

**Metro Blooms Board Meeting and  
Friends of CUE/Minneapolis Blooms Committee  
Minutes for February 14, 2007 Meeting**

**Attendees:** Lori Anderson, Barbara Bliss, Susan Diesel, Ginny Coyle, Pat Gill, Julie Ollila, Joyce Vincent

**Staff:** Lynn Heglund, Program Manager; Mike Mesch, Lead Landscape Design Assistant

**Excused Absences:** Stephanie Boraas, Stephanie Brody, Gayle Gallagher, Ed Juda, Susan Nelson, Linda Schultz, Lorrie Stromme and Cheyllyne Vaz

**Unexcused Absence:** Laura Wieland

The meetings convened at 4:20 p.m. and closed at 6:30 p.m.

- 1) January 10 Meeting Minutes Approved. The January meeting minutes were accepted as presented. Moved by Lori Anderson, seconded by Susan Diesel.
- 2) Additional Agenda Items were approved by the Board: Board of Directors members working at “A” workshops; Blooms Day Poster report; Community Garden Fair; Rain Barrel Pamphlet; Program Coordinator Hiring Update; Pam Silver Board Nomination.
- 3) Visitor Introduction. Pam Silver, a guest of Pat Gill, introduced herself to the board. Pam is a certified nursery and landscape professional, has worked for Bachman’s and more recently Kohler wholesalers (of plants). She is currently seeking new volunteer service opportunities. Other volunteer and career service has been with the Red Cross, Public Television and in Italian and Spanish translation. She has done live radio call-in shows, during peak gardening times. Her focus is on organic gardening, with no poisons, except for buckthorn control.
- 4) EEO Statement Approval. This policy on fair employment practices, equal employment opportunity and non-harrasment was e-mailed to all board members. Lynn prepared this statement in response to the requirement that such policies be adopted and in place as a condition of receiving certain local, state and federal government grants. Joyce moved approval as presented. The policy was passed by consent unanimously.
- 5) Nomination of Stephanie Boraas as Treasurer. She is very qualified for the position, working for Hanley-Wood Agency as a Production Manager. She is willing to volunteer as Treasurer for our board, has Quickbooks on her home computer and has offered to attempt our IRS Form 990, which is due May 15<sup>th</sup>. Joyce nominates, Barb Bliss seconds. There is not a quorum present, but the additional e-mailed vote from Lorrie Stromme and Ed Judah completed the quorum, and Stephanie was approved as Treasurer. She will serve on the Executive and Finance Committees.
- 6) Blooms Day Poster. The design for the beautiful poster developed by Andy Harwood was e-mailed to all members and presented in a larger form at the meeting (he recommended reproduction in an 11” X 14” size). Slight alteration suggestions were: to make Rebecca Kolls name stand out more and perhaps make **Minneapolis** larger or more prominent in some way. Suggestions were made to have a poster table at Blooms Day, offering posters for sale, with the possibility of Rebecca Kolls signing them for purchasers. No final decision was made. Andy is making arrangements for reasonably-priced printing of the posters, which will be displayed throughout the community, prior to Blooms Day.
- 7) Native Plant Grant Application. The native plant grant application form was presented.
- 8) Community Garden Fair. A community garden fair will take place on March 17<sup>th</sup> at Augsburg College. Pam Silver offered to go to represent our group. Ila Dunteman of the Green Institute will have a table for us.
- 9) A Rain Barrel Pamplet was presented for review, in two formats. The group prefers the tryptich form, but there are some serious design and content problems that need be addressed. The photo, in particular, bears no resemblance to what will be distributed on Blooms Day. Lynn will work with city officials to redevelop the format.
- 10) Board Members Attending and Facilitating “A” Workshops. Three to four people will have to be at each “A” workshop to register attendees, and verify advance payments. Typically a Board or staff member was in

charge of these events. In some of the spaces we are using, we are unable to collect fees onsite. The following schedule of at least one board member attending was developed at the meeting (thank you, Lori Anderson, for recording this):

<u>Name</u>	<u>“A” Workshop</u>	<u>Location</u>	<u>Date</u>
Julie Ollila	Workshop #1	Nokomis	3/28
Lynn Heglund, Kirsten D.	Workshop #2	Minnetonka	4/2
Susan, N., Susan D., Pam S.	Workshop #3	St. Louis Park	4/4
Joyce V., Lynn H., Pam S.	Workshop #4	Olson Middle Sch.	4/7
Gayle Gallagher	Workshop #5	Luxton/SE Mpls.	4/10
Susan D., Pam Silver	Workshop #6	Powderhorn	4/12
Barb Bliss, Pat Gill	Workshop #7	Logan	4/24
Lori Anderson	Workshop #8	Kenwood	4/25
Lynn Heglund	Workshop #9	Plymouth	5/19
Kirsten D., Ginny C., Pam S.	Workshop #10	Golden Valley	6/9

11) Packet Stuffing Party Board members are requested to attend a gathering to assemble the materials for the Rain Garden Workshops on Saturday, March 3<sup>rd</sup> at Morris Recreational Center, 5531 – 39<sup>th</sup> Ave. S., Mpls., 55417. There are two time frames to sign up for ---10:00-12:30 or 12:30-3:00, or stay for the whole time. Free pop, water and pizza will be served at 12:30. Thanks go to Susan Diesel and Mike Mesch for organizing this event after Jenny Heiser’s resignation.

