

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Board of Directors Meeting Minutes

Tuesday, October 24, 2023
Carriage House, Gamble Garden

Members Present: Joan Zwiep (President), Robin Allen, Lena Dawson, Karen Douglas, Pat Gregory, Susann Mirabella, Sheri Moody, Carmen Pekelsma, Colette Rudd, Donna Sheridan, Julie Shinn, Susan Sweeney, Susan Woodman, Nancy Wong

Members Absent: Judy Paris

Members Attending via Zoom: None

Staff: Norman Robinson, Interim Executive Director; Corey Andrikopoulos, Garden Director

Guest: Sue Krumbein, Membership Committee Co-Chair (present during Membership presentation)

Quorum Established: Yes

The meeting was called to order at 4:00 PM by President Joan Zwiep.

Introduction of New Staff – Joan Zwiep

- Joan introduced Norm Robinson, Gamble Garden's new Interim Executive Director, Nia Combs and Grace Stewart, Youth Program and Edible Garden Coordinators, Cynthia Armour, Garden Assistant, and Hayley Parr, Office Assistant.

Consent Agenda – Joan Zwiep

- Approval of Minutes of September 26, 2023 Board Meeting
- Approval of Minutes of September 26, 2023 Closed Session (Confidential)

Consent Agenda was APPROVED

Membership Committee – Sue Krumbein, Membership Co-chair

The Photographer Membership Proposal (*Attachment 1*) was presented by Sue Krumbein. The proposed perks would encourage photographers to support Gamble by offering them a few incentives, since many photographers visit Gamble Garden often. Providing nametags for the photographers who have a membership is recommended. A report on the finalized proposal was requested.

- **MOTION:** Susann Mirabella moved to approve the Photographer Membership Proposal (as reproduced in Attachment 1 of these minutes).

MOTION APPROVED

Search Committee for Executive Director – Joan Zwiep

Joan announced the names of the individuals that she is recommending for the Search Committee: Norm Robinson, Corey A, Susan Sweeney, Karen Douglas, Dawn Hood, Joan Zwiep.

- **MOTION:** Donna Sheridan moved that the board approve following the individuals (representing Gamble Garden constituents) for the Executive Director Search Committee: Norm Robinson, Corey A, Susan Sweeney, Karen Douglas, Dawn Hood, Joan Zwiep.

MOTION APPROVED

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Finance Report – Karen Douglas

Karen reviewed September 2023 Treasurer’s Report and Commentary and presented slides comparing revenue and/or expenditures for various budget categories over the past three years. Her only area of concern is that the facilities rental revenue is significantly below budget.

The Finance Committee recommends that the board approve a change to the **Employee Handbook** because a change in our payroll processing procedure has changed when employees receive their pay. To comply with what is legally required in California, the handbook needs to be updated.

- **MOTION:** Karen Douglas moved on behalf of the Finance Committee to approve the change in the current wording below (from page 12 of the Employee Handbook) to the proposed wording below.
Current wording: Paydays are scheduled on the second workday following the end of the semi-monthly pay periods, ending on the 15th or the last day of the month, respectively. If a regular payday falls on a weekend or holiday, you will be paid on the following business day.)
Proposed Wording: Wages earned between the 1st and the 15th of the month are to be paid no later than the 26th day of the month in which the employee worked. Wages earned between the 16th and the final day of the month must be paid by the 10th day of the following month.

MOTION APPROVED

Hort Complex Project Task Force – Karen Douglas

The report provided by CAW “Update on the Horticultural Complex & Community Room Program Document” is a through description of the input that they received during multiple workshops with staff and volunteers. One question is the need for storage on site versus less expensive options for rent offsite. More information on the costs of the various aspects will be available after CAW completes the work on the preliminary design aspects. CAW also listed projects that were out of the scope of the Horticulture Complex Project. We may need to recruit more volunteers for the Building Committee to address the projects that were out of scope. Corey reported on the status of some projects that are pending, such as the back steps of the Main House. He is trying to contact Kristin O’Kane.

Program – Colette Rudd

Our Garden Director, Corey Andrikopoulos hopes to secure a grant from the Valley Water for the Pollinator Garden. Prior to distributing grant funds, Valley Water requires the board to approve the resolution (Attachment 2 of these minutes) to certify board approval of Corey Andrikopoulos to apply for and accept grant program funds on behalf of Gamble Garden and enter into a Grant Agreement with the Santa Clara Valley Water District. Corey also is designated as the agent to conduct all negotiations, to execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

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- **MOTION:** Colette Rudd moved to approve the resolution in the Meeting Agenda certifying the board approval of Corey Andrikopoulos to apply for and accept grant program funds and enter into a Grant Agreement with the Santa Clara Valley Water District.

A Roll Call vote was conducted. Ayes 14; No 0; Absent 1

MOTION APPROVED

Fund Development – *Susann Mirabella*

Preparations for Winter Festival are in progress. Hoping weather is better than last year! Robin mentioned that there will be two Tea Parties on Saturday during the Winter Festival.

