



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



Committee Reports
January 25, 2022

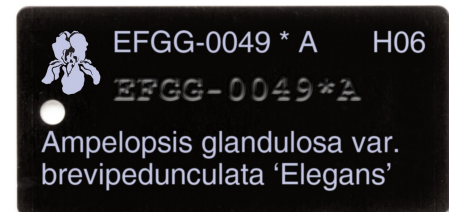
>Executive Director's Report, Sarah Cornwell

No Report submitted this month by the ED.

>Garden Director's Report, Corey Barnes

Date: January, 2022

- The horticultural team began focusing on Spring Tour, garden area by garden area, bed by bed. Thousands of bulbs were planted to kick off the spring season – including some in areas not included in the bulb show for years.
- Completed draft of a summary presentation by Jane Stocklin and Corey Barnes to the Garden House Task Force, later to be delivered to the Board. This work was the result of our exercise of *dreaming* – with few constraints – about the placement of the horticultural office, garage, greenhouse, lath house, potting shed, and potential classroom.
- The horticultural team ordered and filled a third 20 cu yd bin with mixed recycling and waste from the nursery, horticultural office, workshop, lath house, and garden.
- Work continues with Vivian Wu, our Eagle Scout candidate. We are executing a project to assign accession tags to our woody plant collections. Garden Assistant Cheryl Renshaw is co-lead on this work. Bulk of installation crew will consist of Vivian's fellow scouting colleagues. Mock-up tag to the right, dimensions 1.1" x 2.25" x 0.032", black-anodized aluminum, with both laser-engraved and embossed text. Tags enumerate the specimen's accession number (EFGG..., engraved *and* embossed), bed number (H06, engraved), and taxon (*Ampelopsis...*, engraved). Tags will also have a botanical Gamble logo – the bearded iris – engraved in the top, left corner. Accession tags are unique for each specimen on our property. Engraved and embossed tags will be ordered immediately, with a 3-4-week production time. Materials installed and project completion estimated to be April-May, 2022.
- Winter pruning is in high speed. Please anticipate pruning to a scale that is greater than what has been needed to maintain the garden's shape and form in the past several years.



>Adult Education, Terri Weber

Liaison to the Board: VP Programs, Colette Rudd
Jan 19, 2022

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Mid-Year Report

Budget to Actual Comparison

- Our FY22 revenue budget was \$2,662
- Our actual FY22 revenue was Mid year \$11,191
- Our FY22 expense budget was \$2,124
- Our actual FY22 expenditures were Mid year \$3,842
- Total fiscal year. Revenue \$19,000 Expenses \$6,000
- There is likelihood that the ability to offer classes either in person, by zoom or at all, will fluctuate in the coming months. I anticipate that many adjustments will need to be made.

Roster Changes

- The number of members on this committee at the start of FY22 was: 17 active members
- The number of members in January 2022 are: 17 active members

What are the committee changes planned for members?

- A recruitment letter giving information about the Committee and its goals was developed by Terri Weber, Adult Education Committee Chairperson, with approval of Sarah Cornwell and Colette Rudd. This letter was sent through the Gamble web site in the fall and was given to Anne Ritchie of the Gamble Volunteer Outreach Committee in hopes of adding more active members to the committee. So far there have been no new members.

FY22 highlights/major accomplishments (July 1, 2021 – January 2022)

1. We switched from offering most classes online back to in-person classes.
2. New focus groups were developed to enable members with similar interests to work together to develop new classes.
3. We have collaborated with Second Saturday committee and have provided assistance at some of the monthly events. We also sponsored a full class at one Second Saturday event.

FY22 Committee Objectives

Our first objective was to increase number of class attendees.

Attendance has greatly increased at classes. While these classes have been mostly in person, we were able to switch within three days to a Zoom class two weeks ago due to rapidly increasing contagion numbers We are currently not scheduling classes in February, but are starting to book classes for the spring. If necessary, we will switch these classes to Zoom classes as long as the instructor agrees with the change.

Our second objective was: Restructure of focus groups. The process is currently being implemented and groups are being formed.

Our third objective was: Recruitment of active members. We still would like new members to participate in the focus groups, develop classes and follow through to completion. In addition, we still would like additional committee members who are skilled in troubleshooting zoom classes if needed.

Monthly Report

Reporting period: December 21, 2021- January 18, 2022

Date of last meeting: January 18, 2022

Date of next meeting: February 15,2022

Action items completed:

- "Learning About Fungi" class held Thursday Jan 6, 6 PM to 7:30 PM. Instructor Christian Schwartz. In addition to the usual Gamble member and nonmember tickets we offered a discount to students comparable to member rates in hopes of attracting older teens and college students. We were to ask for proof of student status at door check in. The class was originally scheduled months ago as in person but due to increasing spread of COVID it was decided to switch to zoom three days before the class. There were 29 signups and 23 attendees. Three ticket purchasers requested refunds when the class switched to zoom. There were many favorable comments.

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Announcements to the board:

- We put one early February class on hold due to COVID and will reschedule this class later. We also have one additional class booked for the very end of February with the option to switch to zoom if necessary.

Questions for the board/larger group?

- We are scheduling later afternoon and early evening classes now in an attempt to vary demographics. Depending on the season, some will occur when daylight is decreasing or gone.
- While the lighting of the trees around the Carriage House Patio is lovely, more light is needed on the patio stones and pathways entering the area. I would suggest that only a limited number of areas ie CH patio and pathways to it would need additional lighting.
- Twilight is a wonderful time in the garden and in addition to occasional later afternoon/evening classes I think that many events both for corporate and for social reasons might find a weekday evening time desirable. This would increase to use of Gamble for rental purposes and I think the installation of additional lighting would be a good investment.

