



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



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**APPROVED on January 24, 2023**  
Gamble Garden Board Meeting Minutes  
November 18, 2022  
1:00 pm – 3:00 pm  
Meeting in-person, Carriage House

**Members Present:** Robin Allen, Donna Bohling, Sarah Clark (president), Lena Dawson, Karen Douglas, Pat Gregory, Susann Mirabella, Judy Paris, Carmen Pekelsma, Anne Ritchie, Kathie Shaw, Donna Sheridan, Susan Woodman, Colette Rudd (via Zoom)

**Absent:** Sarah Burgess, Sheri Moody,

**Quorum Established:** Yes

**Guest:** Marco Maina

**Welcome:** The meeting called to order at 1pm by Sarah Clark

**Consent Agenda**

- Approval of September 27, 2022 Board Minutes

**Consent Agenda APPROVED as distributed.**

**Finance Report**

No Finance Presentation this month. The Finance Report for October was included in the board packet.

**Cutting Garden Proposal**

The Finance Committee recommends approval of the Cutting Garden Proposal.

The Cutting Garden is a “draw” for guests, rentals, and enhances the visual and aesthetics of the garden. Making all pathway surfaces DG material, adds an additional level of accessibility to garden visitors with improved access for guests using walkers or wheelchairs. This project will also conserve water by converting spray irrigation to drip irrigation in most beds. The work will begin in early January (weather permitting) and take approximately 2 weeks.

**MOTION**

Colette Rudd moved to approve expenditure of \$55,800 to Frank & Grossman Landscape Contractors for the renovation of the garden beds and addition of decomposed granite (DG) on paths in that section of the garden as described in their revised quote for the project (dated 10/27/2022), with the funds to be allocated from Gamble Garden's undesignated funds, less any donations specifically designated for this project.

**MOTION APPROVED**

## **Main House Floor Refinishing Proposal**

### **MOTION**

Susan Woodman, on behalf of the Buildings and Grounds committee, moved to approve expenditure of \$6,070 to Elegant Floors for the refinishing the wood flooring on the first floor of the Main House as described in their quote for the project (dated 11/17/2022), with the funds to be allocated from Gamble Garden's planned maintenance reserves.

### **MOTION APPROVED**

## **Donor Hospitality Policy**

The current policy was approved in February 2018, almost 5 years ago. The new proposal will raise the donation amounts for Spring Tour Preview Party, Summer Garden Party, and for Director Circle events. This change will return these donor appreciation events to a manageable size and allow Gamble to host a quality event for our highest donors. The proposal is for the new policy to take effect July 1, 2023 and will not affect donor events prior to this date.

### **MOTION**

Susann Mirabella, on behalf of the Fund Development committee, moved approval of the new Donor Hospitality Policy, to take effect July 1, 2023.

### **MOTION APPROVED**

## **Member Discount Policy Proposal**

The Membership Committee proposed a 20%-member discount for all classes and events. Currently, discounts offered to members is at the discretion of and set by the committee chairs for programs and special events. Discounts ranges from \$0 to \$20. As a percentage, discounts range from zero to approximately 15%. A 20% discount is consistent with the discount offered to members of Filoli and Ruth Bancroft gardens.

### **MOTION**

On behalf of the Membership Committee, Donna Bohling moved that the board approve a minimum 20%-member discount for all classes and events, effective Jan 1, 2023.

### **MOTION APPROVED**

## **Confidentiality Policy Proposal**

Committee Chairs and some volunteers have access to Gamble Garden's Confidential Information. Gamble Garden needs confirmation that volunteers (1) understand the organization's expectations regarding the need for maintaining confidentiality and (2) will follow procedures to protect the information.

Each volunteer who is expected to receive Gamble Garden's Confidential Information as part of their responsibilities as a Board or Committee member or office volunteer, must read this policy and sign the revised **Confidentiality Agreement**. This includes all Directors and all members of the Fund Development Committee, Endowment Committee, Finance Committee, Membership Committee and Personnel Committee, as well as other volunteers who receive Confidential Information. Certain members of the Spring Tour and the Winter Festival committees, and volunteers who work in the office, may also be included if they receive Confidential Information such as donor data.

### **MOTION**

Colette moved that the board adopt the proposed Gamble Garden Confidential Information Policy for Volunteers, included in the materials for the November 18, 2022 board meeting.

### **MOTION APPROVED**

## **Board Retreat**

Donna Sheridan presented motions based on the decisions made at the October 25, 2022 Board Retreat. Strategic Planning will follow-up with an overall roll-out plan for Mission, Vision, Values and Goals with dissemination throughout the organization and follow-up by Committees and Staff.

**MOTION**

Donna Sheridan moved that the board adopt the “ground rules” as agreed upon at the Board Retreat (October 25, 2022) and included in the retreat report.

