

Nepean Allotment Garden Association Annual General Meeting

April 11, 2012 7pm Tanglewood Park Community Centre

26 members present Call to order: 7:00pm

Welcome and introduction of Board of Directors --- Chairman, Mike Chebbo

Agenda item: *Minutes of the 2011 Annual General Meeting – Secretary, Hélène Labbé*

Reviewed and read by secretary

Moved to accept - by Lee Coats

Seconded – by Margot Takeda

Agenda item: *Board Members' Reports*

Chairman, Mike Chebbo:

With the help of some of our members two work weekends were organized for the general and compost bin clean-up at the beginning of the season. Two members also offered their time to organize the tool shed. At minimal cost, gardening tools were bought and shelving and hooks installed to make items in the shed more accessible and tidy.

City Councillor Keith Egli from Ward 9 was invited on a couple of occasions to visit the gardens and meet the members. He was briefed on our needs and our goals, especially the need for expansion since the waiting list for a plot contains 100 plus names. Mr. Egli was very supportive with our request to the City for expansion of the gardens in a westerly direction toward the Fire Station.

An official sign was posted last season, identifying the gardens (NAGA), in the City of Ottawa format. It was paid for by the city.

In mid-winter, an application was submitted to the Community Garden Network to obtain funding for the expansion of the gardens toward the Fire Station. A detailed plan and drawing was presented to the board for consideration. The project was approved and \$9600 will be set aside for implementation.

Mr. Anani worked on upgrading and repairing the water system by replacing some taps and piping. This work will continue into the 2012 season and is accounted for in the budget.

The Annual Fall Picnic was a big success thanks to Amanda Lancaster. Many members attended and Keith Egli, City Councillor was also present.

The Porta-Potty was again available to members and much appreciated. It is in an ideal location since it is not very visible to the public but convenient for the members.

Three cancellation letters were sent to three members since they did not respond to notices asking them to weed their plots. They will not be getting a renewal letter for the coming season. The plots were all annual plots.

Thank you to all for your support and help in the 2011 season.

Registrar, Mary St-Jean:

All the plots were rented last season. Thanks to Mike Chebbo for calling people on the waiting list. Because the due date had not yet passed, the number of gardens available for the 2012 season was not determined at the time of the AGM.

Application forms were sent out on March 29. We were a little late sending them out so the deadline was extended to give people time to send out their cheques.

There are over 100 names on the waiting list, so many will not get gardens this year. Usually

about 20-30 plots become available each year.
There were 158 gardeners last year for 222 plots.

Financial Report for year 2011– Treasurer, Benson Kwan

Income generated: \$5188.38

Expenses: \$5439.02

Under: \$250.64

The Bottom Line: **Term deposit:** \$5000.00 **Bank balance:** \$3470.70

Total in bank: \$8541.36 The extra funds are being kept for emergency purposes as well as should the need arise to pay for water services.

The cost for moving the compost from the small bins to the large one was allocated to Kas who spent 3 to 4 days emptying the small bins. This was done because very few members volunteered their time to do this task.

The cost of tilling has increased due to the increase in both the price of gas and the size of the area that needs ploughing. The city charges \$400.00 per hour for the service so the cost reflects how long it takes to plough the gardens.

Maintenance and operations costs were mostly for the organization of the shed. (shelves and hooks) and the cost of the mower maintenance should be added to this amount for total cost.

The water system upgrades: Mr. Anani is in the process of changing all the taps. Piping as needed and new posts as needed.

It was suggested that the cost of mailing out the application forms could be reduced by having it available to members on the website. But, this form would be generic and would not contain the each member's plot number etc. and not all our members have internet access. Also, it is part of the NAGA By-laws that application forms need to go out by mail.

Motion for approval – Lee Coates

Seconded – Craig Hamm

Motion carried

Agenda item: *Re-election of Board and election of new members – Mike Chebbo*

All board members expressed a willingness to continue in their current positions for the upcoming year except Meghann Darroch who has resigned as Vice-Chair and is also relinquishing her plot. She will therefore no longer be a member. So, there are vacancies for the Vice-Chair position, the Maintenance Director position and Director at Large positions.

Nomination and election of current Board of Directors:

Motion for approval – Ian Reid

Seconded – Nick Raina

Motion carried

Nomination of Ron Rogers as Vice-Chair:

Motion for approval – Frances Coates

Seconded – Lee Coates

Motion carried

Nomination of Amanda Lancaster as Maintenance Director **for 1 year only:**

Motion for approval – Ian Reid

Seconded – Ron Elmer

Motion carried

Nomination of Linda Landert as Director @ Large:

Motion for approval – Frances Coates

Seconded – Ron Rogers

Motion carried

Nomination of Craig Hamm as Director @ Large:

Motion for approval – Ron Elmer

Seconded – Margot Takeda

Motion carried

Agenda item: *Plot rental fee increase– Mike Chebbo*

Increase the plot rental fees for the 2013 season while keeping the Seniors preferred rates intact.

Annual plots: from \$30 to \$35 (seniors \$25)

Perennial plots: from \$15 to \$17.50 (seniors \$15)

Raised gardens: \$15 to \$17.50 (seniors \$15)

Justification for the increase:

Planning to haul in City compost: \$600

Ploughing & tilling cost are increasing.

