



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



APPROVED

Minutes of the Gamble Garden Board Meeting
Tuesday, October 26, 2021
Meeting via Zoom
Start 4:05 pm - 5:25 pm

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

Absent: Anne Ritchie

Quorum Established: Yes

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

Announcements: The meeting was called to order at 4:05 pm by Dana Perkins

Consent Agenda: The consent agenda consisted of

- The September 28, 2021, Draft Board Meeting minutes

Minutes amended to include Judy Paris as attending on September 28, 2021.

Consent Agenda APPROVED as amended.

Finance Update: Karen Douglas

Operating "bottom line": Gain of \$92K vs budget of \$28K

- Fundraising revenue is \$90K above budget
- Expense unfavorable to budget by (\$26K)
- Garden expenses are a concern at 50% over the annual budget. The Finance committee asked Karen to meet with Sarah Cornwell and Corey Barnes to discuss.
- Anniversary Party net contribution to date of \$317K. Gross revenue: \$406K; Expenses to date of \$89K. Additional donations of about \$100K received after the September close.
- Reserves total \$533K surplus over our set-aside for 6 months operating expenses & restricted funds (includes undesignated funds of \$405K from bequests).

Audit Governance: Karen Douglas

- RFPs sent to 5 CPA firms. One turned us down (we are too small)
- Project proposal for main roof repair will come to everyone via email

IDEA Statement: Kathie Shaw

MOTION: On behalf of the Strategic Planning Committee, Kathie Shaw moved to adopt the following IDEA statement:

A Botanical Garden for Everyone

The Elizabeth F. Gamble Garden is an open-gate garden. We are committed to making the garden and our programs available and accessible to all. We are committed to treating all people with dignity and respect. Within our organization, we are committed to inclusion, diversity, equity, and accessibility (IDEA) at every level — Board, staff, volunteers, members, and visitors.

Karen Douglas proposed the statement be amended by inserting "and" before "members and removing the last two words, "and visitors"



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Amendment APPROVED.

MOTION ADOPTED as amended.

Executive Director Update: Sarah Cornwell
Project Proposal for resurfacing “plant sale” area
Proposal approved and recommended by the Finance

MOTION: For the Finance Committee, Karen Douglas recommended the board approve the resurfacing of the plant sale area at a cost of \$5K.

MOTION Approved.

The board is asked to review the new Personnel Handbook.

- Send comments to Sarah Cornwell by Friday, November 12, 2021.
- Approval of the new Personnel Handbook will be on the November 19, 2021, Board Agenda.

Holiday Luncheons will resume this December.

- All volunteers serving and all guests attending must provide proof of vaccination.
- Table groups will be required to check-in together.
- There will not be vendors at the Holiday Luncheons this year.
- There are luncheon seats still available.
- Luncheon seating will be both inside the house and outside in a large tent

Annual Appeal board participation reminder

- Annual Appeal is hoping for 100% board participation.
- Annual Appeal revenue is currently at \$42K.

Membership

- Creating a new membership process to implement the digital e-membership program approved by the board in September.

Miscellaneous

- Gamble has put in place a system for tracking vaccination status of volunteers and staff.
- We are hiring a new Sunday rental event supervisor. The new hire is shadowing Gabrielle now. Her name is Carol Ralles, a former florist in Mountain View.

Programs: Colette Rudd

Halloween Event Results

- Halloween event happened on Saturday, 10/23.
- Deanna felt this was a huge success.
- Gross revenue was ~\$6K
- Student volunteers helped at the event.
- Deanna hired a graphic designer to create posters for the event.
- Many emails have been received from guests and volunteers who loved the event.
- There was a delay in getting the registration check-in list.

Second Saturday in October

- SS also had a successful event with over 300 people and many volunteers.
- The Second Saturday/Tours committee asks the board to come to a SS, volunteer and enjoy.



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Roots and Shoots

- Walter Hays students are not permitted to leave campus for field trips.
- Veronica with assistance, is bring the R&S program to their school site.
- The program is being delivered to the 3rd grade classes.
- Next month R&S do a day for 4th graders, who missed the program last year due to Covid.

Luncheons committees work

- Holidays luncheons are coming up.
- Summer lunches were very successful.

Holiday/Winter Event Status: Robin Allen

- The committee is looking for tree decorators.
- Underwriting is doing well at about \$16K for combined individual and businesses.
- There is one individual donor at the \$5K level. This donor will receive a “Sweet Treats and Bubbles” party after the event.
- Mary Marsh is chairing Preview Night. About 200-250 are expected.
- Deanna is chairing the Friday Family Night event and a Saturday morning event for children, “Sleigh Bells”.
- The committee is researching lighting for the evening event.
- Festival of Trees will include a European style marketplace.

Gamble Dashboard Metrics Discussion: Donna Bohling

- Several board members like the conciseness of the Dashboard summary.
- A quarterly dashboard will be prepared for the January Board meeting.
- The dashboard metrics and the finance report currently “overlap” in data presentation. Donna and Karen will review both reports to simplify reporting and eliminate duplication.
- Membership was used as an example of a committee where the overall revenue is above budget, but a review of the underlying numbers shows a decline in total memberships and an increase in lapsed memberships.
- As part of the metrics discussion, Iris brought up the concept that Gamble should consider giving donors a membership with a donation at a certain level. After some discussion it was recommended that Iris take this concept back to her committee for further discussion and then bring back to the board, if warranted.

Meeting Adjourned at 5:25pm.

Respectfully submitted,
Donna Bohling, Secretary