



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



Committee Reports
June 27, 2023

>Executive Director's Report, Marco Maina

>Garden Director's Report,

>>>>Adult Education, Terri Weber
Committee Chair, FY24: Terri Weber

Budget

We had or will have five additional classes in June. I have guesstimated the income and expenses from these classes below.

Our FY23 revenue budget was: \$12,470

Our actual FY23 revenues were: \$26,035 + June \$3,034 = \$29,069

Our FY23 expense budget was: \$8,026.

Our actual FY23 expenditures were: \$15,601 + June \$1,760 = \$16,767

The committee is adjusting its FY24 net revenue goal to be: \$9,000

The amount of revenue from classes will be decreased as the class discount was recently increased to 20% given to Gamble members, which percentage wise is more than the discount that was previously offered by AD ED. There will hopefully be an increase in Gamble membership due to this perk.

Roster Changes

The number of members on this committee at the start of FY23 were: 16

The number of members at the end of FY23 were: 20

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members?

We will continue to attempt to add new members who are willing to serve as facilitator, planning and implementing their own ideas for classes.

FY23 highlights/major accomplishments:

1. Offering a wide range of classes appealing to various demographic groups.
2. Using the metrics so that we have a better grasp of the income vs expenditures of individual classes.
3. Use of our focus groups to balance types of classes and events offered.

4. Making use of the Gamble survey of offer additional types of classes as well as class days and times which is building an audience.

FY23 Committee Objectives

Our first objective was: To offer a wider range of classes and events which were very successful using our focus group to ensure a balance of ideas.

The status for this objective is: very successful.

Our second objective was:

Develop a new metric system so each class can be evaluated as to its financial profitability. Income vs expenditures

The status for this objective is: ongoing. It has been very interesting in compartmentalizing expenditures. We are also tracking members vs nonmembers attendance at the classes.

Our third objective was: Updating procedure manual-

The status for this objective is: ongoing.

FY24 Committee Objectives

Our first objective is: Continuing to explore a wide range of classes.

The reason for this objective is: The objective's success by will be measured by: class attendance

Our second objective is: Transiting into post covid regarding gatherings. Many people are much more comfortable in using online web sites to obtain information. The challenge for Gamble is to offer programs that encourage people to use Gamble resources rather than other online sites. We have found that classes that only offer a lecture type format draw fewer attendees than those who offer some kind of a perk.

The reason for this objective is: Increase use of Gamble as a source of information.

The objective's success by will be measured by: class attendance

Our third objective is: Increasing committee membership so that people are willing to serve a facilitators, who initiate discovering a subject that will appeal to members and follow through on completion of the class.

The reason for this objective is: offer some "out of the box "classes.

The objective's success by will be measured by: class attendance

Final announcements to the board for FY23, if any:

No additional comments

>Annual Appeal, Marco Maina and Susann Mirabella

>Archives, Linda Norton

>Board Development, Lena Dawson

Date of Last meeting: June 12th, 2023.

Date of next meeting: September 11th, 2023.

Action items completed:

- Gamble Garden Board slate for 2023 -2024 completed.
- Gamble Garden Committee Chairs are in place.

Announcements to the Board:

- The following Board Members will be leaving the Gamble Garden Board as of June 30th, 2023: Sarah Burgess, Sarah Clark and Kathie Shaw.
- Exit interviews will take place June 28, 29 and 30.
- The new Board orientation will take place in middle of July.

Respectfully submitted,
Lena Dawson, Chair of Board Development.

>Board Governance, Sarah Burgess

>Buildings and Grounds, David Chang

Budget

Our FY23 revenue budget was: N/A
Our actual FY23 revenues were: N/A
Our FY23 expense budget was: N/A
Our actual FY23 expenditures were: N/A
The committee is adjusting its FY24 revenue goal to be: N/A

Roster Changes

The number of members on this committee at the start of FY22 were: 2
The number of members at the end of FY23 were: 2
What are the committee changes planned for members? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members? None

FY23 highlights/major accomplishments:

5. The Main house sub-committee of 7 members identified many repair projects and upgrades and found contractors to perform all necessary work. These work projects include: (1) McDermaid Painting: in the LR and DR, replastered and repainted the ceilings, repainted the walls and restored the wood paneling, (2) DB Electric: installed new wiring and uplighting in DR and entry, and the LR chandelier was refurbished, and (3) Elegant Floors: complete refinishing and sealing the oak floor boards and replaced boards with deep gouges

FY23 Committee Objectives

Our first objective was: see #1 above
The status for these objective are: Completed

Our second objective was: Replacement shades
The status for this objective is: On-going

FY24 Committee Objectives

Our first objective is: Continuation of repair or replace projects identified in current fiscal year
The reason for this objective is: Maintain and enhance the Gamble properties
The objective's success by will be measured by: Successful completion of the multiple projects

Final announcements to the board for FY23, if any:
None

>Children's Events, Deanna Wong

Committee Chari FY24: Deana Wong

FY23 END-OF-YEAR COMMITTEE REPORT

FY23 Budget

Our forecast FY23 revenue budget: \$18,000.00
Our actual FY23 Net Income: \$29,358.58

Our forecast FY23 expense budget: \$8,000.00

Our actual FY23 Expenditures: \$5,584.42

(actuals)	Gross Revenue	Expenses	Underwriting	Net Income
Halloween 2022	\$ 3,995.00	\$ 957.02	\$ 0.00	\$ 3,037.98
Holiday 2022	\$ 4,530.00	\$ 938.45	\$ 0.00	\$ 3,591.55
Bookmaking 2023	\$ 593.00	\$ 400.00	\$ 0.00	\$ 193.00
Easter Egg Hunt 2023	\$ 20,125.00	\$ 2,971.69	\$ 5,000.00	\$ 22,153.31
Calligraphy 2023	\$ 700.00	\$ 317.26	\$ 0.00	\$ 382.74
S/T	\$ 29,943.00	\$ 5,584.42	\$ 5,000.00	\$ 29,358.58

Roster Changes

The number of Committee Members at start of FY23: 19

The number of Committee Members at end of FY23: 19

What plans are in place for committee changes?

There are no changes planned. The Children's Events Committee remains very strong in its membership structure and its commitment to the Committee's strategic programming goals. The Committee is highly efficient, extremely supportive of one another, fiscally responsible and amazingly organized and productive in everything we do.

Estimated FY23 Volunteer Hours for the Children's Events Committee is: 2,000

FY23 HIGHLIGHTS/MAJOR ACCOMPLISHMENTS

1. Achieved positive Net Income
2. Welcomed student volunteers back onsite and added new school (Silicon Valley International School) to inventory base
3. Held five profitable and sold out events with no revenue loss
4. Donated a decorated holiday tree to Winter Festival 2022 for raffle

FY23 GOALS & OBJECTIVES

First objective:

"Develop and execute financially-successful and impactful children's events that strengthen Gamble's core mission, as measured by delivering a minimum of four events."

The status for this objective is: 100% COMPLETION. We executed five successful events in the fiscal year. All were Net Income positive.

Second objective:

"Raise awareness, inspire loyalty, and maintain presence in the community as a family destination, as measured by hosting two (2) community-wide, large-scale, fee-based events."

The status for this objective is: 100% COMPLETION. The two community-wide events are the Halloween Event in October 2022 and the Easter Egg Hunt on April 2, 2023.

Third objective:

"Introduce younger families to Gamble Garden, as measured by enrolling five new Family Memberships."

