



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



Committee Reports  
February 28, 2023

>Executive Director's Report, Marco Maina

Reporting Period: January 2023



*Figure 1 Corey bought and installed these special lights and plants are growing much faster for the delight of Gwen and the garden team.*



### UPDATES:

We had so much rain in January that moss is growing everywhere at Gamble Garden, you can see it on the DG, brick pathways, walls, and on the roof of the Carriage House. Water is a blessing and we welcome the rain but Spring will be a super busy season for our grounds and facility recovery. After the initial slow days after the holidays, things got really busy with many committee meetings and lots of activities going on in the garden and in the historic house.

Two of our major projects for this fiscal year are nearing completion. The renovations at the historic house are underway and will be completed by mid-March. The Cutting Garden will be completed by the week of February 20<sup>th</sup>. We already have events scheduled for the Historic House: On March 26<sup>th</sup> the O2 Society will have an afternoon social and on March 31<sup>st</sup> the Membership Committee is offering an open house to the members.

Garden Volunteers and Garden Staff have been busy replanting the beds of the Cutting Garden. After you visit the Historic House and Cutting Garden, take a minute to visit and thank volunteers and staff who worked on these projects. I want to thank Corey and Ella for their work on the Cutting Garden Project and want to express special gratitude to Susan Benton and Susan Woodman for their tireless dedication for the multiple projects happening in the Historic House. Please let me know if you want me to provide more details on any of the topics.

I'm sending to the Board two additional documents this month: 1) Garden House Concept Details and Specifications, and 2) Marketing Committee Charter. I will take time to address questions about both topics but no board action is expected on the Garden House Project until the March board meeting.

### OPERATION HIGHLIGHTS:



#### HISTORIC HOUSE FRAMING DETAIL

I took this photo when electricians were running the wires for the new lighting installation in the living room. Underneath the plaster, you can observe the house was built with solid wood boards and the bracing is positioned at a right angle. If we give it enough care, this house will last a long time. With your continued stewardship, little by little, we will address all the house's needs for an amazing result.

## CARRIAGE HOUSE



We no longer have carriages at Gamble Garden, but the Carriage House is the preferred venue for weddings, birthday parties, business meetings, congregate meals, and our very own special events. This July, from the 17<sup>th</sup> to the 27<sup>th</sup> a subcontractor will be painting the interior and exterior walls and will repair the French doors. The project will include the painting of the interior and exterior walls of the public restrooms. Before all this takes place, a roofing company will address roof repairs in both buildings.

I will be purchasing special lights for the oak tree as a permanent installation. This has been requested by our volunteers and some of our renters who enjoyed the special effects of the tree lighting during the Winter Festival.

### OPEN STAFF POSITIONS

- Facilities Technician, PT 20 hr/wk
- Administrative Assistant, PT 24 hr/wk
- Finance Manager, PT 24 hr/wk
- Edible Garden Manager, FT 40 hr/wk
- Garden Assistant, FT 40 hr/wk

### BOARD ACTION REQUEST

- Approve the Marketing Committee Charter

Respectfully submitted,

Marco Maina  
Executive Director

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>Garden Director's Report, Corey Andrikopoulos

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>Adult Education, Terri Weber

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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

Date of last meeting : February, 13<sup>th</sup> via zoom.

Date of next meeting : March 13<sup>th</sup> via zoom.

Action items completed :

- All required Board positions have been filled, including President -Elect.
  - The President-Elect will step up as President of Gamble Garden, July, 1<sup>st</sup> 2023.
  - The Board Development Committee will now continue to assist Committee Chairs, to fill any empty positions.
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>Board Governance, Sarah Burgess

**Date of last meeting:** 1/27/23

**Date of next meeting:** not set

**Action Items Completed:**

- Reviewed and revised charters for Roots and Shoots, Board Development, Garden Advisors, Archives, Fund Development, Spring Tour and Luncheon
- Finance charter reviewed by email

**Action Items In-progress/Pending/Discussed:**

- All Operating Committee Charters need to be aligned
  - Executive Committee to review its charter and edit to reflect more clearly its current mission and goals.
  - Procedure followed for hiring and Executive Director to be memorialized in writing.
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>Buildings and Grounds, David Chang

Liaison to the Board: Marco Maina

Buildings Committee Reporting Period: January 2023

Date of last meeting: N/A

Dated of next meeting: N/A

Maintenance & Enhancement Projects Action Status Report:

