



ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN



APPROVED, May 23, 2023

Gamble Garden Board Meeting Minutes

March 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, Susann Mirabella, Sheri Moody, Judy Paris, Carmen Pekelsma, Anne Ritchie, Colette Rudd, Kathie Shaw, Donna Sheridan, Susan Woodman, Joan Zwiep (President Elect)

Quorum Established: Yes

Guests: Marco Maina, Corey Andropoulos, Jane Stocklin

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

Consent Agenda: *Sarah Clark*

- Approval of Minutes for February 28, 2023 Board Meeting
- Ratify email vote, March 11, 2023

MOTION

On behalf of the Finance Committee, Karen Douglas moved that the Board authorize opening a checking account at Chase Bank.

MOTION APPROVED.

All board members responded via email, where they voted in favor of the motion.

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

Consent Agenda Approved.

Finance Report: *Karen Douglas*

- The situation at Silicon Valley Bank has stabilized.
- It is now First Citizens Bank.
- Our payroll is processed at First Citizens.

Proposed FY24 Goals: *Donna Sheridan and Kathie Shaw*

- There was agreement on Organization FY24 Goals number 1-4.
- Goal 5, Program and Community Outreach, was discussed.

5. Programs and Community Outreach

- i. Evaluate our children and adult programs 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.

- The parameter “Evaluate” was further refined to provide Board direction to the VP Programs.
Criteria for evaluation:
 Education program delivery
 - How many are served?
 - What are the participation levels?
 Financing, Revenue, and Income Generation
 - Are we breaking even?
 - How should fundraising support our programs, beyond the garden?
 - Do we want Programs to be “money makers”, no loss, or financially supported by the board with no expectation of revenue generation or break-even?
 - Should Gamble pursue sponsored and grants to support programming?
 Resources
 - What are the volunteer hours and resources needed for program delivery?
 - What staff resources are necessary for program delivery?
 - What are the facility resources necessary?
 Community Outreach and Service
 - How should the Roots and Shoots program evolve?
 - How are we supporting our mission through Community Outreach and Service programs?
 - Are there programs we are not creating which would be of benefit to the community and support our mission?
- After evaluation, the Board will address sub-goal ii, Determine what we plan to do in the future.

MOTION

Donna Sheridan moved that the board approve the proposed organizational goals for FY2024, with the following addition to Goal 5.i: "Evaluation of existing programs should measure current programs relative to at least the following criteria: Community Service, Community Outreach, Horticultural Education, Break-even or better; Participation, and Use of resources including staff, volunteers and space."

MOTION APPROVED AS AMENDED

Horticultural Complex Approval and Motions: *Marco Maina*

MOTION

Colette Rudd moved, with the recommendation of the Garden House Task Force, to approval the concept for the Horticultural Complex and Community Room as presented at the February 28, 2023 board meeting.

MOTION APPROVED

MOTION

Colette Rudd moved, with the recommendation of the Garden House Task Force, that the board authorize the Garden House Task Force to initiate the search for an architect for the Horticultural Complex and Community Room project.

MOTION APPROVED

MOTION

Colette Rudd moved, with the recommendation of the Garden House Task Force, that the board authorize the Executive Director and President to negotiate a stewardship agreement with the City of Palo Alto to manage and use the area between the Hort Office and the Lawn Bowling driveway.

MOTION APPROVED

MOTION

Colette Rudd moved, with the recommendation of the Garden House Task Force, that the board authorize the Executive Director and President to negotiate with the City of Palo Alto to extend the term of Gamble Garden’s lease for the property through at least August 31, 2057.

MOTION APPROVED

An RFP has been prepared for this project and will be sent to 9 or 10 firms for bid.

Announcements: *Sarah Clark*

- The '02 society party was a wonderful event and guests were pleased with the renovation results.
- New and framed photos of Miss Gamble and the house after construction are on display in the living room alcove.
- The Cutting Garden is being replanted now but delayed by the rains.
- The new DG surfaces need to dry out before visitors are allowed to walk by the cutting garden beds.
- It is going to take a while for the plants to mature – full bloom probably not until June.
- Spring Tour is April 27-29
- Fund Development is looking for chair(s) for the 2023 Winter Festival Event
- SAVE THE DATE for Summer Garden Party, June 20th.
- SAVE THE DATE for the Vol Appreciation event on June 14th, 3-5pm
- Gamble Luncheons start in April and continue into October.
- There will be a special luncheon on Sunday, October 8th

Executive Director: Marco Maina

- Floor samples for kitchen were displayed.
- Update on Finance Manager search
 - About 30 candidates applied
 - The Search Committee helped with interviews.
 - Three final candidates were identified.
 - Gamble is close to extending an offer
- Please share – The Garden Staff has two openings.
All Gamble Job openings can be viewed at this link:
<https://www.gamblegarden.org/our-story/job-opportunities/>

Meeting adjourned at 5:25pm

Respectfully Submitted by Donna Bohling, Board Secretary