

SHED Monthly Meeting Minutes

November 21, 2025

On Zoom, meeting called to order at 10:04 am

Determination of Quorum:

Directors present: Mary Agudelo, Alyson Buchanan, Annette Charron, Jan Dash, Di Graski, Mary Griggs, Louise Gunderson and Peggy Hancock

Directors absent: Joan English

Members present: Catherine Burst, Carol Sams, Dave Sams, Christine Charron, Roger Riekema

Approval of September meeting minutes: With revisions as discussed the September meeting minutes were unanimously approved after a motion by Annette and seconded by Catherine.

September and October financial reports: The new \$10,000 CD was established in September and in October the sales tax was paid and the Word Press subscription was renewed. Approval of the reports was moved by Annette and seconded by Alyson with unanimous approval.

Agenda Item 1: Presentation of Freed Grant #1 and Update on Freed Grant #2

Mary A (liaison with Freed) presented a power point showing the successful installation of garden beds, planting, harvesting and student involvement with Freed Grant #1. There was a lot of discussion over whether this was enough to satisfy the completion of the grant. The grants committee is still finalizing their requirements for grant completion and will try to come to a consensus soon for next year's grant recipients.

Agenda Item 2: Update on Beulah grants: 2024 Community Garden and 2025 Native Pollinator Garden

Discussion led by Annette Charron, liaison for the Beulah grants.

Agenda Item 3: Update on Scholarships for New Apprentices

New apprentices started Green School November 1. There were applications for 3 scholarship checks.

Agenda Item 4: Update on State Fair Grounds Availability for 2026 Plant Sale

Di advised that Marnie at the Extension office is our new liaison with the County for the use of the fairgrounds for the plant sale. The Creative Arts building used for the 2025 plant sale will not be available for our use in 2026 on the Saturday before Mothers Day. Only the Fine Arts building is available that date. If SHED is willing to move the date,

other buildings may be available. Discussion was held regarding potentially changing the date, but it was decided to keep the plant sale on the Saturday before Mothers Day and utilize the Fine Arts building. Di will provide the preference to Marnie and arrange for SHED Plant Sale Committee members to conduct a walk through to ensure the interior of the building is acceptable for the sale.

Agenda Item 5: Preparation for January 2026 Elections

Discussion tabled until January meeting

Agenda Item 6: 2026 Budget

Discussion tabled until January meeting

Agenda Item 7: Appointment of 2026 Financial Review Committee Members

Discussion tabled until January meeting

Agenda Item 8: Plant Sale Handbook

Discussion tabled until January meeting

New Business

There is no SHED meeting in December.

The SHED Annual meeting is scheduled for January 16, 2025.

Now is a good time to renew your membership for 2026!

The meeting was adjourned at 11:06 am after a motion by Annette that was seconded by Catherine and unanimously approved.

Meeting minutes respectfully submitted by Jan Dash.

SHED Monthly Meeting Minutes - Revised

September 19, 2025

CSU Extension Office and Zoom

Determination of Quorum. Directors present in person: Mary Agudelo, Annette Charron, Joan English, Di Graski, Mary Griggs, Louise Gunderson.

Directors present on Zoom: Alyson Buchanan and Peggy Hancock.

Directors absent: Jan Dash

Members present in person: Dave and Carol Sams.

Members present on Zoom: Catherine Burst

August meeting minutes: Alyson: please clarify in section 3.D. that Stripe is SHED's online payment vendor connected to SHED's website (primarily, dues payments), while Square was SHED's credit card payment vendor for the May 2025 plant sale. With that correction, the August meeting minutes were unanimously approved.

August financial report: Mary A: yes, SHED's second \$10,000 certificate of deposit was established on September 13, 2025, with the same terms as the first CD (three-months). With that clarification, the August financial report was unanimously approved.

Agenda Item 1: Plant Sale Handbook

Discussion tabled until November meeting

Agenda Item 2: 2026 Draft Budget.

A. Increase the ceiling for each SHED grant from the current \$2,000? And increase the overall grant budget from last year's \$5,000?

The motion to increase the "ceiling" for each 2026 grant from \$2,000 to \$2,500 -- and, therefore, the overall grants budget from \$5,000 to \$7,500 -- was unanimously approved. Do not know who motioned or seconded.

B. Seven apprentice scholarships in 2025-26 = \$875 (seven at \$125)?

For 2026, it is wise to budget for 10 scholarships.

C. Increase dues? Hold steady?

The consensus of the group is that SHED dues should not be increased from the current \$10.00.

D. City of Pueblo Sales Tax from 2025 Plant Sale will be due at the beginning of January 2026

Additional 2025 expenses will include a final balance due to the Colorado Department of Revenue for state/county sales tax, sales tax due to the City of Pueblo, and renewal of SHED's nursery license.

E. Miscellaneous Budget Discussion:

Dave explained that Tennessee Master Gardeners use a portable "karaoke" machine called "RØDE Audio" for communication during their plant sale, and they recommend it. The price is approximately \$150.00.

Discussion of gift cards as "thank you" to plant sale volunteers: the consensus was that volunteers would probably prefer plants as "thank you."

Discussion of a seed-starting party in January: we should budget for supplies, including four-inch pots, identification stakes, and seeds. Mary A secured quite a variety of donated seeds. Some SHED members might be willing to share seeds they've collected. Grow Generation's Shaq donated coir for the seed-starting medium. The group agreed that we should focus on colorful annuals. Native "starts" just do not look that impressive when they are a few months old, and therefore they do not sell.

Alyson asked that the 2026 budget include SHED's acquisition of a laminator and a color printer, which will be used to prepare educational information about plants to be sold at the plant sale. In addition, continue the \$500 budget for SHED's logo update, and add funds to acquire new plant sale banners and signs (what we have is worn out).

