

**CITY OF SANTA ROSA
LUTHER BURBANK HOME & GARDENS
September 17, 2008**

1. CALL TO ORDER

The September 17, 2008 Board meeting was called to order by Chair Haeg at 9:05 am at the Finley Center in Santa Rosa, California.

2. ROLL CALL

Present: Haeg, Yare, Russ, Milano, Nestle, Reed, Hower, Hitao, Harrington, McCaw, Johnson, Harrington, Hitao

Absent: Yare, Johnson

Staff: Grant, Hall

3. PUBLIC APPEARANCES

None.

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

12.3 - there was no report circulated; 8 - the William Selyem Winery is planting Burbank trees; 5 - thanks also to the Volunteers for all their work on the Garden tea. Moved by Nestle; seconded by Milano, to approve the minutes as amended; motion carried.

4.2 Approval of Agenda

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

5. Chair's Comments/Announcements

- Thanks to the Planning Committee for the Mayor's Luncheon.
- "A Man Named Pearl" was a wonderful movie.
- An appropriate award for Dee Blackman's 30 years of service was discussed.
- Reed will ask for any needed assistance to prepare for the Volunteer Brunch.
- Joan Michalek will receive a City award for Community service.

6. Volunteer Association/Planning Committee

- Russ reports there is a trip to Gold Ridge Farm on September 21.
- The Volunteer Brunch is on November 1.
- At the September Annual Volunteer Meeting Toni Hower and Adele Yare were elected to continue as Treasurer and Training Chair.

7. Monthly Financial Report

- Hower reviewed the August report, included in the Board packet, to be filed with the minutes of this meeting. Discussion followed.

8. Board/Staff Announcements

- Grant reports Council study session examined Measure O funding language yesterday. Next CC study session to review proposed budget cuts will be September 30. Agendas will be posted for the public regarding Council meetings.

9. Garden Report

- Small greenhouse is completed and shelving has been ordered.
- Gardeners are getting the gardens ready for winter.

10. Gift Shop Report

- Gift Shop is running smoothly with Volunteers doing well.

11. Training Update

- New Volunteer training is completed. Three new prospects have been interviewed, two docents and one gift shop. Volunteer interviews will continue. New Volunteer training will be in March next year, with no summer training.

12. Scheduled Items

12.1 Transfer of funds from Reserves

- Hower and Grant met with Cheryl Reynolds in City Accounting to clarify funds to determine what amount can be transferred to Community Foundation Funds as appropriate. Discussion followed. Moved by Hower to resend the board motion of April 16, 2008 to transfer \$200,000 to Community Foundation Sonoma County, seconded by Milano; Hitao abstaining, six ayes; motion carried. To be revisited on November agenda.

12.2 Budget Committee Formation

- Moved to October.

12.3 Budget, Accounting & Purchasing Policy and Procedures

- Blackman reviewed the rewritten proposed policy which was included in the Board packet and will be filed with the minutes of this meeting. Discussion followed with changes to be made. The revision will be presented at the October meeting. Moved by Nestle to approve in concept the proposed purchasing policy with final approval to be made by the Board upon receipt of the revised changes, seconded by McCaw; motion carried.

12.4 Goals Committees

CIP – Capital Improvement Program

- Grant reports the committee is concentrating on development of a fire suppression system in the house, window and mullion repair and the picket fence, as directed by the Board. Discussion followed. Grant asks the Board for their endorsement to sole source the work with ARG Conservation Services. Moved by Hitao to authorize Grant to approach the City to approve sole source use of Architectural Resources Group Conservation Services for conservation project management services, seconded by Reed; motion carried.
- December will be the final report for the year.

Funding Resources

- No report until the final report for the year in December.

Volunteer Recruitment/Community Awareness

- No report until the final report for the year in December.

12.5 ARG Implementation Plan

- Addressed in CIP report under 12.4. No report until the final report for the year in December.

ADJOURNMENT: Moved by Milano; seconded by Reed, to adjourn. Meeting was adjourned at 11:50 am by Chair Haeg.

Recording Secretary

Board Chair