

END-OF-YEAR STAFF AND COMMITTEE REPORTS

JUNE 2024 (Revised)

STAFF REPORTS

Mica Pirie, Executive Director

Gamble Garden is concluding the fiscal year with a resounding success. This month's bustling activity has set a vibrant tone for the summer. The garden has been buzzing, with a swarm of bees passing through in early June. One of our garden volunteers, Randolph, was happy to give them a new home.

Operationally, we are robust and on track to hire an Administrative Assistant for a fully staffed office by July 1. Our staff collaboration is commendable, with weekly meetings providing a platform for information sharing and work discussion. The introduction of HR support this fiscal year has significantly enhanced our compliance, helped us navigate personnel issues, and offered leadership and management coaching to those in need.

Our membership is on a steady rise, a trend that boosts Gamble's financial standing and solidifies our position in the community. Ongoing discussions with community partners and city officials are further strengthening our ties. Please refer to the Garden Director's report for more details on partner collaborations.

Through meetings with volunteers and donors, we continue to steward our supporters, deepen our relationships, and learn from them. The Horticultural Complex project is progressing, and initial conversations with stakeholders are helping shape the Capital Campaign.

I look forward to leading the organization next fiscal year and continuing to elevate Gamble Garden's prestige in our community as we move toward our 40th anniversary.

HR with Pendolino Group

- Staff Survey responses are collected. Next steps include:
 - o Presentation and discussion with all staff
 - o Discussion with the Personnel Committee
- Staff Reviews.
 - o Self-Assessment
 - o Evaluation by Manager
 - o Goal Setting for next FY
 - o 360 review survey to colleagues and volunteers
- Compliance planning for SB533 in-progress
- The ombudsman role has been utilized by staff.
- Leadership and Management coaching has been utilized by staff.

Rentals

- Based on the Facility Rental Task Force's recommendation:
 - o RFPs for video conference equipment and networking (internet service upgrade to fiber and VOIP phone system) have been sent out.
 - o Rental contract and process revisions are in progress.

Corey Andrikopoulos, Garden Director

Garden Projects

- The pollinator garden has been installed and a progress report submitted to the Garden Club of Palo Alto. A final report will be submitted in September.
- The area under the cherry trees is currently under renovation. We are switching to drip irrigation and adding several native woodland and shade tolerant plants.

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

- A new perennial section will be installed in the edible garden over the next month.
- We recently receive a donation of several unique citrus trees and will be putting them on display after they recover from transplanting.

Staff

- Cynthia recently completed a series of aesthetic pruning classes at Foothill College.
- Cheryl is working on paintings of the proposed Horticultural Complex to be used for fundraising purposes.
- Ella had been working to get the summer plantings ready for the cutting garden as well as improving or nursery care procedures. She has also been training a large influx of summer volunteers.
- Grace and Nia nearly have the summer edible garden installed and are working on new lessons plans for Roots and Shoots focusing on “The Water Cycle” and “Drought Adaptations”.

Roots and Shoots

- We concluded this year’s Roots and Shoots program in May. We served 464 students across 13 field trips this year.
- 15 volunteers put in more than 160 hours to make the program a success.
- We are working on additional lesson plans and will begin advertising for next school year in late July, as per teachers’ requests. Registration will be in August.
- For next year we are focusing on expanding our geographic reach.
- We are looking into funding sources to support the program.

Garden Programs

- Our next Herbal Tea Party is July 19th. As of 6/19 there are 12 guests registered. The price is \$65 (non-members) and \$52 (members).
- We will be hosting a Mocktail Party on August 30th. This was part of the Silent Auction at Spring Tour, but we have opened registration to the public. As of 6/19 we have 31 guests registered. The price is \$90 (non-members) and \$75 (members).
- Monthly plant sales are going to be moved from second Saturdays to the fourth Saturday of the month starting in July. We are exploring accepting preorders for pick-up on specified days as well.
- We will be offering a series of classes to the public on topics such as the history of floriculture in the Bay Area, irrigation, tool maintenance, edible landscaping, native gardening, and more. A schedule of classes should be available soon.

Volunteers

- 13 new volunteers have joined us volunteers over the last month.
- Volunteer days are now being offered on Tuesday and Wednesday from 9 am-12 pm, Thursday from 6 pm - 8 pm (summer only), and the 4th Saturday from 9 am-12 pm. As the Saturday crew grows, we will likely add more days.

Community Engagement

- We are partnering with Youth Community Service to be a drop-in volunteer site for their summer cohort of high school volunteers. Gamble is one of seven such sites. Any of the 60 students participating in the program are welcome to drop-in on any of our volunteer days to earn extra service hours. In this first week of the program, we welcome three students to the garden.
- Corey is giving monthly lectures at Avenidas, through the summer. They will be on the 4th Friday of each month.
- We are in discussions with the Palo Alto Art Center to collaborate on some events during their Grow! Exhibition from September 20th – December 15th. We will be meeting with them in July to discuss possibilities.
- We will be partnering with Canopy to provide some training to their staff on irrigation techniques and are discussing ways to collaborate on our edible landscaping classes.

BOARD COMMITTEES

BOARD DEVELOPMENT

Chair: Lena Dawson

Roster as of June 2024: Joan Zwiép, Lena Dawson, Pat Gregory, Robin Allen, Anne Ritchie, Donna Sheridan, Dana Perkins, Sarah Clark, Julie Shinn and Joan Sanders. (No changes to the Committee this past year.)

Committee Objectives for past year

To fill the 2024-2025 Board slate.

The Board slate has been successfully filled.

Announcements to the Board

Please think of potential candidates for the Board. It is becoming more difficult to fill the major Board positions, and also some of the Committee Chair positions.

Estimated Volunteer hours: 5 hours per month. Met approximately 9 months out of the year.

