



Discovery Garden Park (DGP) Board Meeting Agenda

Date/Time: 7/14/2025 6:00 PM

Location: Municipal Building, 2nd Floor, Board Room

A. Call to Order: *Please Silence All Cell Phones and Electronic Devices (Paul) 6:00 PM Meeting was called to order by Paul at 6:01 PM.*

B. Attendees:

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

C. Approval of Minutes: *Minutes from 6/9/2025 Board Meeting prior-reviewed via email, motion by Kathy then seconded by Barbara, passed unanimously with no revisions.*

D. New Board Member(s) Welcome:

1. New Board Member Introductions
 - a) Britt Lancaster
2. Board Introduction

Britt Lancaster, new Board member sworn in on Thursday, July 10, introduced himself and described his interests in serving on the Board. All Board members introduced themselves with short personal backgrounds. The Board welcomed Britt to the DGP Board.

E. Citizen Input:

Ms. Gillian, a resident of Norcross was in attendance, introduced herself, spoke of her interest in attending the meeting, small container gardening, and potentially applying for any vacancy on the Board that may be available or arise.

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

1. Financial Summary Report

Kathy provided a summary of the Treasurer's Report that revealed no financial changes since the June Board meeting, as follows:

Began June 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 June Bank Statement Reconciliation:

- June Revenue of \$0*
- Expenses recognized in June of \$0*
- Outstanding Revenue in June of \$0*
- Beginning Balance as of June 1, 2025: \$23,296.12*
- Ending Balance as of June 30, 2025: \$23,296.12*

June Credit Card Statement Reconciliation:

Credit Card Expenses incurred in June: \$0

Outstanding Expenses expected to hit July Credit Card Statement of \$0 at this time

2. Supplies Cost Review

At the request by Paul, Kathy provided an overall cost analysis of primary recurring expenses incurred for understanding increases of DGP Garden costs over time. The analysis performed revealed that DGP supplied soil costs increased approximately 9.5% year to year.

G. Board Updates:

1. Garden Membership Update: Membership Renewal Status/Changes/Wait List Updates (Nicole)

Currently 9 on the wait list. Paul requested to be removed from the wait list to free up a slot for future new gardeners.

H. Council Updates: (Josh)

The Board was informed of the Town Hall meeting to be held at Cultivation Brewery on July 15 and the City Council BBQ to be held from 11:00 AM to 1:00 PM at Thrasher Park on July 19. Josh provided an update on the city parking lot plans. Assurance was provided that any adverse impact to the Pollinator Gardens will be avoided.

I. Returning Agenda Items:

1. DGP Vision(s) – Continued Ideation

a) 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?
- Inspire other communities to do the same?

J. New Agenda Items:

1. Open Board Secretary role

- a) Required by By-Laws
- b) Limited duties
- c) Other city boards do not have a designated secretary role
- d) Is there a need for a single role or can it be shared by all?

Lottie completed her trial serving as Board Secretary and chosen not to continue in the role. Rather than revising the by-laws, Paul offered to assume the role during the interim vacancy.

2. Garden Plot Rental Fee

- a) Approved annual fee increase discussion (Nicole)

Nicole fostered discussions regarding the prior approved increase of the annual garden bed rental fee to account for rising supply costs as outlined by the Board Treasurer. The Board unanimously approved to pause any fee increase as motioned by Kathy and seconded by Barbara to coincide with the 10-year anniversary of the Discovery Garden Park occurring October 22, 2026. A pause will allow sufficient time to further assess rising costs associated with provisioning recurring supplies to the park gardens.

3. Board application reviews (All)

- a) Andrew Tanko

The Board reviewed and discussed the application packet from Andrew Tanko for serving on the DGP Board. DGP discussed the need for applicants to have a gardening background with a desire to educate others as the community on gardening and importance of community gardens versus filling a position for headcount. The Board unanimously recommended denial of the application as motioned by Nicole and seconded by Barbara, with the recommendation that he would be a good fit to serve on the Norcross Arts Commission.

4. Events Updates & Reflections

- a) Past

- Annandale Outing

Barbara briefed the Board on the recent Annandale outing at the park. The number of villagers has decreased with consideration being made to host twice per month. Currently Annandale frequents the gardens monthly on the 3rd Monday at 10:00AM. Barbara is planning Bingo, the Villagers' favorite activity, for the upcoming event on July 21st.

- b) New & Upcoming

- Board Vision Workshop (Item H.1)
 - a. Community Engagement

- b. Outreach Communications
- c. Sub-Committees – Volunteer Gardeners

The Board is planning to convene an upcoming Saturday workshop to brainstorm and formulate plans related to the DGP vision, community outreach and communications (Item H.1, herein).

The conduct of a DGP satisfaction and continuing improvement NPS scoring survey for current garden members was suggested to provide input to the Board visionary workshop.

Paul offered to distribute a “When is Good” survey poll to the Board members for finding a mutually convenient time to convene the workshop.

- Summer Social

The Board discussed and agreed to hold a social event in September. Barbara will investigate the potential for hosting the event at an inside venue such as the Norcross Community Center, for example, in case this oppressive heat continues. The idea of a potluck was discussed encouraging gardeners to bring a dish comprised of vegetable creations from their gardens. Further planning follow-up by Barbara to be provided.

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

1. *Kathy informed the Board of an inquiry for a potential new educational partnership opportunity from the Norcross First Global Methodist Church for their pre-school program. The ideas presented included:*

- *Meeting three times this upcoming school year in late September/ October, January/February, and Spring with the following conceptual thoughts:*
 - a. *Fall: explore different herbs - smell, feel, taste. Maybe plant some herbs in our little garden beds using the four corners or in pots - mint, oregano, lavender, lambs’ ear, thyme.*
 - b. *Winter: fairy gardens that could include plants for their butterflies that are released in the spring.*
 - c. *Spring: planting vegetables - sugar snap peas, carrots, etc. that the students could take home.*
 - d. *Possibly adding some blueberry bushes.*

The Board agreed that this presents an excellent opportunity that aligns with furthering the DGP mission of garden education and that additional discussions are of great interest. Kathy will continue dialogue with the Church and provide learned details to the Board during the next meeting for discussion and formal Board decision to move forward.



2. *Paul invited the Board members to a Kids in the Wild event being hosted on July 16th from 9:30 to 11:00 AM at Rossie Brundage Park. DGP and the Norcross Garden Club (NGC) were asked for volunteer assistance and supplies with short notice. Paul and Kathy Sumner (NGC President) offered to donate supplies needed (sunflower seeds, soil, and worms), teach and assist the children in painting flowerpots for the seeds and worming learning for roughly 22 campers.*

L. Adjourn Motion at 7:49 PM by Barbara, seconded by Nicole, passed.

M. Signed By: Paul Sumner, Chairperson

N. Attested: Shayla Royal, Deputy City Clerk