



# Discovery Garden Park Board Meeting Minutes

**Date/Time:** 05/12/2025 6:00 PM

**Location:** Municipal Building, 2<sup>nd</sup> Floor, Board Room

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**A. Call to Order:** *Please Turn Off All Cell Phones and Electronic Devices (Paul) 6:01*

Attendee Name	Title	Status
John Herron	Board Member	Present
Josh Bare	Councilmember	Present
Kathy Mallard	Board Member	Present
Sharon Cauthen	Board Member	Present
Barbara Kohlausen	Board Member	Present
Nicole Hooks	Board Member	Absent
Lottie Jackson	Board Member	Present
Prasanna Ghanate	Board Member	Absent
April MacManus	Board Member	Present
Paul Sumner	Board Member	Present

**B. Approval of Minutes:** Minutes from 4/14/2025 Board Meeting prior-reviewed via email, motion by John Heron then seconded by Sharon, passed unanimously.

**C. New Board Member(s) Welcome:**

- i) Words from the Mayor
  - i) History given of DGP
- ii) New Board Member Introductions
  - i) Lottie Jackson
    - (1) Lottie briefly introduced herself to the Board
- iii) New Board Member Swearing In
  - i) Lottie Jackson sworn in with oath administered by Mayor Newton
- iv) Board Introduction

- i) Each Board member spoke a bit about themselves and their role at DGP

**D. Citizen Input:** Congratulations to Lottie from friends/witnesses

**E. Treasurer's Report (Kathy):** Financial Statement/Balance/Revenues/Expenses (Kathy) Began April 2025 with a balance of \$23,254.12 in the treasury and ended the month with a balance of \$23,296.12. Summary as follows:

Preliminary April Bank Statement Reconciliation:

- April Revenue of \$42: \$42 prorated bed rental fee
- Expenses recognized in April of \$0
- Outstanding Revenue in April of \$0
- Beginning Balance as of April 1, 2025: \$23,254.12
- Ending Balance as of April 30, 2025: \$23,296.12

April Credit Card Statement Recon:

- April Credit Card Expenses of \$506.24: Amazon \$189.64 (replacement nozzles & hoses), \$153.36 Premier Growers (Spring Planting), Lowe's \$36.63 (Herb plantings for workday), Amazon \$36.03 (birdseed) & Amazon \$90.58 (2 more replacement hoses)
- Outstanding Expenses expected to hit May or June Credit Card Statement of \$325.91: \$41.49 Ace Hardware (herbs for new planting box), \$11.49 Lowe's (herbs for new planting box v2), \$6.61 Target (water/mineral water for social event), \$22.53 Dollar Tree (paper/plastic products for Educational Event) and \$243.79 Super Sod

**F. Board Updates**

1. **Membership Update:** Renewal Status/Changes/Wait List Updates (Kathy)

- i. 6 on waitlist
- ii. 1 swap from 7<sup>th</sup> on waitlist

2. **Social Media Update:** (Sharon) – Next Quarterly in July

- i. DGP Facebook page does not auto post to Instagram
- ii. How do we post photos to our website?
  - 1. We do not have a website
    - a. Can we use the City of Norcross landing page as a starting point for a website
- iii. Sharon offered to continue to post as needed

**G. Council Updates:** (Josh)

- i) Jack Lewis is selling his business and building
  - i) Cost prohibitive for City of Norcross to purchase to expand DGP
- ii) Any news on Southend?
  - i) It is for sale although there are parking issues
- iii) We Work space is being addressed with Gwinnett Co and City of Norcross
- iv) Credit Union is being looked at for a restaurant
- v) Bruce has proposed space for garden but he also needs to speak with the power company as the property is under their lines and owned by a neighborhood HOA
  - i) Questions raised about City approvals needed for expansion of DGP in other locations

- ii) The current DGP Board is not able, in its current capacity, to manage additional locations

