and met first with CFO of the City of Woodbury, Bob Law. Bob also happens to be the webmaster of the City of Woodbury's website. He updated the WCGA's page on the City of Woodbury's website with the current information about the New Gardeners Sign-Up that will be on February 28th. In addition, he updated the link to the WCGA website to point to the "About Us" page since that is the most current section of the WCGA website. Finally, he added the New Gardeners Sign-Up for the WCGA to the City of Woodbury's event calendar.

Next, Amélie, Marge, and Karena met with Randi Woerner, who is the Director of Economic Development for the City of Woodbury. She said she would update the City's Facebook page with anything about the Garden. Randi was given information about the New Gardeners Sign-up and said Karena could send her a PDF of the New Gardeners Sign-Up flyer to post once it was approved and completed.

Next, Amélie, Marge, and Karena met with Fran, who is the receptionist at City Hall. Fran said it would be fine for us to place our New Gardeners Sign-Up flyers on the counter at City Hall once they were approved and completed.

Finally, Amélie, Marge, and Karena met with Jean Wipf, at the Woodbury Public Library. Jean said she would place information about the New Gardeners Sign-Up on the electronic sign outside the Library. She also gave permission for us to place the New Gardeners Sign-Up flyers on the counter at the Woodbury Library and to hang one on the Library's bulletin board.

Amélie also spoke with Reed Merinuk, who is the Chief of Police of Woodbury, who said he would place information about the New Gardeners Sign-Up on the electronic sign on Broad Street near Cooper.

Amélie also reported that Randi sent her some information about a workshop being held in Egg Harbor Township for Community Gardens and Farmers Market start-ups. Amélie thought that even though the WCGA was not a start-up, it might be a good networking opportunity for us. Marge, Amélie, Karena, and Rich have already signed up to attend. Sheril said she would be interested in attending as well and Marge said she would send Sheril the registration link.

Finally, Amélie reported that a manager at Lowe's donated a children's bench for the garden to replace the one that was vandalized last year. It will be installed in the garden once the weather permits.

Approval of Minutes from Previous Meeting – Karena de Virginy, Secretary

Amélie made a motion to approve the minutes of the last meeting as presented and Rich seconded the motion and the minutes were approved. Karena will post them on the Garden website.

Review and Approval of By-Laws – Karena de Virginy, Secretary

Karena directed everyone to review the new version of the By-Laws in their packets. She said that the proposed changes had been highlighted in yellow.

The first change involved revising the duties of the Secretary and the Treasurer. In the previous by-laws which had been approved on May 19th, 2014, in Article IV; Section 5e: Duties of the Treasurer, it was stated the Treasurer would maintain the official WCGA Contracts for each gardener along with the Hold Harmless Agreement. That has been removed from Section 5: Duties of the Treasurer, and a new section has been added to Section 4: Duties of the Secretary:

The Secretary shall maintain the official WCGA Contracts for each gardener yearly, along with that gardener's signed Release, Indemnification and Hold Harmless Agreement which was signed for the City of Woodbury.

The second change to the by-laws involved the Site Coordinator Trustee. In the previous by-laws, Article V, Section 3b, stated that the Site Coordinator was responsible for maintaining the irrigation systems, identifying maintenance needs and reporting same to the City's facilities manager. It was decided that this should be changed to read as follows:

The Site Coordinator is responsible for monitoring the irrigation systems, identifying maintenance needs, and reporting same to the City's Garden Liaison.

Karena proposed that the final change to the by-laws should be in Article VII; Section 2c, which would now read as follows:

Meeting times and locations (inclement weather options may vary) will be posted on the WCGA website, the WCGA Facebook page, the City of Woodbury website, and at the garden.

Everyone agreed to review the by-laws again with these changes and they would be approved at the next Board of Trustees meeting and signed.

Review of Gardeners' Checklist – Rich McGeehan, Site Coordinator

Rich presented a draft of a checklist which could be distributed to new gardeners at the New Gardeners Sign-Up Meeting as well as to returning gardeners. This checklist was drawn from the specific requirements of the contract and gives the gardeners specific instructions about how to deal with any problems they might encounter as the growing season progresses.

Sheril volunteered to incorporate this checklist into an Excel spreadsheet which could be printed and distributed as needed. She said she would have this completed and sent to the Board for approval by the end of the week.