FINANCE

Chair: Karen Douglas

Roster as of June 2024: Karen Douglas, Maureen Kennedy, Susann Mirabella, Linda Norton, Judy Paris, Dana Perkins, Colette Rudd, Cynthia Wei, Joan Zwiép, and non-voting: Mica Pirie & Amy O'Sullivan
(No changes to the Committee this past year.)

Committee Objectives for past year

- Advise the board on financing for the Horticultural Complex Project and other projects. Status - ongoing
- Select a public accountant for our FY23 review. Status: given the change in staffing, the FC chose to stay with the same auditor: SD Mayer. The Form 990 was filed, but uncomfortably close to the deadline. We expect better service next FY.
- Review and update the Document Retention Policy. Status: made some headway, but postponed completion to FY25

Other highlights/accomplishments of the year

- Evaluated our insurance broker and made the decision to find another broker. This transition occurred this FY.
- The Finance Manager implemented a new payroll system, simplifying reporting and tracking of hours. The FC initiated an update to the Employee manual to reflect the change.
- The FC strongly recommended the formation of a Rentals Task Force to explore the feasibility of increasing revenue. This was implemented by the Mktg Committee.

Volunteers for committee's activities

Estimated number of volunteers: 9 Estimated total volunteer hours: 924

FUND DEVELOPMENT

Chair: Susann Mirabella and Mica Pirie

Roster as of June 2024: Sue Krumbein, Debbie Benson, Deanna Wong, Donna Bohling, Jane Stocklin, Pat Davis, Susann Mirabella, Mica Pirie

Committee Objectives for past year

Our first objective was:

- Spearhead funding campaign for Garden House project to meet financial requirement. **Status:** On going.

Our second objective was:

- Explore further naming opportunities to accommodate future need. **Status:** On going since capital campaign is just starting

Our third objective was:

- Cultivate and further develop existing donors and new donors. **Status:** Number of major donors still need to increase. Number of existing donors did increase their giving for the year. (Specifics in both these areas have not been calculated.)

Other highlights/accomplishments of the year

- Very successful Spring Tour
- Very successful Winter Festival
- Membership exceeded budget in a big way
- Annual Appeal met budget, even with an aggressive goal set

Announcements to the board:

- Financially this has been a very successful year for Gamble since all fundraising committees have done very well.
- Gamble is lacking volunteers who are willing to take on the fundraising leadership next year. This is a serious issue that we need to work on and something for the entire board to be working on.

Volunteers for committee's activities

Estimated number of volunteers: 1 from Fund Development, not counting all specific committees, since they report separately.

Estimated total volunteer hours: 1,000 hours

GOVERNANCE

Chair: Susan Sweeney

Roster as of June 2024: Susan Sweeney, Joan Zwiep, Sarah Burgess (Advisor)

Committee Objectives for past year

My role as Governance Chair in 23-24 was in helping the Gamble Board President and Directors in conducting multiple searches (as listed below) and in providing information requested by officers and committee chairs. All searches were completed successfully. The Governance Committee will return to a more normal schedule in 24-25 with committee meetings and focusing on the usual work with the board and committees. Our current focus is working with committee chairs in reviewing and updating committee charters.

- Participated in the following searches:
 - Identify a search firm to assist in identifying and selecting a new Executive Director for Gamble Garden.
 - Work with Personnel Committee to address the HR needs of Gamble Garden which have changed with time and with additional staff.
 - Work with board in selecting a firm that offers needed HR functions and support to Gamble Garden.

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

- Work with search firm to identify and select new Executive Director for Gamble Garden. Clarify Gamble Garden needs. Research and participate in initial through final interviews with candidates.
- Select, hire and introduce a new Executive Director to Gamble Garden Community.

- Participated in gathering information for officers and board chairman.
- Activities included researching, reading, reviewing, interviewing, discussion and evaluating pros and cons of various options and candidates.

Other highlights/accomplishments of the year

- Donated gavel to Gamble Garden for president to use at meetings
- Provided advice to President regarding meeting set-up and format

Announcements to the board:

- Presented to board along with President and Board Development Chair, Gamble Garden’s need for services of non-profit human resources firm
- Presented along with Committee Chairs at March Board meeting revised charters for Board approval. (motion passed in March Board Meeting Minutes)

Volunteers for committee’s activities

Estimated number of volunteers: 2

I participated in multiple projects, as discussed above. These were intense blocks of time rather than scheduled meetings each month or season. I estimate that I spent in total over the year between 40-60 hours on Gamble Garden activities – mainly in my home office and using my own resources. Sarah Burgess was the only non-board member working with me on a specific Gamble project and she contributed between 4 and 6 hours reading, reviewing, and participating in discussion.

PROGRAM DEVELOPMENT

Chair: Colette Rudd

Roster as of June 2024: Colette Rudd, Corey Andrikopoulos, Robin Allen, Betsy Gifford, Margie Harrington, Sue Krumbein, Kathy Ladra, Mary Jo Levy, Linda Norton, Carmen Pekelsma, Mary Powell, Terri Weber, Gwen Whittier, Deanna Wong, and Joan Zwiep.

Committee Objectives for past year

- Support the Garden Director and his staff on the transition of the Roots and Shoots program to a staff-led program in FY24. **Status:** The program used volunteers to assist with the hands-on activities for the students during each field trip. The program start was delayed until January while new lesson plans were developed, but the program was a success with schools signing up who had previously participated in the Roots and Shoots program.
- Support the board strategic goals, 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. **Status:** Many of the programs are providing a community service – offering classes, free or low-cost tours and volunteer opportunities. Second Saturday attracts hundreds of people to Gamble Garden and includes educational stations for both children and adults. Children’s Events offers several events that attract many families to Gamble Garden and is supported by many volunteers, including students.
- To continue to support all program committees and encourage collaboration with other committees at Gamble Garden. **Status:** Ongoing
- To review and update the program committee charter. **Status:** Completed. Changes were approved by the board in March. The title of the committee was changed to Program Development, and a changes was made in the mission of the committee to emphasize the development of programs.

