

**CITY OF SANTA ROSA
LUTHER BURBANK HOME & GARDENS
July 16, 2008**

1. CALL TO ORDER

The July 16, 2008 Board meeting was called to order by Chair Haeg at 9:01am at the Finley Center in Santa Rosa, California.

2. ROLL CALL

Present: Haeg, Yare, Russ, Johnson, Milano, Nestle, McCaw, Reed, Hower, Hitao, Harrington
Absent: None
Staff: Grant, Hall

3. PUBLIC APPEARANCES

None

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

Moved by Reed; seconded by McCaw, to approve the minutes; motion carried.

4.2 Approval of Agenda

Moved by Nestle; seconded by Reed, to approve the agenda; motion carried.

5. Chair's Comments/Announcements

- Frank spoke last week to the Military Officers Association of America to promote LBH&G.
- The brochure for City of Santa Rosa Merit Awards for 2008 was distributed and Frank asked the Board to submit nominations.
- Frank thanks everyone for all their hard work on the Articles of Incorporation, which were distributed to the Board by Harrington.
- *A Man Named Pearl* at the Rialto Theatre has been postponed to a later date not yet determined.

6. Volunteer Association/Planning Committee

- Holiday Open House co-chairs are working with the Junior League to participate in their open house on Friday, Dec. 5.
- We have 5 Work Experience Teen Volunteers this year who are all very nice and are doing good jobs.
- The memo regarding phase 2 of the Commemorative Bench program was included in the Board packet and is included with the minutes of this meeting.

7. Monthly Financial Report

- Hower distributed and reviewed the June preliminary report which is filed with the minutes of this meeting. Discussion followed.

8. Board/Staff Announcements

- Non-profit status was discussed. By-laws will be included in the August Board packet.
- The poppy poster event will be held tomorrow evening (7/17/08) in the Carriage House courtyard.
- The Tupper fountain has been drained for water conservation and to reduce chlorine chemical usage until such time as it is appropriate to be refilled or redesigned. Discussion followed regarding the Art Council being involved in the process of replacing/redesigning the fountain. The consensus of the Board is to proceed with pursuing the solicitation of the Art Council in this effort.

9. Garden Report

- New small greenhouse will be installed this month.
- Continuing maintenance in the Gardens.

10. Gift Shop Report

- Sales in the Gift Shop are somewhat slower than last year with the state of the economy. Staffing levels and scheduling working well.

SUBJECT TO APPROVAL

11. Training Update

- Training for new volunteers will take place August 4, 11 and 18 with 4 Gift Shop, 3 Docents and 1 Gardener being trained. An ad for Volunteers was in the Press Democrat.

12. Scheduled Items

12.1 Transfer of funds from Reserves

Grant distributed the preliminary fiscal year end report for '07-'08 and explained the figures. The report is included with the minutes of this meeting. This item will be continued on the August agenda for Board action.

12.2 Goals Committees

CIP – Capital Improvement Program

- Report deferred to 12.3

Funding Resources

- Report circulated and reviewed by Haeg is included with the minutes of this meeting. Discussion followed.

Volunteer Recruitment/Community Awareness

- Report circulated and reviewed by Milano/Yare/McCaw is included with the minutes of this meeting. Discussion followed.

12.3 ARG Prioritization

- Report circulated and reviewed by Johnson is included with the minutes of this meeting. Matrix being used for this report is an expansion of the ARG matrix. Discussion followed.
- This will be an ongoing item for future agendas.

ADJOURNMENT: Moved by Milano; seconded by Reed, to adjourn. Meeting was adjourned at 11:25pm by Chair Haeg.

Recording Secretary

Board Chair