**Southsea Green Community Garden Management Meeting Minutes 20.06.2022**

**In Attendance**

**Steve Baker Chair; Tom Fox General; Goff Gleadle Head Gardener; Zara Baines Marketing; Jenni Van Wijk General; Peta Sampson Secretary,**

**Apologies; Samuel Hollis Treasurer, Vanessa Cooter Events; Helen Fellows Outgoing Chair**

**Actions from Minutes of Previous Meeting**

1. Carla to update on actions re copy of insurance document for the cabin, ongoing issues with the lease to be resolved. Steve to advise Carla of personal details so he can be added as an account signatory. Carla to transfer SG email account to Steve. **Action SB/CR**
2. Carla to update on Victorious festival. **Action CR**
3. Steve is working to build relationships with potential partners and collaborators. Initially, we will build a spreadsheet of existing contacts that can be added to the shared drive by everyone. Jenni offered to lead on this. **Action JVW**
4. Kjersti asked via fb if it would be possible to use the garden to engage schoolchildren, she has a group in mind. All agreed this was a great idea, Goff has offered to help and will link up with Kirsty to discuss the event scheduled for 6 July. Kjersti, as the leader, takes responsibility for risk assessments, etc. **Action GG**
5. Roles and responsibilities were deferred to a later meeting. The management team still needs to fill two further roles, a volunteer coordinator and Membership Secretary for which a candidate exists.
6. Steve and Zara met to discuss channels for comms and this process is ongoing **Action SB, ZB**
7. A central filing system (Google drive) has been set up and all of the Management Team have access. Peta will continue to organise and file documents, particularly existing archive material. This will be done by the next meeting. **Action PS.**
8. Vanessa to update on progress with events and meetings and the central calendar via the shared drive. **Action VC**
9. Steve and Peta to meet to kick start ideas for a program of bids for funding so plans and a schedule are in place. **Action: SB, PS**
10. Frequency, timing, and venues for Management meetings were discussed. Doodle Poll is still a tool of choice. Jenni kindly offered to walk Peta through the setup of a poll for future sessions. In the meantime it was agreed that the next meeting will take place in the garden on Weds 13th July commencing at 1.30 pm (we will convene to the cafe next door in the event of rain) On this date we will have a delayed celebrationfor Goff’s birthday. **Action JVW, PS**
11. Everyone thanked Tom for his great work in keeping the gate open in Goff’s absence. Keeping the gate open continues to be a priority in building public awareness and developing the garden community. Tom raised the issue of maintenance at the garden, in particular the cabin shutters which are showing the signs of severe wear and tear. Tom came to the garden via his work with Copnor Mens’ Shed and he will reach out to colleagues there with a view to involving them in the garden and subsequent maintenance projects. Longer-term we would like to have a power supply in the garden in the meantime we are able to borrow from Cumberland House and we have the solar panels **Action TF.**
12. Jenni kindly offered to hold more meetings and demonstrations at the garden again keeping the gates open to visitors. She is willing to continue to offer her knowledge and practices as a perk and thank-you to volunteer members and will schedule a reiki and meditation session shortly for those who would like to find out more. **Action JVW**
13. As the garden is open more and as we develop more volunteers we need to review the induction processes. Jenni has already done work on this and will work with Zara to further develop the system. **Action JVW, ZB**
14. Steve reported that he has been in discussion with Andy Ames and Catherine at the Waterfront Garden Centre, both are keen to collaborate and hold meetings and events at the garden, again, keeping the gate open to visitors. Andy will add the garden to his roster of venues opening at the garden once a month at the weekend. Anyone opening the garden will need to be aware of the induction process, gate code, etc. Whilst we are open to groups using the garden space and deriving benefits from the open gate, it was agreed that there should be a ‘process to inform’ to eliminate multiple bookings and keep the team aware of how the garden is being used. This would seem to fit in with the communal events calendar led by Vanessa. **Action SB and all who open the garden to other groups.**
15. Steve would like to capture data on the number of visitors to the garden whilst the gates are open. It was agreed that a “Welcome to the Garden Card” would be developed where those entering can leave their details and register interest in being involved. The cards can be posted in a box for data security. Zara offered to action this and Steve will print initially until we decide on amounts and frequency for professional printing. **Action ZB/SB**
16. Zara has the 60+ Festival in hand. Details of upcoming scheduled talks to be sent to Zara for publicity. Jenni has a list of these events from her work last year and she has kindly offered to share it with Zara. Goff to consult to fill in any blanks in the program. **Action ZB/JVW/GG**
17. Jenni volunteered to contact Nick Sebley for feedback on his talk on climate change which took place on 18th June at the garden**. Action JVW**
18. Steve requested information on claiming back expenses. Jenni explained that Helen holds a small amount of petty cash (from donations). There is also a process for claiming electronically from Sam. The process was deemed to work well and efficiently. Helen is to be asked if she would like to transfer responsibility for petty cash. **Action HF**
19. A need for a quick, effective communication tool was identified and a team chat group has already been set up on FB to facilitate this. Our thanks to Jenni and Zara for their quick work in establishing this tool.
20. Tom suggested a list of upcoming events be placed on the noticeboard in the garden. **Action ZB**
21. Steve is supportive of training to assist the management team in their roles. Anyone interested in specific training needs to talk to Steve as he may have relevant contacts or ideas to assist with this.

**Next Meeting: Weds 13th July at 1.30 pm at the garden**

**Action List by item**

**Peta 7,9,10**

**Steve 1,6,9,14,15**

**Carla 1, 2**

**Zara 6,13,15,16,20**

 **Jenni 3,10,12,1316,17**

**Vanessa 8**

**Tom 11**

**Goff 4,16**

**Helen 18**