Volunteers for committee’s activities

Estimated number of volunteers: 14 Estimated total volunteer hours: 1000 hours (only for chair)

STRATEGIC PLANNING

Chair: Donna Sheridan

Roster as of June 2024: Corey Andrikopoulos, Sarah Burgess, Karen Douglas, Susann Mirabella, Judy Paris, Colette Rudd, Joan Sanders, Kathie Shaw, Jane Stocklin, Susan Sweeney, Joan Zwiep, and Donna Sheridan

Roster Changes: none

Expenses: Cost of contract with E4E for Zoom IDEA workshops: \$4000. No costs for offsite Strategic Planning Committee retreat--delayed until after new ED is hired.

Committee Objectives and Accomplishments for this Fiscal Year

1. Strategic Planning completed 3 zoom workshops to meet our IDEA goals as defined by the IDEA task force. The E4E workshops were approved by the Board after positive reference checks with similar organizations who have participated in them. The first workshop took place on January 11th with overall positive feedback; the second, January 25th, incorporated the suggestion for larger breakout groups; The third met on February 8th. The workshops were discussed/evaluated at the January Board meetings, with recognition of the many activities we already do at Gamble. Most Board Members, Committee Chairs, Strategic Planning Committee Members and Staff attended the trainings, approximately 25 per session. The Board Goal related to IDEA will continue as will our efforts to incorporate more diversity into our organization. The Chair of Strategic Planning was voted to be a member of the Executive Committee at the September Board meeting at the request of the Executive Committee.
2. Goal setting, now aligned with the Budgeting Process, was completed at the February Board meeting. Goals posted on the website.
3. At the suggestion of the interim Executive Director, longer range Strategic Planning will be take place after hiring the new Executive Director. Now that we have a new Executive Director, we are looking at a fall Strategic Planning session.
4. Volunteer hours: 24 IDEA training planning; 150 IDEA training hours; 18 Strategic Planning Chair in EC meetings;

TOTAL VOLUNTEER HOURS FOR STRATEGIC PLANNING: 192

OTHER BOARD-RELATED REPORTS

GARDEN CLUB OF PALO ALTO LIAISONS

Pat Davis and Nancy Wong

Roster Changes July 2023 - Dec 2023, Sheri Moody & Nancy Wong; Jan 2024 - Jun 2024: Nancy Wong; Mar 2024 - Jun 2024, Nancy Wong & Pat Davis. Sheri Moody was serving her second year as the liaison when she announced that she needed to take a leave of absence due to illness. Sadly, Sheri's condition worsened, and she passed away. Mindy Kirkpatrick, President of the Garden Club of Palo Alto (GCPA), appointed Pat Davis to join Nancy Wong as co-Liaison.

Committee changes: Nancy Wong is completing the year as Liaison and is rotating off. Pat Davis will continue as co-Liaison, and Susan McDonnell will join her as co-Liaison.

Committee Activities

Though there were Roster changes, we fulfilled the responsibilities of Co-Liaisons in Fall 2023 to Spring-2024. Sheri Moody and Nancy Wong served jointly as co-Liaisons between Sept 2023 until Dec 2023, when they attended the monthly Gamble Garden and GCPA Board and Member Meetings. Sheri and Nancy encouraged GCPA members to join Gamble Garden, reminding them of the benefits of joining Gamble Garden including discounts at nurseries, and

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

hardscape suppliers. GCPA members were reminded about the privilege of free admission to other public gardens nationwide that is enjoyed by Gamble Garden Members.

In Jan 2024 Sheri could no longer attending GCPA Member and Board Meetings. In Sheri's absence, Nancy Wong fulfilled the Liaison duties and worked with Pat Davis once she was appointed to serve as the second liaison.

- Wrote a monthly summary of events of interest at Gamble Garden for the GCPA newsletter. In addition, wrote a monthly article for the GCPA newsletter, covering Gamble Garden events, news, and classes.
- Attended Gamble Garden Board meetings and updated the Gamble Garden President and Board Secretary), regarding Garden Club of Palo Alto activities of interest, including Garden Club progress on the April GG Tea & Cookies Table
- Attended the Gamble Garden Tea for New Members of GCPA, retelling the role of the Garden Club of Palo Alto Members in the founding of Elizabeth F. Gamble Garden.
- Updated the Gamble Board on matters of interest related to the GCPA and Gamble.
- Coordinated with the GCPA board to provide input into periodic planning documents as requested by Gamble Garden as needed.
- Served on other Gamble committees, including the Hospitality, Endowment, and the Volunteer Appreciation Committees. Pat and Louise Beattie also organized cookie bakers and volunteers to serve tea and cookies at the Spring Tour.
- Worked with Pat Davis, after GCPA Pres Mindy Kirkpatrick appointed her as Garden Club co-Liaison to replace Sheri Moody. Pat worked with the GG office and made reservations for GCPA Board and Member Functions to be held at GG and assisted the set up and facilitated payments from GC to GG for use of facility in the coming year.
- Purchased a book called **Visionary Gardens and Landscapes for our Future** by Clare Takas on behalf of the Garden Club of Palo Alto, as a gift for Gamble Garden. The book is in honor of the memory of 3 Garden Club members, Joan Wrenn, Elizabeth Lucchesi, and Sheri Moody, who passed away in 2023 - 2024. In June 2024 approximately 80 GCPA members signed the book. More signatures will be solicited in the September by Pat Davis and Susan McDonnell, who will be co-Liaisons then; after which the book will be placed in the Gamble Garden horticultural library
- Prepared a Spring 2024 Report of Liaison Work to the GG Board President.

