

## **BHGC Meeting Minutes**

**09.15.20**

In attendance (zoom): Katrina Perekrestenko (scribe), Rilee Larsen, Christine Wetmore, Betty Jean Williamson, Mick Duggan, Roberta Russell, Laura Martin (Beacon Arts)

### **Introductions!**

Share who we are and what we like to grow.

### **BA/BHGC agreement**

For the past few months, we have been discussing a possible merger/partnership with Beacon Arts. Last meeting, there was a lot of talk about what being a program versus just a fiscal sponsee with Beacon Arts. Laura Martin, part of the BA board, presented a chart (attached) to try to clarify the differences between the two. She also showed some sample financial reports to illustrate some of the bookkeeping and tax reports BA can provide.

Next steps, please review the chart and think about which model you think our group should pursue. We will discuss at our next meeting.

After the presentation there was further discussion about the group's organizational structure. Since we left the National Federation we have had no official membership, dues, or officers. In order to make decisions, we realized we do need some sort of structure. In order to move forward on the BA/BHGC agreement we need to sort out the structure first. Some ideas brought up:

#### Group Structure

##### Leadership

- Steering committee.
- Officers
- Chair and board members
  - How to be elected?
  - How to be removed if needed?
  - How many?
  - Term of service?
  - Responsibilities/powers?

##### What constitutes a member?

- Minimum attendance of meetings per year.
- Minimum volunteer hours
- Do they get a vote and when?

Roberta is going to pull some of these thoughts together into a possible structure to discuss at the next meeting.

### **Garden Share**

- Christine is managing the next Garden Share on Saturday, 9/26, 10-4.
- Mick offered pickup if needed for transport. He will be at the demo garden in the morning if needed.
- Tables & chairs dropped off by Betty

- Christine has a lot of houseplants, fall seedlings and some ornamentals to share. She is labeling prior to garden share.
- Schedule
  - Betty - 9:30 drop off, and pick up at end of day
  - Christine - 9:30 - noon
  - Maria - 9:30 - noon
  - Katrina - 9:30 - noon
  - Roberta 12:30 - 4
- Katrina bringing buckets, flowers, watering cans. She will shop for seeds:
  - Crimson clover
  - fava beans
  - radish
  - spinach
  - peas
  - garlic
  - cover crops
  - kale lacinato
  - chard
  - asian greens
- Betty bringing chairs, tables, buckets.
- Maria is bringing the bin with all the seeds and supplies.
- Christine is bringing garbage bag, compost bucket, and lots of plants.
- Flowers will be by donation, cash only.
- Roberta is going to look into larger coin envelopes off the shelf.

### **Seed Library**

- The smoke has delayed painting a bit on the seed library, hoping to have it in place in October.
- Hold a dedication and/or harvest festival to introduce the seed library to the neighbors after it's up.
- Still sorting some of the uses of each area. We have half the doors open mesh for airflow.
- Katrina to work on stamp/book plates for our books. Maybe make up library cards that has our website, seed library address, little blurb about what it is.
- Need some sort of instructions on the seed library about how to save seeds. Online resources from other resources, <http://www.richmondgrowsseeds.org>
- Need a way to review donations before giving out to the public. Have one spot be for donation drop off, maybe people can email us when they donate and we can stop by?

### **Member Ideas for the next year**

- I took a tour of the Cheasty Heartland (natural sensitive land areas). They usually have a clean-up to remove non-native plant e.g. blackberry bushes, etc.
- Adopt a traffic circle. There are many traffic circles on Beacon Hill that need weeding. We can do social distancing work parties to clean them up this fall. Just pick one per month and limit the volunteers. Then post the before and after pics on Facebook. This will help promote the BH garden Club! You will be amazed at the number of people who want to connect by making our community spaces look better.
- Online classes, maybe record and make available to all. Have a list available at Garden Share to get feedback and ideas from the public.

- Seed saving
- Soil prep - nutrients, compost, how to read a soil test (free ones from <https://kingcd.org/programs/better-soils/healthy-soil/>)
- Veggie succession
- Tool sharpening
- Cover crops
- Garden in small spaces/balconies/indoors
- Talking to other community garden groups and learning about what they are doing. Some groups we would like to talk to: Rainier Valley Urban farm, Nurturing Roots, Beacon Food Forest, Alleycat Acres, P-Patch gardens, Forterra, and Trees for Seattle/Tree Ambassador. How to engage/ network/collaborate? We agree we are stronger together. Maybe host online talks open to the public. When we can have physical events again, invite them to table like we used to do at Pear-a-dise. Roberta to start a list and some ideas for the next meeting.
  - Here's the link to that interactive map of street trees Katrina mentioned, <http://seattlecitygis.maps.arcgis.com/apps/MapSeries/index.html?appid=a7072ffa326c4ef39a0f031961ebace6>
- Mick is stepping down as lead of El Centro de la Raza demo garden after next year. Three people will be taking over as co-leaders. One of them is a Master Gardener that does clinics at the SODO Home Depot. Maybe we can connect to have Master Gardeners at our events or hold clinics near the light station.
- Community event hopefully next summer!