Capital investment for a new ride-on mower.

Estimated Revenues increase: ~\$800.00

Motion to approve rate increase:

Motion for approval – Ron Elmer

Seconded – Margot Takeda

Motion carried

Agenda item: *Awarding of Vouchers – Mike Chebbo*

Offering a \$5 voucher/coupon to be issued to volunteers who show up on certain days for helping maintain the general site, common grounds and/or infrastructure. This voucher can be redeemed with the following renewal application form towards reducing the person's rental fees for 2013 season, for example. A maximum of 1 voucher per plot needs to be set. Awarding of vouchers will be determined according to the magnitude of the task performed (ie: clean up weekends) and advertised when the call for volunteers is sent out.

Motion to approve the awarding of vouchers:

Motion for approval – Amanda Lancaster

Seconded – Patricia Avendano

Motion carried

Agenda item: *Porta-potty rental – Mike Chebbo*

Rental of the portable washroom will be renewed again this coming season.

Agenda item: *City compost – Mike Chebbo*

The City of Ottawa offers all gardeners who rent plots through a community garden organization one cubic yard of compost each, at no cost. This was determined through the Community Garden Network of Ottawa and the City of Ottawa. This compost is made from the leaves gathered in the fall at the curb, by the city.

It is proposed to have 3 or 4 truckloads delivered to the gardens for members to obtain their allotted cubic yard. The compost is free but the delivery (Drummond Trucking) would be \$86 per hour per truck, at 1 1/2 hours per load, for 3 or 4 loads it would cost NAGA approximately \$600.

Concerns were voiced that some people would be taking more than their share if the disbursement of the compost was not supervised but since the cost is low and the amounts available much larger than in previous years, it would be a shame not to take advantage of the free city compost.

Delivery would be as soon as possible after the tilling of the annual plots by the City of Ottawa. Tilling would hopefully be done at the beginning of May but scheduling is always a problem with the City.

Motion for approval– Ron Rogers

Seconded: Nick Raina

Motion carried

Agenda item: *Replacing the Ride-on Lawn Mower – Mike Chebbo*

The present mower is a 2004 model and is showing its age. It cost \$450 in maintenance and repairs last season. Not counting the theft of the wheels 2 years ago. The old machine can be traded in for a newer model.

A committee of 3 or 4 people will be assigned the task of finding a proper model for our needs. Ian Reid, Lee Coates, Kazimierz Senkowski and Benson Kwan will shop around. A budget of \$3000.00 has been allocated for the purchase although the full amount may not be required.

A heavy duty mower would be more practical for our purposes since a light duty or home use mower would not handle the load of mowing that we need to do at the gardens.

Also, an inexpensive security system would be installed on the shed to help deter theft or vandalism. It is a battery run alarm system meant to scare away a would-be thief only.

Motion for approval – Frances Coates

Seconded – Ron Elmer

Motion carried.

Agenda item: *Term Deposit Re-investment– Mike Chebbo*

Currently, we have a \$5000 deposit invested for a one year term deposit which matures at the end of April 2011. Cash-in at any time with loss of interest earned only if cashed in early.

Proposal to re-invest \$3000 only in another 1 year term deposit in view of the fact that the interest rates are very low at about 1%.

The \$2000 which is not included will be used to purchase the new lawn mower and/or pad out our bank account in case of unforeseen expenditures in the coming season.

Motion for approval – Frances Coates

Seconded – Ron Elmer

Motion carried.

Agenda item: *Proposed Budget 2012 – Benson Kwan/Mike Chebbo*

Income generated: \$5151.00

Expected Expenses: \$8650.00

Deficit: \$3499.00

The Bottom Line: **Term deposit:** \$3000.00 **Bank balance:** \$2042.00

Total assets: \$5042.46

See the Proposed Budget Sheet submitted.

Within the next five years, the City of Ottawa will be asking a yearly fee from the Community Gardens in Ottawa. This is yet to be determined.

Concerns and caution was voiced that we should not be complacent with regards to keeping up with the rising cost of managing the gardens and whether or not our revenues obtained

from the rental of plots is keeping up with inflation.

Motion for approval – Linda Landert

Seconded – Lee Coates

Motion carried.

Agenda item: *Opening of the floor to reconsider the plot rental fee increase – Frances Coates & Nick Raina*

Discussion ensued on whether the increase for plot rental should be \$5 or \$10.

In the end it was decided that a \$10 increase would still make the plots affordable while giving our budget a buffer zone for when the need arises.

Gardeners would have the option of reducing their fees by volunteering for doing chores and using their awarded vouchers.

Raised gardens would stay at \$15.00 since the space is quite small compared to full gardens.

Annuals: \$40.00 (seniors \$35.00)

Perennials: \$20.00 (seniors \$17.50)

Raised Gardens: \$15.00

Motion for approval – Frances Coates

Seconded – Nick Raina

Motion carried.

Agenda item: *Call for adjournment – Mike Chebbo @ 9:15pm*

Motion for approval – Amanda Lancaster

Seconded – Frances Coates

Motion carried.

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