HORTICULTURAL COMPLEX TASK FORCE

Chair: Karen Douglas

Roster as of June 2024: Corey Andrikopoulos, Donna Bohling, Karen Douglas, Susann Mirabella, Linda Norton, Dana Perkins, Mica Pirie, Norm Robinson, Colette Rudd, Jane Stocklin, Joan Zwiep

Marco Maina resigned in August; Norm Robinson and Mica Pirie joined during the year

Expenses (actual or projected) from July 2023 to June 2024: \$145,278

Highlights/Accomplishments of the year

The Task Force worked with CAW Architects, the architects selected by the Board, to undertake program verification. Board members, committee chairs and members, and volunteers were solicited about their vision and expectations for the project through surveys and workshops. The result was an identification of current deficiencies and needs. Guiding Principles informing the design effort were developed. Subsequently, the TF worked with CAW on the overall concept design for the project, including elevations. The proposed design was approved by the board in March, after presentations in January and February. In May, at the recommendation of the TF, the board approved the selection of

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

CAW Architects for the next phase of the project, which is focused on schematics and obtaining planning department approval. CAW and members of the TF met with the city to discuss the permit process.

Volunteers for committee's activities

Estimated number of volunteers: 11 Estimated total volunteer hours: 686

VOLUNTEER DEVELOPMENT

Chair: Julie Shinn

Roster as of June 2024: Robin Allen, Shari Burkoth, Sara Kelly, Carmen Pekelsma, Susan Sweeney, Gwen Whittier, Nancy Wong

We had resignations from Heidi Huber due to a return to Australia and Sheri Moody due to health reasons. They were replaced by Shari Burkoth and Sara Kelly.

Annual Budget from July 2023 to June 2024 (expenses only; no revenue)

Expenses Budget: \$150 Actual/Projected: \$366.38

(note: Extra expense of \$159.24 for post-it gifts approved by Joan Zwiep. The expenses minus the gift were \$207.14. I've asked for a budget adjustment to \$375 for the next fiscal year to allow for increased costs and the ability to give volunteers a small gift.)

Committee Objectives for past year

- Increase number and diversity of representation of membership
 - We added 2 members but lost 2 members. We still plan to add 2 new members.
- Establish year-round volunteer appreciation activities
 - Featuring teams in the Newsletter 4 time a year. First feature will be a garden team in August.
- Establish a Volunteer Information Session to be offered 3 times a year
 - Purpose: Smoother flow and responsiveness to information queries.
 - First session scheduled for September 5, 2024.
- Establish a volunteer onboarding process scheduled up to 3 times a year.
 - To ensure that every volunteer is given the same information and expectations regarding mission, organizational structure and resources.
 - First one to be scheduled in Fall 2024.

Other highlights/accomplishments of the year

- Planned volunteer information sessions 3 times a year – 1st session Sept 5, 2024
- Volunteer Appreciation Event – June 17, 2024 – attendance approximately 70 people

Volunteers for committee's activities

Estimated number of volunteers: 8 Estimated total volunteer hours: 130 hours

OPERATING COMMITTEES

ADULT EDUCATION

Chair: Terri Weber

Roster as of June 2024: Delia Laitin, Carole Hessler, Pat Davis, Deanna Wong, Mimi Meffert, Robin Allen, Sharleen Fiddaman, Nancy Spangler, Terri Weber, Eugenia Tsuei, Colette Rudd, Louise Beattie, Sue Godfreys, Corey Andrikopoulos, Lillian Pickering

Annual Budget vs Revenue (actual or projected) from July 2023 to June 2024

Revenue	Budget:	Actual/ July to Dec:	\$12,672.
Expenses	Budget:	Actual/ July to Dec:	\$9,911
Net Revenue	Budget:	Actual: Projected:	\$24,000

Ad Ed has given eleven classes from January through June 2024. Our estimate for gross income 2023-24 is \$24,000. Will report net revenue when latest financial results are provided by the Finance Director.

Committee Objectives for past year

- Continue to offer a wide range of classes centered on our focus groups – ongoing.
- Establish a list of instructors whose classes at Gamble were successful and encourage them to give additional classes to establish a following of Gamble patrons. ongoing.
- Classes that offer “take aways” are better attended than only lecture classes. We are experimenting with takeaways for all classes that do not already have them built into the class. Ongoing

Other highlights/accomplishments of the year

- Terri Weber and Carole Hessler are in the final stages of finishing an updated handbook for “how to” set up education classes. Many of the forms suggested in the outdated version are never used, having been replaced by the PMD. This information will now be accessed by computer rather than the previously used notebooks making it easier to make changes as necessary.
- Our new metric system developed by Eugenia Tsuei and Carole Hessler which addresses the Ad Ed individual classes using Gamble membership and financial measures instead of a generalized financial statement has proven very successful in evaluating our classes. While the numbers are not as detailed as the information sent by the finance manager, it is proving very helpful to us.

Announcements to the board: The Education Committee always welcomes suggestions for new classes from the BOD.

Volunteers for committee’s activities

Number of volunteers: 15

Estimated total volunteer hours for second half of fiscal year: **642.5 hours**

ANNUAL APPEAL

Chair: Susann Mirabella

Roster as of June 2024: Susann Mirabella

Annual Budget vs Revenue (actual or projected) from July 2023 to June 2024

Revenue. Budget: \$161,000 Actual/Projected: \$152,552.50

Committee Objectives for past year: Meet or exceed budget set for Annual Appeal.

Announcements to the board: Thank you for your support and glad to report that there was 100% participation from the board.

