

CCGA Coordinating Meeting Minutes
Saturday, October 15, 2016
Center for Green Technology

In Attendance: Philip Englert, Pat Hart, LaVerne Morris, Robert Hart, Carolyn Johnson, Ben Helphand, Cordia Pugh, Lorraine Kells, Mamie Gray, Ellen Newcomer, Angela Taylor, Gina Jamison, JW Glass, Julie Samuels, Erik Hernandez

Upcoming Dates:

Conference Planning Committee

Friday, Oct 21, 2016 -- 12:00-1:00
Green Tomato Cafe, 3750 W. Ogden

Membership Committee

Wednesday, Nov 9, 2016 -- 2:00-3:00
Green Tomato Cafe, 3750 W. Ogden

CCGA Coordinating Meeting

Saturday, Nov 12, 2016 -- 9:00am - 11:00am
Bethel Terrace Senior Residence
900 W. 63rd Parkway
Chicago, IL 60621

Minutes read and confirmed

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

Asked for agreement - confirmed

Planning meeting created with at least one member from each committee:

LaVerne - Resources

Ellen - Education

Cordia - Membership

Erik - Communication

Angela - Finance

Amy Olson - Communication

Bea Jasper - Finance

Caroline Johnson

Spring Conference Discussion:

Ellen raised concerns about running a conference at a loss. She proposed raising the cost and lowering expenses by not serving lunch. LaVerne felt strongly that food is necessary as it's what

brings people together and creates an environment of togetherness. Lunch boxes were suggested and vendor constraints/costs associated with different venues. Group agreed with raising the registration fee to \$15-20. The final decision is to be handed over to the Conference Planning Committee to discuss and report back.

The following potential sites for the conference were discussed. Individuals volunteered to investigate them and report back at the next Planning committee meeting.

Potential Conference Venues:

Lawndale Health Center - Ellen -No, too expensive, not big enough

West Town Academy - Angela Taylor will check , but poor parking situation

Humboldt Park Field House - Ellen - visited last year - maybe

Douglass Park Field House - Ellen - visited last year - very bad shape. But may work

Garfield Park Field House - Angela - No

Howard Center for Music School

U of I - Orrin and Val may be a connection - Julie to check and report back

UIC - Julie will check and report back

IIT - JW will check and report back

Chicago State University - Cordia will check and report back

Union Halls - IUOE - Ben will check and report back

Marcony School - Tiltan Park - Angela will check and report back

Kennedy King College - Cordia will check and report back

Wilbur Wright College - Ben will check and report back

The group discussed what requirements the venue should possess:

- 4 to 6 smaller conference rooms that can hold 30 people
- Space for vendors, silent auction and registration table
- Large conference room that can hold 200+ people
- Audio/Video, electric for presentations
- Public transportation accessible
- Tables and chairs provided
- Disability Accessible
- Catering options
- Parking
- WiFi

Finance and Development Committee Discussion

Online Donation Confusion: LaVerne raised question about CCGA branding in the online fundraising platform Public Good. Currently the donate button on the CCGA website mistakenly makes it look like people are donating to Neighborspace, CCGA's fiscal agent. Ben reported that CCGA can easily personalize its donation page however it wishes including creating giving

levels. Angela will work with Joe Zarrow to update the CCGA page appropriately and prevent any confusion moving forward.

Update: Several changes have already been made so the page is branded as CCGA and Joe is working with Angela and Public Good to institute additional changes.

In-Kind Contribution Pathway: The question was also raised about the difficulty in making in-kind contributions. There is no clear way on the website to make this kind of donation. Ben suggested creating a donation splash page on the CCGA website which would give people the clear option to make a financial contribution, which would link to the online platform at Public Good, or an in-kind contribution, that linked to the resource committee.

Update: a first draft of this has been added: <http://chicagocommunitygardens.org/donate>

Committee membership discussion: Angela and LaVerne reported meeting to discuss the Finance and Development Committee. Angela talked about the need for CCGA to sustain itself. She is volunteering to take the lead revamping the committee and requested one representative from each other committees to serve as a permanent link to the organization's finances.

