

# MINUTES

## Castle Park Learning Garden

*Wed. April 10<sup>th</sup>, 2019 @ 7pm | Meeting called by CPLGC*

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### Learning Garden Committee - General Meeting

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ATTENDEES: Paige Olson, Mehreen Saleem, Rosie Perrin, Tiffany Shanks, Sonja Gruber, Jolene Carlsen, Tiffany Stewart, Pamela Hiller

REGRETS: Denise Burrowes-Mash, Nicholas Chesworth

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Special Notes: Please take note of action items and due dates

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#### 1. Welcome and approval of agenda/last meeting's minutes

Agenda and February minutes approved.

#### 2. District Update and discussion

Paul Greenway of Greenway Landscape Architecture has been hired by the District to provide revised drawings and detailed specifications for the Learning Garden based on Connect's 2018 layout. Completed drawings will be submitted to landscape companies to bid for the Project. All costs associated with the new drawings will be covered by the District.

Sharon Thompson (SD43 Contract Procurement) advised that the Tender process for Landscape Contractors could commence in early May, with plans to start construction during the summer.

#### 3. Fundraisers

##### a) Teacup Fundraiser

- April 30<sup>th</sup> – K/1 students with assistance from parent volunteers, will assemble teacup planters – we will resend the volunteer signup.
- Plants sourced by Mrs. Watkins' mom and Tiffany Shanks
- Home Depot has provided \$50 gift card to assist with plant purchases
- A. Corbould has written letter, provide to Amsterdam Greenhouses requesting donations of succulents, pansies, moss, soil.
- Will need 3 bags of potting soil

##### b) Growing Smiles Plant Fundraiser

- Tiffany Shanks - organizer
- Final deadline to order on April 24<sup>th</sup> with delivery scheduled for May 8<sup>th</sup>.

c) Created by Kids Art Fundraiser:

- All classes participating with teacher's organizing.
- Mehreen will work with Paige and pick up materials from Ron Comeau in Port Coquitlam Foto Express
- Over 3 weeks teachers will have students create a piece of art – themed.
- Parents will receive artwork with ordering instructions (online) and teachers will be accepting and collating any cash/chq orders. Parents will have one week to order and will then need to return artwork to school.
- Artwork sent to Foto Express and finished items delivered to the school between June 17<sup>th</sup> and June 21<sup>st</sup>.

#### 4. Thank You's

The Learning Garden Committee should perhaps send Thank You notes to the various businesses and individuals who have supported the Learning Garden Project with donations.

#### 5. Grant Updates

Maclean's Grant – could not locate / Honda Grant – applied previously, can look into this again / Tree Canada – applied and \$3500 awarded / Vancity Grant - ? / TD Friends of the Environment Foundation Grant – can apply again for the July deadline. / PoCo Grant – will not apply this year as we have not currently used the grant funds they have given us / City Grant – Mehreen to look into further, maybe apply next year if eligible

#### 6. New business

- Welcome to Kindergarten is on May 14<sup>th</sup> – we should have a board similar to last year.
- Ribbon cutting ceremony in September, 2019 – make sure to invite donors / grant sponsors.

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### Looking Forward / Action Items

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Action Item	Item Ref.	Who	Due Date
Organize Growing Smiles Fundraiser	3	Tiffany Shanks	May 8
Organize Created by Kids Art Fundraiser	3	Paige w/teachers & Mehreen	June 21
Look into Neighborhood Grant applicability to Port Coq.	3	Mehreen	April 10
Continue to find and apply for applicable grants	5	Grant team	April 5

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**Next Meeting: Wednesday, May 22<sup>nd</sup>, @ 7pm**