

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Board of Directors Meeting Minutes
Tuesday, November 28, 2023
Dining Room, Main House, Gamble Garden

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

Members Absent: Lena Dawson

Members Attending via Zoom: None

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

Guest: Margie Harrington

Quorum Established: Yes

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

Consent Agenda – Joan Zwiep

- Approval of Minutes of October 24, 2023 Board Meeting

Consent Agenda was APPROVED

Finance Report – Karen Douglas

Karen commented that there is nothing unexpected in the October 2023 Treasurer's Report and Commentary. For the reasons documented in the Gamble Garden Insurance Review / Improvement report, Gamble Garden has a new insurance broker. Amy will be working on the audit so any requests to her for information, checks etc. may take longer than normal.

Search Committee for Executive Director – Joan Zwiep

The Search Committee (Joan Zwiep, Norm Robinson, Corey A, Susan Sweeney, Karen Douglas, Dawn Hood) has met twice since the last board meeting. The committee checked with local firms to learn of their experience with Executive Search Firms. The committee has a list of seven firms and are in the process of evaluating them. The cost to Gamble Garden would be a one-time operating expense. The committee has not yet decided which type of services are needed and has not decided yet whether a search firm is needed. However, because the next board meeting isn't until late January, if a choice to hire a firm is made, the expectation is that the maximum amount of a firm's fee would be less than \$60,000.

- **MOTION:** Karen Douglas moved that the board authorize Joan Zwiep, President, and/or Norm Robinson, interim Executive Director, to enter into a contract with an executive search firm selected in consultation with the Search Committee for services to recruit an Executive Director for an amount not to exceed \$60,000.

MOTION APPROVED

ELIZABETH F.
GAMBLE GARDEN
HISTORIC HOME & GARDEN

Hort Complex Project Task Force – *Karen Douglas*

CAW has submitted several concept designs to the Task Force. The Task Force has provided feedback to CAW and will be finalizing a design to be presented to the board in January. The feeling of the Task Force is that new options, with some off-site, are needed for storage. Corey described some possible options for storage for the Spring Tour/Over-the-Garden-Fence Committee.

Fund Development – *Susann Mirabella*

Susann thanked the board for 100% participation on **Annual Appeal**. This year's goal is high, about \$177,000. About a third of that has been received. **Winter Festival** is happening this week and everything looks fabulous. A few vendors cancelled but new vendors have taken their place. About 250 people are expected for the Grand Opening Party on Thursday evening. Ticket sales are also good for the other activities – Friday and Saturday Market Place, and Friday's Holiday Night with Santa. The Family Holiday Teas are sold out.

Strategic Planning/ E4E update– *Donna Sheridan*

Donna reminded board members of the importance of participating in all three of the E4E Zoom sessions. This will also be part of Gamble's project for the American Public Gardens. Zoom sessions are not planned to be recorded. (Zoom sessions will be on each of the following dates in 2024: Session 1: **January 11**; Session 2: **January 25**; Session 3: February 8)

Board Holiday Party. Pat Gregory reminded the board to respond to the invitation to the Board Holiday party. She thanked board members who signed up to bring appetizers, hot dishes and desserts for the party.

Roots and Shoots. Corey reported that several elementary schools that have signed up to participate in the Roots and Shoots program. Visits by students to Gamble Garden will begin in the latter part of February. Volunteers are being recruited for this year's program. Staff and a few volunteers are developing the curriculum.

Second Saturday. Joan recommended everyone attend a Second Saturday event. Julie Shinn reported that she brought a group of friends from Stanford to Second Saturday on November 11. They really enjoyed their tour by Rita and the day's focus on seeds. The next Second Saturday event will be on January 13 from 10 AM to noon.

The meeting was adjourned at 4:54 PM.

Respectfully submitted by Colette Rudd, Interim Board Secretary

Colette Rudd

Approved January 23, 2024