

## **Dillon Valley Elementary School-Based Community Greenhouse Meeting Minutes**

Wednesday, January 12, 2011, 5:30-6:30pm

DVE School library

Present: Co-Chair, Joanna Rybak, Martha Brown, Amber Brummer, Carla Hanson, April Kemp, Nyoka Kelton, Shelly Martinez, Sandy Olson, Patty Stretton

### **Steering Committee:**

**Chair** – Joanna Rybak

**Co-Chair** - Open until filled. If anyone is interested, please let me know.

**Secretary** – Sandy Olson

**Treasurer** – Patty Stretton

**Parent Rep** – April Kemp

**DVE Rep/Staff** – Shelly Martinez

**Community-at-Large**- Martha Brown, Amber Brummer

**Latino Rep** – Open until filled. If anyone is interested, please let me know.

**Youth/Student Rep** - Open until filled. If anyone is interested, please let me know.

**Anyone else?**

### **Committees:**

**Support Committee:** – Martha Brown, Amber Brummer, Maria Chambers, April Kemp, Jen Santry, Carla Hanson

**Lead Grant Writer:** Jocelyn Mills (Thank you Jocelyn who volunteered in taking the lead in writing The Summit Foundation grant.)

**Grant Writing/Fundraising Support Staff:** Maria Chambers (on behalf of the community) & Shelly Martinez (on behalf of the school) (Thank you both for working on the Welch's grant for gardening

Job descriptions and other positions will evolve as needed.

### **Steering Committee Responsibilities**

- 1 year commitment (Jan-Dec 2011)
- Attend monthly meetings or send someone as a “proxy” (Of course we understand that life happens & sometimes it is impossible to get to a meeting or send a “proxy”.) If you can't make a meeting or send a proxy, please do notify the chair – Joanna Rybak.
- Some involvement in helping with the project other than only coming to monthly meetings. For example, this can be being a committee chair or participating in a committee, participating in work days when needed, being a garden mentor or teaching, help with fundraising events, etc.

### **Steering Committee Benefits**

- As a steering committee member, you will have “voting rights” when we make decisions regarding the operations of the greenhouse garden.
- Meet others and learn all about how to plan for a community garden.
- Volunteering and getting involved in the community has all sorts of benefits.

### **Support Committee**

- Commit to helping in 2011 when you can! This allows us to call you for your expertise when needed or when we need help reviewing a grant or need help on work days, etc. The steering committee may choose to clearly define the “support committee.”

Currently, we need rules, forms, dates and deadlines, rules, etc.

Silvana’s Community Garden has a steering committee, bylaws, roles, and expectations of committed volunteers to make it sustainable. Nancy’s Community Garden at the Sr. Center has guidelines for roles and responsibilities, but Summit Prevention Alliance manages it. The DVE steering committee will decide how the gardens are managed.

Joanna will send copies of the Rules & Regulations for Silvana’s & Nancy’s for our education and use.

REMINDER: This project still needs to be officially approved by the Summit School District school board once the contractor and greenhouse design is selected.

Meetings are the 2<sup>nd</sup> Wednesday from 5:30-6:30pm at the Dillon Valley Elementary. Meetings are open, but only those on the steering committee vote.

**The next DVE Greenhouse Garden Steering Committee meeting is: Wednesday, February 9, 5:30-6:30 at Dillon Valley Elementary in the teacher’s lounge.**