



ELIZABETH F.  
**GAMBLE GARDEN**  
HISTORIC HOME & GARDEN



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Committee Reports  
June 28, 2022

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**>Adult Education, Terri Weber**  
**Committee Chair, FY23: Terri Weber**

**Budget**

Our initial FY22 revenue budget was: \$2,662  
Our actual FY22 revenues were: Midyear \$11,191  
Our initial FY22 expense budget was: \$2,124  
Our actual FY22 expenditures were: Midyear \$3,842

***The committee adjusted mid year its FY22 revenue & expense forecast to be:  
Total fiscal year 22. Revenue \$19,000 Expenses \$6,000.***

***Our preliminary FY 22 was Revenue \$20,964.45  
Expenses: \$11,418.90***

*The committee is adjusting its FY23 revenue goal to be: Revenue \$22,000. Expenses \$11,000*

**Roster Changes**

The number of members on this committee at the start of FY22 were 17  
The number of members at the end of FY23 were:18  
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?

*A recruitment letter giving information about the Committee and its goals was developed by Terri Weber, Adult Education Committee Chairperson. It was sent through Gamble Web site and Anne Richie of the Gamble Volunteer Outreach Committee in hopes of adding more active members to the committee in the spring. So far there has been one new member.*

**FY22 highlights/major accomplishments:**

1. *Increased variety of classes and number of attendees*
2. *Restructure of class interests and distribution using our new focus groups*
3. *Increase active membership*

**FY22 Committee Objectives**

Our first objective was: *to increase number and variety of classes and increase attendees and demographics of these attendees. We have greatly increased the number and variety of classes as well as attendees*

Our second objective was: *Restructure of focus groups.*  
*This has been completed and we are organizing classes/ events within these parameters*

Our third objective was: *Recruitment of active members*  
*We have updated our information sheet added one new member but are always looking for active new members. We will continue to send this information through Gamble site periodically*

**FY23 Committee Objectives**

Our first objective is: Continue exploring a variety of classes/events.

The reason for this objective is:

*As water conservation continues to be a major factor, we need to develop events / classes that make use of the beautiful garden but do not focus entirely on new plantings. There is still the possibility of COVID surge as well as possible air quality. It may again be necessary to explore zoom classes although in person classes are much preferred.*

*The objective's success by will be measured by: Number of class/ event participants*

Our second objective is: *To develop a new metric system so that the actual expenses for each class /event may be tracked more efficiently*

*The reason for this objective is: Better able determine the full cost revenue of each class and detailed expenditures*

*The objective's success by will be measured by more efficient use of monetary resources*

Our third objective: *Updating the procedure manual for education classes*

*The reason for this objective is: Donna Bohling developed an excellent education flow sheet with input from Delia Laitin a few years ago but the bulk of the text for the detailed instruction manual is over 10 years old. It needs to be updated and put online so members may easily access it. Previously notebooks were used which made periodic updating difficult and time consuming. The committee needs guidance from the BOD as to the procedure to be used for updating manuals. Currently another volunteer and I are willing to take on this task.*

*The objective's success by will be measured by: Clearer guiding I implementing and organizing classes/ events.*

**Final announcements to the board for FY22, if any:**

*Previously many instructors for Gamble included members or others with ties to Gamble. During Covid shutdowns we began to use zoom instructors without relationships with Gamble.*

*I feel as though there needs to be a very simple contract developed that will officially list the expectations for instruction/performance from both the participant and Gamble. There should also a possible cancellation clause if there are a very low number of signup five days before the event , COVID surge or air quality issues. This should be as simple as possible, just enough so that both sides have their expectations clarified.*

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**>Annual Appeal, Susann Mirabella**

**Liaison to the Board: Susann Mirabella**

**FY 22 Chair: Gloria Hom and Sarah Cornwell**

**FY 23 Chair: tbd**

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**>Archives, Linda Norton**

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**>Board Development, Lena Dawson**

**Committee Chair, FY22: Lena Dawson**

**Committee Chair, FY23: Lena Dawson**

**Budget**

Our FY22 revenue budget was: N/A

Our actual FY22 revenues were: N/A

Our FY22 expense budget was: N/A

Our actual FY22 expenditures were: N/A

The committee is adjusting its FY23 revenue goal to be: No Budget

**Roster Changes**

The number of members on this committee at the start of FY22 were: 8

The number of members at the end of FY23 were: 8

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?

No plans at this point to add more committee members.

Possibility of Committee Chair transition end of June 2023.

**FY22 highlights/major accomplishments:**

1. Finish the 2022-2023 Board slate
2. Assisted with helping find Committee Chairs .
3. **Assisted with helping find some Operating Committee Chairs**

**FY22 Committee Objectives**

Our first objective was: To find people to be members of the Board.  
The status for this objective is: Still working on finding a President -Elect

Our second objective was: To assist to help find Committee Chairs  
The status for this objective is: Complete.

