

SHED Monthly Meeting Minutes November 10, 2023

Creative Arts Center, State Fair Grounds

Determination of a Quorum: Mary Agudelo, Bonnie Bowman, Catherine Burst, and Annette Charron.

Board members absent: Marianne Angel, Chris Comins, Mark Montoya and Marcia Weaber

Members Present: Louise Gunderson, Christine Charron, Sandy Ramos, Alyson Buchanan, Jan Dash, Rick Hangar, Darla Carlock, and Regina Nenno.

Approval of 10/13/23 Meeting Minutes: Alyson questioned the reference to Internet Cafes in Item 8., Catherine explained, and all agreed the language should be changed to "Discussion moved to on-line interest groups.", thereby removing the reference to Internet Cafes. Annette motioned the Minutes be approved with the change; Alyson seconded; vote carried unanimously.

Financials: Mary reviewed the Oct. 31, 23 financial activity and there were no questions.

Catherine advised that Trisha Fernandez resigned from the Board effective November 1, 2023. Catherine thanked Trisha for her past service and valuable input, and we are thankful she has agreed to continue as a member, and offer her graphic design expertise to the organization in the future.

Old Business

- 1. Website Committee Update** - Alyson provided an update to the rollout of the new PuebloSHED.org website. It is on target to go live on December 1, 2023. To ensure a smooth rollout with appropriate functionality, security, search engine optimization, ability to take on-line payments, and minimal commissions and fees for on-line payments, etc., Alyson motioned that SHED upgrade to a "Business" subscription plan, at an additional cost of \$204 per year, and authorize spending up to \$100 for the appropriate plug-in to allow for on-line payments. Annette seconded; vote carried unanimously
- 2. Social Media Committee Update** - Christine provided an update on our PuebloSHED Instagram rollout, explaining that she will be posting each week about interesting things the CMG Apprentices are learning. She also explained that she will be reaching out to SHED members to ask for interesting photos of gardening related happenings in their neighborhoods, which will enable people to get a broader view of gardening all around Pueblo County. Lastly, she will establish a PuebloSHED Facebook account so posts will show up on both social media platforms
- 3. Bylaw Committee Update** Almost finished with Bylaws. Will be sending out this year. Would like to vote on them in January. Will be implementing staggered terms. All board members and potential new members will be contacted.

New Business

- 4. 2024 Plant Sale planning** – Chairs

- a. Catherine will not chair but take over vender relations and inventory control
 - b. Louise will take over plant selection
 - c. Annette will take over volunteer coordinator
 - d. Mary A. will take over donations
 - e. Alyson will do set up
 - f. Darla will do PR and Marketing
 - g. Mary G will do Cashiers and Tallying
 - h. Jan will do supplies
 - i. Pricing will be Rick, Louise and Catherine
 - j. Event on the first weekend in May. May 4, 2024
5. **Complimentary membership for all CMG 2024 Apprentices** - Motion made by Annette and seconded by Alyson that all 2024 Apprentices be SHED members for the 2024 membership year Passed unanimously.
 6. **SHED establishment a Zoom “Pro” account for \$149.90/yr.** - Motion that SHED have its own account, instead of using the Pueblo Extension account made by Annette. Seconded by Alyson. Discussion that would be helpful for committees. Passed unanimously.
 7. Elections for Board Members and Officers will be held at the Annual Meeting, Jan. 12, 2024
 8. Membership applications and Renewals will be sent out in early December, 2023 with an on-line payment option
 9. Other business: Alyson is soliciting bios from all board members.

Adjourn

Next meeting: IN PERSON SHED ANNUAL MEETING, January 12, 2024, 10:00am – 11:30am at the Pueblo County Extension Office, 701 Court St, Suite C. A Zoom evite and Meeting Reminder will be sent out no later than January 5, 2024.

SHED Monthly Meeting Minutes October 13, 2023

Directors in Attendance Catherine Burst, Marianne Angel, Bonnie Bowman, Annette Charon, Mary Agudelo

Directors Absent Chris Comins, Mark Montoya, Marcia Weaber, and Trish Fernandez

Members Present Alyson Buchanan, Louise Gunderson, Mary, Jan Dash, Rick Hangar, and Rebecca Legan

Guests Ramona, Amanda Weidner

Meeting Called to Order at 10:00 AM by President Catherine Burst

Minutes Change title from Agenda to Minutes. Alyson moved to approve; Louise seconded. Passed unanimously.

