

**APPROVED**

**Schuylkill River Park Community Garden (SRPCG) Steering Committee Meeting Minutes**

**Location:** Hosted via ZOOM meeting

**Monday, May 11, 2020 7:00- 8:00 PM**

**Minutes Submitted by:** Katie Tremont (A-1)

**Present:** Cricket Brosius (D-4), Maja Bucan (J-9), Jesse Cohen (G-06), Lillian Cohen (E-2), Jerry Faich (I-1), Scott Farrington (C-5), Mary Lou Gross (I-2), Gino Insana (A-2), Mike Kihn (B-1), Pat Rohlfing (G-1), Katie Tremont (A-1), John Wagner (K-3), Linda Zaimis (City Harvest Manager- non-voting member) and Susan Kahn (J-6) CCRA representative

**Not Present:** No one

**Guest:** Sally Frazza (joined to address website)

Recorded by Katie Tremont. Approval by the Steering Committee **Monday, June 8, 2020.**

Agenda Item	Discussion	Action/Responsible Party/ Timeline
<p>Call to order &amp; Approval of Minutes</p>	<p>Mary Lou volunteered to chair the meeting. Katie volunteered to take minutes. There were no further comments on the meeting minutes from April. Motion to accept made and seconded. <b>Next scheduled meeting is Monday June 8th, 7:00pm. Note time change to 7pm instead of 7:15pm. Meetings are always held the 2<sup>nd</sup> Monday of the month</b></p> <p>John has graciously provided the group with a standing meeting ZOOM link for our meetings. Thank you, John!</p> <p>Welcome new steering committee members <b>Scott Farrington</b> (<a href="mailto:scottfarrington@yahoo.com">scottfarrington@yahoo.com</a>) and <b>Jesse Cohen</b> (<a href="mailto:jsscohen9@gmail.com">jsscohen9@gmail.com</a>). Thank you for joining!</p> <p><b>Lilian Cohen</b> reported to the Steering Committee via email on May 12, 2020 that she is resigning from the committee at this time.</p>	<p><b>Katie:</b> Send Steve April minutes approved at this meeting to upload to website (when back up and running)</p> <p><b>Katie:</b> Distribute May meeting minutes to SC for review</p> <p><b>Steve:</b> Post March/April minutes on SRPCG website when website issue is resolved</p> <p><b>Jerry:</b> post April minutes on bulletin board</p>
<p>Treasurer's Report</p>	<p><b>EXPENSE REPORT (Gino Insana: <a href="mailto:giovanni.insana@gmail.com">giovanni.insana@gmail.com</a>)</b></p> <ul style="list-style-type: none"> <li>● Expense reimbursement with Travis has been sorted out and is in order</li> <li>● John Bee invoice has been resolved and all expenses paid to date</li> <li>● Pruning bill has been paid – total was <b>\$2,453.00</b></li> <li>● John and Gino are working to align all plot fee deposits</li> <li>● Rittenhouse Hardware \$85.03 total incurred expenses since last month</li> </ul>	<p><b>All:</b> All reimbursement forms should be sent to Gino Insana (<a href="mailto:giovanni.insana@gmail.com">giovanni.insana@gmail.com</a>) and cc' the Steering Committee (<a href="mailto:steering@srpcg.org">steering@srpcg.org</a>). Gino will send reimbursement forms and receipts to Travis at CCRA (<a href="mailto:centercity@centercityresidents.org">centercity@centercityresidents.org</a>). <b>Please note:</b> CCRA office currently closed due to COVID-19 pandemic but Travis responding to emails.</p>

