

ELIZABETH F.  
**GAMBLE GARDEN**  
HISTORIC HOME & GARDEN

**Board of Directors Meeting Minutes**

Tuesday, February 27, 2024

Carriage House, Gamble Garden

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

**Quorum Established:** Yes

**Members Present:** Joan Zwiep (President), Robin Allen, Lena Dawson, Karen Douglas, Pat Gregory, Susann Mirabella, Judy Paris, Carmen Pekelsma, Colette Rudd, Donna Sheridan, Susan Sweeney, Nancy Wong, Susan Woodman and Pat Davis (elected at this meeting)

**Members Absent:**, Julie Shinn

**Members Attending via Zoom:**

**Staff:** Norm Robinson, Interim Executive Director, Mica Pirie, Office Manager, Corey Andrikopoulos, Garden Director

**Other Guests:** Susan Benton, Donna Bohling, Pat Brown, Sharleen Fiddaman, Carol C. Friedman, Tod Gregory, Margie Harrington, Jane Stocklin, Linda Norton, and Anne Ritchie

**Consent Agenda – Joan Zwiep**

- Approval of Minutes of January 23, 2024 Board Meeting

**Consent Agenda was APPROVED**

**Board Development – Lena Dawson**

Lena Dawson reported that Pat Davis has been chosen by the Garden Club of Palo Alto to fill the remainder of Sheri Moody's term, which is until June 2024.

- **MOTION:** On behalf of the Board Development Committee, Lena Dawson moved that Pat Davis be elected to the Elizabeth F Gamble Board as one of the two directors appointed by the Garden Club of Palo Alto.

**MOTION APPROVED**

**Finance Report – Karen Douglas**

The January 2024 Treasurer's Report and Commentary was included with the agenda for review.

Presentation on Budget Process for the 2024-25 fiscal year: The budget process will be the same as previous years. Amy, Gamble Garden's Finance Director, will send out the information next week to committee chairs.

Ratification of contract with Stacy Nelson & Associates - Leadership Search Partners

- **MOTION:** On behalf of the Finance Committee, Karen Douglas moved to ratify the contract with Stacy Nelson & Associates - Leadership Search Partners - on (date) for services provided in the search for an Executive Director.

**MOTION APPROVED**

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**Executive Director Search Committee** – *Susan Sweeney*

The search committee has worked with Stacy Nelson & Associates to craft an updated job description for recruiting a new Executive Director.

**MOTION:** Susan Sweeney moved on behalf of the Search Committee to approve the Executive Director job description, with revisions, for the search committee.

**MOTION APPROVED**

**Horticulture Complex Project Task Force Update** – *Karen Douglas*

Karen showed a picture of the aerial view of the project with site locations of the proposed horticulture complex. The board and guests went outdoor to the site of the proposed buildings, where the Garden Director had marked the perimeters of the site for a new Hort office, workshop, and community room.

Board members continued to discuss the project, including the needs associated with the greenhouse.

- **MOTION:** On behalf of the **Horticulture Complex Project Task Force**, Karen Douglas moved to request a proposal from CAW for Phase II of the project which will include the development of the planning submittal and construction drawings.

**MOTION APPROVED**

**Interim Executive Director** – *Norm Robinson*

Norm reported that there will be better WiFi coverage in the garden. Cameras will be installed for security.

**Fund Development** – *Susann Mirabella*

The Spring Tour committee is working hard to be ready on April 25 for our largest fundraiser of the year.

**Programs** – *Colette Rudd*

The sold-out Second Saturday event on February 10 celebrated the Lunar New Year with a lion dance, nature hunts and crafts for children. It attracted many families to Gamble Garden that day to enjoy the activities and the good weather. Thanks to Mary Powell, Sue Krumbein and the many volunteers who made the event a success! We also thank the sponsor of the event, Sophia Xu, a local realtor, who donated \$5,000 to sponsor the event.

**Strategic Planning** – *Donna Sheridan*

The board will need to work on updating the FY 25 goals in the next month.

**President's Report** – *Joan Zweip*

Joan, with the Search Committee, has been working with the Executive Search firm to identify candidates.

**Closed Session**

**Personnel Committee** – *Susan Sweeney*

At 5:50 PM guests were excused for this portion of the meeting which was reserved for a confidential Board discussion related to Human Resources (HR) and issues where Gamble Garden needs help with HR. **The closed meeting ended at 6:45 PM.**

Members of the Personnel Committee are Donna Sheridan, Susan Sweeney, Norm Robinson, Iris Korol, Sarah Burgess, Karen Douglas, and Joan Zweip (as chair). The committee has been meeting since last fall. The committee explored what other organizations are doing. Some have in-house staff. Options include hiring staff (full or part-time) or contracting with a group of experts. The latter gives the benefit of a larger firm. One option is to contract for specific tasks such as salary review, and paying for only what services are needed. The committee

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only found one firm willing to provide an on-site person- someone embedded at Gamble Garden who would be available to the staff.

Proposals for Human Resources Consulting Services have been received from **The Pendolino Group** and **Affogato HR Consulting**. The discussion focused on the The Pendolino Group proposal. The Personnel committee will be charged with reviewing the performance of the contractor.

- **MOTION:** On behalf of the Personnel Committee, Susan Sweeney moved to approve the contract dated January 17, 2024, for Human Resources Consulting Services from The Pendolino Group at \$1,500 per month plus \$95 per (Gamble Garden) employee.

**MOTION APPROVED**

**The Board meeting was adjourned at 6:50 PM.**

Submitted by Colette Rudd, Interim Board Secretary  
APPROVED March 26,2024