Agenda Item 3: Preparation for January 2026 Elections

Discussion tabled until November meeting

Agenda Item 4: Appointment of 2026 Financial Review Committee Members

Discussion tabled until November meeting

Additional Questions and Comments

Agenda Item 5: All Pueblo Grows

Louise asked if SHED should appoint a liaison to All Pueblo Grows. Di volunteered to follow up with Amanda.

Agenda Item 6: Grants and Scholarships Committee Report

Louise reported for the Grants and Scholarships Committee that they will be following up about the Feeding Pueblo application, as well as the Freed grants (complete grant # 1 prior to considering grant application # 2).

October's meeting will be the Pueblo Master Gardeners' Annual Banquet!

The group unanimously agreed to adjourn at 11:15 a.m.

Meeting minutes respectfully submitted by Di Graski and Louise Gunderson.

Meeting minutes revised by Jan Dash 11/28/2025. Agenda items 1, 3, and 4 were added for clarity and the CD term was updated to three months.

SHED Monthly Meeting Minutes

August 15, 2025

CSU Extension Office and on ZOOM

Zoom link is <https://us06web.zoom.us/j/83149792306>; Meeting ID: 831 4979 2306, Passcode 782983.

Determination of a Quorum - 5 of 9 Board members must be present

Directors present: in person: Mary Agudelo, Jan Dash, Joan English, Di Graski, Mary Griggs, Peggy Hancock,

Absent: Alyson Buchanan, Annette Charron, Louise Gunderson

Members & guests: in person: Christine Charron
on zoom: Ryley Henninger, Carol Sams, Dave Sams, Hawley Young

Approval of Meeting Minutes: for June 20, 2025. The minutes were unanimously approved on a motion made by Mary G and seconded by Peggy.

Financial Report: for June 2025 presented by Mary A. Motion to approve financial report by Jan and seconded by Mary A. Approved unanimously.

1. Discussion about moving money to the ENT Federal Credit Union CD -

We currently have over \$19,000 in the checking account that is earning very little interest. The \$10,000 in the CD earned over \$200 the past quarter. Therefore we discussed moving additional money to the ENT CD. The remaining expenses for 2025 include the Pueblo County CMG's annual banquet (\$500) and scholarships for new apprentices. A motion was made by Mary G that Mary A should move \$10,000 from the checking account to the ENT CD. Joan seconded the motion that was then approved unanimously.

2. 2026 Plant Sale Teams - Using feedback from May and June meetings and the "How To" documentation from 2025 plant sale leaders the following teams, leaders and responsibilities were discussed

A. Plant Selection - Perennials - Catherine, Louise, Rick? others?

B. Plant Selection - Annuals- Catherine, Chris, Dave and Louise? The goal is to go for showy plants with lots of color. Martins told Catherine they will grow specific seeds for us if we provide them. Crites has good showy plants that sold well. We need pictures and info for all the vendor plants.

C. Vendor and Consignor Relations - Catherine and Di

D. Volunteer Schedules and Recruiting - Catherine set up the schedule in 2025. We will add a dedicated Clean-Up Crew to the volunteer openings for 2026. Team leaders need to provide input on individual needs for volunteer help.

E. Graphics - Christine will head this team with Anthony. They will create basic information cards for lots of plants with a consistent theme. We may not have a specific plant in the sale but we will have an info card for future use.

F. Classic Advertising - Darla ran ads in the Pueblo Star Journal. The group didn't think the Chieftain was worth it.

G. Social Media - Christine and Anthony will head this team. Another facebook event will be posted as well as flyers.

H. SHED website - Alyson and Jean

I. Homegrown Donations - Annette and Joan with Dave and Carol. SHED will provide some materials for MG's that want to grow plants to donate (soil, pots, labels, coir).

J. Gardener Swap - Mary A

K. Finances and Accounting - Mary A

L. Logistics - Jan and Alyson will combine Logistics and Supplies and run the team together. If needed, they will ask for another team member early next year.

M. Supplies - combine with Logistics

N. Plant Pricing - Need a single team lead for this effort with several individuals reporting to the lead. A suggested retail price will be determined based on a percentage above the vendor/consignor cost. Vendors cannot use white tags. We will try to keep the homegrown price close to the vendors.

O. Plant Inventory - Catherine, Louise, Annette. Occurs both before and after the sale. Lots of confusion happens when plants are set on the tables before being inventoried. A new process will probably be implemented where plants are unloaded to a table, inventoried, priced and price tag put in the pots BEFORE moving to the sale tables.

P. Tally Tables - Peggy

Q. Cashiers - Mary G.

3. Other requests, announcements or new business -

- A. The party at Fuel and Iron was very nice and well attended.
- B. The October meeting is on the same day as the reception for the new 2025 Master Gardeners and the awards ceremony. It was moved by Peggy and seconded by Jan to have the event take the place of the monthly SHED meeting for October. The motion was approved unanimously. The ceremony will be held at the same location as last year (Bethany Lutheran Church).
- C. There was discussion about hosting a seed planting party in the fall to help members that might want to donate homegrown plants to the 2026 plant sale. We could provide pots and soil at the event. There might be some coir left at Grow Generation. There was discussion about how the coir is being used and Dave mentioned he mixes it with topsoil and fertilizer for starting seeds.
- D. Final plant sale notes: we might consider purchasing a Karaoke machine to use for announcements at the sale (Jan will look into renting/borrowing/purchasing options). The need for a pre-sale huddle was reinforced and there was a discussion about replacing Stripe for credit card purchases.
- E. The last few minutes of the meeting were a bit chaotic so please review these notes for any errors and omissions.

