

# Pine Street Community Gardens

## Annual General Meeting

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Date: Sunday, November 30, 2008  
Time: 11:00 am - 12:30 pm  
Place: SPEC Building (Maple and West 5<sup>th</sup> Avenue)  
Attendees: Eric Jandcin (recorder), Sarah Smith, Gordon Philippe, Ilse Sarady, Suzanne Stromotich, Adam Vasilevich, Vanessa Walton, Teresa Ma, Jennifer Mathews, Thom Burlington, Dali Burlington, Dinah Phillips, Kate Fretz and Karen Myskio.  
Regrets: Julia Say

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1. Confirm quorum present and number of voting members in attendance  
Quorum is 10 members and there were 14 voting members present.
  
3. Approval of prior year's AGM minutes  
The minutes from last year's AGM were approved.
  
4. Presentation of Director's Report  
See attached.
  
5. Presentation of financial statements  
See attached.
  - Current assets and liability insurance explained
  - Water line: The two options of clearing the water line for the winter were explained (hiring a company to do it or renting a compressor and doing it ourselves). It was decided that hiring a company to do this was the better option. Gordon received a quote of roughly \$100 to do this. It is scheduled for Friday, December 5. The water will be turned off as of this date and remain off until spring. Depending on weather, it may be possible to turn the water on earlier.

⇒ *Everyone was asked to please fill the water pots with leaf filled bags to insulate over the winter.*

  - City of Vancouver not currently charging community gardens for water use.
  - Compost: since the city only provides compost every second year, we may have to purchase compost ourselves next year. It was discussed whether the gardens could produce enough compost ourselves. We would need more bins for this, but some people are

opposed to the plastic composters from the City. Would it be possible to build more composts? Should we put a lock on the compost to avoid people adding garbage?

⇒ *The facilities committee will consider these issues*

## 6. Elections

- Ilse was elected to the board as Membership Coordinator.
- Eric was elected to the board as Member at Large.
- Existing board members not elected since positions are two years.
- Anyone who is interested in getting involved with the board is welcome to join. Please send us an email if you are interested.

## 7. Other business

- Committees: It was proposed that by January 31 the board would identify three members (board or otherwise) to lead three special committees. These committees would be:
  - Communications
  - Events coordinator (e.g. clean-up days, summer barbecue)
  - Facilities and equipment

The board will create descriptions of each committee and list the responsibilities. A call will then be made to all members for leadership of each committee. The committee leader would then be responsible for finding others to help with the committee's responsibilities. If required, these committees would change over time or others could be added.

⇒ *Kate expressed interest in becoming involved in helping with ideas for the new tool shed, particularly with how to get a permit from the City to build the structure.*

⇒ *The board will identify three members (board or otherwise) to lead the three special committees by January 31.*

- Push mower: Gordon presented his research into obtaining push mowers for the gardens. New push mowers are very expensive. A used push mower (e.g. purchased from Craigslist) would be a minimum of \$75 each. He suggests that we would need two push mowers. A storage box would be needed for the push mowers. They could not be put into the existing storage box because (a) they are quite heavy and (b) it is too dangerous to lift push mowers into the box. The storage box would need to be built so that the mowers could simply be pushed into it. The storage shed would, of course, add to cost of obtaining push mowers. Depending on the size of the

storage shed, a permit may be required from the city. The point was raised whether just investing in more and better quality clippers or other tools would be a better use of funds. It was also suggested that we look into community grants from the city.

⇒ *Gordon will put the various options together and present them to members by January 31.*

- Plastic in the garden: For the moment it was decided that we would *recommend* that people avoid using plastics in the gardens, but would not outright prohibit their use. This includes things like plastic furniture. More permanent seating structures made of wood are preferred. Besides plastics, there was concern about general clutter in the gardens. Members should be reminded to keep their garden and the area around their garden tidy and free of clutter.
- Google Groups and Web site: We learned at the meeting that many members are not aware of the Google Groups site or the Web site.

⇒ *An email with a link to the Google Groups site and Web site will be sent to all members to make sure everyone knows about them.*

- A garbage can collected by the City: Member Thom Burlington will contact the city to see if a garbage can near the Fifth Avenue Cinemas can be installed since we often have theatre garbage along the gardens.

### **Action Points:**

⇒ Everyone was asked to please fill the water pots with leaf filled bags to insulate them over the winter.

⇒ The facilities committee will consider these issues: Would it be possible to build more composts? Should we put a lock on the compost to avoid people adding garbage?

⇒ The board will identify three members (board or otherwise) to lead the three special committees by **January 31**.

⇒ Gordon will put the various options together regarding a push mower and present them to members by **January 31**. It was also suggested that we look into community grants from the city.

⇒ An email with a link to the Google Groups site and Web site will **immediately** be sent to all members to make sure everyone knows about them.

⇒ Member Thom Burlington will contact the City to see if a garbage can near the Fifth Avenue Cinemas can be installed since we often have theatre garbage along the gardens.

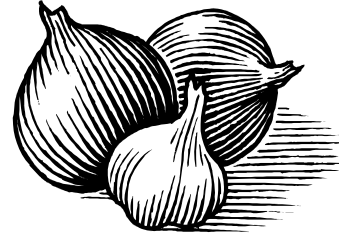
Pine Street Community Gardens

# Directors' Report

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2007-2008

The Board met five times this year and accomplished the following tasks and projects. We focused our time on solidifying our communication, financial and membership processes.