Financial Report Mary Agudelo reviewed September activity

Old Business

1. **Website Committee** - Alyson gave an overview of the content being collected. Draft is due 10/30. Rollout expected by the end of November.
2. **Social media committee** - Catherine provided an overview of where they are with implementing Instagram. She encouraged everyone to follow and suggest topics.
3. **Grant Committee** - Bonnie presented the report for the committee. She moved for approval of two scholarships for Master Gardener Apprentice candidates application received by the grants committee (Sandra Ramos and Jeanie Baird) and for any other candidates approved by the grants committee. Seconded by Annette. Passed by consensus.
She moved for approval of the proposed Grant Information Sheet. Alyson seconded. Passed by consensus. This will now go to the website committee so that they can put it on the website.
Grants committee has asked for its own email
4. **Bylaws Committee** – A copy of the revised bylaws was attached to the agenda. Suggestion to put the purpose in the bylaws and move the mission and vision into the strategic plan. Alyson agreed to join Catherine, Bonnie, and Marianne on the bylaws committee. The Bylaws Committee will meet before November 11.
5. **SHED Fall Social Hour** - was a success with 25 attendees. The total cost for the event was \$355.

New Business

6. Bonnie moved and Marianne seconded that we approve \$500 for the upcoming Apprentice graduation to Master Gardeners. Passed by consensus.
7. Marianne moved that we donate the remaining Fuel and Iron gift cards to the drawings for the graduation. Alyson seconded. Passed by consensus.
8. Mentorship program- program of matching a mentor from SHED to an apprentice. Discussion moved on to Interest Groups and Internet Cafes:
Mentorship and Interest Group Committee: Louise - chair, Catherine, and Jan
9. 2024 Plant Sale planning: Catherine will ask Amanda to send out a job description for all the committees and request for volunteer leadership.

Announcements: Request to have people come to MG Business meeting to determine the fate of the Marketeers.

Adjourned at 11:45 AM.

Next meeting is 10 AM on November 10 at the Creative Arts Building on the State Fairgrounds. There will be no December meeting.

SHED Monthly Meeting September 8, 2023

Determination of a Quorum – Establishment of a quorum requires 5 of the 9 Board members be present. Directors include Mary Agudelo, Marianne Angel, Bonnie Bowman, Catherine Burst, Annette Charron, and Mark Montoya

Members Present Louise Gunderson, Jan, and Alyson

Members Absent Chris Comins, Trisha Fernandez, and Marcia Weaver

Meeting called to order at 10:07 AM By President, Catherine Burst

Motion for approval of 8/11/23 Meeting Minutes made by Alyson; Annette seconded. Approved. **Financial Report** Mary Agudelo said there was no activity.

Old Business

1. **Website Committee** – Alyson Buchanan will be calling a meeting of the committee. An email is going out to all Master Gardeners and all SHED members. All are welcome to participate. The interim WordPress website at puebloshed.wordpress.com. The first meeting will be on 9/25 prior to the social. There was some discussion of what will be discussed at this first meeting.
2. **Social Media Committee** - The Social Media committee has continued to meet and decided to launch the Instagram account first. It should be live by 9/20. Instagram link is @Pueblo Shed.org. To reach the social media coordinator use Puebloshed.outreach@gmail.com. When relevant, posts will provide links to a SHED webpage where additional information will be provided. Members are encouraged to send photos for posting. Please no location identifying information in the photo. Two categories: On Tuesdays there will be something like what is growing now. On Fridays there will be fun things found in the garden. The Facebook account is on hold until the website & Insta account are being regularly updated, or until another member volunteers to manage it.
3. **Revised SHED Grant Information Sheet and Applications** – Bonnie emailed a copy of the updated and consolidated Information Sheet 9/5/23. No changes were made to the Application forms. After confusion over the latest version of the grant information sheet and major wordsmithing, this item was referred to the grant committee.
4. **Bylaw Update Committee** – substantial progress was made at the August meeting. Catherine will send out an updated draft next week and we will discuss the revisions at the October SHED meeting. A draft copy of the Policy and Procedure Manual will be sent out in October for discussion at the November meeting.
5. **SHED Fall Social Hour – Request to increase budget from \$250 to \$400** – SHED is being charged \$150 for use of the Fuel & Iron Loading Dock space (half the standard rate), which increases our costs. The budget includes space rental (\$150), printing and postage for

approximately 65 invitations (\$60) and 40 gift cards for \$4.00 each (\$160). Invitation postcards were mailed 9/5/23 with requests for RSVPs to info@pueblshed.org. The \$400 is within the 2023 Budget for Social Events. Alyson moved to increase this budget item as requested. Annette seconded. Passed unanimously.

