

CCGA Meeting of the Minds - Notes
Feb. 26, 2019 – 6:30 PM - 8:15 PM
The Hatchery Chicago

Meeting notes compiled by Amy Olson. Time kept by Sam Taylor

Present: Angela Taylor, Sam Taylor, JW Glass, Kimberly George, Julie Samuels, Val Kehoe, Gina Jamison, Mamie Gray, LaVerne M. and Amy Olson

Welcome and call to order at 6:40pm.
Gina welcomed everybody to the meeting.

We reviewed the agenda, which can be downloaded here:
http://chicagocommunitygardens.org/wp-content/uploads/2019/02/coord_mtg_agenda_2_26_2019.pdf

It was decided that the Volunteers (Support Team) update would be reported with the Ad Hoc committee (Angela).

Finance Committee

Angela met with Sally about credit card payment methods and NeighborSpace will loan CCGA Square terminals for swiping cards on site. She discussed one system and will check with Sally to see if we can have TWO.

Public Good is very slow because we must input the credit cards numbers manually. If needed, we will have to have additional people with laptops at the check in tables to make sure we don't have a log jam like last year!

Angela confirmed that the fee for Square is 2.75% per \$100. This is not too high and all agreed it was ok. We discussed adding a fee to on-site credit card payments to help cover this, but it seems misleading because we are advertising the conference at \$25.

Ad Hoc Committee – Food

Angela reviewed the menu proposal from Jimboo's and everyone felt it was balanced and would appeal to a wide range of attendee's dietary needs.

Here's what's proposed for the buffet style lunch:

Tossed Salad with Romaine and Spinach
Tomato and Cucumber Salad with Onions
Ranch Pasta Salad
BLT Salad
Four Bean Salad

Olive and Garlic-baked Chicken
Cheese Ravioli
Sausages & Kraut

Rosemary Baked Potatoes
California Medley of Vegetables

Bread Pudding is a dessert possibility

Beverages

Water and Coffee will be provided at lunch.

We will ask attendees to please consider bringing their own bottle or thermos.

Breakfast

The breakfast will be continental (bagels, pastry, fruit) and possibly non-gluten low sugar options like yogurt. We will provide juice as well. (this is not provided by Jimboo's).

Paper products

We have to provide our own paper products. Julie mentioned that Pat dropped off some plates at her house.

Angela shared a quick diagram of the floorplan of the main 'gym'.

Membership Committee

So far there are 6 vendors, we have room for up to 20, and are hoping for 10.

Discussion about seeds

We'd like to have a seed table, bigger than last year. Val has some seeds from Chicago Botanic Garden. Master Gardeners will have seeds (and were planning to have them at their own table).

We discussed reaching out to NeighborSpace, Christy Weber and seed companies for donations. Angela and JW said they would do this.

We decided to ask attendees to bring seeds from 2017-18 to swap as well. We will include this in our email blasts and Facebook posts.

Education Committee

Kids Activities and Swag

Lorraine reported that they secured donations of books and grow kits. She said there are about 30 books that can be bundled for a kids' door prize. She will order as many grow kits as there are kids with a few extras for the walk-ins. The kids' door prizes are separate from the adult table.

IT KIT

JW will put together an IT kit to be available on the day of the conference for presentation set up. This will include cables, surge protectors, and extension cords. We will need at least 5 of each.

Projectors

We will need 2 projectors: Kim, Mamie and JW all said they have access to projectors if needed.

Classroom assignments

All classrooms have been assigned. Lorraine will email presenters to confirm.

Resources Committee

LaVerne said they are growing 24 centerpieces at Austin High School. She shared photos and they look beautiful (as usual!)

She also reported on the door prizes and said that they're working on getting the prizes for less than retail cost. They are approaching the big box stores about this. She expressed that many people approach these stores for donations so she is not expecting to obtain any donations (free) tools.

Communications Committee

JW will email the most current totals including kids.

An email reminder will go out on Wednesday to include links to some climate change videos. We will also include a call for exhibitors and also a reminder for folks to send their garden photos and bring seeds.

*Angela asked that we check her email – she is not receiving email from the list?

Amy presented the winning logo design and received feedback to enlarge the "CCGA Annual Conference" lettering. She will finalize and include the logo in the email to be sent Wednesday.

Registration/Souvenir Discussion

There was a discussion about the souvenir and it was decided to explore pricing for the following items:

- Baseball-style hat
- Water bottle
- Hot/Cold bottle
- Bandana

Amy will bring mockups and pricing to the next meeting.

If we are not providing a bag this year, should we remind folks to bring their own?

We discussed the attendee items needed for the registration table:

- Lanyard / Name badge (with workshops)
- Wristband for kids and adults (2 colors)
- Agenda
- Breakfast/Lunch ticket

It was decided to have a separate conversation about these items to iron out details (Gina, Angela, Mamie and Amy will set that up).

Mamie shared her plan for the registration table layout as well as her sign up form for walk-ins.

Next meeting: date & location

Next meeting will be Tuesday, March 12, 2019 from 6:30-8:00pm at The Hatchery at 135 N. Kedzie.