

Calapooia Food Alliance February 18, 2009 Board Minutes

Present: Steve Brenner, J.D. Cochran, Cheryl Hayworth, Marsha Rae, and Kathleen Swayzee.

Also present: Will Carey and Marilyn Peterson

Minutes

After board review, Kathleen Swayzee moved that the December 2008 minutes be approved. Steve Brenner seconded the motion. It was approved 4-0.

No minutes were available for January 2009.

Financials

The financial report was tabled until the March 2009 meeting. The board is attempting to gather past financial records in Margy Rigg's absence.

Community Gardens

Steve Brenner presented a copy of the community gardens manager's job description (attached). See discussion under CAF business.

J.D. Cochran has attempted to prepare and submit eight grants with Theresa at Central Linn since last summer. The grants they did submit were not accepted or chosen. J.D. feels she has hit a wall due to the budget crisis, or staff commitment for proposed projects. She plans to set up a meeting with the Central Linn District Superintendent, Ed Curtis, in hopes of developing relationship with the district's plans for a charter school. The district applied for a charter school last October. They were 15 points shy of approval, and need to readjust their community involvement and benefit status by March 6. J.D. has made good progress with Central Linn Learns and Kidco Head Start.

J.D., with assistance from Kristy Glazer is planning a 12-week "rainbow snack garden" project with 19 preschoolers enrolled in Kidco Head Start. This program will also include ten one-hour weekly sessions of nutrition training through the OSU Extension Service. The gardening portion of the class will begin on Thursday, March 19.

In order to plant an early garden for the project, J.D. needs ¾" and 1" PVC posts, in addition to rebar for the framework. She will also need a roll of Remy for use as a crop cover. Kathleen offered to ask Habitat for Humanity about available rebar.

Kathleen will try to find a lawn mower technician to check out J.D.'s two mowers that are possibly repairable for use at the community gardens.

Three workdays were scheduled for the Sharing Hands community garden plot:

- A soil amendment workday on Sunday, March 1, 2-4 p.m.
- The initial planting day is scheduled for Saturday, March 7, 10-12 pm.
- A second planting day is scheduled for Saturday, March 21, 10-12 p.m.

In May, the community gardens will be receiving approximately 1700 plant starts from *The American Center for Sustainability*. The starts will need to be planted as soon as they arrive.

J.D. stated the need for an individual to raise funds for the community gardens.

CFA Business

Board Vacancies

There are currently two vacant board positions.

Filling Carla Gerber's former board position and the possibility of adding new CAF board members was discussed. Will Carey, Nia DeShon, Charity Hayworth, Dan Thompson, Paul Smith, and Steve VanSandt were listed as possible nominees.

Kathleen Swayzee will talk to Patty Linn and determine if Patty wants to remain on the board. If Patty chooses not to remain, there will be a third board vacancy.

It was determined that Dan Thompson be asked to fill Carla Gerber's position immediately.

After discussion, Marsha Rae moved that a new board position be created. Kathleen Swayzee seconded the motion and it was approved 4-0.

Kathleen nominated Charity Hayworth to fill the newly created position. Marsha Rae seconded the motion and it passed 4-0.

The board looks to opening at least another two positions soon. Cheryl suggested that the CAF inform the community of the need for more board members. Marsha suggested putting out an article about the upcoming Salon meeting with Charlotte Anthony on March 28, and announce the open board position(s) to the community.

Kathleen suggested using excerpts of Steve's written history and summary of CAF for the IRS as a primer for new CAF board members.

Hiring Managers

Steve presented job descriptions for the community gardens and farmers market management positions, and a 2009 budget for both the gardens and the market. **(See attached)** Kathleen Swayzee made a motion to approve the job descriptions. Steve Brenner seconded the motion and it passed 4-0.

It was determined that the market manager and community garden positions should start on March 1st, with each position reflecting nine months of work, rather than the original 10-month estimate shown in the budgets. Steve will change the budget to reflect the nine-month plan.

Budget 2009 Review

Marsha is attempting to compile past records. Financial records from July 2007 through July 2008 are needed to apply for the IRS 501(c)(3) status, and to file the IRS Form 990N. The deadline for the 990N form is March 15. The OR Form CT-12 must also be filed by May 15th.

Fundraising

Cheryl Haworth suggested that the board seek out individuals or groups willing to do one-time promotional fundraising events on behalf of the Calapooia Food Alliance. Examples: 4-H groups, Central Linn students needing community service hours, Women in Agriculture, the Brownsville Fire Department ...

City Space Usage

Steve has an 2005 autocad drawing of the entire city hall building. The space available to CAF is not large. The plans for a professional kitchen will need to be abbreviated. Steve will work on ideas.

Sweet Home Meeting on January 29th

Ten Rivers is actively pursuing a grant to fund a wet processing (canning and juicing) facility in Tangent, Linn County. There will be a meeting on Friday, February __ at 8 a.m. at the Morning Star Grange in Oakville. The grant will be due the end of February. Ten Rivers hopes to create a community kitchen and hiring hall. They desire to work with school districts and the community, and also envision starting small community satellite projects.

Ten Rivers has a blog set up that will accept our contributions.

The farmer's market needs to be signed up individually as well as the site itself by March 31, 2009. This would allow buyers to use the Oregon Trail Swipe card. Grants are available through the Oregon Farmer's Market Association for the purchase of a machine and service set-up costs. There would still be a cost per swipe to the market.

CFA Brochure

Steve will send Marsha some information for the new brochure.

The next CAF meeting was scheduled for March 18.

Respectfully submitted,

Marilyn Peterson

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