



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



Committee Reports
November 19, 2021

>Executive Director's Report, Sarah Cornwell

Reporting Period: November 2021

Masks are required for all unvaccinated visitors to the garden. Masks are required for everyone indoors. Beginning on Oct.18, 2021, all staff and volunteers must have submitted proof of vaccination to work/volunteer in person at Gamble. Unvaccinated personnel are required to present a negative COVID test less than 7 days old.

Fund Development

- The Annual Appeal campaign began in October and will run through January. There will be an email encouraging those that have previously given to give again on "Giving Tuesday" Please see the Annual Appeal report
- The Festival of Trees will be on December 2, 3 and 4. The event will feature over 40 trees, a special holiday marketplace, wreaths, floral arrangements, and a special Over the Garden Fence-style shop.
- There is a delay in membership software rollout. We hope to have it up in December.

Operations

- The employee handbook will be voted on at the November board meeting
- We have a new Sunday site supervisor, Carol Ralles
- Holiday luncheons are full. All guests will be required to show proof of vaccine status
- Facility rentals are continuing to be busy.

Main House subcommittee: The Main House subcommittee met and set priorities moving forward, they are in order:

1. Roof repairs - waiting for roofing company to schedule. Is a Planned Maintenance item. Also looking into gutter covers.
2. Back exterior stairs replaced - suggested Iron railings would be an improvement. Explore coordinating the three main house exterior stairs and replace with bricks.
3. In-ceiling lighting/Painting/Plaster - Would recess lighting on the first floor improve the current lighting situation? Could replace bulbs, shades and outdoor pruning be sufficient? Lighting improvements are needed in the entryway.
4. Noted that house acoustics are not ideal.

>Garden Director's Report, Corey Barnes

Reporting Period: October 2021

- With Jane Stocklin, completed a presentation to the Garden House Task Force, delivered November 2. This work was a first draft in our exercise of *dreaming* – with few constraints – about the placement of the horticultural office, garage, greenhouse, lath house, potting shed, and potential classroom.
- Completed report on greenhouse and lath house recommendations for the Garden House Task Force.
- Hosted Seed and Soul Club (<https://www.seedandsoulclub.org/>), a professional plant swap organization. Over 40 participants attended, including several Instagram "influencers" that shared their attendance at this event with thousands of their followers, many of whom reside in the greater Bay Area. This community consists primarily of

20- to 50-year-old professionals, highly enthusiastic about plants that fit their lifestyle – indoor and container material.

- Plant propagation workshop originally scheduled for October 14 was rescheduled for January 2022.
- The horticultural team began focusing on garden preparedness for Festival of Trees.

>Adult Education, Terri Weber

Reporting period: October 19, 2021- November 16, 2021

Date of last meeting: November 16, 2021

Date of next meeting: December 14, 2021

Action items completed:

- “Autumn Floral Inspiration” Katherine Glazier, in person, Saturday October 30. Cost \$119-\$139. Carriage House. This class was sold out at 16 attendees.
- “An Afternoon of Classical Music with the Chamber Music Society of San Francisco” Sunday November 7, 4:00 – 5:30 PM. \$50/\$60 Held on the Carriage House patio. 45 attendees. Complimentary refreshments were served by chamber music BOD to all. Many favorable comments. Another concert is planned for May.
- “Learn How to Make Seeds Sprout! “ In collaboration with November Second Saturdays; November 13. Second Saturday” November Theme Seeds and Soil
- Frank Niccoli, Program Director of Foothill College Horticultural Dept gave a talk on soil and seeds on Nov 13, which was a seated class requiring tickets . Signups 20 with 18 attending “formal” class. Many participants stated they enjoyed the class.
- Frank also participated at an informational table after the class with no admission charge for questions and answers from all Second Sat participants. He would like to give additional classes for Gamble, and possibly a series of classes. Will follow up and send a list of his favorite topics.

Board support requested:

- Still looking for more volunteers to join the Adult Ed committee. The blast went out in the October newsletter and Anne has updated information listings in the Adult Education Committee. No response.

