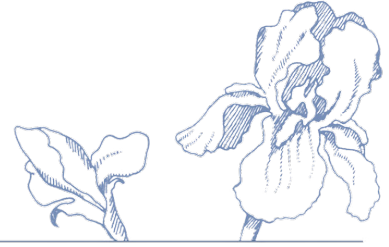




ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



Board of Directors Meeting Minutes

September 26, 2023

Carriage House, Gamble Garden

Members Present: Joan Zwiep (President), Karen Douglas, Pat Gregory, Susann Mirabella, Judy Paris, Colette Rudd, Donna Sheridan, Julie Shinn, Susan Sweeney, Susan Woodman, Nancy Wong

Members Attending via Zoom: Robin Allen, Carmen Pekelsma

Members Absent: Lena Dawson, Sherri Moody

Staff/Guest: Corey Andrikopoulos

Quorum Established: Yes

The meeting was called to order at 4:10 PM by President Joan Zwiep.

Consent Agenda, Joan Zwiep

The following items were included with the Consent Agenda and **APPROVED** by the board:

- Minutes for the Board Meeting held on August 29, 2023
- Minutes for the Confidential Board Meeting held on September 18, 2023

Garden Update Presentation, Corey Andrikopoulos

Corey has new garden staff members, Cynthia Armour, Nia Combs and Grace Stewart who are making a difference in the garden. The garden is now fully staffed with approximately 3 1/2 FTE (five hourly staff, not counting Corey).

Corey has held plant sales at the Second Saturday and Luncheon events each month this summer. He shared another revenue-generating activity that was successful: Spring Tour Silent Auction items in 2023 (1) a Garden-to-Table dinner and (2) the Herbal Tea event. He plans to continue to the dinner (possibly two dinners) and the Herbal Tea event for the upcoming Winter Festival and Spring Tour Silent Auctions.

He is considering hosting corporate service days at Gamble Garden, which potentially could bring in new garden volunteers. He has recruited a teacher to update the Roots and Shoots curriculum to match current science grade level standards.

He plans to begin renovation of the Pollinator Garden in November and has applied for a Valley Water grant of \$5000. He was commended on the program that he gave to the Conservation Committee of the Palo Alto Garden Club.

Executive Committee Update, Karen Douglas

Donna Sheridan, as the Strategic Planning Committee Chair, has agreed to join the Executive Committee for the remainder of the fiscal year.

- **MOTION:** Karen moved that the board appoint Donna Sheridan as a member of the Executive Committee.
- **MOTION APPROVED**



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



Finance Report, Karen Douglas

Karen presented the August 31, 2023 Treasurer's report which was sent to the board members for review. She reported that Gamble Garden's financial position is generally healthy. While there have been many deposits for upcoming rentals, the Finance Committee is concerned that the income for facility rentals in the first two months of the fiscal year was substantially below budget. The reasons are being investigated.

Karen also presented two motions below from the Finance Committee.

Expenditure Thresholds Revision for Finance and Board Review

The following motion from the Finance committee was based on our auditor's recommendation that the thresholds for the dollar amount of budgeted or unbudgeted expenditures that need to be reviewed and approved by just the Finance Committee or by both the Finance Committee and Board are too low. Currently the Executive Director needs approval from the Finance Committee for any expense above \$2,000. Board approval is currently needed to approve budgeted expenses of \$10,000 or greater and unbudgeted expenses of \$5,000 or greater.

- **MOTION:** On behalf of the Finance Committee, Karen Douglas moved that the board modify our Accounting Policies to the thresholds listed in the attachment to the agenda, increasing the level required for Finance Committee review to \$5,000 and for Board Review to \$15,000 for budgeted items and \$10,000 for unbudgeted items.

MOTION APPROVED

MH Exterior Side Staircase Project Proposal Authorization

Drawings are required by the city before we can get the permit to redo the back stairs of the main house. Harrell Design Build will do the work, based on an hourly fee with the total cost to be not more than \$5,000. The contract and expenditure needs to be approved by the board. New bids for rebuilding the staircase will need to be obtained.

- **MOTION:** On behalf of the Finance Committee, Karen Douglas moved that the board approve the expenditure of up to \$5,000 for the drawings necessary to obtain permits for the construction of the Main House exterior side staircase, to be done by Harrell Design Build.

MOTION APPROVED

Transition Plan Options for Interim Management of Gamble Garden, Karen Douglas

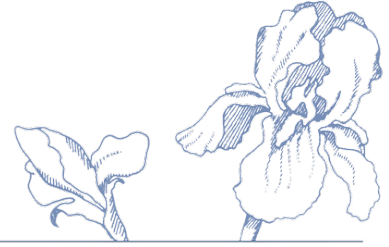
Karen shared an analysis of two options for interim management of executive director (ED) responsibilities. The first option relies on our volunteer board members, which Gamble Garden has done in the past. Most of the discussion was about the second option, to hire an experienced interim ED, possibly one who could evaluate Gamble Garden's operations and assist with the search for a new ED. It would be important to establish goals for an interim ED and to monitor activities. The President and Executive Committee will need to work closely with whomever is hired for this position. Many committees include the ED as a member, so it will be important to clarify the ED's priorities.

- **MOTION:** Karen Douglas moved that the Board authorize President Joan Zwiep to hire an interim Executive Director, with the assistance of Susan Sweeney and Iris Koral, and in consultation with the Executive Committee, for a maximum cost of \$23,000 per month.

MOTION APPROVED



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



Board Development Report, Donna Sheridan for Lena Dawson

Donna presented the **FY 24 Rosters of Board Committees**, which was submitted by Lena Dawson, Chair of the Board Development Committee, for approval by the Board.

- **MOTION:** On behalf of the Board Development Committee, Donna Sheridan moved to approve the FY24 Gamble Garden Board committee chairs and committee members.

MOTION APPROVED

Inclusion, Diversity, Equity and Accessibility (IDEA), Donna Sheridan

Donna Sheridan, Chair of the Strategic Planning Committee, reported on the potential dates she has reserved for the IDEA educational Zoom sessions this fall and winter and asked the Board to confirm availability for the sessions. November may be the best date in terms of availability. Having two sessions in January is a possibility. All board members and staff are expected to participate during the live sessions.

Fund Development, Susann Mirabella

The Directors Circle event on Nov 10 was organized for donors who have given a cumulative amount of \$2500 or more in the past year. Donors and their guests were joined by board members on the Carriage House Patio for a musical performance, light snacks and wine. Susann thanked all Board members who have donated to Annual Appeal and those who have added notes to the Annual Appeal letters to our donors.

The open meeting ended at 5:42 PM and was followed by a Closed Session (Board members only)

Confidential personnel matters were discussed. No action was taken. The notes from the Closed session will be sent separately to the Board members.

The board meeting was adjourned at 6 PM.

Respectfully submitted by Colette Rudd, Interim Board Secretary

Colette Rudd

APPROVED OCTOBER 24, 2023