6. **Big thanks to Christine Pauletich**, Horticulture Program Assistant, for designing the invitation!

New Business

7. **SHED Sponsorship of CMG Graduation Luncheon** – Extension has requested that SHED co-sponsor the event with a donation of \$500. This amount is included in the 2023 Budget. This year it will be a luncheon. Invitation to go out soon.

8. **Other new business and announcements**

- a. Interviews for a new horticultural specialist will be September 13 from 9:30 AM to 3 PM. The public is invited to attend. People are encouraged to attend for the entire time.
- b. The SHED social will be on the 26th at the Fuel and Iron Building. A \$4 voucher will be available to Master Gardeners and Apprentices and 2024 Applicants.
- c. SHED will also be involved in the Apprentice's graduation in November.

Adjourned at 11:10

IN PERSON SHED Meeting October 13, 2023, 10:00am – Noon, CSU Extension office and on Zoom. 2023 Zoom Meeting link: <https://zoom.us/j/96533843649> Meeting ID: 965 3384 3649

SHED Monthly Meeting August 11, 2023

Determination of a Quorum – Board members present. Mary Agudelo, Marianne Angel, Bonnie Bowman, Catherine Burst, Annette Charron, Mark Montoya, and Marcia Weaver

Board Members Absent – Chris Comins and Trisha Fernandez

Meeting called to order at 10:05 AM – By President, Catherine Burst

Approval of 7/14/23 Meeting Minutes. Motion by Marianne to approve. Seconded and passed.

Financial Report – A few minor corrections and accepted as presented.

Old Business

1. **Website Committee** – Alyson Buchanan will be calling a meeting of the committee later in August. All SHED members are welcome to participate on the committee. Members will coordinate the specific changes to finalize the site design and content and lead us in keeping the site current and relevant. The interim WordPress website is at puebloshed.wordpress.com. Membership forms on the site will be fillable pdf. Please use outreach.puebloshed@google.com to ask SHED to post something on the SHED website or social media accounts.
2. **Social Media Committee** - Christine Charron, the Social Media Chair, has set up Facebook and Instagram accounts, and they will be launched by September 1. Committee meetings are held weekdays at or after 5pm at the Fuel & Iron Food Hall.

The hope is to create, inspire and educate a fun, engaged group of people interested in gardening. Weekly post topics & photos will include what is happening in the garden (plants leafing out/ blooming/ changing color), timely gardening reminders (taking cuttings/winter seed sowing/forcing bulbs/starting seeds indoors/in ground seed sowing/cutting back perennials/dividing iris), notices about garden-related events (classes/workshops/talks, by private and public groups) within our region (roughly Pueblo/Pueblo West/Canon City/Colorado Springs), short articles or essays, etc. When relevant, posts will provide links to a SHED webpage where additional information can be found (such as a CMG publication, native plant lists, industry leaders). Email Christine at christinedcharron@gmail.com with your ideas, photos, and meeting notices.

3. **Review proposed changes to SHED Grant Information and Application** – After much discussion and review of the information sheets, several substantial changes were made. Bonnie will send the revised document to SHED members for review and vote. Bonnie, Annette, and Louise have volunteered to serve on the grants committee. Bonnie agreed to chair the committee. Other members who are interested are welcome to join the committee. This is an important function of the organization and will depend on a healthy interest of the membership to have a meaningful impact in our community.

New Business

4. **Defining SHED's Impact in 2024** – A survey will be sent to everyone next week. Results will impact plans for 2024, our website and social media. Important issues include how to support gardening education and succession planning so SHED will continue to grow.
5. **Bylaw & Procedure Manual Update Committee Meeting, Tuesday, 8/22/23, 10am to noon, in person & on Zoom** - location and link to follow. The proposed revisions will be sent to all members on or before Thursday, 8/17. Attend the meeting or send your comments to Catherine.
6. **Request for a social for SHED and Master Gardeners, MG Apprentices and MG applicants:**
A social at Fuel and Iron is proposed for September 26 from 5 – 7pm. All on the invite list will be given a voucher for \$4 to be used for food. (Guests welcome – but no voucher). There will be a short presentation about SHED at 5:30pm. The information sheet on SHED and committee opportunities will be on the sign-in table. The maximum dollars that are approved for vouchers is \$250. Passed by consent.

Adjourned at 12:02 PM

Next meeting: Hybrid SHED Meeting September 8, 2023, 10:00am – Noon, CSU Extension

SHED Monthly Meeting July 14, 2023

Meeting called to order at 10:20 AM – by President, Catherine Burst.

