



Lachat Town Farm Commission Meeting Agenda

Meeting Held Remotely via Zoom:

<https://us06web.zoom.us/j/82649338074?pwd=MHdvRjFJU2V6SFRvaW9uREpza04wZz09>

Phone: 1 301-715-8592 **Meeting ID:** 826 4933 8074 **Passcode:** 151540

Date: 2/1/22

Time: 7:30pm

1. Call to Order
2. Approval of Minutes from 1/4/22
3. Discussion and Decision:
 - a. Lachat Director Position- Role and Responsibilities
 - b. Work Groups- Areas of Need
 - c. Offutt Education Center Update
 - d. Demonstration Kitchen- Elements and Feedback
4. Audience of Citizens: 3 Minutes or less per person
5. Motion to Adjourn

Unapproved minutes- Lachat own Farm Commission
January 4, 2022

Attending: Elizabeth Zeppernick, Terry Cho, Carol Baldwin, Ellen McCormick, Kat McConnaughey, Christina Koether, Vickie Kelley, Erica Reiner, Nick Bell, Stirling Collins, Alissa Stoltz

Meeting called to order at 19:30

Motion made to approve the December 7, 2021 minutes with amendment of the date being changed from 2021-2022. Elizabeth made the motion, seconded by Terry

Commission voted Elizabeth Zeppernick to remain as our Chair for another term. The commission voted to have Terry Cho remain as Co-Chair for another term.

Carol : Carol gave an update on the new building. Agreements were signed between the FOL and town, as well as with the Offut Estate.
Demo of the old building is eminent

The new farmhouse tenant moves in on 2/1/2022.

Elizabeth: Elizabeth discussed the children's garden and programming.

Katherine McConnaughey: Kat discussed the bunnies and how to create a temporary safe space for them.

Stirling : Stirling asked for approval for tractor maintenance by WESCO in Norwalk. The budget would be between \$500 & \$ 1,000.

Meeting adjourned 8:15



2022 Lachat Roles and Work-Groups

Chair of the Commission- Elizabeth

The Commission Chair will run the monthly commission meetings, delegate tasks and serve as the main point of contact for the town. The Chair will be responsible for overall organization of the Commission's systems and functioning. The Chair will oversee the commission work groups, ensuring that all areas of the farm are running smoothly.

Vice Chair of the Commission- Terry

The Vice Commission Chair will support the Chair in facilitating decisions and overseeing the upkeep and development of the farm.

Education Coordinator- Alissa

The Education Coordinator will oversee the creation of curriculum for programs at the farm. This includes maintaining a current calendar of classes that vary in content, connecting with the Marketing Coordinator and website designer to ensure that the programs are publicized effectively. This person will work to liaison with the schools as appropriate. The Education Coordinator will collaborate and contribute to aspects of the Little Farm Hands program but not be responsible for teaching or coordinating the entire program. The role requires tracking the revenue and expenses of programming with the assistance of the Treasurer.

Grounds Manager- Stirling

Grounds Manager will collaborate with the town to arrange for tasks and maintenance to be completed that fall under their responsibility. The Grounds Manager will work collaboratively with the Special Events and Music Coordinators to carry out projects leading up to an event. This person will work with the Volunteer Coordinator to ensure that projects are completed with appropriate support.

Agriculture and Garden Managers- Terry and Christina

These Managers will oversee the garden beds, Giving Garden and Community Garden. They will work with the Education Coordinator to find appropriate garden, and agriculture classes. These managers will oversee all aspects of the Community Garden. This includes yearly sign ups, the waiting list, contracts and collection of fees. This includes organizing events and

mandatory work hours. These Managers perform regular checks of the community garden grounds to ensure everything is in working order (gates, fencing, raised beds, compost area, water sources). These Managers connect community gardeners with classes and create a strong social circle of gardeners. By overseeing the Giving Garden, this person will liaison with the town's social service office to provide fresh produce when it is available. This role is accountable for expenditures and profit which are shared with the Treasurer and Commission.

