

RED WIGGLER COMMUNITY FARM

BOARD OF DIRECTORS MEETING

Saturday March 12 9am - noon

Location: On Farm- 23400 Ridge Rd – Murray Building

9:00 Call to Order/Review Agenda

9:02 Approval of Minutes from 12-3-15

9:05 Review Agenda, Announcements and Introductions

9:10 **AGENDA ITEMS:**

1. Committee reports – committee chair or designate (20 minutes)

Executive Committee

Program

Development

Finance

Governance

2. Review of Year 1 Strategic Plan - staff to lead (30 minutes)

3. Review Year 2 Strategic Plan and Committee Priorities – staff to lead (1 hour)

11:00 am Break (15 min)

4. Site Planning- discussion on need for planning- Woody and staff (10 min)

5. Report on current Mission – Woody (10 min)

6. Internship Program as it relates to Mission - high level- Woody and staff (10 min)

11:15 Wrap up

12:00 Adjourn

Woody will remain available from noon to 1:00pm if anyone would like to linger for informal discussion.

Red Wiggler Community Farm
Regular Meeting of the Board of Directors

The meeting was held on Saturday March 12, 2016 at the Farm.

The following were present:

Marlene Michaelson, President
Nancy Everett, Vice-President
Katie Brewer
Kati Gimes*
Cynthia Hamilton
Jean White
Anne Wolfe, Secretary

Andrea Barnhart, Farm Manager
Katie Junghans, Program Coordinator
Molly McCracken, Education & Outreach Coordinator
Melissa McLearn, Field & Facilities Manager
Diane Ringel, Business Manager
Woody Woodroof, Executive Director and Founder

* Indicates late arrival

A quorum was present.

The following were absent:

Jim Heaney
Jim Hochron, Treasurer
Jean Hochron

(9:12 am) Call to Order: By Marlene Michaelson, President

(9:13 am) Introductions: Brief individual introductions were given by each attendee. Lurdes Ramos was welcomed as a new Board member, and it was noted that Valerie Levanos has resigned as a Board member (and as Chair of the Development Committee). Katie Brewer has volunteered to chair the Development Committee going forward.

(9:18 am) Approval of Minutes: On motion made by Jean White, seconded, and carried, the Board approved the previously distributed minutes of the special meeting of the Board held 12/3/15 without modification.

(9:19 am) Board and Committee Reports:

The Executive Committee: Has not met, no report given.

The Program Committee: Anne Wolfe reported that the committee last met on 3/1/16. Staff provided an update on winter programming and insights into what was coming up in the next few months. A discussion was also held on intern applicants (local vs. non-local), and the progress that has been made by utilization of the research done by Jean Hochron (Big Train) as regards intern housing assistance. A take-away from the meeting was that Woody will provide the committee with a sampling of grant applications so that a draft of a 'dream grant' can be created by August 2016.

The Development Committee: Woody Woodroof reported that the Development Committee has not met, but that Red Wiggler continues to work with the existing Development Plan.

The Finance Committee: In Jim Hochron's absence, Cynthia Hamilton reported on the details provided by Jim:

1st Quarter October 1, 2015 to December 31, 2015:

Income: \$206,626.91

Expense: \$95,066.98

Net Income: \$111,559.93 (attributable to a high level of foundation grant monies early in the fiscal year)

Operating Cash on Hand \$345,888.19 (Equivalent to approximately 8 months operating expenses)

Governance Committee: Nancy Everett reported that the Governance Committee has not met, but has exchanged many emails. Jim Heaney is working with Woody on processes/procedures for evaluation: self-evaluation for the Board as well as for the Executive Director, and job descriptions for the Executive Director. Nancy circulated the Board Characteristics spreadsheet, and clarified that areas of interest as well as areas of expertise can be indicated. She will update and circulate the working document.

(9:34 am) New Business:

(9:34 am) Review of Year 1 Strategic Plan: Woody Woodroof set the stage for a review/brainstorming session on the five high-level goals from the Strategic Plan. He indicated that the 20th Year marketing is going well, that the Development Plan is being worked, and that the website will shortly have a 'Board Portal' which will be utilized as a place to locate documents (vs. having them emailed individually to Board members).

(9:42 am) Review Year 2 Strategic Plan and Committee Priorities: Andrea Barnhart and Molly McCracken led the discussion, utilizing various white boards to capture any new committee commitments, and a 'parking lot' for items for further discussion. These ideas/items will be consolidated by the Staff and sent to the Board via email shortly.

The discussion centered around Year 1 and Year 2 items on the five high-level goals from the Strategic Plan:

- Engage in strong partnerships and collaborations to sustain the farm.
- Ensure high quality programming that aligns with the RWCF mission and purpose.
- Develop a strong management and staffing infrastructure that supports the RWCF's mission.
- Ensure the long-term financial sustainability of RWCF.
- Continue to research new ways of doing things (create a culture of inquiry and innovation) and develop a strategy to assess the cost/benefits of each of these opportunities.

(11:00 am) Break

(11:15 am) Site Planning: Melissa McLearn and Woody Woodroof have reviewed the site/plant, and Melissa presented the need for professional site planning to handle the following issues:

- Water: Bottom of barn during heavy rains, wash station (mud).
- Design: Handicap access for the solar house and the barn (currently an awkward ramp), deck for the solar house.
- Growth: More bathrooms and hand-washing stations needed, more parking, and heavier use of driveway deteriorates it. An equipment shed need has been identified.
- Wish List: Solar panels for the Murray Building.

Actions determined: A consultant for the physical site plan will be sought. A topographical map (for drainage) will need to be created. Tasks/issues identified will need to be sequenced and prioritized (although the well/water will need to come first in the planning process). We will continue to work closely with Parks.

(11:23 am) Report on current Mission: Woody Woodroof gave insight into the responses he has been receiving on our Mission Statement, and considering what the 'next sentence' might be after the Mission Statement has been made will be explored. Capturing the 'joy' of Red Wiggler, and how/what Red Wiggler gives back to the community were suggested. Molly McCracken will work up a generic 'cheat sheet' of talking points for the Board to be used when 'tabling' at various events, with event-specific items listed as well.

(11:34 am) Internship Program as it relates to Mission: Woody Woodroof led the discussion on the expected/desired intern's leadership and commitment. Local vs. non-local interns were discussed, and the challenges related to housing assistance for non-local interns. Due to our physical location, transportation by automobile (vs. bus) is optimal.

It is hoped that we will be able to have 3 to 4 interns hired this year. Several prospective interns will be visiting the farm during Spring Break for interviews, and it was determined that Staff would see what came of these interviews. Should it arise that housing assistance be needed this year, we will attempt to make quick accommodation with local housing assistance.

Next Meeting: The next meeting will be determined via a Doodle poll, to occur prior to the end of June 2016. There are many events coming up that would lend themselves to Board participation (tabling). A calendar of upcoming events to include tentative Board meetings will be created and circulated by Marlene Michaelson.

(12:00 pm) Adjournment

There being no further business, the meeting was adjourned at 12:00 pm.

Proposed minutes respectfully submitted:

_____ Date 3/12/16
Anne Wolfe, Board Secretary/Recording Secretary