Volunteers for committee’s activities:

Estimated number of volunteers: 3 Estimated total volunteer hours: 150

ARCHIVES

Chair: Linda Norton

Roster as of June 2024: Linda Norton, Joan Urquhart, Gwen Whittier

Committee Objectives for past year:

1. Continue locating archived historical information for various committees - Ongoing.
2. Archiving old media clippings. - Done
3. Continue research on how to archive GG's extensive slide collection and to begin viewing, sorting and digitizing and indexing select slides. - Ongoing
4. Locate all historic photos that currently exist on the Server. Sort, eliminate duplicates, decide on an indexing method, and index – Ongoing
5. Assure that all documents of the founding of Gamble Garden and other important materials are digitized and on the Server. – Ongoing

Other highlights/accomplishments of the year

- Research for Second Saturday programs
- Extensive work sorting, labeling, dating the collection of EFG photos donated by the Gamble family
- Worked with PA Historical Society / City of Palo Alto Library to place select photos of EFG in their digital files.

Committee Objectives for 2024-2025

1. Continue projects of current year
2. Locate old Gamble policies In the archived Committee files.

Volunteers for committee's activities:

Estimated number of volunteers: 3 Estimated total volunteer hours: 86

BUILDINGS AND GROUNDS – No report

CHILDREN'S EVENTS

Chair: Deanna Wong

Roster: Cathie Foster, Colette Rudd, Cynthia Wei, Deanna Wong Debbie Vallarino, Elizabeth "Liz" Mann, Ellen Rosenblum, Jill Soltau, Margi Jung, Mary Marsh, Paula Powar, Robin Allen, Sarah Clark, Sue Godfrey, Susan Lerch, Susann Mirabella, Tessa Berney, Kurt Berney, Corey Andrikopoulos, Niki Ebrahimnejad, Ella Ancheta

Volunteer Roster Changes

Number of adult members at start of FY23/24 (July 2023): 18

Number of adult members at end of FY23/24 (June 2024): 21

Number of student volunteers at end of FY23/24 (June 2024): 100

New Members who joined the Committee: Niki Ebrahimnejad and Ella Ancheta

Members who left the Committee: Jenna Hilleary passed away in late 2023; Jeanne Lam moved to Toronto in early 2024; Vivan Pham left the Committee citing time constraints.

We are always recruiting new members.

ELIZABETH F.
GAMBLE GARDEN
 HISTORIC HOME & GARDEN

REVENUE, EXPENSES & NET INCOME (ACTUALS)

<i>(actuals as of June 18, 2024)</i>	Date	Gross Revenue	Expenses	Underwriting	Net Income
Halloween 2023	10/28/2023	\$ 6,446.00	\$ 1,001.80	\$ 0.00	\$ 5,444.20
Girl Scouts Badge Event 2024	01/24/2024	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Paper & Fabric Marbling 2024	02/24/2024	\$ 959.20	\$ 0.00	\$ 0.00	\$ 959.20
Victorian Pressed Flowers 2024	02/24/2024	\$ 994.40	\$ 0.00	\$ 110.00	\$ 1,104.40
Easter Egg Hunt 2024	03/24/2024	\$ 22,425.00	\$ 4,098.76	\$ 5,000.00	\$ 23,326.24
Papermaking Pop-Up 2024	06/01/2024	\$ 1,081.50	\$ 94.43	\$ 30.00	\$ 1,017.07
S/T		\$ 31,906.10	\$ 5,194.99	\$ 5,140.00	\$ 31,851.11
BUDGET GOAL (FCST):		\$ 30,000.00	\$ 8,500.00	\$ 0.00	\$ 21,500.00

Committee Objectives for FY2023/2024

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 six (6) events. All events 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 2023 and Easter Egg Hunt on March 24, 2024.

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. Most recently, we secured one Dual/Family Membership subscription in the Papermaking Pop-Up class.

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

The status for this objective is: 100% COMPLETION, BUT ALWAYS ONGOING. We continue to add many new student volunteers this fiscal calendar. We also added two adult volunteers.

Highlights and Accomplishments for FY2023-2024

- Raised approx \$32K in Net Income, surpassing our forecast budget goal
- Created successful and meaningful collaboration with local nonprofit, Pacific Art League of Palo Alto, in developing interesting and profitable classes (e.g. Papermaking Pop-Up)
- Exceeded FY2023/2024 Budget forecast goals
- Executed flawlessly five (5) Net Income-positive, sold out, classes/events, plus one "pro bono" Girl Scouts Badge Activity
- Both Halloween and Easter Egg Hunt events continue to draw huge audiences and earn substantial revenues
- Added new adult and student volunteers to our team
- Continue our astute ability to attract and retain student volunteers from schools Peninsula-wide

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Estimated total volunteer hours: 2,500

Announcement to the Board

The \$5,000 Underwriting by FGA Architects at the Easter Egg Hunt is a relationship we cannot lose. It adds substantially to the bottom line.

ENDOWMENT

Chair: Patricia Parrish Davis

Roster as of June 2024: Pat Davis, Carol Friedman, Jean Gee, Karen Olson, Marcia Rehmus, Jane Stocklin, Cindy Traum, Nancy Wong, Susann Mirabella, as Fund Development Chair, Joan Zwiép as President

Changes: Eleanor Thomas resigned. Two others could not participate because of ill health.

Committee Objectives for past year and status

- Add bricks to the Gazebo floor: ADDED THREE BRICKS
- Add '02 Legacy Society members: NONE THIS YEAR
- Add one more named bench: ADDED ONE NEW BENCH
- Publicize Gamble's Endowment Fund, IN NEWSLETTER AND IN PERSONAL LETTERS TO PROSPECTIVE DONORS.

Other highlights/accomplishments of the year

- HOSTED A SUCCESSFUL SUMMER GARDEN PARTY JUNE 18, 2024. Over 150 guests.
- Contributed a little under \$57,000 to the Endowment Fund

Announcements to the board: Ella Ancheta's group brick brought in over \$15,000 this year in contributions by 94 individuals. All board members contributed. All past Presidents contributed except for two – one lives in NYC and the other is in a care facility.