4. Adjourn - The August 18th meeting was officially adjourned at 11 am on a unanimously approved motion by Joan and seconded by Mary G. The next meeting will be held on September 19th at 10 am. The Zoom link is:

<https://us06web.zoom.us/j/83149792306>; Meeting ID: 831 4979 2306, Passcode 782983.

Add the 2025 SHED Monthly Meeting Dates to your calendar- on the 3rd Friday of the month at 10am: Sep. 19, Oct. 17 (Master Gardener banquet), Nov. 21

Minutes respectfully submitted by Jan Dash

SHED Monthly Meeting Minutes

July, 2025

There was no official July meeting. Instead a celebration was held at the Colorado Fuel and Iron Company on Union Avenue in Pueblo. Some of the original SHED founding members attended along with invited guests and current SHED members.

SHED Monthly Meeting Minutes

June 20, 2025

CSU Extension Office and on ZOOM

Zoom link is <https://us06web.zoom.us/j/83149792306>_Meeting ID: 831 4979 2306, Passcode 782983.

Determination of a Quorum - 5 of 9 Board members must be present

Directors present: In person: Di Graski, Alyson Buchanan, Mary Griggs, Peggy Hancock,

On zoom: Louise Gunderson, Jan Dash

Absent: Mary Agudelo, Annette Charron, Joan English

Members & guests: In person: Carol Sams, Dave Sams

On zoom: Jean Ray, Hawley Young, Courtney Nugent

Approval of Meeting Minutes: for May 30, 2025. The minutes were approved with one spelling correction on a motion made by Alyson and seconded by Peggy.

Financial Report: for May 2025 presented by Di. Alyson requested the financial report be made available with all sheets of the workbook instead of just the first sheet. Motion to approve financial report by Mary G and seconded by Dave. Approved unanimously.

OLD BUSINESS

1. **Plant Sale Debrief** - Continuation of discussion of the sale with a focus on the stakeholders. Overall we did extremely well. The donated plants were very valuable for their pure profitability. Yay Us! as Di would say.
 - A. Dave noted that based on sales and comments from customers he will change his plants next year. Customers want to see color when they buy a plant. He also will bring iris.
 - B. Alyson made an excellent point that we should pair up a volunteer with a grower to get photos of the plants. This will help the grower by removing that burden and provide better signage for the customer. Even the vendors/consigners could use the help with pictures and descriptions on their signs. We can work on signage ahead of the sale and if we end up with extra signs because a certain plant didn't make it to the sale it won't be a bad thing. Louise suggested SHED purchase a laminator for making our own signs so that the process doesn't have to go through her alone.
 - C. There was discussion about the holding area for plants. Some volunteers didn't know we had tables designated for that. Some customers didn't feel comfortable leaving their plants unattended (poaching does happen!). It was suggested we assign a volunteer to specifically direct customers to the holding area and keep an eye on the plants placed there.
 - D. Dave suggested we purchase or rent a PA system and have a roamer to make announcements throughout the sale. Specifically to push plants that aren't getting noticed, or discuss growing conditions of certain plants for the crowd. The roamer

could also announce the holding table locations, the waiting times at different cash registers, etc. Carol will check with their former plant sale people in TN to learn about the PA system they used.

- E. Di asked for input from the new Plant Sale Volunteers: Courtney mentioned that new volunteers didn't know what they should be doing for the position they were filling at the sale. The pre-sale huddle was mentioned again and seems to be a good idea. Each committee chair needs to complete their job descriptions for the plant sale volunteer handbook by the August deadline. Hawley wasn't able to help at the sale this year so no comments. Jean also wants volunteer training and a handbook/manual to review before the sale. She is willing to partner with Dave to work on photos and plant descriptions for next year. She suggested the volunteers roaming the sale floor have cards to hand out with SHED info and the CMG help line phone number/email for ongoing customer service. We already pass out that info at the exit so probably not needed. However, QR codes associated with each plant with associated photos and care instructions would be great. Courtney agreed to help with getting that info started. A lengthy discussion began on what plant care to include, what plants (base it on inventory sheets, etc) so Peggy made the excellent suggestion that all these great ideas need to be discussed by a committee. They can make the decisions for plant pictures, QR codes, info to include, etc. We need to have a motion on this. Suggested members are: Christine, Rick, Dave, Carol, Jean, Courtney and Louise.
- F. There were some issues with vendors, specifically with Crites (annuals). Because Chris was out of town and unable to make the pick up there was some confusion on what to do. It was suggested that Chris writes down her process for next year (will be part of the volunteer training manual). The same is true for Catherine's process with the other vendors and consignors Martin's Greenhouse also provided annuals. There was a flat of spikes and a few damaged plants that didn't sell from them. In the future they would like to know our order earlier so they can plan for us and start growing in September.

2. Attracting Grant Applications

- A. Louise noted we have had 2 grants per year the last 2 years. It's about all the committee can handle. There have been no applications so far this year but it's usually a fall activity.
- B. There was a comment that the Buelah garden folks will write up their process on how to start a community garden. We can then provide that info to potential grantees.
- C. Alyson commented that the Nature and Wildlife Discovery Center may submit a grant application if someone can write it up.
- D. Another commented that maybe some churches could write grants for gardens but that's a big ongoing commitment for a congregation.
- E. Alyson noted this is probably an item for the Development Committee to pursue along with maintaining and growing membership among other things. Who is on this committee?

3. Social Event to Commemorate SHED's 10th Anniversary

- A. Di is working on a venue and details for our anniversary celebration. This event will take the place of our July meeting. We do have a budget for socials of \$1,200 but it was never finalized after it was drafted in September 2024.
- B. More details to come via email from Di. She is looking at Fuel and Iron or perhaps Walters Brewery. Some felt it is very short notice for planning a party and inviting

non-member guests.

