



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



Committee Reports
Reports for September 2021

>Executive Director's Report, Sarah Cornwell

New and Noteworthy
September 2021

Masks are required for all unvaccinated visitors to the garden. Masks are required for everyone indoors. On August 18, 2021, all staff and volunteers were informed that proof of vaccination will be required (except for limited exemptions) to work/volunteer in person at Gamble by October. Unvaccinated personnel will be required to present a negative COVID test less than 7 days old.

Operations

- Continuing to onboard new Office Manager
- Revising employee handbook with Personnel committee. Plan to approve at October 2021 board meeting
- Working with Main House B&G subcommittee to scope several unbudgeted Main House and Carriage House repairs
- Please review Adult Education report. Adult Ed is restructuring the committee to into subgroups based on interest.
- OTGF had a successful tag sale in September
- Worked with Event Coordinator and office to streamline contract

Fund Development

- The Anniversary Party was held on August 18, 2021
- The membership committee has voted to test a new digital membership platform, Museum Anywhere. It is anticipated that the program will reduce staff time and material costs. Members who wish to continue to receive printed membership cards will be able to. Please see the attachment for more information.
- 7 benches have been replaced at Gamble with new teak benches. Some of the old benches, which are in good condition, will be donated to an area church. Details will be provided in the October ED Report.

Message to Board and Committees

Annual Appeal

The Annual Appeal will kick off in October with a goal of nearly \$89,000. The committee hopes for 100% board participation. You can donate online at www.gamblegarden.org/annualappeal

Tree and wreath decorators are now being recruited! Please spread the word and direct those interested to our website. Committees are encouraged to participate.

>Facilities Rental Update, Sarah Cornwell

Gamble Garden Facility Rental Rates

HOURS OF OPERATION

- Monday through Friday 8 am - 10 pm
- Saturday 12 noon – 10:00 pm, 2nd Saturdays of each month 1 pm to 10:00 pm
- Sunday 1:00 pm – 10:00 pm

WEEKENDS

For high season weekends (April 1 - October 31)

- \$1,200 for a 6 HOUR RENTAL PERIOD minimum
- Additional hours may be added for \$200/hour (if available)

For offseason weekends (November 1 - March 31)

- \$900 for a 6 HOUR RENTAL PERIOD
- Additional hours may be added for \$150/hour (if available)

Reduced weekend rates for event bookings within 30 days may be available.

WEEKDAYS

There are no high season and off-season rate changes for weekdays.

Weekday evenings

- \$900 for a 6 HOUR RENTAL PERIOD minimum ending after 4 pm
- \$300 for a 2 HOUR RENTAL PERIOD minimum ending before 4 pm
- Additional hours may be added for \$150/hour (if available)

NONPROFITS

Nonprofit rate \$100 per hour with required minimums

ADDITIONAL FEES

Set of 50 plastic chairs - \$75

Set of 4 60" round tables and 10 60" rectangular tables - \$75

Chiavari chairs - \$5 per chair

PENALTIES

OVERTIME AFTER 10 PM: It is a violation of Gamble Garden's Use Permit granted by the City of Palo Alto for any renters, guests, or services to be on site after 10 pm. Renters will be charged \$800/hour for any violation.

TREE DAMAGE: Use of decorations in trees and plantings is not allowed. Renters will be charged \$250 for any violation.

>Garden Director's Report, Corey Barnes

Report Not Submitted:

Last Report submitted: August 24, 2021

>Adult Education, Terri Weber

Reporting period: August 17, –Sept 23. 2021

Date of last meeting: Sept 23. 2021

Date of next meeting: October 19. 2021

Action items completed:

- "Yoga in the Garden:" August 28. A repeat of our previous yoga class which was very successful.
- We have many additional classes planned through the end of the calendar year

Announcements to the board:

- Adult Ed will be collaborating with Second Saturdays occasionally assisting with already planned exhibits or initiating their own classes. So far, we are making plans for October, November, and January.
 - We are in the process of planning a restructure of our new focus groups and had a first meeting concerning this yesterday.
 - We will actively be looking for new members, both those who are willing to initiate and follow through with the development and those who would like to help with already in place classes. We will be working within the guidelines of recruiting new members through Gamble.
 - We are considering an online survey to determine areas of interest for various class subjects.
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>35 +1 Anniversary Party, Joan Stocklin and Kathy Ladra

