

The Greenhouse Project Action Group Meeting Minutes

8/23/18

411 N Division St

2:30-4:00 PM

1. In Attendance—Karen Abowd, Cory King, Will Pierz, Millie Karol, Karen Brier, Arnold Carbone, Andy, June James, Amanda Johnson, Mary Metzger.
2. Mary Metzger, Treasurer, spoke about the expense report forms that staff will be required to fill out for the accountant. Receipt bank will be retained for random purchases. Karen Brier would format time card sheets that staff will be required to fill out for mileage reimbursement and to track what hours and at what site they are working. Janette and Mary will work with Cory, Will and Karen Brier on the protocol for these new procedures.
3. The 2019 Flower Basket campaign was discussed. Karen brier would modify the form for the website. Karen Abowd asked that this year a presentation be made to the DBA and perhaps other organizations to help defray watering costs which for this year paid to Cassinelli was \$11,000. Karel Ancona would do at end of September a thank you listing all the sponsors and indicate the kickoff for the 2019 sponsor campaign. It was decided to keep the cost of the baskets at the same pricing....\$225 for 1 basket and \$400 for 2 baskets as the “early bird special” pricing.
4. Interim Executive Director, Karen Brier, gave her report which is attached. She spoke about the NV Energy Health and Wellness grant submitted. She also talked about a second NV Energy grant opportunity that would require sharing on social media and voting 3 times in September. Will said that it should be shared beyond our close friends in the community as that is how to get the word out. Various modifications were discussed for Karen B. to implement on TGP website but all felt it was much more user friendly. Karen B would work on rotating banner at the top of the webpage.
5. Karen Abowd gave the Community Garden at Mills Park update. No students had yet signed up for the senior project portion of this undertaking but Yette was presenting to classes to encourage students to take this on. Cory has Scope of Work and the student expectations pretty well defined. He was still working forward on the Garden Club aspect. Karen Abowd was talking to the owner of Maverick’s on Friday to ask for funds for the garden in the amount of \$35,300 to cover garden infrastructure and fencing. Will said that a jump barrier is necessary to keep the deer out which amounts to a visual barrier at 9’ht with streamers, flags or manzanita affixed to it.
6. Cory King, Greenhouse Manager, gave his report which is attached. In addition he mentioned that he feels next year he will have the younger kids at the Boys and Girls Club participate in the summer at the CHS site. He had spoken to others from different regions who do that with much better participation. Cory will work with Matt at the BGC to make that happen next year. There was some discussion about the petunia baskets and how to expand growing because they take up so much space in the greenhouse. Karen Brier stated that we are heating and cooling the vertical space and need to utilize that area. Karen Abowd suggested rolling metric racks around the perimeter of the greenhouse would allow light, vertical growing and watering capability.

7. Will Pierz, Assistant Manager, stated 235#'s of produce had been donated to date this year. Pest pressure had been significant at the site but under control with beneficials. He was checking with Dian Rush to see if prayer flags could be utilized for the jump barrier on the fencing which was almost complete.
8. Under other issues Karen Abowd mentioned HopeFest and time for parade participation. She thanked Millie for her work on the veggie hats. Millie shared the format for the newest House Report.
9. Next meeting was set for Thursday September 27, 2018 at 2;30 PM @ 411 N Division St.
10. Meeting adjourned at 4PM.

See next page for Managers' Reports

## **TGP Action Group/BOD Report 8/22/18 Manager's Report**

- **Produce: 1414 lbs** (205 from Foothill, 1240 from CHS site), **valued at \$2800**
- **Crop Report/Greenhouse Production:**
  - Pest pressure is increasing. Voles are the largest threat to our fall root crops outside. Aphids and leafhoppers are also prevalent, both inside the GH and out.
  - GH tomatoes are starting to produce, other crops that are on their way include peppers, cucumbers, kale, chard and various herbs
  - fall crops are doing well including greens, turnips, carrots and beets
  - garlic, onions, carrots, cucumbers, squash, peppers, greens are all producing
  - fruit including grapes, peaches, and apples
- **AmeriCorps update:**
  - This is the final final week for the term. We will have a week with no AmeriCorps and the new terms begin the week of September 4<sup>th</sup>.
  - Amanda Palmer is returning for a 900-hour term. Madison Lyon, from Reno, will also serve a 900-hour term. We have one 1700-hour (full-time) member, Summer Grandy, who starts in mid-September.
  - We have two more 900-hour terms to fill by February, and two 450-hour terms to begin in the spring. I have more applicants to call. It is a little early to recruit for these positions.
- **CHS Classes and FFA:**
  - Met with Charlie Mann, as well as with Tod Jennings and Kyle Jordan (Special Ed.), to plan the schedule and focus for the year.
  - Culinary students will be touring Thursday and Friday.
- **Senior Projects/Garden Club/Community Garden:**
  - Met with Yette de Luca. No students have picked up the community garden as a senior project, but she will mention it to all seniors in upcoming presentations. We agreed that the best we can do at this stage is to set things in motion, try to recruit students, and set a realistic timeline to accomplish the specifics. I'm drafting the Scope of Work and will continue to collaborate with Yette.