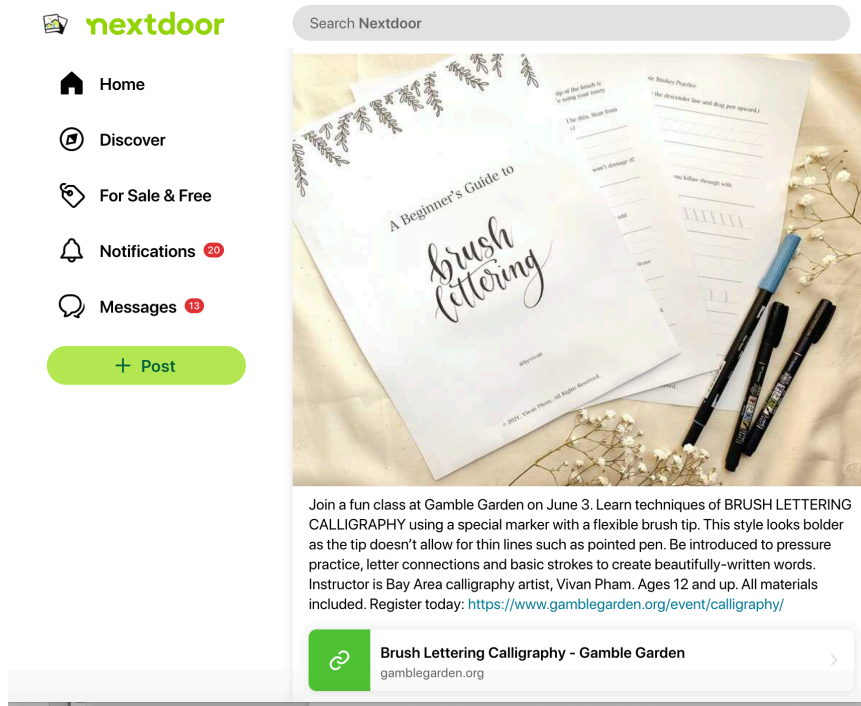
The status for this objective is: The Main Office needs to provide this information. Our Committee does not have access to the internal database.

Fourth objective:

"Retain a strong volunteer base (adults and students), as measured by recruiting one adult volunteer."

The status for this objective is: ONGOING. We have not increased the Committee membership base since 2021-2022 fiscal year. However, we have added many new student volunteers this fiscal calendar.

PHOTOS AND PUBLICITY



Thank you to Committee Members -
- Sue Godfrey, Jenna Hilleary, Tessa Berney -- for volunteering at this event.

Regards,
 Deanna
 Chair, Children's Events
 Gamble Garden

>Endowment, Pat Davis and Nancy Wong

Committee Chair, FY24: Pat Davis

Committee: Karen Olson, Ellie Thomas, Jane Stocklin, Cindy Traum, Marcia Rehmus and Jean Gee

Budget

Endowment FY23 net revenue GOAL \$ 50,000.

Endowment FY23 revenues INCOME: **\$ 220,005.**

Endowment FY23 expenses BUDGET: \$ 8,000.

Endowment FY23 expenses ACTUAL: **\$ 7,665.50**

Actual FY23 expenditures were:

\$ 771.00 '02 Legacy Society Party March 26,2023 printing and minor foods

\$1,679.00 Summer Garden Party, June 20, 2020

\$1,500 B&B (Weir Caterer for Summer Garden Party

\$179. Invitations and Program printing

\$5,215.50 Priority Architectural Graphics –engraving 4 bricks.

\$7,665.50 TOTAL EXPENSES FOR 2022-23

Endowment is adjusting its FY24 net revenue goal to: **\$60,000**

Roster Change

The number of members on Endowment at start of FY22-23: 10

The number of members at the end of FY22-23: 11

Sarah Clark as President is going off the committee. Joan Zwiep, as incoming President will be attending meeting.

Jean Gee came back on to the committee.

What are the committee's plans for FY24?

1. Recruit two new committee members.
2. Identify new brick donors and smaller donors.

3. Work on adding '02 Legacy Society members.
4. Host an event for potential new '02 Legacy Society members.
5. Contact smaller donors as well as major donors throughout the year.
6. Promote Endowment in the newsletter and e-Blasts.
7. Be more visible.
8. Be more vocal at Board meetings.

FY22-23 Highlights Major Accomplishments

1. Added three new benches which now total 12 named benches in the garden.
2. Added four new named bricks into the floor of the Gazebo which now makes 197 endowed bricks.
3. Hosted a successful champaign cocktail party for current members of the '02 Legacy Society on Sunday, March 26, 2023 in the Gamble house. The program centered on the restoration of the interior of the house. 54 people attended, It was wonderful.
4. Hosted the Summer Garden Party on Tuesday, June 20th for over 200 major donors. Membership Committee co-hosted and the Hospitality Committee tended to the food by hiring B&B (Weir Catering) to prepare the appetizers and manage the kitchen.
5. Brought in way more money than budgeted as two estate donors made substantial unexpected large donations.

FY23 Committee Objectives

Our first objective and goal is to raise as much money as possible by various means.

Second is to grow the Endowment Fund and enable it to add to the yearly budget in a major financial manner

FY24 Committee Objectives

Objectives are:

1. To initiate and promote the idea of donating to the Endowment Fund, and to encourage members and friends to put Gamble Garden in their planned giving/estate planning.
2. To encourage gifted donations both large and small sums, but especially for \$10,000 bricks and \$25,000 benches.
3. The objective's success will be measured by: The amount of money our Committee can generate in one year, and have the funds go directly into the Endowed fund for the sustainability of the Elizabeth F. Garden's future. Also, the success of adding to the '02 Legacy Society membership which currently is 37 living members.

This year, three '02 Legacy Society member's estates contributions over \$145,000 to the Endowment Fund. The total donations brought in over \$220,005. from 31 donors.

Announcements to the board for FY23-24:

- Three new bricks were pledged at the Summer Garden Party for 2023-2024 that were totally unexpected and from attendees at the Summer Garden Party that the Endowment committee had never contacted previously.
- Next year's Summer Garden Party is Tuesday, June 18, 2024. Please add to your calendars
- Don't be shy about donating to the Endowment Fund. Any amount is appreciated. If any Board member would enjoy working on the committee, please know that you are welcomed.

Pat Davis

>Executive Committee, Sarah Clark

Committee Chair FY24: Joan Zwiep

Budget

Our FY23 revenue budget was: 0

Our actual FY23 revenues were: 0

Our FY23 expense budget was: 0

Our actual FY23 expenditures were: 0

The committee is adjusting its FY24 net revenue goal to be: N/A

Roster Changes

The number of members on this committee at the start of FY23 were: 5

The number of members at the end of FY23 were: 6

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members?

FY23 highlights/major accomplishments:

1. Reviewed committee charter
2. Ratified volunteer's addition to Finance committee
3. Helped prepare Board agendas
4. Prepared, distributed and evaluated ED annual Board Performance survey

FY23 Committee Objectives

Our first objective was: To assist the President as necessary

The status for this objective is: Accomplished with monthly meetings

FY24 Committee Objectives

Our first objective is: To assist the president as necessary.

The reason for this objective is:

The objective's success by will be measured by: Monthly meetings

Our second objective is: Quarterly review of Executive Director's status on goal completion

The reason for this objective is: Insure goals met

The objective's success by will be measured by: Review of progress on goals

Our third objective is: Develop goals for Executive Director for FY 2025

The reason for this objective is: Maintain high caliber of performance

The objective's success by will be measured by: If goals are meet

>Finance, Karen Douglas

Committee Chair(s), FY23 & FY 24: Karen Douglas

Budget

n/a

Roster Changes

The number of members on this committee at the start of FY23 were: 8

The number of members in June 2023, are: 10, including our new President-Elect

What plans are in place for FY24? *We do not plan to add any new members.*

FY23 highlights/major accomplishments:

1. We updated the Accounting Policy Manual to incorporate internal controls, recommended regarding updates to the Finance Committee charter, and agreed to Investment Committee changes to the Investment Policy Statement.
2. Refined the process for approving projects. Considered multiple project proposals for board consideration.
3. Began work on a major review of our insurance coverage.
4. The Finance Manager and Office Manager completed field work for the FY22 audit with our new public accountants, SD Mayer.

FY23 Committee Objectives:

Obj #1: Complete audit of FY 22 financials. *After numerous delays, we received the final audited financials and the management letter suggesting some changes to our payroll and invoice approval processes. The FS will be submitted to the board at the June meeting for acceptance. We are in process of implementing some corrections to our internal controls.*

Obj #2: The Committee will advise the board on financing for the Garden House, Main House, and Garden projects. *On-going through finance reporting and projections. Emphasis on tracking the multiple unbudgeted, but approved projects.*

Obj #3: The Committee will support the Executive Director in the recruiting and training for the new Finance Manager. *Amy O'Sullivan has been hired as our new Finance Manager. She works Tuesday through Thursdays. Kevin completed training Amy and remains available for questions.*

The estimated year-end number of Volunteer Hours for my Committee is: 520

Proposed FY24 Committee Objectives:

Obj #1: The Committee will advise the board on financing for the Garden House, Main House, and Garden projects.

