

# Harvest Farm Board Work Plan

This document is (1) our work plan, (2) Board meeting agenda, and (3) meeting minutes.

Updated: 02/05/2024



---

<b>Opening items</b>	<b>2</b>
<b>Recurring Topics</b>	<b>2</b>
Financial Report (Eileen)	2
Calendar Review (Kristen)	2
Orchard Updates (Roger)	3
<b>Board Business</b>	<b>3</b>
Operating plan development	3
Workday (All)	3
Learning Sessions (Bill / Alex)	4
Social Media Strategy (Kristen / Alex)	4
Grant: Food Well Alliance (Alex)	5
Grant: Lowes Hometowns (Alex)	5
Garden of the Month (All)	6
Plot process (Kristen supported by Alex)	6
Plot Warning Stakes & Plot Transfers (Eileen the Enforcer)	6
Social Committee (Valerie, Elle, & Sara)	7
New Signs (Eileen, Ken, & Kristen)	7
Boy Scout Project: Two new plots (Jim, Bill, & Alex)	7
Garden Plot Expansion (Alex, Ken, Bill, Kristen)	8
Maintenance (All)	8
Board Business (All)	8
<b>Appendices</b>	<b>9</b>
External contacts	9
Vendors	9
Lowe's Hometowns Project Grant	9
02/06/2024 (Alex): Text for initial grant application	9
01/29/2024 (Alex): Initial draft sent to Paul Slavin	10
Template	10

---

## Opening items

- Call to Order
- Adoption of Agenda
- Approval of September Minutes




---

## Recurring Topics

<b>Financia Report (Eileen)</b>	<b>Next Actions</b>
	<b>Latest Update</b>
<b>Calendar Review (Kristen)</b>	<b>Meeting Minutes</b>
	<b>Next Actions</b>
	1. Review dates for any issues 2. Schedule board meetings for Tuesdays prior 3. Note Final Four selection process (below)
<b>Latest Update</b>	02/01/2024 (Alex): Posted a 'calendar' to the Facebook page and will pin it to the top of the page...Facebook doesn't seem to offer a calendar option, which is annoying. Any other ideas?
	<b>2024 Group Volunteer Days</b> 🧑‍🌾 (09:00 – 11:00) Join us one <b>Saturday</b> per month to work on our gardens, handle special projects, and share gardening ideas. We will also present the <b>Garden of the Month</b> at the volunteer day. <i>Many hands make light work!</i> 😊
	Feb 17
	Mar 09
	Apr 13
	May 11
	Jun 08
	Jul 13
	Aug 10
	Sep 14
	Nov 09
	<b>2024 Seasonal Events</b>
🥚 Mar 23 Easter Egg Hunt (11:00 – 1:00)	
☀️ Summer Fest (TBD in June)	
🥗 Salad Day(s) (TBD)	
🍁 Fall Fest (TBD in Sep/Oct)	
<b>Meeting Minutes</b>	
<b>Orchard Updates (Roger)</b>	<b>Next Actions</b>
	<b>Latest Update</b>
	02/07/2024 (Alex): Roger confirms that he will attend the 02/12 meeting.
<b>Meeting Minutes</b>	

