

CCGA Membership Meeting, Saturday February 18th, 10am at Chicago Center for Green Technology CCGT

About 13 people attended the CCGA coordinating meeting.

In attendance:

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

Gina Jamison, Kuumba Tre Am

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

Angela Taylor, Garfield Park Garden Network/Fulton Flower & Vegetable Garden

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

Mamie Gray, North Lawndale Greening Committee

Julie Samuels, CCGA Membership Comm.

JW Glass, Greenhouse Garden, CCGA Communications Comm.

Cordia Pugh, Hermitage Garden, (Englewood)

Sam Taylor, Fulton Flower & Vegetable Garden

Sally Hamann, Program Assistant - NeighborSpace

Pat Hart, Sherwood Peace Garden & Paradise Garden

Lorraine Kells – (Lakeview);

Handouts:

- meeting agenda;

NOTE: All CCGA coordinating meeting minutes are available for you to review on the website. Look under the menu tree at 'Who We Are' and then 'CCGA Organization' and you will see links here for the coordinating committee documents.

1. - Call to Order & Welcome

Meeting started around a few minutes after 10am with a call for **introductions** by Julie Samuels, who facilitated the meeting. After introductions there was a brief review of the agenda.

- everyone was asked to introduce themselves and after going around the table Gina J. was enrolled as time-keeper and JW Glass as note-taker;

2. - Working Group Reports

A. Education Committee Report

- Lorraine K. reported for Education that four panelists have been selected based on the conference theme, bios and details are coming;
- the format for the panel has been decided, a moderator, either Mike Nowak or Christopher Weber is being sought;
- questions for the panel will be sought at registration via special cards;
- workshop topics are finalized and haven't changed since the site post was made;
- Lorraine reported that with 6-35 attendee workshops at 210 attendees some plans were being made for an alternate overflow general workshop and she discussed briefly how this might work, with tables for topical discussions perhaps;
- Education needs 10 volunteers and they are seeking out some high-school students and will coordinate with Gina J.

TO-DO:

- coordinate education specific volunteers with Gina and her master list of volunteers
- coordinate with the Planning committee for workshop room usage;

B. Communication Committee Report

- JW Glass reported that the Communications group has conference registration on-line on the website, it was the lead story in the last CCGA newsletter, just sent on 2-16, 2017;
- Communications will provide weekly counts and updates on workshop registration;
- Communications plans at least one more general newsletter email before the conference in early March and could send another right before the conference if we need to drive up registration numbers;

- JW also summarized the exhibitor and volunteer sign-up forms on the website which we are using for the first time;
- Amy O. reviewed the ticket she is preparing with Gina and they are finalizing cost and design now;
- Cordia P. asked about the conf. logo and Amy indicated she was working on a design concept that would illustrate the theme and that we would use on the conf. program;
- Angela & Amy led a discussion on the flyer and program, when copy would be ready and who would prepare, Amy will take the lead in drafting the program and coordinate input from others, esp. education;
- Amy asked about signs we already have from last year, Erik had inventory, they will finalize any additional signage needed at the 9:30am meeting on Friday 2-24-2017, and there was discussion about other possible signage needs for various tables;

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TO-DO:

- monitor conference registration on website;
- create conference program, flyer, tickets, badges, registration lists, etc.;;
- send March newsletter;

NOTE: The January CCGA newsletter was sent on 1-12-2017, the the February newsletter was sent on 2-16-2017.

C. Resources Committee Report

- Pat H. reviewed the Resources committee schedule of 7 planned distributions for 2017:
- March 4th - seed starting workshop;
- April - annuals dist.;
- May - vegetable seedling dist.;
- July - perennial dist.;
- August - perennial dist.;
- Sept. - perennial dist.;
- October - bulb dist.;
- Pat reported on the table centerpieces being provided by Resources and door prizes;
- Lorraine K., asked about door prizes and she and Pat discussed;
- Val K. asked about seeds for a seed table, Pat said no seeds were available from Resources for the conference but that NeighborSpace had seeds and Val also indicated that UI Extension could provide some as well, 2 tables will be provided for seed presentation;
- JW asked for copy of the proposed distributions as they are finalized for the website and email;

D. Membership Committee Report

- Julie S. asked what others thought about the proposed membership table soliciting memberships at the conference;
- Angela T. reviewed the schedule of events and how people would be led upstairs to the workshops to explain the flow of people and when and how vendors and exhibitors would engage with attendees;
- then a general discussion ensued about the morning events, how the door prizes and tickets work, how flow of registrants work and reviewed last year's sequence of events, Lorraine K. said that name tags were a slow point last year;
- Julie then gave a report of exhibitors and there are 4 committed already;
- then a general discussion of soliciting memberships in CCGA at the conference started, JW stated that \$30 is too high a fee for an annual gardener membership, Pat H. pointed out we have a limited structure and no by-laws, Julie and Cordia spoke about possibly not needing a highly evolved structure to get started, Angela T. said that this has been a many year discussion, Amy O. asked what does being a member mean and what do you get for your money, Julie then pointed out the need for the retreat to focus on these critical questions, Amy O. **proposed postponing membership solicitations at the conference** until after we work out our membership goals;
- Cordia P. re-stated that there is still a place for a CCGA membership table at the conference to review our goals with attendees and ask about their participation in CCGA;
- JW stated that the main CCGA goals were posted on the website and were the results of the first few years surveys and input from meeting attendees in the past but that we could do a survey of these questions at the conference;
- Lorraine K. asked how we arrived at \$30 fee;
- Julie S. proposed we establish the date for our membership retreat, she and Amy O. will send a Doodle to coordinate the date;
- Angela T. said we need to set aside an entire day to hold the retreat;
- LaVerne M. said we need a well established agenda to flush out our ideas and be productive;

TO-DO:

- establish date for membership retreat;

E. Finance Committee Report

- Angela T. reported for the Finance Committee, they have made no real movement on the 2017 CCGA budget due to her involvement in the 2017 conference planning but that Finance does plan to submit an itemized budget for the year soon;

- Angela asked again for hard numbers from the various working groups and reviewed briefly what numbers she had from each group and there was some general discussion of what each group was proposing, their activities and costs, etc..;

TO-DO

- committees are to continue to report their respective budget needs to the Finance committee which is working to establish a consolidated CCGA budget;;

3 - Conference Planning Report

- Angela T. reported that the conf. budget was around \$6,100 and said there were 2 donor/sponsors so far totaling \$8,125 and a general discussion of the costs and income ensued;
- Angela discussed sourcing tables and chairs, the proposed breakfast menu, arrangements for lunch service from Breakthrough, we discussed bags for attendees and what those might look like, continued discussion of flow of attendees up to workshops and down to lunch, etc..;

4 - Other Business & Announcements

- Val K. announced the Mayors Chicago garden award program was coming back and how it is more of a recognition than an award and she said there would be 4 categories: community garden, school garden, private home owners and one other and that Master Gardeners are helping with the implementation details, judging would take place in July and winners announced in September;

5 & 6 - Adjournment & Next CCGA Coordinating Meeting

The *next CCGA coordinating meeting* is planned for **Saturday March 18th 2017** at 10am at the CCGT.

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

education@chicagocommunitygardens.org

membership@chicagocommunitygardens.org

communications@chicagocommunitygardens.org

finance@chicagocommunitygardens.org