



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



Committee Reports
March 28, 2023

>Executive Director's Report, Marco Maina

No ED report for March.

>Garden Director's Report, Corey Andrikopoulos

>Adult Education, Terri Weber

Reporting Period: Feb 21-March 21, 2023

Date of last meeting: March 21, 2023

Date of next meeting: April 18, 2023

Action items completed:

- **Getting Started: Flower Design for Everyone** Instructor Katherine Glazier. Saturday Feb 25 at 9:30AM until 11:30 AM.
 - **"TO SPRAY OR NOT TO SPRAY: INTEGRATED PEST CONTROL"** INSTRUCTOR FRANK NICCOLI .
DATE: Thursday, March 2 @ 3:30 pm - 5:30 pm.
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>Annual Appeal, Marco Maina and Susann Mirabella

>Archives, Linda Norton

Reporting period: Jan, Feb, March 2023

Date of last meeting: March 17

Date of next meeting: April 7

We're happy to report an exciting contribution to the archives: the Gamble family has donated an extensive collection of photos of Elizabeth F. and the Waverley Street property. We are to digitize the collection, keep a set for Gamble Garden and give a set to the Gamble family for their archives. With the exception of two of the photos, the originals will remain at 1431 Waverley Street. Doug Kalish will do the digitizing. Doug did an extraordinary job of making enhanced duplicates of many of the photographs. These have now been framed by Susan Woodman and Susan Benton and are displayed on tables in the Main House. Thanks to Joan Urquhart who make a round trip to Marin County on one of the rainy, rainy windy days to pick up the photo collection.

We were fortunate to be given a DVD of a presentation given by Karen Olson to the Palo Alto Historical Association on Gamble's 25th Anniversary. This has been reformatted and will be in our digital archive.

>Board Development, Lena Dawson

No report from Board Development for March

>Board Governance, Sarah Burgess

Charters of several committees have been revised pursuant to request; however reformatting is needed. In addition, there may be upcoming committee changes, and due to this, approval of charters will be delayed until the May board meeting.

>Buildings and Grounds, David Chang

Buildings Committee Reporting Period: February 2023

Date of last meeting: March 6, 2023

Dated of next meeting: N/A

Maintenance & Enhancement Projects Action Status Report

- All the work by McDermaid has been completed.
- DB Electric – (1) new uplighting installed in Dining Room – gorgeous! (2) The LR chandelier has been preserved and re-wired by Matt Shield. It is being re-installed now.
- Elegant Floors – all work has been completed.
- Final item is to evaluate replacement shades for windows.

>Children’s Events, Deanna Wong

Reporting period: FEBRUARY 27, 2023 - MARCH 19, 2023

ACTION ITEMS COMPLETED

1. Garden-Inspired Notebooks with Book Arts Roadshow on Saturday, March 4, 2023

- Welcome spring by making and decorating your own set of four pocket-sized Garden-Inspired Notebooks
- Total Customers: 19 individuals (17 adults; 2 teenagers) -- 100% Pre-Registration; no walk-in's
- Gamble Members: 58%
- \$193.00 Net Revenue; (\$593.00 Gross Revenue - \$400.00 Expenses)
- <https://www.gamblegarden.org/event/gardening-notebooks/>



ACTION ITEMS UPCOMING

1. Easter Egg Hunt on Sunday, April 2, 2023

- Sold Out for 9:30 a.m. and 11:00 a.m. timeslots
- Gunn High School students stuffed 3000 plastic eggs on March 8 during their Community Service Day at Gamble
- Fergus Garber Architects (FGA) is \$5000 Underwriter
- Egg Hunt, Petting Zoo, Refreshments, Arts & Crafts, Face Painting, Toddler Area, Easter Bunny (actor)

