

Adapt Board Meeting Minutes

Adapt Community Supported Ecology

Board Meeting Minutes

Date: 2/13/26

Time: Noon

Location: Online

1. Call to Order

Meeting called to order at __10:58AM CST____ by William.

2. Attendance

Present:

- Billy, Rachel, Kat, Neil, Katie

Absent: Daniella Garza & Drew Lathin are not present and will be removed as board members

Quorum confirmed: Yes / No

3. Mission & Vision Discussion Summary

Brief summary only: mission statement read. Main goal is to promote connection between people with native (ecology) as the glue, create new political context with everyone on the same team. Billy: Think we've done a pretty good job.

Kat: would like to see adapt in more places outside of michigan, expanding resources to reflect some of that ecology, expanding resources & websites to be more usable

Katie: grow more outside of michigan, continue to spread the importance of native plants & knowledge

Neil: reaching more people, lots of demographics we try to reach. Using addiction to gardening as springboard, more of an online presence in general. Webinars, regularity of newsletter, more of the grassroots, community gatherings of existing alumni network—keeping connected, reddit, nextdoor, social media, etc. [Old west side garden tour]

Rachel: Community plantings, social ties using social media that people use (not facebook)

Billy: Adapt landscapes running and can refocus effort on

- Key themes discussed:
- Board hopes or priorities identified: everyone walks away with 1 achievable task

4. Roles & Responsibilities Review

Summary of any clarifications or changes: (roles can

- Billy : president, overseeing board is responsibility, comes up with a lot of ideas and needs some feedback on whether ideas are
- Rachel, secretary, set up all future meetings, has agenda that billy will create, 2 weeks ahead of time, everyone agrees to meeting time. Minutes should be shared within 48 hours so they have a long time to review them. At the next meeting we will approve the minutes from this meeting
- Katie: treasurer. Billy is going to give her everything, did something silly 2 years ago. Everything money is going to be postponed unless it's in concert with Katie & the bookkeeper.
- Neil: at large member. Given work experience, leadership, find something that's a good fit/role
- Kat: employee and graphic design, leads into marketing and website. Craft messages and graphics that simplify the complex processes. Kat is not compulsory to attend board meetings, but to report back

Names of committees need updating. Bylaws will need review. More specific roles within the committees. Really collaborative board models.

5. Program Planning

Community Leader Training Day

Key decisions or direction:

- May 23rd, Saturday in person day, 9905 Spencer Road
- Review
 - Last year 4 virtual sessions online, 1/2 were recorded and are on YouTube
 - 35 people came to the in person, with ~50 people starting/virtual
- Childcare should be made available for next time
- Board members (Neil) volunteered to come the day before to help set up
- Specific fundraising to offset the cost—track the costs
- Review of day, plant hand-off—plant kits

Garden Giveaway

Key decisions or direction:

- Need to give kits out ASAP—survival gets dicey the longer they're in flats
- Volunteer needs: community leaders to get kits out and spread our mission
- Ideally this will be self-funded—goal of new donors, for every kit we give away?
- How many donors should we have, what are the expectations
- How much money this costs—roughly if we were selling the kits, it would retail for ~\$21,000
- Those that are installed, roughly double for labor etc. Costs actually need to be determined—organizational labor, overhead, etc
 - Hours of volunteer time for a given going rate
- Tracking volunteer hours in general is a good goal for this season—also communicating to the public the value of what we're doing, marketing
- Neil is good at/willing to sell visions, be the messenger

6. Fundraising Discussion

Key strategies or decisions:

- One large fundraising opportunity.
 - Billy wants to have a party at the farmers market with Detroit St Filling Station, peach harvest

- In the past, everything has been thru patreon, website, and asking people to support on social media or in person
 - A little grant writing, 5k 2 years ago for community leader training
 - 1k from ann arbor group
 - State of michigan, MEDC? State level funds. Neil can help with grant writing
 - USDA programming?
 - Mission of adapt: money, time & land. People may have 1 of the 3. People with none, are out of our scope.
 - Everyone needs to find 1 sponsor, donor, connection, grant etc
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7. Board Growth & Recruitment

Suggested potential board candidates: FOR NEXT TIME

- Kelly or Anne
 - Tech skills, green network
 - More BIPOC
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8. Action Items Assigned

- Neil; grant writing opportunities
 - Creating an existing alumni network + education, outreach etc
 - Katie: fundraising proposal
 - Costs to put on event, logistics support
 - Rachel Grants to send to Neil + email to Neil on outreach event +map of communities, garden tour
 - Kat is going to do map –minutes must be publicly posted, Rachel to send them
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9. Motions and Votes (If Any)

Motion: to have meeting in a month rather than every 2 months , noon on Friday March 13.

Moved by: Billy

Seconded by: Rachel

Vote Result:

Approved / Not Approved

Motion passes

10. Next Meeting

Date: 3/14/2026

Every other month typically, but try for sooner given how much is happening

11. Adjournment

Meeting adjourned at _12:10PM CST ____.

Submitted by:

Rache Lipson, Secretary

SUPER SIMPLE Minute-Taking Method

Focus on three questions during the meeting:

1. What was decided?

2. Who is doing what?

3. When is it due?

This alone creates 80% of useful minutes.

After the Meeting (Best Practice)

1. Rachel types minutes within 48 hours
 2. She sends them to the board
 3. Minutes are formally approved at the next meeting
 4. Minutes are stored with organizational records
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Pro Tip (Often Overlooked)

Minutes do NOT need to record everything that was discussed — only enough to show:

- Board fulfilled governance duty
- Decisions were made responsibly
- Organization is acting with oversight