**Next meeting is Tuesday, October 15th, 7pm**

#### **Agenda**

- **New idea, let's have 10 minutes each meeting to talk about what we should be doing in the garden right now. Mick, our resident Master Gardener, will share his knowledge.**
- Organizational structure. Discussion, maybe vote?
- Share the member ideas, feedback on classes from Garden share. Vote on what we would like to do.
- Seed library/ dedication. Discussion
- List of other garden groups/network. Discussion.
- BA/BHGC agreement. Discussion.

Beacon Arts - Comparison of Relationship as Program or Fiscal Sponsee

	Beacon Arts Program	Fiscal Sponsee
Fee for Service	No	negotiable
Tax-Exempt Status - 501(c)3		
Net Revenue is not taxable	X	X
Generally required for grants	X	X
Donations are tax-deductible to donor	X	X
Beacon Arts is a charitable organization registered in WA State	X	X
Checking Account at Seattle Credit Union	X	X
Funds are held in joint account, but checkbook accounting is provided for each program.	X	X
All funds pertaining to program can be designated restricted.	X	X
Online/credit card/debit card processing through Pay Pal	X	X
Pay Pal automatically deducts 2.2% +\$.30 for each transaction, this is their rate for 501c3 transactions. (PayPal charges all other enties pay 2.9% + \$.30 per transaction, this is industry standard).		
Use of Pay Pal hand-held card readers for events, which can be used for donations, tickets and merchandise sales.	X	X
All donations through PayPal capture the donors name and email address, and we generate an automatic donor receipt delivered via email.		
Program is provided with list of donations and contact information rec'd through PayPal for personalized follow up.	X	X
Monthly Financial Statements just for the program		
Summary P&L using our chart of accounts (see examples provided)	X	X
Monthly fund balance statement (cash balance reconciliation).	X	X
Donor names, addresses, emails, phone # can be tracked and reported.	X	X
Insurance Coverage:		
General Liability for Events, Meetings, etc	X	
"D&O" - insurance that covers Directors and Officers	X	
We cannot extend our insurance outside of Beacon Arts Programs.		
Technology Support		
Web Page (if desired - this includes the annual cost of Wix webpage platform and registered Domain names)	X	
Zoom Business Account	X	
Mail Chimp Mailing List Software and access to Beacon Arts email list.	X	
Google Suites (needs clarification)	X	

Beacon Arts - Comparison of Relationship as Program or Fiscal Sponsee

	Beacon Arts Program	Fiscal Sponsee
<b>Equipment</b>		
Sound Equipment, Chairs, coffee pot, beverage dispensers	X	
<b>Publicity and Printing</b>		
Events and activities included in Beacon Arts Calendar and newsletter.	X	
Direct Invoicing from Saigon Printing on Rainier Ave is available.	X	
<b>Storage</b>		
Potential use of our locked storage unit at West Coast Storage on Rainier Ave S.)	X	
<b>P O Box</b>		
Use of P O Box located at Columbia City Station (near Safeway)	X	
<b>Compliance:</b>		
No lobbying activity or endorsement of political candidates permitted. This is a condition of all entities with 501 (c ) 3 status.	X	X
All activity reported to IRS under Beacon Arts TIN (form 990).	X	X
Required annual 1099/1098 reporting to IRS and 1099 vendors.	X	X
<b>Mechanics:</b>		
Steering Committee authority to direct expenditures in writing	X	X
Deposits can be made directly to Seattle Credit Union (Rainier Ave)	X	X
Check Request Forms can be emailed, checks can be mailed directly	X	X
Petty Cash fund can be maintained and replenished for Treasurer.	X	X

## Beacon Arts Program Profit & Loss Statement

PROGRAM:	<u>Meaningful Movies</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Advertising Revenue	1,000.00
Contributions	1,282.25
<b>Total Income</b>	<u>2,282.25</u>
<b>Expense</b>	
Bank & CC Fees	22.30
Printing & Photocopying	158.22
Program Expenses - Other	75.00
Program Rent Expenses	1,283.75
<b>Total Expense</b>	<u>1,539.27</u>
<b>Net Ordinary Income</b>	<u>742.98</u>
<b>Net Income</b>	<u><u>742.98</u></u>

Sample Only

These reports can be run for any selected time period.