Obj #2: Select a public accountant for our FY23 Review

Obj #3: Review and update if necessary our Document Retention Policy

Announcements to the board for FY23, if any: *Please review the materials in the board packet carefully. There will not be a board presentation this month. The board will be asked to (1) approve the FY 24 budget, (2) designate large unrestricted gifts, (3) approve FY 22 audited financial statements, and (4) approve a project proposal for Main House window blinds.*

>Floral Arrangers, Carmen Pekelsma

Committee Chair, FY24: Co-chairs: Carmen Pekelsma and Kathy Ladra

Budget

Our FY23 revenue budget was: n/a

Our actual FY23 revenues were: n/a

Our FY23 expense budget was: \$1K

Our actual FY23 expenditures were: Expenditures were by an anonymous donor

The committee is adjusting its FY24 net revenue goal to be: n/a

Roster Changes

The number of members on this committee at the start of FY23 were: 22

The number of members at the end of FY23 were: 21

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members? The committee hopes to add 3 arrangers.

FY23 highlights/major accomplishments:

1. Once again the committee decorated for Winter Festival and the Gamble house. Decorating the exterior of the house began November 28 and interior decorations, including luncheon centerpieces were done December 5. 15 members of the committee did the "Holiday Blitz" and had the decorations completed by noon on the 5th.
2. Arrangers continued to supply flowers for special events i.e. Spring Tour, Second Saturdays, outreach and luncheons.
3. The all committee/luncheon was held in September and at this meeting Marco Maina, all of the garden staff, and Gwen Whittier were invited. It was important that members of the committee meet all who make it possible for us to create the beautiful floral arrangements, which are enjoyed by the many visitors who visit the house.
4. The Cutting Garden was completed! It is an absolute long-awaited joy to use the beautiful and varied flowers in decorating the house. Many kudos to Ella and Corey for their selection of the plants. And of, course Gwen Whittier who does so much of the propagation.

FY23 Committee Objectives

Our first objective was: Add arrangers to the committee

The status for this objective is: Ongoing

Our second objective was: Add a co-chair
The status for this objective is: Accomplished!

Our third objective was:
The status for this objective is:

FY24 Committee Objectives

Our first objective is: To add three Arrangers
The reason for this objective is: some attrition on the Committee
The objective's success by will be measured by:

**>Fund Development, Susann Mirabella
Committee Chair, FY24: Marco Maina and Susann Mirabella**

Budget

Our FY23 revenue budget was: n/a
Our actual FY23 revenues were: n/a
Our FY23 expense budget was: n/a
Our actual FY23 expenditures were: n/a
The committee is adjusting its FY24 net revenue goal to be: n/a

Roster Changes

The number of members on this committee at the start of FY23 were: 10
The number of members at the end of FY23 were: 10

What are the committee changes planned for members in FY24?

Based on chairs of fundraising committees, some will go off the committee and new chairs will be added. Goal is to have all chairs of the fundraising committees on the Fund Development Committee each year.

FY23 highlights/major accomplishments:

1. Donor hospitality policy was updated and approved by the board in November 2022.
2. All fund-raising committees exceeded their budget goals.
3. New funding was brought in for Second Saturdays, Lunar Celebration and Easter Egg Hunt.

FY23 Committee Objectives

Our first objective was:

Spearhead funding campaign for Horticultural Complex project to meet financial requirement.

The status for this objective is:

Work is ongoing with Campaign lead, Jane Stocklin.

Our second objective was:

Explore further naming opportunities to accommodate future needs.

The status for this objective is:

Work is ongoing.

FY24 Committee Objectives

Our first objective is:

Spearhead funding campaign for Horticultural Complex project to meet financial requirement.

The reason for this objective is:

This work will continue as the timeline of the project gets more defined.

The objective's success by will be measured by:

How much funding will be raised.

Our second objective is:

Explore further naming opportunities to accommodate future needs.

The reason for this objective is:

To ensure future large donations be recognized in a meaningful way.

The objective's success by will be measured by:

Policy put in place by board for these recognitions.

Our third objective is:

Cultivate and further develop existing donors and new donors.

The reason for this objective is:

Continued financial health and success of Gamble Garden.

The objective's success by will be measured by:

Number of new major donors and increase in giving of existing donors.

Final announcements to the board for FY23, if any:

Thank you for all your support during this past year, both in terms of donations or money and time.

>Garden Advisors and Support, Lesley Peters

Incoming Committee Chair, FY24: Margie Harrington

Committee Chair, FY24: Margie Harrington

Budget

Garden Advisors Committee does not have a budget. The committee may benefit from getting regular updates on the garden budget and garden project expenditures, so they can better assess project priorities as well as progress relative to budget.

Roster Changes

The number of members on this committee at the start of FY23 were: 11.

The committee welcomed Gamble Garden's new Garden Director, Corey Andrikopoulo, in December 2022.

The number of members at the end of FY23 were: 9.

Committee changes planned for members in FY24:

Margie will be working on adding new members to the committee as we start the new fiscal year and will provide a list of members for the roster. I, Lesley, will serve as secretary for the committee and assist Margie Harrington in her role as chair.

FY23 highlights/major accomplishments:

1. Support for the creation and approval by the board of a policy to define and preserve the historic elements of the garden – led by Gwen Whittier with the Archives committee.
2. Support the installation of the re-designed cutting garden – led by the Garden staff with input from the Flower Arranging Committee.
3. Successful recruitment of new garden volunteers and addition of Saturdays as an option for volunteers – led by the Garden Director and Garden Volunteers. Approximately 60 volunteers are now on the roster, up from less than 25 during the winter.

FY23 Committee Objectives

Our first objective was to support the documentation of the historical elements of the garden and to create a policy that preserved them.

-The status for this objective is: The policy was completed and approved by the Board.

Our second objective was to support the installation of the re-designed cutting garden, a project for which the which the Board initially allocated funds in 2022-23 and ultimately approved expenses of \$55,800, not including the staff time.

-The status for this objective is: The installation of newly designed beds is complete. Planting the new beds was initiated in the spring of 2023 after being delayed by the rainy weather.

Our third objective was to increase the number of garden volunteers, as volunteer numbers shrunk during the pandemic.

-The status for this objective is success! as the number of garden volunteers was more than doubled this spring after a recruitment event and other outreach. The committee appreciates Corey's work to recruit new volunteers and to be available to host volunteers on selected Saturday mornings!

FY24 Committee Objectives

Our first objective is: Work with the Board Governance Committee to review and update the committee charter.

The reason for this objective is to update the responsibilities of the committee.

The objective's success by will be measured by: Board approval of the updated charter.

Additional FY24 objectives and measures of their success will be refined by the committee: continue to support the various committees relying on the garden: Garden Volunteers, Roots and Shoots, Second Saturday/Tours, and Floral Arrangers; provide input on plans for the proposed Horticultural Complex as designs are developed this year; and support staff on evaluating repairs for garden pathways and fences as part of planned maintenance.

>Garden Club Liaisons, Donna Sheridan and Sheri Moody

Committee Chair(s), FY23: Donna Sheridan and Sheri Moody

Budget

Our FY23 revenue budget was: N/A for GG

Our actual FY23 revenues were: N/A for GG

Our FY23 expense budget was: N/A for GG

Our actual FY23 expenditures were: N/A for GG

The committee is adjusting its FY24 revenue & expense forecast to be: TBD, rental expense will increase for GC due to post Covid (there were less that year) and Board meetings at GG. FY 24 dates are booked with Mica

Roster Changes: Nancy Wong will replace Donna Sheridan; Sheri Moody will stay on

The number of members on this committee at the start of FY23 were: 2

The number of members in 2024, are: 2

What plans are in place for committee changes? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members? No changes

FY23 highlights/major accomplishments

- We served on the Gamble Garden Board as representatives of the Garden Club
- We served on the Garden Club Board as representatives of Gamble Garden
- We announced all Gamble Garden events at Garden Club meetings.
- We submitted all Gamble Garden events in an article published in the Garden Club monthly newsletter, including a link to Gamble Garden website
- We calendared monthly Board meetings at Gamble Garden Carriage House and one in the Main House for the New Members Tea and Members Garden Tour luncheon on the Carriage House patio
- We served on the Winter Festival Committee
- We organized and oversaw baking of dozens of cookies, donated cider and volunteers who served at the Winter Festival.
- We served on the Spring Festival Committee organizing dozens of cookies, ice rings and volunteers.
- We served on the Volunteer Development Committee

