

The Allie Sunshine Project Board Meeting

Saturday, December 2, 2023

Minutes

Present: Katy Heath, Jeremy Hayes, Christine Paris, Nazaneen Lauriault, Alice Benoit, Dan Laporte

Regrets: Jane Devine

Intention: It is a strength to ask for help. (Naz)

Check-in Question: How are you on a scale from 1-10? What is something that brings you joy and self-care over the holidays? (Alice)

Approve Minutes/Review Action Register:

September [board meeting](#) minutes approved by Jeremy and Dan .

[September Action Register](#) reviewed by Alice.

Question and Answer Period Regarding Action Register Review:

Dan - Is Leona McIntyre interested in becoming a board member? Jeremy confirmed that she is not interested in this position with the board.

Jeremy - There was some miscommunication with Leona about having her guide Dan in writing our Trillium Grant application. Leona completed the grant application in its entirety and billed the ASP \$1200. After some discussion about this confusion, she did cut the bill in half, charging the ASP \$600 for the grant writing which has been completed.

Alice - The Google calendar for 2024 has the ASP board member meetings scheduled monthly. Katy confirmed that this is incorrect and has changed the calendar to reflect our quarterly meetings.

Operations Reports

Recruitment Team Update - presented by Christine.

No update.

Leadership Team Update - presented by Jeremy.

The leadership team met twice in September and October but only once in December. During those meetings we got consensus that the Leadership team will only take July off during the summer and resume our biweekly meetings in August. We reviewed the summer Vision Action Organizer and updated the fall one. We have also been spending quite a bit of time updating and editing the Core Process for Events which now include Katy as the Event Lead Liaison.

Marketing Team Update - presented by Naz.

No update.

Garden Team Update - presented by Christine.

Kitchen and irrigation system are winterized and the Dahlia crop has been cleaned and stored until spring.

Plans are in place for two interns through Canada Summer Jobs grant for the 2024 season.

South Merritt Garden Update



I closed the community garden the last weekend in October at South Merritt park, and bought them hot chocolate and treats as a thank you for all the volunteers. I bought garden bags for waste. We discussed, sipped, chatted, turned the soil etc. I bought a gift for the neighbour (Kirsten) who filled our water barrels whenever there was not enough rain and I created a small planning committee at our closing event.

The volunteers were great and regular all season. We all planted the seedlings from the Allie Sunshine planting wellness event together in the South Merritt garden. I had a full garden of volunteers. Some of them were my students and their parents, some my friends, some community members. About 16 in all over the summer and over 20+ volunteers on the planting day. They worked well all summer!

I let them all know the veggies (seedlings) were from Allie Sunshine and that you paid the insurance. But seeing as it is still a city park, and not your property, whether you paid the insurance or not, it just does not feel right for you to pay that again next year? We didn't have insurance before. But we did get one rain barrel stolen this summer, so if insurance covers to replace that, it would be great. We would love to try and get some paint donated so we can paint our rain barrels and make it pretty.

The city brought bales of hay the first week in November and is bringing logs to the gardens, but I must send them another message about the logs they were going to deliver for free to fortify our flat beds that were breaking.

I have been calling it an Allie Sunshine sponsored garden at South Merritt. I think we should create a large wooden sign for the park that says it is Allie Sunshine sponsored garden next year, if you wish, so your name is visible there. And have the Allie Sunshine Project website and logo on the sign.

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The volunteers were great. I assigned 2 people per day to water and weed all summer and most people were good about it.

The garden produced many veggies, but one section of squash got infected with fungus. We had to pull it out trying everything to fix the problem.

Neighbourhood kids were regularly seen eating strawberries and cherry tomatoes straight from the garden. The West end community served themselves and this was great. We also donated some food. I brought a few loads to community connections this summer, as they were in greater need than WYC was this year.

The last weekend in October we pulled out the last of it and I bought garden bags for that. Though we will turn it and let the plant nutrients remain in there.

The closing event was great and I'm planning the first planning meeting for our spring season for Sunday February 11 at 3pm and we will plan things out before I organise myself to get this year's volunteers.

I tried to offer yoga and art in the gardens last summer but the first month of scheduled events all had to be cancelled due to poor air quality because of the forest fires and also cancelled due to the thunderstorms we had in June.

We will have monthly weeding parties where the community comes together, we will have our usual planting party, weekly yoga too I hope. And I will once again try to get 2 volunteers per day for weeding and watering. Natural pathways Forest school would like to do some programming in our gardens and I will invite them to my February planning meeting.