Determination of a Quorum – A quorum was established. Directors present: Mary Agudelo, Marianne

Angel, Catherine Burst, Annette Charron, and Marcia Weaber

Directors Absent: Bonnie Bowman, Chris Comins, Trisha Fernandez, and Mark Montoya

Members Present: Louise Gunderson and Alyson Buchanan

Appointment of Acting Secretary: Alyson Buchanan was appointed to take meeting minutes.

Approval of Meeting Minutes for June 9, 2023: Motion by Marianne to accept Meeting Minutes as presented was seconded by Annette. Motion carried unanimously.

Financial Report: The cash flow report for May and June is not yet complete due to the change in Treasurer. *Mary will finalize the report for presentation at the August meeting.*

Old Business

1. **Grant interest from RMSER and SRDA** – Both entities have moved forward without submitting a grant application to SHED. If/when the grant application is updated, it will be sent to them for future use.
2. **2023 Plant Sale Lessons Learned Meeting** – A Publicity Committee was formed, and it was agreed the existing Board should establish Committee responsibilities, appoint Committee Chairs, and establish a critical path schedule by year-end so the 2024 Board and members have a direction to follow after the January Annual Meeting. Louise agreed to set up a critical path schedule based on previously used schedules.

New Business

3. **Proposed Grant Application** – Changes to the existing applications were discussed in 2022 and 2023. Those changes are reflected in the separate Information Sheets and Application Forms dated 7/13/23 for the Master Garden Program Tuition Grant, Individual (non-Master Gardener) Grants and Organization Grants that were distributed with today's meeting agenda. Please review these updated documents and email suggested changes to Catherine and be ready to discuss and vote on the information at the August meeting.
4. **Website Committee Chair** – The updated, interim WordPress website is online at www.pueblashed.wordpress.com. It will transfer to pueblashed.org when completed. We have a volunteer editor, but a Committee Chair needs to coordinate the specific changes to finalize the site design and content and lead us in keeping the site current and relevant.

Alyson agreed to act as Committee Chair and will solicit CMGs to join the Committee and schedule a meeting to kick-off the website design process for late August. Marianne, Louise, Catherine, and Mary are interested in participating on the Committee.

5. **Social Media Committee Members** – *Christie Charron, who is also planning to be a 2024 CMG Apprentice, has volunteered to take the lead in creating and maintaining SHED accounts on Facebook and Instagram. She has lots of ideas. We need members to be part of the Social Media Committee. Catherine will set up a meeting with Christie to discuss further and organize the establishment of a committee.*
6. **Vote on Finley Grant Application** – *Diane Finley’s grant application to pay for her to attend a class offered by Denver Botanical Garden on growing lavender was discussed. Catherine will reach out to Diane to discuss her willingness to author an article about the class for the “From the Ground Up” fall newsletter. A motion by Marcia to approve the application was seconded by Annette. Motion carried unanimously.*
7. **Defining SHED’s Impact in 2024** – *Currently SHED organizes and hosts the Plant Sale and provides Master Gardener Program grants. We are planning to increase SHED’s visibility in 2024 with the new website and social media. Do we want to do more in 2024 to encourage gardening and horticultural education? If so, what, and how? The energy, creativity and leadership of SHED’s members determine SHED’s future. Be ready to share your thoughts and ideas at the August Meeting on what we do next year.*
8. **Other New Business**
 - **Advance Distribution of Meeting Materials** - *Alyson requested that the Meeting Materials be distributed one week prior to the monthly meeting to allow for adequate time to review materials, consider requests, and provide thoughtful comments at the meeting. This new process will require that information be provided by contributors and/or committees in advance. It was agreed that this would help us keep to timelines and move things along more timely.*
 - **By-Laws Update and Establishment of a Procedures Manual** - *Discussion ensued on finalizing the updating of the By-Laws to streamline them and establishing a Procedures Manual so that the By-Laws changes can be submitted for approval. Catherine will provide everyone with the most recent draft of the By-Laws for review.*
 - **Fall CMG Apprentice Gathering** - *Annette proposed that SHED host a fall gathering for CMG Apprentices so they can interact with SHED and generate interest to get involved. Catherine will look into having a September gathering at Fuel & Iron downtown and report back at the August meeting so a date can be set.*
 - **Change Day and Time of SHED Monthly Meetings** - *Catherine asked members to consider changing the day and time of Monthly Meetings to Tuesday or Thursday evening. The thought being we may get more people involved who are not able to participate in daytime meetings. Catherine will investigate the availability of hosting the meetings at the Rawlings Library and report back at the September meeting.*

- Catherine provided an update on the hiring process for a new Horticulture Agent. The Job Description is being revised and will be reposted in the near future so the hiring process can restart.