	<ul style="list-style-type: none"> <li>• Travis sent Gino P&amp;L statements from January thru May 6<sup>th</sup> – gross income has been <b>\$5,282.50</b></li> <li>• <b>Total expenses have been \$3,490.94</b></li> <li>• Net income at time of report around <b>\$1,700</b> for the year thus far</li> <li>• CCRA deposited January payment of <b>\$500</b></li> <li>• Gino is expecting 2<sup>nd</sup> deposit from CCRA sometime this month</li> <li>• Travis is reaching out to Trinity to see if we can roll-over our \$275.00 deposit for annual meeting to next year</li> <li>• John reports that 4 plot payments have not been accounted for</li> </ul> <p><b><u>Per email communication Susan reported</u></b> - At an earlier point Sean thought that FSRP would be able to contribute to tree pruning expense, but two things happened to make this additional expense difficult. First, FSRP's spring fundraiser was cancelled because of the COVID situation. Second, Parks and Rec has been anticipating a budget increase, but the City informed them recently that their budget instead will be cut by 20 percent. As a result, at a meeting last week Parks and Rec notified the park friends groups that it will be looking to the friends groups to take more responsibility for park maintenance and repairs. For these reasons, Sean said that FSRP would not be able to contribute.</p>	<p><b>John, Maya, Gino – work to resolve outstanding plot payments as appropriate in communication with each other</b></p>
New Business	<p><b><u>Discuss at future meeting option of saving files on web-based cloud that committee would have access to.</u></b></p> <p><b><u>WEBSITE HOSTING</u></b></p> <ul style="list-style-type: none"> <li>• Mary Lou wrote to In Motion (current web host) and a username and password was required to get information about site</li> <li>• Sally Frazza followed up with In Motion and provided username and password, recommends that we create a new website that we can maintain independently, cost is around \$100 a year to maintain the current site</li> <li>• Susan followed up with Sean O'Rourke - FSRP and Markward are merging some things, Sean was not sure if they should pay the bill for old website or have a volunteer create a new website that might be willing.</li> <li>• Gino reports there are options to create a new website and have it hosted for \$40 a month, ~\$500 a year.</li> </ul>	<p><b>Sally:</b> Follow-up with In-Motion, ask if we can pay for our own site for 1 year independently of other organizations, if not pay for 1 year as it is currently set-up (as we look to find someone who can create us an independent site)</p> <p><b>Sally and Maya:</b> Know Derek from being on the committee before, contact him about the current website to get additional information</p> <p><b>All:</b> Give thought to create a new website and who could do that?</p> <p><b>Need volunteer on SC:</b> Send email to waitlist gardeners about opportunity to help FSRP with planting beds to park entry (include map to indicate location)</p>

	<ul style="list-style-type: none"> <li>• Mike supports getting a new independent website that suits our needs and considering paying for this if we need to</li> </ul> <p><b>WEBSITE MAINTENANCE- Steve Slaterbeck (<a href="mailto:slaterbeck@aol.com">slaterbeck@aol.com</a>)</b> if we send the minutes to him following the meetings he will continue to post those on the SRPCG website. Thank you to Steve!</p> <p><b>NEW GARDENER ORIENTATION (Lillian Cohen: <a href="mailto:lilliancohen@gmail.com">lilliancohen@gmail.com</a>)</b> No new report</p> <p><b>SHADED PLOTS (Maja Bucan: <a href="mailto:bucan@penmedicine.upenn.edu">bucan@penmedicine.upenn.edu</a>)</b> No new report</p> <p><b>Carry-over:</b></p> <ul style="list-style-type: none"> <li>• Plum tree has been cancelled per the supplier. Mary Lou will try again in late summer for a fall planting.</li> </ul>	
Committee Reports	<p><b>PLOT ASSIGNMENTS (John Wagner: <a href="mailto:listmanager@srpcg.org">listmanager@srpcg.org</a>)</b></p> <ul style="list-style-type: none"> <li>• John reports 54 on waitlist.</li> </ul> <p><b>PLOT USE (Pat Rohlfing: <a href="mailto:rohlfing44@gmail.com">rohlfing44@gmail.com</a>)</b></p> <ul style="list-style-type: none"> <li>• Concerns reported for plot use of <b>H1</b> Julia Guns, <b>D5</b> Lisa Armstrong and <b>E1</b> Bart Zilmiski</li> <li>• <b>Carryover:</b> Gardeners expected to be active in their garden by May 1st. Committee decision made to wait and discuss contacting those that have left to shelter in safer places (not in the city) until at least May 1st. Discuss again at May SC Meeting</li> </ul> <p><b>CITY HARVEST (Linda Zaimis: <a href="mailto:linda.zaimis@gmail.com">linda.zaimis@gmail.com</a>)</b></p> <ul style="list-style-type: none"> <li>• Linda got tomatoes and peppers in, has not planted yet and is keeping in her backyard so don't freeze, she will wait another week or two to plant</li> <li>• Linda found someone who will take produce while normal pantries we donate to are closed</li> </ul> <p><b>FACILITIES (Mike Kihn: <a href="mailto:michaelakihn@gmail.com">michaelakihn@gmail.com</a>)</b></p> <ul style="list-style-type: none"> <li>• Fence on southwest corner of garden that is coming apart, borders the dog part, Mike and Jerry put this back together with wire</li> </ul>	<p><b>Mike:</b> Draw plan for planting areas where ivy is located – replace with ornamental species.</p> <p><b>Steve:</b> Add 2019 Summer, Fall, work day photos. Post 2020 Plot assignments and new Wait List on website and shed.</p> <p><b>John:</b> give 48 hour notice via email and snail mail about plot use</p> <p><b>Linda/Mike:</b> send information on meal sharing/distribution help</p> <p><b>Mike:</b> look into repair of fence alongside of dog park – we need access to a small truck to get it picked up</p> <p><b>Gino:</b> send options for fence repair/removal to Mike</p> <p><b>Katie:</b> email Scott and committee contact for sprinkler system for Parkside planting</p>

