

CCGA Membership Meeting, Tuesday April 25th, 6:30pm at Chicago Center for Green Technology CCGT

About 13 people attended the CCGA coordinating meeting.

In attendance:

Gina Jamison, Kuumba Tre Am

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

Sally Hamann, Program Assistant - NeighborSpace

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

Sam Taylor, Fulton Flower & Vegetable Garden

Mamie Gray, North Lawndale Greening Committee

Julie Samuels, CCGA Membership Comm.

JW Glass, Greenhouse Garden, CCGA Communications Comm.

Cordia Pugh, Hermitage Garden, (Englewood)

Pat Hart, Sherwood Peace Garden & Paradise Garden

Lorraine Kells – (Lakeview);

Robert Hart, Paradise Garden and VA Garden

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

Handouts:

- meeting agenda;
- draft agenda for membership retreat;

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, Agenda Review

Meeting started around a few minutes after 6:30pm with a call for **introductions** by Julie Samuels, who facilitated the meeting. Julie S. indicated that the two most important items in tonight's agenda were post-conference reporting and planning for the upcoming membership retreat. There were no changes to 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 - Conference Report & Review

- Angela T. presented a draft summary document detailing various aspects of the conference and some copies were passed around for review;
- JW Glass suggested she walk us through each of the major points/sections;
- membership table and exhibitor responses were discussed, exhibitors were pleased by the turnout but we never really manned the membership table and didn't get much feedback from that;
- Volunteers were discussed and Lorraine K. said that Education didn't have enough volunteers for the workshop room stewards, a long discussion of volunteer sign-up and how the signup process was new this year, some volunteers could not attend the volunteer orientation, the workshop stewards needed to be timekeepers, take photos, etc.. and there were just not enough of them;
- overall better orientation and coordination of volunteers could have been managed; many suggested presenting the specific tasks that volunteers could sign-up for on the volunteer sign-up form;
- Cordia P. asked about conference attendance counts, JW Glass sent some lists around for review, the same ones that were provided for Angela T. and Sally H. to help with their fee reconciliation process, the basic number was around 185 attendees which includes all exhibitors, presenters and volunteers;
- Angela T. reviewed the budget section of the conference report, several others asked for more details to be presented for expenses and income, Angela said she could do this,

- Julie S. asked about any evaluations received from the response forms filled out by attendees, Lorraine K. said she had sent Angela a write-up of the evaluations but Angela had had computer problems and could not incorporate those comments just yet, Robert H. said there were some suggestions for conference workshops but we are not sure if a list exists;
- Cordia P. suggested planning for the next conference venue start right away, making it a year-long cycle which starts right after one conference ends, Cordia suggested we all be looking for a venue for the 2018 conference now, Pat H. suggested we always target the 1st weekend in March which would make it March 3rd, 2018;

TO-DO:

- circulate final conference report with these meeting minutes when finished;
- start looking for venue for 2018 conference;

3. - Membership Retreat Planning

- Julie S. led the discussion about the membership retreat, she suggested presenting a question such as 'what should we be, or not be doing as an organization?';
- Julie S. reviewed the goals of the retreat and asked do we 'decide stuff' or 'bring back to the larger group';
- Julie S. referred to a draft agenda for the retreat that JW Glass submitted for review to help start the discussion of our retreat as well as she has assembled several other documents that everyone attending the retreat should review (past draft copies of by-laws, other docs, etc..), Amy O. said she could help assemble the documents we would need for the retreat;
- Amy O. also said that based on the Goodle Doodle poll Saturday June 3rd was our best date for the retreat, Julie S. confirmed that North Park Nature Center can host us that day;
- Amy O. suggested we establish our recommendations and set a strategy for meeting them at the retreat;
- Angela T. asked is it a pure membership retreat?, she said we should focus on the entity CCGA itself and have a discussion on governing structure which might be more important than other agenda items;
- Amy O. asked the group if anyone thought having a moderator or advisor at the meeting would help us facilitate our goals for the meeting, and there was some general discussion on this topic with no clear view as to who might be a suitable mediator;
- Julie S. said yes discussions about governing structure would be helpful and most seemed to agree, Sally H. pointed out that CCGA will need to know the local (state of Illinois) rules concerning 501(c)(3) non-profit organizations and their filing requirements with the state;
- Amy O. said she could help draft the agenda for the retreat for others to review and would work with Julie on this task;

TO-DO:

- finalize date for membership retreat;
- assemble and disseminate agenda for the retreat;

NOTE: As of these notes being typed the date/venue for the retreat is as follows:

Date: June 3, 2017, 9:00am - 3:30pm

Venue: North Park Village Nature Center, 5801 N Pulaski Rd, Chicago, IL 60646

4 - Brief Committee Reports & Other Business & Announcements

- Val K. presented again that CCGA may be able to play a role in assisting with the Chicago Excellence in Gardening Awards (CEGA) taking place the summer of 2017 and that they are soliciting judges in May and judging gardens in June;
- JW asked for any stories for the next newsletter, especially the distribution on 5/6/2017;
- Cordia P. asked if the conference handout we were shown at this meeting was the final copy, Angela T. said no, she had had computer problems and hadn't received the final report from Resources or finalized all the numbers with Sally, Cordia again asked that some of the lines in the financial summary be more detailed;
- then there was a long discussion of co-chairs of committees and what they do led by Cordia;

NOTE: The last CCGA newsletter was sent out 5/4/2017.

5 - Adjournment & Next CCGA Coordinating Meeting

The *next CCGA coordinating meeting* is planned for **Tuesday May 23rd 2017** at 6:30pm at the **CCGT**.

The CCGA coordinating meeting adjourned at around 8:00pm.

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