



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



APPROVED
Minutes of the Gamble Garden Board Meeting
Friday November 19, 2021
Meeting via Zoom
Start 1:05 pm - 1:50 pm

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

Absent: Pat Gregory, Judy Paris, Kathie Shaw, Donna Sheridan

Quorum Established: Yes

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

Announcements: The meeting was called to order at 1:05 pm by Dana Perkins

Consent Agenda: The consent agenda consisted of

- The October 28, 2021, Draft Board Meeting minutes

Consent Agenda APPROVED as distributed.

Finance Update: Karen Douglas

- Operating bottom line favorable to budget at \$104K vs budget of \$7K.
- This is primarily due to Facilities Rentals, currently at \$56K above budget.
- Garden expenses are over budget by \$15K.
- Our Balance Sheet is healthy. Reserves are up to almost \$680K, including bequests.
- Endowment decreased slightly YTD but our investment gains are over \$120K.
- Form 990 is complete, and FY 21 End of Year Statements are done.

As mentioned, the last few months, the Garden area has exceeded its budget and is now about \$15k over and is expected to exceed budget at year-end by a total of about \$32k. The reason for this level of spending is for discretionary projects. Therefore, the additional garden expenses will be covered by the Garden Director's project fund. These projects include irrigation redesign and an overhaul of the edible plant bed.

The Garden Director will detail the excess spending for this FY, which will help in creating the FY23 budget.

Motion: On behalf of the Finance Committee, Karen Douglas moved that the board accept the reviewed FY 21 financial statements.

Motion Passed.

Audit Review: Karen Douglas

- We are waiting on responses from a few accounting firms for the Audit review.

Motion: On behalf of the Personal Committee, Sarah Burgess moved that the Employee Handbook be approved and adopted. **Motion Passed.**



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Leadership Recruiting: Lena Dawson

- Positions to fill for July 2022: President Elect and Endowment Chair
- Board Development will reach out to all committee chairs in January about their plans for continuing and will report back to the board. There might be other openings.
- Board members are asked to consider 1 or 2 volunteers who may be potential board and committee chair candidates and submit these names to the Board Development Chair.

Winter Holiday Event Status: Robin Allen

- One major change – the Friday night event is now called “An Evening of Holiday Cheer” instead of “Family Night”.
- Tents will arrive on Tues 11/30
- Lighting is set and a walk-thru planned for Tues night.

Holiday Party: Dana Perkins for Pat Gregory

- Please RSVP, including guest names, asap.
- A pot-luck sign-up sheet will be sent soon.

Executive Director Update: Sarah Cornwell

- Annual Appeal Status
 - Annual Appeal letters were sent at the beginning of Nov to about 460 mailing addresses.
 - Received to date, about \$42K of our \$80K goal.
 - We will do another outreach on 11/30, Giving Tuesday.
 - The campaign will continue throughout the year.
 - We will evaluate results in January.
- House Projects Status
 - The committee is developing a “statement of purpose” for the house. Should this be a historical 1902 house or an updated property?
 - Planned maintenance projects are continuing.
- Filoli Living Wage Policy
 - Filoli completed a review of living wages in San Mateo County.
 - Filoli is increasing their wages to new minimum of \$27 or \$28 per hour.
 - Sarah 205EllieJane\$
 - will discuss this in more detail at the Jan meeting.

MOTION: On behalf of the Finance Committee, Karen Douglas moved that the board approve the project to repair the Main House roof for \$10,613. **Motion Passed.**

Future In-Person Board Meetings: Sarah Clark

- Current Santa Clara County guidance requires indoor masking.
- The Board will continue meetings on Zoom as long as indoor masking is required.
- We will discuss the February retreat at the January board meeting

Meeting Adjourned at 1:50 pm.

Respectfully submitted,
Donna Bohling, Secretary