- Our Anniversary Party is over, but there are MANY details yet to complete as well as the execution of numerous auction items over the next year....our work is not done
 - 220 guests enjoyed spectacular weather, good company, outstanding food and wine in the Stein's lovely garden
 - E-mail correspondence from many, many guests has been most positive
 - This party helps cement the connection between Gamble Garden and the Gamble family and Gamble Family Vineyards. Tom, Launce and Joan had a great time and supported the Fund-A-Need with gusto
 - This party needs to happen again in 2025 as there is now tradition surrounding this event. It is never too early for the Board to identify that leadership
 - Excitement for our GH project (whatever that turns out to be) has begun. 220 people know more about the need for investment in this portion of the garden than before the party
 - Numerous bills need to be paid before we know the financial success of the evening...hopefully by the Board meeting we can share very positive but rough numbers
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>Annual Appeal, Sarah Cornwell and Gloria Hom

Reporting Period: September 2021

Liaison to the Board: VP of Fund Development

Date of last Committee meeting: Chair meeting August 15, 2021

Date of next Committee meeting: September Action Items Completed By Committee:

Amount raised: \$19,826.08

Action Items In-progress/Pending/Discussed:

- Timeline for rolling out Annual Appeal is complete
- Timeline for rolling out the Annual Report is complete
- Annual Report work ongoing
- Annual Appeal letters drafted
- Annual Appeal webpage built - www.gamblegarden.org/annualappeal

Announcements to the board:

The Annual Appeal chairs hope for 100% board participation prior to the campaign launch Oct 5, 2021

Any board support requested?

Please see Announcements to the board

>Archives, Linda Norton

Report not submitted.

Last report submitted: FY21 End of Year Report to the Board

>Board Development, Lena Dawson

Reporting period: September, 19th 2021

Date of last meeting: June , 2021

Date of next meeting: September,27th

Action items completed: board slate is currently full.

Announcements to the board: We are always looking for your ideas about leadership at Gamble.

>Board Governance, Sarah Burgess

Governance has nothing to report this month.

Last report submitted: FY21 End of Year Report to the Board

>Buildings and Grounds, David Chang

Liaison to the Board: Sarah Cornwell

Reporting Period: August

Date of last meeting: 9/14/21

Dated of next meeting: ?

Action Items Completed:

- Main House inspection report received, reviewed and started on some work. Six projects have been completed. A list will be provided to the board of remaining items to be done.
 - House Enhancement sub-committee has been created, with initial members being David Chang, Susan Woodman, Linda Norton and Sarah Cornwell. We will recruit more members. The goal is to monitor all necessary work to preserve the house and to develop guidelines on how the house can be enhanced.
 - The Garden House Taskforce is now a separate project. The Carriage House repair and Main House restoration project will continue to monitor repair projects.
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>Children's Events, Deanna Wong

Reporting period: September 2021

Action items in-progress:

THE GREAT PUMPKIN HUNT

- Event to take place on Saturday, Oct. 23, 2021, from 10:30 - 11:30 a.m. in the Carriage House Patio
- Almost sold out; almost 100 people purchased tickets
- Ticket Price: \$25 adult / \$35 child
- All Board Members are invited to attend and see what we do!

SLEIGH BELLS RING

- Event to take place on Saturday, Dec. 4, 2021, from 10:30 - 11:30 a.m. in Festival of Tree's Tent #3
- Registration is not open yet
- Poster design almost complete



>Endowment, Pat Davis

- To date - \$35,505 received from 4 donors
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>Executive Committee, Dana Perkins and Sarah Clark

Reporting period: September

Date of last meeting: September 13, 2021

Date of next meeting: October 11, 2021

Action items completed: Topics for September board meeting will include Strategic Planning diversity statement; October board meeting will discuss indoor holiday luncheons

>Finance, Karen Douglas

Report through September 2021

Date of last meeting: September 15, 2021

Date of next meeting: October 20, 2021

Action Items Completed: The committee drafted the Planned Maintenance Reserve Policy for board review and adoption. A draft of an RFP for an auditor was completed. After receiving board approval, Gamble Garden opened an account with Boston Private. We are in process of closing out the account with Avid Bank.

Action Items In-progress/Pending/Discussed: We are in the process of identifying potential public accountants to whom we should send the RFP.