- All of the work by McDermaid has been completed – (1) the LR and DR ceilings have been repaired, re-plastered, and painted, (2) all walls have been repainted, (3) the wood paneling and mantels have been repaired and restored.
  - DB Electric – (1) wiring is in place in the LR, DR, and entry and are ready for the new uplighting to be installed when they arrive in early March, (2) the LR chandelier has been refurbished and re-wired. It will be re-installed along with the uplighting.
  - Elegant Floors – (1) completed the refinishing in all above rooms, and protected with a commercial-grade sealant, (2) a few boards that were deeply gouged were replaced.
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>Children's Events, Deanna Wong

Reporting period: JANUARY 13, 2023 - FEBRUARY 27, 2023

**ACTION ITEMS COMPLETED**

1. No events held during reporting period.



### **ACTION ITEMS UPCOMING**

1. Brushed Lettering Calligraphy on Saturday, Feb. 4, 2023 -- **RESCHEDULE TO JUNE 3 DUE TO VENUE CONFLICT**

- New class date is June 3, 2023, due to venue conflict on original date
- Learn brushed lettering calligraphy from Ms. Vivan Pham, calligrapher and artist
- maximum capacity is 20
- <https://www.gamblegarden.org/event/calligraphy/>

2. 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
- 16 students enrolled (as of Feb. 27, 2023); maximum capacity is 24
- surpassed breakeven status
- <https://www.gamblegarden.org/event/gardening-notebooks/>

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

- Petting Zoo hired for \$1350 for five hours
- Official poster completed
- Gunn High School will stuff 3000 plastic eggs on March 8 during their Community Service Day at Gamble
- Registration for all three timeslots in progress and selling well
- Fergus Garber Architects (FGA) is \$5000 Underwriter

4. Welcomed one new member into the Committee. Her name is Vivan Pham.



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

For the period January 2023 – February 2023

- Endowment has received \$166,405 to date, including a recent legacy donation of \$100,594 on Feb 20th
- 45 invitations have been sent to the '02 Legacy Society member inviting all to a Champagne celebration for the renovation of the house and in recognition of their '02 Society membership.

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### **>Executive Committee, Sarah Clark**

Reporting period: February 2023

Date of last meeting: February 13, 2023

Date of next meeting: March 13, 2023

Action items completed:

- Ratified Cynthia Wei's addition to Finance committee.
- Proposed items for February Board meeting agenda.

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### **>Finance, Karen Douglas**

Date of last meeting: February 15, 2023

Date of next meeting: March 15, 2023

**Action Items Completed This Month:**

- Field work completed for the audit.

**Action Items in Process:**

- Budgeting for FY 24 will be starting shortly.
- We are waiting for the public accountants for the results of the FY22 audit.
- A major review of our insurance coverage is in process. We met with the current broker and discussed areas of concern. We will have a full report for the board at an upcoming board meeting.

- Marco is working on a list of projects that are necessary to maintain our buildings and grounds. This information is essential before we discuss allocation of bequests that we have received in the last couple of years.
- A three-year forecast is in process. There are some questions about revenue needs and plans to achieve these targets.

### **Any board support requested?**

- Please review the Treasurer's Report for January 2023 as there will be no presentation of financial results this month.
  - Presentations will be limited to quarterly results unless there is something significant to report.
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### **>Floral Arrangers, Carmen Pekelsma**

The Floral Committee has no report for February 2023

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### **>Fund Development, Susann Mirabella**

The Fund Development Committee has no report for February 2023

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

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### **>Garden Club Liaisons, Donna Sheridan and Sheri Moody**

Spring Tour Update:

- Online signups for cookies, ice rings and volunteers are now available on the Garden Club website.
  - Clipboards will be passed around at the March Garden Club Meeting as well as the Board Meeting.
  - So far we need volunteers for Friday all shifts and Saturday last shift.
  - Five have signed up for ice rings
  - Ten for Tea Thyme Wafers
  - Fourteen for Chewy Chocolate Cookies
  - I will bring the clipboards to the meeting, since we really need people to sign up to make cookies etc., as of now we only have about one half of the cookies needed.
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### **>Garden House Task Force, Marco Maina and Dana Perkins**

- See the Update on Garden House Project in the 2023-02-28 Board Agenda with Attachments document.
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### **>Garden Volunteers,, aka "Dirty Knees", Betsy Gifford and Gwen Whittier**

Date of last Committee meeting: NA

Date of next Committee meeting: NA

Action items Completed by Committee:

- We held a Tuesday and Wednesday morning coffee to discuss plans for the coming year.
  - The Garden Director welcomed everyone and talked about the importance of a safe environment for all volunteers.
  - We also discussed the proper use and maintenance of tools.
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### **>Historic Side of the Garden, Gwen Whittier and Linda Norton**

- Historic Garden Preservation policy approved at the January 24, 2023 Board meeting.
  - Task Force disbanded.
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### **>Horticultural Library, Mary Jo Levy**

The Horticultural Library Committee has no report for February.