- Representatives include:
 - Angela Taylor - Finance and Development
 - Cordia Pugh - Membership
 - Erik Hernandez - Communications
 - Patricia Hart - Resources
 - Ellen Newcomer - Education
 - Bea Jasper - Finance
 - Julie Samuels - Membership
 - Maria Herrera
- A Doodle will be sent out to schedule the next meeting date.

Fiscal Account Discussion: LaVerne raised discussion about current fiscal agreement and recommend that CCGA revise it. Ben explained that the fiscal agreement format was originally designed for NeighborSpace-protected community gardens. More recently NeighborSpace has agreed to serve as the fiscal agent for several organizations like CCGA. These organizations have some different needs than gardens. As such NeighborSpace is 100% open to revising the fiscal agent agreement to better serve CCGA's needs. Angela and LaVerne agreed to work with Sally at NeighborSpace on a draft revision.

Personal Liability Discussion: Julie raised question of CCGA pursuing a state charter and the need for insurance. Ellen expressed a strong recommendation that people obtain personal liability insurance. She explained that she has obtained it for \$228.00 a year for 2 million dollars of personal liability insurance.

Communications

Discussion about posts to website and newsletter: Lorraine expressed desire to have protocol for CCGA newsletters coming out. She noted that there hasn't been one since August. Lorraine also raised issues about posts being published in a timely fashion when articles were sent. Erik noted that this is one of the reasons why we created committee group emails accounts. So that if one person is busy and can't get to the post requests, someone else from the group can take that on and publish the information on the website.

---Group agreed to send communications requests not to individuals but to the Communications Committee's email account: communications@chicagocommunitygardens.org.

Discussion about Meeting Invitations: LaVerne raised the idea that one way we can get better is if we can start communicating and inviting the large group to these Coordinating meetings. There are others folks out there who are doing things better than us but who haven't had the chance to get involved. JW noted that the next meeting was always listed at the bottom of each email. But others expressed desire for notices to go out as a stand alone email to the larger from, not just the list of about 60. Carolyn agreed, saying this something that they do at Garfield Park Conservatory and her suggestions is to keep inviting them; to all the meetings.

---Group agreed to start sending meeting invitations with agendas and reminders to entire group.

Discussion about Photography Request: There was a brief discussion about NeighborSpace's request to send a professional photographer to the bulb distribution. A discussion had ensued over email and the discussion was tabled until the coordinating meeting. No photographer was sent to this event.

Ben explained that NeighborSpace was celebrating 20 years and that as part of that they have commissioned a writer to create a 20 year retrospective on what they do and a plan looking to the future of the organization. This includes hiring a documentary group called Scrappers (<http://www.scrappersfilmgroup.com/>) to take high quality photographs of about 20 gardens. In addition, he thought it'd be good to document the work of a few of the organizations they partner with in different ways including CCGA and Chicago Plant Rescue. They can't tell the story of NeighborSpace without including the network of independent organizations that support gardens in different ways in Chicago, he explained, and have always considered CCGA an important partner even though it serves many non-NeighborSpace protected gardens. They offered to share all the photos with CCGA free of charge and only use select images with explicit permission.

Lorraine raised concerns about the appropriateness of having NeighborSpace take photos at a CCGA event. There was concern that NeighborSpace does not represent all community gardens in Chicago and only some NeighborSpace-protected garden participate in plant distributions. There were concerns that the NeighborSpace report would be looking backwards

and not forward, and that not all gardeners/gardens would want to be included in neighborSpace photographs. There were also concerns that the presence of a professional photographer would dampen the spirit of grassroots photographs they have tried to foster. JW noted that the request, which was originally made to members of the Resource Committee should have been considered by the Coordinating Committee.

NeighborSpace reiterated its longtime commitment to CCGA and asked that if there are issues or concerns with it's work that they be addressed. Ben stressed that the offer of a photographer was made as a win-win to CCGA and that for organizations to effectively partner there needs to be a basic level of trust between them.

Adjourned.