Announcements to the board: See Treasurer's Report for August 2021. Please be aware that we are unfavorable to budget in our Garden and Buildings and Grounds categories.

Questions for the board/larger group: with your experience with other non-profits, do you have any suggestions for a potential auditor?

Any board support requested? *Please review the proposed Planned Maintenance Reserve Policy.*

FY 22 Committee Objectives:

As part of the Finance Committee's charter, the committee will advise on financing for the Garden House, Main House, and Garden projects.

Specific committee objectives for this FY include:

- Select an auditor for our FY22 audit
 - Complete a draft documenting Gamble Garden's internal controls
 - Develop and share long-term revenue and cost projections to keep the focus on the ability of the organization to continue funding a garden director
 - Review the Planned Maintenance Schedule with the Board and Staff, as it relates to the Main House and Carriage House maintenance
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>Floral Arrangers, Carmen Pekelsma

Reporting period: September 2021

Date of last meeting: Monday, September 20

Date of next meeting: Continued Monday meetings

Action items completed:

- Two new arrangers introduced to first day arranging at Gamble
 - Floral arrangements prepared for Second Saturday, Gamble luncheons, Garden Club meeting, Gamble Anniversary Party, and Table setting with floral arrangement for Holidays on a High Note (Gamble Garden participates annually in this event for Family Services).
 - Continued maintenance of the Cutting Garden.
 - Monthly arrangements by Gamble arrangers submitted to the Newsletter advertising the Festival of Trees
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>Fund Development, Susann Mirabella

Chair: Susann Mirabella and Sarah Cornwell

Reporting period: September 2021

Date of last meeting: May 2021

Date of next meeting: September 30, 2021

Action items completed:

- Committee goals set for the year.
- Successful Anniversary Party completed.
- Donor appreciation party took place in August.

Items in process:

- Festival of Trees planning is on-going.
- Spring Tour planning is on-going.
- Evaluating the "ownership" of the Summer Garden Party.
- Participating in Hort Office task force meetings as fund raising needs arise.

Announcements to the Board: Thank you for the continued support of fundraising events at Gamble, including Anniversary Party and events coming up like Annual Appeal and Festival of Trees.

Garden Advisors and Support, Corey Barnes and Lesley Peters

Date of last meeting: September 14, 2021

Date of next meeting: October 12, 2021

Action Items Completed:

- The horticultural team and Dirty Knees volunteers worked tirelessly to prepare the garden for the Summer Donor Reception. Members of the latter group worked several extra days to assist with preparing the garden. Positive feedback was received and shared. We also recruited assistance from two of our valued, independent contractors, who added critical support and attention to several garden areas and projects.
- The Allée Canary Island palm (*Phoenix canariensis*) has received a thorough inspection by a certified arborist and tree risk assessor who has recommended the palm be removed as soon as possible.
- The Kitchen Garden bird bath donated by Marilyn Sutorius is installed.

Action Items In-progress/Pending/Discussed:

- The Allée Canary Island palm removal is scheduled for October 4 and 5.
 - Horticultural team work plans and goals are near completion.
 - Girvin Peters and I are in the process of reviewing each irrigation station in the Garden for repairs and modifications.
 - Teak bench installation is in progress. Five benches are installed. Footings for two benches will be poured within the month. Two additional benches will be installed within the month. Two benches are on back order. Plaques are pending.
 - Work on the existing horticultural office room space continues; we are currently focused on consolidating tools and storage into the garage.
 - Sewer line that connects the public restrooms and the Carriage House kitchen was scoped, snaked, scraped, and flushed. The city of Palo Alto had recently found an unknown blockage in this line during a scheduled examination. Additional steps TBD by city of Palo Alto.
 - The Woodside-Atherton Garden Club recently donated \$2200, funds that have been spent to acquire several new containers for the Garden. Two are to be placed flanking the Cutting Garden bench, and two will be placed in the Herb Garden. The containers have arrived and will be installed this month.
 - We are embarking on a new garden project with an Eagle Scout candidate named Vivian Wu. Cheryl Renshaw will be the lead staff member coordinating Vivian's work on accession-tagging the garden's woody tree and shrub collections.
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>Garden Club Liaisons, Susan Woodman and Donna Sheridan

Report not submitted.

