

**CCGA Coordinating Meeting Minutes**  
**Saturday, November 12, 2016**  
**Bethel Terrace Senior Residence**

**In Attendance:** Bea Jasper, Cordia Pugh, Angela Taylor, Julie Samuels, LaVerne Morris, Gina Jameson, Lorraine Kells, Philip Englert, Erik Hernandez

**Upcoming Dates:**

**Conference Planning Committee**

Monday, Nov 28, 2016 -- 10:00am - 12:00pm  
Breakthrough FamilyPlex, 3219 W. Carroll

**Membership Committee**

Monday December 5th, 2016 -- 2:00pm - 4:00pm  
Breakthrough FamilyPlex

**Resources Committee**

TBD

**Education Committee**

Saturday, Dec 10, 2016 -- 9:00am - 10:00am  
Center for Green Technology

**Finance Committee**

Monday December 5th, 2016 -- 12:00pm - 2:00pm  
Breakthrough FamilyPlex

**Communications Committee**

TBD

**CCGA Coordinating Meeting**

Saturday, Dec 10, 2016 -- 10:00am - 12:00pm  
TENTATIVE HOLD for CGT  
Center for Green Technology

Facilitated by Bea Jasper

Minutes read but not confirmed. To be confirmed at a later time

Proposed Agenda review and requesting to focus on next year's conference

## **WORKING GROUP REPORTS**

**All submitted reports can be viewed and downloaded from the CCGA website:**

[http://chicagocommunitygardens.org/ccga\\_coordinating\\_mtgs\\_2016/](http://chicagocommunitygardens.org/ccga_coordinating_mtgs_2016/)

### **Finance and Development Committee Discussion**

– **presenter Laverne M (on behalf of Chair Angela Taylor)** report given by Laverne, Finance committee secretary, briefly overviewed meeting notes of 10-28-16 at Fulton Garden, read minutes submitted by Erik and Cordia.

Angela spoke on link at website, NBSP site for donors to CCGA through NBSP. Thanks acknowledgement from CCGA through NBSP.

Lorraine spoke on the plan for proposed committee budget.

There was a motion and vote taken on reports submitted to Coordinating committee. Copies of committee reports are needed for Coordinating committee. Do we want reports or minutes?

Angela announced to group the anonymous donation of \$7000 to CCGA fiscal account.

### **Communications**

– **presenter Erik H.** Protocol for Newsletter being drafted by Amy Olson for the newsletter.

Laverne spoke on frequency of newsletter over winter/spring. What types of items are newsworthy to send to editor (i.e. garden closings for the season, activities in gardens like plantings, garden stories, any engagement in the garden is an event/activity/or engagement, please send details to post. Come out to the garden to see how things are done firsthand.

Send pictures to Lorraine. Lorraine is now in the communications group

There was general discussion on what content is for FB and for Newsletter

### **Education**

**presenter not present** (there was general agreement that we need to help GROW the Education committee group going forward).

**GENERAL DISCUSSION** – the Conference planning needs to be informed of Education committee activities. Lorraine would like to be on Education committee.

### **Membership**

– **presenter Julie S,** there has been good input from committee membership, also wants to thank Ben Helphand for his expertise on the draft application. The draft is “wordy” and has been significantly cut back. There are 4 categories of gardeners on the application, there are levels of membership outlined on the application (i.e. small \$30, medium \$40, nonprofit/public \$60)

Cordia spoke on having a “orientation” for new members at the 2017 conference, part of the lunch session for 15-20 minutes for people interested.

Laverne objected to the Membership committee suggesting a reduced rate on plant distributions for new members.

Julie spoke on a conference call she held with Ellen Newcomer and Ellen confirmed she will ONLY be involved in the Resources committee, she is streamlining her participation. Bea commented that the record needs to show – if something beyond this comment from Julie and Laverne that Ellen will need to present it in writing. LaVerne requests that the following be entered into the meeting minutes: “Thank you to Ellen for everything that she done and all that she has given over the years to CCGA”

### **Resources**

– **presenter Laverne M**, Philip commented on the number of people came out to the plant distribution on Fri, Nov 11 (22). There was discussion on the roto tiller (insurance, usage) Bea suggested we bring all ideas for the use of the equipment to the resources committee.

### **Planning meeting**

#### **Spring Conference Discussion:**

Next planned meeting for the Conference Planning committee  
Monday, November 28th 2016 Breakthrough FamilyPlex, 3219 W. Carroll

**CONFERENCE DATE** - Saturday, March 24, 2017

**CONFERENCE BUDGET** - agreed to not exceed \$5000

**CONFERENCE REGISTRATION FEE** - \$20.00 per person - includes lunch

Kennedy King College - too expensive

Wilbur Wright College - too expensive

#### **SITE VISIT AT BREAKTHROUGH FAMILYPLEX, 3219 W CARROLL**

for the conference center,  
that was all inclusive of facilities and food,  
additional fee for parking \$70,  
venue is free for setup on Friday, March 24, 2017 for setup if needed after 8:30p.

Package includes, gym, holds 400 people (standing), storage space is free 1 week before if needed, lunch is included in package price, caterer is onsite, costs \$6.00 per person for a boxed lunch with soup/salad, sandwich, chip or cookie, (beverage?), AV equipment can be ordered through Breakthrough, 1 larger gathering room at gym on first level, 6 breakout rooms at 2<sup>nd</sup> level (stairs and elevator accessible) each room accommodates 35 people, park lots easily accessible to building, there is one central person as coordinator onsite. They do have a stage, drapes, bleachers, wireless PA system. Table and chair rental will be needed, they supply free 170 chairs

**GENERAL DISCUSSION ABOUT CONFERENCE PLANNING** – will there be a raffle at the conference?

**COMMUNICATION BREAKDOWN** – Save the date, registration, communication/membership work together, conference details posted? Eventbrite was suggested as the frontend registration. Suggestion to also preview EVENT.ORG online portal for registration. Who will be the KEYNOTE SPEAKER?/tbd

Start building the floor plan, vendor, exhibitors, table registration, template for conference brochure, THEME FOR 2017 CONFERENCE/TBD, silent auction, centerpieces for tables, volunteers, Laverne and Cordia oversaw the raffle and did a trial run at our CCGA event at CGT event, it went seamlessly.

**SIGNAGE**

EACH COMMITTEE WILL RECRUIT VOLUNTEERS FOR CONFERENCE  
WE CAN SEND OUT THAT VOLUNTEERS ARE NEEDED FOR COMMITTEE SUPPORT FOR OUR 2017 CONFERENCE SETUP/BREAKDOWN

Erik – document the success/process of the organization. CCGA is the LEADER in these types of events. We all can share in the advocacy of the organization/committee.

Lorraine – all information that goes out should be BRANDED with CCGA Logo

ALL SUGGESTIONS RELATED TO THE CONFERENCE SHOULD BE DIRECTED TO THE CONFERENCE PLANNING COMMITTEE BY EMAIL TO REVIEW.

Adjourned.