- We served on the Board Development Committee
- We served on the Strategic Planning Committee
- We served on Governance Committee
- We served on Luncheon Committee
- We served on the Second Saturday Committee

FY23 Committee Objectives

Our first objective was: To facilitate communication between Gamble Garden and the Garden Club of Palo Alto
The status for this objective is: Ongoing

Our second objective was: To arrange for Snickerdoodles and cider at Winter Festival including serving them
The status for this objective is: Completed

Our third objective was: To arrange for volunteers to serve cookies and iced tea for Gamble Garden Spring Tour 2023
The status for this objective is: Completed

Our fourth objective was: To reserve GG for Tea, GC Spring Tour luncheon, and Board Meetings, including Brunch outside for May joint Board meeting; help with set-up as needed; track and pay for use of GG; align the free dates with the fiscal year.
The status for this objective is: Will be completed this month. 2024 is reserved for Board meetings; Payment is in process for 2023. July 1, 2023 will begin new year to count 6 free uses of GG for GC, so that we are aligned for fiscal years for both organizations. Payment will remain same per use as last year.

The estimated mid-year number of Volunteer Hours for my Committee is: 110

For second half of year, 240 hours--includes baking, ice rings, volunteer time (Note—this estimate does not include all hours spent on Winter Festival (just liaison and volunteer time for meetings and Cider and Cookies service... Susan McDonnell was chair and would have other hours).

Are there any challenges your committee has end-year? Do you need Board assistance? Appreciated being close to kitchen to serve at both events...request again for next year

Announcements to the board for FY24, if any: Planning to hold same GC meetings at GG as last year. The following dates are booked including notes from Mica:

Upcoming Dates FY24:

1. August Board meeting 8/9/23 9-11am
2. September New Member Tea 9/12/23 12-4pm
3. September Board meeting 9/26/23 9-11am
4. October Board meeting 10/31//23 9-11
5. **November Board meeting 11/28/23 9-11** *This is Winter Festival week, so the Carriage House will not be available for OTGF set-up. We can set up chairs in the Dining Room or living room if that is acceptable.*
6. January Board Meeting 1/30/24 9-11
7. February Board meeting 2/27/24 9-11
8. March Board meeting 3/36/24 9-11
9. **May Garden Club after Garden Tour luncheon 5/7/24** *(there is something already on our calendar this day, that I'm seeing if we can coordinate the rental)*
10. May Joint Board meeting 5/21/24 9-11

Respectfully submitted:
Donna Sheridan and Sheri Moody
GC Co-Liaisons to GG

>Horticultural Complex Task Force, Marco Maina and Karen Douglas

>Garden Volunteers, Betsy Gifford and Gwen Whittier

Committee Chair: FY24 Betsy Gifford, Gwen Whittier

Budget

Our FY23 revenue budget was: NA

Our FY23 revenues were: none

Our FY23 expense budget was: We are listed under the overall Garden Budget

Our actual FY23 expenditures were: \$50 for hospitality

The committee is adjusting its FY24 revenue goal to be :NA

Roster Changes: There are no changes

The number of members on this committee at the start of FY23 were: 2 co-chairs, 2 garden staff, plus 38 volunteers.

The number of members at the end of FY23 were: NA

Committee Chair transition: Plans for additional or fewer committee members? There are no plans for changes for committee members

We hope to recruit many more garden volunteers.

FY23 highlights/major accomplishments:

- We were able to continue to maintain a safe environment for all the volunteers
- Volunteers were able to donate more hours to prepare for Spring Tour
- Saturday morning volunteer sessions were held
- A Volunteer Fair to recruit new volunteers, was successful.

FY23 Committee Objectives:

Our first objective was to recruit 5 new volunteers

The status for this objective is: We have recruited 25 new volunteers

Our second objective was: to reinstate our monthly Brown Bag lunches

The status for this objective is : We have continued to hold our monthly Brown Bag lunches

Our third objective was: to hold in house teaching sessions on gardening skills or hold gardening classes for beginning gardeners.

The status for this objective is: The new Garden Director has held orientations and seminars on safety in the garden and the proper care and maintenance of tools

FY24 Committee Objectives:

Our first objective is to continue to recruit and train new volunteers.

The reason for this is: To maintain our outstanding garden, we need as many as possible experienced garden volunteers.

The objective's success will be measured by: The total number of volunteers we are able to recruit.

Our second objective is: To continue our monthly Brown Bag lunches, and to arrange field trips and training sessions.

The reason for this objective is: To establish again the team spirit and camaraderie of a good working group, and to add an interesting and ongoing education aspect of gardening. It is important to have the program interesting and valuable to both new and long-time volunteers.

The objective's success will be measured by: the numbers of volunteers that continue to participate each week.

Our third objective is: to schedule education and information classes on different aspects of gardening, i.e. pruning, seasonal planting, propagation, etc.

The reason for this objective is: to help all the volunteers learn as much as possible about gardening.

The objective's success will be measured by: the reactions and continued participation of the volunteers.

Final announcement to the Board for FY23: Thank you for your support of the Dirty Knees Brigade

Betsy Gifford, Gwen Whittier
June 23, 2023

>Horticultural Library, Mary Jo Levy Committee Chair, FY24: Mary Jo Levy

Budget

Our FY23 revenue budget was: N/A
Our actual FY23 revenues were: N/A
Our FY23 expense budget was: \$500
Our actual FY23 expenditures were: \$70

The committee is adjusting its FY24 net revenue goal to be: N/A

Roster Changes

The number of members on this committee at the start of FY23 were: four
The number of members at the end of FY23 were: four

What are the committee changes planned for members in FY24?

Would like to have two additional volunteers join the committee, one with library cataloging experience (i.e. librarian with a degree).

FY23 highlights/major accomplishments:

Completion of library collection review and withdrawal of 99 titles over period of 3 years.
Near completion of the first ever inventory of the library.

FY23 Committee Objectives

Our **first** objective was: Finish review of entire library collection to remove outdated, inaccurate & inappropriate books.

The status for this objective is: Completed this 3-year project, interrupted by Covid restrictions; combined with the inventory, the committee will begin purchasing to fill in identified subject gaps in FY24. Several Gamble staff/volunteers assisted the committee in evaluation of subject areas to identify items to retain vs those outdated in content or format. Most books removed were published 30 or more years ago.

Our **second** objective was: Documentation of committee procedures for continuity of library operations at membership changes over time.

The status for this objective is: Not completed largely due to lack of access to house while renovation being completed & priority given to completion of inventory.

Our **third** objective was: completion of inventory of the collection by June 2023.

The status for this objective is: Despite the lack of access to the library collection for several months while the Gamble house was rehabilitated, by the end of the June, the basic inventory will be completed. Whew! Preliminary review reveals that between 15 and 18% of the collection is missing. There is no way to determine how much of this goes back to the early years of the library or is primarily a recent problem. The final evaluative report and follow-up tasks will continue into 23/24.

FY24 Committee Objectives

Our **first** objective is: Preparing an inventory evaluation report and taking action to replace/purchase/rebuild book collection in areas where subjects are missing. Quick analysis shows that vegetable gardening and growing house plants are areas with the most loss. Committee will also develop strategies to raise awareness that the library collection is for use only in the house.

The reason for this objective is: To make the Gamble Horticultural Library a Bay area gardening reference collection, current and relevant to our community.

The objective's success will be measured by: Actual purchase or gifting of replacements (est. 25-35 titles) as well as newly published titles (to maintain current relevancy of the library).

Our **second** objective is: To document all committee procedures for continuity of library operations as membership will change over time.

The reason for this objective is: To provide background on practices and procedures for future committee members.

The objective's success will be measured by: Getting this done!

Continue with all objectives for your committee. To highlight recent additions to the collection and promote Second Saturday house visits with displays related to the monthly topics.