>Annual Appeal, Gloria Hom and Sarah Cornwell

Liaison to the Board: VP Fund Development, Susann Mirabella

Reporting Period: January 2022

Date of last Committee meeting: December 2021

Date of next Committee meeting: TBD

Action Items Completed by Committee:

- Amount raised: \$92,741.08 from 197 donors

Action Items In-progress/Pending/Discussed:

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

Committee Objectives:

- DONE Again, create a web page to track Annual Appeal success
- DONE 100% Board support at kick-off
- DONE A close of the campaign in January with a last appeal to donors that have not given
- DONE Attract at least 10 donors new to Annual Appeal giving. As of 1/19/22, 40 donors new to the Annual Appeal have given.

>Archives, Linda Norton

Liaison to the Board: VP Programs, Colette Rudd

Mid-Year Report

Budget

- Our FY22 revenue budget was: We did not have a budget.

Roster Changes

- The number of members on this committee at the start of FY22 were: 3
- The number of members in January 22 are: 4 as of Jan 20, 2022

FY22 highlights/major accomplishments (July 1, 2021 – January 2022):

- Worked with Library Committee to sort through and securely store books from EFG's private collection.
- Provided materials to help in a draft plan to ensure historical integrity of the garden.
- Improved accessibility of archived material.
- Responded to Second Saturday's requests for archived materials including the early EFG garden, Seiki Noro.

FY22 Committee Objectives

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Our first objective was: Continue to archive important past Gamble documents as they might surface. The status of this objective is: Progress limited due to COVID restrictions.

Our second objective was: Continue to aid in research of historical Gamble documents as requested. The status of this objective is: On going activity; see above.

Our third objective was: Establish a plan by which materials should be archived digitally; how and by whom they should be accessed. The status of this objective is: In limbo.

Our fourth objective was: Provide materials to help in a draft plan to ensure historical integrity of the Gamble estate. The status of this objective is: Ongoing.

Our fifth objective was: Consider the future of the Archive Committee. Reexamine the committee's purpose and responsibilities, its current charter and its members. The status of this objective is: Added a new member in Jan 2022. Will begin on this objective when we can meet in person.

Announcements to the board for FY22, if any:

- The Archives Committee happily announces that Joan Urquhart will be joining our committee and should be added to the roster. As required by our charter, the appointment of new committee members should be submitted to the Executive Director. This was done on January 19, 2022. The Archives Committee will benefit greatly from Joan's interest and diligence. Joan will provide a link with the Second Saturday project.

>Board Development, Lena Dawson

Date of last meeting: January, 10th 2022

Date of next meeting: February 14th 2022

Mid-Year Report

BUDGET: No budget. None really needed

ROSTER CHANGES :

- Start of FY 22 we had 9 Members.
- Number of Members in January 2022 are 8.
- We are planning to add one new member. Possibly one of the VP .

FY 22 major accomplishments from July1, 2021 - January 2022

- All required Board positions were in place.
- Board Dev. Committee assisted the Committee Chairs to find replacements if needed. All in place.

FY22 Committee Objectives:

1. To fill the seats on the Board that is required.
2. We are still working on a President- Elect.
3. To help and assist Committee Chairs to find their replacements if needed.
4. We are assisting the Chairs.

ANNOUNCEMENTS TO THE BOARD:

- We urge you to help us come up with names for Board positions that are open.
- President-Elect is our top priority at this moment, which is a Board position.
- We also need the Board to think about someone as Endowment Chair or Membership Chair.
- These are not required Board positions.
- If you have any suggestions, we really would like to hear from you.
- With everyone's help and suggestions I am very hopeful we can again put a great Board together for Gamble Garden.
- Please contact, Lena Dawson Chair of Board Developments.

Monthly Report

Action items completed: Some Board and Committee positions completed.

Announcements to the Board:

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- Laurie Jarrett has stepped down from being on the Committee.
- Pat Davis will be terming off the Board, June 30th, 2022.
- Iris Korol will be stepping down from the Board, June 30th, 2022.

Board Support requested:

- We ask for your help and support as we are trying very hard to find a President-Elect for Sarah Clark.
- Also trying to replace the Endowment and Membership Chair positions.
- Perhaps, one of you on the Board would be willing to take on one of our empty committee chair seats?

Please, contact me with any suggestions and ideas. We truly appreciate your help.

>**Board Governance, Sarah Burgess**

Committee: Governance

Liaison to the Board: Sarah Burgess

Date of last meeting:

Date of next meeting:

No Report submitted this month by Board Governance.

>**Buildings and Grounds, David Chang**

Liaison to the Board: Sarah Cornwell, ED

Mid-Year Report

Budget

- Budget comparison numbers will be provided by the ED.

Roster Changes

- The number of members on this committee at the start of FY22 were: 2
- The number of members in January 22 are: 2
- What are the committee changes planned for members? There are no plans to recruit; no plans for Committee Chair transition; nor plans for additional or fewer committee members.

FY22 Committee Objectives

Our first objective was: perform maintenance and repairs to the main house. The status for this objective is: completed

Our second objective was: perform maintenance and repairs to the carriage house. The status for this objective is: mostly not completed yet

Our third objective was: create a main house enhancement sub-committee. The status for this objective is: sub-committee members recruited; will have second meeting next week

Monthly Report

Reporting Period: December

Date of last meeting: Did not have a meeting

Dated of next meeting: on a as needed basis

Action Items Completed:

- Main house roof repair has been completed. I believe that's the entire list from the inspection report.
- House Enhancement sub-committee will meet later in January. Will discuss 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 – will need to find new vendors to provide price quotations as the previous two have not provided quotations,
 - (2) repair the walls and door frames to the Carriage House and the restrooms – also will need to find new vendors who can provide a price quote,
 - (3) roof repair to Carriage House will be completed by the end of January.

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>Children's Events, Deanna Wong

Liaison to the Board: Colette Rudd

Reporting period: December 2021 - January 2022

Action items completed:

SLEIGH BELLS RING

Saturday, Dec. 4, 2021

Total Customers: 114 (67 adults; 47 children)

\$ 2,095.93 TOTAL NET REVENUE

FESTIVAL OF TREES: FRIDAY EVENING EVENT

(The Children's Events Committee should be acknowledged for developing and executing this FOT Friday Evening Event, in its entirety.)