## Board Business

<b>Operating plan development</b>	<p><b>Next Actions</b></p> <p>02/08/2024 (Alex): The operating plan is a work in progress, so members of the Board are welcome to review and provide feedback at any time.</p> <p><b>Latest Update</b></p> <p><a href="#">The operating plan is located here.</a></p> <p>02/02/2024 (Alex): The Harvest Farm operating plan is currently under development and will continue to be refined until the current board completes their term and hands over responsibilities to the next board. The objective is to comprehensively document all aspects of the garden's operations, including the board's processes and decisions, to create a centralized resource for future boards. This will enable incoming board members to access vital information and make informed decisions to ensure the garden's continued success</p> <p><b>Meeting Minutes</b></p>
<b>Workday (All)</b>	<p><b>Next Actions</b></p> <p><b>Latest Update</b></p> <p>02/01/2024 (Alex): Soil3 delivered 02/02. Draft volunteer date activities:</p> <p><b>Barn and tool shed maintenance</b></p> <ul style="list-style-type: none"> <li>● Sweep the barn.</li> <li>● Clean out the tool shed.</li> <li>● Clean and repair tools as needed.</li> <li>● Inventory pick-a-row/donate-a-row stakes and put them out for members to see and take as needed.</li> </ul> <p><b>Inventory and organic applications</b></p> <ul style="list-style-type: none"> <li>● Inventory organic applications like neem oil to ensure sufficient stock. Notify a board member if more organic applications need to be ordered.</li> <li>● Inspect and position the deer off devices correctly. Ensure the devices are not empty.</li> </ul> <p><b>Garden maintenance</b></p> <ul style="list-style-type: none"> <li>● Weed the gravel paths.</li> <li>● Tend to the butterfly garden.</li> <li>● Care for the pollinator area.</li> <li>● Trim shrubs as necessary.</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>● Cut down the tree growing as a weed on the south side of the garden.</li> <li>● Clean out the fire pit.</li> <li>● Inspect and fix gates as necessary.</li> <li>● Install new signs.</li> </ul> <p><b>Orchard Work</b></p> <ul style="list-style-type: none"> <li>● To be determined by Roger.</li> </ul> <p><b>Individual garden maintenance work</b> on your own individual garden and its surrounding gravel paths.</p> <p><b>Meeting Minutes</b></p>
<b>Learning Sessions (Bill / Alex)</b>	<p><b>Next Actions</b></p> <p>02/02/2024 (Alex): Review at the 02/12 Board meeting.</p> <p><b>Latest Update</b></p>

	<p>02/02/2024 (Alex): Note that the embedded file contains learning session and social media post ideas by month so that they complement each other.</p>  <p>Educational and Social Media Idea by I</p> <p><a href="#">Meeting Minutes</a></p>
<p><b>Social Media Strategy (Kristen / Alex)</b></p>	<p><b>Next Actions</b></p> <p>02/06/2024 (Alex): Discuss forming a Social Media Committee (example announcement / promotion below).</p> <p><b>Latest Update</b></p> <p> <b>Calling All Garden &amp; Social Media Enthusiasts!</b> </p> <p>We're excited to announce an opportunity for you to leverage your passion for social media and gardening! We're considering forming a Social Media Committee to enhance our Facebook presence and support our mission:</p> <ul style="list-style-type: none"> <li>• Connecting people with nature</li> <li>• Promoting healthy eating</li> <li>• Building a stronger Suwanee community through gardening</li> </ul> <p><b>Why join the Social Media Committee? You'll:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Collaborate with fellow garden enthusiasts</li> <li><input checked="" type="checkbox"/> Promote healthy eating and gardening</li> <li><input checked="" type="checkbox"/> Learn and share effective gardening techniques</li> <li><input checked="" type="checkbox"/> Create engaging Facebook content</li> </ul> <p>We've outlined 3-4 gardening topics per month, and together, we'll craft informative posts. Your ideas will shape the committee's future direction! Whether you're a seasoned gardener or just starting, this committee offers a chance to learn and share your knowledge.</p> <p>Ready to 'dig in' to make a difference? Direct message or email [Board Member Name] to learn more!</p> <p>#HarvestFarmCommunityGarden #VolunteerOpportunity #CommunityGardening</p> <p>#SuwaneeCommunity</p> <p><a href="#">Meeting Minutes</a></p>
<p><b>Grant: Food Well Alliance (Alex)</b></p>	<p><b>Next Actions</b></p> <p>10/16/2024: Applications open (date TBD)</p> <p>11/04/2024: Q&amp;A webinar (exact date TBD)</p> <p>11/20/2024: Deadline (exact date TBD)</p> <p>01/27/2025: Grant decisions made &amp; fund distribution begins (exact date TBD)</p> <p>10/01/2025: Community garden reports completed by recipients due (exact date TBD)</p> <p><b>Latest Update</b></p> <p>02/01/2024 (Alex): Prior to 2024, Harvest Farm had applied for and received a <b>Garden Improvement Grant</b> from the Food Well Alliance. This is a \$1,500 grant. Food Well targets reaching 60 community gardens annually this grant.</p> <p>Harvest Farm has received these grants in the past:</p> <ul style="list-style-type: none"> <li>• 2021 Compost delivery</li> <li>• 2020 Composting system &amp; compost delivery</li> <li>• 2019 \$1,500 and compost delivery</li> <li>• 2017 \$1,500</li> </ul> <p><a href="#">Meeting Minutes</a></p>