Final announcements to the board for FY23, if any: None

>Hospitality, Pat Gregory
Committee Chair, FY24: Pat Gregory

Budget

Our FY23 revenue budget was: NA
Our actual FY23 revenues were: NA

Our Hospitality expenses that we have been tracking started in October for the Board Retreat, and the Board Holiday Party in December and recently the expenses for the Summer Garden Party which was held on June 20th. We did pay the caterer a deposit and are waiting for their final invoice. Membership and Endowment each pay \$1,500 for a total of \$3,000 and Hospitality pays for any expenses over that amount.

The Committee is adjusting its FY2024 revenue and expense forecast to be: NA

Roster Changes

The number of members on this committee at the start of FY23 were: 7
The number of members at the end of FY23 were: 8

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members?

Our Committee works well with the current numbers but it is great to have volunteers called in to help with various events.

FY23 highlights/major accomplishments:

1. Helped Strategic Planning with the Hospitality for the Board Retreat in October.
2. The Committee planned, organized, and brought the Board Holiday Party in December to fruition with the help of the Board Members who brought food.
3. Some of our Hospitality Committee members helped Endowment with their '02 Society Party in March.
4. The Hospitality Committee planned, organized, and successfully orchestrated the Summer Garden Party on June 20 for 200 guests and worked with the Endowment Committee. We were given financial support

from the Membership Committee as well as the Endowment Committee. Volunteers from the Luncheon Committee also helped with the food.

FY23 Committee Objectives

Our first objective was: To create a Hospitality Support Network.

The status for this objective is:

I feel this objective has been achieved, but we may want to consider using our Gamble event form.

Our second objective was:

To provide Hospitality for the Board Holiday Party, Board Retreat, and Summer Garden Party.

The status for this objective is: This objective was achieved.

Our third objective was: To coordinate some Hospitality purchases.

The status for this objective is:

This objective was achieved because we had to purchase box lunches and beverages for the Board Retreat, and some food, beverages, and party supplies for the Board Holiday Party. We also had to rent a podium, and wine glasses for the Summer Garden Party and may have some small expenses besides the Caterer's bill.

FY24 Committee Objectives

Our first objective is: The same as above.

The reason for this objective is: It is our Mission.

The objective's success by will be measured by: Creating a better Hospitality support network.

Our second objective is: The same as above.

The reason for this objective is: It is our Mission.

The objective's success by will be measured by: A successful event.

Our third objective is: The same as above

The reason for this objective is: It is our Mission.

The objective's success by will be measured by: Having successful events while trying to cut costs if possible.

Announcements to the board for FY23:

Thank you to our wonderful Hospitality Committee members who have worked so hard to help with all these events for Gamble. We certainly thank the Board and others for volunteering their time to help at these events as well.

>IDEA Task Force, Mary Powell and Sarah Clark

Task Force Chair, FY24: N/A

Budget

Our FY23 revenue budget was: N/A

Our actual FY23 revenues were: N/A

Our FY23 expense budget was: N/A

Our actual FY23 expenditures were: N/A

The committee is adjusting its FY24 net revenue goal to be: N/A

Roster Changes

The number of members on this committee at the start of FY23 were: 6

The number of members at the end of FY23 were: 5

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members? N/A

FY23 highlights/major accomplishments:

1. Prepared and achieved a calendar to complete an IDEA report to the Board
2. Thoroughly researched IDEA training services and chose Edutainment for Equity
3. Prepared a report for submission to the Board at the June 27, 2023 meeting.

FY23 Committee Objectives

Our first objective was: Define what IDEA actions to recommend to the Board

The status for this objective is: Completed

Our second objective was: Engage an ongoing committee to continue the work

The status for this objective is: Completed through Strategic Planning

Our third objective was: Write a Final Report

The status for this objective is: Completed. It will be presented to the board at the June 27, 2023 meeting

Final announcements to the board for FY23, if any:

With the submission of the IDEA Task Force Report to the Board, the group will disband. The members are confident that the work will be carried on at Gamble under the leadership of Strategic Planning in FY24.

>Investment, Ian Linford

Committee Chair, FY24: Ian Linford

Budget

Our FY23 revenue budget was: \$0

Our actual FY23 revenues were: \$0

Our FY23 expense budget was: \$0

Our actual FY23 expenditures were: \$0

The committee is adjusting its FY24 net revenue goal to be: \$0

Roster Changes

The number of members on this committee at the start of FY23 were: **6**

The number of members at the end of FY23 were: **6**

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members? **None**

FY23 highlights/major accomplishments:

1. Maintained a consistent investment management process through market turmoil and calendar year 2023 recovery.
2. Maintained and strengthened relationship with the Investment Adviser, Creative Planning, including prudent monitoring of the Adviser.
3. Incorporated a private alternative investment into the portfolio for the first time, increasing diversification within the portfolio.

FY23 Committee Objectives

Our first objective was: Complete our annual review of the Investment Adviser (Creative Planning).

The status for this objective is: Completed.

Our second objective was: Complete periodic review and revisions (if necessary) to the Investment Policy Statement.

The status for this objective is: Completed.

FY24 Committee Objectives

Our first objective is: Complete our annual review of the Investment Adviser (Creative Planning) – to be completed in July meeting.

The reason for this objective is: Oversight of the Investment Adviser is a key function of the Investment Committee
The objective’s success by will be measured by: Completion.

Our second objective is: Review Gamble Garden’s Investment Policy Statement (IPS) and make amendments if necessary. To be completed at the conclusion of the calendar year.

The reason for this objective is: This is necessary to ensure that the Endowment is managed in line with its investment objectives and risk tolerance.

The objective’s success by will be measured by: Completion.

>**Luncheon, Robin Allen and Marie Immekeppel**

Budget

Our FY23 revenue budget was: \$15,000

Our actual FY23 revenues are: As of Jan.31 was \$16,769

Our FY23 expense budget was: \$4,000 as of Jan. 31 spent \$3,228

Our actual FY23 expenditures were:

The committee is adjusting its FY24 net revenue goal to be: \$17,000

Roster Changes

The number of members on this committee at the start of FY23 were: 38

The number of members at the end of FY23 were: 41

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members?

We are always happy to welcome new members to this committee for backup when members might have to be away on vacation. We are grateful to our faithful kitchen and server volunteers!

FY23 highlights/major accomplishments:

1. Raised the luncheon prices and still getting SOLD OUT!
2. Great camaraderie amongst the volunteers
3. A couple of Back to Back Events
4. Silent Auction Item Luncheon and Membership luncheon-both successful!
5. Able to serve more guests on Patios than in the House

FY23 Committee Objectives

Our first objective was: Get Luncheon Reservations ONLINE

The status for this objective is: As of this month it is in the works to be up soon.

Our second objective was: To use produce from our Garden.

The status for this objective is: A survey has been sent to us from Veronica and we are now compiling a list of veggies, herbs and flowers we could use from the garden for luncheon preparation.

Our third objective was: recruit more members.

The status for this objective is: this is ongoing and one-one with people is working. Ambassador

FY24 Committee Objectives

Our first objective: Recruit for a permanent Dishwasher

The reason for this objective is: Lighten the load on our chairs and volunteers

The objective’s success by will be measured by: Volunteer or Paid position?

Our second objective: Inventory Luncheon Stock

(Tables, dishes, pots/ pans, glasses, silverware, tablecloths, etc.)

The reason for this objective is: to check wear and tear and space to hold it.

The objective's success by will be measured by: setting a date and doing it.

Our third objective is: Continuing to Recruit members

The reason for this objective is: have sufficient help and coverage for our events

The objective's success by will be measured by: Having enough members to cover each luncheon

Final announcements to the board for FY23, if any: We are happy that our Committee Objectives for this year have been met. Online Reservations has worked out very well. Produce has been used from the Garden and flowers for garnishing. We had enough volunteers to complete each Luncheon.

Big "shout out" to Mica for her continued help, support and attention to our Guests!

Members can be notified that **Holiday Luncheon Reservations will OPEN end of August!**

>Membership, Sue Krumbein and Donna Bohling

Committee Chair, FY24: Sue Krumbein and Debbie Benson

Budget

Our FY23 revenue budget was: \$140,000

Our actual FY23 revenues were: ~ \$156,000 (as of June 19)

Our FY23 expense budget was: \$5,100

Our actual FY23 expenditures were: ~ \$5,000 (estimated as of June 19)

The committee is adjusting its FY24 net revenue goal to be: \$147,000

The committee is adjusting its FY24 expenses to be: \$5,400

Roster Changes

The number of members on this committee at the start of FY23 were: 13

The number of members at the end of FY23 are: 13

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members?