NEW BUSINESS

4. Nothing proposed.

5. Other new business, requests, announcements:

Alyson announced that Jean Ray will officially be helping her manage the website. It will be great to have more than one person dealing with updates and developing a new logo. Alyson also shared statistics from our square usage. Our May total was \$17,500 in 317 transactions. Of those 274 were unique customers. Our busiest time during the sale was from 9-10 am. Very interesting details. Thanks Alyson!

6. Adjourn - The June 20th meeting was officially adjourned at 11:15 am on a unanimously approved motion by Mary G and seconded by Peggy. The next meeting will be held on July 18th at a party venue to be announced. The Zoom link is:

<https://us06web.zoom.us/j/83149792306>; Meeting ID: 831 4979 2306, Passcode 782983.

Add the 2025 SHED Monthly Meeting Dates to your calendar- on the 3rd Friday of the month at 10am: July 18, Aug. 15, Sep. 19, Oct. 17, Nov. 21

Minutes respectfully submitted by
Jan Dash

SHED Monthly Meeting Minutes

May 30, 2025

CSU Extension Office and on ZOOM

Zoom link is <https://us06web.zoom.us/j/83149792306>_Meeting ID: 831 4979 2306, Passcode 782983.

Determination of a Quorum - 5 of 9 Board members must be present

Directors present: In person: Di Graski, Mary Agudelo, Joan English, Alyson Buchanan Mary Griggs, Peggy Hancock, Annette Charron, Louise Gunderson, Jan Dash

Absent: None

Members & guests: In person: Catherine Burst, Christine Charron, Carol Sams, Dave Sams On zoom: Jean Ray, Hawley Young, Chris Comins

Approval of Meeting Minutes: for April 18, 2025. The minutes were approved unanimously on a motion made by Louise and seconded by Annette.

Financial Report: for April 2025 presented by Mary A. Reviewed Plant Sale costs with gross income over 10K, more details later. Motion to approve financial report by Joan and seconded by Peggy. Approved unanimously.

OLD BUSINESS

1. Update on Grants, Scholarships, and Sponsorships

- A. Beulah low water pollinator garden - Annette and Christine reviewed progress to date. Two bed areas described, with hardscape already in and ready for planting. Area is downtown by the Beulah Inn. The space is in front of and beside an art gallery/gift shop. They have \$1,000 to purchase plants and the gallery owner will water as necessary. Discussion about allowing them to use SHED's wholesale license to purchase plants at a better price (still have to pay tax).
- B. Freed School - Mary A. said the beds are in and soil is delivered. Plans to visit the site in the next week or so and will provide an update at the next meeting.
- C. Pueblo Food Project donation of leftover plants from Tasha Jones. It is about \$300 worth of plants that SHED paid \$250 for.

2. Plant Sale Debrief - Discussion of the sale by Annette, Catherine and Louise dominated the meeting. We will continue to the next meeting as several other attendees had feedback to share. Overall we had a good profit.

- A. Christine provided feedback from the visitor booth and the social media outlets. Positive feedback from customers about tomato selection, cacti, the bright annuals and the perennial selection. Customers wanted more lavender, pueblo chilis, herbs, iris colors and annuals.
- B. Other notes from Annette: tally slips ran out ~1:30 PM. We need more info on conditions for growing the plants. Perhaps a list of nurseries for different plants and trees that we didn't have at the sale. More signage directing people to the tally lines.
- C. There was overall discussion about the email list for next year's sale, creating a

spreadsheet with growing zones, care, etc.

- D. Homegrown plants needed more labelling and it was suggested we move homegrown to the front of the building for better visibility. Also suggested we move Kata to the back of the consignors as she dominates the space.
- E. Catherine had a list of 13 items. [Jan D: I couldn't keep track of them as there was much discussion after each one. Hope to get lists of everyone's points so I can enter them in the minutes properly.]
 - 1. White tags should not be allowed by vendors. Too confusing with our own white tags for pricing.
 - 2. Kata's plants had colored tags with plant names that were too confusing with our own colored price tags. Try to eliminate this problem next year.
 - 3. Place the swap tables in better space next year, move outside if possible.
 - 4. Obtain a phone number for the state fair maintenance people in case of emergency. There was a power failure Friday that would have been disastrous on Saturday.
 - 5. Suggested we purchase a counter for the exit. However SHED has a counter in the supply box but it wasn't used.
 - 6. Supplies were packed up after the sale but some things were evidently still needed. Need to make clear what should be left out for use by certain groups. The suggestion was made to designate a final load out team on VMS so there is also less burnout by the end of the day.
 - 7. SHED needs a leftover plant distribution plan moving forward.
 - 8. There was conflict between logistics and inventory at the end of the sale (I think). Signs were packed up and tables moved, leftover plants moved before final inventory was completed. Consolidation of plants on tables caused problems. Volunteers on the clean up shift were just trying to do their job as directed. There needs to be better coordination. Inventory might need to have more volunteers that know what to do so the job doesn't fall onto one or two people.
 - 9. Personal items need to be labelled and placed in a designated, out of the way location. Several items were moved/displaced on the back tables as people were trying to find their own things or supplies. We need more designated space for supply set up to keep separate from personal items and snacks/drinks.
 - 10. Annette suggested we have a pre-sale huddle to review last minute details, provide a pep talk and generally get everyone energized. Awesome idea!
 - 11. We should designate a volunteer greeter for the front of the room using VMS.
 - 12. The middle aisle was a great idea and worked well for traffic movement through the plants.
 - 13. Homegrown plants need to arrive earlier if possible. Apparently it was hard to inventory some of them.
 - 14. We may want to provide a suggested retail price for the consignment plants. The vendor can either use it or create their own but at least we have a good starting point for our purposes.
 - 15. Stick to original prices in the future. The end of the sale dollar-off deal didn't translate well to the tally tables and there was confusion with replacing price tags in between.
- F. Louise had several points to share but not clear if she got through her entire list.
 - 1. We need a plant sale guidebook. All agreed that each committee leader should write up their duties and it will be compiled so we know and appreciate what each team has to deal with. A tentative deadline for job write ups was set for August 1.
 - 2. Ending inventory was messed up due to sign removal and plant consolidation on tables.
 - 3. Pricing was a problem. We have a fixed price that is doubled or 1.75 x what the wholesale cost was. We need more guidance on pricing for helpers.