>Annual Appeal, Sarah Cornwell and Gloria Hom

Liaison to the Board: VP of Fund Development

Date of last Committee meeting: November 4, 2021

Date of next Committee meeting: TBD

Action Items Completed By Committee:

- Amount raised: \$42,713.08

Action Items In-progress/Pending/Discussed:

- Annual Report printed and mailed.
- Annual Appeal letters sent.
- Annual Appeal webpage built - www.gamblegarden.org/annualappeal
- Will be reaching out to donors on Giving Tuesday

Any board support requested?

- Collecting other organization appeals and reports are always helpful.

>Archives, Linda Norton

>Board Development, Lena Dawson

There is no report for this month.

>Board Governance, Sarah Burgess

Action Items in Progress:

- Requests for comments on committee charters are out to all committees - some have requested additional time to review/discuss. A meeting of Governance will be held when all charters are available for discussion.

>Buildings and Grounds, David Chang

Reporting Period: October

Date of last meeting: 11/8/21

Dated of next meeting: ?

Action Items Completed:

- Continue to review and work on projects identified on the Main House inspection report. Will find out from Sarah the list of the remaining items to be done.
- House Enhancement sub-committee was newly formed and has had its first meeting. It is currently actively working on (1) main house roof repair or replacement and (2) rebuilding or replacing the wooden exterior stairs leading to the office.
- Other Buildings & Grounds projects: (1) painting the exterior of the carriage house and the restrooms – already met with Gregorio Prieto, General Painter, and MB Jessee Painting, but have not received a price quote (2) repair the walls and door frames to the Carriage House and the restrooms – already met with Astoria Construction and Sky Blue Builders but have not received a price quote.

>Children’s Events, Deanna Wong

Reporting period: NOVEMBER 2021

Action items completed:

"The Great Halloween Hunt" event completed on Oct. 23, Saturday. Final results as follows:

Pre-registered: \$4260
 Adults: 81
 Children: 68
 Day of Admissions (Walk-In's at \$45/person): \$1625
 Adults: 17
 Children: 20

Total Attending:
 Adults: 98
 Children: 88
TOTAL: 196

\$5,885.00 Total Gross Revenue
\$1,392.35 Total Expenses
\$4,492.65 TOTAL NET REVENUE

"Halloween Hunt at Home Kits"

17 kits sold

Pricing: \$20/kit
 \$ 0.00 Total Expenses (used inventory from Halloween Hunt)

\$340.00 TOTAL NET REVENUE



"Sleigh Bells Ring" Holiday Event on Saturday, Dec. 4, 2021,
from 10:30 - 11:30 a.m.

SOLD OUT

83 tickets sold

Pricing: \$35/child; \$25/adult



"Easter Egg Hunt 2022" on Sunday, April 10, 2022

Ongoing.

- Tickets not on sale yet.
- Petting Zoo retained.
- Poster finished.



>Endowment, Pat Davis

Last Meeting: November 15, 2021

To date: \$35,505. in donations for the Endowment Fund.

- Gary and Jeff Dunker have pledged \$10,000 for a brick honoring Bob Waterman. Bob was the architect that designed and built the Gazebo. They are working on the inscription.
- John Antoun is planning the inscription for a brick for Kaaren Antoun.
- Peter Holland and his family are also working on the inscription for Jane Holland's brick.

Announcements to the Board:

- The Committee is planning an outdoor party for all '02 Legacy Society members and plan to include the Board of Directors. The party is currently calendared for Friday, May 13, 2022.

>Executive Committee, Dana Perkins and Sarah Clark

Reporting period: November

Date of last meeting: October 27, 2021

Date of next meeting: tbd

Action items discussed: Access to documents including minutes, committee reports and volunteer information on the Gamble calendar. How to categorize new activities such as the Plant Swap and recitals. Where to go with the board-approved IDEA statement.

>Finance, Karen Douglas

Report through November 2021

Committee Chair: Karen Douglas

Date of last meeting: November 17, 2021

Date of next meeting: January 19, 2021

Action Items Completed:

- The Committee approved the RLA reviewed FY21 Financial Statements and the Form 990. These will be sent to the board for acceptance.

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Action Items In-progress/Pending/Discussed:

- We are in the process of sending RFPs to potential public accountants for an audit.
- Corey Barnes came to the November committee meeting to discuss how to handle current budget overruns and to present his proposed changes to the budget for the remainder of the FY. This will be presented to the board in January for discussion and approval.