<b>Grant: Lowes Hometowns (Alex)</b>	<p><b>Next Actions</b></p> <p>02/06/2024 (Alex): Lowe’s will announce grant recipients in late June on their Newsroom (<a href="#">click here</a>).</p> <p><b>Latest Update</b></p> <p>The Harvest Farm Outdoor Learning Circle, previously used to teach organic gardening and utilized by groups such as gardeners, the Boy/Girl Scouts, and homeschoolers, currently faces deterioration. The damage to its essential benches and steps has rendered them unsafe. To revitalize this space as a pivotal educational and community center, it is critical to repair and restore these key features. <a href="#">Lowes Hometowns Grants</a></p> <p>02/07/2024 (Alex): From Paul: Lowe’s stores often offer discounted materials and red vests for volunteer involvement, making projects more affordable. Last year, 1800 projects were selected, including 7 community gardens and 40 community centers/outdoor spaces. This suggests that our project is a good fit. Paul will continue to advocate for our project with store and district managers as the selection date approaches.</p> <p>02/06/2024 (Alex): Completed and submitted grant application (<a href="#">click here to see grant write up</a>).</p> <p>02/01/2024 (Alex): Met with Bill Stinehart to estimate potential work and costs, and we decided to apply for the \$50k grant.</p> <p>01/31/2024 (Alex): Reviewed terms and conditions and FAQs and confirmed to Paul that our project is a good fit. Asked Paul for the application form.</p> <p>01/30/2024 (Alex): Received confirmation from our local Lowe’s representative, Paul Slavin, that our proposal “sounds exactly like what the company has requested for nominee submissions.”</p> <p>01/29/2024 (Alex): Sent a draft proposal to the “Lowe’s Hometown” project grant program.</p> <p><a href="#">Meeting Minutes</a></p>
<b>Garden of the Month (All)</b>	<p><b>Next Actions</b></p> <p>01/31/2024 (Alex): (1) Review the updated Final Four &amp; Garden of the Month overview document and (2) Schedule first Final Four selection walkabout for 02/10.</p> <p><b>Latest Update</b></p> <p>01/31/2024 (Alex): Asked Eileen about the Final Four signage.</p> <div data-bbox="386 1192 441 1255" data-label="Image"> </div> <p>Final Four and Garden of the Month.</p> <p><a href="#">Meeting Minutes</a></p>
<b>Plot process (Kristen supported by Alex)</b>	<p><b>Next Actions</b></p> <p>02/03/2024 (Alex): Follow-up with Monique Whitfield.</p> <p><b>Latest Update</b></p> <p>The current process for (1) applying for a plot, (2) managing the waiting list, (3) reassigning plots is time consuming and has resulted in problems such as people saying that they requested multiple times, but they aren’t in the system.</p> <p>02/06/2024 (Alex): Spoke with Monique Whitfield:</p> <ul style="list-style-type: none"> <li>● Knowledgeable about technology used by Harvest Gwinnett to manage their plots.</li> <li>● Has been with J.B. Williams Community Garden for two years.</li> <li>● Harvest Gwinnett is going to be doing a bus tour of all 15 Community Gardens.</li> <li>● Monique gets a plot roster from Brad Livesay from Harvest Gwinnett.</li> <li>● Brad uses an Excel spreadsheet...who moves out and who moves in...</li> <li>● Monique uses Group Me for communications for updates...</li> <li>● Harvest Gwinnett has community</li> </ul>