Our third objective was: To assist to help find Operating Committee Chairs.  
The status for this objective is: Complete.

**FY23 Committee Objectives**

Our first objective is: To select people willing and able to become members of the Board.  
The reason for this objective is: Board stability is needed.

The objective's success by will be measured by:

Our second objective is: To assist with finding Board Committee Chairs.  
The reason for this objective is:

The objective's success by will be measured by:

Our third objective is: To help finding Operating Committee Chairs.  
The reason for this objective is:

The objective's success by will be measured by:

**Final announcements to the board for FY22, if any:**

**Thank you to those Board Members that have suggested potential people to join the Gamble Board.**

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>**Board Governance, Sarah Burgess**

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>**Buildings and Grounds, David Chang**

Liaison to the Board: Marco Maina

**Monthly Report**

Buildings Committee Reporting Period: June 2022

Date of last meeting: June 7, 2022

Dated of next meeting: June 28, 2022

**Maintenance & Enhancement Projects Action Status Report:**

- Rear staircase replacement with brick: Finance committee approved spending \$21,000 with masonry contractor Andreas Barajas and Francisco Hernandez, welder, for the wrought iron railing. We hope to receive support from the board this month.
- Gazebo: dry rot and termite damage to the beams and rafters to be temporarily fixed by Marco to last a few months in order to have it professionally looked at.
- Lighting project: submitted David Patton's project specifications to two contractors - Dalcon Electric and Pacific Coast Home.
- Interior Refurbishment of Dining Room, Entry and Living Room: a second bid is expected soon to include repairs and replastering the ceilings, as well as restoration of wood paneling, and painting ceilings and walls. Library will also be painted.

**End of Year Report**

**Committee Chair, FY22: David Chang**

**Committee Chair, FY23: David Chang**

**Budget**

Our FY22 revenue budget was: N/A

Our actual FY22 revenues were: N/A

Our FY22 expense budget was: N/A

Our actual FY22 expenditures were: N/A

The committee is adjusting its FY23 revenue goal to be: N/A

**Roster Changes**

The number of members on this committee at the start of FY22 were: 2

The number of members at the end of FY23 were: 2

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? None

**FY22 highlights/major accomplishments:**

1. Main house inspection report identified many repair projects, and they were all completed
2. Main House sub-committee formed with 7 members and have been diligently working on both maintenance, repair, and improvement projects

**FY22 Committee Objectives**

Our first objective was: see #1 above

The status for this objective is: completed

Our second objective was: see #2 above

The status for this objective is: on-going

**FY23 Committee Objectives**

Our first objective is: continuation of repair or replace projects identified in current fiscal year

The reason for this objective is: maintain and enhance the Gamble properties

The objective's success by will be measured by: successful completion of the multiple projects

Our second objective is: repair or replace the gazebo

The reason for this objective is: the gazebo is the iconic structure that must be maintained

The objective's success by will be measured by: completion of this project

**Final announcements to the board for FY22, if any:**

**None**

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**>Children's Events, Deanna Wong**

Reporting period: May 11 - June 30, 2022

**ACTION ITEMS UPCOMING**

1. Halloween Event on Saturday, Oct. 29, 2022
2. Annual Committee Meeting on Wednesday, Nov. 30, 2022
3. Holiday Event on Saturday, Dec. 3, 2022
4. Easter Egg Hunt on Sunday, 2, 2023

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**>Endowment, Pat Davis**

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**>Executive Committee, Dana Perkins and Sarah Clark**

**Committee Chair, FY23:** Sarah Clark

**Budget**

Our FY22 revenue budget was: N/A  
Our actual FY22 revenues were: N/A  
Our FY22 expense budget was: N/A  
Our actual FY22 expenditures were: N/A

The committee is adjusting its FY23 revenue goal to be: N/A

**Roster Changes**

The number of members on this committee at the start of FY22 were: 6  
The number of members at the end of FY22 were: 6  
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 members are defined by the charter and will not change.

**FY22 highlights/major accomplishments**

The Executive Committee helped set the agenda for Board meetings, kept up with the changing COVID restrictions, prepared the onboarding of the new Executive Director-

**FY22 Committee Objectives**

The committee meets to aid the president(s) and does not have specific objectives.

**Final announcements to the board for FY22, if any**

Impact of COVID hampered social interaction/team-building among Board of Directors including the ability to conduct an in-person annual retreat to discuss critical Board goals. In spite of communication challenges and personnel staff turnover, FY22 was an outstanding year of highly successful fundraising and closely managed and responsible fiscal management.

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**>Finance, Karen Douglas**

**Budget:** NA

**Roster**

One member retired from the committee as of June 30: Joan Sanders.

