



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



Committee Reports  
September 27, 2022

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**>Executive Director's Report, Marco Maina**

See separate attachment.

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**>Garden Director's Report,**

Attached separately.

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**>Adult Education, Terri Weber**

Reporting period: August 16, 2022 – Sept 20, 2022

Date of last meeting: Sept 20, 2022

Date of next meeting: October 18, 2022.

Action items completed:

- "Yoga in the Garden Instructor", Stephanie Le Saturday Aug 20, 2022,
- The New Acoustic Collective Presents: "Amor en Ritmo Album Release Show" Sept 4 2022
- "Changing Seasons in the Garden", Instructor Katherine Glazier. Sat. Sept. 17, 2022
- "Yoga in the Garden" Saturday Sept 17, 2022, 9 AM-10AM. Instructor, Stephanie Le

Questions for the board/larger group?

- We need a secure place to store buckets for our flowering arranging classes. We purchased buckets for last Saturday's class and some have already "walked." We would prefer not to store them in the main house but an ideal situation would be if the Adult Ed cabinet locks in the Carriage house could be replaced. They have been repaired several time and never last long. An alternative would be to find a hidden spot in the utility shed.

Board support requested:

- It was suggested by a committee member that until a permanent replacement be found for Paul, a private event company be hired on an individual event basis to set up heavy items. Mica is doing a great job, but the Adult Ed committee has six events upcoming in the next couple of weeks that require multiple tables and chair set up and take down. Some members of the committee cannot do the lifting.

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**>Annual Appeal, Marco Maina and Susann Mirabella**

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**>Archives, Linda Norton**

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**>Board Development, Lena Dawson**

No report for September.

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**>Board Governance, Sarah Burgess**

Date of last meeting: September 21, 2022

Date of next meeting:

Action Items Completed:

- Reviewed Charters after committee input, made changes
- Discussed other committee charters

Action Items In-progress/Pending/Discussed:

- Discuss changes made with committee chairs
- Finalize charters and present to board
- Review further charters
- Align current documents with present structure of Gamble, to reflect that we have an ED and a GD

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>Buildings and Grounds, David Chang

Liaison to the Board: Marco Maina

Buildings Committee Reporting Period: August 2022

Date of last meeting: August 23, 2022

Dated of next meeting: N/A

Maintenance & Enhancement Projects Action Status Report:

- Rear staircase replacement with brick: We had finalized a bid with Rafael Torres, unfortunately we discovered that he does not have a contractor's license. We are now in negotiations with Pioneer Concrete. We still plan to get a bid for iron railing by Francisco Hernandez.
- Gazebo: no new information.
- Lighting project: finally received a price quotation from DB Electric & Integration after owner David Bossler came to Gamble to review the project with several members of the committee. This is the only quotation out of the 5 contractors that we talked to. Current plan is for work to begin in January when there will be fewer activities.
- Interior Refurbishment of Dining Room, Entry and Living Room: formally informed McDermaid that they have been chosen as the contractor; work also to begin in January. David will coordinate work between the two contractors and provide some oversight.
- Floor refinishing: no new information.

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>Children's Events, Deanna Wong

Reporting period: AUGUST 19 - SEPTEMBER 22, 2022

ACTION ITEMS COMPLETED

No events held during this reporting period.

ACTION ITEMS UPCOMING

1. Halloween Event on Saturday, Oct. 29, 2022

<https://www.gamblegarden.org/event/halloween2022/>

We are **SOLD OUT**. Website registration has been shut down and Wait List in place. We are at full capacity at 114 humans (64 adults; 40 children; 10 infants).

2. Annual Committee Meeting on Wednesday, Nov. 30, 2022

3. Holiday Event on Saturday, Dec. 3, 2022

- Tickets on sale now

at <https://www.gamblegarden.org/event/kidsholiday2022/>

4. Calligraphy for Teenagers (& Young at Heart!) on Saturday, Feb. 4, 2023

- Learn brush lettering calligraphy from Ms. Vivan Pham, calligrapher and artist

5. Gardening Notebooks with Book Arts Roadshow on Saturday, March 4, 2023

- Welcome spring by making and decorating your own set of four pocket-sized Gardening Notebooks

6. Easter Egg Hunt on Sunday, April 2, 2023

Please call if questions. Thanks.



