

THE GREENHOUSE PROJECT ACTION GROUP MEETING MINUTES

FOR

10/24/13

12-1:00 PM

CARSON HIGH ROOM 201

1. IN ATTENDANCE—KAREN ABOWD, PENE PLAIN, ARNOLD CARBONE, MICHELE LEWIS, JUNE JAMES, JOANNE SKELLY, RAY SALIGA, CAMILLE JONES, ROBIN GRABER
2. TREASURER'S REPORT—BRENDA SCHMIDT WAS ILL BUT COMMUNICATED THAT THERE IS \$15,385 IN CHECKING AND \$13,601 IN SAVINGS. CAMILLE NEEDED TO SPEAK TO BRENDA ABOUT THE DEBIT CARD FOR TGP. KAREN SAID SHE WOULD TALK TO BRENDA AND HAVE HER CALL CAMILLE TO DISCUSS THAT AND PROCEDURES FOR RECEIPTS ETC. JUNE SAID SHE HAD A DISCREPANCY ON BRICK SPONSORSHIP FORMS BUT WOULD CALL BRENDA DIRECTLY. KAREN WOULD TALK TO BRENDA ABOUT BACKPACK AS SHE AND JOANNE BOTH NEEDED ACCESS AND THE ACCOUNT NEEDED TO BE CURRENT.
3. FLOWER BASKET SPONSORSHIP UPDATE-BRENDA WAS UNAVAILABLE FOR AN UPDATE.
4. CELEBRITY CHEF HARVEST DINNER—KAREN REPORTED THAT THERE WERE 29 TICKETS LEFT TO SELL. SHE COORDINATED WITH JOANNE FOR THE SCREEN AND PROJECTOR AND CAMILLE FOR THE PRESENTATION THE NIGHT OF THE DINNER. DAVE DAWLEY'S MOM HAD GIVEN 3 FUR COATS FOR THE SILENT AUCTION. MIMI BERTRANDS RING WOULD BE AUCTIONED AS WOULD A DINNER FOR 4 WITH CHARLIE AND KAREN. MICHELE HAD GIVEN KAREN A PREVIEW OF THE TABLE FLOWER ARRANGEMENTS THE FFA YOUTH WOULD MAKE FOR THE DINNER. KAREN CONFIRMED THAT SHE AND PAM GRABER WOULD PROMOTE THE FLOWER BASKET AND BRICK SPONSORSHIP FORMS AT THE DINNER. CAMILLE WOULD HAVE SEED PACKETS AND T-SHIRTS FOR SALE AND BOOKMARKS ABOUT TGP. CAMILLE SAID THE FROST HAD HIT THE PUMPKINS FOR THE DINNER HARD. SHE WOULD HAVE 8 SMALL PUMPKINS AND 15 LBS. OF ENDIVE/KALE AVAILABLE FOR THE DINNER MENU.
5. LEASE UPDATE AGREEMENT WITH CCSD—KAREN SPOKE OF THE QUARTERLY PAYMENTS OF THE \$5,000 LEASE AND MICHELE SAID THAT WOULD WORK FINE BUT ASKED IF THE PAYMENTS COULD BE PUT IN THE STUDENT ACTIVITIES FUND FOR A QUICKER TURNAROUND. SHE EXPLAINED THAT PLANE TICKETS FOR COMPETITIONS WAS A PARTICULAR PROBLEM IN THAT TEACHERS WOULD PAY FOR TICKETS ON THEIR OWN AND WAIT A MONTH OR MORE FOR REIMBURSEMENT. KAREN CONVEYED THE SUPERINTENDANTS CONCERN OF FUND ACCOUNTABILITY AND MICHELE SAID NO FUNDS CAN BE TAKEN FROM THE STUDENT ACTIVITIES FUND WITHOUT SIGNATURES AND RECEIPTS. LANGUAGE FOR THE LEASE WAS DISCUSSED AND AMENDED ALONG WITH PRODUCTION GOALS AND PRACTICES.
6. WEBSITE AND MARKETING UPDATE WAS GIVEN BY RENEE AND ARNOLD AND TAKEN OUT OF ORDER AS RENEE HAD ANOTHER MEETING TO ATTEND. RENEE AND ARNOLD HAD MET WITH NOBLE STUDIOS ON A TIMETABLE AND VANESSA AT NOBLE HAD TGP IN A CUE TO WORK ON

THE FOOTPRINT FOR THE SITE. RENEE AND ARNOLD HAD WORKED ON A SITE MAP. THE FRAMEWORK WOULD BE DONE AND ROLLED OUT DURING THE PRESENTATION AT THE HARVEST DINNER. ARNOLD EXPLAINED THAT THE WEBSITE DEVELOPMENT WOULD BE DONE IN PHASES. HE EXPLAINED IN DETAIL THE FRONT PAGE OF THE SITE. JOANNE RAISED A QUESTION ABOUT HER ICON ON THE GARDENING SECTION UNDER RESOURCES.....COULD FOLKS ASK QUESTIONS? ARNOLD SAID THAT COULD BE HANDLED. HE SAID PHASE 1 WAS TO REFRESH THE SITE. PHASE 2 WAS TO MAKE THE SITE INTERACTIVE.PHASE 3 WOULD ALLOW FOR WEB COMMERCE. RENEE ASKED CAMILLE TO GIVE AN UPDATE MONDAY OR FRIDAY WEEKLY SO FOLLOWING THE HARVEST DINNER SO RENEE COULD POST REGULAR UPDATES. MICHELE GAVE A GREAT SUGGESTION TO ADD AN EDUCATION TAB WITH SUBSETS TO INCLUDE.... ELEMENTARY, FFA, SPECIAL NEEDS, INTERNSHIPS, AND SENIOR PROJECTS. AND HAVE THIS PROMINENTLY FEATURED. RENEE AND ARNOLD SAID AFTER THE FRAMEWORK WAS DONE THIS COULD DEFINITELY BE DONE.

7. THE GREENHOUSE MANAGER UPDATE WAS GIVEN BY CAMILLE AND RAY. CAMILLE SAID THE EAGLE SCOUT PROJECT WAS HELPFUL AND SUCCESSFUL. SHE SAID SHE HAD ELEMENTARY SCHOOLS OUT TO TGP TO PARTICIPATE. THESE INCLUDED CARSON MONTESSORI AND BORDEWICH BRAY. WINTER PRODUCTION WOULD INCLUDE LETTUCE, CABBAGE, BROCCALI AND KALE. 6 SENIORS WERE DOING SENIOR PROJECTS AT THE GREENHOUSE IN A VARIETY DIRECTIONS. CAMILLE REPORTED SHE WOULD BE FULL TIME FROM 7:30 AM TO 3:30 PM AS OF NOV 1. RAY REPORTED THAT HE HAD TESTED THE IRRIGATION SYSTEMS AND DONE NEEDED REPAIRS AND EDUCATED CAMILLE ON THE SAME. HE HAD PUT THE PRODUCTION PLAN AND BUDGET IN TEMPLATE FORM FOR CAMILLE. FLOWER BASKETS WERE PART OF THAT PRODUCTION PLAN.
8. UNDER OTHER ISSUES AND CONCERNS JOANNE ASKED THAT THE GRANT SHE IS APPLYING FOR FEB 1 FOR \$75,000 HAVE SOME BULLET POINT ISSUES ANSWERED ON BACKPACK. THE GRANT IS AWARDED IN MAY.
9. NEXT MEETING DATE WAS SET FOR NOVEMBER 26/TUESDAY @ NOON, RM 201.
10. MEETING WAS ADJOURNED AT 1:00.