"An Evening of Holiday Cheer" (a.k.a. the Friday Evening Event)

Friday, Dec. 3, 2021

Total Customers: 347 (216 adults; 131 children)

\$ 9,513.47 TOTAL NET REVENUE

Events in-progress:

BOOKMAKING IN THE GARDEN

Saturday, March 19, 2022 (in-person)

10:30 - 11:30 a.m.

Instructor Fee: \$410.00

EASTER EGG HUNT 2022

Sunday, April 10, 2022

9:30 - 10:30 a.m.

11:00 - 12:00 p.m.

12:30 - 1:30 p.m.

Announcements to the Board:

- We added one new member to this Committee. Her name is Jenna Hilleary (Marilyn Sutorius's granddaughter).
- Seven (7) students enrolled in the "Bookmaking in the Garden" class as of Jan. 16

>Endowment, Pat Davis

Liaison to the Board: VP Fund Development, Susann Mirabella

Date of last meeting: Monday, January 11, 2022

Date of next meeting: March 14, 2022

Current Year Objectives:

- To raise money for the Endowment Fund
- To grow the '02 Legacy Society membership

Budget/Expenses: \$6,000.

Action Items Completed:

- Donations to the Endowment Fund to date \$77,404.00
- 16 donors, 1 on the Board of Directors.

Endowment Fund investments \$5,526,167. @ December 31, 2021

Three named bricks: Jane Holland, Kaaren Antoun, Oliver and Kirsten Gildersleeve

Action Items in Discussion:

- Send Gamble postcards to 37, '02 Legacy Society members wishing them a Happy New Year and to "Save the date of May 13, 2022" for a recognition party.

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- Plan the recognition Party for '02 Legacy Society members and invite the current Board of Directors to attend.
- Participate in the Summer Garden Party where new brick donors will be recognized.
- Encourage Board of Directors that are not '02 Legacy Society members to consider adding Gamble to their Planned Giving estate planning and to consider donating funds for a brick or to make a yearly contribution to the Endowment Fund.

Is the committee Open to adding new members – yes; Full but open to adding new members - yes

>Executive Committee, Dana Perkins and Sarah Clark

Mid-Year Report

- Budget: N/A
- Roster Changes: The number of members on this committee at the start of FY22 were: 5. These are the mandated members - the president(s), vice presidents and secretary. There will be no changes during the fiscal year.
- The number of members in January 22 are: 5
- FY22 Committee Objectives: The committee does not have goals and objectives as such. It has met monthly to discuss board meeting agendas, access to documents on the Gamble calendar, and response to the changing Covid restrictions.

>Festival of Trees, Robin Allen and Joan Sanders

DATES OF EVENT: Thursday Preview Party Dec 1, 2021
 Friday AM & PM events Dec 2, 2021
 Saturday AM/ PM Pick-up of trees Dec 3, 2021

GOALS/ OBJECTIVES OF THIS EVENT:

1. TO EXECUTE A SUCCESSFUL EVENT.
 - Have a successful transition from Online to In Person.
 - Create successful building blocks for next year’s event.
2. TO MEET OR EXCEED OUR FINANCIAL GOAL
 - Broaden our Advertising & Outreach
 - Reimagine some of the components of FOT Event:
 - (ie: C.E., Family Night, Vendors, Green Sale, Sale of Arrangements & Participation, Bake Sale/Coffee, Mulled Cider by Luncheon Comm., expanding Contacts for Tree Decorators)

Overall it was felt this was a successful event.

MEETINGS: Held monthly from January to October. Mini meetings in Oct. & Nov.

COMMITTEE: 1-2 Co-Chairs, Liaison from Fund Development: Chairs for Preview Party, Friday Night event, Auction, City Permit for Banner, Site Decorations, Photography, Tree Staging, Holiday Treasures, Volunteer, Vendors and a few at large members. Staff included Sarah Cornwell ED; Ana Picazo, Publicity: Corey Barnes GD; Hort. Staff for plants & Luncheon for baked breads to sell

FINANCES: **Budget \$50,100 Actual \$47,971.58**

Addendum will come next month with the itemized breakdown.

WHAT WORKED: Paid Entrance Fee
 Underwriting
 Holiday Treasures
 Preview Party
 Friday Night event – magical with the lights

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- WHAT TO RE-THINK: Do YEARLY? 2 ½ DAYS?
 Decorated Trees as center focus of event?
 Online Auction vs IN Person (trees have Set Price or Raffle)?
 Food/ Drink Options for Daytime? Food Trucks/ Coffee Cart
 Children's Event on another weekend?
 Vendors – at PP? Plant vendor?
 Entrance Fee – up it?
 Add greenery , wreaths, garlands, etc.
 Music – Piped music or carolers
- WHAT TO IMPROVE: Over all Communication – looping in committee
 Registration process/ Name tags at check in for Preview Party
 PP – add water to beverage choices/ Carolers vs Piped Music?
 Signage needs to be more specific
 Lighting – MORE and BETTER on pathways. Up lights are blinding
 Security concerns at night
 Food Options
 Clean up committee- more help needed to dismantle

>Finance, Karen Douglas

Committee: Finance

Date of last meeting: January 19, 2022

Date of next meeting: February 16, 2022

Current Year Objectives:

Obj #1: As part of the Finance Committee's charter, the committee will advise on financing for the Garden House, Main House, and Garden projects. Status: On-going

Obj #2: Select an auditor for our FY22 audit. Status: auditor selected – SD Mayer

Obj #3: Complete a draft documenting Gamble Garden's internal control. Status: Finance Manager working on a draft. Note: transfer of accounts to Boston Private completed

Obj #4: 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. Status: 5-year forecast discussed at January's Finance Committee mtg and will be presented to the board

Obj #5: Review the Planned Maintenance Schedule with the Board and Staff, as it relates to the Main House and Carriage House maintenance. Status: not yet started

Budget: \$0

- Roster Changes: there have been no changes to the roster

Announcements to the board: Please review the Treasurer's Report for December 2021 as this month's presentation will focus on the 5-year projection.