**>Endowment, Pat Davis and Nancy Wong**

Announcements to the Board:

- Gamble Received a gift of \$20,000 August 18, 2022 from the Fielding and Mary Jane Tapp Family Revocable Trust. The Tapp's were '02 Legacy Members and were long time Garden Volunteers.
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**>Executive Committee, Sarah Clark**

Reporting period: September 2022

Date of last meeting: September 12, 2022

Date of next meeting: October 10, 2022

Action items completed:

- Discussed Board meeting and consent agenda items.
  - The capacity of eTapestry will be investigated to see if it can handle more specific tasks.
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**>Finance, Karen Douglas**

Reporting period: August

Date of last meeting: September 21, 2022

Date of next meeting: October 19, 2022

Action Items Completed: The Finance Committee discussed its role in reviewing projects: the responsibility to ensure that proper procedures were followed and that there are sufficient resources to fund the project. It is the role of the Board to determine priorities. The FC recommended that the board consider approval of two projects: the back stairway replacement and the Main House Lighting Project. The FC also agreed that a brief overview of the Endowment Fund should be presented to and discussed with the board.

Announcements to the board: In June, the FC approved a project proposal to paint the Gazebo for \$2.9k. Because this is under the \$5k limit, this did not need board approval. FC reviewed to ensure that procedures were followed.

Questions for the board/larger group:

Any board support requested?: Please review the Treasurer's Report for August 2022. The focus at the board meeting will be on our surplus reserves and our Endowment Fund. The board will be asked to approve two projects: Main House lighting and Main House back exterior stairway.

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**>Floral Arrangers, Carmen Pekelsma**

No report for September.

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**>Fund Development, Marco Maina and Susann Mirabella**

Reporting period: September 2022

Date of last meeting: September 6, 2022

Date of next meeting: January 2023

Action items completed:

- Review of Donor Hospitality Policy

Items pending:

- Business underwriting for Winter Festival
  - Working on Premier Business underwriting for Spring Tour
  - Discussion of member vs non member pricing
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**>Garden Advisors and Support, Lesley Peters**

No report for September.

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>Garden Club Liaisons, Donna Sheridan and Sheri Moody

No report for September.

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>Garden House Task Force, Marco Maina and Dana Perkins

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>Garden Volunteers, Betsy Gifford and Gwen Whittier

No report for September.

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>Historic Side of the Garden, Gwen Whittier and Linda Norton

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>Horticultural Library, Mary Jo Levy

No report for September.

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>Hospitality, Pat Gregory

No report for September.

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>IDEA Task Force, Mary Powell and Sarah Clark

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>Investment, Ian Linford

No report for September.

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>Luncheon, Robin Allen and Marie Immekeppel

Liaison to the Board: Colette Rudd

Date of last Committee meeting: September 7, 2022

Date of next Committee meeting: January 4, 2023

Action Items Completed by Committee:

- Holiday Luncheons for this year are on sale for Dec. 6-10, 2022
- Holiday Menu has been decided. Holiday Tomato Soup with roll, Coq au vin with potato rosette, Salad and Chocolate Molten Cake with Raspberries and Cream for dessert
- Luncheon Dates for 2023 are confirmed: 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/ 11 and Dec. 5-9, 2023
- A couple of new volunteers have been added to the committee.
- Agreed to Silent Auction Item of 2 Tables of Four for ST 2023

Action Items In-progress/Pending/Discussed:

- Thinking about price increases in 2023 with a percentage amount difference between members and non-members.
- Other Serving Opportunities this year: October 13- "Garden Harvest to Table Dinner and December 1-Winter Festival Grand Opening Party
- Baking Breads for Winter Festival- aiming for 120 total

Announcements to the board:

- We are so very pleased that our monthly luncheons have been sold out every month and that we can be in the Garden!
  - We can accommodate more guests and they stay longer enjoying their company and the garden.
  - We are still in need of a regular person to set up and take down at the Luncheons and a regular dishwasher.
  - **If you haven't made your Holiday Reservations yet, please call the office soon!**
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>Master Gardeners, No Master Gardeners at this time.

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>Membership, Sue Krumbein and Donna Bohling

Liaison to the Board: Susann Mirabella

Reporting period: August and September 2022

Date of last meeting: Sept 20, 2022

Date of next meeting: Oct 18, 2022

Action items completed:

- Held our first meeting of the FY.
- Had a member event on Aug 23<sup>rd</sup>, Bagels and Coffee. About 40 people attended.
- Called all lapsed members from the past year. Will continue this effort each month.
- Emailed "Thank you for your Gamble Membership" to all new members and to all renewing members at the \$125 level and above.
- Set up a Gamble table at the Palo Alto Art Fair the last weekend in August.
- Attended and staffed a membership table at the Sept Second Saturday on Sept 10<sup>th</sup>.