	<p>02/03/2024 (Alex): Emailed Monique Whitfield of JB Williams Community Garden as recommended by Tim Ledford.</p> <p>01/29/2024 (Alex): Contacted Tim Ledford who runs the Gwinnett Community Garden program to share how other gardens manage this process. 02/01/2024 (Alex): Tim hasn't responded, he doesn't allow comments on his page, he doesn't allow people to friend him...we're not going to hear back from Tim.</p> <p><a href="#">Meeting Minutes</a></p>
<b>Plot Warning Stakes &amp; Plot Transfers (Eileen the Enforcer)</b>	<p><b>Next Actions</b></p>
	<p><b>Latest Update</b></p>
	<p><a href="#">Meeting Minutes</a></p>
<b>Social Committee (Valerie, Elle, &amp; Sara)</b>	<p><b>Next Actions</b></p> <p>Discuss any upcoming social committee plans. The Easter Egg hunt is on the calendar, but we need dates for the other events.</p> <p><b>Latest Update</b></p>
	<p><a href="#">Meeting Minutes</a></p>
<b>New Signs (Eileen, Ken, &amp; Kristen)</b>	<p><b>Next Actions</b></p> <p>02/07/2024 (Alex): Put up the signs (date TBD).</p> <p><b>Latest Update</b></p> <p>It was agreed that the rules sign is too wordy, and no one reads it. While we don't want to have too many signs, we feel it does make sense to separate the garden rules from the city of Suwanee park rules. Since the city of Suwanee rules are posted on the permanent large signs and are in good shape, the following signs are needed:</p> <ul style="list-style-type: none"> <li>● butterfly garden (2)</li> <li>● water me signs (5)</li> <li>● orchard signs (2)</li> <li>● No dogs allowed (4)</li> <li>● No picking the produce (2)</li> <li>● yellow stakes with pointy ends (20)</li> <li>● red stakes with pointy ends (10)</li> <li>● green stakes with pointy ends (5-10)</li> </ul> <p><a href="#">Meeting Minutes</a></p>
<b>Boy Scout Project: Two new plots (Jim, Bill, &amp; Alex)</b>	<p><b>Next Actions</b></p> <p>02/03/2024 (Alex): Follow-up with Jim and Bill (Bill said that he will look when he is at the garden this week).</p> <p><b>Latest Update</b></p> <p>We have space available for two new plots next to plot #44. A large plot and a small plot. This could be a good Boy Scout project.</p> <p>02/03/2024 (Alex): Jim is concerned that the project scope may be too limited, depending on the Scout's abilities. He plans to check with the Troop Advancement coordinators on Monday, February 5th to determine if this project aligns with the requirements for current Life Scouts who need a project to advance.</p>

	<p>02/03/2024 (Alex): Emailed Jim Fisher and Bill Stinehart to see if this project could be a Boy Scout Eagle Scout project. Building two raised garden plots is a suitable Eagle Scout project because it addresses a significant need in the community, promoting sustainable gardening practices and providing opportunities for families to grow their own food. The project's scope includes:</p> <ul style="list-style-type: none"> <li>● Gathering materials and tools, such as lumber, screws, and landscaping fabric.</li> <li>● Measuring and marking a 15x5-foot area for each plot.</li> <li>● Assembling and leveling the frame.</li> <li>● Lining with landscaping fabric to prevent weeds.</li> <li>● Filling with garden soil mix.</li> </ul> <p>This project should meet Eagle Scout project requirements, including planning, organizing, and executing a meaningful service project that benefits the community. The project's scope and complexity make it an appropriate challenge for an Eagle Scout candidate.</p> <p><a href="#">Meeting Minutes</a></p>
<b>Garden Plot Expansion (Alex, Ken, Bill, Kristen)</b>	<b>Next Actions</b>
	02/08/2024 (Alex): Follow-up with the contractors and meet with them individually at the garden to discuss the project and answer any questions that they might have.
	<b>Latest Update</b>
	02/08/2024 (Alex): Sent a request for proposal email to the three contractors.
	<a href="#">Meeting Minutes</a>
<b>Maintenance (All)</b>	<b>Next Actions</b>
	Confirm with Billqeece that the work order for the gate has been submitted. Timing of repair?
	<b>Latest Update</b>
	<a href="#">Meeting Minutes</a>
<b>Board Business (All)</b>	<b>Next Actions</b>
	<b>Latest Update</b>
	<a href="#">Meeting Minutes</a>
	<b>Next Actions</b>
	<b>Latest Update</b>
	<a href="#">Meeting Minutes</a>
	<b>Next Actions</b>
	<b>Latest Update</b>
	<a href="#">Meeting Minutes</a>

