

STAFF REPORT October 2023

GARDEN REPORT

Submitted by: Corey Andrikopoulos, Garden Director

Garden Activities – The renovation of the pollinator garden is about to begin. In the next couple of months there will be major changes to that part of the garden. Most of the existing plants will be removed while we improve soil drainage and change the irrigation in the bed. Many of these plants will be saved to be replanted in the new iteration of the pollinator garden, along with many new plants. This renovation will begin in late November and continue through the winter. The edible garden is being rotated to fall and winter crops. The majority of the existing plantings will be replaced in the next month. Throughout the garden we are cutting back plants and thinning out beds in preparation for winter. This has led to a sparse appearance of a number of beds, but they will fill back in in the coming months.

Roots and Shoots – Roots and Shoots planning is going well. We currently have four schools signed up for field trips and are reaching out to several others with a focus on schools from South Palo Alto and East Palo Alto. Nia and Grace are currently developing lesson plans with a focus on 2nd and 3rd grade curriculum, as these are the grades currently signed up for field trips. Eventually we will have lesson plans for K- 5 students as we expand our Roots and Shoots Field trips program. We will be setting up a meeting with volunteers interested in serving as guides in early November.

Herbal Tea party – The Garden staff held an herbal tea party for 33 guests on October 6. This event originated as a Silent Auction item for Spring Tour, but as we expanded the on the idea we made tickets available to the public. Final sales totals were: Silent Auction = 22 guests @ \$45; Post Silent Auction Sales = 9 guests @ \$60 and 2 members @ \$48. Gross revenue from ticket sales was \$1,626. Net revenue for the Herbal tea party was \$1,334, not including plant sales at the event. The response from the attendees was excellent. We received many compliments, and at least 8 guests said they want to come to our next event. We also have enough supplies for several more parties. As a result of the feedback and revenue generated, we intend to make this a recurring event. We hope to offer our next herbal tea party in February.

Plant Sales - We held three plant sales in October. In addition to our regular plant sales during Second Saturdays and Luncheons, we held a private sale for our Herbal Tea Party guests. Net revenue for the three sales were: Tea Party = \$214.88; Luncheon = \$272.44; Second Saturday = \$276.22; for a total net revenue in October of \$763.54. We continue to expand our stock of sale plants focusing on house plants, succulents, and value added products for the winter. We will begin selling seeds under our own label next month. One of our limiting factors with plant sale is still limited hours of operation. We are exploring options so that we can be open more often without requiring extra staff labor. Net revenue for FY24 is \$2064.85.

Collaboration with the Chamber of Commerce – On September 25, I along with volunteer Linda Roark, collaborated with the COC and a shop owner on California Avenue to revitalize some the hanging flower baskets along the street. We helped them by selling them the supplies and plants for the baskets, as well as providing the labor to and design expertise to renovate two baskets on the brick wall in front of The Cobblery and Palo Alto Sol. Once the COC and the shop owners receive permission from the city, we will help them renovate the remaining Four hanging baskets on the street. Gamble Garden will receive recognition for our work with the COC in the form of a plaque of news story.

COMMITTEE REPORTS
Month day, 2023-4

BOARD COMMITTEES

BOARD DEVELOPMENT

Chair: Lena Dawson

Reporting period: October 2023

No report this month.

FINANCE

Chair: Karen Douglas

Reporting period: October 2023

Date of last meeting: October 18, 2023

Date of next meeting: November 8, 2023

ACTION ITEMS COMPLETED

- Expenditure/project thresholds that the Finance Committee recommended were approved by the board and incorporated into the revised Project/Expenditure Proposal Form.
- The Committee is in process of reviewing and revising our document retention policy.
- We are in process of retaining SD Mayer or the FY23 review.
- The FC plans to switch to a new insurance broker by late November.
- The implementation of the new payroll system, Paychex, has now been completed. Due to the change in the payroll process, a slight modification to the Employee Manual is being proposed to the board.
- Signers at our financial institutions have now been update.

Board support requested: Please review the Treasurer's Report for September 2023.

FUND DEVELOPMENT

Chair: Susann Mirabella

Reporting period: July – September 2023

Date of last meeting: May 2023

Date of next meeting: October 2023

No report this month.

GOVERNANCE

Chair: Susan Sweeney

No report this month.