Volunteers for committee's activities: Estimated number of volunteers: **6** Estimated total volunteer hours: **300**

FLORAL ARRANGERS

Co-Chairs: Carmen Pekelsma and Kathy Ladra

Roster as of June 2024:

Theresa Anderson	Nancy Hannibal
Robin Bantz	Margie Harrington
Sue Beebe	Judy Harris
Mary An Bierbrauer.	Kathy Ladra
Sarah Burgess	Marion Mack
Nancy Butler	Mary Rita McKay
Nyna Dolby	Nancy Merwin
Maureen Fox	Carmen Pekelsma
Katherine Glazier	Suellen Rottiers
Eddie Groner	Joan Sanders
	Kathie Shaw

The committee remains at 21 members.

Annual Expenses (no revenue) Budget: \$1K Actual/Projected: \$1,108.00

Committee Objectives for past year

- Plans to add a Co-Chair was accomplished.
- The number of committee members remains as it is.

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Other highlights/accomplishments of the year

- Festival of Trees, Gamble holiday events and Spring Tour require the most planning, preparation, and implementation. Work begins in early November, with all exterior and interior house decorations in place by the end of November. Fourteen members of the Floral Committee gathered on December 4th to decorate the interior of the house, accomplished in 3 hours. Removal of all decorations etc. was in January of the new year.
- Outreach continues to be a valuable part of the Floral Committee. Gamble flowers go to friends of Gamble Garden, community organizations, and thank you bouquets to major donors.
- The annual all committee meeting/luncheon takes place August 20. Corey, the garden staff and Mica are invited to the luncheon. This is an opportunity to connect and to emphasize we are all part of Team Gamble.

Volunteers for committee's activities

Estimated number of volunteers: 14 Estimated total volunteer hours: 1,400

GARDEN ADVISORS

Chair: Margie Harrington

Roster as of June 2024:

Corey Andrikopoulos, Betsy Gifford, Margie Harrington, Doug Kalish, Carmen Pekelsma, Lesley Peters, Colette Rudd, Mica Pirie, Mary Powell, Gwen Whittier, Joan Zwiep

We started the year with 10 members. During the last year we added Doug Kalish and Laurie Callaway. Laurie had to step down because of ill health.

We do not have a budget, but we should have regular updates on the Garden Budget.

Committee Objectives for past year

- Our first objective was to review and update the committee charter. We wanted it to reflect that we were both a reporting and supporting committee and an advisory committee. We sent a new charter to the board of Governance Committee in November. It was approved by the board in April.
- We continued to work with committee heads to find ways that their committee could best interact with the Garden Staff. Both Second Saturday and the Garden Committee are heavily dependent on the Garden Staff. The committee has worked on ways to communicate the mutual needs of both.
- Our committee attended and participated in the planning of the Horticulture Complex. Different committees had different needs that they would like addressed. All are working toward completion of improved horticulture facilities.

Other highlights/accomplishments of the year

- Garden Volunteers are having regular Dirty Knees lunch get-togethers. Corey has regular training sessions on gardening and garden maintenance. The Garden Committee has asked to be included in this training.
- Corey has initiated a number of connections with community partners. These connections are extremely beneficial. The Garden Committee is hoping to find additional Community nonprofits and community experts that would make good partners.

Volunteers for committee's activities

Estimated number of volunteers: 10 Estimated total volunteer hours: 115

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

GARDEN VOLUNTEERS (aka Dirty Knees Brigade)

Co-Chairs: Betsy Gifford and Gwen Whittier

Roster as of June 2024: Ella Ancheta, Betsy Gifford, Gwen Whittier, Committee Members, and there are currently approximately 75 active volunteers

Committee Objectives for past year:

- The first objective was to recruit new volunteers. We have added many new volunteers during the year. We have also added additional times to volunteer i.e. the 4th Saturday of each month, and Thursday evenings.
- The second objective was to hold our monthly Brown Bag lunches, and we have been able to do this.
- The third objective was to continue to hold in-house teaching sessions on gardening skills and to provide gardening classes. We continue to provide opportunities for enrichment.

Volunteers for committee's activities

- . We have an estimated 75 volunteers. The Garden Manager will provide the total number of volunteer hours.

Announcement to the Board

Thank you for your continued support of all the Dirty Knees

HORTICULTURAL LIBRARY

Chair: Mary Jo Levy

Roster as of June 2024: Betsy Gifford, Mary Beth Train, Laurie Jarrett, Mary Jo Levy. No changes.

Committee Objectives for past year

- Preparing an inventory evaluation report and taking action to replace/purchase/rebuild collection in areas with most loss. Committee will develop strategies to raise awareness that the library collection is for use only in-house. **Status:** Inventory completed (both in house and in Hort Office), evaluated losses, removed missing items from catalog and working on rebuilding collection in areas with most loss. Fortunately, most missing items were outdated and other items in collection more current and relevant to collection guidelines. **Library Use Only** labels being placed on books.
- Documentation of all committee procedures for continuity of library operations has been discussed. Not yet written up.

Other highlights/accomplishments of the year

- Several new titles purchased and gifted added to catalog and library shelves. New books highlighted in newsletter.
- Committee supports Second Saturday and opening of house by selecting books to display relevant to month's themes.

Announcements to the board:

Committee has continued in low gear while chair recovered from surgery. Next meeting: July 8.

Volunteers for committee's activities

Estimated number of volunteers: 4 Estimated total volunteer hours: 95

HOSPITALITY

Chair: Pat Gregory

Roster as of June 2024: Robin Allen, Pat Davis, Susann Mirabella, Carmen Pekelsma, Mica Pirie, Colette Rudd, and Nancy Wong. Norm Robinson was the Interim Executive Director and was our liaison until Mica became Executive Director.

The committee does not have a budget, but has tracked the expenses for the Board Holiday Party in December and the Summer Garden Party on June 18. The expenses are allocated to Gamble Garden's Hospitality budget.

