

**Forest Heights Terrace Heights Community League
Garden Monthly Meeting Minutes**

December 15, 2015

Start: 6:50 pm End: 7:50 pm Location: Forest Terrace Heights Community League Hall (10150-80 Street) Recorder: Bonnie

<u>Present</u>	<u>Regrets</u> (sent email in advance)	<u>Not in Attendance</u> (no show)	<u>Guests</u>
Rae, Bonnie, Suzanne	Eric, Vince	Scott and Molly	None

ITEM	ITEM AND MAIN POINTS OF DISCUSSION	ACTION
1	Approval of the Minutes from previous meeting	Motion to approve the previous minutes Moved by: Rae Seconded by: Suzanne
2	Approval of the Agenda	We freestyled it! No agenda!
3	Reports of Members	Actions/ Updates
3.1	<p>Rae's Updates</p> <ul style="list-style-type: none"> -Rae looked into PwC employee volunteer grant. It was supposed to go live in November. It still hasn't, so she is still waiting on it. -As far as updating the actual budget document, Rae was waiting to determine the cost of the materials used in the little italy garden for their raised beds to see if it might be a better option. Suzanne then mentioned that similar materials were included in her original garden pricing document. Vince mentioned that he doesn't think prices have changed since his original quotes. - Rae had agreed to connect with the fitness instructors who regularly use the hall to see if they would be interested in donating their time to put on classes that would support the garden. 2 of the 4 instructors were interested. Rae had been thinking about Family Day as the time for this, however, there is the potential that there is a freezer meal workshop going on that day. Rae will contact to see if it could 	<ul style="list-style-type: none"> -Rae will keep paying attention to the PwC grant -Suzanne will look into the information she originally had about the building materials similar to little italy as well as inquire with little italy about what their materials are, why they chose that and where they got it.

	<p>potentially be run so that it benefits the garden as well. We could also have the rink open all day and request donations.</p> <p>-Rae talked to her neighbor who can order us wood at contractor rates but didn't pursue this option further yet. Would like to be sure of wanting to proceed this way first.</p>	
3.2	<p>Suzanne's Updates At the last meeting we discussed potential Garbage removal options from the site. Rae suggested talking with Hedway school to see if they would mind if we used their dumpster occasionally for this purpose rather than having to pay for disposal. As such, Suzanne phoned and talked to them about this option. He seemed interested by requested documentation and a project plan.</p>	<p>-Suzanne will approach them again with better documentation and a project plan once we have everything put together.</p>
3.3	<p>Bonnie's Updates - E-mailed community gardens about their water usage. Heard back from the Cheery Tomato Garden that has 11 4x8 ft raised beds. Approximately what we are planning for. They used 6m3 in June, 12.65 m3 in July and 8.44 m3 in August. This is probably a worse case scenario as last year was very dry. - Eric tried to contact Water Delivery/Trucking companies but he was unable to get a hold of any of them. - Bonnie and Eric attended the community gardener mix and mingle at Fulton Place and talked to people about gardening and starting a community garden. I acquired a list of grants that Fulton place used to fund their garden and have begun trying to work on some of them. However, many grants are matching grants and we haven't been doing a good job of tracking our in-kind donations. We brainstormed what our in-kind donations have been. Bonnie will start a spreadsheet and we will be better about this in the future. - Also at the mix and mingle, I learned about making gardens more accessible (which ties into the Age Friendly Edmonton Innovation... if this is even still possible but something we want as part of our garden anyways). Our guesses of 2 ft tall beds are good. The ideal height is 2-3 ft. No more than 4 ft across (assumes a 2 ft wingspan and that beds are accessible from both sides). Paths between beds should be 4-5 ft wide and at least in the accessible section of the garden be made of compacted crushed limestone, concrete, pavement or bricks. This information should be incorporated into the site design. - The community gardener mix and mingle packet also had the letters of support that Fulton Place got for their garden. We had mentioned a while back that we were going to contact businesses in the area about this. We also need a letter of support</p>	<p>-Eric continue looking into cost of water delivery - Bonnie apply for more grants - Bonnie start in-kind tracking spreadsheet, share through Google drive. If anyone knows of things we haven't included please add them.</p> <p>-Molly: make sure accessibility is incorporated into site plan. Suzanne- see if we can get a letter of support from SEESA and the Hedway school once we have given them details. Rae talk to Starbucks, First Foundation, and donair shop. Bonnie will contact Angela who is in connection with the Kinder Kollege and Coralee who is connected to Shaheen's. Bonnie will also fix up the business contact document and prepare some questions in case they aren't sure what to put in the letter of support</p>