2. Brushed Lettering Calligraphy on Saturday, Feb. 4, 2023 -

- RESCHEDULE TO JUNE 3 DUE TO VENUE CONFLICT

- New class date is June 3, 2023, due to venue conflict on original date
- Learn brushed lettering calligraphy from Ms. Vivan Pham, calligrapher and artist
- Maximum capacity is 20; currently 14 students enrolled
- Surpassed "Breakeven" status
- <https://www.gamblegarden.org/event/calligraphy/>



3. Halloween Event on Saturday, Oct. 28, 2023

>Endowment, Pat Davis and Nancy Wong

Date of last meeting: March 9, 2023 Zoom

Date of next meeting: May 4, 2023 Luncheon in person

Action items completed or in progress:

1. Invitations to 36 '02 Legacy Society members designed and mailed.
2. Sunday, March 26th Champaign Reception and recognition of the renovation of the Gamble House.
3. In negotiation with three potential brick donors, one new bench donor and one new '02 Legacy Society member.
4. Working with the Hospitality Committee on both the March 26th party, and the June 20th Summer Garden Party honoring brick, 2 new benches, and one new '02 Legacy Society membership.

Action items in progress:

1. To date: This fiscal year Endowment Comm. has raised \$166,505.15.
 2. Twenty-seven donors to date and includes \$4,300. in memory of Bob Gee.
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>Executive Committee, Sarah Clark

Reporting period: March 2023

Date of last meeting: March 12, 2023

Date of next meeting: May 9, 2023

Action items completed:

- Reviewed process for recording email votes; the report of the vote can be put on the Board meeting consent agenda and ratified.
 - Proposed items for March Board meeting agenda.
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>Finance, Karen Douglas

Date of last meeting: March 15, 2023

Date of next meeting: April 15, 2023

Action Items in Process:

- A bank account with Chase Bank has been opened. We are in process of transferring funds from SVB to Chase. Staff is also transferring payroll processing and credit card transactions to Chase, as well as other accounts.
- Budgeting for FY 24 is in process.
- We received an initial draft of the FY22 Financial statements from the public accountants and made comments. We expect to see the final statements and management letter next month.
- We have decided at this point to stay with the current insurance broker and staff is in process of applying for an Umbrella policy. We are expecting a few other changes as well.
- Marco continues to develop a list of projects that are necessary to maintain our buildings and grounds. This information is essential before we discuss allocation of bequests that we have received in the last couple of years.
- FC members are assisting Marco in a review of Facilities Rentals rates.
- The FC continues to closely monitor our surplus reserves.

Any board support requested?

- Please review the Treasurer's Report for March 2023 as there will be no presentation of financial results this month.
 - Presentations will be limited to quarterly results unless there is something significant to report.
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>Floral Arrangers, Carmen Pekelsma

>Fund Development, Susann Mirabella

Reporting period: February-April 2023

Date of last meeting: February 2, 2023

Date of next meeting: May 2023

Action items completed:

- \$5,000 Lunar Celebration sponsorship closed
- \$2,000 March Second Saturday sponsorship closed
- \$5,000 Easter Egg Hunt sponsorship closed
- Close to meeting \$37,000 Business Sponsorship budget for Spring Tour
- Working with Vendor Co-Chair, Robin Allen, to line up vendors for Spring Tour
- Supported Membership meeting and events
- Supported Endowment meeting and Legacy event

Board support requested:

We look forward to seeing you at Spring Tour 2023 and appreciate your support.

>Garden Advisors and Support, Lesley Peters

No report from Garden Advisor for March.