Meeting adjourned at 11:45 AM.

Next Monthly SHED Meeting 8/11/23 10:00am – Noon

Return to IN PERSON Board Meetings September 8, 2023, CSU Extension office and on Zoom.

2023 Zoom Meeting link: <https://zoom.us/j/96533843649> Meeting ID: 965 3384 3649

SHED Monthly Meeting June 9, 2023

Determination of a Quorum –Directors present: Mary Agudelo, Marianne Angel, Bonnie Bowman, Catherine Burst, Chris Comins, and Mark Montoya

Directors Absent: Annette Charron, Trisha Fernandez, and Marcia Weaber

Members Present – Louise Gunderson, Alyson Buchanan, and Rick Hangar

Meeting called to order at 10:00 AM - by President Catherine Burst.

Approval of Meeting Minutes for May 12, 2023. Typo after Mary's name and Alyson has a "y." Motion by Alyson and seconded by Marc. Passed unanimously.

Financial Report – Beginning balance as of 5/1/23 \$19,694.85; ending balance as of 5/31/23 \$24,975.46. A cash flow report for the period will be provided at the July Board meeting.

Old Business

1. **Application to IRS as 501(c)3 organization** – Approved as Tax Exempt organization March 23, 2023; Letter of Determination attached.
2. **Plant Sale Estimated Income and Expense** – Estimated Income \$12,899.36, estimated Expense \$9, 460.06 for an estimated profit of \$3, 439.30. This is about \$1000 less than last year.
3. **Disposition of Unsold Plant Sale Inventory** –A total of approximately 80 unsold tomato and pepper plants from Kata Schmidt and purchased tomato and pepper plants from Tashia Jones were donated to RMSER and Friendly Harbor for their community gardens on May 26, 2023.
4. **Website** - The WordPress pages need to be transferred to our domain.
5. Master **Gardener Hours: Sherie** has not sent out a memo as to whether apprentices can counthours with SHED.
6. **Grants** - RMSER and SRDA indicated a desire to apply. Nothing received.

New Business

7. **Reminder** – 2023 Plant Sale Lessons Learned meeting will be held on Friday 6/23/23 at 10am at the CSU Extension Office, in person only. We can also discuss plant sale purpose and more. If you cannot attend, please send your written comments to catherineburst@gmail.com so they can be entered into the meeting minutes.
8. **Return to IN PERSON Board Meetings on September 8, 2023** – We will return to in person meetings at the CSU Extension office in September. Please add plan to attend. A Zoom link will be available for those who cannot attend in person.

9. **Other New Business** - Catherine would like to discuss the time of meetings and revisit the strategic plan in the September meeting.

Adjourned at 10:30 AM

Next Board Meeting 7/14/23 at 10:00am – Members and Guests welcome!

2023 Board Meetings to your calendar: 7/14, 8/11, 9/8, 10/13 and 11/10 10 a.m.
2023 Zoom Meeting link: <https://zoom.us/j/96533843649> Meeting ID: 965 3384 3649

SHED Meeting Minutes May 12, 2023

Directors Present: Marianne Angel, Bonnie Bowman, Catherine Burst, Annette Charron, Chris Comins, Mark Montoya.

Directors Absent: Trisha Fernandez and Marcia Weaber

Members Present – Maryn Agudelo, Louise Gunderson, Rick Hanger, Alison Buchanan

Meeting called to order at 10:10 AM

Approval of Meeting Minutes for March 10, 2023 attached. Chris moved. Annette seconded. Passed unanimously.

Financial Report – Cash Flow Report for 3/1/23 to 4/30/23 attached. No questions.

Old Business

1. **Application to IRS as 501(c)3 organization** – Acknowledgement of application received; review is still in progress.
2. **Plant Sale** – May 6, 2023 Plant Sale has been completed and checks for final expenses are being issued. Our total revenues from the sale exceeded \$11,700.
3. **Western Landscape Symposium, 4/1/23** – a display ad for the Plant Sale was included in the program, a Save-the -Date flyer was included in the goody bags and Catherine set up a display board in the exhibit area advertising the sale. Well attended event. Discussion on other similar events and other upcoming plant sales.
4. **Grant Requests** – anticipated requests were not received; Catherine will follow up with representatives of RMSER and SRDA on their plans.