4. There were a lot of volunteers trying to help but not knowing what they were supposed to do.
 5. Do not lower prices in the future. Stay with the set price.
- G. Due to time constraints more Plant Sale discussion will be had at the June 20th meeting.

3. Social Event this Summer to Commemorate SHED's 10th Anniversary

Tabled this item until the next meeting due to lack of time.

NEW BUSINESS

4. Nothing proposed due to lack of time.

5. Other new business, requests, announcements:

Nothing proposed due to lack of time.

6. Adjourn - The May 30th meeting was officially adjourned at 11:55 am on a unanimously approved motion by Alyson and seconded by Jan. The next meeting will be held on July 18th. The Zoom link is:

<https://us06web.zoom.us/j/83149792306>; Meeting ID: 831 4979 2306, Passcode 782983.

Add the 2025 SHED Monthly Meeting Dates to your calendar- on the 3rd Friday of the month at 10am: July 18, Aug. 15, Sep. 19, Oct. 17, Nov. 21

Minutes respectfully submitted by
Jan Dash

SHED Monthly Meeting Minutes

April 18, 2025

CSU Extension Office and on ZOOM

Zoom link is <https://us06web.zoom.us/j/83149792306>_Meeting ID: 831 4979 2306, Passcode 782983.

Determination of a Quorum - All 9 Board members were present

Directors present: in person: Di Graski, Mary Agudelo, Joan English, Alyson Buchanan Mary Griggs, Peggy Hancock, Annette Charron

on zoom: Louise Gunderson, Jan Dash

Absent: None

Members & guests: in person: Catherine Burst, Rick Hanger, Dave Sams

on zoom: Courtney Nugent, Ryley Henninger, Roger Riekema, Kata Schmidt, Shanel Rhodes

Approval of Meeting Minutes: for March 21, 2025. A change was made in last month's minutes to replace the word 'signed' with the word 'cashed' in reference to the grant check awarded to FREED. The revised minutes were approved unanimously on a motion made by Alyson and seconded by Annette.

Financial Report: for March 2025 - The report was presented by Mary A. It was a slow month with 2 members paying dues and no other activity. Mary A. shared that the CD was renewed at 3.75%.

OLD BUSINESS

1. 2025 Plant Sale Coordination Meetings & Update: The next meeting will be Tuesday April 22 at noon on zoom. There will be a final meeting the week before the sale on Tuesday April 29. There was extended discussion about plant donations, the donation form created by Annette and Jean, and plant delivery times before the sale. Kata shared some real-time video of her house literally full of plants.

2. Financial Review Committee: (Di Graski, Jan Dash & Annette Charon) The final report was submitted. Di will add the financial reimbursement procedure to the Policy and Procedure Manual. There was discussion about using Stripe and possibly Paypal or Venmo. The financial review report was accepted unanimously on a motion by Catherine and seconded by Alyson.

3. Western Landscape Symposium: March 29, 2025. Catherine created a garden vignette in place of an information board. It was well received. The members present determined we need some literature to hand out - brochures, etc at events. An information board illustrating successful grants, the application process, what SHED does, etc were suggested topics. A committee was formed to work on SHED marketing with initial members including Catherine as lead, Darla, Rick and Christine (Charron?). On a side note: all grant information is posted on the G drive including pictures and detailed write-ups.

4. Beulah Rural Technical Assistance Program: March 20, 2025. This event was attended by Peggy, Courtney and Di. There were some follow-up meetings that SHED did not participate in. There have been no grant requests or further requests for assistance from this group. Annette noted we should still consider having a SHED social event at the Buelah garden, especially if they get a pergola or shade structure constructed.

5. Cococair donation to SHED from Generation Grow: Catherine has arranged for Generation Grow (owner/manager Shantel Arguello (aka Shaq)) to host the sale of the donated items for SHED at their facility: 130 Industrial Blvd, Pueblo West. A flyer promoting the sale was distributed to Master Gardeners and SHED members. There is also a pre-order form that must be filled out. Items can be paid for and picked up on Wednesday 4/30 from 9-11 am and Thursday 5/1 from 1-3 pm. Alyson will help Catherine on Wednesday and Jean will help on Thursday.

New Business

6. Update on Grants, Scholarships, and Sponsorships: Freed update by Mary A. They purchased some materials and have a work day planned for Saturday April 19. A layer of asphalt was discovered under the garden area and a plan to deal with it needs to be developed. There is a planting day scheduled for May 18. More details to come.

SHED update from Di. The MG cost is going up so it was proposed to increase the SHED grant scholarships from \$100 to \$125. Alyson moved to approve the scholarship increase and Peggy seconded. The motion passed unanimously. The grant committee will update the website with the new amount.

It was also proposed that grantees receive a complimentary membership in SHED during their grant period. The grant committee can add a sentence about this to the grant letters. Catherine moved to give grantees a membership, Alyson seconded the motion and it was unanimously approved.

7. Social Event this summer to commemorate SHED's 10th Anniversary: This item will be tabled until the May meeting.

8. Other new business, requests, announcements: Joan's neighbor Bill is having a plant sale April 25th and 26th (9am) at his home-311 Polk Street. It was decided that SHED cannot promote this sale but perhaps the MG's can. Word of mouth will probably be it.

