



Garden Committee Seminar

Greater Lansing Food Bank
GARDEN PROJECT

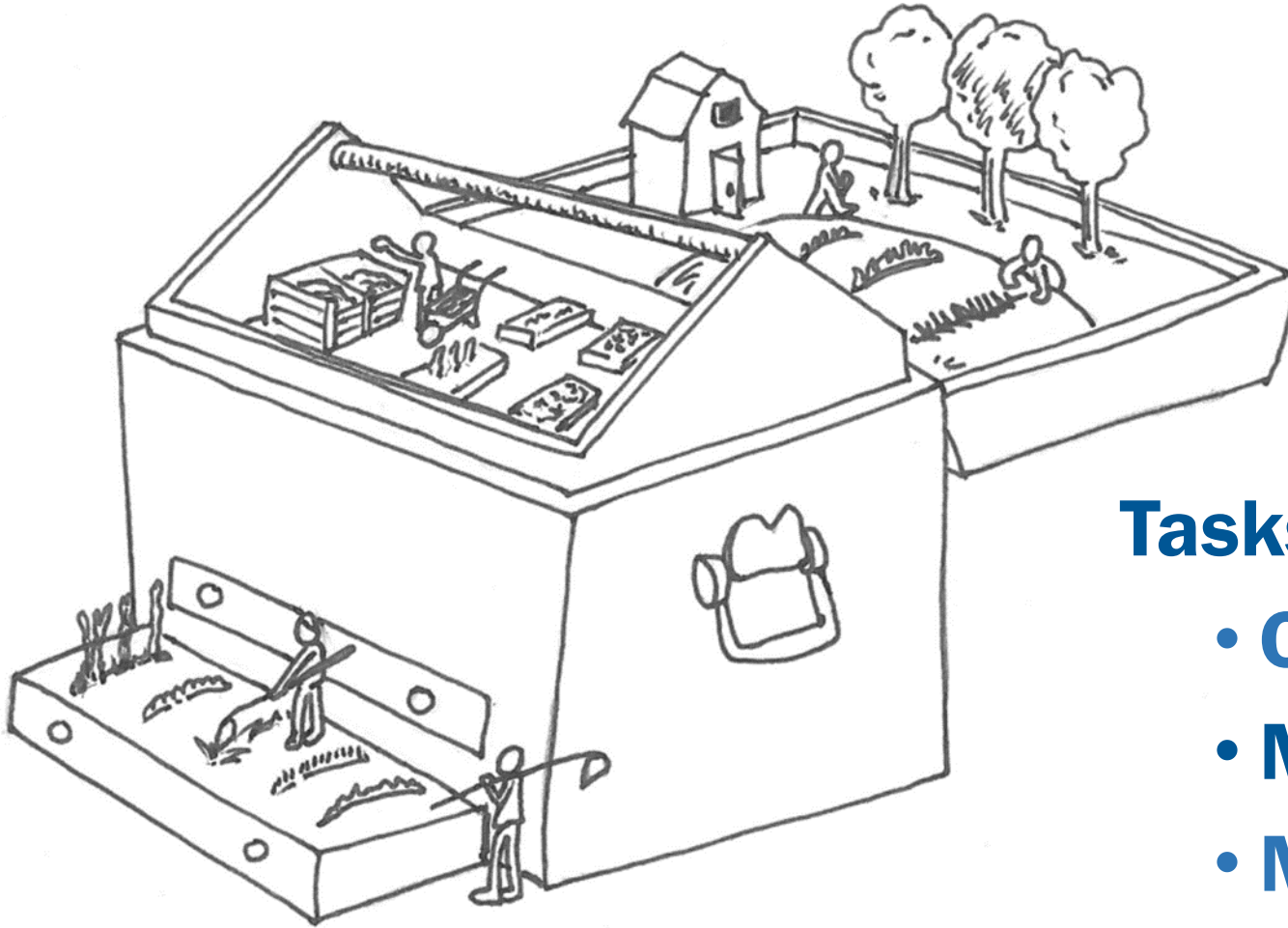
Greater Lansing Food Bank
GARDEN PROJECT







Garden Committee Toolkit



15 tools: shared tasks that will make your garden successful and sustainable.

