

CCGA Meeting of the Minds - Notes
January 29, 2019 – 7:00 PM - 8:15 PM
Virtual Meeting

Meeting notes compiled by Amy Olson

Present on the call were: Julie Samuels, JW Glass, Pat Hart, Cordia Pugh, Angela and Sam Taylor, Lorraine Kells, Gina Jamison and Amy Olson

Our in-person meeting on January 24, 2019 was cancelled due to bad weather. It was decided to have a GoToWeb virtual meeting which JW graciously set up for us..

We reviewed the agenda, which can be downloaded here:

http://chicagocommunitygardens.org/wp-content/uploads/2019/01/MOTMs_Virtual_Agenda_1_29_2019.pdf

Gina welcomed everybody to the meeting.

Finance Committee

Angela reported that all conference expense checks have been picked up except for Communications which will be mailed to Amy.

Sponsorship

Gina will be reaching out to folks about sponsorship.

Membership Committee

There was a discussion about the fee for vendors. It was proposed that the fee is \$50 which includes the vendor fee, workshops and lunch. Vendors should arrive at 10:30am, after the first workshop has started. Their setup time can be from 10:30am-12:15pm.

JW that the \$50 fee works well for a single vendor. If additional people will accompany the main vendor contact, they will have to pay \$15 if they want lunch and if they want to attend workshops, they must register using the main registration form (?)

Vendors will be responsible for bringing their own setup (table and chairs) and can contact us if they need any support. Angela said that there are a limited number of tables available.

There is space for 20 vendors.

Lorraine mentioned that Andrew will be conducting on-site soil testing and will need a table at no charge.

Julie will revise the form and send it to us to review.

It was agreed that the Networking Table needs more discussion.

Education Committee

Presenters and Workshops

Lorraine reported that all presenters have been confirmed. There will be a meeting on Wed. Feb 6 at noon at Breakthrough to align workshops with classrooms.

JW asked for that the final workshop titles be sent to the communications email address.

She also shared that there may be a volunteer group from a sorority at Loyola participating.

It was confirmed that presenters receive complementary admission (+1) so 2 total per workshop. Any others must register and pay for the full registration fee or just \$15 for lunch.

There was a discussion about the use of the kitchen at Breakthrough. A Chef will be doing a demo about a carbon-neutral diet (lentils) and will need access.

Angela was told there would be an additional charge for kitchen access.

Gina said that nothing was mentioned about this charge when she met with Eric. She said she would follow up to confirm.

Lorraine asked LaShawn is a non-profit could use the kitchen and it was confirmed YES. In the past, it has been ok.

Cordia mentioned that we need to check the food prep license for the Chef workshop. Angela offered that CCGA has some coverage through the GPCC Neighborhood Market.

Resources Committee

Pat said they are working on the centerpieces and she is in the process of looking for door prizes. The centerpieces are at Austin High School and they've been trying to keep the plants warm in these freezing temps!

Communications Committee

Amy reported that she's receiving the check for the communications budget which includes the giveaway item, programs, and signage.

She asked about the visual focus of the logo. It was decided that the logo should convey climate change, even though not all of the workshops are about this. She said she would send logo ideas as soon as possible.

Lorraine offered an idea about creating opportunities for people to take selfies. These could be large vertical banners as well as a 'selfie booth' where there would be someone to take photos of attendees with some appropriate theme-related props. This could require a photographer. Amy will start gathering pricing so we can discuss further.

Giveaway ideas will be discussed in the next meeting. Please come up with ideas to share!

JW is working on the online registration for the conference, vendors, and volunteers. He mentioned that the registration form will be different because Google Forms has changed.

We discussed the process for accepting credit cards on-site because there was a bottle-neck last year at registration. JW said he could research apps and then Angela offered that NeighborSpace as our fiscal agent can provide swipe stations. If we need more than one, we will need to discuss this with them. Angela stressed that we should set this up through NS.

JW will wait for the info from Finance and Angela said she'd get back to JW later in the week.

Students & Kids

Lorraine mentioned that some workshops will be kid-friendly (appropriate for 10-12y.o.) These are the workshops about birds, Kim's STEM class, and ElPaseo's workshop. We need to mark this somehow on the website.

This led to a discussion about the fee for kids' registration. Cordia emphasized that we need to create access for kids if we want to grow the organization. All agreed. It was decided that the fee for students (18 or under) is \$15.

It was confirmed that the maximum capacity for BreakThrough is 300.

Cordia also said that donor dollars are going into STEM and connecting math and science to gardening. We are missing the opportunity to step into the 21st century!

Pat mentioned that there was an issue last year with kids and the door prizes. Some parents insisted that their kids receive prizes. Kids should NOT receive the door prizes. This year, kids will receive a seed kit as a door prize.

Volunteers

The fee for volunteers needs more discussion. \$15 was mentioned. Gina and Angela will work together and make recommendations about this. Last year, volunteers had a separate conference registration.

Pat feels that volunteers should NOT pay for the conference. She will join Angela and Gina's discussion.

Registration

JW will have registration ready to go live on February 5.
Communications will create an email announcement.

Mamie will handle on-site registration and Gina will follow up with her.

Set next meeting: date & location

Next meeting will be Wednesday, February 13 at 6:30-80pm at The Hatchery at 135 N. Kedzie. This location will be confirmed by Angela and Gina.