Last report submitted: FY21 End of Year Report to the Board

>Garden Volunteers, Betsy Gifford and Gwen Whittier

Reporting Period: September 2021

Committee Chairs: Betsy Gifford, Gwen Whittier

Date of last Committee meeting: NA

Date of next Committee meeting: NA

Action items Completed by Committee:

- We welcomed four new garden volunteers
 - Several meetings were held with garden staff to discuss orientation procedures for new volunteers.
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>Horticultural Library, Mary Jo Levy

Report not submitted.

Last report submitted: FY21 End of Year Report to the Board

>Hospitality, Pat Gregory

Reporting period: Since last Board Meeting

Date of last meeting: August 19, 2021

Date of next meeting: October 18, 2021

Action items completed:

Had successful Major Donor Reception (also known as the Summer Garden Party) on August 25, 2021 at Gamble, and over 120 people attended. Party was put on by the Hospitality Committee and volunteers from the Luncheon Committee and other Gamble volunteers. Major donors were honored as well as the Bench Donors, and guests were encouraged to walk through the garden and see the benches.

Announcements to the board:

Will be working on an Event form at our next Committee meeting which will be distributed to the Board for Committees to use for Hospitality support.

>Investment, Ian Linford

Investments has nothing to report this month.

>Luncheon, Robin Allen and Marie Immekeppel

Reporting period: SEPTEMBER 2021

Date of last meeting: SEPTEMBER 2021

Date of next meeting: JANUARY 2022

Action items completed:

Announcements to the board: WE ARE WAITING TO HEAR WHAT THE COUNTY GUIDELINES REPORT BEFORE MAKING OUR DECISION HERE AT GAMBLE TO HAVE OUR INDOOR HOLIDAY LUNCHEONS. A DECISION WILL BE MADE BY OCTOBER 15, 2021.

>Master Gardeners, No Master Gardeners at this time.

>Membership, Iris Korol

Date of last meeting: May 18th

Date of next meeting: November 19th

Action Items Completed:

- Continue tracking New Members-Numbers and budget on track and exceeding goals
- Have made calls to Lapsed Members to strengthen those numbers

- Participated in Second Saturdays- staffed by members of Committee and offered Membership literature and helped with sign ins
- We continue to explore ways to recruit new members/do outreach while keeping our present members connected to us and to show our appreciation of their support. See examples below.

Announcements to the board:

Membership will be testing (for the next year) a new App. It will be a program that appears on your smart phone to track Membership status, need for renewals, connects with our Garden partners, and has assorted other functions. It will save time, money, and effort on the part of Administrative Staff (Sarah, will present with her Ex. Director report)

Any board support requested?

BE MY GUEST LUNCHEON

To be held in the Spring at Gamble with Robin and Crew providing lunch (at a slightly reduced fee). MEMBERSHIP is asking each of you to join in our recruitment efforts and for you to bring (and pay for) a potential new member. The Membership Committee is committed to do the same. This gives us the opportunity to increase our outreach (with a direct touch) to new people. We did it a couple of years ago, and most successfully with your support. THANK YOU.

>Personnel, Dana Perkins

Reporting period: September

Date of last meeting: September 20, 2021

Date of next meeting: September 29, 2021

Action items in progress:

Completing extensive revision of Employee Handbook including new requirements and appendices

>Programs, Colette Rudd

Reporting period: August 21 – September 22, 2021

Date of last meeting: September 20, 2021

Date of next meeting: TBD

Action items completed:

September Meeting: The committee met outside at the picnic table in the shade of the garden at noon - our first in-person meeting and lunch since the beginning of the pandemic. The group was joined by co-presidents Dana Perkins and Sarah Clark. Staff members Ella Ancheta and Veronica Thao attended in Corey Barnes' absence.