Tasks organized into 4 sections:

- **Coordination**
- **Membership**
- **Maintenance**
- **Community Building**



Garden Committee Seminars

		Speaker Topic	Coordination	Membership	Community Building	Maintenance
Kickoff	Virtual	Zoom* Sat. Feb 3 10-11:30 am	Introductions to Each Section Breakout groups to discuss and dive into the details for each track.			
	In-person	Foster 213** Thurs. Feb 8 6-7:30 pm				
Pre-season	Virtual	Zoom Sat. Mar 2 10-11:30 am	Liaison to GP - Garden Goals	Registration	Member Communication	Workday Coordination
	In-person	Foster 213 Thurs. Mar 7 6-7:30 pm	Make your garden a welcoming space for everyone by actively cultivating diversity.	Facilitate committee meetings. Track progress on garden goals.	Collect member registration, including contact info and plot requests.	Communicate one-on-one with specific gardeners if plots become weedy/abandoned. Assist with interpersonal issues.
Spring	Virtual	Zoom Sat. Apr 6 10-11:30 am	Welcome Orientation	Plot Assignment		Spring Plotting
	In-person	Foster 213 Thurs. Apr 11 6-7:30 pm	Find the balance between welcoming and setting firm expectations.	Facilitate spring opening meetings. Provide follow-up orientation information over email/phone/in-person/etc.	Process plot requests/registrations: assign plots based on registration and available space. Manage waitlist.	Mark plots and pathways. (Keep map updated to reflect site layout.)

RC Orientation	In-person	Resource Center*** Fri. May 3 3:30-5:15 pm	Tour of the RC and Introduction to Committee Member Open Hours				
			Tour of GP's Resource Center and an in depth look at resources available to leadership committee members.				
Summer	Virtual	Zoom Sat. June 1 10-11:30 am	Hosting Great Events	Needs and Updates	Fund Management	Hospitality	Summer Maintenance
	In-person	Foster 213 Thurs. June 6 6-7:30 pm	Ensure that events are fun and meaningful for your garden.	Share garden-wide updates with all garden members, such as resource announcements and seasonal updates.	Receive and track all incoming money. Make and track purchases on the garden's behalf.	Coordinate outreach and events to members and non-gardening neighbors.	Organize ongoing upkeep of common spaces for the season.
Fall	Virtual	Zoom Sat. Aug 3 10-11:30 am	Growing for Donation	Site's Record Keeper	Asset List	Food Donation	Winter Maintenance
	In-person	Demo Garden Thurs. Aug 8 6-7:30 pm	Grow for donation by knowing what is in demand and will grow successfully in your space.	Keep garden guidelines, historical records, operational records, and important documents.	Collect a list of the garden's assets (based on gardeners and connections).	Coordinate produce donation.	Organize maintenance for the winter such as snow removal and winterizing the garden.
End of Season	In-person	Resource Center Thurs. Oct 3 5:15-6 pm	Committee Happy Hour, followed by Harvest Potluck				
			An informal opportunity to meet up with other committee members and toast the 2024 season! Followed by community potluck with games and activities from 6-7 pm.				

Greater Lansing Food Bank 2023 Impact



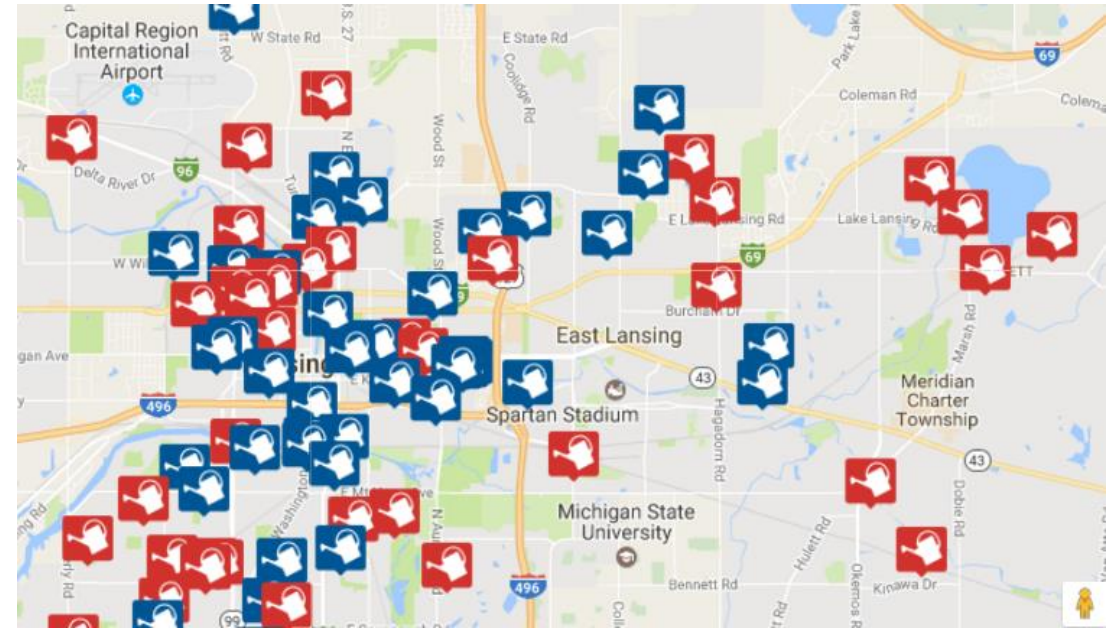
- **7 counties** served: Clinton, Eaton, Ingham, Shiawassee, Gratiot, Isabella & Clare
- Approximately 82,000 people – **1 in every 8 individuals** – are food insecure