>Floral Arrangers, Carmen Pekelsma

Liaison to the Board:

NOTE: Due to Covid, the committee has not been meeting regularly but hopes to resume meetings soon.

Mid-Year Report to the Board

Budget

- Our FY22 revenue budget was: N/A
- Our actual FY22 revenues were: \$500+
- Our FY22 expense budget was: N/A
- Our actual FY22 expenditures were: \$1,245.19

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- The committee is adjusting its FY22 revenue & expense forecast to be: N/A

Roster Changes

- The number of members on this committee at the start of FY22 were: 22
- The number of members in January 22 are: 18

What are the committee changes planned for members?

- In light of attrition on the committee we are actively looking to add at least 4 experienced arrangers.

FY22 highlights/major accomplishments (July 1, 2021 – January 2022):

- Continued assistance in Cutting Garden maintenance
- Decorated Gamble House for the holidays including FOT
- Created 20 centerpieces for the holiday luncheons
- Continued friend and member outreach

FY22 Committee Objectives

Our first objective was: To add new arrangers

- The status for this objective is: Ongoing

Our second objective was: Explore adding subcommittee for special events

- The status for this objective is: In the planning stage

>**Fund Development, Susann Mirabella**

Date of last meeting: January 20, 2022

Date of next meeting: May, 2022

Current Year Objectives:

- Spearhead funding campaign for Garden House remodel/expansion to meet financial requirements.
- Explore further naming opportunities to accommodate future needs.
- Develop a strategy to meet the Retail budget and to get leadership in place.

Budget: n/a

Action Items Completed:

- Festival of Trees successfully completed in December.
- Annual Appeal exceeded it's budget.
- Anniversary party took place in September and was a success in every way.
- Beginning of transition to digital membership.

Action Items In-progress/Pending/Discussed:

- Additional naming opportunities continue to be discussed as the Garden House project move further along.
- Additional benches are explored based on donor demands.
- Jane Stocklin as the fundraising chair for the Garden House and FD co-chairs attend all Garden House meetings and monitor project from fundraising point of view.
- Director Circle event and alternative to an in-person event is being planned for March.
- Summer Garden Party will be planned by FD Co-Chairs.
- Retail budget is being met by pop-up events during lunches. No specific retail effort currently in place.

Announcements/Questions for the board/larger group:

- Thank you for all your continued financial support of Gamble.
- Several fundraising committees will be looking for new leadership next year and it would be great to get any recommendations you may have.

>**Garden Advisors and Support, Lesley Peters**

Liaison to the Board: VP Programs, Colette Rudd

Mid-year Report

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Date of last meeting: Tuesday, January 11, 2022

Date of next meeting: Tuesday, February 8, 2022

Revenue and expense budget for FY22:

- The Garden Advisors committee has no budget, revenue, or expenses. The individual committees that make up the Garden Advisors (Floral Arrangers, Garden Volunteers, and the garden itself, represented by Garden Director Corey Barnes) have their own budgets.

Roster changes this FY: We had no roster changes in FY22.

Garden activities to date:

- Routine garden maintenance.
- Removal of the Palm tree
- Planning for the Cutting Garden renovation and plans for the future
- Alle Garden renovation and plans for the future
- Signage in the garden
- "Garden House" renovation project
- Volunteer recruitment
- Activities that need to be addressed:
- Review planned maintenance with Treasurer and Buildings and Grounds to address increased time/budget for routine maintenance
- Need for additional staff and volunteers. I'm guessing this will always be an issue.

>Garden House Task Force, Dana Perkins and Sarah Clark

Reporting period: July 1 - December 2021 (mid-year report)

Date of last meeting: January 18, 2022

Date of next meeting: February 5, 2022

Action items in progress or completed:

- The Garden House Task Force has continued to meet regularly since March 2021, with sixteen meetings held to-date in 11 months, investing hundreds of volunteer and staff hours. Our most recent meeting was January 18, 2022.
- The Task Force has invested considerable time in researching, defining, and analyzing:
 - Project goals
 - Physical requirements and use of spaces for staff, plant and horticultural needs, tools storage and maintenance, and garden volunteers
 - Gamble's Conditional Use Permit (CUP) documents and historic documents
 - Rental and Program revenues and property use
 - Facilities available for rent at City of Palo Alto properties
 - Classroom spaces and educational programs in use at other garden and horticultural centers in our area
 - Committee is continuing work on a Requirements Document
 - The Garden Director is presenting Horticultural Requirements and Hort office space recommendations at the Jan 25, 2022 Board meeting
 - The VP Programs, Colette Rudd, is presenting a proposal for increasing the number of classes
- The Task Force completed
 - a survey of local Palo Alto facilities and classrooms available for rent
 - a survey of classrooms at other bay area garden and horticultural centers
 - a business "pro forma" case for including a classroom in the project

Announcements to the board:

- Committee continues to meet monthly
- We have contacted the City of Palo Alto to initiate the historical review process

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>Garden Club Liaisons, Susan Woodman and Donna Sheridan

No Report submitted this month by Garden club Liaisons.

>Garden Volunteers, Betsy Gifford and Gwen Whittier

Reporting Period: January 2022

Committee Name: Garden Volunteers (Dirty Knees)

Date of last Committee meeting: NA

Date of next Committee meeting: NA

Action items Completed by Committee:

- The formal year for the Dirty Knees will begin on January, 18th and 19th, 2022.
- We will not hold our usual welcome back coffee, but will hope to have a spring party, if possible.
- We have asked that everyone wear a mask, and have proof of vaccination on file with the Executive Director.
- The Garden Director, Corey Barnes, will bring us up to date as to what is happening in the garden.