Participants shared updates on their committees at the meeting. Everyone was enthusiastic about the future. There were multiple examples of sharing and collaboration between committees and ideas for making progress toward Gamble Garden strategic goals and objectives:

- Mary Powell, chair of the Second Saturday committee, shared the planned monthly themes for the upcoming Second Saturday events this fiscal year. The recent September 18 event was a success with great attendance. The committee also will reach out to Latinx families, welcome them to the October Second Saturday and continue to offer programs that are culturally inclusive.
- Sue Krumbein and Mary Powell (Tours committee co-chairs) have scheduled monthly group tours of Gamble Garden. They are also planning to host an event focused on recruitment of new volunteers, which may be a model for other committees at Gamble Garden.
- Terri Weber, chair of the Education Committee, is working to define key focus areas for this year's classes. She is also collaborating with Mary on developing several family-friendly classes related to the themes of Second Saturday.
- The Garden Volunteer and Floral Arranging committees have both added new volunteers. They have been busy all summer keeping the garden beautiful. Because of the ongoing pandemic, a process was developed to screen volunteers for COVID-19 symptoms and eventually to track vaccination status.
- Carmen Pekelsma and the flower arrangers spent many hours this summer creating arrangements for the Main House, outdoor luncheons, and other Gamble Garden special events.

- The Library Committee has been busy curating Gamble Garden's book collection, now that they are able to work again in the Main House.
- Linda Norton reported that the Archive committee coordinated with the Library Committee on the archiving of books from Elizabeth Gamble's personal collection. Linda also searched the archived files for information on prior Gamble Garden building projects to assist the Garden House Task Force.

>Roots and Shoots, Veronica Thao

Reporting period: September 2021

Date of last meeting: 9/23/2021

Date of next meeting: 9/30/2021

Action items completed:

1. Continuing to keep the Committee updated through monthly or bi-monthly letters and pictures about the program and Edible Garden.
2. Ongoing discussion with Walter Hays principal, and 3rd and 4th grade teachers about running the program this year. Topics include but not limited to schedule, availability, program frequency, school and district policies. Fall program dates are being finalized.
3. 9/2/2021 - Meeting held to brainstorm volunteer and program capacity given school policies and volunteer availability
4. 9/16/2021 - Onsite Walter Hays visit to see teaching site, meet some Walter Hays staff and faculty including teachers
5. 9/20/2021 - FY22 Goals submitted
6. 9/23/2021 – Committee meeting with fall planning session

Announcements to the board:

1. Walter Hays is not slated to do field trips (<https://www.pausd.org/return-to-campus/faq>) and per school district policy, students are not allowed to leave school campus during school hours for the time being, including walking to Gamble. While this policy is in place, field trips at Gamble Garden will not be taking place. Veronica is confirming with the school about if there is a timeline for this policy.
2. Fall programming will take place at Walter Hays with two, 3rd and three, 4th grade classes. Varying from the traditional programming, the program model and lessons will be adjusted to fit current Gamble and school COVID policies and guidelines. Other factors will be taken into consideration too (volunteer and class schedule availability). Traditionally, the Roots and Shoots Program occurs for only 3rd grade classes but given that the 3rd graders in the previous academic school year did not go through the program, they will as 4th grade students.
3. Active volunteer roster has decreased but no active recruitment will take place for the time being. With running the program in many new forms this fall (onsite at Walter Hays, 1 hour only, COVID, etc), it is most wise to focus our efforts on existing active volunteers who will run a stellar program. If we actively try to recruit new volunteers while holding essentially a new program in a new setting, we will not be setting ourselves up for success. We will rely on teachers to recruit parent chaperones to support the simple activities during the program. Active volunteer recruitment will occur when more detailed overall program trajectory, volunteer roles and training, and processes have been determined.

Questions for the board/larger group?

N/A

The Committee is thrilled to start up the program again, safely, and wisely at a steady pace. We look forward to sharing more and having your continued support and excitement.

August 2021 Update

Greetings Roots and Shoots Committee Members,

In this month's update for July and August, I'm thrilled to share how the Edible Garden is thriving, and I am incredibly excited to inform you about fall programming and how you can support it! The Edible Garden has been very popular this summer - many visitors have been particularly flocking to this part of the garden. Of course the Garden overall has been more than phenomenal - staff and Dirty Knees volunteers have been hard at work with the busy summer season. If you have not visited in the past few weeks, I encourage you to! And if you have been, please come by again! Can you believe everything in the Edible Garden was planted just about two months ago? Thank you Robin for coming to help plant!

This is also in huge part to our summer intern, Lilas Desré who concluded her internship earlier this month and whom you can see in the photos. Lilas primarily helped to maintain the Edible Garden and even managed it for two weeks, working with Ella Ancheta, the Garden Manager. As always, you can find photos here that I hope bring smiles to your faces :) I sneaked in a few photos of how the garden looked before planting, (https://drive.google.com/drive/folders/1A8-7GKew-jo_XuyABXF2f2d6l5_fx--M?usp=sharing) as a point of reference. It's astounding.

