

CSA Newsletter

WALTHAM FIELDS COMMUNITY FARM

a project of Community Farms Outreach

240 Beaver Street, Waltham, MA 02452 781-899-2403 www.communityfarms.org



DISTRIBUTION WEEK: 21

October 26-30, 2003

This week is the final CSA distribution in 2003

Thanks to all the people who made this year's CSA season a great success, and best of luck to John Mitchell and Derek Christianson in their new adventures - we'll miss you and hope you'll keep in touch!

Sunday apple share pickup reminder: the last Sunday apple share pickup is on **Sunday, November 2nd**, from 3:30 to 6:30 pm in the farm office. This is because the apple share distribution began on a different day in the weekly distribution cycle than the CSA share.

Calendar of Events

Nov. 1-5, 7th Annual **Community Food Security Conference** - in Boston this year! This year's CFSC conference is an excellent opportunity to connect with food activists and analysts to share experiences and learn from each other about building food systems that work for our communities.

See <http://www.foodsecurity.org/events.html>

Nov. 16, Sunday, **CFO Annual Meeting**, election of 2004 Board of Directors, and dinner. Annual Meeting on Sunday, November 16 - Dinner starts at 6:00, business meeting to elect 2004 board directors is at 7, with guest speaker at 7:30. **Mark your calendars - this is always a fun get-together** for everyone associated with the farm! Be there or be square!

Help needed at the Annual Meeting: We're looking for 6-8 shareholders, work sharers or volunteers to help with the Annual Meeting -- perhaps cooking some vegetables from our fields (Johns says he'll leave us some kale, carrots, and there may be other things we can use), helping with setting up and taking down the room, greeting people, etc. Anyone who is interested in helping should contact Gretta Anderson at GrettaAnderson@ISUAlum.com. **Thanks!**

WINTER FARMING DISCUSSION / DREAMING, ANYONE?

Is anyone besides me beginning to think about winter and the absence of fresh, locally grown produce? Our web master, Liz Fuller, just sent me this article, which has me thinking about the possibility of a fall/winter project at WFCFif not this year, maybe next? Anyone interested??? I think it might be too late for this year, but I'll check into it if anyone's interested in trying to grow some veggies in the unheated greenhouse this winter. <http://abcnews.go.com/sections/science/DailyNews/farm000307.html> --Gretta, September 30, 2003, CFO online chatlist

Hi-

Several of you have expressed interest in 'winter farming'. Having never done this (and having not even read much about it) I don't think I could lead this effort. But if folks are interested, we could get together and begin to talk/learn about growing veggies in a hoop house for winter/early spring harvest. Maybe we could even play around by planning something for next year. (If the space/timing doesn't work for us to do this at the farm, perhaps we could find another space (for example, my back yard!) I just ordered several copies of Eliot Coleman's "Winter Harvest" and his "Four Season Harvest" is available in libraries and bookstores.

I'm thinking early December might be a good time to get together. Let me know if you're interested -
Gretta, October 6, 2003, CFO online chatlist

E-MAIL US!

Farm Manager: John.Mitchell@communityfarms.org

Associate Director: DerekChristianson@communityfarms.org

Newsletter submissions: MLCreedon@yahoo.com

Children's Learning Garden: Education@communityfarms.org

Board of Directors: Board@communityfarms.org

e-mail list: CFO-WFCF-Chat-subscribe@topica.com

Community Farms Outreach, Inc. Notice of Job Postings

Community Farms Outreach is currently seeking applicants for the following positions. To apply, send a letter of interest and resume to Board@communityfarms.org or Dee Kricker, CFO Board President, 24 Hillcrest Street, Waltham, MA 02451.

Farm Manager

Permanent, full-time, year-round position. Exempt, employee-at-will. Position begins January 5, 2004.

Salary: \$30,000; health insurance, 20 days paid vacation to be taken off-season, 10 days of annual leave (sick time, personal time, holidays).

Experience: This position requires excellent management and organizational skills, ability to oversee a budget of \$135,000+ and a 6+ acre farm, work in partnership with an active Board of Directors and represent CFO in local and agricultural communities. Significant experience in organic farm management, CSA, and working for a nonprofit organization is preferred. Skills and interest in working with volunteers is necessary. FM must have sufficient management and organizational skills to plan tasks provide training and oversight to staff working with a large number of volunteers and shareholders of various ages and abilities.

The Farm Manager will:

- Supervise two Assistant Growers, six worksharers and two agricultural apprentices.
- Manage a 6-9 acre charitable and educational farm with a 150-180 share Community Supported Agriculture (CSA) program by organic principles.
- Develop an annual field plan and seed order; purchase, maintain and inventory farm equipment; manage all aspects of farming to include: soil preparation, planting, cultivation and weeding and harvesting of crops; irrigation and pest management.
- Prepare a farm budget and work with the Program Manager to prepare an organizational budget. The Farm Manager will hire, supervise and provide instruction for paid farm staff and agricultural apprentices; select, supervise and train worksharers, terminate farm staff when required.
- Be responsible for the hunger relief programs of CFO. The Farm Manager will organize and oversee marketing and delivery of CSA produce to the public, provide oversight of charity donation and CSA harvests, keep harvest production statistics for charity, CSA and other farm programs, maintain accurate and current farm records including expense records and related information.
- Provide direction and oversight for all educational programs at WFCF, including the Children's Learning Garden and any educational programming for adult volunteers, work sharers and farm staff. The Farm Manager will ensure that volunteers who work in the fields and on farm-specific projects are trained and supervised appropriately. The Farm Manager will provide direction to paid staff or the volunteer who serves as volunteer coordinator. The Farm Manager, in collaboration with the Program Manager, will coordinate and assist in day-to-day operations of the office, including answering phones, email and general correspondence for the organization.
- Put the farm "to bed" at end of season: clean tools, disk fields, plant cover crops and provide a report to the Board summarizing food production and distribution results and educational programming outcomes.

Posted 9/16/03

Administrative/Development Manager

Part-time (20 hours per week) position. Employee-at-will. Position is for January 5 - December 31, 2004.

Salary: \$15,000/year; benefits include 10 days paid vacation, 5 days of annual leave (sick time, personal time, holidays).

Experience: This administrative position requires an ability to work in partnership with an active Board of Directors and 200+ members, fund raise and supervise/support members who are part of our volunteer administrative and fundraising staff. Experience in and knowledge about sustainable agriculture and nonprofit finance and fundraising is desirable.

The Administrative/Development Manager will:

- Maintain accurate and current financial records relative to income and expenses using computer assisted accounting software, will prepare budget reports, keeping necessary tax and related financial records.
- Verify the accuracy of invoices, will approve invoices and lists of payable due, prepare checks to be signed, and perform monthly bank reconciliation of all bank accounts.
- Prepare quarterly budget updates and monthly budget updates for the Board of Directors.
- Assume primary responsibility for writing grant proposals, funding applications, outreach to potential donors, work with the Board of Directors to develop funding goals and strategies, maintain a funding calendar for grant applications, RFP's and reports and other requirements of funders and assume responsibility for the timely submission of all reports and applications.
- Send out annual appeal letters, maintain the donor and member databases, help to organize fundraising events and prepare fundraising materials.
- Guide and oversee community outreach for the purpose of raising funds and awareness about CFO and its mission.
- Manage shareholders and volunteers who work on non-farming projects that involve administrative and fundraising work.

In collaboration with the Farm Manager, will coordinate and assist in the day-to-day operations of the office, including answering phones, email and general correspondence for the organization. Due to the seasonal nature of farming, the Farm Manager's contribution to the administrative work of CFO will vary with the season.

Posted 10/21/03