Announcements to the Board: None

>Horticultural Library, Mary Jo Levy

Liaison to the Board: VP Programs, Colette Rudd

No Report submitted this month by Horticultural Library.

>Hospitality, Pat Gregory

Committee: Hospitality

Liaison to the Board: Sarah Cornwell

Reporting period: January 2022

Date of last meeting: November 11, 2021

Date of next meeting: February 2022 TBD

Mid-Year Report

Budget: N/A

- The committee is keeping track of expenses and so far the total Hospitality expenses that were submitted and paid were \$463.76 for the Donor Party (Summer Garden Party) in August.
- The committee is adjusting its FY22 revenue and expense forecast to be: N/A

Roster Changes

The number of members on this committee at the start of FY22 were:

- We had 7 members

The number of members in January 22 are:

- We have 6 members and another volunteer who wants to help with events.

What are the committee changes planned for members?

- We are not looking for more committee members but would like to have more volunteers help us when needed.

FY22 highlights/major accomplishments (July 1, 2021 – January 2022):

1. Had 3 Committee meetings July 20, August 19, and November 11
2. Summer Donor Party was successfully orchestrated and had about 120 guests
3. Had recap meeting to go over expenses and feedback about the Donor Party in August
4. Planned Holiday Board Party for Dec 13 with committee

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5. Had to cancel all arrangements for Board Holiday Party three days before and notify guests and committee and food donors

FY22 Committee Objectives

We follow our mission statement for the Hospitality Committee

Our first objective is to: Create a Hospitality support network. Status: Even though we have had to deal with Covid, this year, we were still able to help Endowment with the Donor Party.

Our second objective is to: Provide Hospitality for the Board Holiday Party, Board Retreat, and Summer Garden Party. Status: We could not have the Board Holiday Party in December because of the big storm and unfortunately we had to cancel the party 3 days before.

Our third objective is to: Coordinate some Hospitality purchases. Status: We had the committee purchase appetizer ingredients, beer, water, and other items necessary for the Donor Party in August.

Announcements to the board for FY22, if any:

- Thank you to those on the Board who had offered to bring food to the Holiday Board party before it was cancelled.

Monthly Report

Actions items completed:

- Unfortunately the Board Holiday Party which was scheduled for December 13, had to be cancelled 3 days before because of the huge storm that was predicted for that day. It was disappointing but a wise decision since we would have been outside. A lot of work had gone into planning the event by the Hospitality Committee, and our wonderful Board and other Gamble members had offered to bring food which was very generous of them. We had to contact our Committee and everyone including the guests to say it was cancelled. We are hoping we can re-schedule another Board Party when it is safe.

Announcements to the Board:

- Thank you to the Hospitality Committee for helping plan the Holiday party and also for being so flexible when we had to cancel. Thank you to the Board for offering to bring food and being understanding when we had to cancel. Thanks also to Sarah Cornwell for doing the invitations on Paperless Post and letting the invitees know it was cancelled.

>Investment, Ian Linford

Committee: Investment Committee

Liaison to the Board: Finance Committee

Reporting period: January 2022

Date of last meeting: 1/19/22

Date of next meeting: 4/27/22

Action items completed:

- Completed quarterly review of Endowment Portfolio

Announcements to the board:

- Endowment portfolio continues to perform well, with a +14.75% return for the calendar year 2021.

>Luncheon, Robin Allen and Marie Immekeppel

Liaison to the Board: VP Programs, Colette Rudd

Budget

- Our FY22 revenue budget was: \$5,176.00
- Our FY22 expense budget was: (\$2,000.00)
- Our FY22 net income was: \$3,176.00
- Our actual FY22 revenue was: \$12,101.00
- Actual FY22 expenditure was: \$4,114.00

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- Actual FY22 net income was: \$7,987.00 (More than twice what was budgeted)

Roster Changes

- The number of members on this committee at the start of FY22 were: 40 people
- The number of members in January 2022 are: 37 people
- What are the committee changes planned for members? There have been a few that have dropped away. We are really good for right now.

FY22 highlights/major accomplishments (July 1, 2021 – January 2022):

1. We have held two Online committee meetings to plan. Good attendance
2. We have moved to an Online Sign-up Schedule that everyone likes
3. Gave a successful week of Holiday Luncheons
4. Contributed Baked breads to sell at FOT
5. Voted to raise the price of our lunches by \$5 for member/Non-member at both Regular and Holiday luncheons
6. Luncheons now run from April to October and first week in December

FY22 Committee Objectives

Our first objective was: To serve luncheons from March to October outside and the first week in December inside. The status for this objective is: We successfully did this and everyone enjoyed being in the garden during the summer months.

Our second objective was: To serve ONE large group on the Teahouse patio during June, July or August The status for this objective is: We were able to do this for all 3 months!

Our third objective was: To bake and package for Sale baked recipes from the Cookbook. The status of this objective: Successfully done for the Festival of Trees brought in \$904. Hope to add to other Gamble events in the future.

Announcements to the board for FY22, if any:

- The Luncheon Committee and its volunteers are looking forward to another successful Summer of Luncheon outside.
- We are also exploring a sub-committee that will do table flower centerpieces to use at the luncheon and sell to our guests around holiday times, like Easter, Mother's Day, etc. More information to come forward as this develops. We will keep you posted.
- In the kind of year we have just come through, we are grateful for the devoted volunteers we have, the joy they find in working together on this committee and for all the ways they support the work on the committee to benefit Gamble Garden!