As we look forward, I would like to share important updates for fall programming. Recently I spoke with Elaine Wong, one of the third-grade teachers, and Walter Hays is not slated to do field trips (<https://www.pausd.org/return-to-campus/faq>). However, considering the program takes place outdoors and is walking distance from the school, Mary Bussmann, the principal, is waiting to hear from the district if they can go or not. It is not determined when the district will respond. In the meantime, we agreed it would be best to explore how we at Gamble can take the program to the classes. Gamble Garden as an organization is supportive of any form of Roots and Shoots that the school is comfortable with while complying with the current health orders from the state of California and the county of Santa Clara.

The school is allowed to have guest speakers who are fully vaccinated though the district is still working on how to screen non-staff members. There are two, third-grade classes in which programming can occur (tentatively) once a month and three, fourth-grade classes which can occur once per class in the fall. The earliest programming can occur could be late September, although October may be more realistic due to the planning and preparation that will occur prior. Plan for all programming to occur outdoors, have a duration of less than one hour in the mornings and require masks. Elaine and I only spoke about fall programming with hopes of hearing from the district about field trips to Gamble by October/November.

Planning for the spring will be determined mid-late fall: With that, I would like to hold a Zoom meeting with all Committee Members to start the discussion for fall programming that will occur at Walter Hays. Prior to the meeting, please reply to me as soon as possible 1) if you can or cannot support fall programming (i.e. materials prep, physically going to the school), and 2) when in the near future would work best for you to attend this Zoom meeting. It is also linked in the same email that this update was sent in. Regardless of if you can or cannot support in the fall, it is important that all Committee Members attend this meeting.

To prepare for this meeting and considering the important details I have shared above, please come with some realistic expectations and ideas for 1) what the programming could look like being held at school, as there will need to be adjustments made from traditional programming (i.e., no snacks), 2) how you can be involved in supporting the programming at the school (especially if you pre-determined you can support in some capacity), and 3) the schedule for the fall programming (when programming occurs, and how often). If you would like to email me your ideas too prior to the meeting, I welcome it. Please keep in mind, this meeting is the beginning of this discussion and by no means a final say. Let's keep working together to support this long standing, fun, memorable and life changing program! "See" you soon.

>Second Saturday and Tours, Mary Powell and Sue Krumbein

Liaison to the Board: Programs

Date of last meeting: August 30, 2021

Date of next meeting: September 29, 2021

Action Items Completed:

(1) 229 adults and children attended September Second Saturday including a group from Environmental Volunteers. The edible garden theme was very popular, and the 22 edible beds were in top form. The house decorated with theme-related floral arrangements was another high point of the morning.

(2) We kicked off our new program to offer monthly tours via our web site. Hard to believe but this has never been done before. The first tour was a great success with 14 registrants. Many of the attendees had read about Gamble Garden in the local press recently. This was a paid program.

Action Items In-progress/Pending/Discussed:

(1) For October Second Saturday, which coincides with National Hispanic Heritage Month, we will outreach to the local Hispanic Community with our bi-lingual Second Saturday, entitled Mariposa and Murciélagos: the Magical World of Butterflies and Bats. A representative from Norcal Bats will bring three species of live bats for a presentation and table demonstration.

(2) We are collaborating with the Education Committee for a November Second Saturday class to coordinate with the theme, "Sensational Seeds." The class will be taught by Foothill's Frank Nicolai and is tentatively titled, "Learn How You Can Grow Plants from Seeds."

Request for Help

- We need 2-3 additional helpers for October Second Saturday on Oct 9 from 9:30 to noon to help with our agua fresca refreshment table. If you can help, please drop Mary a line at marypowell53@gmail.com. Thanks!

>Spring Tour, Robin Allen and Debbie Benson

Reporting period: September 2021

Date of last meeting: September 23, 2021

Date of next meeting: November 18, 2021

Action items completed:

Announcements to the board:

- Our welcome and kick-off meeting (Thursday, September 23) was held in-person on the Carriage House Patio with a few committee chairs joining via Zoom. There are lots of new ideas to explore, which is exciting.
- "Cultivating Gardens of Joy" is the theme for 2022.

