

## COMMITTEE REPORTS September 26, 2023

### BOARD COMMITTEES

#### BOARD DEVELOPMENT

**Chair:** Lena Dawson

**Reporting period:** July – September 2023

**Date of last meeting:** September 11, 2023

**Date of next meeting:** October 9, 2023

#### ACTION ITEMS

Our goal is to find a Board Secretary as soon as possible.

**Board support requested:** We ask the Board for suggestions to help us fill the position.

#### FINANCE

**Chair:** Karen Douglas

**Reporting period:** July – September 2023

**Date of last meeting:** September 20, 2023

**Date of next meeting:** October 18, 2023

#### ACTION ITEMS COMPLETED

- The Finance Committee discussed expenditure/project thresholds and will recommend changes to the thresholds.
- The FC recommended that the board consider approval of one project: the design drawings required by the city for the MH exterior side stairway replacement.
- The Committee is in process of reviewing and revising our document retention policy.
- The auditor has filed the completed Form 990 for FY22. The same firm will be used by Gamble for the FY23 review.
- The FC plans to switch to a new insurance broker by late November.
- The implementation of the new payroll system, Paychex, is still in process. Upgrades are being made to allow for easier recording of hours and oversight by managers.
- Signers are in process of being updated at our financial institutions.

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

#### FUND DEVELOPMENT

**Chair:** Susann Mirabella

**Reporting period:** July – September 2023

**Date of last meeting:** May 2023

**Date of next meeting:** October 2023

#### ACTION ITEMS COMPLETED

All fund-raising committees have chairs in place and meetings are scheduled.

Director Circle event was planned and executed in September. About 50 of Gamble's donors at the \$2500 and up level donors were invited to an afternoon of music, wine, and bites.

#### GOVERNANCE

**Chair:** Susan Sweeney

No report this month.

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**PROGRAM**

**Chair: Colette Rudd**

**Reporting period:** July – September 2023

**Date of last meeting:** September 18, 2023, via Zoom

**Date of next meeting:** October 16, 2023, at 1 PM

**ACTION ITEMS COMPLETED**

At the September meeting we reviewed the committee charter, potentially adding the responsibility of a more strategic focus toward program development in the sense of continuous improvement as well as support of new initiatives. A meeting in October is scheduled, and 2024 meetings are planned for January and March.

**STRATEGIC PLANNING**

**Chair: Donna Sheridan**

**Reporting period:** July – September 2023

**ACTION ITEMS**

We have finalized the committee members and will be setting up meetings soon.

In the interim, the references for E4E have been checked per Board request and are fine. We will be receiving possible program dates on September 26 which will be shared with the Board to select the best options for most. All Board members and staff are expected to attend all 3 sessions (2 hours each on zoom) per previous Board decision. Strategic Planning members and Committee Chairs will be invited also.

Our first meeting of Strategic Planning will include discussion of how to implement the remaining four IDEA task force recommendations.

**VOLUNTEER DEVELOPMENT**

**Chair: Julie Shinn**

**Reporting period:** July – September 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**

Volunteer brochure was finalized and printed.

Committee Chairs were surveyed requesting their volunteer needs. Still waiting for some responses.

**Announcements to the board:** Will increase membership (2-3) so that garden team workers, event workers and Second Saturday workers are represented. Possible members will be solicited from appropriate Committee Chairs. Goal – Diversification, idea generation and representation from “the ground up.”

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

## OPERATING COMMITTEES

### ADULT EDUCATION

**Chair:** Terri Weber

**Reporting period:** August -September 2023

**Date of last meeting:** August 15, 2023

**Date of next meeting:** September 26, 2023

### ACTION ITEMS COMPLETED

“Tai Chi in the Garden” with Jason Chan. Facilitator Delia. Aug 19, Aug 25, Sept 8 and Sept 22.

“Yoga / Exercise Class in the Garden” with Stephanie Le. Facilitator: Eugenia, Sept 23

“Learning to Fall In Love With Bulbs” with Frank Niccoli. Facilitator Nancy. Assistant Mimi. Friday, Sept 15

“Changing Seasons in the Garden” with Katherine Glazier. Facilitator Robin. Assistants Sharleen and Carole. Sat. September 16

### ANNUAL APPEAL

**Chair:** Susann Mirabella

**Reporting period:** September 2023

**Date of last meeting:** September 2023

**Date of next meeting(s):** n/a

**Budget:** \$161,000

### ACTION ITEMS COMPLETED

Annual Reports have been printed and are ready to be mailed. Just waiting for letters to be printed and notes made by board members.

**Board support requested:** Please make your contribution as a board member by our board meeting on September 26<sup>th</sup>. Any donation is appreciated, and we just want to make sure we can show 100% participation from the board. Thank you.