>Garden Club Liaisons, Donna Sheridan and Sheri Moody

- Emails went out today to cookie bakers and ice ring makers for Spring Tour.
 - The emails contained the cookie recipes and instructions for the ice rings. Delivery dates and location were also provided.
 - The April 4th Garden Club Members Tour lunch will be at the Gamble Garden Carriage House Patio. Tables and chairs will be set up on the patio.
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>Garden House Task Force, Marco Maina and Dana Perkins

>Garden Volunteers, aka “Dirty Knees”, Betsy Gifford and Gwen Whittier

Reporting Period: February, 2023

Date of last Committee meeting: NA

Date of next Committee meeting: NA

Action items Completed by Committee:

- The Garden Staff organized and held a Volunteer Faire on Saturday, February 18th. More than 50 people attended, and our Garden Director gave a presentation about what being a garden volunteer entails and then answered questions. Tours of the garden were given to everyone.
 - As a follow up, all the people who attended will be contacted.
 - We have 12 new members of the “Dirty Knees Brigade”.
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>Historic Side of the Garden, Gwen Whittier and Linda Norton

>Horticultural Library, Mary Jo Levy

No report from the Horticultural Library committee for March.

>Hospitality, Pat Gregory

Reporting period: March 2023

Date of last meeting: March 16, 2023

Date of next meeting: May 4, 2023

Action items completed:

- Hospitality Meeting met March 16 and reviewed the Board Holiday Party held at Gamble in December 2020.
 - Helped Pat Davis and Nancy Wong with their planning for the Endowment *02 Society Party at Gamble on March 26. Several members of Hospitality will help with the beverages, flower arrangements, kitchen help, and cleanup.
 - Hospitality Committee started to plan the Summer Garden Party on June 20 in honor of the Endowment Brick and Bench Donors as well as Major Donors to Gamble.
 - Endowment and Membership committees will be involved in the program. Hospitality Committee is responsible for organizing and helping at the party. Appetizers will be catered again this year since we may have 150 people. Desserts will be provided by members of Endowment and Membership Committees.
 - Invitations will go out May 17.
 - Will finalize plans for the Summer Garden Party at our next meeting.
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>IDEA Task Force, Mary Powell and Sarah Clark

Chair: Mary Powell and Sarah Clark

Date of last meeting: March 15, 2023

Date of next meeting: April 19, 2023

Action items completed:

1. Developed an understanding of the scope of services and pricing available from three representative DEI (Diversity, Equity, Inclusivity) consultants, namely Justice Outside, Joy Raising, and Edutainment for Equity. The purpose of this research is to provide the Board with a clear understanding of the benefits of working with a DEI consultant. The secondary purpose is to provide a ballpark cost to the Board for inclusion in the FY24 budget. This information will be made available our final report to the Board, due in June 2023.
2. The Task Force modified its mid-year objectives as follows:
 - a) Our first objective: "Highlight IDEA statement on website and communications" has been completed and remains unchanged. No further IDEA communications are expected to take place in the second half of FY23.
 - b) Our second objective: "Incorporate IDEA throughout the committees" has been amended to "Make a recommendation to the Board for Gamble's FY24 approach to implementing IDEA."
 - c) Our third objective: "Prepare a timetable with task and objectives to disseminate IDEA throughout Gamble" has been changed to "Recommend that an IDEA committee be formed by the Board as of July 2023."
 - d) A fourth objective has been added: "Prepare a case supported by research for engaging a qualified DEI consultant or consulting firm (whether paid or gratis) to assist the to-be-formed IDEA Committee."

In Process:

- Present a final IDEA Task Force report to the Board by June 2023.

Announcements to the board:

- The IDEA Task Force will complete its work by June 2023.

Board support requested:

- Please consider a placeholder for DEI consulting funds to be included in the FY24.
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>Investment, Ian Linford

No report from Investments for March.

>Luncheon, Robin Allen and Marie Immekeppel

Chair(s): Robin Allen & Marie Immekeppel

Reporting period: March, 2023

Date of last meeting: January, 2023

Date of next meeting: September 2023

Action items completed:

- The Menu committee has chosen the monthly menus.
- Themes have been assigned for each month to add diversity and interest.
- Lunches are Online this month and we are doing well!

Announcements to the board:

The Committee is excited to open our Luncheon season this next month in April. Everything seems to be in good order and hoping the weather cooperates! Hope you are excited to sign up and join us during the year!

