

**Minutes-Executive Board Meeting  
Horticulture Co-op of Metro St. Louis  
October 7, 2010  
433 Rollingwood Lane, Kirkwood**

**Members Present:**

Cindy Gilberg (President)

Tammy Behm (2<sup>nd</sup> Vice President)

Paul Roberts (Executive Treasurer)

Jennifer Schamber (1<sup>st</sup> Vice President)

Bill Ruppert (Executive Director)

Karen Koehneman (Executive Secretary)

Bill introduced budget worksheet for St. Louis Garden Blitz-The Edible Revolution.  
(See attached budget sheet)

Budget numbers filled in which led to rough draft of Agreement  
(See attached agreement)

# The St. Louis Garden Blitz - The Edible Revolution

## EVENT BUDGET

BUDGET STATUS as of Sept 2010

BUDGET SUMMARY				CURRENT	BALANCE	
REVENUE/EXPENSE DESC.	IC	MBG	BUDGET	ACTUAL	STATUS	COMMENTS
<b>REVENUE</b>						
Registrations/Saturday Garden Blitz	X	X			\$ -	
Registrations/Saturday Reception	X				\$ -	
Sponsorships	X	X			\$ -	
Silent auction	X				\$ -	
Book sales	X				\$ -	
					\$ -	
					\$ -	
<b>TOTAL REVENUE:</b>			\$ -	\$ -		
<b>EXPENSES</b>						
<b>Administration</b>						
Administrative fees					\$ -	in-kind?
Merchant service fees					\$ -	credit card expense
Complimentary registrations					\$ -	sponsors/media
Discounted registrations for MBG members					\$ -	difference between full registration rate and discounted rate
Cost of goods sold					\$ -	books
					\$ -	
					\$ -	
<b>Total ADMINISTRATION Expense:</b>			\$ -	\$ -	\$ -	
<b>Presenter Support</b>						
Honorariums					\$ -	
Travel accomodation					\$ -	in-kind by MBG and others?
Lodging accomodation					\$ -	in-kind by MBG?
AV rentals					\$ -	
					\$ -	
					\$ -	
<b>Total PRESENTER Expense:</b>			\$ -	\$ -	\$ -	
<b>Facility/Hospitality Support</b>						
Facility					\$ -	in-kind by MBG?
Security					\$ -	
Audio-visual tech support					\$ -	
On-site signs					\$ -	
Copy expense/PRESENTER HANDOUTS					\$ -	
General supplies					\$ -	name badges/folders/note pads/pens...
Food & beverage service/BREAKS					\$ -	
Food & beverage service/LUNCH					\$ -	
					\$ -	
					\$ -	
<b>Total FACILITY/HOSPITALITY Expense:</b>			\$ -	\$ -	\$ -	
<b>Marketing/Promotion</b>						
Graphic design					\$ -	
Printing					\$ -	
Postage					\$ -	
Advertising/Gateway Gardener					\$ -	
Advertising/other					\$ -	
					\$ -	
<b>Total MARKETING/PROMOTION Expense:</b>			\$ -	\$ -	\$ -	
<b>Saturday Evening Reception</b>						
Graphic design/INVITATIONS					\$ -	
Printing/INVITATIONS					\$ -	
Postage/INVITATIONS					\$ -	
Food & beverage service					\$ -	
Security					\$ -	
Facility					\$ -	in-kind by MBG?
					\$ -	
<b>Total SATURDAY RECEPTION Expense:</b>			\$ -	\$ -	\$ -	
					\$ -	
					\$ -	
<b>TOTAL EXPENSE:</b>			\$ -	\$ -	\$ -	

# The St. Louis Garden Blitz - *The Edible Revolution*

## EVENT BUDGET

BUDGET STATUS as of Sept 2010

NET CONTINGENCY (LOSS):	\$	-	\$	-	
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# Rough Draft

St. Louis Garden Blitz-Edible Revolution  
February 19, 2011

## Agreement

This agreement is made by and between the Horticulture Co-op of Metro St. Louis, a Missouri non-profit corporation (hereinafter "Hort Co-op"), and Missouri Botanical Garden (hereinafter "Mobot") to jointly develop, administrate, coordinate, facilitate and market the Garden Blitz-Edible Revolution. The event will be held on Saturday, February 19, 2011 at Mobot between 9AM and 3PM.

### Description of Services Provided by the Hort Co-op:

- Recruit and host speakers
- Coordinate Silent Auction
- Organize Container Garden Contest

### Description of Services Provided by Mobot:

- Provide Facility and Security
- Provide IT
- Provide Public Relations

### Description of Services/Support Provided Jointly by Hort Co-op and Mobot

- Provide equal share of start-up funding necessary to cover event preparation costs (i.e.: speaker contract deposits, deposits required by all service material providers) in an amount not to exceed a total of \$5000.00 (or a total for each organization not to exceed \$2500.00)
- Coordinate the design, content, layout and printing of all materials necessary to promote event
- Provide marketing/networking services necessary to promote event.
- Provide staffing on the day of the event necessary to support the hospitality needs of the Garden Blitz attendees.
- Recruit Sponsorships
- After all expenses have been covered, *division of profits?*

\_\_\_\_\_  
Cindy Gilberg, President, Hort Co-op

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tammy Palmier, Mobot (title?)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jennifer Smith, Mobot (title?)

\_\_\_\_\_  
Date