Membership, Iris Korol

Liaison to the Board: VP Fund Development, Susann Mirabella

Mid-Year Report

Date of last meeting: 1/18/2022

Date of next meeting: 3/21/2022

Current Year Objectives:

- Continue to meet budget numbers and continue efforts in recruiting New Members and keeping current ones. Do follow up on 'lapsed' members
- Expand Member Benefits: Added a digital Membership Card. Obviously difficult to hold Membership events in time of Pandemic. See below in Announcements of our plans
- Committee Members Delivered 5 plants and introduced Gamble to new neighbors in outreach activities. An additional 8 will be delivered
- Relationship Building: Continue working with Second Saturday team and participate at Second Saturdays.
- Participated at FOT Event.
- Had Corey come to our meeting to share his vision and plans and how we can work together

Budget: \$110,500 and ahead of projections for year

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Announcements/Questions for the board/larger group:

- We will be holding our BE MY GUEST LUNCHEON (thank you, Robin and Committee) on June 9th and with the Board and Membership Committees support we will add NEW MEMBERS to GAMBLE. Corey has graciously agreed to conduct a tour following lunch.
- We will staff a Membership Table at Spring Tour
- We hope to have a speaker/brown bag lunch meeting soon (COVID restrictions?). Our past ones very successful and well received

Is the committee actively searching for new members: No. We presently have 9 active/engaged members and find this to be a good working number

Monthly Report

Date of last meeting: January 18th

Date of next meeting: March 15th

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. Wonderful Pat Gregory has joined in our efforts and spends a day a week making calls
- Participated in Second Saturdays- staffed by members of Committee and offered Membership literature and helped with sign ins
- Participated at FOT promoting Membership
- 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.
- Delivered a plant from GAMBLE and met and welcomed new 5 new neighbors. We will do follow up letter and connection
- Have installed a digital membership card

Announcements to the board:

- Plans for BE MY GUEST LUNCHEON on June 9th moving forward. We had asked and received your support and each Board Member will sign up and bring a new/prospective member to lunch. THANK YOU! Members of the Membership Committee will do the same

Personnel, Dana Perkins and Sarah Clark

Mid-Year Report to the Board

Budget: N/A

Roster Changes:

- The number of members on this committee at the start of FY22 were: 6
- The number of members in January 22 are: 6
- There are no plans to change the composition of the committee

FY22 highlights/major accomplishments (July 1, 2021 – January 2022):

1. Assisted ED in defining Gamble's response to the county's stance on Covid-19.
2. Updated Employee handbook which was approved by the Board.
3. Reviewed office personnel onboarding process
4. Assisted ED in office manager performance plan

FY22 Committee Objectives:

- The committee is charged with assisting the ED with issues pertaining to staff and employment. The highlights show the implementation of that goal.

Programs, Colette Rudd

Liaison to the Board: Colette Rudd

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Mid-Year Report: This will be in the February Board Packet.
No Report submitted this month by Programs.

Roots and Shoots, Veronica Thao, Edible Garden Program Manager

Liaison to the Board: VP Programs, Colette Rudd

Mid-Year Report

Budget

- Our FY22 revenue budget was: \$0.00
- Our actual FY22 revenue was: \$1004.00
- Our FY22 expense budget was: \$650.00
- Our actual FY22 expenses were: \$1192.18

In a fiscal year, the budget has been set based on the revenue in that year from the program's traditional flat rate fee of \$15.00 per student. In FY20, the most recent time the program was held at Gamble, this meant the operating budget was \$660 (44 students served) with the traditional flat rate fee of \$15.00 per student, paid to Gamble at the beginning of the school year in August-September. This fiscal year, a few things were different: First, the program was held at Walter Hays Elementary, which meant needing to purchase new materials that would support this different program model and location. Second, the program had been running based on the \$15.00 flat rate but there was no indicator as to why or how the \$15.00 came to be the standard. As a result, the Edible Garden Program Manager, with support from the sub-committee members and the Garden Director, sought to determine the true costs of running the program by planning and accounting for all program expenses at the beginning of each seasonal session (fall and spring) within an academic year. This figure then informed the program fee.

For the fall session, the revenue from the fees was a sum of \$1004.00, equating to \$14.00 per third grade student and \$6.00 per fourth grade student. The third-grade classes received three visits per class, and the fourth-grade classes received one visit per class. The fourth-grade students are experiencing the program this year because they were not able to the year prior due to the pandemic. This frequency, in part, affected their fees.

There were two charges that were unanticipated that will be considered in the budget in the future. First, the Emerisa plant delivery fee at \$15.95. Second, a bank fee at \$8.28.

For the fall session, the budget was anticipated to be in the red and to have a negative net income. The generated net revenue was -\$188.18. In FY20, the Committee received \$264.00 that was not earned. The school had already paid at the beginning of the school year in September 2019 for a full academic year of programming for the third-grade classes, but due to the pandemic, they only received the program in fall 2019 and not spring 2020. The Edible Garden Program Manager applied the credit forward in this past fall session. The original fee for FY22 for the fall session without applying the credit forward would have \$16.00 per third grade student and \$9.00 per fourth grade student. With applying the credit forward, the fee was updated to \$14.00 per third grade student and \$6.00 per fourth grade student.

The RS Committee is adjusting its FY22 revenue & expenses for the second half of FY22. This adjustment will be determined by the beginning of February 2022 and reported in the February Committee Report to the Board. At that point and time, the Committee will have held our planning meeting to finalize the spring program curriculum. The spring curriculum materials, as well as visit frequency and number of students per grade, will inform the expenses. Our spring session fees will accurately reflect these expenses.

Roster Changes

- The number of members on this committee at the start of FY22 were: 12 members
- The number of members in January 22 are: 10 members

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What are the committee changes planned for members? For example: plans to recruit; plans for Committee Chair transition; plans for additional or fewer committee members?