The Committee is trying to add a few more active members for FY24

FY23 highlights/major accomplishments:

1. The Membership went from __817__ to __1090__.
 - This was accomplished by a combination of Member Retention through renewals, reaching out to lapsed members and bringing on-board New Members
 - New Members FY23 186
 - Renewed Members 835
 - Rejoined Members 69 (these were Lapsed Members)

2. We established a monthly program for members, both in-person and on zoom.
 - Registrations for our member events totaled 325 people
 - Our theme for the year was "Members Bring a Guest"
 - Member Programs and presentations delivered in FY23: 8 Total
 - Aug 2022 – Meet and Greet Coffee and Bagels
 - Oct 2022 – Follow a Floral Arranger
 - Feb 2023 – The Valley of Hearts Delight Book Talk by Robin Chapman

- Feb 2023 – Bees in the Garden Zoom with Corey A
 - Mar 2023 – Fun Floral Challenge
 - Mar 2023 – Main House and Gamble Open House
 - May 2024 – Juana Briones Book Talk with Lauren John
 - Jun 2023 – Berries Zoom with Corey A
3. In April, we sponsored a table for eight people and attended the Tall Tree Awards Event which is sponsored by the PA Chamber of Commerce.
 4. We participated in the May Fete Parade and Faire.
 5. We actively participated at Second Saturday throughout the year by staffing check-in and meeting Second Saturday families.
 6. Worked directly with staff to create content for and produce the Member Newsletter each month.
 7. We exceeded our revenue goal and did not exceed our expense budget.

FY23 Committee Objectives

Our first objective was: To establish a team culture for the Membership Committee

The status for this objective is: We are operating well as a team and our results are the proof! All members participate in many aspects of delivering to our members and Gamble life!

Our second objective was: To meet our revenue goal

The status for this objective is: We exceeded our revenue goal and feel that our teamwork was key.

Our third objective was: To reach out and become part of the larger community.

The status for this objective is: We realized the importance of community events and will continue to participate in them and look for other ways to be involved.

Our fourth objective was: To provide programming for our members and give members a reason to visit Gamble and bring a friend.

The status for this objective is: We have established monthly programs with a good list to start with for the FY24!

FY24 Committee Objectives

Our first objective is: Continue to increase Membership!!!

The reason for this objective is: Membership is the lifeblood of our organization. It is our pipeline for both Gamble donors and Gamble volunteers.

The objective's success will be measured by: Exceeding 1090 members in FY24

Our second objective is: Provide a Solid Series of Member Programs that are varied and *interesting!*

The reason for this objective is: Members want good programs on interesting topics! Good programming encourages members to “bring a friend” and be a community brand ambassador for Gamble.

The objective's success will be measured by: An increase Program Attendance

Our third objective is: Meet our Revenue Goal!

The reason for this objective is: It's essential to sustain Gamble, support staff, support the garden, and support our mission!

The objective's success will be measured by: What We Bring In!!!

Final announcements to the board for FY23, if any: Membership would like to work more closely with Programs, both Adult and Children's, in delivering programs for members and non-members.

Committee Chair, FY24: Joan Zwiep

Budget

Our FY23 revenue budget was: 0
Our actual FY23 revenues were: 0
Our FY23 expense budget was: 0
Our actual FY23 expenditures were: 0

The committee is adjusting its FY24 net revenue goal to be: N/A

Roster Changes

The number of members on this committee at the start of FY23 were: 4
The number of members at the end of FY23 were: 5

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members?

FY23 highlights/major accomplishments:

1. Updated Employee handbook regarding medical benefits; approved by Board
2. Defined job descriptions including on- and off-boarding process

FY23 Committee Objectives

Our first objective was: To handle personnel problems if they arose
The status for this objective is: Accomplished with handbook revision

FY24 Committee Objectives

Our first objective is: Revise Employee Handbook
The reason for this objective is: Handbook out of Date
The objective's success by will be measured by:
Completion date by December 2023

Our second objective is: Review of Employee Salary and Benefits package
The reason for this objective is: Salary and benefits must be reviewed
The objective's success by will be measured by: Completion date by 2023

>Programs, Colette Rudd

Committee Chair, FY24: Colette Rudd

Budget

Totals (excluding staff) for Program Section of Budget – Summary by Class (Children's Events, Adult Education, Garden, Luncheon, Tours, and Other Outreach (Second Saturday, Roots and Shoots, Tours)

Our FY23 revenue budget was: \$63,558
Our projected FY23 revenues are: \$87,344 (including \$2,881 garden plant sales)
Our FY23 expense budget was: \$111,128
Our projected FY23 expenses are: \$344,826 (including \$319,261 for the Garden and Grounds, compared to \$100,953 in FY22)

Expenses for programs other than the garden are relatively low. The committee's FY24 revenue goal is: \$100,780; estimated expense is \$502,664 (including \$465,064 for the garden), leaving an overall estimated net deficit of \$401,884. Garden-related expenditures in FY23 were much higher than in FY22.

Roster Changes

The number of members on this committee at the start of FY23 were: 16
The number of members at the end of FY23 were: 17

- (1) The current Garden Director, Corey Andrikopoulos joined Gamble Garden and the committee in December. Corey and I will replace Mary Powell and Rita Sabbadini as manager/co-chair of the program until a new coordinator to manage the program is hired.
- (2) Lesley Peters is ending approximately 15 consecutive years as the Garden Advisory Committee chair. Many thanks to Leslie for her dedicated leadership! Margie Harrington, one of Gamble Garden's Past Presidents (2009-10) will be the committee chair in FY 24.

FY23 highlights/major accomplishments:

1. Multiple committees supported educational programming for children, adults and families, including Adult Education, Second Saturday, Roots and Shoots, Tours/Second Saturday, Children's Events and the Horticultural Library.
2. Second Saturday continues to attract many families to the programs. Several Garden Guides have conducted tours in Mandarin or Cantonese, which was appreciated by visitors who primarily speak one of those languages.
3. Garden improvement: there was a substantial investment in the cutting garden of \$55,800. This project was approved at the end of FY22 and the installation of the new beds was completed FY23. Our floral arrangers are very pleased!
4. Linda Norton and I are members of the Garden House Task Force. The Archives Committee supplied information for the historical review of the buildings in the garden.

FY23 Committee Objectives

First Objective: To share the vision and strategic goals (developed and approved by the Gamble Garden Board in Q1 2023) with members of the Program Committee

The status for this objective is: Accomplished. Marco shared the information with the committee and it was discussed at the Program Committee meeting in March 2023.

Second Objective: Support Mary Powell and Rita Sabbadini, Co-Chairs of Roots and Shoots, to leverage the school field trip model program developed by Richard Hayden and Mary Powell (before the pandemic) and offer student visits in the winter and spring, once sufficient Garden Guides were available to support the program.

The status for this objective is: Accomplished. Mary Powell, co-chair of the Roots and Shoots program, gave a report at the May Board meeting on the post-pandemic evolution of the program. She emphasized that staff support - especially with program logistics - is essential for the program to grow.

Third Objective: Support all program committees and encourage collaboration with other committees at Gamble Garden.

The status for this objective is: Chair attended meetings and/or worked with the following committees: Adult Education, Children's Events, Garden Advisory (which includes Floral Arrangers, Garden Volunteers, Second Saturday and Roots and Shoots), Luncheon, Roots and Shoots/Tours, and Fund Development, and was a member of the Executive Committee, Finance, Board Governance, Strategic Planning, Hospitality and the Garden House Task Force. Committee members volunteer for multiple events at Gamble Garden (Spring Tour, Winter Festival etc). Still needed: check in with all programs to assess their need for additional support in FY24.

FY24 Committee Objectives

- (1) The first objective is to support the Garden Director and his staff on the transition of the Roots and Shoots program to a staff-led program in FY24. The program will continue to use volunteer Garden Guides and will be based on the model used from January to May 2023.

The reason for this objective is that Roots and Shoots is one of our signature programs that supports the educational mission of Gamble Garden and has significant potential to contribute revenue through program fees and donations.

The objective's success will be measured by increasing the number of student visits compared with FY 23 and working with Fund Development to find donors willing to contribute to the program (amount to be determined).