Alyson encouraged anyone wanting to learn about WordPress (our website platform) to help with the website development.

Di announced a gathering tomorrow at the Sangre De Cristo A&C Center for nonprofits. There is a documentary film screening and a number of displays with a panel discussion later in the day. Di will attend and possibly others.

Di offered to meet with Shanel Rhodes (new apprentice) at the extension office to go over the VMS system. She is having difficulty using the calendar to sign up for events but wants to help.

9. Adjourn - The April 18th meeting was officially adjourned at 12:15 pm on a unanimously approved motion by Alyson and seconded by Mary G and Joan. The next meeting will include the **SHED Plant Sale Debrief** and will be held on **May 30, 2025 at 10:00 am** at the Extension office. **Please plan to attend in person if possible.** The Zoom link is:

<https://us06web.zoom.us/j/83149792306>; Meeting ID: 831 4979 2306, Passcode 782983.

Add the 2025 SHED Monthly Meeting Dates to your calendar- on the 3rd Friday of the month at 10am: June 20, July 18, Aug. 15, Sep. 19, Oct. 17, Nov. 21

Minutes respectfully submitted by
Jan Dash

SHED Monthly Meeting Minutes

March 21, 2025

CSU Extension Office and on ZOOM

Zoom link is <https://us06web.zoom.us/j/83149792306>_Meeting ID: 831 4979 2306, Passcode 782983.

Determination of a Quorum - 5 of the 9 Board members must be present

Directors present: in person: Di Graski, Mary Agudelo, Louise Gunderson, Joan English, Jan Dash, Mary Griggs, Annette Charron; on zoom: Alyson Buchanan

Absent: Peggy Hancock

Members & guests present: in person: Courtney Nugent, Carol Sams, David Sams, Marianne Angel

Approval of Meeting Minutes: for February 21, 2025. The minutes were approved unanimously on a motion made by Mary G and seconded by Alyson.

Financial Report: for February 2025 - The report was presented by Mary A. Di noted the ENT checking account has been updated for signatories and 2 big hits to the account this month: FREED cashed their grant check and the sales tax bill was paid for last year. Mary A. shared that the CD is continuing this month at the same rate as before (not clear what that is - 4.7%?). The financial reports were unanimously approved on a motion made by Louise and seconded by Alyson and Joan.

Old Business

1. Policy & Procedure Manual: Members should continue to send comments or changes to Alyson at puebloshed@gmail.com with the title ***Policy Manual Comments***. Attendees were reminded the document is a guideline/working document and will be updated by the Board as needed.

2. 2025 Plant Sale Coordination Meetings: 2nd & 4th Tuesdays at Noon on Zoom through the end of April. The logistics committee (Joan, Catherine, Annette, Peggy and Di) visited the new site for the sale in the Colorado Building on the fairgrounds. Di shared photos of the space and a discussion of the table layout was held. The final table layout must be provided to Lexi next week. David has 500 plants to donate and Annette requested 8 tables for MG donations. There will be a SHED information table (need to sign up volunteers on VMS?). We have access to the building starting on Monday before the sale. There was discussion about pricing for donations and set up, Mary A's swap table and the vendor's delivery day/time.

3. Update from Financial Review Committee: (Di Graski, Jan Dash & Annette Charon) The committee met on March 17 and determined that all financial documents are in order. There was one question about the location of our 2024 1099 form but it is not due until May so we don't have it yet. The document checklist compiled by Marianne was extremely helpful and allowed the committee to efficiently expedite the review.

4. Western Landscape Symposium: March 29, 2025. Mary G. and Jan D. have volunteered to work the SHED table during the 11:30 am-1:00 pm lunch break. Catherine has the materials for the table. Carol and David Sams are doing a demonstration table.

New Business

5. Plant Sale “Debrief” Meeting: Di proposed we reschedule the May monthly SHED meeting to the final Friday in May, 05/30/2025, so we can reflect on the 2025 Plant Sale. This is the Friday after Memorial Day. The motion was made by Jan D and seconded by Joan. The motion was approved unanimously by all members present in person and on zoom.

6. Cococoir donation to SHED from Generation Grow: Catherine and Christine received an offer of four pallets of coir products. How best can Pueblo County gardeners use coir? Should we sell it first to SHED members, then Master Gardeners, at the plant sale? Where will we store it? Ideas were discussed. It is a by-product of coconut harvesting. It can be used like peat moss. If stored outside it must be tarped because once wet it expands. We need to know when we have to pick it up and then where to take it until we distribute it. Much talk about what form the product is in: blocks, rolls, or bags. The final thought was its 1.75 cubic ft bags with 65 bags per pallet. The bags retail for about \$17 each. We could hold a class on how to use the coir and then sell it at the class. Final decision was to sell to SHED and MG members.

7. Other new business, requests, announcements: We have 24 paid SHED members. Annette proposed we need to promote SHED more through socials and freebies

8. Adjourn - The March 21st meeting was officially adjourned at 11:10 am on a unanimously approved Motion by Mary G and seconded by Louise. The next meeting will be held on April 18, 2025 at 10:00am at the Extension office and on Zoom at:

<https://us06web.zoom.us/j/83149792306>; Meeting ID: 831 4979 2306, Passcode 782983.

