**Planning Meeting Minutes** – *June 2, 2021 3:30 PM*

**Supervisors in Attendance**: Jennifer Casey (Chair), Allen Moore (Treasurer), Ashantae Green (Historian)

**Affiliate Members**: Joshua Rosenberg (NativeJax), Tiffany Bess (Apple Rabbit Compost)

**Other Staff:** Thea Baker (District Aide), Alison O’Donoughue (Urban Ag. Coordinator)

**Call to Order:** Chairwoman Casey Called to order at 3:30

**Moment of Silence/Pledge**

**Chairperson’s Remarks:** Remind board members to look out for annual financial disclosure form sent via email.

**Public Comment:** Andrew Miller (Enlightened Soil Corp) introduced Tucker and Meredith who spoke on a bio-stimulant soil amendment - Fertility Tool – Goal is to replace all chemical fertilizers. Could be used in cities at ball parks, community spaces, etc. It will help stimulate microbial activity in the soil. It is a live green algae, packaged in water and can be sprayed like any liquid applicant. They will share some science over with everyone.

**Agency Reports:** none

**Previous Board Minutes:**  1/20 Full Board, 4/7 Planning, 5/19 Full Board are all missing still.

**Treasurer’s Report:**

* Motion to approve treasurer’s report – Ashantae Green. Second – Allen Moore. No discussion. Approved 3-0
* Bank Update – No update from Hunter.
* JEPB disbursement – Allen Moore is working on it
* 2021 AFCD dues – received notice. We’ve appropriated $350 for the dues in the budget. Allen Moore motion to approve the $350. Ashantae Green second. No discussion. Approved 3-0.
* Payroll
  + Allen Moore signed Allison O’Donoughue’s check and handed to Chairwoman Casey
  + Allison O’Donoughue’s 60 day review coming up at next meeting. Thea Baker will compile Board Member’s praises and concerns into one report. Need feedback by Tuesday morning before next meeting. Allison to send highlights of accomplishments.
* Fiscal Year 2020 Annual Financial Report due June 30
  + No further discussion regarding annual financial report
  + Thea Baker might need to resend to Allen Moore FY 2020
  + Motion to Approve Allen Moore to make report – Ashantae Green. Second – Allen Moore. No further discussion. Approved 3-0.
* It’s everyone on board’s responsibility to review grant’s budget and make sure we are in line with it.
  + Allison O’Donoughue to send email stating that services were rendered for soil testing and that check needs to be cut, so that it can be clear what is sent is a quote or invoice.
  + Ashantae Green to hand over receipts
  + Allison O’Donoughue tracking expenses in excel using spreadsheet given from grant, request to make it a google sheet.
  + We are held to actual grant budget only

**Old Business:**

* Cleanup with SJR June 20 at 10am – James Cook – No Discussion
* 68th Anniversary Event Fri, July 9 – Ashantae Green
  + Motion to move to July 28th – Allen Moore. Second - Ashantae Green. No further discussion. Approved 3-0.
  + Garden Club potential sponsor
  + Discussion about charging for general admission was discussed
  + Ashantae Green working on Sponsorship package, a budget, and a Save the Date