Announcements to the Board:

Began FY 23 on July 1, 2022 with 914 members.

- As of Sept 16, we have 958 members
- As of Sept 16, we are at 24% of our budgeted revenue.

Board support requested:

- Please bring a friend to Gamble and introduce them to this gem of a garden!
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>Personnel, Sarah Clark

Reporting period: August-September 2022

Action items completed:

The committee met on August 31, 2022, to discuss the inclusion of medical benefits in the Employee Handbook. The handbook will be updated as necessary. A benefits sheet will also be created to cover the details of the benefits.

Subsequently, on September 14, the edited page was approved by the committee and will be on the September 27 Board meeting consent agenda for approval.

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>Programs, Colette Rudd

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>Retail, No Committee Chair at this time.

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>Roots and Shoots, Mary Powell

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>Second Saturday and Tours, Mary Powell (SS) and Sue Krumbein and Mary Powell (Tours)

Reporting period: August/September

Date of last meeting: Jun 1

Date of next meeting: Oct 5

Action items completed:

1. Skipped August Second Saturday – our August curriculum based on Gamble's apple tree collection was rendered obsolete due to the unexpected removal of the heritage apple tree collection, so we decided to take the month off.
2. Delivered September Second Saturday (theme Harvest Celebration) served about 200 visitors. This program received \$2000 sponsorship from Sophia Xu.
3. Delivered paid private tours to three organizations and monthly paid public tours.

4. Registered two schools for 2023 field trips. Met with Walter Hayes principal and agreed their students will return to Gamble Garden in Jan 2023.
5. Piloted newly developed field trip for youth, age 14-20, with Youth United of East Palo Alto. This program utilizes our garden as the springboard for a hands-on approach to teaching garden ecology concepts including:
  - Container gardening for everyone
  - Gardens and climate change
  - Making a garden an inclusive place
  - Growing healthy plants for healthy foods
  - Growing culturally appropriate food in your garden

### In Process:

1. October Second Saturday is Mariposas y Muciélagos. The focus is the wonderful world of butterflies and bats in celebration of Hispanic Heritage Month. Offerings will include live bat demonstrations, presentations on monarch life cycle and migration, Mexican flower making, agua fresca refreshments, music, crafts, and family garden tours.
2. Introducing a new enrichment program for Garden Guides. Doug Kalish will organize quarterly trips to nearby gardens and historic houses. First outing will take place on October 12 to Rengstorff House in Mountain View. Board and committee members are welcome to attend if space is available. Please register with Doug at [kalish.doug@gmail.com](mailto:kalish.doug@gmail.com).

### Announcements to the board:

We are delighted to have sponsorship for five Second Saturdays this year. Sponsorship opportunities exist for the remaining seven months, starting at \$1000 per event.

### Board support requested:

A lighter, more accessible worm bin.

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### >Spring Tour, Laurie Callaway

Reporting period: September

Date of last meeting: September 15, 2022

Date of next meeting: October 13, 2022

Action items completed:

- Received updates from all committee members
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### >Strategic Planning, Kathie Shaw

Reporting period: September 2022

Date of last meeting: August 24, 2022

Date of next meeting: Board Retreat – October 25, 2022

Action items completed:

- Planning for Retreat agenda

Announcements to the board:

- Dana Perkins and Joan Cronin have resigned from this committee.
  - Donna Sheridan has joined the committee.
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### >Volunteer Development, Anne Ritchie

Reporting period: September 27, 2022

Date of last meeting: June 29, 2022

Date of next meeting: TBD

Action items completed / in progress:

- Working with Mica to ensure the volunteer roster / eTapestry includes a full complement of volunteers.
- Working with Mica to update the volunteer brochure to ensure all volunteer entities are accurately represented. (This will tie to the Inquiry Form and the website in the future.)

- The VDC will be establishing an inclusive volunteer policy to ensure all volunteers have a place to share their skills and passions.

Announcements to the board:

- This year all volunteer hours should be reported by committee and/or program. Collecting individual hours is onerous and inefficient. Please be sure to include additional planning and travel time in your reports. Feel free to email Anne Ritchie at [ahritchie@comcast.net](mailto:ahritchie@comcast.net).

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