**FY22 Committee 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. *On-going.*

Obj #2: Select an auditor for our FY22 audit. *SD Mayer was selected to audit FY22 financials.*

Obj #3: Complete a draft documenting Gamble Garden's internal controls. *An updated draft of the Accounting Policy Manual, documenting internal controls, has been completed and will be submitted to the board at its August meeting.*

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. *The Finance Committee has periodically updated a 5-year forecast, showing that current levels of spending are not sustainable.*

Obj #5: Review the Planned Maintenance Schedule with the Board and Staff, as it relates to the Main House and Carriage House maintenance. Discussed with the Garden Director in early fall.

**FY21 highlights/major accomplishments:**

Besides completing our objectives:

- Our Finance Manager successfully filed for and received the Employee Retention Credit for parts of 2020 and 2021, netting about \$90k.

**Proposed FY23 Committee Objectives**

- Complete audit of FY 22 financials.
- Discuss and update, if necessary, procedures for reviewing projects

**Final Announcements to the Board for FY22**

Please review the materials in the board packet carefully as there will not be a formal presentation this month. The board will be asked to approve the draft FY 23 Budget presented to the board in May. Feel free to reach out to Karen or Kevin with any questions.

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**>Floral Arrangers, Carmen Pekelsma**

**Committee Chair, FY22: Carmen Pekelsma**

**Committee Chair, FY23: Carmen Pekelsma**

**Budget**

Our FY22 revenue budget was: N/A

Our actual FY22 revenues were: \$534.00 from the Greens Sale

Our FY22 expense budget was: \$1,000.

Our actual FY22 expenditures were: \$848.00

The committee is adjusting its FY23 revenue goal to be: N/A

**Roster Changes**

The number of members on this committee at the start of FY22 were: 21\* (3 members were on leave)

The number of members at the end of FY21 were: 21

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?

We are now at 22 arrangers on the committee and hoping to add two more

**FY22 highlights/major accomplishments:**

1. All committee members helped with the Festival of Trees which included the decoration of the exterior of the house, the interior of the house and centerpieces for the luncheons, and arrangements for the holiday sales in the Carriage House.
2. Annual Committee luncheon was held which serves as the only opportunity for the whole committee to be together. This luncheon was an opportunity to meet and exchange thoughts with Corey Barnes our Garden Director. The garden staff was also welcomed to the luncheon, as well as Sarah Clark and Sarah Cornwell. We felt this was a good opportunity for the arrangers to meet with those who are an important part of the garden
3. A major highlight was the possibility of the much needed improvement of the Cutting Garden.

**FY22 Committee Objectives**

Our first objective was: To increase the membership on the committee

The status for this objective is: Additional arrangers were added and looking to add two more.

Our second objective was: Continuation to assist in the Cutting Garden

The status for this objective is: Ongoing

**FY23 Committee Objectives**

Our first objective is: To explore the possibility of adding subcommittees to the present floral committee.  
The reason for this objective is: Alleviate some of the duties of the Chairman.  
The objective's success by will be measured by: The Chairman's sanity.

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**>Fund Development, Susann Mirabella**

**Committee Chair, FY22: Susann Mirabella and Marco Maina**  
**Committee Chair, FY23: Susann Mirabella and Marco Maina**

**Budget**

Our FY22 revenue budget was: n/a  
Our actual FY22 revenues were: n/a  
Our FY22 expense budget was: n/a  
Our actual FY22 expenditures were: n/a

The committee is adjusting its FY23 revenue goal to be: n/a

**Roster Changes**

The number of members on this committee at the start of FY22 were: All fundraising committee chairs.  
The number of members at the end of FY23 were: All fundraising committee chairs.  
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? All incoming committee chairs will be part of the committee.

**FY22 highlights/major accomplishments:**

1. Annual Appeal exceeded budget and incoming leadership in place.
2. Endowment exceeded budget and incoming leadership in place.
3. Membership exceeded budget and incoming leadership in place.
4. Spring Tour exceeded budget and incoming leadership in place.
5. Festival of Trees was very well received in the community and will continue to grow as a fundraiser at Gamble.  
Incoming leadership in place.

**FY22 Committee Objectives**

**Our first objective was:** Spearhead funding campaign for Garden House remodel/expansion to meet financial requirements.

**The status for this objective is:** Waiting for Garden House project to proceed to finalize specifics, while communicating with donors and giving updates.

**Our second objective was:** Explore further naming opportunities to accommodate future needs.

**The status for this objective is:** Work in progress.

**Our third objective was:** Develop a strategy to meet Retail budget and to get leadership in place.

**The status for this objective is:** Work in progress as we look for leadership.

**FY23 Committee Objectives-tbd until committee meets next.**

**Work in progress for FY 23**

1. Collaborated with Second Saturday committee and VP of Programs to come up with criteria for additional sponsorship opportunities beyond the traditional ways. A donor has agreed to sponsor 4 Second Saturdays at \$2,000 each for the coming year.
2. Working on additional sponsorship opportunities such as East Egg Hunt and Chinese/Lunar New Year.
3. Thinking out of the box for different fundraising opportunities.