Animal Caretaker- Katherine

This role will coordinate training of new volunteers, make recommendations on housing, feeding and care. This role will work with the Education Coordinator to recommend ways in which the animals can be integrated into classes and advise on an appropriate schedule of community visits. This person will advise the volunteer pool who will be responsible for the day to day care of the animals and will be supported by the Volunteer Coordinator who will help to ensure there is coverage for their care.

Giving and Grant Coordinators- Carol and Erica

The Giving and Grant Coordinators will explore new opportunities for gifts and grants that may benefit the farm. These coordinators will complete and submit the applications for new grants and follow up with the grant source as needed. This group will collaborate with Friends of Lachat as needed. The Giving and Grant Coordinators will oversee the fulfillment of the grants and maintain records with the assistance of the Treasurer. This team will oversee the wishlist and donor recognition efforts.

Fundraiser Coordinator- Vickie

The Fundraiser Coordinator will oversee the planning and execution of fundraiser events such as a yearly Spring/Summer fundraiser dinner and the Fall HoeDown. This role will be responsible for the details of the event, sponsorship and ticket sales. This position will require close work with the Friends of Lachat members who are committed to assisting with the events to ensure they are both successful and profitable. This role is accountable for expenditures and profit which are shared with the Treasurer and Commission.

Events Manager- Anita

The Events Manager will oversee the planning and execution of the Farmers Market, Music in the Meadow, Opening Day and other special events. The Events Manager fields inquiries regarding events and oversees the planning and carry through of any private hired events. This person is accountable for expenditures and profit which are shared with the Treasurer and Commission.

Event Logistics Coordinator- Harry

This person assists the Event Manager to help with the details involved with carrying out an event at the farm. This includes helping with set up, coordinating deliveries, assisting with signage and parking. This person will also assist in obtaining sponsorships for events to help cover costs and increase possible revenue for the farm.

Project Contractor- Nick

The Project Contractor is in charge of overseeing building projects on the property. This includes working with the town for permitting, planning the timeline for building, being a point-person for workers, communicating with the Volunteer Coordinator when volunteers are needed and trouble shooting on site when necessary. This person will organize bids when necessary which will be presented to the commission for a responsible use of funding from the town maintenance fund and Friends of Lachat's financial support.

Volunteer Coordinator-

The Volunteer Coordinator will recruit and maintain a database of volunteers, organizing them by their interest area. This Coordinator will collaborate with the other committees to ensure that volunteers are present as needed. This person will oversee the high school intern program and assist to develop an apprenticeship program to recruit and retain more volunteers. The Volunteer Coordinator will organize a means of thanking the volunteers on a yearly basis with a meal or other event.

Marketing Coordinator- Harry

Oversee marketing for all events. This includes management of social media, email list and working with the website designer. This person works with the Event and Education Coordinators to ensure each event in the calendar is marketed on a timeline that makes sense to maximize exposure and participation.

Compliance Officer

The Compliance Officer oversees permits and ensures all aspects of the farm are in line with our lease agreement. This person assists in working with the health department, town offices and town legal team when necessary.

Youth Leadership Coordinator- Barbara

This person will oversee the Junior Achievement Award Program in which young volunteers are recognized for exceptional work on the farm. This Coordinator will lead the Spring internship program, acting as a liaison for the local schools, establishing a schedule and plan for on-site oversight while ensuring that the youth experience is challenging yet rewarding. This Coordinator will help to eventually develop and advise regarding a more expanded apprenticeship program at the farm.

Treasurer- Carol

The Treasurer will track and analyze income and expenses. The Treasurer will liaison between Friends of Lachat and the town maintenance fund to have current records available. This person will report to the Commission monthly and more if necessary. This person assists in analyzing expenditures and managing the books to maximize profit for future endeavors.

Sustainability Officer-

The Sustainability Officer oversees and advises on all of the sustainability (energy, water, waste, and environmental) aspects of Lachat. The Sustainability officer will work with various stakeholders to address the farm's approach to environmental responsibility with the goal to minimize the farm's environmental impact.