PROGRAM

Chair: Colette Rudd

Reporting period: October 2023

Date of last meeting: October 16, 2023

Date of next meeting: TBD

ACTION ITEMS COMPLETED

- Reviewed committee charter and forwarded recommended updates to Governance Committee
- A committee objective is to evaluate current Gamble programs. The committee discussed potential evaluation criteria, and their relative importance to the group, with help from Donna Sheridan, who facilitated the discussion.

STRATEGIC PLANNING

Chair: Donna Sheridan

Reporting period: October 2023

Report included in Board Agenda

VOLUNTEER DEVELOPMENT

Chair: Julie Shinn

Reporting period: October 2023

Date of last meeting: September 20, 2023

Date of next meeting(s): January 10, 2024, March 20, 2024, May 8, 2024 & June 12, 2024

ACTION ITEMS COMPLETED

June 19, 2024 selected as the date of Volunteer Appreciation Event. However, the evening of June 18, 2024 is the Summer Garden Party. Pending committee approval, the Volunteer Appreciation event might be moved to June 26th.

Announcements to the board:

We have added a new member... Shari Burkoth from OTGF volunteers. Shari's early employment involved many aspects of retailing. For several years she worked as a merchandiser in a large buying office in New York City. Then, after moving to the Bay Area, worked as a buyer and an executive for several department stores on the Peninsula. After her retail career, Shari put her energy into community volunteer work. She has recruited and organized volunteers for several organizations; served for 6 years on the board of a scholarship association raising money and distributing scholarship funds and has served for 10 years as an early literacy volunteer. For the last 2 years, she has been a co-department head for Over the Garden Fence.

Board support requested: Several Board Members sit on this committee so that we get guidance as needed real time!

GARDEN CLUB LIAISONS

Chairs: Sheri Moody and Nancy Wong

Reporting period: October 2023

Date of last Garden Club meeting: October 3, 2023

Date(s) of next Garden Club meeting(s): November 7, 2023

Nancy Wong attended the October meeting of the Garden Club of Palo Alto.

Action items completed: Announced Gamble Garden Upcoming events for month of October.

Announcements to the board: At present, many GCPA members are also members at Gamble Garden. However, there are about 90 GCPA members who are not GG members. As Co-Liaisons, we are want to encourage all GCPA members to join Gamble Garden. We have emphasized the benefit to of GG member discounts for classes, and at participating nurseries.

Questions for the board/larger group? Would board consider a discount for Membership for GCPA members. If so, discussion of amount?

Board support requested: More ways to encourage GCPA members to join GG

OPERATING COMMITTEES

ADULT EDUCATION

Chair: Terri Weber

Reporting period: October 2023

Date of last meeting: October 17, 2023

Date of next meeting: November 21, 2023

ACTION ITEMS COMPLETED

We have wonderful classes coming up!

- **Tai Chi in the Garden** Instructor Jason Chan. Oct 27.
- **Yoga / Exercise Class in the Garden.** Oct 21
- **Pumpkin with Succulents arranging class** Thursday Nov 2, 3:00-5:00 PM.
- **Grazing Board for Holiday Entertaining Sunday** November 19, 4-5:30 PM **Instructor Erin Gleeson.**
- **Holiday Tablescapes with Flowers!** Instructor Katherine Glazier. Sat. November 4, 9:30 to 11:30
- **Festive Holiday Wreaths** Instructor Katherine Glazier. Thursday Dec 7, 6:30 PM to 8:30 PM
- **Festive Holiday Wreaths Instructor,** Katherine Glazier. Saturday Dec 9, 2:30 to 4:30 PM. This is a repeat of the Thursday class.
- **Felting Class with a February Theme.** Instructors Ginger Summit and Dorothy Hunter. Sat, Feb 3, 9:30-11:30 AM

ANNUAL APPEAL

Chair: Susann Mirabella

Reporting period: October 2023

Date of last meeting: n/a

Date of next meeting(s): n/a

Budget: \$177,000

ACTION ITEMS COMPLETED

- Annual Appeal letters mailed with Annual Report.
- Email reminder sent from office to those who have not given yet
- As of 10-20-23, \$36,605 has been received. 21% of goal and with 51 gifts.

Announcements to the board: A few board members have still not participated.