## Appendices

### External contacts

Name	Organization	Contact Info.	Notes
Brad Livesay	Harvest Gwinnett	678-277-0287	
Monique Whitfield	JB Williams Community Garden	<a href="mailto:moniquewhit@gmail.com">moniquewhit@gmail.com</a>	

### Vendors

Name	Organization	Contact Info.	Notes

### Lowe's Hometowns Project Grant

#### 02/06/2024 (Alex): Text for initial grant application

*Question #2: Why is the project you're nominating important? What is the inspiration behind it and why do you think it's worthy of a Lowe's Hometowns grant?*

The White Street Park's Outdoor Learning Amphitheater holds a significant place in our community's history as an educational hub for essential organic gardening techniques, including composting, crop rotation, natural pest control, and pollinator habitat protection. These practices are the cornerstone of our sustainable community garden.

Over the years, the amphitheater has been a valuable resource for a diverse range of groups, such as the Boy/Girl Scouts and homeschooling communities, offering them a unique outdoor learning environment. However, due to its current state of deterioration, it has been unable to fulfill its educational mission.

By restoring the amphitheater, we aim to revive its crucial role in promoting and educating our community about organic gardening practices. This restoration will not only benefit those interested in sustainable gardening but also provide a much-needed gathering space for educational groups and community members alike.

The project's inspiration comes from the belief in the importance of sustainable gardening and the desire to provide an accessible, engaging, and safe environment for learning and community gatherings. We believe that the White Street Park's Outdoor Learning Amphitheater is worthy of a Lowe's hometowns grant because of its potential to reinvigorate our community's commitment to sustainable gardening practices and serve as a valuable resource for education and community enrichment.

*Question #1: If awarded this grant, tell us what physical improvements will be made or what work will be completed?*

The outdoor learning amphitheater at White Street Park is facing significant deterioration, which raises concerns about its functionality and safety. The deterioration is evident in the rotting benches and the central steps, but the most pressing issue is the deteriorating retaining walls which support the amphitheater's benches. These walls are deteriorating and collapsing, posing serious structural concerns.

The benches, which play a vital role in the amphitheater's functionality, are in a state of severe damage and decay. Some of them are beyond repair and will need to be replaced, while others may be salvageable with proper restoration efforts.

The central steps, which are crucial for providing access to the amphitheater, have suffered extensive rot. The upper section has already collapsed, making them unsafe and unusable. In addition, the steps lack ADA compliant handrails. This not only creates a safety hazard but also severely limits the amphitheater's accessibility.

The planned physical improvements for the White Street Park outdoor learning amphitheater include:

1. Replacing the structural components of the deteriorating retaining walls.
2. Repairing or replacing the damaged benches to ensure functionality and safety.
3. Rebuilding the central steps to provide secure access.
4. Installing an ADA-compliant handrail to enhance accessibility.
5. Constructing a deck stage to replace the current dirt surface in the amphitheater presentation area.

#### 01/29/2024 (Alex): Initial draft sent to Paul Slavin



The Harvest Park Community Garden boasts an outdoor learning amphitheater, which, however, currently suffers from neglect, impacting both its safety and effectiveness. This space has played a key role in educating about essential organic gardening techniques, particularly composting, crop rotation, and natural pest control. These methods are crucial for sustainable community gardening practices. The amphitheater has also been a valuable resource for various groups, including the Boy/Girl Scouts and homeschooling communities, facilitating their outdoor learning sessions.

The physical condition of the amphitheater, unfortunately, reflects significant wear and tear. The benches, integral to the amphitheater's functionality, are in poor condition with visible signs of rot. While some benches are beyond repair and require replacement, others might still be salvageable with appropriate repairs. The central steps of the amphitheater present a more serious concern. They have suffered substantial rot, particularly at the top section, rendering them unsafe and unusable. This degradation has not only compromised safety but also reduced the amphitheater's overall use.

Revitalizing the amphitheater is crucial to restoring its role as an educational hub. Repairing and refurbishing the benches and steps will not only ensure safety but also rejuvenate the space for its intended educational purposes. Once restored, the amphitheater can resume its vital function in the community garden, facilitating learning and engagement in organic gardening practices and serving as a gathering space for educational groups and community members.

**Template**

	<b>Next Actions</b>
	<b>Latest Update</b>
	<b>Meeting Minutes</b>