

Minutes
Greenhouse Action Group Meeting
July 24, 2009

In Attendance: Joe McCarthy, Karen Abowd, Kathy Halbardier, Joanne Skelly, Ralph Marrone, Dawn Aragon, Kimberly Greenman, Mark Loppiccolo, Janette Bloom, Pam Graber

1) Update on greenhouse site:

-Karen addressed EVMS site by showing architect Darrin Berger's rendering of the proposed plans for the greenhouse site. Karen also informed the group that a Town Hall mtg was scheduled for Wed July 29 @ 6:00 in the library @ EVMS for the residents that live near the proposed greenhouse location and EVMS complex expansion. Karen also updated the group on financing discussions for the greenhouse and its surrounds. She informed the group that Bob Anderson of the CC School District had come up with a leveraged financing plan that included a \$450,000 partnership match for the greenhouse that would entitle us to \$4,500,000 on QZAB funds. The school district would own the greenhouse and Joe proposed that we lease back the structure for \$1.00/yr as non-profits typically do. His comment made Kathy H. and Janette B. feel better about going forward with our business plan as this would be a part of our term negotiations. Karen stated that we had a foundation and 2 other entities interested in the partner match. Details would be available once we have a commitment from a private investor/partner. Karen let the group know that we had received a \$10,000 donation from Laura Fitzsimmons and with that \$2,000 had been sent to Farm tek for engineered for the building dept and that Don Wilkens from the CC Bldg Dept was in direct contact with the engineers for Farmtek.

The group was advised that we were working on 501(3)(c) status but in the meantime were waiting to hear from Joyce Buckingham of the Ron Wood Family Resource Center about using theirs until ours was set up. Ben Steele, CPA, volunteered to help us with the process.

Karen read an email from Bob Anderson that states the partnership with the School and the Educational Component for a teacher (\$75,000) and the \$25,000 per year expenditure authority will come from the IDEA Stimulus Grant. This particular Piece of the Federal grant Award is only good for 2 years. He suggested a long-term business strategy to ensure operating capital for 3-5 years requiring fiscal discipline in years 1 and 2 coupled with "Fund Raising" efforts. A corporate sponsor or a collaboration of other charitable organizations...like St.Teresa's...would need to pledge or commit to some type of contribution in the name of Advocation to the Homeless. Bob went on to comment that we meet with the St Teresa's Finance Committee once we have our business plan formalized.

-Janette spoke about the Articles of Incorporation that had been filed, our bank account that had been opened, and the grant she has applied for for the Greenhouse Project through the Nevada Agricultural Commission. She did not specify an amount in hopes that we might receive the max of \$2,500. Janette stated for purposes of the bank account

Karen was the secretary and she was the treasurer. She also brought up that the group needs to think about a Board of Directors She stated that Laura Fitzsimmons wants to be on the board but not in an executive capacity. Karen stated that Bob had mentioned Chris Butson, principle of EVMS or the Special Ed teacher represent the school on the Board. His other mentions were Dr. Mary Pierczynski or John McKenna. Joanne thought it would be better not to have a reiteration of the school board but individuals that bring skills pertinent to the greenhouse operation. Board discussion was tabled for the next meeting. Karen mentioned that Bob Anderson has volunteered after his retirement at the end of this August to help advise us on our business decisions.

2) Infrastructure of the Greenhouse Business Plan

-Kathy H. took over the discussion about the business plan expressing considerations and concerns in the go forward. Kathy felt that our lease back of the greenhouse was essential to our business plan. She stated that we needed to set up a business model for our operations. Joanne was familiar with one out of Texas and volunteered to access that for us and Kathy suggested we identify what our non-profit model looks like ie, who owns what for justification with granting agencies; how do we sustain ourselves; legal and financial questions need to be answered since we don't own the land; how do we run it?

Kathy said it was time to sit down with the school, an attorney, and the accountant to set parameters. She also stated that some grants can only be applied for once every 5 yrs. Joe stated that a long term land lease of 99 yrs at \$1/yr would be a good idea with ownership turned over after a period of time. Karen said this would be something that is established with our partner match. Karen and Kathy will meet with Ben Steele to set up our financials. Kathy stated that our startup costs need be defined and Karen said \$125,000 which included the greenhouse and its infrastructure was the established dollar sign but that Mark O'Farrell would assist us with line items and dollar signs for. Kathy stated we need a fundraising component that includes stimulus and grant dollars. She asked if we need a for-profit arm for sustainability. Kimberly suggested selling excess food back to the schools as a method of sustainability. Dawn agreed to contact Fremont School to see how much production came out of their greenhouse compared to its size and suggested that our greenhouse be a pilot program that expands to other locations. Joanne said we would need multiple staff. Karen stated that we would have a full time teacher that the school pays for and asked if 1 full time manager and one part time person would be enough and she felt it would. Joanne suggested we consider transportation costs for getting kids from other schools and Boys and Girls Club for class instruction. Kimberly suggested school creating incentives to maintain and weed gardens; Janette suggested school clubs for that purpose. Dawn suggested enrichment classes ie. nutrition and education and Karen brought up that she had contacted Leslie Allen of the UNR Cooperative Extension to get their nutrition and education program. JoAnne said she will bring to us a 4H model program to start our program with internship possibilities and sustainability options for our program. She also volunteered to write the policies, procedures, and greenhouse etiquette for our program and added she wanted to help develop the educational curriculum and volunteer component. Kathy asked for other members of the action group to volunteer for aspects for the business plan. Mark L. will

handle dealings with BAWN to establish their in-kind match in constructing the greenhouse and volunteered to be a part of the board for buildings and maintenance. Kimberly offered to contribute program options for us that could contribute grant options. Janette would continue with grant writing and some of the legal issues and Joe suggested she team up with Angela Bolentini, another young attorney, to help with legal issues. Pam volunteered to help with the 501(3)(c) and the bylaws. Janette gave her a copy of the bylaws for the Winnemucca Community Garden as a guide. Ralph was assigned the flower basket component of the greenhouse to include defining next years plant material, where and who plants etc. Once Karen and Kathy have a meeting with Bob on the lease, Joe will assist with the structure of the business with our umbrella as a non-profit. He stated that there is a ratio of what is earned that supports the mission of a non-profit. Joe also suggested that we do a 10 min presentation to the BOS to update them. Karen stated she would set up meetings for Kathy and herself next Wed afternoon with Ben Steele, Pam Graber and Janette Bloom, Mark O'Farrell and Bob Anderson to hammer out details for the business plan. Kathy also volunteered to be a member of the board.

3) Next meeting is planned for Aug 28, 2009 @ noon @ the CC Library. Meeting adjourned at 1:00 PM.