New Business

5. **Resignation of Mark Montoya** as Treasurer – Mark has moved to Reno, NV and emailed his resignation to Catherine earlier this week. Mark's service as treasurer was helpful in getting our financial reporting templates in place.
6. **Bank Account:** The SHED board accepts Mark's resignation and will remove his authorization as a signatory on the ENT account. A motion was made by Chris and seconded by Marcia. Passed unanimously.
7. **Election of new treasurer:** Motion to appoint Mary to Board of Directors, elect her as the new treasurer and add her as a signatory to the ENT account was made by Marcia and seconded by Annette. Passed unanimously.

8. **Disposition of unsold Plant Sale Inventory.** Catherine has them on her back patio. A motion to purchase the unsold plants from Tashia and donate them and Kata's unsold inventory was made by Bonnie and seconded by Annette. Passed unanimously.
9. **2024 Plant Sale Chair** – Catherine will not be chairing the sale in 2024. A decision on whether to hold the sale and who will chair it will be discussed at a future meeting.
10. **CMG Apprentices** – Status of compliance with matching grant requirements. They are required to attend at least 4 SHED board meetings. We reached consensus that volunteering at the plant sale could also count as meeting this requirement. In the discussion, Catherine will ask Sheri for written clarification on what counts for Master Gardener Apprentice hours.
11. **Other New Business**
 - a. It was recommended that a specific social gathering introducing SHED to apprentices be held the first week of February 2024.
 - b. Organizing a field trip this summer or fall to the Denver Botanical Gardens was suggested. A bus could be rented, or carpooling could be planned, with SHED offsetting the costs for transportation, admission and/or lunch.
 - c. Louise has a plant list that she would like to have “hung” on our website.
 - d. Status of website and opportunities for people to learn WordPress. The site is at www.puebloshed.wordpress.com.

Adjourn Board Meeting at 11:15 am

2023 Zoom Meeting link: <https://zoom.us/j/96533843649> Meeting ID: 965 3384 364

2023 Board Meetings - 10 a.m. on 6/9, 7/14, 8/11, 9/8, 10/13 and 11/10.

SHED Meeting Minutes March 10, 2023

Meeting called to order at 10:00 by President, Catherine Burst.

March Determination of a Quorum – Directors present include Marianne Angel, Bonnie Bowman, Catherine Burst, Annette Charron, Chris Comins, Trisha Fernandez, Marcia Weaver and Mark Montoya

Members and Guests Present – Louise Gunderson, Alyson Buchanan, Allison Rea - Community Garden Sustainability Project Coordinator, Roseanne Elaine Madrid, and Mary Agudelo.

Meeting Minutes for February 10, 2023 were approved. Motion to approve by Annette, 2nd from Chris. Passed unanimously.

Financial Report – Cash Flow Statement as of 2/28/23 attached. Catherine explained the expenses. Request to label tabs on the excel worksheet.

New Business

1. Grant Request Previews

- a. With Alyson Rea: RMSER Build-A-Bed Class & Workshop – 2 Hour Class would cover raised bed placement. Material options & costs and construction plans; 5 Hour Workshop would be hands- on raised bed construction on vacant RMSER-owned property at E. Pitkin and Madison (Mesa Junction). Catherine would provide instruction & supervision, RMSER would provide volunteers & irrigation; SHED would provide construction materials. A detailed proposal & budget being drafted. The ground is contaminated and raised beds are essential. There is an existing valve box in the area. Once developed, the garden would also be used for community classes and workshops on an ongoing basis. Proposal to come in April.
- b. SRDA Raised Bed & Planting Project – SRDA wants to offer a Raised Bed Planting Class for residents. They have \$800 in grant funds but need another \$400 for materials. Extension & CMGs would provide curriculum & supervision; SHED would provide materials. Sherie is working with SRDA on a proposal & budget.

Old Business

2. **2023 Budget** – Alternative Budgets are attached representing different scenarios with different reserve amounts and how different grant amounts are determined. Beginning and Ending Cash Balances have been incorporated into the format. Discussion around this year's need to buy plants for the plant sale rather than on consignment. Expect that we will need to spend \$2000-2500 on new plants. Chris will see if Fox would be willing to buy unsold inventory at their wholesale. A motion to maintain \$10,000 in reserve was made by Annette, seconded by Marcia. Passed. A motion to approve attached budget scenario 1 made by Marcia, seconded by Chris. Louise asked about differences in budgeted incomes and expenses. The most accurate is in budget scenario 1. Passed unanimously.