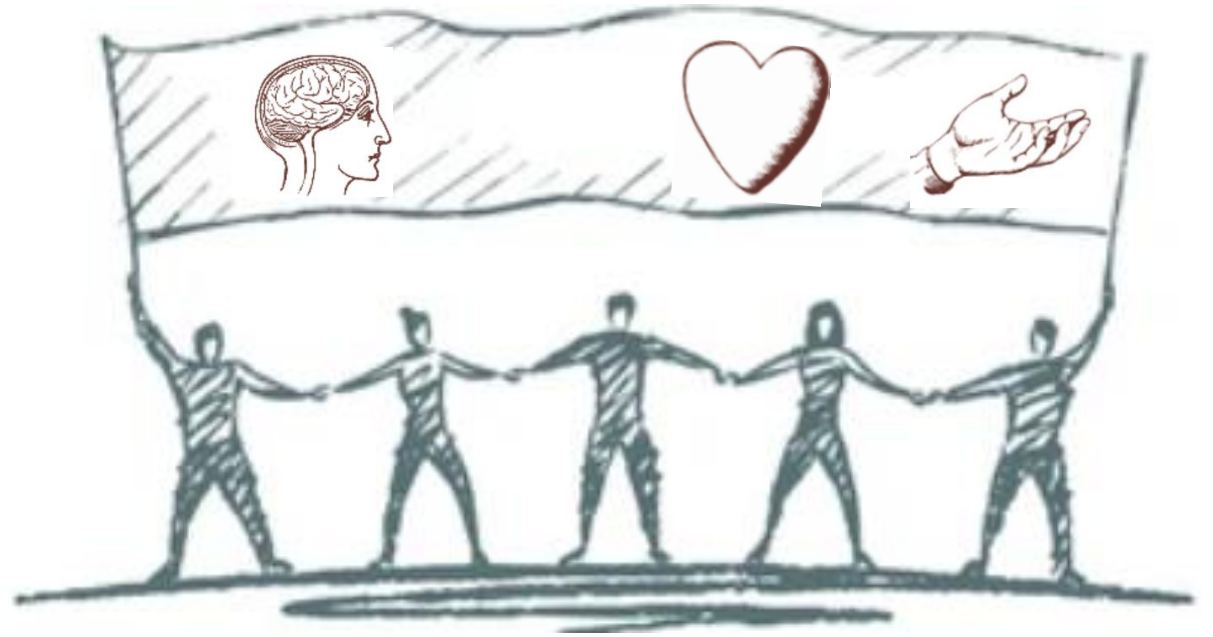


- **Over 12.5 million** pounds of food distributed
 - 100,000 weekend backpack kits
 - Senior box, home delivery, agencies & mobiles
 - 1 million grown

Garden Project

- **30 acres** of growing space, at 88 community gardens
- Over **40 languages** spoken in the gardens
- 1,00,456 pounds of produce = **over 800,000 meals**
- **6,500+** low-income home gardeners





Coordination

**Main point person for all-garden
communication**



COORDINATION

Serve as a liaison to GLFB Garden Project



- Share Garden Project updates with fellow committee members
- Notify Garden Project of garden status (full, available space, etc.)

COORDINATION



Host spring garden orientation

- Facilitate spring opening meetings to explain garden guidelines, operations, and other important info
- Provide follow-up orientation information over email/phone/in-person/etc

COORDINATION

**Communicate
 general and
 seasonal
 updates to all
 members**



Hello Gardeners!

