



**Discovery Garden Park (DGP)  
Board Meeting Minutes**

Date/Time: 6/09/2025 6:00 PM ET  
 Location: Municipal Building, 2<sup>nd</sup> Floor, Board Room

---

**A. Call to Order:** Please Silence All Cell Phones and Electronic Devices (Paul) 6:00PM

**B. Attendees:**

Attendee Name	Title	Status
Josh Bare	Council Member - Advisor	Present
Kathy Mallard	Board Member	Present
Barbara Kolhausen	Board Member	Present
Nicole Hooks	Board Member	Present
Lottie Jackson- Kelly	Board Member	Present
Prasanna Chodey	Board Member	Present
Cristy Hines	Board Member	Present
Paul Sumner	Board Member	Present

**C. Approval of Minutes:** Minutes from 5/12/2025 Board Meeting prior-reviewed via email, motion by Nicole and seconded by Prasanna to approve the minutes, with motion unanimously passing.

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

1. Words from the Mayor
2. New Board Member Introductions
  - I. Cristy Hines introduced herself, sharing her personal background and connection to the Norcross community.
3. New Board Member Oath Swearing In
  - I. Mayor Craig Newton conducted the oath of office swearing in for new board member Cristy Hines.
4. Board Introduction
  - I. Each board member introduced themselves and their involvement with the garden.

**E. Citizen Input:**

1. No citizens were present.

**F. Treasurer’s Report:** Financial Statement/Balance/Revenues/Expenses (Kathy)

1. Financial Summary

- I. A report of the current financial statement was provided by Kathy with no significant changes since the May report:

Treasurer's Report: Began May 2025 with a balance of \$23,296.12 in the treasury and ended the month with a balance of \$23,296.12. Summary as follows:

Preliminary May Bank Statement Reconciliation:

- . May Revenue of \$0
- . Expenses recognized in May of \$0
- . Outstanding Revenue in May of \$0
- . Beginning Balance as of May 1, 2025: \$23,296.12
- . Ending Balance as of May 31, 2025: \$23,296.12

May Credit Card Statement Reconciliation:

- . Anticipated Credit Card Expenses of \$515.57: \$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), \$243.79 Super Sod & \$189.66 Publix (May social event)
- . Outstanding Expenses expected to hit June Credit Card Statement of \$0 at this time

2. Fiscal Budget Review

- I. Kathy presented a draft proposed budget for the upcoming fiscal year which was reviewed by the board.
- II. The Board agreed to raise garden plot rental fees to \$110.00 annually to be in effect during the September renewal term to account for inflationary and increasing supply costs.
- III. Additional discussion resulted in agreement to increase community and outreach budgets.
- IV. Kathy to circulate the revised proposed budget for final review.

**G. Board Updates:**

1. Membership Update: Membership Renewal Status/Changes/Wait List Updates (Nicole)
  - I. No major changes since the last report.

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

1. Nothing new or noteworthy reported.

**I. Returning Agenda Items:**

1. DGP Vision(s) – Continued Ideation – Updated below from comments during discussions
  - I. The DGP board should determine goals for its social media accounts

- Is it attracting the broadest audience in Norcross? In Gwinnett? In metro Atlanta? Etc.
- Is it as a means of education about community gardens and organic gardening?
- Inspire other communities to do the same?
- Is it also a means to enhance informing the community awareness of the public park's existence, amenities and planned community events.
- It was agreed that the DGP mission statement requires a review for determining what is within the charter's scope.

#### **J. New Agenda Items:**

1. Board application reviews (All)
  - I. Britt Lancaster application reviewed.
  - II. The Board unanimously recommended approval for Britt to serve on the DGP Board. Recommendation to be submitted to City Council.
2. Norcross DGP Website Communications Update (Paul & Prasanna)
  - I. Paul updated the Board of his communications with the city and communications team related to updating the City Web Site with more current content. Also discussed was the possibility of creating a sub-domain website for DGP informational content. Paul also briefed the Board on the potentials for park promotions which could include a segment in the August or later Norcross flyer which accompanies residents' utility bills, as an example.
  - II. The Board unanimously approved Prasanna to lead the social media role previously held by Sharon Cauthen. This role is in addition to her current communications role.
  - III. Follow-up meeting to be scheduled with the city communications team.
3. Bug Informational Update (All)
  - I. Next Steps – Billboard & Flyer
  - II. Paul agreed to condense the initial multi-page informational flyer for DGP gardeners and posting on the park billboard, for Board review.
4. Events Updates & Reflections
  - I. Past
    - Spring Fest (All)
      - a. It was noted that the Spring Fest was a successful and well attended event.
    - Artists in the Park
      - a. Several artists staged canvases in the park to paint beauty of the park
      - b. An interest was expressed by Norcross Art Gallery to conduct monthly artists in the park outings.

- c. An art show in the park was discussed for a potential event.
- City Photography of the park
  - a. City contracted photographers (east2west creative) photographed various highlights of the park as well as, drone aerial views for updating the city web site.
- II. Upcoming
  - Annandale June 13<sup>th</sup> Outing (Barbara & Paul)
    - a. The Board was informed that the Annandale outing was cancelled due to unforeseen circumstances.

**K. Additional Input/Discussion Not Otherwise Addressed By This Agenda:**

- 1. No additional discussion points were raised.

**L. Adjournment:**

- 1. Motion at 7:35PM by Nicole, seconded by Barbara, passed.

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

**N. Attested:** Shayla Royal, Deputy City Clerk