

**Castle Park Learning Garden Committee**  
**Meeting Minutes (MM-02)**  
 June 6, 2018

Minutes of Meeting		
<b>Team:</b> Castle Park Learning Garden Committee (CPLGC)		
<b>Location:</b> School Staff Room	<b>Date:</b> June 6, 2018	<b>Time:</b> 7pm
<b>Purpose:</b> Learning Garden Project Meeting		
<b>Attendees (10):</b>		
Paige Olson	Teacher, Project Lead	
Krista Shields	Teacher, Project Lead	
Rosie Perrin	Secretary, Grant team	
Mehreen Saleem	Grant team	
Pamela Hiller	Grant team	
Jolene Carlsen	Grant team	
Sonja Gruber	Member	
Denise Burrowes Mash	Fundraising team	
Tiffany Stewart	Member	
Nicholas Chesworth	Fundraising team	
<b>Absent:</b> Deb Vanderwood, Heather Klinck, Elaine Harmati, Kirsten Hide, Dina Morgan		

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### **Discussion**

#### **1. Name change from Citadel Gathering Place – Rosie**

The name of the project was changed from ‘Citadel Gathering Place’ to ‘Castle Park Learning Garden’ as there is a Gathering Place in Leigh Square, downtown Port Coquitlam and the change will eliminate any confusion.

#### **2. Revised Plans – Paige**

David Stoyko quoted \$4500 to create a revised plan, which included the site plan, sketches, future meetings etc. Jeff Smithies, PAC treasurer contacted David Stoyko to keep costs within the initially indicated \$1500-\$2000 range, so we should be receiving the revised sketch this week.

#### **3. Installation of Phase 1 of Learning Garden – Paige & Krista**

The first component of the project, planter boxes with adjoining benches, bark mulch and frame were installed by the District today. Treated logs and a boulder are to come, and Krista is hoping to have some input on materials selection. The footprint is slightly larger than originally planned but will ensure universal accessibility throughout the planter area.

#### **4. Canada Day Info Booth – Nicolas**

The City of Port Coquitlam will provide a tent and table at no charge for us to use at the Castle Park Canada Day Celebration on July 1<sup>st</sup>. We will set up a donation box and provide online options also. Denise offered to provide pamphlets once we get the revised drawings. Paige will send a volunteer sign-up sheet for manning the table and Jolene will organize rock painting for the kids.

#### **5. Budget – Rosie**

Castle Park PAC (CPPAC) has committed to provide \$10,000 in support of the City of PoCo Self-Help Matching Grant, but that money is reserved for this project regardless of approval. The PAC Executive recognizes the need to keep some funds in reserve for this project throughout the various phases.

This committee is still in need of a sub-Treasurer who will work with Jeff Smithies, PAC Treasurer and also someone to take on Project Lead.

There is currently a Playground account within the PAC accounts with Vancity that can be renamed to the ‘Castle Park Learning Garden’ and can be used for all the financials for this project under the PAC umbrella - similar to what the playground committee did several years ago. Rosie will discuss this with Jeff.

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**6. Update about Grants – Rosie and Denise**

The Port Coquitlam Self-Help Matching Grant (for \$10,000) was submitted via email to the City by Rosie on April 30<sup>th</sup>, 2018. Many thanks to Pamela for preparing this initial grant application! Final decisions will be made at the end of June and we should know by early July. Rosie will send everyone in the group a copy which can be used to cut and paste for future grant writing.

There was some discussion regarding the Capital Projects grant (BC Government) which would be due by July 31<sup>st</sup> (grant for up to 50% of the total project cost to a max. of \$250,000). There is a financial requirement which states the applicant must have matching funds equaling or exceeding the funding requested.

Jolene found a couple of grants including the Rick Hansen grant due July 1<sup>st</sup>. As the revised plan from David Stoyko will not include a revised cost estimate, grant proposals should use the original 2012 cost estimate numbers **+ 30%**.

**7. Fundraising – Nicolas, Deb, Pamela, Denise, Jolene**

**Canada Day Celebration:** See note 4 above.

**Will Stroet:** Jolene looked into Will Stroet concerts - rates are \$885 weekdays and \$1000 on weekends. The consensus was to request November 23 at 6:30pm in the gym. Early-bird tickets could be sold at \$10/each then \$12 after a certain date. This could be open to the community or if we keep in the school then we could use Backpack for payment and registration. Children under 1 would be free and max allowable would be the gym capacity. We could also run concession out of the PAC kitchen to bring in more funds.

**Carnival:** Many schools host carnivals/fairs near the end of the school year and this could be an option for 2019. Rosie to look into this further.

**GoFundMe:** Jolene also looked into a GoFundMe campaign, fees include 2.9% + 0.30 per donation. This could be used at the Canada Day event. Rosie to send contact info for Jeff to integrate this with the 'playground' account, (soon to be renamed).

**Action Items**

- Organize Canada Day Celebration (i.e. volunteer sign-up, create and print pamphlets, create display, organize donation options)
- Change PAC 'Playground' account to 'Castle Park Learning Garden' and link to GoFundMe site.
- Continue to look for grant opportunities and assess eligibility.

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June 6, 2018

- Organize Will Stroet concert for November 23 if available, including concession, registration, payment etc. and decide if it is for the school or the wider community.
- Look into having a school carnival in May/June of 2019.
- Set up a GoFundMe site for the project

#### ***Identify Next Steps***

<b>Action Item(s)</b>	<b>Who</b>	<b>When</b>
Email Canada Day volunteer sign-up to the Committee	Paige	June 15
Prepare pamphlets for Canada Day Info booth	Denise	July 1
Organize rock painting & supplies for Canada Day booth	Jolene	July 1
Prepare info. board and other advertising for Canada Day booth	?	July 1
Get CPLG account set up with PAC	Rosie	June 15
Continue to look for grant opportunities, assess eligibility	Grant team	ongoing
Book Will Stroet concert for November 23 @ 6:30 (get approval from Kim Tompkins first – this is a facility rental)	Jolene	June 15
Organize Will Stroet concert if approved	Committee	ongoing
Look into carnival for May/June 2019	Rosie	Sept. 6
Set up GoFundMe site and link to CPLG account	Jolene/Jeff S.	June 15

#### **Next meeting**

***September 6, 2018***