

The Living Classroom Meeting Minutes for Wednesday, February 23, 2011:

The TLC Steering Committee will be made of community members interested in plot ownership and overseeing the design, construction, and ongoing maintenance of the community garden portion of The Living Classroom. Steering Committee members will be expected to attend monthly meetings and participate in ongoing projects including committees.

It was decided that the TLC Steering Committee will be made up of individuals who email Jen Santry (jen@highcountryconservation.org) of their interests in participating. At the next steering committee meeting, the organization of the steering committee will be determined (see below). We do have several example steering committees to model the TLC Steering Committee after including Silvana's and Nancy's Community Gardens. Example plot applications, garden rules and regulations, and volunteer forms are posted on the High Country Conservation Center website - http://www.highcountryconservation.org/sustainable_foods.htm#examples.

The Steering Committee will continue to meet monthly and will break out into more frequent meetings through the following committees: 1). Garden Design/Construction and 2). Rules and Regs/Plot Applications. Committees will discuss the items below in scheduled meetings. Each committee will be asked to select one or two chairs to head the committees. A staff member from HC3 will be present at all committee meetings to help facilitate and answer questions.

Timeline – The greenhouse is expected to be completed by mid to late March. The community garden design and construction timeline will need to be completed by the end of March. A construction party will be tentatively scheduled for April/May depending on the weather and snow melt. Plot applications will need to go out to the public and/or TLC garden list by mid-March with a due date of April/May in order to plan plots and give plot owners enough time to participate in construction of their plots (if they chose to). Other committees may form at later dates as the current committees phase out (i.e. after construction we'll need a maintenance/garden tools committee; other potential committees – communication/fundraising/social, educational...).

Steering Committee -

- ✓ Organization of the garden committee
- ✓ Do we have a co-chair? Executive committee?
- ✓ Assign duties to committee members? What are your skills?
- ✓ How do you want the garden committee to run – monthly meetings? By vote?
- ✓ Responsibilities and Benefits as members of steering committee (see DVE notes)

1). Garden Design –

- ✓ Size of beds
- ✓ Number of beds/plots
- ✓ Organization of plots
- ✓ Bed material (Hester's lumber, Wyoming snow fence, willow???)
- ✓ Look – ideas, signage,... recycled garden materials...

Garden construction party –

- ✓ When?

- ✓ How many volunteers?
- ✓ Soliciting volunteers/carpenters....
- ✓ Donation of food?

2). Plot Applications –

- ✓ Timeline
- ✓ Format
- ✓ Who/criteria

Rules and Regs of Garden-

- ✓ Example Regs from other gardens

Final Suggestions from Joanna Rybak, who has been involved in other community garden steering committees:

- Committee Organization – structure the steering committee with commitments (1 year?), duties, and officers (chair, co-chair, secretary, treasurer...); determine a consistent meeting time/date; decide on how issues will be addressed within the committee (vote?)
- Plots – enforce rules and regulations; let plot owners know what is expected up front... (weeding, garden maintenance, volunteer work...)
- Past Community Garden Issues – stealing from the garden has been a problem at some of the gardens; loss of interest from plot owners or volunteers; loss of structure in the steering committee...