We are happy to report that we have a couple of new Volunteers!

Just an FYI, we are thinking of adding an extra special luncheon that would fall on a weekend (Sunday) in October. A special chef and associates will be donating the preparation for a Monet style Picnic on October 8, 2023. The Luncheon committee will do set-up and staffing with volunteers. Mark your Calendar and stay tuned for more information to follow.

>Master Gardeners, No Master Gardeners at this time.

>Membership, Sue Krumbein and Donna Bohling

Reporting period: February - March, 2023

Date of last meeting: March 21, 2023

Date of next meeting: May 16, 2023

Upcoming Events:

March 31, Open House 4-6pm; drop in!

April 24th, Book Talk, **Juana Briones**, 3-5pm

Action items completed:

- Attended the retirement reception for Catherine Martineau, Canopy Director, to meet and greet and be present at an important local event with other organizations and leaders.
- Signed up for a table at the Tall Tree Awards event. We are part of the community and need to be at important community events like the Tall Tree.
- Joined Second Saturday to do the check in portion of registration, using iPads so that the information is recorded. This is a good collaboration.
- Enjoyed another Membership Event – this one a “speed” flowering arranging. Very successful!

Board support requested:

Please attend our member events whenever possible. We’ll introduce you, include you, and get to know you! The general membership loves meeting and getting to know our Gamble Board!

>Personnel, Sarah Clark

No report from Personnel for March.

>Programs, Colette Rudd

Reporting period: February - March 2023

Date of last meeting: March 10, 2023

Date of next meeting: TBD

Action items completed:

- Kevin Coleman attended the at the March Program Committee meeting to answer questions regarding the development of the FY24 committee budgets.
- Marco Maina, Executive Director, created a PowerPoint document to share with the Program Committee Chairs at the March Program Committee meeting. It included
 - updated meeting rules and mission,
 - vision and values statements from recent board meetings,

- our IDEA (inclusion, Diversity, Equity and Accessibility) policy,
 - a list of the proposed FY24 Board Goals.
- The Committee focused most of its discussion on Goal 5: Programs and Community Outreach, particularly how to evaluate programs and outreach and the need for staff leadership and support.

Announcements to the board:

- Mary Powell, co-chair of the Roots and Shoots program, will give a report the at May Board meeting on the post-pandemic evolution of the program.

>Retail, No Committee Chair at this time.

>Roots and Shoots, Mary Powel and Rita Sabbadini

Date of last meeting: March

Date of next meeting: April

Action items completed:

- Delivered second of three sessions for Walter Hayes. Very successful – 6 guides participated.

Action items in progress:

Upcoming field trips:

- April 6 – Bullis Charter (3 sessions)
- April 13 – Nixon (2 sessions)
- May 4 and 11 – Laurel (3 sessions)
- May 18 – Walter Hays #3 (2 sessions)

Announcements to the board:

- Mary Powell will roll off of R&S leadership as of June 30, 2023, to focus on Second Saturday. This will open an exciting leadership opportunity for a new volunteer, if the program is to be continued in FY24.

>Second Saturday and Tours, Mary Powell and Sue Krumbein

Chair: Mary Powell (SS); Sue Krumbein and Mary Powell (Tours)

Date of last meeting: March 2023

Date of next meeting: April 2023

Action items completed:

- Delivered March Second Saturday – Captivating Camellias
 - Implemented new check-in process in partnership with the Membership Committee
 - Activated Gamble Garden Youth Team (GGYT) with our group of 5 high school students.
 - Sponsorship \$2000
 - Attendance 70
- Delivered paid public tour for 4 attendees and one private paid tour for 45 seniors.
- Delivered a well-attended training zoom on camellias and the history for tea (which is made from camellia leaves!).

In Process:

1. April Second Saturday's theme is the native garden, and we will feature the California poppy for the nature craft activity.
2. Training Zoom April 5 for guides and docents.