- The establishment of a garden club is dependent on finding a teacher to be the advisor. Charlie Mann and I discussed two possibilities to pursue. Another possibility is to include students in an after school program for freshman.
- **Farmers Markets:** We have one more market to attend this coming Saturday. We hope to sell fall seedlings and perennials, as well as flowers and herbs. We have averaged \$200 in sales at each market.
- **Petunia Baskets:** I'm asking for feedback about colors, in particular. What do you like about the color schemes? 2 colors per basket?
- **Site Maintenance:**
  - Irrigation fixes – Karen Brier has finished the bulk of the project, including creating a map. I'm shopping around for battery powered irrigation controllers to install, and the project will be complete.
  - HVAC system - still waiting for Carl Keller to return to finish the wiring
  - Fog system – I have it sketched out and will be working to finish this by the end of September.
  - Planning to consult with Mark Korinek about the drinking fountain situation and to discuss plans for the hoop house in the raised beds. for other options.
- **Fruit Gleaning:** This service will pick up with stone fruit and grapes, apples in the fall. We can always use more volunteers to help pick fruit. Amanda and I discussed promoting this service through marketing and going door to door. We're looking for more volunteers...

See next page for produce tracking spreadsheet



Agency	Total Donations by Weight	Percentage	Total Donations by Value	Percentage
Ron Wood	584.10	42%	\$1,077.95	41%
FISH	315.62	23%	\$581.15	22%
Circles	260.91	19%	\$441.70	17%
Salvation Army	10.40	1%	\$0.00	0%
Do Drop Inn	0.00	0%	\$0.00	0%
Food for Thought	0.00	0%	\$0.00	0%
MOW	95.24	7%	\$220.42	8%
CHS Culinary	28.93	2%	\$124.28	5%
Boys and Girls Club	0.00	0%	\$0.00	0%
EVCH	90.24	7%	\$183.63	7%
Harvest Dinner	0.00	0%	\$0.00	0%
<b>TOTAL DONATIONS</b>	<b>1,385.44</b>	<b>100%</b>	<b>\$2,629.13</b>	<b>100%</b>

*\$ 1414*

*\$ 2800*

**Carson Tahoe**

Agency	Total Donations by Weight	Percentage	Total Donations by Value	Percentage
MOW	95.24	51%	\$220.42	55%
EVCH	90.24	49%	\$183.63	45%
<b>TOTAL CARSON TAHOE</b>	<b>185.48</b>	<b>100%</b>	<b>\$404.05</b>	<b>100%</b>

**% OF TOTAL DONATIONS**

13%

15%

**Greenhouse Project**

Agency	Total Donations by Weight	Percentage	Total Donations by Value	Percentage
Ron Wood	584.10	49%	\$1,077.95	48%
FISH	315.62	26%	\$581.15	26%
Circles	260.91	22%	\$441.70	20%
Salvation Army	10.40	1%		
Do Drop Inn	0.00	0%		
Food for Thought	0.00	0%		
CHS Culinary	28.93	2%	\$124.28	6%
Boys and Girls Club	0.00	0%		
Harvest Dinner	0.00	0%		
<b>TOTAL GREENHOUSE</b>	<b>1,199.96</b>	<b>100%</b>	<b>\$2,225.08</b>	<b>100%</b>

**% OF TOTAL DONATIONS**

87%

85%

See next page for Executive Director's Report

## Executive Director Report to Board August 22, 2018

Karen Couch Brier

Thank you for this opportunity - I'm so in awe of all that you've done and looking forward to working with everyone to take the next steps forward.

I completed my Americorps contract on August 21. August 22 will be my first official day but I've been working on the following since August 2:

- Applied for the NV Energy Health & Wellness Grant \$10k (*Submitted August 15*)
- Apply for the NV Energy Power of Good Giveaway \$10k (*Due August 24*)
- Updating the website and taking over as Administrator (*ongoing cost savings*)
- Reviewing and testing the donation links on the website and social media
- Updated Guidestar profile to Bronze level (August 14)
- Meeting with the Nevada Dept of Administration Grant Office (*August 16*)
- Interviewing Board, Staff, Volunteers and agency recipients (*Due September 3*)
- Preparing a TGP Analysis of current state (Due September 10)
- Reviewing the existing Business Plan and other documents (*ongoing*)
- September Newsletter (with Millie)
- Flyers for Foothills Garden Series (with Arnold and Will and Erin from CTH)
- Building a task management board in Trello
- Created an updated org chart and communication flow for review

My plans for the next quarter:

- Begin work on an impact video project plan
- Work with our volunteer coordinator to setup an online volunteer site
- Participate in media tasks as needed
- Increase volunteer participation by 25%
- Continue researching and applying for grants/funding
- Finalize the interviews and resulting TGP analysis
- Review and understand our financial records
- Upgrade to Silver status on Guidestar (requires an audited financial report)
- Assume the other administrative tasks as needed
- Organize our files and documents (both digital and hard copy)