**Final announcements to the board for FY22, if any:**

Thank you for your continued support for all events, including both being a volunteer and being a donor. We can't do all this without all the support you offer.

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>Garden Advisors and Support, Lesley Peters

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>Garden Club Liaisons, Susan Woodman and Donna Sheridan

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>Garden Volunteers, Betsy Gifford and Gwen Whittier

Committee Chair, FY22: Betsy Gifford, Gwen Whittier

Committee Chair, FY23: Betsy Gifford, Gwen Whittier

**Budget**

Our FY22 revenue budget was: NA

Our actual FY22 revenues were: none

Our FY22 expense budget was: We are listed under the overall Garden Budget

Our actual FY22 expenditures were: \$50.00 for hospitality

The committee is adjusting its FY23 revenue goal to be: NA

Roster Changes There are no changes

The number of members on this committee at the start of FY22 were: 2 co-chairs, 2 garden staff, plus 32 volunteers

The number of members at the end of FY23 were: NA

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? There are no plans for changes for committee members.

We hope to recruit many more garden volunteers.

**FY22 highlights/major accomplishments:**

1. We were able to maintain a safe environment for all the volunteers to continue to participate and maintain the beautiful garden at Gamble

2. Volunteers were able to donate more hours to prepare for Spring Tour

3. An Orientation Packet for all new volunteers was prepared and finalized,

**FY22 Committee Objectives**

Our first objective was: to recruit 5 new volunteers

The status for this objective is: We have recruited 7 new volunteers

Our second objective was: to reinstate our monthly Brown Bag lunches

The status for this objective is: Due to COVID we were not able to hold lunches or have field trips.

Our third objective was: To hold in-house teaching sessions on gardening skills or hold gardening classes for beginning gardeners.

The status for this objective is: Again, due to COVID, we were unable to accomplish this

**FY23 Committee Objectives**

Our first objective is: To recruit more garden volunteers

The reason for this objective is: To maintain our beautiful garden, we need many experienced garden volunteers

The objective's success by will be measured by: The number we are able to recruit

Our second objective is: To re-establish our monthly Brown Bag lunches and to try to arrange more field trips.

The reason for this objective is: To establish again the camaraderie of a working group, and to add an interesting and ongoing educational aspect of gardening

The objective's success by will be measured by:

Our third objective is: To try again for in-house training sessions and classes

The reason for this objective is: Again, to add an interesting and ongoing educational aspect of gardening.

The objective's success by will be measured by:

**Final announcements to the board for FY22:** We would appreciate any and all help and support that the Board can give us as we believe passionately in our wonderful garden.

Betsy Gifford, Gwen Whittier

Submitted: June 24, 2022



**>Horticultural Library, Mary Jo Levy****Committee Name: Library Committee****Committee Chair, FY22 and FY23: Mary Jo Levy****Budget**

Our FY22 revenue budget was: NA

Our actual FY22 revenues were: NA

Our FY22 expense budget was: \$500

Our actual FY22 expenditures were: \$100. Expense primarily for renewal of library catalog software; committee concentrated on getting backlog of previously purchased new books (and gifts) available in the library once the house was open to the public.

The committee is adjusting its FY23 revenue goal to be: NA

**Roster Changes**

The number of members on this committee at the start of FY22 were: 4, plus 1 for special project

The number of members at the end of FY22 were: 4

What are the committee changes planned for members? No changes planned at this time.

**FY22 highlights/major accomplishments**

A slew of new books were added to the library—these were items backlogged because of house access restrictions over many months due to Covid.

**FY22 Committee Objectives**

Our first objective was: In support of the Board Goal regarding the Main House: “Develop and overall plan for the Main House and immediate surrounds’ maintenance and upkeep,” the Library committee reviewed everything in the Library office to improve efficiency & remove unneeded items. In addition, books found in various locations in the house (i.e., but not part of the reference library) were reviewed with the assistance of the Archives Committee for relevance to Gamble history. Those identified as important and valuable have been inventoried, documented with annotations, and stored in secure cabinets. This was accomplished with the able assistance of a professional librarian with expertise in rare books. Books not considered relevant were removed, most donated to the Friends of the PA Library.

The status for this objective is: Completed

Our second objective was: In support of a past Gamble goal of “Sustaining Gamble Garden in the next decades”, the committee committed to:

A. Continue review of the entire library collection to remove outdated, inaccurate and inappropriate books by December, 2021.

Status: 95% complete. Due to restrictions in house access by committee members, who work in teams, this goal largely but not completely achieved.