Announcements to the board:

In FY24, Tours and Second Saturday will split back into two discrete committees with separate leadership, membership, and reporting.

>Spring Tour 23, Laurie Callaway

Reporting period: March

Date of last meeting: March 15

Date of next meeting: April 5

Action items completed:

- **Preview Party - Catering/Bartending**
 - Toni Wisman, David Chang and Nancy Merwin finalized layout of Preview party to be held in the Rose Garden
 - Signage ordered
 - Contract with Continental signed. \$1965.33
 - Facilities notified what tables and chairs needed. There will be two bars
 - Guest will not have to wear registration wristbands but name tags will be issued
 - Gamble volunteers will be servers
 - Plastic cups will be used. No Plates
 - Corey to turn off sprinklers prior to April 26
 - 10'x20' tent will be set up in Rose Garden
 - Signature cocktail 'Gamble Gimlet'
 - Ana Picazo will create all signage for Preview Party
 - One bar will be set up at registration for 40min then moved to Rose Garden
- **Design and Printing of Programs**
 - Banners all printed
 - Design of all printing and marketing materials completed - 36 page program booklet
 - Program Booklet going to print April 10
- **Facilities**
 - All committee members have given their furniture request to David Chang
 - Rose Garden and Old Oak area will be used for lunch seating
 - David will address contingencies for inclement weather with tents and umbrellas
- **Cashiers**
 - Kathy Schniedwind will be second to count money nightly
- **Flower Design**
 - Table clothes will be a shade of raspberry with complimentary small arrangements at each table
 - Need count of tables and chairs
- **Garden Club of Palo Alto reps**
 - Donna and Sheri to handle volunteer name tags
 - Each baker will make 5 dozen cookies
 - Ice tea and cookie table will be closer to Carriage House kitchen
- **Music and Permits**
 - Permits have been obtained
 - 3'x5' Banner over Embarcadero
 - Musical trio 'Left Bank/Rive Gauche' confirmed
- **Over the Garden Fence**
 - Inventory is significant
 - New flyer prepared for each customer on sequence of wrapping and payment (ie: shop items, find sales person to write up, go to wrapping station to leave items, go to cashier to pay)
 - Outside company hired to help with the move from House attic to Carriage House on Monday 4/24 by an Anonymous donor
- **Plant Sale at Gamble**
 - Approx \$5k in Inventory to sell
 - Susann, Robin, Ella and Corey met to discuss plant sale location. Plant sale will be located at Green Fence (sharing with box lunch distribution and Vendors)
- **Silent Auction**
 - Approx 156 auction items secured to date
 - Requested donor appreciation page in program booklet
 - Requested donor appreciation 1/2 page in PA Daily Post on 4/27
- **Volunteers for Garden Docents**

