



Discovery Garden Park (DGP) Board Meeting Agenda

Date/Time: 8/11/2025 6:00 PM

Location: Municipal Building, 2nd Floor, Board Room

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

B. Attendees:

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

C. Approval of Minutes: *Minutes from 7/14/2025 Board Meeting prior-reviewed via email, motion by Nicole then seconded by Barbara, passed unanimously with no revisions.*

D. Board Member(s) Applicant(s) Welcome & Engagement:

1. Andrew Tanko Introduction
 - a) Andrew is community minded and interested in fostering community engagement/outreach and feels gardening is a perfect way to do that
 - b) Education is passion of his
 - c) And he also wants to work on greening his thumb and getting his hands dirty.
2. Ashley Gilliam returned for a second board meeting and reiterated her desire to be a plot renter (on the wait list) and volunteer at DGP. She hopes to become more involved at DGP as a way to get to know Norcross and give back to her new community.
3. Board Member Introductions
4. Discussion with Applicant(s)

E. Citizen Input: None

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 July Board meeting, as follows: Began July 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 July Bank Statement Reconciliation:

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

July Credit Card Statement Reconciliation:

Credit Card Expenses incurred in July: \$0

Outstanding Expenses expected to hit August Credit Card Statement of \$0 as of now

G. Board Updates:

1. Garden Membership Update: Membership Renewal Status/Changes/Wait List Updates (Nicole) *Currently 9 on the wait list (though 1 person has not responded to multiple communication attempts, so Nicole feels it is a solid 8 on the wait list). One gardener will not be renewing; the Norcross Garden Club will swap with that bed and the NGC bed will be offered to the next person on the wait list 10/1/2025*
2. Renewal notice sent out 8/6/2025 (renewal year ends 9/30/2025; new rental year starts 10/2/2025). *So far the 1 renter above is the only non-renewal.*

H. Council Updates: (Josh)

Discussion/background/detail around "Parklet" project and potential implementation of a 3 hour parking limit in certain areas and possibly moving to an app-based system. He welcomes ideas.

I. Returning Agenda Items:

1. Norcross First Global Methodist Church pre-school program (Kathy)
 - a) New educational partnership opportunity
 - Meeting three times this upcoming school year in late September/ October, January/February, and Spring with the following conceptual thoughts:
 - Fall: plant blueberry bushes, explore different herbs - smell, feel, taste. Maybe plant some herbs in the corners of their garden beds or in pots - mint, oregano, lavender, lambs' ear, thyme, proper planting tips & tricks
 - Winter: fairy gardens that could include plants for their butterflies that are released in the spring.
 - Spring: planting vegetables - sugar snap peas, carrots, etc. that the students could take home.
 - b) Updates: Kathy is visiting the site next week and will provide feedback and confirmation of dates when available

- c) Britt has offered to help w/ the Fall program (including donation of blueberry bushes/soil/compost); Lottie & Barb are also interested in helping with events.
 - d) Board Motion to Proceed: Nicole (motion); Lottie (second); passed unanimously
2. DGP/ Paul Duke Stem HS Partnership (Barbara)
- a) Continuation of April on-site exploratory meeting
 - b) Theme: Addressing Food Deserts
 - c) 9th Graders, for 2025 School Term
 - d) Kick-Off Meeting scheduled for August 28, 700AM - 130PM
 - e) Meeting Purpose: Explore, Understand, and Plan Ideation
 - f) 5-10 minute DGP Presentation
 - g) Barbara (Team Lead), Nicole, Kathy & Paul attended Presentation planning meeting held August 5; scope of project reviewed; plan in place for August 28th presentations
 - Slide(s) to be prepared by Paul (DGP 101/intro; small space planting; sustainability/education: soil prep, pollination, composting, worms, pack of seeds vs potted plants i.e. price comparison)
 - KM will plant seeds as demo; Barb is starting compost jar and will provide bin of worms
 - h) Team will be expanded as initial scope with school is understood and defined

J. New Agenda Items:

1. Events Updates & Reflections

a) Past

- Kids In The Wild Outing (Paul Update)
 - i. Held at Rossie Brundage Park on July 16
 - ii. Kassie Diehl hosted with roughly 20+ kids
 - iii. Norcross Garden Club (Kathy S.) and DGP (Paul) represented, and provided the live worms experience, instructed individual flowerpot painting, in which kids planted sunflower seeds
 - iv. Other activities included flower artistry and wildflower/ greens turmeric sun painting

b) New & Upcoming

- Board Vision Workshop scheduled for September 13, 11am at the Norcross Garden Club cottage
 - a. Community Engagement
 - b. Outreach Communications
 - c. Sub-Committees – Volunteer Gardeners
 - d. Workshop planning in process; availability survey distributed
- Summer Social (Barbara)
 - a. Scheduled for Thursday, September 18 from 4-7pm
 - b. Oktoberfest theme
 - c. Norcross Garden Club board members to be invited

- d. DGP will provide meat (bratwurst, chicken sausage, rolls, toppings), water & ice (hoping to have a donated keg of beer)
- e. All attendees asked to bring their own beverage & a side to share

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

1. Available board roles (all):
 - a) Communications Lead (Prasanna is glad to continue in this role along with her Social Media lead role)
 - b) Education (Lottie offered to assist Barb in her role as Education Lead)
 - c) Social (Lottie & Cristy offered to assist Barb in her role as Social Lead)
 - d) Secretary (team agreed to share this role on a rotation basis with the understanding that the team is to fully participate in the finalization of the monthly board meeting minutes; Cristy offered to take the next rotation; Prasanna offered to take the rotation after that; Lottie offered to record the meetings, if helpful)
2. Bulletin Board discussion (issue raised by Nicole)
 - a) Who manages it currently?
 - b) How can we best keep it up to date and better utilize it as a source of information for the gardeners and community at large?
3. Consensus that volunteer opportunities be shared with all gardeners
4. Discussion of how to utilize AI (Britt) for data collection/management of garden production/management/reporting to “share holders”, ROI, can we engage Paul Duke for this? Specific ideas suggested by Britt:
 - a) Design and implement a centralized Garden Management App where members can communicate, reserve garden plots, check schedules/calendars, sign up volunteers, manage projects, report issues, collect data, track harvests and plan social media updates.
 - b) Update DGP Website
 - c) Create survey for existing members to gain insight on the state of the garden, areas for improvement, and other useful feedback.
 - d) Utilize tools for members to join and participate in monthly meetings remotely in the event they are unable to attend in person.
5. Ashley asked if it would be possible for identified volunteers (vs. Board members or garden renters) to be included in volunteer opportunities, workdays, projects. Motion to approve: Prasanna; Second: Cristy, all approved
6. Mayor Newton visited near end of meeting to thank the team and participated in a round table introduction and brief discussion of projects underway; he mentioned an interest in bringing an International Farmers Market to Norcross (brick & mortar vs. weekend/weekday Farmers Market) as one way of dealing with Norcross being a food desert.

L. Adjourn Motion at 7:15 PM by Nicole, seconded by Barb, passed.

M. Signed By: Kathy Mallard, Vice Chairperson & Paul Sumner, Chairperson

N. Attested: Shayla Royal, Deputy City Clerk