While copies of this checklist will be distributed to each gardener, Rich will be the one who completes a checklist for each gardener as the growing season progresses. The on-going checklist that Rich completes will bring to light any problems that the gardeners may be encountering. If they have not already notified Rich of these problems, he will mail them his updated checklist listing the specific issues, requesting the gardeners to contact the Site Coordinator to remedy the problems or to await Executive Board action.

A copy of the original checklist will be laminated and posted on the door of the shed to remind all gardeners of the terms of the contract they have agreed to.

Discussion of Proposal to Keep Beehives on Grounds of the Garden

The WCGA was sent an email by Melissa Khalil inquiring if it were possible to keep beehives on the grounds of the Garden. When questioned about her requirements, she replied with these specific needs:

- A water source close by
- A small plot out of the way of frequent foot traffic
- A clear path to the hives for state inspections

Per Amélie and Rich's research, there were several other requirements to keep beehives:

- Hives need to be sheltered from the wind
- Hives need to be shaded
- Flight paths of the bees should not cross sidewalks, etc.
- A barrier/fence is needed to prevent intrusion from animals or children
- Flyway barrier need to force bees to cross at a height of 6 feet.

There are no plots within the confines of the Garden that fit these requirements. In addition, it is not known if the WCGA's insurance policy would cover any liability, not only if the hives were damaged by vandalism but also if any of the gardeners were stung by the bees.

It was ultimately decided that this request could not be fulfilled by the WCGA. However, it was also decided that Tracey would be given all this information and then asked who Melissa should contact directly at the City regarding her request.

Marge said she and Karena would send Tracey an email to fill her in on all the information from Melissa and then await her advice about who Melissa should contact regarding her request.

Review of Upcoming Garden Events

The flyer that Marge made about the upcoming New Gardeners Sign-Up was approved and Marge stated that she would print them and place them in the various places discussed above, namely, the desk at City Hall, the Library check-out desk, and the Library bulletin board. It was also decided that additional flyers could be placed on bulletin boards in various businesses throughout the area, such as Shop Rite, Acme, hardware stores, the post offices, etc.

Karena said that she would send the New Gardeners Sign-Up flyer to those that are on the waiting list.

Also Karena will send Randi the flyer to post this flyer on the City's Facebook page.

Report on Progress of “Things To Do” List (before garden officially opens)

Surveillance Signs

Sheril agreed to make up some signs to place in various spots throughout the garden to discourage vandalism. The signs could be laminated like the checklist signs.

Pumpkin/Melon Area

This would be a community area, like the herb garden, where pumpkins and melons could be protected from poachers and will be discussed at a later time.

Food Bank

Amélie will reconnect with the Food Bank at the church at Barber and Evergreen.

Native Plants

Amélie is hoping to obtain more of these plants to deter more invasive varieties.

Discussion about the WCGA Facebook Page

– Karena de Virginy, Secretary

Karena asked if all friend requests should be accepted now that the new FB page that she built is up. Marge wondered whether this was something that should be discussed, particularly if the friend requests were from individuals that were not known to anyone on the Board or a member of the Garden. It was thought at the time that this was ok and that Karena had responded to all requests.

Finally, Karena asked if Jen Cruz, a local photographer, could take pictures of the plots, etc., once the growing season got started. These photos could be posted on the Facebook page. Amélie cautioned that if there were any people in the photos, they would have to give their consent to be photographed.

Additional Items

- Amélie Harris-McGeehan

Amélie spoke about how she would like us all to start thinking of what kind of celebration could be done for the Garden’s tenth anniversary.

She also discussed her idea of touring other community gardens. She has gotten in touch with people from two other gardens, namely the one in Collingswood and another in Woolwich. Marge said we may make other connections at the workshop on 2/21.

There was some discussion about when these events could take place. Nothing was decided.

The meeting was adjourned at 8:45 pm.

Action Items:

Karena -- Send thank-you note to Lowe's for the donation of the Children's Bench

Karena – Post minutes to previous meeting on Garden website

Sheril – Incorporate Rich's checklist onto Excel spreadsheet

Marge and Karena – Place flyers in various places throughout the area

Karena – Send flyers to gardeners on waiting list

Karena – Send flyer to Randi to place on City's FB page

Sheril -- Make up surveillance signs for Garden

Amélie – Make contact with the local Food Bank in anticipation of the upcoming growing season

Submitted by:

Karena de Virginy
Secretary