- All Head Hostesses confirmed and gardens assigned
- Currently scheduling meetings with homeowners, head hostesses, Docents, Laurie and Dee, the week of 4/17
- Mica to train head hostesses on ticket process (Eventbrite, wristbands, QR codes)
- **Volunteer Coordination**
 - Colette and Mica to make name tags
 - Confidentiality Agreements needed for volunteers
- **Wine Grab**
 - Currently collecting but need much more
- **Vendors**
 - Start time for Vendor Marketplace for Preview Party, 5:30
 - 33 + Vendors confirmed
 - Vendors will be located in Main house (living, dining, library). No vendors on porch)
 - Front Lawn within circular driveway, palm tree lawn adjacent to house, brick pathway leading to Carriage House, tea house and patio
 - This year vendor contract includes, 'Gamble will access vendor spots before and after event. If damage is determined, vendor will pay for repairs
 - Vendor contract stipulates there must be 9" to 12" between vendor's tables/racks and Gamble walls
- **Tickets**
 - Tour ticket prices \$30/members, \$40/non-members, \$45 day of event
 - Wrist band will be obtained at first house which will gain access to the other 4 gardens
 - Customers need not visit all gardens on one day
 - Head Hostesses and Garden Volunteers to get extensive training regarding scanning QR codes and this new ticketing system
- **Publicity/Mixed Media**
 - Approved budget is \$5000. Currently expenses are \$5094
 - Target Publications:
 - **New!** 1/4 page San Jose Mercury News Sunday April 23
 - Daily Post (1/2 page add, editorial coverage, digital online ads, donor appreciation ad, Talk of the Town ads)
 - Palo Alto Weekly and Almanac 1/4 page 4/21
 - Punch Mag April Addition; single half page, Zone 3 Palo Alto/Menlo Park/Atherton Portola Valley
 - Peninsula News
 - Mercury News
 - Nob Hill Gazette (request made)
 - InMenlo (request made)
 - Silicon Valley Magazine (request made)
- **Business Underwriting**
 - \$36k Pledged and very close to meeting target of \$37K
 - Trying to secure top tier \$10k Premier Sponsor
- **Individual Underwriting**
 - On target to meet goal of \$75K, \$68,280 received so far
 - 600 Individual Underwriting letters sent out by US Post
 - Thank letters went out to all donors.
 - Deadline for donor name to be included in program booklet was March 15
- **Lunches**
 - Contract signed
 - Lunch choices: Rosemary Chicken breast on Croissant, Vegetarian Muffuletta on Croissant
 - Accompanied by: Harvest Grain Salad, Fresh Baked Cookie
 - Price \$30/box (cost \$24)
 - Box lunch distribution at Green Fence
 - Lunch seating location at the Rose Garden and Old Oak area, tented
 - Continental's deadlines for # of box lunches; preliminary 4/19, 4/21 for final order quantity,
 - 4/24 drop dead deadline
 - Accompanying water: Water containers supplied by David Chang
 - Plastic cups will be used

>Strategic Planning, Kathie Shaw

No report for March.

>Volunteer Development, Anne Ritchie

Reporting period: March 2023

Date of last meeting: March 8, 2023

Date of next meeting: May 9, 2023

Action items completed:

To increase membership on the Volunteer Development Committee, Julie Shinn has joined our committee. Julie has served as the volunteer coordinator for the Spring Tour Over the Garden Fence, and we are glad to have her join our group.

Follow-up from the Garden Volunteer Orientation event began in earnest with Anne Ritchie, Gwen Whittier, and Heidi Huber (garden volunteer) met to discuss the steps that would be taken to contact everyone who attended the mid-February event. As of March 21st, we have completed at least an initial contact with each attendee and will follow-up as necessary. This coordinated effort has yielded many new garden volunteers with more to (hopefully) join as well. Some expressed interest in volunteering on other committees, and we have been able to add some new volunteers to other groups as well.

This month Kathy Schniedwind added some improvements to the Volunteer pages of the website. There is now a page "Volunteer Areas" describing all the various volunteer opportunities with a "Sign Up to Volunteer" link at the end of the page and a second, separate page "Volunteer Sign Up" with a reminder to review the volunteer needs and then the application. Previously, potential volunteers completed the application and checked areas of interest without reading the "what, when, and why" of each committee. Hopefully, potential volunteers will complete the application with intention. Hats off to Kathy for her timely response to my request!

In anticipation of our annual Volunteer Appreciation event, all Board members and Committee chairs and co-chairs have been asked to review the volunteer roster to ensure their committee membership is reflected accurately. We want to be sure to include all rostered volunteers! If you have changes be sure to send them to Mica. Any questions you may have should be sent to Anne at volunteer@gamblegarden.org

Announcements to the board:

SAVE THE DATE: The VDC will be hosting the annual Volunteer Appreciation event on June 14th from 3:00 – 5:00.

Details will follow post-spring tour.

>Winter Holiday Fundraising Event, Susann Mirabella