12) Program Coordinator Hiring Update. Lynn posted the position with the Minnesota Council of Nonprofits and ultimately received 35 applications for this position, recently vacated by Jenny Heiser for personal reasons. Preliminary questionnaires were sent to 14 of the applicants, and 10 were returned within 1 ½ hours. The top 2–4 candidates will be selected for phone interviews, and finalist(s) will be interviewed by Lynn, Joyce and Pat. Beth Jarvis of the Master Gardener program is a woman familiar to many board members—it was suggested that she be contacted by Lynn about the position, as well.

13) Pam Silver Nomination. Pam Silver was nominated by Joyce Vincent to become a board member, seconded by Lori Anderson and received unanimous approval.

The Blooms Board meeting was adjourned at 5:50.

The Blooms Day planning committee was opened. Julie Ollila reported responses from five plant societies, to date. The Ornamental Grass Society no longer exists, the Minnesota Hosta Society declines because of a scheduling conflict, the Minnesota Lily Society accepts, as well as the Rock Garden and Conifer Societies. More information will be available as attendees are confirmed.

Respectfully submitted,

Julie Ollila, Secretary

**Metro Blooms  
Minneapolis Blooms  
Friends of CUE (MB)**  
**Equal Opportunity Statement / Harassment Policy / Diverse Workforce / EEO Coordination**

**EQUAL OPPORTUNITY STATEMENT**

Metro Blooms / Minneapolis Blooms Committee of the Friends Of CUE affirms a policy of providing Equal Employment Opportunity to all employees and applicants for employment without regard to race, color, religion, sex, (including pregnancy, childbirth or related medical conditions), marital status, national origin, age, ancestry, sexual orientation, physical or mental handicap or disability, or veteran or military status. This policy is established and administered in accordance with applicable federal and state laws.

Where disabled individuals shall apply for employment with Metro Blooms / Minneapolis Blooms Committee of the Friends Of CUE shall provide reasonable accommodation to the extent required by law to enable such employees to perform the essential functions of their jobs and to enjoy the same benefits and privileges as are enjoyed by employees without disabilities.

**HARRASSMENT POLICY STATEMENT**

Metro Blooms or the Minneapolis Blooms Committee of the Friends of CUE (MB) prohibits sexual harassment of its contractors, employees, and applicants for employment by any employee, non-employee or applicant. Such conduct may result in disciplinary action up to and including discharge. This policy covers all employees and contractors. MB will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow contractors, employees, supervisors, associates, clients, or other non-employees who conduct business with MB.

Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

- submission to, or rejection of, such conduct is used as the basis for promotions, contracting or other employment decisions;
- the conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive work environment.

MB contractors and employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment. We recognize sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of race, religion, national origin, sexual preference, age, disability, or other similar characteristics or circumstances.

No manager or supervisor shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect that person's contract, employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development. Sexual joking, lewd pictures, and any conduct that tends to make employees of one gender "sex objects" are prohibited.

Employees or contractors who have complaints of sexual harassment should (and are encouraged to) report such complaints to their supervisor. If this person is the cause of the offending conduct, the employee may report this matter directly to Joyce Vincent or Pat Gill, President and Vice-President of Metro Blooms / Minneapolis Blooms Committee of the Friends Of CUE respectively. Any complaint will be promptly and thoroughly investigated. Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Any manager, supervisor, or employee who, after appropriate investigation, is found to have engaged in sexual harassment of another employee or contractor will be subject to disciplinary action, up to and including discharge.

MB will not in any way retaliate against any individual who makes a report of sexual harassment. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to

have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

### **RECRUITMENT POLICY AND DIVERSE WORKFORCE INTENTION**

As of January 1, 2007, Metro Blooms / Minneapolis Blooms Committee of the Friends Of CUE (MB) does not operate with any employees, per se. MB operates by issuing part-time agreements with contractors to provide given services for the organization. However, it is the intention of MB to maintain a policy of Equal Employment Opportunity in all negotiations for contracts, and ensure that a Contractors skills and abilities are the primary determiner of contractual decision-making by the organization.

Were MB able to hire employees at some point in the future, it is the intention of the organization to recruit from sources that reflect outreach to various ethnicities, genders and other EEO classifications.

### **PERSON RESPONSIBLE FOR EEO COORDINATION**

The Program Manager of the organization Lynn Heglund shall be responsible for EEO Coordination for purposes of all contracts with local, regional, county and state and federal government entities. However, if the Program Manager is not available, Joyce Vincent, the President Metro Blooms / Minneapolis Blooms Committee of the Friends Of CUE, shall be responsible for EEO Coordination.

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Date

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Lynn Heglund,  
Program Manager, Metro Blooms  
Minneapolis Blooms Committee of the Friends of CUE

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Date

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Joyce Vincent, President, Metro Blooms  
Co-Chair, Minneapolis Blooms Committee of the Friends of CUE