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### >Hospitality, Pat Gregory

The Hospitality Committee has no report for February 2023

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### >IDEA Task Force, Mary Powell and Sarah Clark

No IDEA Task Force report for February 2023

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### >Investment, Ian Linford

The Investment Committee has no report for February 2023

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### >Luncheon, Robin Allen and Marie Immekeppel

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### >Master Gardeners, No Master Gardeners at this time.

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### >Membership, Sue Krumbein and Donna Bohling

Reporting period: January – February, 2023

Date of last meeting: February 21, 2023

Date of next meeting: March 21, 2023

Action items completed:

- Integrated Membership Services into Second Saturday registration! Though this is a work in progress, it's important and should yield both information and good results.
- Established a robust series of member events that occur monthly.
- Established a way to thank people for their membership – renewing, joining at the \$1000 level, winning a free membership at Second Saturday, other

Announcements to the board:

- We are actively seeking new members for the Membership Committee! Active is the operative word!!!

Board support requested:

- Please attend our events whenever possible. We'll introduce you, include you, and our members will get to know you!
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### >Personnel, Sarah Clark

The Personnel Committee has no report for February 2023

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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 and Rita Sabbadini

Date of last meeting: December

Date of next meeting: March

**Action items completed:**

In January, we delivered the first of three field trips to Walter Hays (35 students) with curriculum closely aligned with grade appropriate CA Science Standards. Our field trips utilize every corner of Gamble Garden as source content for experiential, inquiry-based learning. The Walter Hays third graders received a 90-minute field trip with one guide for every 6 students, led by members of our knowledgeable and talented garden guide organization. The school provided a chaperone for every 6 students. The fee is \$5 per student.

### Action items in progress:

Received a request from returning school, Laurel School of Menlo Park, for a May field trip for their third graders (113 students). We will break the group into three separate sessions to accommodate approximately 38 students per session.

### Future field trips on the schedule:

March 16 – Walter Hays #2  
April 6 – Bullis Charter  
April 13 – Nixon  
May 4 or 11 – Laurel  
May 18 – Walter Hays #3

### Announcements to the board:

Mary Powell will roll off of R&S leadership as of June 30, 2023, to focus on Second Saturday. This will open up an exciting leadership opportunity for a new volunteer.

### Questions for the board/larger group?

Will the job opening in the garden staff include someone whose responsibility includes working with school groups?  
Is the school group program sustainable as a purely volunteer-led program?

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

Chair: Mary Powell (SS); Sue Krumbein and Mary Powell (Tours)

Date of last meeting: Jan 2023

Date of next meeting: Mar 2023

#### Action items completed:

Delivered February Second Saturday – Family Lunar New Year Celebration.

- Implemented new check-in process in partnership with the Membership Committee
- Activated Gamble Garden Youth Team (GGYT) with our group of 5 high school students.
- Sponsorship \$5000
- Attendance 300

Partnered with Luncheon Committee for a Valentine's Day Tea to share our own stories of diversity and inclusion.  
Attendance 28 people.

Delivered monthly public tour for 6 attendees. Scheduled and invoiced two new private tours.

### In Process:

1. March Second Saturday's theme is Camellias, and we will partner with the American Camellia Society once again this year.
  2. Training Zoom March 1 for guides and docents.
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### >Spring Tour, Laurie Callaway

Reporting period: February 2023

Date of last meeting: February 16

Date of next meeting: March

#### Action items completed:

- Individual Underwriting Letters Mailed
- Garden Tickets will be sold on Eventbrite.
- Lunch tickets will be sold by Gamble/e-Tapestry.
- Lunch will be served in the Rose Garden



- New clauses in the Vendor marketplace Contract to protect newly renovated Main House
  - Volunteer chair position filled by Colette Rudd
  - Preview party contract signed.
  - Tour tickets \$30/member, \$40/non-member, \$45 Day of Event
  - ST2023 Net Income Goal is \$220K.
  - Business Underwriting – All ST2022 have been contacted.
  - Tablecloth color is Raspberry.
  - Booklet has been mocked up and, colors chosen for banner.
  - Map updated.
  - Silent Auction – Completed
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### >Strategic Planning, Kathie Shaw

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### >Volunteer Development, Anne Ritchie

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