>Strategic Planning, Kathie Shaw

Meeting Notes: September 16, 2021, 3:30 - 4:30 pm via Zoom

Attending: Kathie Shaw (Chair), Corey Barnes, Sarah Clark, Sarah Cornwell, Joan Cronin, Karen Douglas, Susann Mirabella, Judy Paris, Colette Rudd, Jane Stocklin

Absent: Joan Sanders

Guest: Dana Perkins

1. The IDEA Policy

The objective for the meeting was to reach agreement on an IDEA policy to submit to the board of directors for discussion. During the committee discussion about the proposed policy, some of the points raised included:

- Some appreciated the simplicity of the "alternative" statement, "An Open-Gate Garden for Everyone". Others felt that the directness of explicitly listing inclusion, diversity, equity, and accessibility was important.
- There was a suggestion to eliminate the listing of factors being considered as part of inclusivity in the 2nd paragraph – are we just including the specifics to be politically correct? Others believed that the listing was important (1) because not everyone has the same idea about what diversity/inclusivity is and (2) to ensure that we consider all these factors when defining programs, etc. at Gamble.
- It was pointed out that the policy is one thing, but what we need is to take action. That led to some concrete suggestions, including that we need to be more intentional in seeking diversity on our board and in volunteers.
- One person asked about difference between equal and equity: "equal" is having the same resources while "equity" is allocating resources needed to reach an equal outcome, recognizing that each person has different circumstances.
- There was discussion about the title and using Public instead of Botanical; it was pointed out that sometimes "public" is misconstrued as a city-run garden with different guidelines.
- Finally, there was discussion about the intent of the two paragraphs: the first paragraph was intended to be more focused inward and the 2nd paragraph more focused outward on our visitors, etc.

Eventually, there was general agreement to present the revised statement below to the board for discussion at the September meeting.

DRAFT GAMBLE STATEMENT for discussion by Board

A Botanical Garden for Everyone

The Elizabeth F. Gamble Garden is committed to inclusion, diversity, equity, and accessibility (IDEA) where all people are respected. We value IDEA at every level of the organization - board, staff, volunteers, and members. We believe that the

collective experience of our community allows Gamble Garden to better fulfill our mission statement and provide programs that benefit the diverse community of Palo Alto and the greater Bay Area.

Gamble Garden is an “open-gate” garden. We aspire to make the garden available and accessible to all. We are committed to ensuring a sense of inclusivity regardless of age, race, gender, ethnicity, religion, sexual orientation, physical ability, intellectual ability, or economic status. We are committed to treating all people with dignity and respect.

>Volunteer Development, Anne Ritchie

Reporting Period: Month ending August 31
Committee Name: Volunteer Development
Date of last Committee meeting: June 22
Date of next Committee meeting: TBD

Action Items Completed by Committee:

- After defining Volunteer Development Committee goals for the upcoming year, we are looking forward to achieving them!

Action Items In-progress/Pending/Discussed:

- We have received many volunteer inquiries in the last two months and appreciate your patience as we process them. The Garden Volunteers have added four additional volunteers to the ranks recently with the hope of adding several more in the upcoming months!

Announcements to the board:

- Thank you to all volunteers who submitted their hours for the last fiscal year.

Questions for the board/larger group:

- Have you considered your upcoming volunteer needs? We have received requests from several committees, but if you have or anticipate openings in your committees, please let me know. Be specific with your request: adult/student/both, minimum time commitment, special skills requirements, etc.
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>Winter Holiday Fundraising Event, Joan Sanders and Robin Allen

Festival of Trees

Reporting period: SEPTEMBER 2021
Date of last meeting: AUGUST 19, 2021
Date of next meeting: OCTOBER 21, 2021

Action items completed:

- CONTRACTED WITH WEIR CATERER FOR PREVIEW PARTY; POSTCARDS DESIGNED FOR DISTRIBUTION; MAP OF GARDEN FOR FRIDAY “FAMILY NIGHT”; TICKETS (\$5/PER) REQUIRED TO BE ON PROPERTY FOR THAT EVENT ON DEC. 3RD & 4TH; BUDGET UPDATED AS NEEDED

Announcements to the board:

- Our September meeting was cancelled, but there are many “mini meetings” with the major components of our committee happening now. We are excited with how things are developing and look forward to sharing more in our next report.