- (2) The second objective is to support the board strategic goals, especially Goal 5, and evaluate programs using the criteria: community service, community outreach, horticultural education, break-even (or better), and participation and use of resources including staff, volunteers and space.

The reason for this objective is to understand the strengths of each program relative to Gamble's educational mission and to identify areas that may need more support and/or are opportunities for growth.

The objective's success by will be measured by completion of this evaluation by November 2023.

- (3) The third objective is to continue to support all program committees and encourage collaboration with other committees at Gamble Garden.

The reason for this objective is our committees are primarily volunteer-driven and are a key to the success of the organization.

The objective's success by will be measured by feedback received from the committees.

- (4) The fourth objective is to review and update the program committee charter.

The reason for this objective is to ensure the charter aligns with current board priorities and committee composition.

The objective's success by will be measured by completion the review and submission to board Governance by October 2023.

>Retail, No Committee Chair at this time.

>Roots and Shoots, Mary Powel and Rita Sabbadini
Committee Chair, FY24: Corey Andrikopoulos and Colette Rudd (interim)

Budget

Our FY23 revenue budget was: N/A

Our actual FY23 revenues were: \$2130 (\$5 per student per visit)

Our FY23 expense budget was: N/A

Our actual FY23 expenditures were: less than \$100

The committee is adjusting its FY24 net revenue goal to be:

Roots & Shoots is undergoing a major transformation and is expected to come under a new staff position that coordinates school groups and youth programs. A plan is being developed to show expected revenues which will include both fee revenue and contributed revenue. Net revenue expectations will be included in the plan.

Roster Changes

The number of members on this committee at the start of FY23 were: 14 garden guides

The number of members at the end of FY23 were: 15 garden guides

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members?

The R & S Committee will come under the leadership of Garden Director Corey Andrikopoulos in anticipation of the hiring of a program coordinator who will report to Corey we hope by Dec 31, 2023. The volunteer garden guides will serve the school group program for 2nd and 3rd grade field trip visits under the direction of the coordinator.

FY23 highlights/major accomplishments:

1. Maintained a corps of 15 garden guides trained to deliver school field trips
2. Delivered 14 field trips for 4 schools for a total of 426 2nd and 3rd graders.
3. Developed grade-appropriate field trip curricula to accommodate single visit and multi-visit (series of three visits) field trips for 2nd and 3rd graders.
4. Celebrated the end of year with a potluck dinner on the teahouse patio followed by an educational garden tour by Corey.

FY23 Committee Objectives

Our first objective was: [Under Marco's direction, our objective was to serve the same schools we served the previous year and limit the school visits to the January through May 2023 timeframe.](#)
The status for this objective is: [Completed.](#)

Our second objective was: [Maintain a sufficient number of qualified, trained guides to serve 2nd and 3rd grade school groups.](#)
The status for this objective is: [Completed.](#)

Our third objective was: [Make an intentional effort to maintain a guide population that draws from a diverse set of people reflective of the diversity of the students we serve.](#)
The status for this objective is: [Partially achieved. This objective is ongoing.](#)

Continue listing all objectives for your committee: [None](#)

FY24 Committee Objectives Note: [The FY24 Committee is in a transition period. The FY24 objectives in this report are preliminary.](#)

Our first [preliminary](#) objective is: [Pass the leadership of Roots & Shoots to a coordinator of school and youth programs, a paid position that will report to the garden director.](#)
The reason for this objective is: [In order to continue the program at the scale it has achieved, the program requires coordination by a dedicated staff member.](#)
The objective's success by will be measured by: [The coordinator position being filled by December 2023.](#)

Our second [preliminary](#) objective is: [In FY24, serve about the same number of students as in FY23 to allow time for the new coordinator to be hired and take over the coordination role.](#)
The reason for this objective is: [Given that the coordinator is not expected to be in place until late in 2023, additional schools will not likely be able to be added during this academic school year.](#)
The objective's success by will be measured by: [Serving 426 2nd and 3rd graders](#)

Our third [preliminary](#) objective is: [To create a multi-year plan for Roots & Shoots that grows the program to serve 2500 students per year from the current 426 per year.](#)
The reason for this objective is: [Roots & Shoots is a program that is central to the mission and vision of Gamble Garden.](#)
The objective's success by will be measured by: [The multi-year plan to be developed by end of FY24.](#)

Our fourth [preliminary](#) objective is: [Develop a guide population that draws from a diverse set of people reflective of the diversity of the students we serve.](#)
The reason for this objective is: [Roots & Shoots fully embraces Gamble Garden's IDEA Statement with respect to our make-up.](#)
The objective's success by will be measured by: [Progress in enacting greater diversity in the make-up of our guide group.](#)

Our fifth [preliminary](#) objective is: [Lay the plans to serve an even more diverse set of schools than we currently serve.](#)
The reason for this objective is: [Roots & Shoots fully embraces Gamble Garden's IDEA Statement with respect to our programs.](#)
The objective's success by will be measured by: [Identify an additional 2-5 economically diverse schools to serve for the 2024-25 academic.](#)

Final announcements to the board for FY23, if any: [The FY24 Committee is in a transition period. The FY24 objectives in this report are preliminary and are subject to change.](#)

>Second Saturday and Tours, Mary Powell and Sue Krumbein

Budget

Our FY23 revenue budget was:

Our actual FY23 revenues were: \$13,000 thanks for sponsor Sophia Xu.

Our FY23 expense budget was: \$2,100

Our actual FY23 expenditures were: approx. \$2,100

The committee is adjusting its FY23 revenue & expense forecast to be: We expect a similar budget for FY24.

Roster Changes

We are very fortunate to have a robust number of garden guides and docents who reliably participate each month.

FY23 highlights/major accomplishments (July 1, 2022 – January 2023):

1. The garden guides are employing accessibility techniques developed late last fiscal year for giving tours to guests with sight impairment, dementia, immobility, under 40 inches tall (young kids), non-English speakers, and other accessibility challenges.
2. The garden guides delivered themed Second Saturdays each month. These programs use the garden as the canvas for exploring topics like bees, edible harvest, butterflies/monarchs, seeds/soil/roots, and trees.
3. On most Second Saturdays, the docents give tours of the house and other historic buildings, including the potting shed. They are aided by the flower arranging, archive, and library committees.
4. Master Gardeners have returned to Second Saturday.

FY23 Committee Objectives

Our first objective was: Incorporate IDEA (inclusivity, diversity, equity, and accessibility) into our programs.

The status for this objective is: Ongoing - We actively and intentionally incorporate IDEA into all we do. We actively strive to include diversity in our own make up. We are graced with participation by women, men, old, young, a rich tapestry of ethnicities and diverse backgrounds. But at the same time, we have much in common – we all have time to volunteer, and we all have the skills and desire to work with families and adults at Second Saturday.

Our second objective was: Support the Board's goals to the extent that our programs and people play a part in those goals.

Status: Our main support of the board goals is regarding the IDEA statement. Our Mandarin and Spanish speaking garden guides are on duty each month.

Our third objective was: Strengthen our committee leadership and formalize a tighter collaboration with staff (garden and admin staff) to find new ways for "many hands to make light work."

Status: We have been successful in strengthening our committee leadership as well as our overall committee. Regarding collaboration with staff, we hope the garden staff will be back up to full speed in the near future.

The estimated number of Volunteer Hours for my Committee is: 1500 hours

Announcements to the board for FY23, if any:

Due to popular demand, Second Saturday will once again celebrate the Lunar New Year for February Second Saturday.

>Spring Tour, Laurie Callaway

Committee Chair, FY24: Laurie Callaway and one other yet to be found.

Budget

Our FY23 revenue budget was: 263,000

Our actual FY23 revenues were: 336,158.43

Our FY23 expense budget was: 41,421.05
Our actual FY23 expenditures were: 51,999.05

The committee is adjusting its FY24 net revenue goal to be: Unknow at this time

Roster Changes

The number of members on this committee at the start of FY23 were:35
The number of members at the end of FY23 were: 35

What are the committee changes planned for members in FY24? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members?

Plans are to recruit as many 2023 Committee heads as possible. On going effort at this time.