	from the community league for the project request. We talked about businesses/organizations and who might be the best contact for them.	
4.0	Open Issues	Actions/Updates
4.1	<p>Site Selection we are going to go ahead with the footbridge site and submit all the necessary documents to move ahead with this (information provided in Corey's report- Section 3.1)</p> <p>-One of the key issues for the site that we need to address is a plan to supply the site with water. A solid plan for this will be necessary to go ahead with the development of the garden.</p>	<ul style="list-style-type: none"> - Rae will be submitting the complete Project Request (following submission of some details by the rest of us) which will then be sent out for a three week review prior to approval - Rae will email Cory to gain clarity on what is needed for this part of the project request
4.2	<p>Budget -As part of the full project proposal we need a budget that will be able to show that we will be able to cover the costs of operations including water delivery. While we intend to collect whatever water we can off the roof of our shed in rain barrels we also need to know how much water we will need and what the cost of delivering water would be so that we can consider that when setting membership fees for the garden. Other gardens have membership fees that range from \$10-\$25/year. Members would likely need to have a community league membership.</p>	<p>From October Meeting</p> <ul style="list-style-type: none"> - Bonnie- email other community gardens to find out how much water they use. - Eric- look into the cost of water delivery. - Vince will review budget
4.3	<p>Garden Design</p> <ul style="list-style-type: none"> - Molly has a friend that will help us draft a site design plan - Bonnie learned some of the accessibility requirements while at the Fulton place mix and mingle. Ideally these will be included in the site plan. 	-Molly: Site Design, include accessibility from Bonnie's Report above
4.4	<p>Grants and Fundraising Opportunities</p> <p>-At our fall meetings we discussed potential fundraisers to benefit the community garden group and raise awareness for the garden project.</p> <p>- Through donations, BBQ, Pancake Breakfast we have raised a little over \$900 for the garden project and we received \$1500 from Imperial Oil.</p>	<p>-Scott has looked into Composting course</p> <p>-Rae contacted fitness instructors about a event supporting the garden</p>

	<p>- Completing the community garden process following the guidelines from Sustainable Food Edmonton should also grant us \$5000.</p> <p>- Therefore our current funding for the project is ~\$7500</p> <p>-</p>	
4.5	<p>Community Engagement</p> <p>-Working on some potential fundraisers to raise awareness for the garden project</p> <p>From November Meeting</p> <p>-As it seems like we are going to go ahead with the footbridge site even though the residents immediately nearby have been contacted previously, we should make further efforts to make sure they feel/are consulted.</p> <p>-At last month's meeting, it was mentioned that we aren't sure what information about the garden project is available on the community league website. Perhaps someone can take a look at this and provide better information to update if they deem it necessary</p>	
5.0	New Business	Actions/ Updates
	No New Business	
6.0	Actions- items board members have agreed to complete. Add new items each meeting and remove completed items each meeting.	Updates
6.1	<p>All members</p> <p>Old but still relevant</p> <ol style="list-style-type: none"> 1. Save newsprint to use in bottom of garden beds 2. Ask your neighbours if they have tools, barrels, a plastic compost, old kids hard plastic swimming pools, or bike rack to donate 3. Connect with at least one person or business about donating to the garden in the form of volunteer hours, tools or building supplies, monetary donations 	

6.2	<p>Rae</p> <ol style="list-style-type: none"> 1. Put call out for our “Experts Database” in SouthEast Voice (from Sept) 2. Contact Fitness Instructors 3. Check with neighbour about building materials 4. Compile budget into gold standard template (from Carla) after Vince has reviewed it. 5. Check with Corey on exactly what is needed for this part of the project request 6. Letters of Support 7. Compile and Submit Project Request 8. Inquire about grant at PwC 	<ol style="list-style-type: none"> 2. Fitness instructors were contacted. 2 of 4 were interested. Need to continue with this to plan an event 3. Contacted neighbor
6.3	<p>Bonnie</p> <ol style="list-style-type: none"> 1. Look into Grants and Apply again as necessary 2. E-mail other community gardens to learn about water usage 3. Update and send out the document for businesses/ support 4. Create tracking spreadsheet for in-kind donations 	<ol style="list-style-type: none"> 1. Obtained list from the Fulton Place Garden.
6.4	<p>Vince</p> <ol style="list-style-type: none"> 1. Review and compile construction budget 	
6.5	<p>Suzanne</p> <ol style="list-style-type: none"> 1. Contact Hedway School re: garbage 2. Connect with the Little Italy Community Garden about the materials they used to build their beds 	<ol style="list-style-type: none"> 1. Contacted them. Will contact again will documentation and project plan
6.6	<p>Molly</p> <ol style="list-style-type: none"> 1. Site plan! Try to include accessibility information included in Bonnie’s Report above. 	
6.7	<p>Eric</p> <ol style="list-style-type: none"> 1. Look into costs for water delivery 	

Meeting adjourned: 7:50 pm

Next Meeting: Tuesday, January 26, 2016 at 6:30 PM