

CCGA Coordinating Meeting on March 27, 2018

6:30pm, Center for Green Technology

Present: Angela T., Sam T., JW G., Bea J., Amy O., Julie S., Pat H., Erik H.

The meeting started at about 6:45 pm.

Welcome and call to order

Amy volunteered to take notes, JW volunteered to keep time and Julie chaired the meeting.

2018 Conference Planning Committee Report and Discussion

We reviewed the agenda and decided to hold off on discussion of the 2018 Conference until after the conference planning team has had a chance to meet in April and compile a final report. There was no discussion of the evaluations or members evaluation beyond sharing some positive feedback!

Bea reported that the wrap up meeting for the 2018 conference will tentatively be held on April 16, the location is TBD. It was suggested that the meeting could be held at NeighborSpace or the senior building in Englewood.

There was some discussion about whether we could have the conference wrap-up meeting during the April coordinating meeting, and it was agreed that a separate conference debriefing meeting was needed.

It was decided that a planning schedule for the 2019 conference could be discussed at the April coordinating meeting

Next steps:

Bea will follow up with all with the specifics about the 2018 Conference Wrap-Up meeting.

Committee Reports

Resources

Pat reported for the resources team, who have been busy in the greenhouses!

She shared the following planned distribution events (not including mini-distributions):

- April 14 - cold weather plants and annuals like kale, pansies, etc.
- May 5 or 12 - will be close to Mothers' Day, still deciding on the date and specifics
- July 20 - Perennials distribution with Elite.
- August 17
- September 28
- October - Bulbs

Angela shared that in June-August, she will have youth that can help at the events. The Austin Green Team also has volunteers that can help.

Pat also gave a report on the Tool Workshop with Edde and Paul. This event was also included in the 3/24 CCGA email newsletter.

Julie and Bea asked whether CCGA Membership could have a table at the Resources distributions this year. Pat said she would ask the Resources team and let us know.

Next steps:

Pat will ask the Resources team about Membership having a table at the distribution events and report back to the group.

Finance

Angela gave a brief report that the conference expenses are still being compiled, and the CCGA account has a balance of \$17,546.34. This does not include conference expenses. All conference expenses will be reflected in the conference report to be submitted after the wrap up meeting.

Next steps:

A final financial report will be compiled after the 2018 Conference Wrap-Up meeting.

Communications

Amy gave a general report about communications. The team will be meeting soon to look at the CCGA website and hosting. There will be changes to the web template and possibly hosting company to ensure the security of the site. We've had too many instances of hacking of the working group emails and need a good solution. JW explained some of the specifics.

Julie inquired about how the communications team responds to specific requests. It was suggested that perhaps communications creates a process that includes responding to the request with a general "thank you for your email and someone will follow up" and then assigning follow up to a team member or referring the request to another team.

Next steps:

Communications will set up a team meeting and report about their work at an upcoming coordinating meeting. Any changes to the website or hosting will be communicated as they occur via email..

Membership

Julie reported on the member cards that folks filled out at the conference. CCGA received lots of great feedback! Bea inquired about the members of the membership team and asked if the membership working group email works. JW will confirm.

Bea asked about the purpose of the membership team, and it was shared that the team worked on the CCGA mission statement, and will continue to reach out to gardeners and

gather feedback about what gardeners want in CCGA membership and eventually create a membership model.

Bea shared that there are still CCGA logo t-shirts available. She asked whether they could be sold at the Resources distribution events along with the cards for folks to fill out. Pat will ask if this is possible on April 14.

Next steps:

- *Julie will send the new emails to Amy and Amy will add the new emails from the cards to the main CCGA email list and share them with Mamie.*
- *JW will confirm the members of the membership team and that their group email works.*
- *Pat will ask if the membership team can have a table with t-shirts and cards at the April 14 event.*

Retreat Notes

JW shared the notes from last fall's planning retreat for all to review and that we will discuss at the next coordinating meeting.

April Coordinating Meeting

The next meeting will be on April 24 at 6:30 pm at NeighborSpace (CCGT)

Meeting adjourned at 7:30 pm

Notes compiled by Amy O.