3. **Application to IRS as 501(c)3 organization** – Application was filed as a CHARITABLE organization, (NTEE) Code of B60 – Adult Education. Application fee of \$275.00 was paid. The Board will be kept informed of progress.
4. **Spring Social** – Catherine provided a review of SHED’s mission and activities for 5 Apprentices at the evening CMG Practicum March 7 and refreshments were served. Some interest was generated, but SHED did not promote it as a social event. No one from SHED showed up at the morning lab. The location was not suited to building community within the CMG community.
5. **Plant Sale** – Next Planning Committee meeting Wednesday March 15, noon – 1pm on Zoom. All committees now have Chairs. Vendor status – Katta, Nancy’s Country Garden & Tashia Jones (veggies) will attend; Cactus Haven contacted; Wild Things is a maybe with small plants. Should know more at the end of March. The Tally and cashier committee has met, and the machines needed are reserved. Louise, Mary, and Catherine are developing an inventory list.
6. **Western Landscape Symposium APRIL 1** – Need a volunteer for SHED table – setup/lunch duty/teardown; free ticket (\$30 value). SHED will have a half-page ad & flyer in a goody bag.
7. **Other New Business** - None

Adjourn at 11:05 AM

Next Board Meeting 4/14/23 at 11:05 am – Members and Guests welcome!
2023 Board Meetings - 10 a.m. on 4/14, 5/12, 6/9, 7/14, 8/11, 9/8, 10/13 and 11/10.

SHED Meeting Minutes February 10, 2023

Meeting called to order at 10:00 by President, Catherine Burst.

Determination of a Quorum – 5 of the 8 Directors must be present: Marianne Angel, Bonnie Bowman, Marcia Weber, Catherine Burst, and Annette Charron attended; quorum was met.

Directors Absent: Chris Comins, Trisha Fernandez, and Mark Montoya.

Members Present – Bob Frederick, Louise Gunderson, Mary Agudelo, and Alyson Buchanan.

Approval of Meeting Minutes for January 12, 2023 - There were three corrections to the minutes 1) Rebecca as attendee should not have her husband's name after her name 2) the Plant Sale will be in the Fine Arts Building. The minutes were accepted as amended 3) Marcia was in attendance.

Financial Report – Cash Flow Statement as of 1/31/23 attached. **Old Business**

1. **2023 Plant Sale** - May 6, 2023, 9am - 2pm, Fine Arts Building at the State Fair grounds.
2. **2023 Budget** – tabled due to no one having access to the budget. Motion to show the starting and ending cash balance on monthly reports made by Annette and seconded by Marcia. Passed unanimously.
3. **Request to file for IRS 501(c)3 organization** – consensus of Board survey was to apply as a CHARITABLE organization, which includes advancement of education, among others. Bonnie moved to designate the NTEE code category to B60 for adult education. Annette seconded. Motion passed unanimously.
4. **Plant Sale Planning Committee** – 15 non -SHED Board members expressed interest. A standing meeting date will be announced next week. All board members are also on this committee. The meetings will be recorded. Catherine will send out an announcement of the meeting next week.
5. **Spring Social** – Event will be held as a meet & greet type event on March 7 in conjunction with the in- person labs. **Board members are asked to RSVP to Catherine for which times they can attend.** Times will be from about 10:00am to 11:00am, and then again from about 7:00pm to 8:00pm, based on CMG Apprentice signups. Time appropriate snacks & beverages will be provided by SHED.

New Business

6. **Plant Sale** – Members who served as Committee chairs last year are asked to mentor new volunteers. Regarding vendor status – Kata will attend; Deb Hibbert cannot offer grow space. We are waiting to hear from Nancy's Country Garden; Catherine will contact Brady's Canon City and the cactus guy next week.

7. **Western Landscape Symposium Sponsorship & Table Display invitation** – We have several ways to participate
- a. Offset Ticket price by \$10 for any number of attendees; no table or publicity
 - b. Information Table \$30- 1 ticket to event, Table set up by 11:45am, teardown by 3:30pm; included
 - c. Sponsorship at lowest level \$125 – includes 1 ticket to event, Display Table; Half Page Color Ad in WLS Program and Acknowledgement in Event PowerPoint, subject to graphic submittals by 2/15 at the latest.

Bonnie moved that we take the Sponsorship option C. Annette seconded. Passed unanimously. We will ask Trish if she can quickly create an ad for us. Date of the conference is April 1. Catherine would like a volunteer to set up a display booth for us. That person will get a complimentary ticket.

8. **Other new business** - A grant application for Leah White, who is the farmers market manager, has been received asking for a match to cover the cost of her attendance at the Colorado Farmers Market Association annual conference on Mar 3-5. Marianne moved that we approve up to \$325 for this request. Annette seconded. Passed unanimously.