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Committee Objectives for past year

1. To create a Hospitality Support Network...Achieved
2. To provide Hospitality for the Board Holiday Party, Board Retreat, and Summer Garden Party. All was achieved except Board Retreat since there as not one this year.
3. To coordinate some Hospitality purchases...This was achieved because we purchased some food, beverages, and party supplies as well as paid for kitchen help at the Board Party. We also had to rent a podium and wine glasses for the Summer Garden Party and there might be small expenses besides the Caterer*s bill.

Other highlights/accomplishments of the year

1. The Committee planned, organized, and brought the Holiday Board Party in December to fruition with the help of the Board members who brought food.
2. The Hospitality Committee planned, organized, and successfully orchestrated the Summer Garden Party on June 18 for 175 guests, and worked with the Endowment Committee. The Luncheon Committee provided wonderful dessert.

Announcements to the board

Thank you to our wonderful Hospitality Committee who have worked so hard to make these events successful. We certainly appreciate the Board’s help and other Gamble volunteers who have also helped including Gamble’s wonderful staff!

Volunteers for committee’s activities

Estimated number of volunteers: 26
Estimated total volunteer hours:150

INVESTMENT

Chair: Ian Linford

Roster as of June 2024: Ian Linford, Karen Douglas, Dana Perkins, Stan Thomas, Bill Friedman, Patricia Davis (non-voting), Mica Pirie (non-voting, to be confirmed)

Likely to add Mica Pirie as non-voting member given her position as Executive Director

Committee Objectives for past year

1. 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.

Status: Completed

2. 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.

Status: Completed

Other highlights/accomplishments of the year

- Maintained a consistent investment management process
- Modestly outperformed benchmarks in 2023 and early 2024

Volunteers for committee’s activities

Estimated number of volunteers: 6 Estimated total volunteer hours: 70

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

LUNCHEON

Chairs: Robin Allen, Marie Immekeppel and Rita Sabbadini

Roster as of June 2024: 33 members (too many to list)

Changes to Roster: Added Rita as a third co-chair

Annual Budget vs Revenue (projected from May report) from July 2023 to June 2024

Revenue	Budget: \$14,000	Projected: \$25,569
Expenses	Budget: \$1,720	Projected: \$1,174
Net Revenue	Budget: \$12,380	Projected: \$24,395

Committee Objectives for past year

- Welcome new members to join committee. **Added 4-5 new members first part of 2024.**
- Give training to new members and communicate expectations clearly. **Ongoing**
- Accommodate members and public by adding new venues.
Thinking to add a Valentine Tea starting in 2025.
- Create new Menus and repeat Favorites. Menu sub-committee meets end of January. Reviews from guests have been most favorable.

Other highlights/accomplishments of the year

- Added Rita Sabbadini as third co-chair
- Sold out all luncheons and added two un-budgeted private events
- Reinstated our “Miss Gamble’s Table” for new ED to entertain donors

Announcements to the board:

- Openings are available come join us in the garden for lunch through the Fall.
- August 30th start of reservations for the Holidays.

Volunteers for committee’s activities

- Estimated number of volunteers: 33
- Estimated total volunteer hours: 971 hours

MARKETING – No report

MEMBERSHIP

Co-Chairs: Debbie Benson & Sue Krumbein

Roster as of June 2024: Kathleen Coryell, Bonnie Flanagan, Sue Godfrey, Tod Gregory, Dawn Hood, Nan Knoblauch, Nancy Merwin, Susann Mirabella, Cindy Traum, Joan Zwiep

Annual Budget:

Projected Revenue:	\$147,000
Actual Revenue:	\$191,405
Actual Expenses:	\$7,401
Net Revenue:	\$184,004

Committee Objectives:

- * Increase number of members of Gamble Garden – 1082 – 1151
- * Establish annual member event – August – Art in the Garden
- * Establish membership presence at all Gamble events, WF, ST, luncheons, SS, classes . . .

Highlights:

- * Increased number of committee members
- * All members are active and participate in membership & Gamble Activities generally
- * Put on a community event in February, part of our community outreach philosophy!

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Announcements: Co-Chairs for 2024-25 – Tod Gregory & Sue Krumbein; all members will continue, with new board president joining our meetings.

Volunteers: Number of volunteers: 13 Estimated total volunteer hours: 640

PERSONNEL – No report
Chair: Joan Zweip

ROOTS AND SHOOTS – See Corey Andrikopoulos’s staff report
SECOND SATURDAY
Chair: Mary Powell (SS)

Roster

Second Saturday has 38 active garden guides/volunteers. We conducted a training session for 6 new guides in January 2024 (thanks to Julie Shin for sending them our way)

We are grateful for the monthly collaboration we receive from the flower arranging and library committees; for administrative support from Mica, Hayley, Lillian and marketing support from Ana; and for the beautiful, education-rich garden created and maintained by Corey and his garden staff. Second Saturday is truly a team effort that spans almost every aspect of the Gamble Garden organization.

Revenue and Expenses

Our actual revenues were: Approximately \$7,000 (\$5000 from the February sponsor and \$1000 for the November Sponsor. The remainder from optional donations at registration)

Our actual expenditures were: Approximately \$2000 (\$1100 for the lion dancers)

Highlights/accomplishments since the mid-year report – descriptions of Second Saturday Events

Monthly Enrichment Zooms for Second Saturday Volunteers. We continue to offer a monthly one hour Zoom with in depth training on the theme of the month. For example, in July, we will learn about bees that can be found at Gamble Garden – familiar bees like honeybees and bumblebees, and less familiar like huge carpenter bees, bees that might live in Gamble’s bee houses, and many native solitary bees that are ground nesters.

Note: the following descriptions are excerpts from the event descriptions, and therefore, the reader will notice they are generally in future or present tense.