Strategic Planning/ E4E update– *Donna Sheridan*

Dates have been set for the E4E training. All Gamble Garden board members, staff, committee chairs, and Strategic Planning Committee members should plan to attend all 3 sessions.

Each session will be 2 hours on Zoom on a Thursday at 4 PM. Please mark your calendar for the Zoom sessions on each of the following dates in 2024: Session 1: **January 11**; Session 2: **January 25**; Session 3: **February 8**.

Announcements

Joan reminded everyone of the upcoming events listed in the Announcements and the change of date for the November board meeting – the new date is **November 28 at 4 PM**.

Pat Gregory shared a sign-up form for board members to contribute food for the Holiday Party.

The meeting was adjourned at 5:06 PM.

Respectfully submitted by Colette Rudd, Interim Board Secretary

Colette Rudd

APPROVED NOVEMBER 28, 2023

ATTACHMENTS

- 1) **Approved Photographer Membership Guidelines for FY23, Effective January 2024**
- 2) **Resolution of the Board of ELIZABETH F GAMBLE GARDEN approving Corey Andrikopoulos (Applicant) to apply for grant funds under the safe, clean water and natural flood protection program**

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ATTACHMENT 1

Approved Photographer Membership Guidelines for FY23, Effective January 2024

Background/Overview:

Gamble Garden is enjoyed by numerous amateur and professional photographers throughout the year. By providing a new level of membership: "Photographer Membership," Gamble can create a symbiotic relationship with our most active professional photography visitors.

Price: \$150/year

Each membership will provide unique benefits to the photographer and member agrees to grant usage of at least 1 photo for Gamble Garden's institutional/program marketing use (photo credit/attribution will be given on images) each year of membership.

Benefits to Gamble Garden include:

- Increasing Gamble Garden memberships, membership income, & commercial income.
- Create a more connected relationship with local photographers.
- Increase visibility and awareness of Gamble via local photographers (word of mouth, on the website, social media, etc.)

Benefits to Photographer Members include:

In addition to the regular individual membership benefits*:

- Photographer's name and contact information featured on Gamble Garden website as a "Member Photographer" list. (Not "recommended," but more as "Photographers who support Gamble")
- First priority for booking outdoor space for photo sessions. (M-F 9am-2pm during regular business hours)
- Consideration for photo(s) to be featured in Gamble Garden's annual calendar. (2025 calendar edition highlighting our 40th anniversary). These calendars would be used for membership promotion, donor recognition, for sale, etc. The calendar would also list our main fundraising events and Second Saturday dates. (Printing cost: approx \$5-\$8 each. Sale Price: \$20-\$30)
- Name Badge/Card designating the Photographer as an official "2023/2024 Gamble Garden Member Photographer" to show prestige/priority while working at Gamble. (Could be digital and/or a physical card)
- Possibly, a regular communication specifically for photographers alerting them to what will be blooming, what is blocked off (due to events/lunches/construction), etc.
- Access to the public/private events calendar for their planning purposes.

*Individual Member Benefits:

- Free admission to over 345 gardens
- Monthly emailed newsletter
- Early registration opportunities
- 20% discount to ticketed events
- Invitations to members-only events, lectures, classes
- 10% off nursery partners

ATTACHMENT 2

RESOLUTION OF THE BOARD OF ELIZABETH F GAMBLE GARDEN APPROVING COREY ANDRIKOPOULOS (APPLICANT) TO APPLY FOR GRANT FUNDS UNDER THE SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION PROGRAM

WHEREAS, the Santa Clara Valley Water District has enacted the FY2024 Safe Clean Water Grant Program, which provides funds for various programs, and

WHEREAS, the Santa Clara Valley Water District's Office of Community Benefits has been delegated the responsibility for the administration of the grant program, and setting up necessary procedures; and

WHEREAS, said procedures established by the Santa Clara Valley Water District require Applicant's Governing Body to certify by resolution the approval of Applicant to apply for and accept grant program funds; and

WHEREAS, Applicant will enter into a Grant Agreement with the Santa Clara Valley Water District.

NOW, THEREFORE BE IT RESOLVED that the Applicant's Governing Body hereby:

1. Approves the submission of an application for grant funds from the Safe, Clean Water and Natural Flood Protection Program;
2. Approves the acceptance of grant funds from the Safe, Clean Water and Natural Flood Protection Program, upon approval of grant funding for the Project by appropriate authorities;
3. Certifies that Applicant has or will have sufficient funds to operate and maintain the Project;
4. Certifies that Applicant will review and agree to the General Provisions and Special Provisions contained in the Agreement; and
5. Appoints **Corey Andrikopoulos, Garden Director** as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

Approved and Adopted on the 24th day of October 2023. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Elizabeth F Gamble Garden following a roll call vote:

AYES: 14

NOES: 0

ABSENT: 1