Adjourn at 11:06 AM.

*******Mark your calendars - 2023 Board Meeting Dates*******
10 a.m. on 3/10, 4/14, 5/12, 6/9, 7/14, 8/11, 9/8, 10/13 and 11/10.

SHED Meeting Minutes January 12, 2023

Meeting called to order at 10:02 by President, Catherine Burst.

Determination of a Quorum – 4 of the 7 Board members must be present. Directors present: Marianne Angel, Bonnie Bowman, Mark Montoya, Catherine Burst, Chris Comins, Trisha Fernandez, and Marcia Weaber.

Members Present – Rick Hanger, Nick Shultz, Louise Gunderson, Mary Agudelo, Alyssa Jarrett, Alyson Buchanan, Robert Frederick, Marcia Weber, and Rebecca Legan

Board Members Absent – Annette Charron

Introductions - around the question “What is your favorite plant or favorite plant to grow?”

Approval of Meeting Minutes for November 11, 2022. Chris moved and Trisha seconded. Passed unanimously.

SHED’s 2022 Year in Review - Accomplishments and Finances

See attached financial report, we had a good financial year and because of the lack of spending in prior years we have money. Accomplishments: plant sale, more apprentice scholarships, instituted social events, a strategic plan developed, and continued sponsorship of the CMG Apprentice graduation event.

Old Business

1. **CMG Grant Status** – 8 grants have been awarded to 2023 CMG Program Apprentices. This is attributed to increased outreach from Extension staff, and a simpler application and award process.
2. **2023 Plant Sale** - May 6, 2023, 9am - 2pm, Ag Palace at the State Fair. State Fair dropped the facility use charges.

New Business

3. **Election of SHED Board Members (15 maximum)** - all members are encouraged to serve on the Board for at least one year. The Board members commit to actively support SHED outreach activities and actively participate in a minimum of 6 monthly meetings per year. Willing to be on the board: Catherine Burst, Chris Comins, Bonnie Bowman, Marianne Angel, Marcia Weaber, Annette Charon, Mark Montoya, and Trisha Fernandez. Rebecca moved to accept the slate. Trisha seconded. Passed unanimously.
4. **Election of SHED Secretary and Treasurer** - open to all Board members, each serve a 2-year term (January 2023 to January 2025) Duties are typical for these positions. Bonnie was nominated for secretary and Mark was nominated for treasurer. Vice President position

remains open. President position continues until next year. Marcia moved to elect these nominees. Trisha seconded. Passed unanimously.

5. **2023 Budget** – Catherine reviewed the proposed budget. Discussion on revisions to consider scholarships and social events as separate from grants. Discussion on cash flow reserve to not drop below \$10,000. Desire to increase money for grants to \$8000. Catherine will revise and send out for a vote at the February meeting.
6. No action.
7. **Change of Corporate Name** - from “Supporters of Horticultural Education, a non-profit corporation” to “Supporters of Horticultural Education” Marianne moved Marcia seconded. Passed unanimously.
8. **Request to file for IRS as an EDUCATIONAL¹ 501(c)3 organization with a National Taxonomy of Exempt Entities (NTEE) of B60 Adult Education.** We have adjusted the financials to comply with the IRS line items so we are ready to apply. Discussion on Education vs charitable organization. The classification decision will be deferred to next month’s meeting to determine how other registered garden groups are classified.
9. **Plant Sale Planning Committee** – A call for members to the committee and standing meeting dates will be coming in the email
10. **Spring Social** – Apprentices have two in-person meetings on January 31 and March 7. Catherine will check with Sherie to see if one of these is compatible with an event and check on the possibility of two smaller social events connected with both sessions of the March 7 event.
11. **Other new business**
 - a. Rebecca mentioned gardens around the Nature Center as a potential project site. She will be connected to Lisa Wachtel to learn more.
 - b. Alyson proposed SHED create an outreach committee to build partnerships and a committee to recruit members. Fits with the strategic plan and Catherine will send out the plan to everyone for review at the next meeting.
 - c. Marianne put in a plug for the Farmers Marketeers meeting which will follow the Master Gardeners business meeting. She will check that apprentices are included since no one present was aware of the meeting.

Motion to Adjourn at 11:38 by Bob and seconded by Alyson. Passed Unanimously.

*******Mark your calendars - 2023 Board Meeting Dates*******

10 a.m. on 2/10, 3/10, 4/14, 5/12, 6/9, 7/14, 8/11, 9/8, 10/13 and 11/10.

¹ Other options are Religious, Charitable, Scientific, Public Safety, Literary or Amateur sports