## **Constitution and Bylaws**

We spent the first couple months of 2008 rewriting the Society's constitution and bylaws. The final edition was sent out to members for approval and the documents were submitted to the B.C. Registrar's Office in May of this year. Pine Street Community Gardens (which includes the Orchard side) was registered and incorporated as a non-profit organization in 2006 under the Society Act of B.C. For a copy of the new constitution and bylaws, please visit our website: [www.pinestreetgardens.org/members](http://www.pinestreetgardens.org/members).

## **Water Delivery System Installation**

This spring, Gordon designed and coordinated the installation of our new water delivery system. Board Members deliberated on material and design options and approved an estimated budget of approximately \$1,100. On the weekend of March 29-30, with the assistance of many volunteers, we dug two trenches, approximately 1.5 feet deep, with a rider trencher and buried  $\frac{3}{4}$ -inch diameter PVC water pipes for approximately 330 ft and 470 ft along the length of both the east and west sides of the garden, respectively. Every 50 feet we installed water outlets (i.e., T-fittings, hose bibs, and valve boxes) so that all plots are no more than 25 feet from an outlet. With donated aid in the form a pick-up truck for deliveries, extra valve boxes, and volunteer efforts, the total cost of the equipment and materials for the installed system came to \$1,141.02.

## **Membership process updated**

We have updated our membership process by including a membership form that is to be filled out by all new members. We were able to complete the membership registry on the Garden side, but the registry is not complete on the Orchard side. We hope to have a complete registry for both sides by the spring of next year after membership fees are due.

## **New Garden Plots**

The garden expanded this year. Nine new plots were made available on the Garden side along the fence of the autobody shop. Additional plots may be identified for availability upon the completion of the Orchard side registry, subsequent plot plan updating, and formalization of the meandering pathway routing.

**Website**

We have created a Pine Street Gardens website. It contains information for members as well as community members who are interested in information about our gardens. Visit the website at [www.pinestreetgardens.org](http://www.pinestreetgardens.org).

**Work Parties**

We organized two work parties this year, one in the spring (Sunday, March 10<sup>th</sup>) and one in the fall (Sunday, October 26<sup>th</sup>). We also organized a summer harvest festival (Saturday, August 23<sup>rd</sup>).



### Pine Street Community Garden 2008 Financial Statement

A business financial statement is comprised of two parts.  
They are a Balance Sheet and an Income Statement (Profit & Loss).  
Each should include:

#### Balance Sheet:

8 November 2008 (Must be as of a specific day)

##### Current Assets:

Cash & Cash Equivalents\*  
Petty Cash -> \$100  
Vancity Account Balance -> \$575.61  
Accounts Receivable -> \$0  
Other Current Assets\*  
Vancity #1 Membership Shares Balance -> \$50.68

Total Current Assets \$726.29

##### Fixed Assets

Real Estate Equipment  
Water System -> \$1,141.02  
Other Long Term Assets  
Storage Crib & Tools -> \$300 (est)

Total Assets \$726.29 in cash equivalent and \$1,441.02 in equipment

##### Current Liabilities

Accounts Payable -> \$0  
Loans Due in 12 months  
Annual Liability Insurance (Paid 9 May 2008) -> \$175  
Current Portion of Long Term Debt -> \$0  
Other Current Liabilities  
Fall 2008 AGM Room Rental -> \$22.50  
Fall Water Line Clearing -> \$97.65

Total Current Liabilities ->\$295.15

Real Estate Debt -> \$0

Other Long Term Debt

Annual Water Bill from City of Vancouver - Waved by the City -> \$0

(Recent announcement that water will be supplied to all community gardens at no charge)

Total Liabilities -> \$295.15

Net Worth (Total Assets less Total Liabilities) [(\$726.29 + \$1,441.02) - (\$295.15)] =  
\$1,872.16

Total Liabilities and Net Worth (\$295.15 + \$1,872.16) = \$2,167.31

**Income & Expense Statement:**

31 December 2007 - 31 December 2008  
(Must be as of a period of time, i.e. 12 months year end)

**Revenue**

Gross Sales  
Less Cost of Goods Sold  
Net Sales  
Other income (up to 11 Nov. 2008)  
Garden Side Plot Membership Fees -> \$825.00  
Pre-Paid 2009 Garden Side Plot Membership Fees -> \$60.00  
Orchard Side Plot Membership Fees -> \$440.00  
Garden Side Member Donations towards the Installation of Water System -> \$360.00  
Orchard Side Member Donations towards the Installation of Water System ->  
\$125.00  
Undetermined Member donation towards the Installation of Water system -> \$15.00  
Vancity Account Interest -> \$0.30  
  
As of 11 Nov. 2008 -----Total Income -> \$1,825.30  
(as of 11 Nov. 2008 - Bank Deposit Total \$1,825.30)

**Expenses (repaid in 2008)**

Itemized Expense Categories  
Summer 2007 Garden Tool Purchases -> \$76.26  
Summer 2007 SPEC Room Rental -> \$25.00  
Fall 2007 AGM Room Rental -> \$45.00  
Fall 2007 AGM Food Expenditure -> \$30.23  
Spring 2008 Survey Sticks -> \$24.64  
Bylaw Submission to Province -> \$75.00  
Spring 2008 Water System Installation -> \$1,141.02  
Annual Liability Insurance (Paid 9 May 2008) -> \$175.00  
Departing Gift (Claire & Dave Initiating organizers & board members) -> \$20.00  
Miscellaneous Expenses -> \$91.62  
Petty Cash Contents -> \$100  
  
Total Expenses -> \$1,803.77  
(as of 11 Nov. 2008 - Bank Withdrawal Total \$1,803.77)  
Net Income \$21.53