Add the 2025 SHED Monthly Meeting Dates to your calendar- 3rd Friday of the month 10am: Apr. 18, May **30** (new date for Plant Sale discussion), June 20, July 18, Aug. 15, Sep. 19, Oct. 17, Nov. 21

Minutes respectfully submitted by
Jan Dash

SHED Monthly Meeting Minutes

February 21, 2025

CSU Extension Office and on ZOOM

Zoom link is <https://us06web.zoom.us/j/83149792306>; Meeting ID: 831 4979 2306, Passcode 782983

Determination of a Quorum - 5 of the 9 Board members must be present

Directors present: in person: Di Graski, Mary Agudelo, Louise Gunderson, Peggy Hancock, Joan English; on zoom: Alyson Buchanan, Jan Dash, Mary Griggs

Absent: Annette Charron

Members & guests present: in person: Courtney Nugent; on zoom: Trisha Fernandez, David Sams, Carol Sams, Roger Riekema

Approval of Meeting Minutes: for January 10, 2025 (attached) - A correction to the previous meeting minutes was made by Alyson to include the absence of Director Bonnie Bowman. The corrected minutes were approved unanimously on a motion made by Joan and seconded by Louise.

Financial Report: for December, 2024 (corrected) and January 2025 - The reports were presented by Mary A. Di noted that the large sales tax paid in January was a big hit but we are caught up for 2025 now. Mary A. shared that the CD is renewing this month at 4.7%. Alyson pointed out that membership payments have had a few glitches because of problems with Stripe. She is researching other online payment methods. The financial reports were unanimously approved on a motion made by Peggy and seconded by Alyson.

Old Business

- 1. Policy & Procedure Manual:** Members were encouraged to review the draft Manual previously emailed and to send comments or changes to Alyson at puebloshed@gmail.com with the title **Policy Manual Comments**. Attendees were reminded the document is a guideline/working document and will be updated by the Board as needed.
- 2. 2025 Plant Sale Coordination Meetings:** 2nd & 4th Tuesdays at Noon on Zoom through the end of April. A single zoom link for all the Tuesday meetings is now set up and Catherine will email the new link before next Tuesday. Catherine was unable to attend today's meeting so Di presented information in her place. A group called GrowGeneration contacted Catherine about donating annuals to the plant sale. Joan's neighbor is growing plants to sell. David has about 100 plants started so far with many more in the works. It was noted that the Paws for Life plant sale will occur on the weekend before our sale this year. The Logistics committee is working to confirm our use of the Fine Arts Building and that the interior space will be ready for us before the sale. A walk through of the space is being coordinated.
- 3. Update from Financial Review Committee:** (Di Graski, Jan Dash & Annette Charon) The committee met on Feb 3 at the extension office to review the financial documents on the 1 SHED drive. We decided to each compare the list of required documents to what we have

available and compare notes on March 7. The results of our review will be presented at the March 21 SHED meeting.

New Business

4. **Western Landscape Symposium:** March 29, 2025. update on volunteers for SHED table and plans for SHED marketing materials. Catherine is the lead for the table set up and has volunteer help from Mary G. and Jan D. during the 11:30 am-1:00 pm lunch break. Joan volunteered to contact Catherine to help with the display board and anything else.
5. **SHED's ENT account:** The checking account signatories need to be updated to reflect the new SHED president. ENT requires signed meeting minutes explicitly directing changes, plus a copy of SHED's Bylaws. Therefore, a motion to remove Catherine Burst from the checking account and add Di Graski was made by Louise Gunderson. The motion was seconded by Peggy Hancock. The motion was approved unanimously by all members present in person and on zoom.
6. **Seeds donated to SHED:** Mary A. contacted several seed companies about donating seed packets to SHED and got a response from some of them. The seeds must be dispersed to the community so a few ideas included SHED Grantees, Edible Landscapes, All Pueblo Grows, Gifts at Plant Sale, Boys & Girls Clubs gardens, "Swag" for future SHED or CMG tables, or other community gardens. The group decided to first offer seed packets to the Freed School (a 2025 community garden grant winner) and then use the remaining seeds as freebies at the SHED display table at the Western Landscape Symposium. Any remaining seed packets will be used at future SHED events. Thank you to Mary A. for thinking of this great idea. Di will write thank you notes to the seed companies for their donations.
7. **Beulah Rural Technical Assistance Program:** Community Visioning workshops March 20 and 21 at Nature and Wildlife Discovery Center's Mountain Park Horseshoe Lodge. There is a session in the evening on March 20th and morning and afternoon sessions on the 21st. Di asked for any SHED members interested in attending. Di, Peggy and Courtney will coordinate attending one of the sessions.
8. **Other new business, requests, announcements:** 1. The extension office has hired a new Horticultural Support person named Emily. She starts next Monday so be sure to say hi next time you're in the office. 2. The Deep Roots study group will be meeting at 1230 pm today at the extension office. Louise is leading the discussion today but will no longer be able to coordinate the future meetings due to workload. The group will discuss how to proceed at this meeting. The group leader helps determine the topic for the upcoming meeting and communicates that to Amanda before she puts out her Friday newsletter. 3. The grants committee is looking for more applications. So far they have granted the community garden grant to Freed School. Alyson suggested the NWDC gardens group will be asking for a grant for plant signage at the river campus gardens. Louise stated the grants are great for paying for the hardscape for gardens, such as raised bed materials, irrigation systems, etc. Di pointed out that the plant signage at the Lake Pueblo Visitor Center is very nice and might be something NWDC wants to explore. 4. Alyson will be emailing new board members a questionnaire to fill out for their bios on the web site. She will also send conflict of interest forms that need to be signed by all board members.
9. **Adjourn** - The February 21st meeting was officially adjourned at 10:50 am on a unanimously approved Motion by Joan and seconded by Alyson and Peggy. The next meeting will be held on March 21, 2025 at 10:00am at the Extension office and on Zoom at <https://us06web.zoom.us/j/83149792306>; Meeting ID: 831 4979 2306, Passcode 782983.