### ARCHIVES

**Chair:** Linda Norton

No report this month, but the committee is busy working on archiving new material!

### BUILDINGS AND GROUNDS

**Chair:** David Chang

No report this month. Project accomplishments will be shared in October.

### CHILDREN'S EVENTS

**Chair:** Deanna Wong

**Reporting period:** July - September 2023

### ACTION ITEMS – SCHEDULED UPCOMING EVENTS

1. Halloween Event on Saturday, Oct. 28, 2023. See attached Poster!
2. December Holiday Event on Saturday, Dec. 16, 2023 -- TBD
3. Paper Marbling on Saturday, Feb. 24, 2024
4. Easter Egg Hunt 2024 on Sunday, March 24, 2024
5. Japanese Book Making on Saturday, May 18, 2024

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**ENDOWMENT**

**Chair:** Pat Davis

**Reporting period:** August - September 2023

**Date of last meeting:** August 31, 2023

**Date of next meeting:** November 13, 2023

**ACTION ITEMS COMPLETED**

August 31<sup>st</sup> hosted a luncheon/meeting to evaluate the Committee's last fiscal year's accomplishments and made plans for February 2024 homemade Valentines for our 37 '02 Legacy Society members. Also discussed an event in March or early April for potential '02 Legacy Society Members.

**Board support requested:** Please support the Endowment Fund.

**FLORAL ARRANGER**

**Chair:** Kathy Ladra & Carmen Pekelsma

**Reporting period:** August - September 2023

**Date of last meeting:** August 14, 2023; Arrangers also meet Mondays of every month

**ACTION ITEMS COMPLETED**

Floral arrangements for: Director's Circle event  
Second Saturday (2)  
Gamble Luncheon

Gamble participation in **Holidays on a High Note:** A tablescape using flowers from Gamble Garden was prepared. This event benefits the Foothill Auxiliary to Peninsula Family Service, a very worthy organization, which is also great PR for Gamble Garden.

Preparations are underway for the committee involvement in the **Winter Festival** which is followed immediately by decorating the interior of the house for the luncheons and holiday house activities.

An all-committee member luncheon/meeting was held August 14. This annual gathering is the only time the entire committee is together. At this meeting members from the garden were invited as well as Mica from the office. This is an opportunity to see how we all work together to make this house and garden the beautiful place it is. We also thanked Gwen and Ella who from the seeds raised and planted, make it possible for the flowers and greens we use in all arrangements and decorations at Gamble Garden.

**GARDEN ADVISORY**

**Chair:** Margie Harrington

**Reporting period:** July, August, September

**Date of last meeting:** September 12, 2023

**Date of next meeting(s):** October 10 (New date and time to be decided)

**ACTION ITEMS COMPLETED**

Two new members were added to the committee: Laurie Callaway, Chair of Spring Tour, and Doug Kalish, from Second Saturday. The committee now has 11 members. The committee has been discussing and working on changes to the committee charter. It is noted that we are an advisory committee not just a reporting committee.

**GARDEN VOLUNTEERS (Dirty Knees)**

**Chairs:** Betsy Gifford, Gwen Whittier

**Reporting period:** August-September 2023

**ACTION ITEMS COMPLETED**

- . Brown Bag lunches were held at the end of each month.
- . Two talks by horticulture experts were presented to the volunteers.
- . Three new volunteers joined the group.

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**HORTICULTURAL LIBRARY**

**Chair:** Mary Jo Levy

**Reporting period:** September 2023

No committee meeting this month so no report.

**HOSPITALITY**

**Chair:** Pat Gregory

**Reporting period:** September 2023

**Date of last meeting:** July 19, 2023

**Date of next meeting:** October 19, 2023

**ACTION ITEMS COMPLETED**

Held wrap up meeting and thank you lunch on July 19 for our wonderful Hospitality Committee after our Summer Garden Party on June 20<sup>th</sup>. The Committee reviewed and discussed the details of the event and gave suggestions for next year. The guest count was between 180-190 people, and Major Donors enjoyed being at Gamble Garden on that lovely warm evening.

A member of our committee attended a launch party in August from Tony Caters who is starting a custom catering service which our Hospitality Committee might be interested in using in the future.

**Announcements to the board:** The Board Holiday Party will be on **December 11, 2023**. Board Members will be asked to sign up to bring food to the Holiday Board Party in October which the Hospitality Committee plans and brings to fruition.