Announcements to the board:

- See Treasurer's Report for October 2021. Please be aware that we are unfavorable to budget in our Garden category.
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>Floral Arrangers, Carmen Pekelsma

There is no report this month.

>Fund Development, Susann Mirabella

There is no report this month.

>Garden Advisors and Support, Lesley Peters

Last Meeting: Nov 9, 2021

Next Meeting: Dec 14, 2021

There is no report this month.

>Garden Club Liaisons, Susan Woodman and Donna Sheridan

Reporting Period: October/November 2021

Announcements to the Board:

100 Trees for 100 Years

- In celebration of its centennial, The Garden Club of Palo Alto has contributed \$10,000 to Canopy, its partner in planting 100 trees in Palo Alto, East Palo Alto, and Mountain View in locations where trees are especially needed.
- The Garden Club membership convened in person on the Gamble Garden House Patio in September to mark their 100th birthday and launch the tree-planting project.
- More than half of the trees are already in the ground, and all 100 will be planted by March 2022, including one tree at Gamble.

City of Palo Alto Proclamation

- The City of Palo Alto issued a proclamation declaring October 28th as Garden Club of Palo Alto Day. The honor was in recognition of the Club's 100 years of service to the community.
- The proclamation was presented at the City Council meeting on November 1st and attended by several members of the Garden Club.
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New Meeting Venue for the Garden Club

- The Garden Club will resume in-person meetings in December at its new location, the First Congregational Church of Palo Alto.

>Garden House Task Force, Dana Perkins and Sarah Clark

Chair: Dana Perkins and Sarah Clark

Reporting period: November, 2021

Date of last meeting: November 2, 2021

Date of next meeting: December 7, 2021

Action items in progress:

- a) Classroom Analysis
 - Colette and Karen will outline and develop the business pro forma for the addition of a classroom at Gamble, addressing expenses (e.g., honorarium and instructor fees, advertising, janitorial) and income (e.g., proposed # of classes, attendee registration fees, rental income).
 - Corey will mock-up an event calendar for the proposed classroom.
 - Linda has spoken with 14 public gardens. Four had no education programs. One, Quarry Hill, is reassessing all their education programming. At gardens with robust ed programs, most involved collaboration with local school districts. A few hort centers offering education do not have classrooms. Linda will prepare a detailed report on her research.
- b) Greenhouse/Lath House Requirements
 - Waiting to receive this from Corey
- c) City of Palo Alto - Dana, Linda
 - The City has reiterated to Linda the same instruction given to Cath Garber and Dana several months ago - a historical review of the structures is needed before we can proceed with firm planning.
 - Gamble Garden must pay for this review.
 - Dana has reached out to Danielle Conduit/City Planner to start the process of the Historical Review by a third party.

Task Force Next Steps:

- Develop the Business Pro Forma for the inclusion of a classroom space.
- Further develop requirements for a classroom (e.g., size, plumbing, electrical, occupancy)
- Further develop requirements and justification for the garden buildings – greenhouse, tool storage, offices
- Engage Page & Turnbull, the City of PA's preferred vendor for Historical Review.
- Have a preliminary meeting to discuss capital fundraising plan

>Garden Volunteers (Dirty Knees), Betsy Gifford and Gwen Whittier

Reporting Period: November, 2021

Date of last Committee meeting: NA

Date of next Committee meeting: NA

Action items Completed by Committee:

- We will hold two Brown Bag lunches on the 16th and 17th of November as our end of the year get together. Volunteers may choose to come during the vacation period if they wish, as they are always needed in the garden.
- The formal year for the Dirty Knees will begin again on January, 18th and 19th, 2022, with a welcome back coffee.

>Horticultural Library, Mary Jo Levy

Last Meeting Date: Oct 12, 2021

Next Meeting Date: Jan 23, 2022

There is no report this month.