ENDOWMENT

Chair: Pat Davis

Reporting period: October 2023

No report this month.

HOSPITALITY

Chair: Pat Gregory

Reporting period: October 2023

Date of last meeting: July 19, 2023

Date of next meeting: November 10, 2023

ACTION ITEMS COMPLETED

Two new caterers have been recommended by committee members for future Gamble Garden events

Board support requested: Please sign up at the October Board meeting to help with food for our Holiday Board Party on **December 11, 2023** which the Hospitality Committee plans and brings to fruition.

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

MARKETING COMMITTEE

Chair(s): Vacant (report submitted by Tod Gregory)

Reporting period: July-October 2023

Date of last meeting: October 9, 2023

Date(s) of next meeting(s): November 13, 2023

ACTION ITEMS COMPLETED

- Helped finalized the Photographer Membership Proposal which Dawn and Tod then presented to the Membership Committee.
- Discussed idea of holding a Photo Contest to create a 2024 Gamble Garden Calendar to be sold in November and December but decided to put our time and expertise into a 2025 Calendar instead.
- Followed up on Drone Videographer contact who did work for Filoli and would offer his work pro bono. Cost is in the editing. All agreed on benefit of giving broader exposure for Gamble.

Questions for the board/larger group? what is the principal purpose of drone effort?

MEMBERSHIP

Co-Chairs: Debbie Benson & Sue Krumbein

Reporting period: September - October 2023

Date of last meeting: October 10, 2023

Date of next meeting: November 14, 2023

UPCOMING EVENTS

Table at October 28 Children's event

Table at November 11 Second Saturday

Table at Winter Festival

ACTION ITEMS COMPLETED

- Held a successful program on the Palo Alto Trolley with Darla Secor, 40 attendees
- Tried a variety of ways to reach out to lapsed members to renew, now have a system in place
- Planned 3 programs for 2024 – January, March, May
- Created, and will continue to create, Membership posters with various messages for a variety of purposes: displayed in the house, displayed at events, and included in the Second Saturday display inside the Rinconada Library.

Board support requested: Please attend our free member events whenever possible. We'll introduce you, include you, and get to know you! The general membership loves meeting and getting to know you!

SECOND SATURDAY/TOURS 2024

Chairs: Mary Powell and Sue Krumbein

Reporting period: October 2023

Board support requested: Please join us for our next Second Saturday event and bring your family! It will be held on November 11 from 10 AM to noon.

SPRING TOUR 2024

Chair: Laurie Callaway

Reporting period: September 2023

Date of last meeting: September 28, 2023

Date of next meeting: October 25, 2023

ACTION ITEMS COMPLETED

- All five gardens secured and photographed.
- New Square device hardware and pocket WiFi devices acquired, eliminating need for volunteers to use their own cell phones
- Embarcadero Banner confirmed

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Announcements to the board:

Preview Party April 25, 2024, 5:30-7:30 (Gamble Donors of \$500 or more invited)
Spring Tour 24 April 26-27 10 AM - 4 PM

Board support requested: Still need to secure \$10K Business Underwriter

WINTER FESTIVAL 2023

Chairs: Donna Bohling and Susann Mirabella

Reporting period: October 2023

Date of last meeting: October 10, 2023

Date of next meeting(s): November 14, 2023

ACTION ITEMS COMPLETED

- Ticket sales and sponsorship opportunities open
- 21 vendors in place
- OTGF Winter edition has lots of wonderful items for sale.
- Silent Auction in place
- Raffle for decorated trees in place
- Banners going up on corner of Embacadero and Waverley this week
- Lighting plan at Gamble being put in place

Board support requested: We hope for your support in any way that you see fit. Either by buying tickets, sponsoring, or volunteering.

TASK FORCE

HORTICULTURAL COMPLEX TASK FORCE

Chair: Karen Douglas

Reporting period: October 2023

Date of last meeting: October 17, 2023

Date of next meeting: November 7, 2023

Action Items In Process/Completed:

- Last month, multiple workshops were held to solicit input on program needs and on the general project scope.
- CAW completed a draft Program Verification document. The Task Force forwarded comments on the draft to CAW. Once the document has been finalized, it will be shared with the board. In addition, workshop attendees will receive an update.
- The next step will be Concept Design Development.