#### **H. Returning Agenda Items:**

1. DGP Vision(s) – Continued Ideation – Tabled for a later date
  - i. The DGP board should determine goals for its social media accounts
    - Is it attracting the broadest range in Norcross? In Gwinnett? In metro Atlanta? Etc.
    - Is it as a means of education about community gardens and organic gardening?
    - To build a waitlist? We can only handle so many.
  - ii. Whatever the overall objectives, the statistics prove that short-form video content is king across all social media platforms. Short interviews, garden walkthroughs, demonstrations, etc. will continue to be the road to increasing an audience, increasing engagement and education.
    - Constructed for a place to build community over shared passion?
    - Inspire other communities to do the same? (Lilburn Community Garden emulates us.)
    - Should we reach out to other community gardens and share what we do?
    - Use videos to inspire engagement.
    - Everyone brings ideas to the next meeting.
    - Reach out to Carly with Paul Duke H.S. to see if they have video skills to assist us with social media.
2. Liaison between Board and PD for Vandalism Issues (Nicole)
  - i. Nicole talked with PD about the best way to communicate vandalism and provided written instructions to share with the Board.
  - ii. Instructions reviewed by Board members
    1. How do we deter vandalism?
      - a. It is in a lull at present
        - i. Potential increase as summer approaches
      - b. Kids love to play in the water and with the hoses
        - i. Consider removing metal hoses from tubs to reduce deterioration

#### **I. New Agenda Items:**

- i) Board application reviews (All)
  - i) 3 Board members leaving after this meeting
    - (1) (John Herron, April MacManus, Sharon Cauthen) with term expirations
    - (2) Paul thanks everyone for their service
  - ii) City extending application period for additional 2 weeks
  - iii) One application received after initial due date for consideration
  - iv) Application packets reviewed
    - (1) Cristine Hines

- (a) April Motioned, Kathy seconded for Cristy Hines with a unanimous approval recommendation to City Council to serve as a DGP Board member
- (2) Kathy Mallard
  - (a) John Motioned, Barbara seconded for Kathy Mallard, current Board member, to serve another term as Vice-Chair and Treasurer with unanimous approval recommendation to City Council to continue serving as a DGP Board member
- (3) Paul Sumner
  - (a) April Motioned, Lottie seconded for Paul Sumner, current Board Member to serve as Chairman with unanimous approval recommendation to City Council to continue as a DGP Board member
- ii) Board Secretary & Social Media Vacancies – Volunteers (Paul)
  - i) John motioned that Lottie serve as Secretary and Kathy seconded, passed unanimously
    - (1) She can voice record and type it into the template after a meeting
    - (2) There are templates for Agenda and Minutes
- iii) Paul Duke Stem H.S. briefing (Barbara, Kathy, Paul)
  - i) Barbara, Kathy and Paul met with PDS regarding a partnership program from August – November, utilizing multi disciplines to create recommendations, AI, A/V, and the intent is to create various projects focused around the lifecycle of community gardening and social needs
  - ii) There will be approximately 400 participants
  - iii) Next year PDS is applying for certification of the entire school
    - (1) This project will potentially help them drive toward accreditation
- iv) Communications Policy (Paul)
  - i) Mass communications policy (which includes gardeners) will contain a confidentiality and further use prohibition disclaimer
  - ii) Be sure to BCC all recipients on all emails
  - iii) Contains the DGP logo
  - iv) This was brought to the attention of the Board by 2 board members
- v) BIA Charter School 4<sup>th</sup> grader outing briefing (Barbara & Kathy)
  - i) Charter School reached out for us to do a sustainability outing
    - (1) 75 kids with chaperones attended the outing at DGP
      - (a) 10:00am-1:30pm in groups of 30 minutes each
        - (i) Worm bins, plant discussion, herb experience, various lettuces, cilantro and sugar snap peas to eat
          - 1. The tastings were so good that Paul had to purchase more Ranch salad dressing and they wanted more veggies
          - 2. They picked their own lettuce and snap peas
      - (b) The kids learned that they don't have to have a farm to garden and grow their own food
    - (2) Paul received a message that they are coming back and the Board will be invited to go to their school to speak with the principal
    - (3) There will be more community outreach like this to show other communities, even on a regional level, how to do this
      - (a) Lilburn Gardeners was impressed with our community gardens

- vi) Social – Friday, May 16<sup>th</sup>, 10 have rsvp'd in addition to Board
  - i) Beverages and finger food will be available, Paul is bringing music

J. **Additional Input/Discussion Not Otherwise Addressed by This Agenda:**

K. **Adjourn** - Motion at 7:34 by John, seconded by Kathy, passed unanimously

L. **Signed By:** Paul Sumner, Chairperson

M. **Attested:** Shayla Alexis, Deputy City Clerk