February “Lunar New Year”

Explore our unique three-acre garden on a guided garden tour for adults or nature hunt for families. See a thrilling Chinese Lion Dance and try out a variety of hands-on activities and crafts in honor of the Year of the Dragon!

March “Captivating Camellias”

Spend a beautiful March morning at Gamble Garden as you hunt for the queen of winter flowers: the captivating camellia!

March 31 Field Trip to the Japanese Tea Garden at Golden Gate Park

Several guides and one new member enjoyed a guided tour of the Japanese Tea Garden at Golden Gate Park, using our reciprocal membership benefit.

April “The Wonderful World of California Poppies and other wild things”

We explore the garden for California poppies, worms, bees, and other living wild things, large and small

May “Fun with Flowers/Mother’s Day”

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Kids and adults enjoy getting their “nature eyes” working as we explore all the special places in the garden. We’ll use all five senses to search for butterflies and bees, fountains and pools, tasty treats in the edible garden, as we discover what’s blooming at Gamble Garden.

Kids make a small vase of freshly cut flowers and a card to take home for Mom. (This is a special activity hosted by the wonderful volunteers of the Palo Alto Garden Club.) Adults and older children can try their hand at making a Mother’s Day card with watercolor pencils and brushes.

Story Time with Miss Devon, children’s librarian for the Palo Alto libraries. She will read stories about flowers on the Carriage House patio. Perfect for families with toddlers and kids.

May Garden Guide Appreciation Event.

Directly following May Second Saturday, guides and other Second Saturday volunteers gathered to appreciate our outgoing co-chair for her outstanding contribution to the Second Saturday team. We were treated to delicious nibbles and refreshments brought by the guides hospitality team.

June “Family Summer Solstice Celebration”

Celebrate the coming of the summer solstice! Get your “nature eyes” working and join a guide as we explore the sun in action throughout the garden. We’ll look for birds and pollinators, dig for worms and critters in the soil, and explore foliage’s food factory superpower.

Visit kid-friendly activity and craft stations throughout the garden that highlight the Sun and the role of leaves as food factories. You’ll see microscope images of the structure of leaves, sundials, prisms, and solar panels. Make a translucent suncatcher to take home.

The San Mateo County Astronomical Society will be on hand with solar viewing telescopes enabling you to safely see live images of the Sun, solar flares, and sunspots. Learn a little of the history and the inner workings of telescopes at the ‘How a telescope works’ demonstration. See the power of magnification through a terrestrial telescope.

Attendance: On average, 150 – 300 guests attend Second Saturday each month. Detailed data is available in Eventbrite.

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

1260 hours

New challenges for FY25:

- (1) Adopt guidelines for our educational recorded zooms with attribution for images and photos.
- (2) Streamline the check in process and attendance reporting to make it a welcoming first impression for guests and a stress-free experience for volunteers.
- (3) Revisit our tours, stations, and hands-on craft methodology to ensure a richly engaging and memorable experience for guests of all ages, with particular focus on families with children.
- (4) Continue to partner with Corey and the garden staff to take best advantage of the garden for education and enjoyment on Second Saturdays.
- (5) Seek new ways to elicit input from volunteers and staff in our ongoing quest for excellence in all we do at Second Saturday, such as analysis of attendee data, attendee satisfaction survey, and focus groups.

Announcements to the board, if any: We encourage board members, old and new, to attend an upcoming Second Saturday! Come to observe, or better yet, pick an area where you would like to help. Contact me at marypowell53@gmail.com if you’d like to experience Second Saturday. We hope to see you soon!

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

SPRING TOUR 2024

Co-Chairs: Deanna Wong and Susann Mirabella

Roster as of June 2024: 25-30 committee members, so too long to list all individuals.

The Chair, Laurie Calloway, had to step down as Chair in January because of medical issues. Deanna Wong and Susann Mirabella took over as co-chairs.

Annual Budget vs Revenue (actual or projected) from July 2023 to June 2024

Revenue	Budget: \$304,500	Actual/Projected: \$323,177
Expenses	Budget: \$50,500	Actual/Projected: \$53,938
Net Revenue	Budget: \$254,000	Actual/Projected: \$272,000

Committee Objectives for past year

- Create a financially successful event: Net revenue was \$18,000 above budget
- Add new volunteers to the committee: New chairs and new cashier chair added

Other highlights/accomplishments of the year

- Committee had a good engaging year, even though chair had to step down.
- Great net income meeting budget.

Announcements to the board: Currently looking for a chair or co-chair for Spring Tour 2025. Any suggestions, please let Susann Mirabella know.

Volunteers for committee's activities: Estimated number of volunteers: 25 Estimated total volunteer hours: 2,000

WINTER FESTIVAL 2023

Co-Chairs: Donna Bohling and Susann Mirabella

Roster as of June 2024: Committee roster about 15 people.

Annual Budget vs Revenue (actual or projected) from July 2023 to June 2024

Revenue	Budget: \$98,661	Actual/Projected: \$115,873
Expenses	Budget: \$17,607	Actual/Projected: \$24,503
Net Revenue	Budget: \$81,054	Actual/Projected: \$91,370

Committee Objectives for past year

- Have a financially successful event for Gamble.
- Keep adding new volunteers to be involved.
- Keep adding new elements that will bring in more money but also elements that speak to the community and bring more people to Gamble.

Other highlights/accomplishments of the year

- Gross income was much higher than anticipated, partly because of increase in ticket sales and walk in guests.
- Teas were very popular, even though costs were high.
- OTGF Winter Edition was very successful.

Announcements to the board:

We are looking for a chair or co-chair for this event. Please let Susann Mirabella know if you have some suggestions. Please mark your calendar for Winter Festival 2024, which will take place December 5-7th, 2024.

Volunteers for committee's activities

Estimated number of volunteers: 15 Estimated total volunteer hours: 400