B. Document all committee procedures to ensure continuity of library operations as membership changed over time. Completion, June, 2022.

Status: in process. Will complete in 22/23.

C. Start complete inventory of the collection in January 2022. Complete within one year, by December 2022.

Status: Item A needed to be completed before beginning the first ever inventory. This inventory was delayed, again, because of lack of access by committee team members to the house and personal schedules and situations of committee members.

**FY23 Committee Objectives**

Our first objective is: Finish review of entire library collection to remove, outdated, inaccurate and inappropriate books by September, 2022.

The reason for this objective is: To make gardening reference library relevant and up-do-date.

The objective's success by will be measured by: Completion of review, ability to have housing for new books.

Our second objective is: To document all committee procedures to insure continuity of library operations as membership changed over time. Completion: January, 2023.

The reason for this objective is: To provide background on practices and procedures for future committee members.

The objective's success will be measured by: Getting this done!

Our third objective is: to complete an inventory of the collection by June 2023. This will ensure that the catalog is accurate and determine subject areas that need updating. It will also provide a guide for future subject replacement needs.

The reason for this objective is: to retain usefulness of the library for Bay area gardeners.

The objective's success by will be measured by: Taking the results of the inventory and purchasing new books in subject areas where replacements are especially needed.

Submitted: June 24, 2022

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### >Hospitality, Pat Gregory

**Committee Chair: FY22 Pat Gregory**

**CommitteeChair: FY23 Pat Gregory**

#### **Budget: N/A**

Actual Fy22Revenues were: N/A

FY 22 expense budget was: N/A

Our actual FY22 expenditures were: \$436.76 for summer Garden Party (which was postponed to August 2021)

Expenses for the Summer Garden Party held in June 2022 are almost finalized but any expenses over \$3,000.00 Hospitality will pay for. Endowment and Membership Committees contributed each \$1500.00 for the party. This year we decided to have it Catered. Our expenses so far are \$5,288.71.

The Committee is adjusting its FY23 revenue goal to be: N/A

#### **Roster Changes:**

The number of members on this committee at start of FY22: 7

Number of members at end of FY23: 7

Committee changes for members:

I think it works well with the size of our committee and would like to keep it the same. We may want to have additional volunteers to help out at parties whom we can call upon.

#### **FY22 Highlights/ Major accomplishments:**

- Had 5 Hospitality Meetings with Committee in July, August, November, March, and June.
- Planned and orchestrated Summer Garden Party in August 2021 with Endowment since it was postponed from June of 2021.
- Planned The outdoor Holiday Board Party in December 2021 but it had to be cancelled 3 days before because of a big storm predicted for that day.
- Planned and orchestrated with Endowment the Summer Garden Party honoring our Major Donors and Endowment Major Donors in June 2022 for about 140 guests.

#### **FY22 Committee Objectives:**

Our first objective was: To create a hospitality support network for Gamble Garden.

Status of objective: I feel this has happened to some degree but would like to use the Gamble event form which we created.

Our second objective was: To provide hospitality for the Board Holiday Party, Board Retreat, and Summer Garden

Party.

Status of objective: We achieved this for actually 2 Summer Garden parties this year and would have done so for the Holiday Board party, but it was cancelled because of weather. Board Retreat did not happen because of Covid restrictions.

Our third objective was: Hospitality committee coordinates some hospitality purchases.

Status: This was achieved because a member on the committee has kept an inventory of beverages at Gamble and had to purchase beverages for our Major Donor Party in June.

**FY23 Committee Objectives:**

Our objectives are the same as last year.

- To create a hospitality support network for Gamble Garden is helpful and keeps us all connected and offers Hospitality support in certain areas.  
Our success will be measured by their Committee satisfaction.
- To provide hospitality for the Board Holiday Party, Board Retreat, and Summer Garden Party.  
The reason for this is so other committees or volunteers are not responsible to put on these events.  
Success will be measured by the Feedback we get from the attendees after these events take place.
- Committee also coordinates some hospitality purchases.  
The reason for this is so we can keep track of our inventory of beverages at Gamble and have it all in one place.  
It will be measured by: always having everything consolidated at Gamble and knowing what needs to be purchased for a certain event if necessary.

**Final announcements to the Board For FY22:**

Thank you to our wonderful Hospitality Committee this year for all their hard work putting on these events and to the Board for their support and offering to bring food and sometimes volunteering.

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**>Investment, Ian Linford**

**Committee Chair, FY22:** Ian Linford

**Committee Chair, FY23:** Ian Linford

**Budget**

Our FY22 revenue budget was: \$0

Our actual FY22 revenues were: \$0

Our FY22 expense budget was: \$0

Our actual FY22 expenditures were: \$0

The committee is adjusting its FY23 revenue goal to be: \$0

**Roster Changes**

The number of members on this committee at the start of FY22 were: 6

The number of members at the end of FY23 were: 6

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? None

**FY22 highlights/major accomplishments:**

1. Maintained a consistent investment management process through market rally (2021) and volatility (first half 2022)
2. Maintained and strengthened relationship with the Investment Adviser, Creative Planning, including prudent monitoring of the Adviser.

