

## **CCGA Membership Meeting, Saturday December 10th, 10am at the Chicago Center for Green Technology**

About 17 people attended the CCGA coordinating meeting.

### In attendance:

Lindsey Telford, Chicago Plant Rescue

Bea Jasper, Get Gardening in Englewood

Pat Hart, Sherwood Peace Garden & Paradise Garden

Lorraine Kells – (Lakeview);

Robert Hart, Paradise Garden and VA Garden

Erik Hernandez, CCGA & NeighborSpace

LaVerne Morris, Grandma's Garden, CCGA Resources Comm.

*Amy Olson, Our Block Community Garden/Washtenaw & LeMoyne (Humboldt Park)*

Gina Jamison, Kuumba Tre Am

*Angela Taylor, Garfield Park Community Council*

*Val Kahoe, Univ. of Illinois Extension Svc – Community Garden Coordinator*

Angela O'Rourke, Mozart's Community Garden/Growing Pride

Mamie Gray, North Lawndale Greening Committee

Julie Samuels, CCGA Membership Comm.

JW Glass, Greenhouse Garden, CCGA Communications Comm.

Cordia Pugh, Hermitage Garden, (Englewood)

Anna Kong, Bridgeport Victory Garden

Handouts:

- meeting agenda;
- draft **Membership Application** provided by Julie Samuels
- handout listing possible Conference Themes
- handout with language for Call for Conference Workshops RFP

**NOTE:** All handouts, the agenda and these minutes can be found here:

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

## 1. - Call to Order & Welcome

Meeting started around a few minutes after 10am with a call for **introductions** by Julie Samuels, who co-facilitated the meeting with Cordia P.

After introductions a time-keeper was enrolled Gina J. and as note-taker: JW Glass.

Julie S. then reviewed **the agenda** and solicited any agenda changes, there was one change:

- Lorraine K. suggested Education go first;
- Bea J. said maybe the conference committee shouldn't go first;
- Angela T. said follow original agenda;

This resulted in a general discussion of our meeting, Bea J. suggested recording who made motions and who seconded them, Cordia P. said 'off-the-record' remarks should be respected and Julie S. said sometimes our notes can be summarized more succinctly.

- there were no comments on the 11-12-2016 coordinating meeting minutes;
- JW Glass reminded everyone that there was a special page on the CCGA website where the coordinating meeting minutes could always be found:  
[http://chicagocommunitygardens.org/ccga\\_coordinating\\_mtgs\\_2016/](http://chicagocommunitygardens.org/ccga_coordinating_mtgs_2016/)

Then, we moved to the **main meeting agenda** that was distributed to all those present.

## **2. - Working Group Reports**

### **A. Finance Committee Report**

- Cordia P. reported that the Finance committee was preparing an amended 2017 budget for CCGA as a whole and suggested each committee chair report their own budget to Finance;
- Angela T. suggested that Finance was not ready to report on a consolidated budget yet and asked that Finance delay any further report until the next coordinating meeting which was agreed to by all;

#### **TO-DO**

a.) committees are to report their respective budgets to the Finance committee which is working to establish a consolidated budget;

### **B. Education Committee Report**

- Lorraine K. presented and reported on the request for workshop proposal document prepared by Education; she further described the decisions that led to the current approach the principal tenants being transparency and the ability to solicit the broadest possible input and diversity to the process;
- further discussion ensued about email distribution once final copy change is made and it was agreed to send as soon as possible this weekend;
- **NOTE:** email about work-shop rfp was sent by Communications on Sunday December 11, 2016;
- Lorraine K. also briefly described a possible collaboration or partnership with Story Corps but in the interests of giving the CCGA conference priority suggested that efforts to facilitate further be delayed until after the annual conference;

#### **TO-DO:**

a.) finalize language and send Call for Conference Workshops RFP this weekend;

### **C. Communication Committee Report**

- JW Glass reported that communications has a modest budget (<\$100) that doesn't change much and would submit those notes to the Finance comm. formally as he has some previous notes about this;
- JW reviewed the existing 4 email lists used for committee communications and suggested that for additions and removals (maintenance) from the various lists just email communications;
- Erik H. reported that we are sending out the call for work-shop proposal email to the entire email list;
- Amy O. asked the group their opinion about the frequency of CCGA emails and a general discussion ensued about that topic, most agreed that monthly was a good general target, also the general feeling was that the more emails the less content there is but that we can respond in the short-term to the need for a special email to promote or announce anything that would benefit community gardeners and most agreed that they enjoy reading the CCGA emails;
- JW Glass briefly explained that there are several lists of email addresses that exist and briefly described how each list has evolved and what long-term goals are for consolidation;

**TO-DO:**

- a.) continue to work to get next CCGA email out within the NEXT week;
- b.) send previous notes about Communications budget to Finance committee;