*At our meetings, Board members will:*

- *Be respectful of each other and each other’s ideas*
- *Be enthusiastic, participative and a good listener*
- *Stay on topic and work toward building consensus*
- *Be prepared, reading packet and preparing motions prior to the meeting*
- *Be organized, on point and follow Roberts Rules of Order*
- *Have a tolerance for conflict so that all points of view may be heard*
- *Be “devil’s advocate” as needed to avoid “group think”*
- *Support Board decisions in a positive way*
- *Recognize “linking pin” role to bring input to the Board and share outcomes with the organization*

**MOTION APPROVED**

**MOTION**

Donna Sheridan moved that the Board adopt the mission statement, as revised at the Board Retreat (October 25, 2022).

*“The Elizabeth F. Gamble Garden’s Mission is to maintain and enhance our historic house and garden as a community resource for horticultural education, inspiration, and enjoyment.”*

**MOTION APPROVED**

**MOTION**

Donna Sheridan moved that the Board adopt the vision statement as presented in the Board Retreat Report (October 25, 2022) attached to the Board Agenda (November 18, 2022)

*“The Elizabeth F. Gamble Garden is a “cutting edge” garden offering inspiring horticultural experiences for all in our community while remaining a place of serenity.”*

**MOTIONS WITHDRAWN**

After discussion, the motion was withdrawn by Donna Sheridan. Board members are requested to send their comments on the proposed vision statement to Donna Sheridan. The vision statement will be on the agenda for the January 24, 2023 Board meeting.

**MOTION:**

Donna Sheridan moved that values statement, based on the Board Retreat and presented in the Board Retreat Report.

*“The Gamble Garden Values include providing for: sustainability of the house and garden as a community resource; a safe, secure, and inclusive environment; respect for all staff and volunteers; an oasis of beauty and tranquility. Our values are contained in other documents of the organization including*

- *IDEA*
- *Several Administrative and Human Resource policies*

**MOTION APPROVED**

**FY 23 Gamble Garden Organizational Goals**

**MOTION**

Donna Sheridan moved that we accept the goals for FY23 based on board input and the Board Retreat Report, addressing the 5 goal areas presented at the retreat on October 25, 2022, and re-stated here.

**Goal 1 - EDUCATION**

Garden Education Center Project: Continue to explore and proceed with the Garden House (aka the Garden Education Center). This will entail specifying the plan that best supports Gamble’s mission, including educational goals, garden enhancement; financial feasibility; developing a capital fundraising plan; and executing construction.

LIAISON TO THE BOARD: Marco Maina

STATUS: Continue

## **Goal 2 - HOUSE**

Main House Project (Sub-committee of Building and Grounds): Develop an overall plan for the Main House and immediate surrounds', maintenance, and upkeep. This includes:

- a) Defining a general scope of work (e.g., should we always maintain the period when the house was built? should we make enhancements based on the need for rentals? Or are we mostly concerned with making the house usable for Gamble programs such as luncheons, committee meetings, Spring Tour vendor sales, etc.?)
- b) Specifying maintenance requirements
- c) Identifying enhancements needed to achieve our objectives for the house

LIAISON TO THE BOARD: Susan Woodman

STATUS: Continue

## **Goal 3 - GARDEN**

Garden Plan, Gazebo side of the Garden: The Cutting Garden Project and refurbishment is our Garden Goal, with the approval of the Cutting Garden Project, approved by motion on November 18, 2022

LIAISONS TO THE BOARD: Marco Maina and Carmen Pekelsma

STATUS: New

## **Goal 4 - SUSTAINABILITY**

Sustainability: Develop a plan to ensure fiscal and operational sustainability for the future of Gamble.

LIAISONS TO THE BOARD: Susann Mirabella, VP of Fund Development; Karen Douglas, Treasurer and Chair of Finance Committee

STATUS: Continue.

## **Goal 5 – PEOPLE: Volunteers, Members, Staff**

Increase Number of Volunteers and Members; Increase Membership; Increase Volunteers, especially a younger demographic;  
Improve onboarding of volunteers;  
Fill all open Staff positions

LIAISONS TO THE BOARD: Marco Maina (Staffing), Anne Ritchie (Volunteers), Donna Bohling (Membership)

STATUS: New

## **MOTION APPROVED**

### **Executive Director Report**

- This is the 14<sup>th</sup> day of our Annual Giving campaign and we have raised \$82k.
- The Garden Director Search Committee has identified a high-caliber candidate. The second interview is scheduled for 11/22.
- The Oak Tree ring expansion is complete.
- The Garden House project is waiting to hear back from the Historic Review Board.
- The Edible Garden is transitioning to winter.

### **Announcements**

- Robin Allen thanks everyone who has volunteered for Winter Festival.
- Pat Gregory asks that everyone RSVP to the Gamble Holiday Party invitation by 12/1.

Adjourned at 2:55pm

Respectfully Submitted by Donna Bohling, Board Secretary