**FY22 Committee Objectives**

Our first objective was: Complete our annual review of the Investment Adviser (Creative Planning). This is done annually at the conclusion of the calendar year.

The status for this objective is: Due to market volatility, this has been postponed to the July 2022 meeting.

Our second objective was: Complete our biennial review of the Investment Policy Statement

The status for this objective is: An investment change is currently being contemplated that would require an adjustment to the Investment Policy Statement. We expect to provide an updated proposed IPS to the Finance Committee shortly after the July meeting, assuming changes are recommended.

Our third objective was: Track performance of the Endowment portfolio relative to its benchmark as well as its long-term investment goal

The status for this objective is: Completed.

### **FY23 Committee Objectives**

Our first objective is: Complete our annual review of the Investment Adviser (Creative Planning). This is done annually at the conclusion of the calendar year.

The reason for this objective is:

The objective's success by will be measured by:

Further objectives to be determined in collaboration with Finance Committee.

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### **>Luncheon, Robin Allen and Marie Immekeppel**

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### **>Membership, Iris Korol**

**Committee Chair, FY22: Iris Korol**

**Committee Chair, FY23: Donna Bohling, Sue Krumbein**

### **Budget**

Our FY22 revenue budget was: \$130,000

Our actual FY22 revenues were: \$150,000 plus

Our FY22 expense budget was: \$2,250

Our actual FY22 expenditures were: \$1,513

The committee is adjusting its FY23 revenue goal to be:

### **Roster Changes**

The number of members on this committee at the start of FY22 were: 9

The number of members at the end of FY22 were:

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?

### **FY22 highlights/major accomplishments:**

1. Met and exceeded our budget
2. Had a planned recruitment strategy for new members and continued contacting lapsed members
3. Staffed Second Saturday and Spring Tour events with Membership table/outreach. Brought in New Members
4. Held a New Member Recruitment Luncheon and brought in New Members

### **FY22 Committee Objectives**

Our first objective was: Meet our budget and continue recruiting new members while also contacting lapsed members

The status for this objective is: Successful and ongoing

Our second objective was: Expanding Member Benefits. We continue connections to our Vendors. It was difficult to hold specific events for members (as we've done in the past) due to Pandemic

The status for this objective is: Partially Successful and hopefully reinstated

Our third objective was: Building relationships by participating at Second Saturdays (having a Membership Table staffed with Committee Members to connect with visitors and helping in registration, etc.) Participated at Holiday Event and Spring Tour

The status for this objective is: Successful and ongoing

**Final announcements to the board for FY22, if any:**  
**Our thanks to the Board for supporting our efforts**

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**>Personnel, Dana Perkins**

**Committee Chair, FY22:** Dana Perkins

**Committee Chair, FY23:** Sarah Clark

**Budget**

Our FY22 revenue budget was: N/A

Our actual FY22 revenues were: N/A

Our FY22 expense budget was: N/A

Our actual FY22 expenditures were: N/A

The committee is adjusting its FY23 revenue goal to be: N/A

**Roster Changes**

The number of members on this committee at the start of FY22 were: 5

The number of members at the end of FY22 were: 5

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 FY22 chair will step off the committee. The new FY23 chair will determine if committee changes are to be made for the next fiscal year.

**FY22 highlights/major accomplishments**

The Personnel Committee updated the Employee Handbook that was subsequently approved by the board. It reviewed the office personnel onboarding process and dealt with resolving personnel issues. An outstanding update to the Handbook is to specify the eligibility start period to qualify for medical benefits.

**FY22 Committee Objectives**

The committee meets to review the handbook and address personnel issues as necessary.

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**>Programs, Colette Rudd**

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**>Roots and Shoots, Veronica Thao**

**Committee Chair, FY22:** Veronica Thao, Edible Garden Program Manager

**Committee Chair, FY23:** Veronica Thao, Edible Garden Program Manager

**Budget**

Our FY22 revenue budget was: \$0.00

Our actual FY22 revenues were: \$2404.00

Our FY22 expense budget was: \$650.00

Our actual FY22 expenditures were: 1417.49\*

The committee is adjusting its FY23 revenue goal to be: \$2058

\*In a fiscal year, the Roots and Shoots budget is set based on the expected revenue in that year. Prior to FY22, the program's traditional flat rate fee was \$15.00 per student. In FY20, the most recent time the program was held at Gamble prior to FY22, 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. For the spring session, the revenue from the fees was a sum of \$1400.00, equating to \$20.00 per third grade student and \$8.00 per fourth grade student. For each session, the third grade classes received three visits per class, and the fourth grade classes received one visit per class. The fourth grade students experienced 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 minimal charges that were unanticipated that will be considered in the budget in the future.