>Hospitality, Pat Gregory

Reporting period: November 2021

Date of last meeting: November 11, 2021

Date of next meeting: TBD in early 2022

Action items completed:

- Had Hospitality Meeting in November to plan the Holiday Board Party on December 13th from 5:30 to 7:30 pm. Invitations have been sent out on Paperless Post by Sarah Cornwell.
- The party will be outside and tented, and when checking in, guests must show proof of vaccination. Board members are asked to bring food to this event, and a signup form will be going
- to the Board very soon. The Hospitality Committee discussed the logistics and set up for the evening, and will be recruiting volunteers to bartend, serve, and help in the kitchen.
- We hope it will be a lovely night since we have not been able to have a Holiday party for two years.

Announcements to the board:

- **Please RSVP via Paperless Post for the Board Holiday Party as soon as you can so the Committee can keep an accurate count of those attending.**
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>Investment, Ian Linford

Reporting period: November 2021

Date of last meeting: 10/20/2021

Date of next meeting: 1/19/2021

Action items completed:

- Completed quarterly review of the Endowment and Operating Reserve portfolios.

Announcements to the board:

- The Endowment portfolio continues to perform well, with a 9.1% annual return since Creative Planning began managing the portfolio in November 2016, compared to the long-term investment objective of CPI + 4%, which equates to a 6.2% return over the same time period.
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>Luncheon, Robin Allen and Marie Immekeppel

There is no report this month.

>Membership, Iris Korol

Liaison to the Board: Iris Korol

Date of last meeting: September

Date of next meeting: November 16th

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.
 - Committee Members will meet with Corey for a tour and discussion of his plans
 - We will have Membership Table at FESTIVAL of TREES.
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>Personnel, Dana Perkins

Reporting period: November

Date of last meeting: November 4, 2021

Date of next meeting: tbd

Action items completed:

- Employee Handbook to go to Board for approval.
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>Programs, Colette Rudd

Reporting period: October 24 to November 17, 2021

Date of last meeting: September 20, 2021

Date of next meeting: TBD

Action items completed:

- Program committees have continued to be busy this month. Their accomplishments are included their committee reports.
- Most committees are still meeting via Zoom although some have met outdoors at Gamble Garden when space is available.
- As Program Committee chair, I attended the Garden House Task Force, Second Saturday, Garden Advisory Committee, Floral Arrangers Committee, Hospitality Committee and Adult Education Committee meetings and was a volunteer at Second Saturday and Luncheon events. I also worked with Roots and Shoots to bring lessons to 3rd and 4th grade students at Walter Hayes Elementary School.
- Committees are meeting their goals in terms of their activities completed, whether it was classes, events, tours, archives or work in the garden!

Announcements to the board:

- Thank you to all the committee members and board members who have carried on through this second year of the pandemic and continue to devote many hours to Gamble Garden, and I wish you all a Happy Thanksgiving.
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>Retail, No Committee Chairs

>Roots and Shoots, Veronica Thao

Reporting period: October 23 – November 17, 2021

Date of last meeting: November 3, 2021

Date of next meeting: November 18, 2021

Action items completed:

- Three of the four fall at-school Roots and Shoots sessions with Walter Hays have been held, with the last session occurring this week! See 'Announcements to the Board' for details.

Announcements to the board:

- The fall session at Walter Hays with the 3rd and 4th grade classes have been absolute fun! In the one-hour long sessions per class, the students, teachers, parent chaperones and us, the participating committee members, have been learning about compost, decomposition, worms, planting and plant care.
- The one time fall session for the 4th grade classes saw them observe worms and make their own mini-garden pots that they get to take home.
- The 3rd grade classes will receive a sum of three visits this fall. In the first and second sessions, the 3rd grade classes have been consistently amending their school garden beds. This week they will plant there as well as make mini-garden pots that they get to take home. More details will follow about the spring session.