**Committee Reports:**

* 2021 Area III Speech & Poster Contest - Allen Moore
  + Got local awards out
  + Small hang-up because dues were not paid, but posters were submitted and just need to get speech over.
  + Need Grace’s speech from Thea Baker
* S-Line Regeneration Project – Alison O’Donoughue
  + MOU with COJ
    - MOU is MIA. COJ gave us an application for a permit which was what was used for Earth Day event (special use permit application for June 12th). Needs signature from Chairwoman Casey. 9-11:30 AM. 20 people. Fee will be waived. Jennifer will take photo and send to Allison.
      * Motion to approve permit application – Ashantae Green. Second – Allen Moore. No further discussion, approved 3-0.
  + Workshop #1 “Building Healthy Soils” Sat, June 12 at 10am (9am GWJ cleanup, marketing/flyers, portolet, soil testing, temporary signs, logistics)
    - Emailed Sierra Club, haven’t heard back. COJ has resources on trash collection if we don’t hear back from Sierra Club. Joshua Rosenburg and Allison O’Donoughue visited and it’s not that bad, wouldn’t fill up that much of a trash can.
    - 10AM is when workshop will actually start
    - Church ladies to help bring in some of community to help - requested some sort of shade. Will we have tents and/or shade? Yes, we will have a tent.
      * Ask the city if they will provide chairs – 10 or 15 chairs maybe
      * Allison O’Donoughue has small table for breakfast items.
      * Need another table
    - Church doesn’t have staff to let people into restrooms.
      * Can we pay their staff to let people into their restrooms - Allison O’Donoughue to determine
        + Need commitment in writing that they will have someone there during hours.
      * Motion to approve up to $150 for restrooms – Ashantae Green. Second – Allen Moore. (Make sure it’s in writing). Approved, 3-0
    - Temporary signs in hand
  + Future workshops/schedule
    - Bioswale workshop – around the second or third week in July. July 18th discussed.
      * Need wood chips for.
      * Installation may take 1-2 days, so we could have a following work day if necessary. Need 10-15 people (volunteers).
      * Make event a registered event with Eventbrite so volunteers have to register.
    - Emailed Lisa of St John’s Riverkeeper and she said she’d come to soils workshop.
    - Riverkeeper to be involved in bioswale workshop as well – Allison to continue to coordinate.
    - Grant schedule does not have to match perfectly.
    - We have until March.
  + Kiss the Ground watch party with Wealth Watchers/EWC June 7 or June 9
    - Career training days held at college auditorium. Emailed out to see who could be there. Joshua Rosenburg available June 7th and Allen Moore available June 9th and Tiffany Bess available both dates. Allison O’Donoughue to reach out to see if either day is better.
    - Motion to approve – Ashantae Green. Second – Allen Moore. No further discussion, approved 3-0.
  + Jazz on the Farm tabling at APR park June 12 11am-4pm (need to update Regeneration Park flyer from CPAC)
    - Spoke with Hurtis of Wealth Watchers – they’re doing Jazz on the Farm instead of Jazz on the Park, because they opened a farm at Edward Waters College. Their event is same day as our event, but 11am – 4pm. It would be good if we could attend theirs
    - Chairwoman Casey can stop by, but can’t commit to stay until 4PM. Allison will stop by as well.
    - We don’t have a table to put our stuff on, but Allen can make his table available. Allison to coordinate with Boardmember Moore on table.
      * Discussion about storage options tabled.
    - Motion to approve tabling at Jazz on the Farm – Ashantae Green. Second – Allen Moore. No further discussion. Approved 3-0.
  + USF Summer Grant Writing Workshop
    - Motion to have Allison attend $99 – Allen Moore. Second – Ashantae Green. Approved 3-0.
* Start Farming Mentorship – Jennifer Casey
  + Workshop – Soil Health & Composting Fri, May 7 – Tiffany Bess
    - Tiffany gave update on workshop. Went well. They spoke on diversity in farming. Toured farm. Mallory spoke on different practices. Spoke on grants and controlled beds and compost and microorganisms in some beds. Finished in back area in the composting area. Allen spoke on science on the composting. Apple Rabbit had a worm buffet and all the farm mentees were able to create their own worm bin. Buffet where they could walk down and create own bucket. They got some worms which wasn’t enough but they can buy more worms or let them multiply for an adequate colony. Mentees had a lot of questions. Good time all around.
  + Workshop – Biodiversity & Permaculture Sat, June 5 at 10am – Josh Rosenberg
    - Josh is ready. Needs containers, Portolets, and table.
* Other Reports

**New Business:**

* Emergency Watershed Protection notice to COJ Emergency Preparedness Division
  + Send letter every year. Motion to send a renewal notice to COJ - Ashantae Green. Allen Moore – Second. No further discussion. Approved 3-0.
* 2021 Conservation Teacher of the Year
  + Discuss next month. Only a few teachers are eligible because they had to have participated in a soil and water event.
* Volunteer of the Month
  + Motion to recognize Stephanie – Ashantae Green. Second – Allen Moore. Approved 3-0.
* Other New Business
  + National pollinator week is looking for support. Motion to adopt platform for pollinator week – Allen Moore. Second – Ashantae Green. Approved 3-0.

**Requests for Service:** Chimére Nieves Pellot email on farmland/zoning new farmer incentives. Allen Moore is responding.

**Public Comment:** None

**Board Member & Affiliate Comments:**

* We cannot acknowledge on Facebook items that may become board business unless from Duval Soil & Water District logo.
* Ashantae Green discussed meeting format – suggesting that certain items that are not pressing and do not need to be voted on to be saved for full board meeting once a month instead of discussed in planning meetings as well. Maybe treasurers report can be saved for full board meeting.
* Ashantae Green wants to schedule local working group to invite specific local people people to work on events. Chairwoman Casey states that local working group is part of partnership with NRCS, so we could have a “committee” on something instead. But there wouldn’t necessarily be a quorum at those meetings and they would need to be formally announced. Option would be for Green to just meet with a couple stakeholders in the community and then invite them to present at the full board meetings. Anything that is wanted to be a board initiative – use board logo – this has to come before the board.

**Next Full Board Meeting:** June 16, 2021, Duval Ag. Extension Office

**Adjourn:** Meeting Adjourned 4:59