



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



Approved, February 28, 2023
Gamble Garden Board Meeting Minutes
January 24, 2023
4:00 pm – 5:30 pm
Meeting in-person, Carriage House

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

Absent: Lena Dawson

Quorum Established: Yes

Guests: Marco Maina, Corey Andrikopoulos

Welcome: The meeting called to order at 4 pm by Sarah Clark

Consent Agenda

- Approval of November 18, 2022 Board Minutes

Consent Agenda APPROVED as distributed.

Finance Report, Karen Douglas

The first six months of the Fiscal Year have been solid:

- Revenue is on target. Operating revenue was 116% of plan. Operating revenue for 1H23 was \$662K compared to a budget of \$570K.
- Operating expenses were 90% of plan. Operating expenses for 1H23 were \$492K vs a budget of \$544K, favorable to plan by \$52K
- The net result is a YTD operating gain of \$170K, compared to a budgeted gain of \$26K.
- Annual Appeal is 56% above last year
- Facility rentals net income is above budget but 5% lower than the same period, last FY
- We are expecting market volatility to continue, and this will affect the balance in our Endowment fund

At the request of Board, Marco has submitted to the Finance Committee a recommendation for the designation of the bequests we received several years ago. The Finance Committee is recommending that we wait to make any decisions until Marco completes a list of outstanding and unfunded projects.

Approval of the Elizabeth F. Gamble Vision Statement

MOTION

Donna Sheridan moved that the Board approve the following Vision Statement:

The Elizabeth F. Gamble Garden is an historic house and exemplary urban garden that engages, educates, and inspires our community to celebrate and cherish the natural world.

MOTION APPROVED

Approval of the Historic Garden Preservation Policy

The formation of the Historic Garden Preservation Task Force was approved by the Board on June 28, 2022 with members Ella Anchete, Gwen Whittier, and Linda Norton. Karen Douglas and Sarah Clark joined the task force on September 9, 2022. The proposed policy was presented and discussed at the Garden Advisory Committee several times.

MOTION

Colette Rudd moved on behalf of the Task Force appointed by the board to define the historic elements of the garden and to draft a policy to preserve them, the board approve the policy to preserve the historic Gamble Garden, as written on page 13-16 of this meeting's agenda.

MOTION APPROVED

Executive Director Report, Marco Maina

- Gamble has submitted a grant request to The Palo Alto Community Fund.
- There will be several staff changes in the first half of this calendar year.
 - Our finance manager is retiring and will be leaving in the spring but has offered to assist with a transition when a replacement is found.
 - Our Membership data entry person and office assistant is also retiring later this spring. She will help with a transition when a replacement is found.
 - A part-time garden staff member is retiring this spring.
 - One, part-time facility support person has been located and Gamble continues to look for additional staff for this position. As a stopgap, we have been hiring Task Rabbit and Movers, which are expensive. The position pay is \$26 per hour.
- A high priority is the Garden House project. Some members of the Task Force met with the city last week to clarify a few details in the Page and Turnbull Historic Review. This is an ongoing discussion with the City of Palo Alto.
- The Carriage House will need extensive renovations and there has been damage to the doors due to the heavy rains. The Carriage House requires these doors to be repaired and the building painted inside and out.

Announcements, Sarah Clark

- The IDEA Task Force meets monthly and plans to work with committees to implement the IDEA policy.
- We continue to look for balance between facility rentals and Program uses for the property. A brief discussion ensued, and the issue will be taken up by VP of Programs and the ED.
- If you are a member of the Garden Club, please sign up for the Spring Tour Tea and Cookies help.

Status of Main House Renovations, Susan Woodman

- We are slightly ahead of schedule with the work.
- Expected completion is on target for mid-March.
- There was a pre-inspection of the electrical work and that went well
- The library and small office painting is complete.
- The plasterers will be finished at the end of next week.
- The natural wood is being sanded and varnished now
- When the varnishing is complete, the ceilings and walls will be painted
- Lastly, the floors will be refinished.

Adjourned at 5:15 pm

Respectfully Submitted by Donna Bohling, Board Secretary