Add the 2025 SHED Monthly Meeting Dates to your calendar- 3rd Friday of the month 10am Mar. 21, Apr. 18, May 16, June 20, July 18, Aug. 15, Sep. 19, Oct. 17, Nov. 21

Minutes respectfully submitted by:

Jan Pash, SHED
Secretary

SHED Annual Meeting Minutes

January 10, 2025

CSU Extension Office and on ZOOM . Link is <https://us06web.zoom.us/j/83149792306>; Meeting ID: 831 4979 2306, Passcode 782983.

Determination of a Quorum – 5 of the 8 Board members must be present

Directors present: Mary Agudelo, Alyson Buchanan (Zoom), Catherine Burst, Annette Charron, Mary Griggs, Louise Gunderson, and Peggy Hancock (Zoom).

Absent: Bonnie Bowman (revised 02/21/25)

Members & guests present: Kata Schmidt, Marianne Angel, Roger Riekema, Di Graski, Rick Hanger, Joan English, Sandra Ramos, Jan Dash and on Zoom, Jan Chase, Shanel Rhodes & Jean Ray.

Catherine took minutes on the Secretary's behalf.

Approval of Meeting Minutes for November 22, 2024 (attached) – The minutes were approved unanimously on a motion made by Annette and seconded by Kata.

Financial Report for November & December, 2024 – Catherine presented the Report and acknowledged that there was a difference between the year-end balance in the Financial Report and the year-end balance in the Cash Flow report. Mary A will review and correct the Report for the February meeting. Mary A reported that all the funds from the CD maturing in December, approximately \$10, 042, were reinvested in a 3 month CD at Ent Credit Union. Catherine reported that SHED ended the year with a net profit of about \$1,400 instead of the budgeted \$4,000 loss due to plant sale income and some budgeted expenses not being incurred.

SHED's 2024 Year in Review – SHED fulfilled its mission of supporting horticulture by granting the highest amount of funds in its history - over \$5,000 – thanks to the efforts of Bonnie, Annette and Louise. The Plant Sale had its highest grossing year to date, new Bylaws were passed and a draft Policy and Procedure Manual was issued. 2025 will be SHED's 10 year Anniversary and Catherine's leadership over the past five years was acknowledged. She noted these successes built on the work done by SHED founders and members in its first five years and the work of and support of members over the last five years.

Old Business

1. **SHED Dues** - Mary A. collected dues from several attending members, and attendees were reminded that they could only vote if their dues were paid.
2. **Policy & Procedure Manual** – Members were reminded to review the draft Manual previously emailed and to send comments or changes to Alyson at pueblashed@gmail.com with the title **Policy Manual Comments**. Attendees were reminded the document is a guideline and will be updated by the Board as needed.
3. **2025 Plant Sale Coordination Meetings** – Next meeting is JAN. 14th at Noon, Zoom only, then every 2nd & 4th Tuesdays at Noon on Zoom through the end of April.

- 2025 Monthly Meetings were changed to the THIRD FRIDAY of the Month**, Feb. 21st to Nov. 21st, on a unanimously approved motion made by Annette and seconded by Louise.

New Business

- Appointment of the Financial Review Committee** - Di Graski, Jan Dash, Annette Charron; Catherine Burst - document organization information only. Di will call the meeting.
- Confirmation of Western Landscape Symposium Sponsorship** – The members agreed to sponsor \$500 for this item, which was included in the 2025 budget dated 9/12/24.
- 2025 Plant Sale Green Apron purchase** – Purchase of 15 mid-thigh length aprons at a cost not to exceed \$175 was approved unanimously on a motion made by Louise and seconded by Annette. The aprons will be labeled as property of SHED & kept with the Plant Sale supplies.
- Other new business** – Annette proposed that possible plant sale plant donors be offered an opportunity to take a propagation workshop as a way to encourage them to start plants. Catherine suggested Annette draft an email for Amanda to send out, encouraging people to attend the All Pueblo Grows seed starting workshop on Jan. 30 and the CMG After Germination - Natives class on Feb. 7. Emailing an Extension Fact Sheet on starting plants from cuttings, and any other relevant Facts Sheets, were also ways to encourage people to start plants for donation.
- 2025 Board of Directors Election Results** - Joan English volunteered to run as a candidate for the open At Large 6 position, and was thanked for stepping up. By a unanimous vote, and on a motion made by Kata and seconded by Richard, the 2025 Board of Directors was elected. It includes:

Position	Person	Term Begins	Term Ends
1. President	Di Graski	Jan 2025	Jan 2027
2. Vice President	Alyson Buchanan	Jan 2025	Jan 2026
3. Secretary	Jan Dash	Jan 2025	Jan 2027
5. At-Large	Annette Charron	Jan 2025	Jan 2027
6. At-Large	Joan English	Jan 2024	Jan 2026
7. At-Large	Louise Gunderson	Jan 2025	Jan 2027
9. At-Large	Mary Griggs	Jan 2025	Jan 2027

Treasurer Mary Agudelo and At-Large Position 8 Director, Peggy Hancock, will complete their terms of service, which end in January 2026.

- Presentation to Incoming President** – A hori-hori knife was presented to Di from Catherine for her use in chairing the SHED meetings.

11. **Adjourn** - On a unanimously approved Motion by Mary G. and seconded by Joan, the meeting was adjourned to February 21, 2025 at 10:00am at the Extension office and on Zoom at <https://us06web.zoom.us/j/83149792306>; Meeting ID: 831 4979 2306, Passcode 782983.

Add to your 2025 Calendar SHED Monthly Meeting Dates – 3rd Friday of the month 10am

Feb. 21, Mar. 21, Apr. 18, May 16, Jun. 20, Jul. 18, Aug. 15, Sep. 19, Oct. 17, Nov. 21