Event Team Update - presented by Alice.

Will begin planning for Planting Wellness this month, acquiring seeds and propagation space.

Education Team Update - presented by Katy.

The Education Team are pleased with the results of our 2023 season of events and programs. We have met our financial goals and are satisfied with the number of people reached, the positive feedback received and the overall energy and uplifting experiences we were able to offer. The team worked well together, enjoyed the many connections and opportunities for learning and personal growth.

The challenges were:

- Weather because the events are outdoors. We need to decide on rain dates for each event, to be included in the promotions. Making the final call for cancelling is always a challenge.
- Promotion, how do we spread the word to a wider audience? We need to have our plans set earlier in the year and get the information to local platforms, groups, and community calendars.
- Cleaning up after evening events in the dark. Solar lights on the shed and pathways would be helpful.

Finance Team Update - presented by Dan.

The Fall Quarterly [Financial Report](#) can be found in the Teams shared drive in the Finance Team folder. The opening monthly balance on September 1, 2023 was \$14, 240.18. The closing monthly balance on November 30, 2023 was \$23, 315.70. The available balance on November 30, 2023 after outstanding debits was \$22, 459.30.

CSJ 2024 applications are now open. We will be applying again for 2 summer employees.

We have applied through “Grant Writers Plus” for The Resilient Communities Grant Project; Horticulture Therapy for Seniors and Children’s Day Camp Garden Wondering

The 2024 budget timeline is as follows:

- The Year end financial report is due to the Board at the AGM in February
- Budget input is required from Team Leads in February
- Final Budget will be approved at the March Board Meeting

Question and Answer Period Regarding the Reports - led by Katy.

Jeremy - We will need further information about the specific measurements and limitations for the ASP signage at the South Merritt Garden for creating a design. According to the City, it must say “sponsored by The Allie Sunshine Project” since we do not own the land. Christine will send the limitations for the sign to the Leadership Team once received and a budget will be decided upon.

Consensus dialogue around purchasing new signage for both the Healing Garden and the South Merritt Garden. All in favour. Signage will be designed by 50th Parallel PR once measurements are confirmed.

Jeremy will bring 2 1000 litre totes from the Healing Garden to South Merritt garden to replace the stolen rain barrel.

Jeremy - Where did the produce from the South Merritt garden go? Christine confirmed that the produce was enjoyed by local community members and also donated to Community Connections, which is affiliated with the Soup Shack downtown Windsor.

Naz - Regarding the idea of scheduling a rain date for events, it may be easier to have a backup plan for inclement weather, such as an alternate location or tent on hand. When cancelling an event we have been offering a refund, or with permission, accepting the payment as a donation to the ASP. It may be easier to ask for a donation at the time of attendance instead of collecting money ahead of time. Prepayment does allow for better planning and purchasing of materials needed for the event. Further dialogue regarding refunds and rain dates will be necessary before hosting future events.

Breathe and Stretch Break - led by Christine.

<https://youtu.be/yarxCrHWyXQ?feature=shared>

New Business

Plans for Naz’ Maternity Leave - led by Naz.

Naz’s last day at work will be February 16, 2024. 50th Parallel will be welcoming a new co-op student from January to April. Co-op student Allie will be able to take on some of the responsibilities of the Marketing Team, developing social media posts and e-newsletters for publication. Some of the noticeable gaps with Naz’s leave will include updating the Allie Sunshine Project website, creating and posting Shinebacks, as well as any social media posts that are not event specific. We will need to create a plan to address these items of concern.

End of First Term for Board Members/Recruitment for New Board Members - led by Katy.

Dan Laporte will be stepping away as treasurer as his three year term on the board comes to an end. Jane Devine will be taking over this role. We are actively seeking new Board members to fill the role of event team lead, and/or hold a human resource background, and/or offer knowledge and experience in marketing. Each Board member is asked to bring forward a candidate for consideration.

Other Business - led by Katy.

Katy is looking for a replacement as Chair on the Board of Directors. We will begin to explore options for replacing her in this role. She will continue to fulfil the duties of the Chair position until another candidate steps forward.

A summary of the Board meeting minutes will no longer be emailed to our Rays of Sunshine. Minutes will be posted to the Allie Sunshine Project webpage once they are approved for distribution.

Review Action Register - led by Alice.

[September Action Register](#).

Closing Meditation - led by Jeremy.

Next Monthly Meeting - March 2, 2023 @ 1:30-3:30 pm.

- AGM Dry Run: February 10

- AGM: February 24