Clean-Up Deadline - SUNDAY, OCTOBER 24

End of Season Survey

Please, please, please complete [this survey](#) (and thank you to those who already completed it)

- There is straw (1 bale/plot) and wood chips at the garden to complete your plot!
- As you clean-up your plot, please put plant material in the large plastic totes by the compost bin

REMINDERS:

Here are step-by-step plot clean-up instructions:

1. **Remove all tomato cages, trellising, and other structures.** You may neatly store to keep in place over winter, please email Margaret and Jill.
2. **Remove all trash.** Please take all trash back to your home to dispose of. Bag up at least 1 bag per plot.
3. **Lightly weed your plot.** Place weeds in the large plastic totes by the compost bin
4. **Mulch.** Mulch your plot. You may use the material of your choice (more is better!). \$3/bale.

Clean-Up Tips from Fellow Gardeners:

- Bill says: Please cut back your asparagus stalks to 1 inch. This prevents asparagus beetles from overwintering.
- Liz says: Save your green tomatoes, even the tiny ones! She says they can be finely chopped and used in salsa.

- Share garden-wide updates with all garden members, such as resource announcements and seasonal updates.

COORDINATION



Committee facilitator & site record keeper

- Organize and facilitate committee meetings
- Collect updates from fellow committee members
- Bring gardener suggestions/requests to committee
- Track progress on garden goals
- Keep garden guidelines, historical and operational records, vision/mission, and other docs
- Update leadership succession plan

COORDINATION



Site's record keeper and committee facilitator

- Track progress on garden goals
- Keep garden guidelines, historical and operational records, vision/mission, and other docs
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**What qualities/interests do
you think would be best for
people in this role?**



Membership

Responsible for plot-specific
member coordination



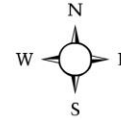
MEMBERSHIP: Member Registration

- Collect member registration, including contact info and plot requests



MEMBERSHIP: Plot Assignment

Risdale Community Garden
Garden Project
517-583-7809
gardenproject@glfoodbank.org



- Process plot requests/registrations: assign plots based on registration and available space
- Manage waitlist



MEMBERSHIP: Fund Management

- Receive and track all incoming garden fees, donations, grants, etc.
- Make and track purchases on the garden's behalf
- Provide financial reports to fellow committee members



**How do you organize a lot
of information in a short
period of time?**





Maintenance

Upkeep/on-call repair of physical space,
garden mapping, and volunteer coordination

MAINTENANCE: Spring plotting



- Mark plots and pathways
- Keep map updated to reflect site layout

MAINTENANCE: Seasonal

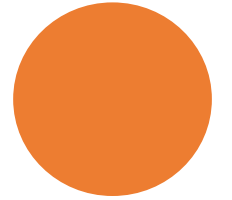


Organize ongoing upkeep of common spaces

E.g., Mowing/weed whipping fence line and pathways, hose repair, tidying storage shed, snow removal

MAINTENANCE: Infrastructure

Monitor infrastructure,
provide on-call repairs and/or
communicate repair needs to
group/Garden Project





MAINTENANCE:
Workday
coordination

Host gardeners and visiting volunteers by giving guidance, providing tools, and coordinating tasks at workdays

What resources, tools, and people do you think would be helpful for these tasks?





Community Building

Community building and outreach with
garden members and greater community

COMMUNITY BUILDING:

One-on-one member communication

- Communicate one-on-one with specific gardeners if plots become weedy/abandoned
- Work with membership committee to reassign plots
- Assist with interpersonal issues if individual issues arise. This may involve conflict management!





COMMUNITY BUILDING: Asset List

Collect a list of garden's assets (based on gardeners and connections).

COMMUNITY BUILDING: Hospitality and community building

Coordinate outreach and events to members and non-gardening neighbors, via newsletters, organizing potlucks/social events, etc.



COMMUNITY BUILDING: Produce Donation



Coordinate produce donation. Via donation plot or organizing distribution of excess garden produce to neighbors, local pantry, etc.

**Summary,
time commitments,
questions, comments, feedback?**



Garden Project Supports

- 2024 Seminars
- Webpage for Garden Committee Members
- One-on-one Technical Consultation with GP staff
- Friday afternoon Garden Committee hours throughout plant distribution season at the Resource Center
- Improvement Grant
- Resource Application
- The Toolkit



Future Seminars & Outline of GP Supports

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1) What task(s) speaks to you?

2) Who else do you know that would be great at these tasks?

Invite them to the next Seminar!

(can use our emails as a template)

Contact Info

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Matthew Romans

Program and Education Specialist

matthew@glfoodbank.org

**See you Saturday,
March 2!**

517-853-7809

GREATER LANSING
foodbank



MEMBER OF
**FEEDING
AMERICA**