**NOTE:** CCGA December newsletter was emailed on 12-15-2016.

**D. Membership Committee Report**

- Julie S. reported on several formal meetings that have been held to discuss what being a member of CCGA means and drafting a membership structure and application and asked all to review the handout of the membership application;
- Bea J. asked about affiliate members and Julie S. read the description of what that member type would be;
- LaVerne M. initiated a discussion of groups like NeighborSpace and individuals like Erik H. and what sort of involvement they might have in CCGA membership and the general consensus was that because of its unique role NeighborSpace is more of a partner than a member;

**E. Resources Committee Report**

- Pat H. reported that revenue from the Holiday plant sale going on this day would be used for supplies for greenhouse spring plantings;
- LaVerne M. asked that all stop down at the NeighborSpace table which has an abundance of bulbs recently donated by a new donor that Resources wants to cultivate a relationship with;
- a general discussion of bulb planting ensued;
- LaVerne M. asked what the Finance committee has been doing and specifically representation on said committee by members from the other groups;
- Angela T. summarized the meetings of the Finance Committee to-date and what they have done to constitute a budget for 2017;

### 3 - Conference Planning Committee Report

- Angela T. reported on the conference venue which is: **Breakthrough FamilyPlex**, 3219 W Carroll Ave, Chicago, IL 60624
- Angela further reported that another walk-through is being planned for January and our budget is on-line for both venue expenses and food service for lunch;
- the NEXT coordinating meeting is confirmed to be at Breakthrough FamilyPlex on Saturday January 21 at 10am;
- JW Glass asked if the announcement of the date and venue could be made public and the answer was yes (this has been posted on the CCGA website);
- a general discussion of classroom layouts and any special considerations needed then started followed by discussions about the use of the lobby space, those present, like Lorraine K. indicated that the venue looks very good for our needs;
- JW asked about the maximum attendance number, which was discussed at length by the group, especially in light of past conferences and the effect on the budget and planning with the venue staff and the rough target number of attendees is tentatively 200-250 and the team will look to develop a solid number;
- Angela T. indicated that a fee of \$20 has been proposed to attend the conference and all were in agreement that this was a reasonable and fair cost;
- Angela stated that at present we they are projecting \$3,000 in expenses for the conference;
- Angela then turned over the conference presentation to representatives of the Education Committee to report on Call for Conference Workshop Topics;
- Cordia P. read the email copy that has been prepared to distribute along with a .pdf file that contains the RFP response form;
- Lorraine K. asked that everyone review the RFP handout and reported again about how this process is new and transparent and allows for maximum participation and how the Education committee will evaluate the responses;

- a general discussion initiated by LaVerne M. about how the email will be circulated and by whom and it was determined that Communications would send the email and not Mamie;
- Amy O. suggested a reminder email go out in early January about the Workshop RFP;
- Angela T. motioned to accept and proceed with the Education RFP and Bea J. seconded and it was agreed to by all;
- Lorraine K. presented the possible conference themes which were presented on a handout provided by Education:
- a general discussion of the themes ensued, the general consensus was that the theme: 'Gardeners Grow Communities' would suit our needs best and it was agreed to by all;
- Julie S. asked about the flyer from the last conference and Amy O. said that Communications did it last year and can create it again this year;
- Julie S. asked about a possible item to give away from the CCGA membership table and things like a button or cup/mug were discussed in the context is this a member benefit of some kind or just conference swag;
- LaVerne M. mentioned that we hadn't even progressed as far as approving a member structure or application so it is hard to talk about member benefits at this point;
- a general discussion ensued about what types of gardens are members, how are abandoned gardens and underused gardens considered members as well as those who happen to garden many different gardens, the membership structure must be flexible enough to accommodate these many scenarios;
- Bea J. and Julie S. both asked those present to review the draft membership application and participate in the future meetings that will be arranged to discuss CCGA membership;
- Lorraine K. asked who was reaching out to potential vendors and exhibitors and Julie S. indicated she would take the lead with her traditional contact list;

#### TO-DO

- a.) send reminder email about Call for Conference workshops in early January;

## 6 - Next CCGA Coordinating Meeting

The ***next CCGA coordinating meeting*** is planned for Saturday January 21 at 10am at the **Breakthrough FamilyPlex**. 3219 W Carroll Ave, Chicago, IL 60624.

This is the site of the 2017 Annual Conference.

The meeting agenda will include CCGA committee reports and continued planning for the 2017 Annual Conference.

The CCGA coordinating meeting adjourned at around 12:00 noon

Notes submitted by JW Glass.

**NOTE:** You can reach any of the 5 CCGA committees via these email addresses:

[resources@chicagocommunitygardens.org](mailto:resources@chicagocommunitygardens.org)

[education@chicagocommunitygardens.org](mailto:education@chicagocommunitygardens.org)

[membership@chicagocommunitygardens.org](mailto:membership@chicagocommunitygardens.org)

[communications@chicagocommunitygardens.org](mailto:communications@chicagocommunitygardens.org)

[finance@chicagocommunitygardens.org](mailto:finance@chicagocommunitygardens.org)