



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



Minutes of the Gamble Garden Board Meeting
Tuesday, August 24, 2021
Meeting via Zoom
Start 4:02 pm - 6:05 pm

APPROVED on September 28, 2021

Members Present: Dana Perkins (president), Robin Allen, Susan Benton, Donna Bohling, Sarah Burgess, Sarah Clark (president), Pat Davis, Lena Dawson, Karen Douglas, Pat Gregory, Iris Korol, Judy Paris, Anne Ritchie, Colette Rudd, Kathie Shaw, Donna Sheridan, Susan Woodman

Excused: Susann Mirabella

Quorum Established: Yes

Others Present: Sarah Cornwell, Executive Director; Corey Barnes, Garden Director, Linda Norton

Announcements: The meeting was called to order at 4:02 pm by Dana Perkins.

Consent Agenda: The consent agenda consisted of the June 22, 2021 board meeting minutes and the Proposed Board Meeting Schedule.

MOTION: Karen Douglas moved we approve the minutes of the June 22, 2021 board meeting.
ADOPTED.

It was noted that the minutes of June 22, 2021 did not include details of the Hort Office renovation and classroom addition project discussion. Since it is not recommended that minutes include extensive details of board discussions, alternatives for capturing the key points were discussed.

The proposed board meeting schedule was accepted.

MOTION: On behalf of the Board Development Committee, Lena Dawson moved to submit Donna Bohling as secretary of Gamble Board beginning July 1, 2021 for a term of 1 year.
ADOPTED

MOTION: Karen Douglas moved that Gamble Garden approve opening a checking account with Boston Private and closing our account with Avidbank as soon as possible. **ADOPTED**

MOTION: Following the recommendation in the Accounting Policy Manual previously approved by the board, Karen Douglas moved that the President, Sarah Clark, the Treasurer, Karen Douglas, and the Executive Director, Sarah Cornwell, be approved as signers of the Schwab and Boston Private accounts. **ADOPTED**

Background: AvidBank informed Kevin they will be changing their business model, eliminating retail customers including Gamble Garden.

Kevin contacted Boston Private. They continue to have non-profits as a core part of their client portfolio. The checking account will be interest bearing, and no monthly fee. They have a BillPay system and won't charge us Gamble for wire transfers in or ACH transactions. They were purchased by Silicon Valley Bank recently but would not change their approach to non-profit clients.



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Finance Update: Karen Douglas

FY 21 Year to Date:

- Our operating “bottom line” is a gain of \$579.9k vs budgeted of \$35k (excluding depreciation). This is due to two bequests totaling \$405,000 & the PPP loan of \$119k. Excluding these items, we exceeded the budget by \$20k
- Management expenses for Administration, Buildings and Grounds, and planned maintenance are all favorable to budget.
- Facilities Rentals income is favorable to budget.

FY 22 through July 31, 2021:

- Revenues - \$65k vs \$27k budget, due to increase in facility rentals & annual appeal donations
- Expenses were unfavorable to budget - \$98k vs \$92k budget
Garden over by \$5k (irrigation repairs & planting mat'ls)
Payroll slightly over (rentals staffing & garden interns)
- Anniversary Party receipts as of month-end - \$190,626

Executive Director Update: Sarah Cornwell

- Gamble COVID Guidelines – Sarah read the notices which were sent to all staff and volunteers. A letter is being drafted by the Personnel committee going into greater detail on Gamble covid guidelines. These guidelines can change at any time.
- The deadline to demonstrate vaccination status is October 18th. All staff and volunteers must be fully vaccinated and 2-weeks past the second vaccine (or 2 -weeks past the one-dose J&J vaccine).
- Anyone not fully vaccinated by Oct 18th will need to provide either a negative Covid test less than 1-week old or request an exemption. Testing is required if your exemption is accepted.
- Main House Maintenance/Repairs Update – Sarah called a meeting in May for anyone interested in the Main House project. In June she received an inspection report, which is available on the Board web site. Sarah has been getting bids for MH projects identified in the inspection report and will be discussing the bids and work requirements at the September board meeting.
- The Buildings and Grounds committee has added two new members – Linda Norton and Corey Barnes.
- A Main House subcommittee of Building and Grounds has been established for maintenance, repairs, and enhancements. Members include David Chang, Sarah Cornwell, Susan Benton, Susan Woodman, and Sarah Burgess. The next meeting of the B&G Main House subcommittee is tentatively scheduled for Sept 14 in the afternoon. An invitation to attend will go out to the board.
- On Wednesday, 8/25, an email will be sent to all committee chairs requesting they (a) review their charters and (b) set their committee goals and send them to the ED within the next 3 weeks.



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MOTION: Pat Davis moved that Gamble accept the bench wording for the bench donation by John Antoun for his wife. ADOPTED

The bench will have a brass plaque. The donor's dedication is
Kaaren Wiggins Antoun (1942 – 2021)
Science Teacher at Gunn High School
She loved the peace and beauty of the garden
As does John, who loved Kaaren for fifty-five years.

MOTION: Sarah Burgess moved to create a Garden House Task Force, appointed by the president. ADOPTED

Members of the Garden House Task Force, who are appointed by the president, are David Chang, Sarah Cornwell, Donna Bohling, Sarah Clark, Karen Douglas, Linda Norton, Colette Rudd, Jane Stocklin, Corey Barnes, and Dana Perkins.

MOTION: With the recommendation of the Garden House Task Force, Colette Rudd moved that the Garden House project scope include (1) the expansion of and improvements to the horticultural building (office and storage areas), (2) landscaping in the area adjacent to the project, (3) potential improvements to the lath house and greenhouse, and (4) explore the potential of a new classroom addition. ADOPTED AFTER DEBATE AND AMENDMENT

MOTION: With the recommendation of the Garden House Task Force, Colette Rudd moved to authorize the expenditure of up to \$50,000 to support the costs of the next steps of the Garden House project, using funds available from the net proceeds of the 2020-2021 Anniversary Party and other donations that are specifically designated to support the Garden House project. ADOPTED.

Garden Director FY22 Garden Plan and Priorities: Corey Barnes

Corey presented his Garden Director's Vision and Goals for FY 22. A copy of the presentation will be distributed to all board members after the meeting.

There being no further business, the meeting was adjourned at 6:05 pm.

Respectfully submitted,

Donna Bohling, Secretary