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 spring session was unaffected by the FY20 revenues. Following suit in accounting for true costs of the program, in the spring session, there was a net a revenue of \$986.51 to account for staff time (Edible Garden Program Manager and Committee Chair) in the development and teaching of the program.

### **Roster Changes**

The number of members on this committee at the start of FY22 were: 12 members

The number of members at the end of FY23 were: 10-11 members

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:**

1. THE most major accomplishment has been that the Roots and Shoots Committee has completed one full academic year of programming!
2. Programs took place at Walter Hays Elementary, seeing avid connections and relationship building with the students, parents/guardians and school faculty and staff. The Committee's decision to take the program to the school has truly, truly transformed the school garden that is also located in such a prevalent location in the school. The impact was so strong that it inspired the school to recruit parent volunteers in April in celebration of Earth Day to make the rest of the school garden areas just as well cared for and community driven as the garden the Committee was overseeing with the third and fourth grade students. It had been over ten years since anything of this capacity was done to the school gardens. One of the teachers, who had been there almost fifteen years, expressed how much joy the garden has brought him and the students - that the garden had never looked like it does today.
3. Per class visit, the Committee has worked with 1-3 parent/guardian volunteers who supported the hands-on activities and socio-emotional development of the students. It has been an enriching experience for the parent/guardians and an opportunity for the Committee to connect with them about Gamble and Gamble events.
4. Completing the fall session as the first trial truly informed the spring session. In the spring session, two types of volunteers were recruited to support the program: prep volunteers who would prepare materials for the lessons,

and teaching volunteers who would teach and support programs the day of at the school. This model worked well with the range of volunteers including their schedule and COVID-19 comfort/safety needs.

5. The school and Edible Garden Program Manager have already started discussion for the next academic school year with exciting news to continue to grow the quality of our programs.

### **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 status for this objective is: Completed! Both sessions were highly successful, coordinating well and communicatively with the schoolteachers and secretary. As a collective, students were 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 practiced and furthered their observation skills through nature journaling. Students also made their own take-home container gardens and seed started packs that consisted of edible plants! Students practiced decision making and self-advocacy in having choices to decide which activities they would participate in.

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.

Our third objective was: To understand the real costs of the program by keeping clear expense records.

The status for this objective is: Completed. The Edible Garden Program Manager has been keeping record of the expenses and revenue.

### **FY23 Committee Objectives**

Our first objective is: Grow the committee's active members roster to support in program teaching and/or preparation for the teaching days.

The reason for this objective is: To ensure the sustainability of the program so that the support is diversified amongst a greater number of people.

The objective's success by will be measured by: Increased active committee member participation.

Our second objective is: Hold programming onsite at Walter Hays Elementary and ensuring the programs best success at that capacity. Focusing on elevating the quality and procedures of the program.

The reason for this objective is: There has been a desire to run the program at Gamble again. However, FY22 saw only two committee members (besides the Committee Chair) who were active in the fall, and three additional in the spring. This is great news that active committee participation has increased, but it is not enough. This goal would allow the program to take place like FY22 but homing in on how to make it much better. The committee is not prepared to run the program at Gamble yet without many active committee members.

The objective's success by will be measured by: All programming taking place at Walter Hays Elementary by outdoing what took place in FY22, some examples include: more volunteers, updated, focused curriculum from FY22, more routines in place during lessons.

Our third objective is: Build community, communication, and teamwork amongst the Committee.

The reason for this objective is: Since the pandemic started, the Committee Chair's primary focus has been to get the program running again. Now that it has been, it is important to focus on the support of the program: the Committee Members. Building community, communication and teamwork will ensure the support of the program with new ideas.

The objective's success by will be measured by: Increased communication amongst all committee members by more regular all committee meetings as one example, including some that take place onsite at Gamble.

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## **>Second Saturday and Tours, Mary Powell and Sue Krumbein**

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### **>Spring Tour**

**Liaison to the Board: Susann Mirabella**

**Committee Chair FY 22: Robin Allen and Debbie Benson**

**Committee Chair FY 23: Laurie Calloway**

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**>Strategic Planning, Kathie Shaw**  
**Committee Chair, FY22: Kathie Shaw**  
**Committee Chair, FY23: Kathie Shaw**

**Budget**

Our FY22 revenue budget was: no budget needed  
Our actual FY22 revenues were: 0  
Our FY22 expense budget was: 0  
Our actual FY22 expenditures were: 0

The committee is adjusting its FY23 revenue goal to be: N/A

**Roster Changes**

The number of members on this committee at the start of FY22 were: 11  
The number of members at the end of FY23 were: 10  
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?  
Marco Maina has been added as Executive Director; Corey Barnes has been deleted (no longer at Gamble); and Dana Perkins has resigned. At this point we will continue with the other members currently on the roster.