- The Committee plans to recruit additional members
- Formalize and schedule existing committee members in supporting program preparation

FY22 highlights/major accomplishments (July 1, 2021 – January 2022):

1. The major accomplishment is that the Roots and Shoots fall programming at Walter Hays Elementary has been completed! The Committee worked with six classes, totaling to 106 students, at least 11 teachers and/or school staff members, and 12-20 parents and/or guardians. Hands-on lessons took on a new format that was based on the original, onsite, Gamble curriculum. Students sang the Roots and Shoots song and were extremely curious and excited to learn and participate in the program. Students were silly and had so much fun learning about decomposition, seed propagation, and plant care. Students were stewards of their school gardens and the many parts that comprised it, including plants, worms, and water. Throughout, students practiced working and communicating with each other and expressing themselves.
2. The return of the program has allowed the Committee to reestablish our relationship with the school and parent/guardian community, giving visibility to Gamble. Per class visit, there were 2-3 parent chaperones who supported the hands-on activities, and it has provided an excellent opportunity for parents to see the program in action, and for us to connect with them, especially about Gamble Garden and Gamble events. The Edible Garden Program Manager has seen quite a number of students with their families visiting Gamble as well.
3. Having completed the first fall session, the Committee better understands what has worked well, and how to improve for the future, for programming that occurs onsite at the school. It is an incredible achievement to take a long-standing, traditional program and re-imagine it in a different model that's representative of the current times and in a school environment, too. These visits were organized, timely, fun, engaging, and hands-on. In less than ideal conditions, these visits were highly successful.
4. The spring session schedule has been confirmed, and the Committee will be meeting at the end of the month to finalize the curriculum, materials, volunteer support roles, and our school visit schedule.

FY22 Committee Objectives

Our first objective was: To successfully coordinate and execute spring and fall onsite (at Walter Hays or Gamble Garden) program delivery for third and fourth grade classes.

The fall session was highly successful. The committee completed fall programming (October - November 2021) at Walter Hays Elementary and has been planning for the spring session which will take place March - May 2022. For each fall and spring session, there are four visits to the school; three times for the two-third grade classes and one visit with the three-fourth grade classes. The lessons are taught per individual class. As a collective, students are involved in hands-on, science learning using the school garden and caring for their school garden beds. Students have learned and observed compost, decomposers, and worms. Students also made their own take-home container gardens that consisted of edible plants! The committee has continued to grow our relationship with Walter Hays staff, teachers, and parents. Per class visit, there were 2-3 parent chaperones who supported the hands-on activities, and this has provided excellent opportunities for parents to see the program in action and for us to connect with each other about Gamble Garden and Gamble events. There have been a number of interactions at Gamble with the visiting students and their families.

Our second objective was: To grow the committee roster by at least one new sustaining, regularly-contributing member. The new committee member would continue to be in the committee by the end of the fiscal year. The status for this objective is completed. The committee roster grew by one member who is new to the committee and is regularly active. The committee will continue to recruit new sustaining and regularly active members as needed.

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Our third objective was: To understand the real costs of the program by keeping clear expense records. We are succeeding with this objective. The Edible Garden Program Manager has been keeping record of the expenses and revenue.

Announcements to the board for FY22, if any:

Roots and Shoots Committee will continue to run the program for the rest of FY22 as a spring session which will take place March - May 2022 at Walter Hays Elementary. There will be four visits: meeting with the two-third grade classes three times and one time with the three-fourth grade classes. The Committee invites and encourages Board Members to participate in supporting and/or shadowing program delivery onsite at Walter Hays Elementary. Please contact the Edible Garden Program Manager for more information.

Second Saturday, Mary Powell; Tours, Sue Krumbein

Reporting period: one month

Date of last meeting: 1/4/2022 Steering Committee Meeting

Date of next meeting: 1/19/2022

- Steering Committee meets twice yearly; the planning group meets monthly

Action items completed:

1. Corey invited the committee to give monthly input on our educational garden tour plans. Doug Kalish has agreed to be our liaison for this purpose. We hope this will bring about closer collaboration and two-way communication between garden-based programming and garden priorities and changes.
2. Coordinating a series of antiracism workshops through our partnership with Castilleja.
3. Offering monthly educational zooms – these are essentially virtual tours, open to all Gamble volunteers. Upcoming: Talks on Botanical Latin Names, Plant Parts, Camellias.

Announcements to the board:

- We have modernized the definition of garden tours and house tours. Our modernized tours are inquiry based, participative, and often include hands-on activities and mini demonstration stations. Tour themes change monthly. Our guides and docents are well equipped and trained for the new style of tours, thanks to our educational and entertaining monthly training zooms. We ascribe to “delight-based learning!” That’s what keeps us strong.

Spring Tour, Robin Allen and Debbie Benson

Date of last meeting: Jan 20, 2022

Date of next meeting: March 17, 2022

Budget:

- Our FY22 revenue budget is: \$245,000.
- Our FY22 expense budget are: \$45,000.

Roster Changes:

- The number of members on this committee at the start of FY22 were: 27
- The number of members in January 22 are: 28

FY22 highlights/major accomplishments (July 1, 2021 – January 2022):

1. Five gorgeous gardens signed and photographed
2. Best use of property established for expanded number of vendors
3. Fresh graphic design concept finalized for booklet cover, poster, postcards
4. Publicity priorities determined and underway

FY22 Committee Objectives

Our first objective was: To execute a successful transition from online to an in-person event

The status for this objective is: We have a great committee – experienced and enthusiastic – hard at work.

Our second objective was: Maximize our revenue-generating committees

The status for this objective is: Include Eventbrite for ticket sales; broaden/increase vendors.

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Our third objective was: To meet or exceed our financial goal. The status for this objective is: Planning to reach out to garden groups not previously contacted

Our fourth objective was: Foster goodwill with existing and returning constituents. The status for this objective is: A switch was made between Vendor and Silent Auction chairs to allow those volunteers to use their expertise and do what they enjoy.

Our fifth objective was: Support training for future Spring Tour committee chairs. The status for this objective is: We have not specifically identified volunteers to shadow ST committee chairs at this time.

Strategic Planning, Kathie Shaw

Date of Last Meeting: Jan 21, 2022

Attending: Kathie Shaw (Chair), Sarah Clark, Sarah Cornwell, Karen Douglas, Susann Mirabella, Judy Paris, Colette Rudd, Dana Perkins, Joan Sanders, Jane Stocklin

Absent: Joan Cronin, Corey Barnes

IDEA initiative

- Sarah Cornwell talked about the possibility of the formation of a Task Force to explore how to implement the IDEA initiative in the organization. There was discussion about whether, instead, the SPAC should have the leadership role in this. There was also extensive discussion about the reason for pursuing this initiative.
- Eventually, it was agreed that a Task Force would be the best option. Kathie will bring a motion to the board suggesting that a Task Force be created to explore how to implement the IDEA initiative.
- Task force members to be appointed by the Board co-presidents.

