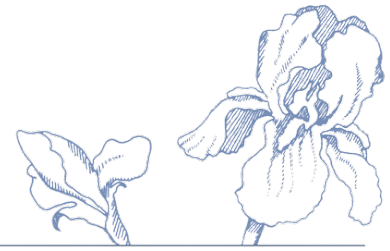




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GAMBLE GARDEN
HISTORIC HOME & GARDEN



Board of Directors Meeting Minutes

August 29, 2023

Carriage House, Gamble Garden

Members Present: Joan Zwiep (President), Robin Allen, Karen Douglas, Pat Gregory, Susann Mirabella, Sheri Moody, Judy Paris, Carmen Peckelsma, Colette Rudd, Donna Sheridan, Julie Shinn, Nancy Wong

Members Attending via Zoom: Susan Sweeney

Members Absent: Lena Dawson, Susan Woodman

Quorum Established: Yes

Other Attendee: Marco Maina, Executive Director

The meeting was called to order at 4 PM by President Joan Zwiep. Joan welcomed new board members Julie Shinn, Susan Sweeney, Nancy Wong.

Meeting Protocol: Members should be recognized by the chair before speaking and can raise their hand if wishing to speak. Only one person should speak at a time.

Consent Agenda, Joan Zwiep

The following three items were included with the Consent Agenda and **APPROVED** by the board:

- Minutes for the June 27, 2023 Board Meeting
- The record of the following action by written consent (via email) without a meeting.
Motion: Karen Douglas moved that the board accept the Waiver of Claims and Accounting and Release Agreement in the 6/15/2023 letter from the attorney for the Trustee of the Wendyce H. Brody Separate Property Trust and authorizes Marco Maina, the Executive Director, to sign the waiver.
MOTION APPROVED by 100% of directors on August 6, 2023
- **Withdrawal of Postponed Motion:** The motion postponed at the June 2023 Board meeting has been superseded by the action taken on August 6, 2023. (**Original motion:** Colette Rudd moved that we accept the distribution from the Wendyce H. Brody Separate Trust and accept the value of \$1,195,000 dollars contingent on review by our attorney.) **MOTION WITHDRAWN BY COLETTE RUDD**

Finance Report, Karen Douglas

Karen presented an overview of the 2022-23 (FY23) End-of-Year Treasurer's Report that was discussed in detail in the June 2023 Year-End Commentary (both report and commentary were included in the board package). The good news was that the net operating income was positive at \$137,823, much better than the budgeted deficit of almost -\$50,000. The increase in net income was shared by all the main revenue-generating categories. Endowment did well with three benches and 7 brick contributions. There are \$58,000 in deferred rentals at year-end, as well as surplus reserves of \$258,935 which is a very strong financial position for Gamble Garden.



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Horticultural Complex Project (HCP) Task Force, Marco Maina, Executive Director

A contract for topographical and underground surveys, at a cost of \$22,000, was signed by Marco after review and approval by the HCP Task Force and Executive Committee members, but still needed approval by the board. The surveys are needed by the architect working on the HCP. CAW, the architectural firm which we hired, recommended three firms, and Alpha Land Surveyors was selected. The bid was \$22,000.

- **MOTION:** Colette Rudd moved that the board approve a contract signed by Marco Maina, on behalf of Gamble Garden, with Alpha Land Surveyors for topographical and underground surveys necessary for development of the Horticultural Complex Project, at a cost of \$22,000, using funds in the board-designated account that are restricted for the Horticultural Complex Project. **MOTION APPROVED**

Strategic Planning Committee, Donna Sheridan

The Board Ground Rules and Gamble's Mission, Values, and Vision Statements in the Board packet were reviewed.

The Strategic Planning Committee is planning to organize a Board Retreat to be held in January or February 2024.

Inclusion, Diversity, Equity and Accessibility (IDEA), Donna Sheridan and Colette Rudd

Donna, Chair of the Strategic Planning Committee, reported on her efforts to check references for Edutainment for Equity (E4E). She received three very positive references for E4E. She also confirmed that the cost of the program is much less than programs hosted by the city of Palo Alto. Donna is participating in a similar program with American Public Gardens. A motion in favor of approving a proposed contract with E4E for Cultural Mindfulness training (approved at the June 2023 board meeting) was contingent upon receiving positive references, so the contingency has been satisfied. The E4E organization is still willing to perform the services. All board and committee members and staff will be asked to participate in the training sessions via Zoom. Dates have not yet been set.

The IDEA Task Force submitted a final report with recommendations in June 2023. Next steps for Gamble Garden include developing and supporting IDEA objectives related to our strategic goal. The motion below proposed to assign these tasks to the Strategic Planning Committee.

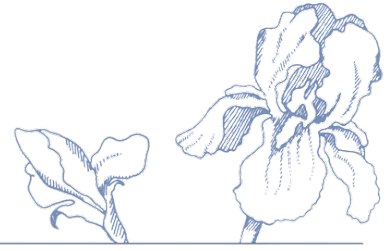
- **MOTION:** Colette Rudd moved that the Strategic Planning committee add IDEA to their committee responsibilities, specifically by helping the board to develop and support IDEA strategic goals and objectives at Gamble Garden. **MOTION APPROVED**

Executive Director Report, Marco Maina

Marco's Executive Director report was included in the Board Packet. It included a summary of his goals for his first year at Gamble Garden (FY23) and listed his goals for FY24. He also shared an update of his activities in July 2023 and thanked staff, volunteers and donors for contributing to our success in FY23.



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Marco also shared a PowerPoint presentation titled “Annual Appeal Campaign Kickoff and Board Participation” (included in the Board packet). This year his goal is \$177,000. He emphasized that personal notes on letters are important to our donors. Help with writing notes will be needed from board members once the letters for the Annual Appeal are printed. They are expected to be ready by September 25. **100% Board member giving by September 26 is also an important goal.**

Regarding the Wendyce Brody gift status, one of the beneficiaries still needs to sign the waiver of claims and accounting and release agreement from the trust before the funds will be distributed. Gifts are designated by the board following the Gift Policy process.

The Marketing Committee report was included in the board packet. The committee held their second meeting on August 3 and plans to meet monthly.

Membership Update, *Susann Mirabella*

For potential members, the membership committee has created a small card with a QR code that is linked to the Gamble membership page on our website.

Susan also invited all Board Members to attend the Director’s Circle Event on Sunday, September 10 at 4:30 PM. Please RSVP.

Resignation of Donna Bohling, Board Secretary, *Joan Zweip*

Joan Zweip had previously shared via email that she had received Donna Bohling’s resignation from the Board, which was due to family and other obligations. She mentioned that Donna will still be very active on Gamble committees, including serving as co-chair for the Winter Festival. She will be missed by the board. Joan has asked Colette Rudd to fill in as interim secretary for the Board during the search for a new secretary.

The regular board meeting was followed by a Closed Session (Board members only)

Confidential personnel matters were discussed.

Meeting was adjourned at 6:06 PM.

Respectfully submitted by Colette Rudd, Interim Board Secretary

Colette Rudd

Approved September 26, 2023