Board support requested:

- I encourage any board members and other committee members who are interested in seeing and supporting the program to come along even if it is just for one session. It is quite the experience to see the program in action! If interested, please contact Veronica.
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>Second Saturday and Tours, Mary Powell and Sue Krumbein

Liaison to the Board: Program

Date of last meeting: October 27, 2021

Date of next meeting: January 2022, TBD

Action Items Completed and Scheduled:

- Attended Garden Committee meeting. Gave a preview of the November Second Saturday content on soil.
- While we are awaiting Gamble to bring back the demonstration compost pile that lapsed during Covid, Garden Guides will bring compost materials from home for our display. We are working with Ella to resume volunteer and/or intern attention to rebuilding a demonstration compost pile at Gamble for the over 1000 learners we serve at Second Saturdays and school group tours.
- Contracted with Nixon Elementary School for an on-campus field trip for their 60 second graders to take place March 31, 2022. We look forward to collaboration with Roots and Shoots for this program.
- Met with Castilleja's high school science teacher to formulate a field trip at Gamble Garden for the junior class as part of their week-long focus on environmental justice. Their visit is set for January 3, 2022.

Action Items In-progress/Pending/Discussed:

- For November Second Saturday, our educational theme is "Seeds, Soil, and Soul." We are grateful for Veronica's collaboration in setting up a display table exhibiting various examples of seeds to be found in the garden and a second table exhibiting the components of the soil preparation used in the edible beds. Thank you also to the Floral Arrangers for decorating the house – they are threatening to include soil in their arrangements this month. Thank you to the enthusiastic garden guides and docents who make Second Saturday so impactful each month.
- For December Second Saturday, the focus will be on the trees of Gamble Garden and Native American names and uses of live oaks and buckeyes, two trees that can be found in our garden
- Public paid tours are offered each month on the third Tuesday of the month at 1:30 PM. The tour on November 16 is titled "The Quietude of Seeds." No public tour in December.
- Garden guides and docents will celebrate a great year together at the December 9th Gamble Luncheon. We are especially grateful to Doug Kalish for the educational enrichment he provided to us in Zooms throughout the year and throughout Covid.
- We are reviewing the charters for Second Saturday and Tours and will make updates to submit to Governance.

Announcements to the Board:

- The Second Saturday steering committee will meet in January 2022 at a time TBD. This meeting is in addition to our monthly planning and enrichment sessions.

>Spring Tour, Robin Allen and Debbie Benson

Last Meeting Date: September 23, 2021

Next Meeting Date: November 18, 2021

There is no report this month.

>Strategic Planning, Kathie Shaw

Next Meeting: Jan 2022 (tbd)

There is no report this month.

>Volunteer Development, Anne Ritchie

Reporting period: Month ending November 30th

Date of last meeting: June 22nd

Date of next meeting: TBA

- The majority of the members of the VDC are committed to upcoming activities with the Festival of Trees and the Holiday Luncheons. We look forward to reconvening once these events have been held.

Action items completed:

- One of the VDC's goals this year is to work with staff to develop an efficient method to communicate with all volunteers in a timely manner. Efforts to achieving this goal are currently underway, namely using eTapestry to

filter recipients of targeted email. The Festival of Trees committee recently sent volunteer requests to all current rostered volunteers as well as potential new volunteers who expressed an interest in volunteering for one-time events such as Festival of Trees or Spring Tour. The email contained links to a Google form with updated volunteer needs.

- To increase the Garden Volunteers roster, the VDC will be working with the Garden Volunteers co-chairs and Hort staff to host a volunteer recruiting event on January 22nd. We are hoping the event nets a significant increase in the number of volunteers in January and beyond.

>Winter Holiday Fundraising Event, Joan Sanders and Robin Allen

Liaison to the Board: Susann Mirabella

Date of last meeting: November 4, 2021

Date of next meeting: November 18, 2021

Action Items Completed:

- The plan for all the major components of the weekend Event is in place.
- Four Tents will be on the grounds, 24 Vendors have been contracted.
- Tickets are on sale, Publicity is ongoing
- Researching the possibility of a food truck out front on the street for our Friday night event.
- A few committee members manned a table on Second Saturday sharing flyers, postcards and talking with people on the sidewalk, as well as people attending the 2nd Sat. activities.
- Our final meeting is Thursday, November 18.

Action Items In-progress/Pending/Discussed:

- We are still adding people to the volunteer list to fill openings.
- We are ramping up in the final weeks to increase ticket sales.
- Sending out our Paperless Post invite for a final rsvp to the Preview Party.

Announcements to the board:

- Hope you have done some underwriting, invited your neighbors and friends, and have your ticket or tickets already and looking forward to bidding, shopping and buying at what will be a wonderful event! See you there!!