



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



APPROVED on March 28, 2023
Gamble Garden Board Meeting Minutes
February 28, 2023
4:00 pm – 5:30 pm
Meeting in-person, Carriage House

ROLL CALL

Members Present: Robin Allen, Donna Bohling, Sarah Burgess, Sarah Clark (President), Lena Dawson, Karen Douglas, Pat Gregory, Sheri Moody, Judy Paris, Carmen Pekelsma, Anne Ritchie, Colette Rudd, Kathie Shaw, Donna Sheridan, Susan Woodman, Joan Zwiép (President Elect)

Absent: Susann Mirabella.

Quorum Established: Yes

Guests: Marco Maina

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

Consent Agenda

- Approval of January 24, 2023 Board Minutes
- Approval of Finance Committee Charter

Consent Agenda APPROVED as distributed.

MOTION

On behalf of the Board Development Committee, Lena Dawson submits the following nominee for an Officer of the Elizabeth F. Gamble Garden, effective immediately.
For President-elect, Joan Zwiép.

The MOTION PASSED electronically, February 6, 2023 by a unanimous vote of all Board Members.

Finance Report: *Karen Douglas*

- Full presentation by Treasurer will be made to the board quarterly.
- Each month, finance reports will be included in the board materials.
- Each month, any significant variances from budget will be noted at the Board meeting.
- The budget process has started, and requests have been sent to each committee chair. Please let Kevin or Karen know if you are a committee chair and have not received the FY24 budget request.
- In February,
 - Gamble Endowment received a \$100K + restricted donation to Endowment.
 - Gamble received an additional \$10K unrestricted donation from a former bequest. As with other unrestricted bequests, this will be set for future Board designation.

Marketing Committee Proposal: *Marco Maina*

- Gamble events, such as Spring Tour and Winter Festival, have a marketing budget.
- Gamble as an institution, does not have a marketing or PR budget.
- Gamble's benchmark and price comparison with other organizations is outdated. Market

research was put on hold due to the pandemic.

- A review and price comparison for facility rentals, membership levels and benefits, and fees for educational programming and events is required. For example, other city owned properties charge more than Gamble.
- Our current part-time staff cannot do this research.
- A committee is being proposed instead of a Task Force because this is a permanent and on-going effort.

A Gamble Marketing Committee will benefit Gamble in several ways by increasing community participation in membership, programs, and our perception in the community.

MOTION:

Colette Rudd moves to approve (a) the formation of a Marketing Committee for Gamble Garden and (b) the Marketing Committee Charter included in this packet. The Committee is connected to the Board of Directors through the President-elect.

MOTION APPROVED AS AMENDED.

Horticultural Complex and Community Room Project: *Marco Maina*

- Key aspects of the Horticultural Complex and Community Room Project were presented and discussed.
- It will be brought to the Board for approval in March.

MOTION:

Donna Sheridan moves on behalf of the Strategic Planning Committee, to approve the following recommendations for roll-out of the (1) Mission, (2) Vision, (3) Values, and (4) Ground Rules:

1. The Gamble Garden Mission Statement will be shared throughout our organization and community by the Executive Director, with follow-up communication to Committee Chairs, and implementation on all Gamble Garden documents (Website, Newsletter, Annual Report, Stationary, etc.)
2. The Gamble Garden Vision Statement will be for internal use, not published on the Website. It will also be refined after further discussion.
3. The IDEA aspect of the Gamble Garden Values statement will be followed up through IDEA TF who will bring their recommendations to the Board.
4. Meeting Ground Rules (adapted as follows) will be shared with Committee Chairs by the Executive Director. At our meetings, members will:
 - Provide and follow an agenda.
 - Record minutes of meeting.
 - 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 materials in advance 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.

Proposed Gamble Garden goals for 2022-2023 will be evaluated at the end of Fiscal Year 23.

Proposed Organizational Goals FY 2024 – DRAFT FOR BOARD DISCUSSION

1. Horticultural Complex & Community Room

Proceed with steps necessary to build a horticultural workshop, offices for the garden staff, a greenhouse, and a community room to support our mission, including garden maintenance and enhancement, horticultural education, and financial sustainability.

2. Buildings and Grounds

Specify and set priority for projects needed to maintain our buildings and grounds and support our activities. Determine funding sources and implement as feasible. Potential projects include but are not limited to:

- i. Carriage House roof repairs
- ii. Carriage House painting
- iii. Garden—drainage and walkways

3. Sustainability

Continue to plan for long-term fiscal sustainability as well as volunteer leadership sustainability.

4. IDEA

Task Force to send recommendations to the Board and Board provide follow-up.

5. Programs and Community Outreach

- i. Evaluate our children and adult programs ~~and~~ as well as community outreach.
- ii. Determine what we plan to do in the future.
- iii. Explore possible ways to partner with the city and like-minded organizations, in offering horticultural programs.

Proposed FY24 Goals will be on the agenda for the March Board Meeting.

Adjourned 5:35

Respectfully Submitted by Donna Bohling, Board Secretary