FY23 highlights/major accomplishments:

- 1. Made 127.57% over Budget
- 2. 128,77% Contributions Individual
- 3. 188.06% Sales Auction
- 4. 118,99% Sales Admissions

FY23 Committee Objectives

Execute a Successful Event

The status for this objective is:
Successful as exhibited by increase in revenue
No significant problems: ie: injuries, problems at tour gardens

Our second objective was:
Maximize Revenue Generating Committees

The status for this objective is:
Sales taxable, Sales non-taxable, Admissions, Sales Auction all had increases.

Our third objective was:
Broaden Advertising and Outreach, develop solid marketing plan

The status for this objective is:
Significant presence in: Atherton Living, Daily Post (Spotlight, Digital Online Add, Talk of the Town), Mercury News Group (Digital 'Best of the Penninsula'), Mmagazine, Palo Alto Weekly (Almanac, Palo Alto Express), Punch Magazine

Our fourth objective was:
Foster Goodwill with Existing and Returning Constituents

The status of the objective was:
Most vendors were happy with the new locations, Lunches were a success, volunteers executed their jobs willingly and successfully as evidenced by most returning for 2024

FY24 Committee Objectives

Our first objective is: Execute a Successful Event
The reason for this objective is:
Spring Tour is Gamble's biggest fund raising effort
The objective's success by will be measured by:
Increased Revue over 2023

Our second objective is: Foster goodwill with the volunteers

The reason for this objective is:
Without strong volunteering by the community, the Tour would not be successful.
The objective's success by will be measured by:
Returning volunteers for 2024

Our third objective is:
Maximize Revenue
The reason for this objective is:
Gamble depends on the Spring Tour as their biggest revenue generator
The objective's success by will be measured by:
Increase in revenue over 2023

Final announcements to the board for FY23, if any:

It was a pleasure to volunteer for spring tour 2023 and I look forward to 2024.
I would like to find a co-chair but so far everyone asked has declined.
Issues: Under separate report

Spring Tour Monthly Report

Reporting period: May 2023
Date of last meeting: May 20, 2023
Date of next meeting: September 2023

Action items completed: All hands meeting to address any issues before the Spring Tour.

Announcements to the board: All committees reported 'Alls Well' at this time.

Questions for the board/larger group? None at this time.

Board support requested: None at this time.

>Strategic Planning, Kathie Shaw Committee Chair FY24: Donna Sheridan

Strategic Planning met on August 22, 2022 to plan the Annual Retreat.
Annual Retreat was held on October 25, 2022 at the ECO Center in Palo Alto
Follow Up Strategic Planning Meeting was on February 22, 2023

The Retreat Agenda included:

1. Setting Ground Rules for the meeting and to be used all year for the Board meetings
 - A fun Icebreaker/Teambuilding exercise
 - Setting Ground Rules for the meetings, to be used all year for the Board meetings
 - Revising the Mission Statement
 - Discussing the Values Statement including IDEA
 - Discussing the Vision for GG
 - Reviewing the Goals for FY23
2. The Mission, Values and Goals were approved at the following Board meeting along with input toward The Vision Statement. which was approved at a subsequent Board meeting.
3. A Second Strategic Planning Meeting was held on February 22, 2022 to discuss the roll-out plan for the Mission, Vision, Values and Goals. Marco agreed to take the lead on including this in staff meetings and marketing materials going forward. At this meeting the 2024 Goals were drafted so they provided guidance prior to the 2024 budgeting process. The Goals were discussed, and with some edits, were approved at a subsequent Board meeting.

At the Retreat and the Strategic Planning meetings, it was always noted the process is not aligned with the Organization's fiscal year (after getting off track with Covid) and it was recommended there be a Board Retreat in August for each new Board, and in February to draft the following year's goals.

Donna Sheridan will be Chair of next year's Strategic Planning Committee.

>Tours, Mary Powell and Sue Krumbein Committee Chair, FY24: Sue Krumbein

Budget

Our FY23 revenue budget was:

Our actual FY23 revenues were: We charge \$8-\$15 per person (members are free)

Our FY23 expense budget was: None

Our actual FY23 expenditures were: None

The committee is adjusting its FY24 net revenue goal to be: No change

Roster Changes

No changes. Tours has a very healthy number of skilled docents and garden guides who love leading tours which we are always open to add to.

FY23 highlights/major accomplishments:

1. Mica has come up to full speed in supporting the public and private tour registration.
2. The monthly public tours draw a small but steady number of member and non-member attendees.
3. Our most recent private tour was a partnership with the luncheon committee in which Tours delivered a paid tour before lunch for the Hillsborough Garden Crafter group (such tours used to carry no charge.)

FY23 Committee Objectives

Committee Objectives

Goal/Objective #1 Continue to build the inclusivity in our tours though the three P's -- programming, publicity, and partners.

Status: ongoing

Goal/Objective #2: Strengthen our committee leadership and formalize a tighter collaboration with staff (garden and admin staff) in order to find new ways to present the garden and house through tours.

Status: Completed.

FY24 Committee Objectives

Our first objective is: Expand the success of the monthly public tours

The reason for this objective is: Serve more people

The objective's success by will be measured by: Increased revenue.

Our second objective is: Get the word out to advertise that we offer private tours for groups.

The reason for this objective is: We have the guide capacity to do more private tours.

The objective's success by will be measured by: Increased number of private tours particularly in seasons other than spring.

>Volunteer Development, Anne Ritchie Committee Chair, FY24: Julie Shinn

Budget

Our FY23 revenue budget was: \$0.00
Our actual FY23 revenues were: \$0.00
Our FY23 expense budget was: \$500.00
Our actual FY23 expenditures were: All expenses incurred for the Volunteer Appreciation Event are being tallied.
The event will be under-budget.

The committee is adjusting its FY24 net revenue goal to be: N/A

Roster Changes

The number of members on this committee at the start of FY23 were: 8
The number of members at the end of FY23 were: 9

Anne Ritchie will be stepping off the Board and as Chair of the VDC on June 30th. Julie Shinn will be joining the Board and will become the Chair of the VDC as well. Joan Zwiep will replace Sarah Clark, and Susan Sweeney will replace Sarah Burgess as members of the VDC. Julie will be contacting other Committee members to confirm their participation.

FY23 highlights/major accomplishments:

1. Worked closely with Garden Director, Garden Staff and Garden Volunteer Co-Chairs to significantly increase the number of Garden volunteers. Established an on-going relationship with Heidi Huber which eased screening and on-boarding of new Garden Volunteers.
2. Reviewed Bay Area gardens' websites for ideas on how to improve Gamble's website pages related to volunteers.
3. Worked closely with Mica to expand the Volunteer Roster to more be more inclusive of the volunteer base.
4. Organized and hosted a successful Volunteer Appreciation Event.

FY23 Committee Objectives

Our first objective was: Develop Volunteer Policy Statement
The status for this objective is: No formal policy established.

Our second objective was: Update Volunteer Descriptions by Committee on Website, eTapestry Form, and Volunteer Brochure

The status for this objective is: Anne Ritchie, Kathy Schniedwind, and Mica Pirie worked on an on-going basis to update the website and eTapestry form to reflect more accurate committee descriptions and volunteer needs. A more complete update to the brochure is in the works. It is important for all three sources of information (Website, eTapestry Form, and Volunteer Brochure) to complement each other.

Our third objective was: Finalize Policy on Volunteer Background Checks

The status for this objective is: (From Marco) Most children come to Gamble with parents, guardians, or accompanied by school teachers and chaperones. As long as our volunteers are not left alone with volunteers, a background check isn't a necessity.

FY24 Committee Objectives – Will be defined by incoming VDC Chair and Committee

Our first objective is:
The reason for this objective is:
The objective's success by will be measured by:

Our second objective is:
The reason for this objective is:
The objective's success by will be measured by:

Our third objective is:
The reason for this objective is:
The objective's success by will be measured by:

Final announcements to the board for FY23, if any:

Thank you for your on-going support over the last four years. I have thoroughly enjoyed my time on the Board and chairing the VDC, and in the future I am looking forward to volunteering when possible. Gamble volunteers are “Awesome and Wonderful”, the “Crème de la Crème”, and “Berry Special” – you make Gamble a wonderful place for all of us to invest our time!

>Winter Holiday Fundraising Event, Susan McDonnell and Robin Allen
Committee Chairs FY24: Susann Mirabella and Donna Bohling