

RED WIGGLER COMMUNITY FARM

BOARD OF DIRECTORS MEETING

Thursday, May 19, 2016, 5:30 to 7:00 pm

Location: Leadership Montgomery Office @ the M&T Bank Building, 5910 Executive Blvd, Suite 200, Rockville, MD 20852. Call Woodys cell 301-802-2386 if necessary.

5:30 Call to Order/Review Agenda

5:32 Approval of Minutes from Saturday March 12 2016

5:35 Review Agenda, Announcements and Introductions

5:40 **AGENDA ITEMS:**

- 1. Committee reports (25 minutes)** committee chair or designate
Executive Committee - *no update expected*

Program

Development

Finance

Governance

- 2. Events-** (20 minutes) Woody and Development Committee

- 3. Park Master Plan & RWCF Site Planning- report on activities** (20 minutes) Woody, Cynthia and possibly Melissa

- 4. Executive Directors report** (5 minutes)

6:50 Wrap up discussion

7:00 Adjourn

Red Wiggler Community Farm
Regular Meeting of the Board of Directors

The meeting was held on Thursday, May 19, 2016 between 5:30 pm and 7:00 pm at Leadership Montgomery

The following were present:

Marlene Michaelson, President
Nancy Everett, Vice-President
Jim Hochron, Treasurer
Katie Brewer
Kati Gimes
Cynthia Hamilton
Jean Hochron
Anne Wolfe, Secretary

Molly McCracken, Education & Outreach Coordinator
Melissa McLearn, Field & Facilities Manager
Woody Woodroof, Executive Director and Founder

* Indicates late arrival

A quorum was present.

The following were absent:

Jim Heaney
Lourdes Ramos
Jean White

(5:34 pm) Call to Order: By Marlene Michaelson, President

(7:00 pm) Approval of Minutes: At the end of the meeting on motion made by Nancy Everett, seconded, and carried, the Board approved the previously distributed minutes of the regular meeting of the Board held 3/12/16 without modification. Jim and Jean Hochron abstained as they were not present at the 3/12/16 meeting.

(5:36 pm) Board and Committee Reports:

(5:36 pm) The Executive Committee: Has not met, no report given.

(5:36 pm) The Program Committee:

Kati Gimes reported that the committee has met once where they reviewed the Development Plan. A take-away from the meeting on 3/12/16 was that Woody would provide the committee with a

sampling of grant applications so that a draft of a 'dream grant' in a library of items format can be created by August 2016. Anne Wolfe volunteered to meet with Woody to complete that task in the next week or two.

Molly McCracken reported that we have started a new pilot initiative, that of a volunteer-in-training program. This program will run once a week for 2 individuals for an 8 week period over the summer. These volunteers-in-training will work with Molly along with their individual job coaches. They will focus on learning basic tasks to enable them to join the larger group more successfully over time.

We will also have a new-hire Grower (Brandon) starting in May 2016. He has previously volunteered for 4 years, and will be working 2 days per week along with his job coach.

Molly also reported that three interns have started (Christine, Amy, and Alison). Another intern will start in June, and another is tbd. They are all college aged, two live in the Clarksburg area. They are beginning to learn the routine, and are already leading groups.

She also reported that the CSA had started last week, and that they were off to a good start.

(5:40 pm) The Development Committee: Katie Brewer reported that the Development Committee has met once. At that meeting it was determined that the Committee should bring the idea of a 'Give or Get' policy to the full Board for discussion. Historically, there have been expectations that each Board member would contribute, but no dollar threshold has previously been defined. After discussion, the historic method will remain for the time being, and the Development Committee will create a suggested list of the many ways that a Board member could contribute. This list will be useful during the recruitment of new Board members as it will help to set appropriate expectations.

Katie also noted that a pro-bono group from the company that she works for (The Advisory Board) will meet from August 2nd through 4th 2016 with the goal of updating the communications plan.

(5:55 pm) The Finance Committee: Jim Hochron reported that the Finance Committee has met once and reviewed the first half of the year: 1st and 2nd Quarters October 1, 2015 to March 31, 2016:

Revenue: \$362k

Expense: \$215k

Net Income: \$146k

Operating Cash on Hand is equivalent to approximately 8 months operating expenses. At this time, the year-end projection is that we may have a surplus (the Murray Foundation exceeded what had been budgeted for).

(6:07 pm) Governance Committee: Nancy Everett reported that the Governance Committee has met via conference call and has exchanged many emails. The Board Characteristics (Expertise and Interests) chart has been revised and updated. After discussion, it was suggested that the expertise of small business management, community engagement, and 'Lawyer' be added to the chart.

Our by-laws allow for up to 15 Board members, we currently have 11. After discussion, it was determined that more board members should be recruited (term limits have been instated). Assuming that all current board members serve two consecutive terms, in 2020 there will be only six current board members remaining, and all of the officers would need to be replaced as well. Anne Wolfe volunteered to create a chart that shows the terms graphically, it is attached for reference, and is contained in the Red Wiggler Board Contact Information spreadsheet.

(6:26 pm) Events: Molly McCracken handed out the current events list, encouraged board members to attend, and to sign up for tabling opportunities on the google document that Katie Brewer coordinates. Marlene Michaelson asked that barring other engagements, ALL board members try to attend the Rupert's 'Breeze through the Trees' event on Sunday June 12, 2016.

(6:46 pm) Park Master Plan and RWCF Site Planning: Woody Woodroof reported that he and Cynthia Hamilton (with much appreciated help from Melissa McLearen) have been working on the site plan. It covers facilities development (structures), more bathrooms, a new well, additional acreage, parking, storm and water management, etc. They plan to meet with the Parks on Tuesday May 24, 2016 to learn how Parks would like to proceed, reminding Parks that we want to proceed as PARTNERS. One item to be discussed will be the extension/amendment of our current lease. The desire is to extend it as long as possible (40 years is customary) under the current terms as we currently have the County Council's support (County Council approval is needed for terms greater than 20 years).

(6:56 pm) Executive Director's Report: Woody Woodroof reported that the Dawson's Market Day on April 17, 2016 raised ~\$1,000, and that Dawson's has offered to have Red Wiggler participate in one of their 'Wines Events' (date tbd). Historically, Wines Events bring in ~\$1,000. Dawson's Market also donates gifts in kind to the annual Harvest Celebration, so this community tie is welcome.

Next Meeting: The next meeting will be **September 22, 2016** (fourth Thursday in September) with a focus on Budget. Note that historically the Board meeting focused on Budget was held in August, but it has been moved to September so that we have better information on revenues.

(7:02 pm) Adjournment

There being no further business, the meeting was adjourned at 7:02 pm.

Proposed minutes respectfully submitted:

Anne Wolfe, Board Secretary/Recording Secretary

Date 5/25/16