

# Minutes

Meeting of the Hansberry Garden Board of Directors

March 23, 2022 - postponed

Conducted at Hansberry Garden

Present: Claudia Ginanni , Dennis Barneby, Lauren Divinagracia, Kathy Miller ,  
Sarah Getz, Megan Bridge, Pam Darville

- A. Meeting Called to order at 6:00 p.m.
- B. Agenda approved by unanimous voice vote
- C. Minutes of April 23 meeting approved
- D. President's Report
  - a. One Site Services has been regularly maintaining the portable toilet!
  - b. Farmer Jawn Collaboration - Claudia spoke with Christa Barfield re: propagation facility; unable to take on HGNC partnership at this time, Claudia to research other agriculture grants
    - i. Offered to house excess plants left over from plant sale and to sell on consignment basis
  - c. Accessible Plant Bed Budget Approved for estimated \$900 total cost of materials and labor – actual cost may be slightly above as materials priced a bit over \$600
  - d. Water Project from Flash Plumbing and Heating still in progress
  - e. Commercial Registered Office Providers - Claudia to research more so that HGNC can receive mail
  - f. **(OUTSTANDING)** Need to transfer email accounts to new committee chairs (fundraising, events, maintenance)
- E. Committee Reports & Related Updates
  - a. Finance
    - i. In process of migrating info into more cost effective system and standardizing budget needs for each committee as well as intake for donations, membership fees, and in-kind gifts
    - ii. **(APPROVED)** Confirmation of new reimbursement procedure

1. **6 week time frame** to file receipt for reimbursement from date of purchase
  2. Receipt needs to have date, dollar amount, and items bought from place of purchase
  3. Receipt needs to be texted, emailed, or physically handed over to Sarah Getz
- iii. **(OUTSTANDING)** Create new chart of accounts for discounted Quickbooks subscription sales-tax exemption applications
- b. Membership
  - i. Review of length of board members' terms is needed - to be evaluated at next board meeting
  - ii. Bed clearing deadline for 2022 extended to June 15, 2022
    1. Needs to be re-evaluated for next year
    2. Proposed to be May 15 to coincide with Plant Sale timing
- c. Garden Collective
  - i. Recently enjoyed their first harvest!
- d. Fundraising
  - i. Plant Sale
    1. Sarah still logging/receiving plant sales and final numbers pending
    2. Estimate at this time: \$385 from bake sale and \$2700 from plant sale
    3. Pam to send email about plant sale debriefing - create log of what worked, what needs improvement
- e. Kelly Green
  - i. Camille Poinvil has conducted week 5 of 11 week-garden education services as approved in previous board meeting
  - ii. Currently conducting activities for the children weekly
  - iii. Volunteer Opportunities
    1. Kelly Green looking for volunteers to help with June 6 school fair
    2. Audubon Society looking to volunteer/connect with classes but initiative being pushed to next school year

3. Recently hosted volunteer group with Philadelphia Community Revitalization Project
- iv. Storm Water Management Project proposed and approved by PHL Water Department via SMIP grant; now in process of applying for a bigger grant and need to reinstate/revise written policy though HGNC as 501©(3) non-profit
- f. Communications
  - i. (APPROVED) Communications budget approved for \$1200
    1. See end of document for itemized list and designs
- g. Events
  - i. Initial dates pending due to availability of performers/artists
  - ii. Concert Evenings
    1. (CONFIRMED) Philly Performers Night with Joy Ike, Birdie Busch, and Lauren Scott on June 12
    2. (PENDING) Jazz Night - anticipated July, potentially July 9
    3. (PENDING) Committee coordinating music nights in Aug/Sept currently, availability of artists is still being discussed
  - iii. Workshops
    1. (CONFIRMED) Medicinal Herb Workshop on June 11
    2. (PENDING) Bouquet Bar/Make Your Own Planter on July 23 - may be 2 different events, planning in progress
      - a. Planter workshop updated to allow 10 participants for \$35 per person
      - b. Bouquet Bar free, pending
    3. (PENDING) Fermenting and Preserving
    4. (PENDING) Food Ways Workshop(s)
    5. (PENDING) Kids Pumpkin Painting
- h. Landscape/Maintenance
  - i. Driveway dig with volunteers was a success
    1. Next steps: ensure space is actually driveable, ensure key to gate is in HGNC possession, set gravel or other such material, ensure entrance is accessible for portable toilet maintenance

- ii. A8 bed is currently uncultivated and virtually unusable at this time; may require help outside of garden to fix; no one will be able to plant in A8 bed for 2022 year
- iii. **(OUTSTANDING)** Need to dispose of old wood from bed repairs

F. Election of new board members as committee chairs

- a. **(APPROVED)** Troy Jenkins and Dan Crozier for Landscape/Maintenance Committee co-chairs and board members

G. New Business:

- a. Date for next meeting: Monday, June 27, 6 p.m. at the garden.

Adjourned 7:30 p.m.

Approved Communications Budget - \$1200

Category	Item	Occasion/ Reason	Cost Per Unit	Estimated Yearly Cost
Per Event	<a href="#">Event Flyers</a>	100x per event, as needed	\$20 per event	\$200 for 10 events
Materials for Garden	Staple Gun for flyers	For flyers and general maintenance	\$25/unit	\$25 (one time cost)
Materials for Garden	3/8" staples (1250 per box)	For staple gun	\$5/box	\$5 (as needed)
Materials for Garden	<a href="#">Branded Tablecloth</a>	For tabling events	\$250 minimum for 6' tablecloth	\$250 (one time cost)
Materials for Garden	<a href="#">2x Branded Mesh Banner for Fence</a>	For Hansberry and Wayne entrances	\$49.99 per unit minimum (2'x4')	\$148.98 before taxes (one time cost)
Materials for Garden	<a href="#">Exterior paint for sign repainting</a>	For existing signage	\$12 per gallon (6 colors)	\$72 before taxes
Promotional /Fundraising Materials	<a href="#">100x 4x4 Branded Magnets for Fridge or Car</a>	For events and donation incentive	\$1.46/magnet (100x 4x4" for \$146 – could sell for \$5 each)	\$146 (as needed)
Promotional /Fundraising Materials	<a href="#">100x Vinyl and Waterproof Stickers</a>	For events and donation incentive	\$1/sticker (100x 4x4" for \$106 - could sell for \$3)	\$106 (as needed)

### Stamp Design

Can be used for both  
magnet or sticker

4 inches x 4 inches

(true to size)



**Branded Tablecloth Design (for 6' table)**



**Branded Banner Design (2' x 4' on Mesh)**