



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



APPROVED June 27, 2023

Gamble Garden Board Meeting Minutes

May 23, 2023

4:00 pm – 5:30 pm

Meeting in-person, Carriage House

ROLL CALL

Members Present: Robin Allen, Donna Bohling, Sarah Burgess, Sarah Clark (President), Lena Dawson, Karen Douglas, Pat Gregory, Sheri Moody, Carmen Pekelsma, Colette Rudd, Kathie Shaw, Donna Sheridan, Susan Woodman, Joan Zwiep (President Elect)

Absent: Susann Mirabella, Judy Paris, Anne Ritchie

Quorum Established: Yes

Guests: Marco Maina, Mary Powell, Rita Sabbadini

Welcome: The meeting was called to order at 4 pm by Sarah Clark

Consent Agenda: *Sarah Clark*

- Approval of Minutes for March 28, 2023 Board Meeting

Consent Agenda Approved.

Programs/Roots and Shoots – Colette Rudd and Mary Powell

- R&S is one of the most special and loved program at Gamble, introduced in 1985
- The current program is a garden-based science field trips for students in grades K-3
- R&S curriculum is tied to the CA State Science Standards for grades K-3.
- We can handle a max of 46 students at a time and break into groups of 7-8 children, each with a Garden Guide.
- Schools have the option of a one-time field trip or a sequence..
- R&S delivered programs between Jan – May, completing 14 sessions for 426 student visits.
- R&S has a list of managerial tasks – too much for a volunteer.

R&S goals for this year:

- Create a scalable model for R&S to serve many schools and return visits.
- Move to a fixed, one day per week R&S program.
- Develop and train a core of trained committed Garden Guides.
- The potential is great – we can run this program most Thursday during the 32-week school year.
- Develop a detailed business plan for growing the program.

The Executive Director was supportive of the recommendation by the R&S Committee to hire a 30 hour per week staff person for Programming.

Finance Report: *Karen Douglas*

- Quarterly Finance Report
 - Gamble has completed 10 months of FY23.
 - Operating revenue is 124% of budget.
 - All revenue generating categories are exceeding plan.

- We are favorable to salary and wages but that is because we are not fully staffed to budget.
- Endowment added three benches and two bricks this FY.
- FY24 Budget
 - The Finance Committee developed the FY24 budget with a focus on our approved goals. The main goal is the Garden House project.
 - In the past, we have underbudgeted income for some of our major revenue streams. When developing the FY24, we reviewed current year and last year revenue and is in line with past income.
 - We do not expect to end FY24 with the level of surplus we have had in the past.
 - FY24 has budgeted staff salary increases averaging 6% for current employees and support for the Roots and Shoots program.

There are some necessary projects for FY24 that are not included in the operating budget.

In June the Finance committee will be prepared to discuss past undesignated bequests and large unsolicited gifts.

MOTION

Robin Allen moves that, in support of our horticultural mission, the board accept the executive director's proposal for the FY24 budget to include salary and benefits for a staff member at 30 hours/week to manage Children's Education programs at Gamble Garden.

MOTION WITHDRAWN

ENDOWMENT BENCHES - RATIFY MOTION via EMAIL:

Susann Mirabella moved, Colette Rudd seconds, to approve the following inscriptions on benches donated by (1) Lee Newman and (2) the family of Mary McCullough:

(1)
 A GARDEN BRINGS JOY
 MERRILL AND LEE NEWMAN
 AND FAMILY

(2)
 MARY McCullough, CO-FOUNDER OF "ROOTS & SHOOTS"
 & GAMBLE'S 5TH PRESIDENT. MARY HELPED MAKE THIS
 GARDEN A PLACE FOR ALL TO ENJOY AND ESPECIALLY
 LOVED SHARING IT WITH HER GRANDCHILDREN

All board members responded via email, where they voted in favor of the motion.

Members Voting: Robin Allen, Donna Bohling, Sarah Burgess, Sarah Clark (president), Lena Dawson, Karen Douglas, Pat Gregory, Susann Mirabella, Sheri Moody, Judy Paris, Carmen Pekelsma, Anne Ritchie, Kathie Shaw, Donna Sheridan, Susan Woodman, Colette Rudd, Joan Zwiep (President Elect).

MOTION

Colette Rudd moved to ratify the wording of the two benches approved via email for Merrill and Lee Newman and the family of Mary McCullough.

MOTION APPROVED

MOTION

Colette Rudd moved to approve the following revised inscription on the bench donated by Walt and Mary McCullough:

WALT & MARY MCCULLOUGH
 MARY MCCULLOUGH, CO-FOUNDER OF "ROOTS & SHOOTS" & GAMBLE'S 5TH PRESIDENT.
 MARY HELPED MAKE THIS GARDEN A PLACE FOR ALL TO ENJOY AND ESPECIALLY LOVED SHARING
 IT WITH HER GRANDCHILDREN

MOTION APPROVED

MOTION

Colette Rudd moved to approve the following inscription for the bench donated by Madeline and Isaac Stein,

MADELINE AND ISAAC STEIN
STEADFAST SUPPORTERS OF
ELIZABETH F. GAMBLE GARDEN
SINCE ITS FOUNDING IN 1985

MOTION APPROVED

Project Proposal for Carriage House and public restroom painting – Marco Maina

MOTION

On behalf of the finance committee, Karen Douglas moved the board approve the Executive Director’s recommendation to select Stanford Painting for the Carriage House and restroom painting, as presented in the Board Materials for May 23, 2023, the amount not to exceed \$28,880

MOTION APPROVED

Proposed Board Development Slate – Lena Dawson

Officers:

Joan Zwiep	President
Susann Mirabella	VP of Fund Development
Colette Rudd	VP of Programs
Donna Bohling	Secretary
Karen Douglas	Treasurer

Directors:

Robin Allen
Lena Dawson
Pat Gregory
Sheri Moody
Judy Paris
Carmen Pekelsma
Donna Sheridan
Julie Shinn
Susan Sweeney
Nancy Wong
Susan Woodman

Membership Increase – Donna Bohling

MOTION

On behalf of the Membership Committee, Donna Bohling moved to approve the Member level increase for Individual and Dual/Family Memberships as presented in the Board Materials for May 23, 2023.

MOTION APPROVED.

Architect Selection Process Update – Marco Maina

MOTION

With the recommendation of the Garden House Task Force, Colette Rudd moved to approve the selection of CAW Architects for Phase 1 Architectural services for a new horticultural complex at Gamble Garden as described in CAW Architects proposal dated April 26, 2023.

MOTION APPROVED.

MOTION

Colette Rudd moved to authorize the President of Gamble Garden to sign a contract between Elizabeth F. Gamble Garden and CAW Architects for professional architectural services (April 26, 2023 proposal) with a maximum cost of \$120,000, to be paid from funds allocated to the Garden Project (Hort office, Community Room, etc.)

MOTION APPROVED.

MOTION

Donna Bohling moved the board approve and authorize contingency funding for Phase 1 of an additional \$80,000, to be paid from funds allocated to the Garden Project, to be used by the Executive Director and the Garden House Task Force, as needed to complete Phase 1, as per Gamble's approved Accounting Policies.

MOTION APPROVED

Meeting adjourned at 6:00. pm

Respectfully Submitted by Donna Bohling, Board Secretary