**LUNCHEON COMMITTEE**

**Chairs:** Robin Allen & Marie Immekeppel

**Reporting period:** September 2023

**Date of last meeting:** September 6, 2023

**Date(s) of next meeting(s):** January 2024

**ACTION ITEMS COMPLETED**

- We did back-to-back Luncheons in September. On Thursday 40 members of Silicon Valley League joined us for a Garden Tour and Luncheon.
- Holiday Luncheons went online September 1st & are now SOLD OUT
- Luncheon Committee will be baking 4 kinds of breads for sale at Winter Festival
- Luncheon Committee Volunteers will be serving at Winter Festival Opening Party

**Announcements to the board:** We are grateful for the work of the Board and our luncheon volunteers stand ready to serve where needed.

**MEMBERSHIP**

**Co-Chairs:** Debbie Benson & Sue Krumbein

**Reporting period:** August - September 2023

**Date of last meeting:** September 12, 2023

**Date of next meeting:** October 10, 2023

**ACTION ITEMS COMPLETED**

1. Added new members to our committee.
2. Established the practice to begin our monthly meetings by writing notes to lapsed members, encouraging them to renew. This is a team approach!
3. Established a regular Membership Table at Second Saturday with both membership information and general Gamble information. Five new members joined on September 9!
4. Reached out to committee chairs with our Gamble QR code cards. We asked them to share the cards with their committee members and encourage everyone to reach out for new members. As a result, we got 3 new members at the September 13 luncheon.
5. Held a successful Art in the Garden event on August 24, with 125 members and guests in attendance. Six local artists participated. We think this type of pre-fall event could become an

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annual members' event where non-member guests are able to experience a benefit of membership.

6. 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.
7. **Free Member Event:** September 21 – Palo Alto Trolley with Darla Secor

**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:** August -September 2023

**Date of last meeting:**

**Date of next meeting:** September 25, 2023

### **ACTION ITEMS COMPLETED**

**July Second Saturday** — It's quite remarkable that our visitors could take a garden tour with a guide, taste 2 kinds of honey, color bees and hives at the crafts table, check out the house, stop by Doug and Matthew's stations to learn more about flowers and bees, enjoy our beekeeper Jen's hive and pictures and information and activities, stop by the plant sales and talk to Corey about all kinds of things, and just enjoy the beauty and wonder at Gamble. This month as we do nearly every month we welcomed a new garden guide volunteer who enjoyed shadowing the more experienced guides and learning what we do.

**August Second Saturday** – the theme was “Crazy about Corn,” and we showed corn anatomy and tasted corn bread and corn chips. Families enjoyed using the educational treasure map to hunt for special garden elements in every corner of the garden. The house was beautifully adorned with floral arrangements and a very whimsical table setting thanks to Carmen, Joan U, and their team.

**September Second Saturday** – the theme was the harvest and featured tasting of tomatoes, peppers, and beans. The garden guides partnered with the Palo Alto library with guest story book reader, Miss Devon. Thanks to the garden staff for picking the veggies for the tasting and creating attractive informative signs for each one. A special thank you to Mica who helped with us welcome about 300 guests.

**Board support requested:** Please join us for our next Second Saturday event and bring your family! It will be held on October 14 from 10 AM to noon.

### **SPRING TOUR 2024**

**Chair:** Laurie Callaway

**Reporting period:** September 2023

**Date of last meeting:** May 2023

**Date of next meeting:** September 28, 2023

### **ACTION ITEMS COMPLETED**

I am pleased that the majority of the 2022-2023 committee have confirmed that they are returning for 2023 - 2024. Carolyn Keddington and Sally Prout have come on board for the Preview Party and Marion Weiler will be the chair of the Cashier subcommittee.

**Board support requested:** Help with suggestions for the last open position (Silent Auction chair).

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**WINTER FESTIVAL 2023**

**Chairs:** Donna Bohling and Susann Mirabella

**Reporting period:** September 2023

**Date of last meeting:** September 12

**Date of next meeting(s):** October 10 and November 14

**Budget:** Net income of \$81,000

**ACTION ITEMS COMPLETED**

Vendor selection almost complete

Website up and running

Tickets are offered for sale to members on September 1st and non-members starting October 1<sup>st</sup>.

Pricing of all events reflect member vs. non-member pricing.

Saturday Tea a new addition to the weekend this year.

**Announcements to the board:**

We hope you will come and enjoy the event any day from Thurs., November 30 – Sat., December 2.

**Questions for the board/larger group?**

If you know of any potential business sponsors for us to contact, please let Susann know.

**Board support requested:**

Come and join us. It will be lots of fun.

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GAMBLE GARDEN PRESENTS



**HALLOWEEN FUN!  
LIVE OWLS  
CONFECTIONS  
ARTS & CRAFTS**

**SATURDAY, OCTOBER 28, 2023  
10:00 - 11:00 A.M.**

BUY TICKETS NOW:  
[WWW.GAMBLEGARDEN.ORG/HALLOWEEN2023](http://WWW.GAMBLEGARDEN.ORG/HALLOWEEN2023)



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