Retreat

- The Committee normally heads a retreat in February. The concern was raised about having a retreat via zoom – discussions can be so much more meaningful in person. Perhaps the off-site could be postponed until March or later. The question was raised about what might be discussed - what are the concerns facing the committees/the organization. What are the risks facing the organization?
- The consensus was that we can wait until we can meet in person to discuss long-range strategic issues. Meanwhile we can address next year's (short-term) goals at February's board meeting.
- Next step is for the SPAC to set up the discussion format for the retreat. It's important to "think big" as well as discuss financial impact.

Tours and Second Saturday (joint report), Mary Powell and Sue Krumbein

Mid-Year Report to the Board

Budget:

- Our FY22 revenue budget was: 0
- Our actual FY22 revenues: Tours revenue – refer to eTapestry
- Revenue comes from school field trips and paid public and private tours; Second Saturday is a free event.
- Our FY22 expense budget was: approx..\$1000
- Our actual FY22 expenditures were: approx. \$800, primarily for magnifying lenses (Does not reflect purchases not submitted for reimbursement)

The committee is adjusting its FY22 revenue & expense forecast to be:

- We are implementing a plan to garner sponsorships for SS; increase expenses to cover Lion dancers and general materials costs

Roster Changes

The Second Saturday/Tours Committees has a small steering group. The whole committee includes active guides and docents, and liaisons from membership and volunteer development.

- The number of total members on this committee at the start of FY22 were: 34+
- The number of members in January 22 are: 40+
- The Committee conducts a yearly recruitment/enrichment event.

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FY22 highlights/major accomplishments (July 1, 2021 – January 2022):

1. Themed SS highly successful and popular
2. Introduction of public tours well received
3. Private tours for diverse groups are on the rise (school groups, teens, special needs adults, seniors, school groups)
4. Our guides and docents are dedicated, reliable, knowledgeable, and talented!

FY22 Committee Objectives

Goal #1 Continue to build the inclusivity of Second Saturday through the three P's -- programming, publicity, and partners -- designed to make Gamble Garden a welcoming place for all segments of our community with special focus on Asian, Latinx, and African American cultures.

Midyear assessment:

Strength:

- We partnered with several great organizations including Canopy, Castilleja, San Mateo Astronomical Society, Garden Club of Palo Alto, Woman's Club, MOHA, Peninsula Bridge, Camellia Society, and Norcal Bats.

Challenge:

- Our guide/docent corps is very diverse including women, men, old, young, white, Asian, but light on Hispanic.
- We are working to increase Hispanic representation and Spanish speakers. (1 in 4 people in San Mateo and Santa Clara Counties is Hispanic.)
- The makeup of steering committee is un-diverse and does not meet the spirit of IDEA.

Goal #2 Contribute input on vision for use of house, hort office, and garden spaces to support the Board's goals.

Midyear assessment:

- The board and staff have sought out our input with respect to the house and hort office but not with respect to the garden spaces. As the primary garden-based program, we represent two major stakeholders (a) nearly 2000 garden tour participants annually, and (b) ourselves as curriculum developers and presenters of the garden. We believe we have valuable input to give!

Goal #3 For our new volunteers, both adults and student volunteers, invest in them to make them self-sufficient, highly effective contributors.

Midyear assessment:

- This goal is being met.

Announcements to the board for FY22, if any:

- Governance consideration: The guides and docents that serve Second Saturday are one and the same as the people who serve Tours. In effect, Second Saturday is a type of Tour. We offer five types of tours: public, private, school group, Second Saturday adult, and Second Saturday family. The first three are paid tours (free for members.)

Volunteer Development, Anne Ritchie

Committee: Volunteer Development Committee

Liaison to the Board: Anne Ritchie

Budget

- Our FY22 revenue budget was: \$0.00
- Our actual FY22 revenues were: \$0.00
- Our FY22 expense budget was: \$500.00
- Our actual FY22 expenditures were: Will be spent for Volunteer Appreciation

Roster Changes

- The number of members on this committee at the start of FY22 were: 9
- The number of members in January 22 are: 7

What are the committee changes planned for members?

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- Currently the VDC is comprised of individuals who chair/co-chair major groups at Gamble. I would like to recruit at least two new members to the committee who can assist primarily with following up with individuals who expressed interest in volunteering at Gamble Garden

FY22 highlights/major accomplishments (July 1, 2021 – January 2022):

- Effectively communicated Festival of Trees volunteer needs by emailing all rostered volunteers. (Additional non-rostered volunteers also received same email.)

FY22 Committee Objectives

Our first objective was: Work with staff to develop an efficient method to communicate with all volunteers in a timely manner when appropriate. This will be measured by the successful implementation of the goal. The status for this objective is: Chair worked with staff to efficiently communicate Festival of Trees volunteer needs to all rostered volunteers as well as other Spring Tour volunteers and new volunteers who had expressed interest in helping at one-time events. The first emails also included a link to a Google form where volunteers could proactively sign-up for volunteer shifts. This communication method eliminated many phone calls and personal emails to fulfill volunteer needs for the multi-day event.

Our second objective was: Continue to work with committee and program chairs to grow their volunteer rosters as appropriate. Develop a volunteer needs assessment and skills requirement document for committee chairs to communicate with the Volunteer Development. The status for this objective is: In progress.

Our third objective was: Work with Gamble staff and administration to complete the effort to capture volunteers' emergency contact information on eTapestry. The status for this objective is: In progress. While not complete, the majority of volunteers have submitted emergency contact information as well as COVID vaccination status. This will need to be revisited as emergency contact information may change from year to year.

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