Kathie Shaw has agreed to serve through FY23 but will be looking for a successor as chair for FY24-25.

**FY22 highlights/major accomplishments:**

1. Gamble IDEA policy was created.
2. Very successful Anniversary party held in September 2021.
3. Needed maintenance and repairs in the House and in the Garden were identified and are being completed

**FY22 Committee Objectives**

Our first objective was: Continue to explore and proceed with the Garden House/Hort Center project.  
The status for this objective is: In process

Our second objective was: Develop an overall plan for the Main House and immediate surrounds' maintenance and upkeep  
The status for this objective is: Work in progress

Our third objective was: Garden plan-Gazebo Side  
The status for this objective is: Much has been done to redesign this area of the garden and has met with very positive responses.

**FY23 Committee Objectives**

Our first objective is: To hold a retreat in October 2022 as COVID interfered with our annual retreat for the past 2 years. This will be held on October 25, 2022 (our regular Board meeting date).  
The reason for this objective is: To provide a venue for open and candid discussion of where we are, where we want to be, and what we need to do we get there  
The objective's success by will be measured by: what comes out of our discussion

Our second objective is: We will discuss what is needed to provide for sustainability into the next decades for Gamble Garden.  
The reason for this objective is: We need to look beyond "sustainability." -- Goals to Grow  
The objective's success by will be measured by: Open discussion with new ideas—re-word our goals to reflect new energy and attract new members

Our third objective is: Assess current programs – are we serving our community as best we can?  
The reason for this objective is: Our community is changing  
The objective's success by will be measured by: Responses and attendance at Gamble activities, classes, and programs



**Final announcements to the board for FY22, if any:**

- **As stated above, we will be having our annual Board retreat on Tuesday, October 25, 2022. From 11:00 AM – 3:00 PM. Lunch will be included. Further details to follow as place etc.is confirmed.**
  - **Strategic Planning will have a committee meeting prior to the August Board meeting. Date, place and time will be sent to committee members once scheduled. Hopefully this meeting will help to create the agenda for the Retreat with questions/topics which will bring about the open discussions needed to help Gamble achieve our goals.**
  - **Please report your FY 22 committee volunteer hours to Anne Ritchie [ahritchie@comcast.net](mailto:ahritchie@comcast.net)**
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**>Volunteer Development, Anne Ritchie**

**Committee Chair, FY22: Anne Ritchie**

**Committee Chair, FY23: Anne Ritchie**

**Budget**

Our FY22 revenue budget was: N/A

Our actual FY22 revenues were: N/A

Our FY22 expense budget was: \$500

Our actual FY22 expenditures were: TBD

The committee is adjusting its FY23 revenue goal to be: N/A

**Roster Changes**

The number of members on this committee at the start of FY22 were: 7

The number of members at the end of FY22 were: 5

What are the committee changes planned for members? Each year a new Palo Alto Garden Club member joins the committee, and this year we will be welcoming Sherri Moody. Our committee could use a few more members to assist with volunteer inquiries.

**FY22 highlights/major accomplishments:**

- 1. Use more effective and efficient methods to fill volunteer needs at Festival of Trees and Spring Tour**
- 2. Continued to add individuals to the volunteer roster**
- 3. Continued to work with Board Development to introduce new members to the Board**

**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. A similar process was used to fill open shifts at Spring Tour particularly for Over the Garden Fence and on-site at the various gardens on the Tour.

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 e-Tapestry.

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.

**FY23 Committee Objectives**

Our first objective is: 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 reason for this objective is: Timely and efficient communication with our volunteers is critical!

The objective's success by will be measured by: Successful implementation.

Our second objective is: 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 reason for this objective is: The Volunteer page on the website needs to be updated and having up-to-date information will prove useful for potential volunteers.

The objective's success by will be measured by: Successful implementation of. website updates

Our third objective is: Work with the Garden Volunteers and Hort Staff to define policies regarding: volunteers who may have disabilities but have expressed an interest in working in the Gardens; students who have expressed an interest in working in the Gardens.

The reason for this objective is: We have been receiving an increased number of inquiries from these groups and need to be definitive with regard to institutional considerations, expectations, liability concerns, etc.

The objective's success by will be measured by: Successful development of policies.

**Final announcements to the board for FY22, if any:**

**Committee chairs and program chairs will be asked to report volunteer hours semi-annually. Please track hours for your committee as a whole beginning July 1, 2022. If you have questions, please contact Anne Ritchie at [ahritchie@comcast.net](mailto:ahritchie@comcast.net).**

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**>Winter Holiday Fundraising Event 2022, Robin Allen and Susan McDonnell**