

Brewery Creek Community Garden BOD Meeting Minutes		Date and Time: Jan 25, 2022 @ 6:30 PM Location: Zoom	
<b>Attendees:</b>	Cheryl, Jaymie, Kristina, Derrick, May		
<b>Regrets:</b>	Cathy		
Agenda Items	Presented by:	Discussion:	Action items:
<b>1. Gardener Registration</b>	Cheryl	<ul style="list-style-type: none"> <li>◦ Currently using Typeform to complete gardener's annual registration. Process has worked well in past years to gather contact information (primarily).</li> <li>◦ In 2021, registration and annual fee due on April 1<sup>st</sup> annually. Discussed moving ahead by 1 month to March 1<sup>st</sup>, 2022. This would allow for vacated plots to be filled in a more timely manner, giving new gardeners more time in spring to get started.</li> <li>◦ Gardeners will be given links to access Typeform and Payment 1 month in advance of due date (Feb 1<sup>st</sup>).</li> </ul>	<ul style="list-style-type: none"> <li>◦ Typeform Garden's Registration form to remain the same as 2021. However registration and payment due by March 1<sup>st</sup> (one month earlier than previously). Registration reminder email will be sent out 1 month in advance – Feb 1, 2022.</li> <li>◦ Derrick interested in overseeing communication with garden members regarding registration and payment. <ul style="list-style-type: none"> <li>▪ Cheryl to give Derrick access to Gmail account so all communication can come from "Brewery Creek Garden"</li> <li>▪ Cheryl to share links, documents, and passwords</li> <li>▪ Derrick to send email to garden members Feb 1<sup>st</sup> links to Typeform, PayPal and new payment due dates. Gardeners to be reminded if not returning for 2022 to reply to email ASAP</li> </ul> </li> <li>◦ Kristina and Derrick to coordinate keeping track of payments and completion of Typeform registration through shared spreadsheet (Google Sheets). <ul style="list-style-type: none"> <li>▪ Google groups members contacts to be updated once everyone has paid.</li> <li>▪ Payment is confirmed through PayPal emails to garden Gmail account</li> <li>▪ Number of email reminders kept track of in the spreadsheet. After 2-3 reminders without reply, payment and/or registration before March 1st, plot will be given to another gardener.</li> </ul> </li> </ul>

<p><b>2. Waitlist</b></p>	<p>Cheryl</p>	<ul style="list-style-type: none"> <li>◦ Waitlist is currently at zero names</li> <li>◦ There is a requirement to perform 2-3 volunteer hours in the garden at a work party in order to have name added to waitlist. Due to COVID restrictions on gathering in the garden in 2020 and 2021, number of people at work parties was limited and few opportunities available for new gardeners to perform hours <ul style="list-style-type: none"> <li>▪ In 2021 we were able to fill all available plots in this manner</li> </ul> </li> <li>◦ A handful of people have emailed the garden gmail account interested in adding name to waitlist</li> <li>◦ Sabrina expressed interest in helping manage waitlist</li> <li>◦ Current advertising done through website, gmail mailing list, and Facebook account</li> </ul>	<ul style="list-style-type: none"> <li>◦ Cheryl will reach out to Sabrina to see if she still wants to help with waitlist management</li> <li>◦ After March 1<sup>st</sup>, when number of available plots is known, we can reach out to those that have contacted us in the last 3-6 months (last dozen or so names) about opportunities for performing volunteer hours in order to have name added to waitlist.</li> <li>◦ First work party of the year will be sometime April 2022</li> </ul>
<p><b>3. COVID precautions</b></p>	<p>Cheryl</p>	<ul style="list-style-type: none"> <li>◦ Last year, Vancouver parks board lifted some restrictions on outdoor events. The result was work parties weren't limited to a small number of people – just contact information recorded for purposes of contact tracing</li> <li>◦ We expect the same or fewer limitations on outdoor events in 2022.</li> </ul>	
<p><b>4. Payment methods</b></p>	<p>Jaymie</p>	<ul style="list-style-type: none"> <li>◦ Sept 2021 board meeting we discussed whether PayPal was still our preferred payment method, given the small (&lt;\$1) charge per transaction</li> <li>◦ \$30 annual fee sufficient to cover annual garden expenses</li> <li>◦ Kristina preferred to keep using PayPal as tracking payments and issuing receipts were very helpful features. It is easier to have just</li> </ul>	<ul style="list-style-type: none"> <li>◦ We will continue to use PayPal for collection of annual fees</li> <li>◦ Annual fee will remain at \$30 for 2022</li> </ul>

		one method of payment (besides cash) & easier to track	
<b>5. Garden Bank account</b>	Kristina	<ul style="list-style-type: none"> <li>◦ Currently \$483.22 in bank account</li> </ul>	
<b>6. Accessible beds</b>	Cheryl	<ul style="list-style-type: none"> <li>◦ Possibilities is interested in staying on for 2022</li> <li>◦ Garden board welcomes the group to continue gardening in both accessible beds, as long as there continues to be no other interested groups/individuals</li> </ul>	Cheryl will contact Possibilities to
<b>7. Neighbourhood Small grant (NSG) / Greenest City Grant and individual plant signage.</b>	Cheryl	<ul style="list-style-type: none"> <li>◦ Cheryl returned NSG money for small signage project as no progress made at end of 2021.</li> <li>◦ Wild Spaces Botanical Signage project (part of Canadian Parks and Wilderness Society) generously offered free signs identifying native species within the garden. We still have not received the signs, contact seems to have moved/ lost contact. However we do have the template.</li> </ul>	Revisit signage in 2022
<b>8. NEXT MEETING AND WORK PARTY</b>		<p>NEXT WORK PARTY: TBD - April 2022</p> <p>NEXT BOD MEETING: Feb 2022</p>	