- We should arrange to disassemble and send it out, we are unsure if park sanitation will take this
- Gino has a referral for this and will get in contact with Mike
- Mike will look into options for repair

**WEEKLY CHORES (Mary Lou Gross: [mlgross7037@gmail.com](mailto:mlgross7037@gmail.com))**

- 5 people not signed up and 2 weeks where we don't have anyone
- Mary Lou has written to everyone who has not yet signed up
- Mary Lou is sending reminders on Sunday or Monday of the assigned week to those that signed-up

**WORK DAY TASKS (Jerry Faich: [gfaich@gmail.com](mailto:gfaich@gmail.com))**

- Second load of compost was provided by the city and it went very fast (Scott reports that there was some leftover that was able to go to the Parkside plantings)
- Jerry is going to email those who have not completed work day quota
- Options are weeding walkways, weeding community beds, looking for lantern bugs, sweetening Parkside plantings, cutting ivy(?)
- Mary Lou reports that chairs may need washed and that someone brought dish soap
- John is ready to turnover compost – this can be a task if others can help, Mike, John, and Jerry will coordinate amongst themselves – Wednesday (5/13) at 2pm (Maya's son can also help)

**PARKSIDE PLANTINGS (May Lou Gross: [mlgross7037@gmail.com](mailto:mlgross7037@gmail.com), Scott Farrington [scottfarrington@yahoo.com](mailto:scottfarrington@yahoo.com), Joan Wells)**

- Scott requests to be present when the watering system is turned on

**Carryover:**

Discussed replacing ivy along the walkways with less invasive and more aesthetic plants (eg. lavender, thyme, rosemary) can be done one section at a time.

**COMMUNITY/CHILDREN'S EVENTS (Katie Tremont: [katie@srpcg.org](mailto:katie@srpcg.org))**

Ladybug release party will be postponed until further notice. Will try to

	<p>hold in summer if possible, if not SC will consider other children's event options for fall. Katie reported that LBP has been held in the past mid-summer so it should be fine in terms of releasing Ladybugs.</p> <p><b>COMMUNICATIONS</b>  <b>Website:</b> Steve Slaterbeck will continue to update as needed  <b>Bulletin board:</b> Jerry will update  <b>Facebook:</b> Katie manages and posts updates/events  <b>Responding to Emails to SC:</b> Katie will respond and triage emails as needed  <b>Wild Apricot:</b> All emails from SC go through John who sends through Wild Apricot, with Cricket as proof-reader.</p>	
	<p><b>Next Steering Committee Monday, June 8, 2020 7:00pm.</b></p>	<ul style="list-style-type: none"> <li>• John will volunteer to lead the next two meetings, and Jesse will take minutes for the next meeting.</li> <li>• Anyone who is interested in volunteering to be the chair of the committee please email Maya or email the committee at <a href="mailto:steering@srpcg.org">steering@srpcg.org</a></li> </ul>

Approved by Steering Committee **Monday, June 8, 2020.**