

**CITY OF SANTA ROSA
LUTHER BURBANK HOME & GARDENS
November 19, 2008**

1. CALL TO ORDER

The November 19, 2008 Board meeting was called to order by Chair Haeg at 9:08am at the Finley Community Center in Santa Rosa, California.

2. ROLL CALL

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

Absent: Milano and Johnson

Staff: Grant, Hall

3. PUBLIC APPEARANCES

None.

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

Moved by Nestle; seconded by Hower, to approve the minutes; motion carried.

4.2 Approval of Agenda

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

5. Chair's Comments/Announcements

- January meeting will be in the Willow Room.
- Goals committee final reports are due in December. The form was given to committee members.
- Evaluation of the Volunteer Brunch will be done by an ad hoc committee chaired by Jean Reed. The committee will report back to the Board.

6. Volunteer Association/Planning Committee

- Russ reported on Children's tour numbers.
- Discussed raising Children's Tour fee to \$1 per child.
- Holiday Open House is on schedule for December 6 & 7.
- Spring Luncheon will be March 28 at Steele Lane Community Center.
- Suggestions were given to the PC by Mike Von Der Porten to promote LBH&G. Further discussion will follow at a future Planning Committee meeting.
- An article written by Rayne Wolfe will appear on December 3 in the Press Democrat about Richard's birdhouses for HOH.

7. Monthly Financial Report

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

8. Board/Staff Announcements

- Grant reports that City Council will meet for the budget hearing on Tuesday, November 25 at 2:30pm. The Administrative Secretary position at LBH&G has been removed from the list of jobs to be cut. Recreation & Parks has been directed to work with LBH&G to determine funding for the position. New creative revenue sources need to be determined. Discussion followed.
- Hall reports that the plaques will be made soon and benches assembled for installation.
- Nestle reports that her Council member, Veronica Jacobi is willing to support our position at LBH&G and is interested in helping us to get the non-profit operating.
- Gig Hitao reports Susan Gorin is also very supportive and hopes our issues can be worked out.

9. Garden Report

- None.

10. Gift Shop Report

- Gift Shop is preparing for HOH.

11. Training Update

- Six individuals have been accepted as new Volunteers to be trained in March.
- Refreshers are in February and new Volunteer training is in March.

12. Scheduled Items

12.1 “Acquisitions and Surplus Property” and “Archives Access and Document Reproduction”

- Blackman presented and explained the rationale behind the two policies which have been rewritten for the Board’s consideration. Discussion followed.
- Moved by Reed, seconded by Nestle to adopt “Acquisitions and Surplus Property” policy as presented; motion carried.
- In the “Archives Access and Document Reproduction” policy under #4 in the second paragraph change to: Exceptions may be made by the Acquisitions and Surplus Property Committee for materials published for the primary purpose of publicity about Luther Burbank Home & Gardens. Moved by Nestle, seconded by Harrington to approve with changes; motion carried.

12.2 Fees, Charges and Revenues to be discussed by Board

- The fee schedule was reviewed by Toni Hower with discussion by the Board following.
- Moved by Yare to recommend to the Director of Recreation & Parks that the proposed changes be approved for implementation April 1, 2009 with Friends of LBHG implemented on January 1, 2010, seconded by Hitao; motion carried.
- Grant proposed a change in the City ordinance to allow for services and wedding ceremonies on the LBH&G site and asked for direction from the Board to present that change to City Council. The rewritten ordinance proposal will be presented for discussion and possible approval in the December meeting by Grant.
- Nestle proposed that Russ get recommendations from the Planning Committee for committee members to formulate a policy for site events.

12.3 Architectural Resources Group project management proposal

- Grant discussed the proposal from ARG Conservation Services included in the Board packet which is included with the minutes of this meeting. This discussion will be continued at the December meeting.

12.4 Payment of expenses for forming non-profit organization

- Moved by Hitao, seconded by Nestle to approve paying the expenses incurred so far in the formation of the 501(c)(3); motion carried.

12.5 Planning Committee recommendation to the Board regarding participation in salary contribution for the Administrative Secretary

- Russ proposes the reversal of the letter sent to City Council regarding the support of the position of Administrative Secretary. Not acted upon.
- Moved by Hower that Board members meet with the Recreation & Parks Dept. to lay out our position, indicate that we are increasing our fees and looking at rentals in order to increase our revenue and that we are willing to discuss taking on more of the cost of the position, seconded by Russ; motion carried. Russ, Haeg and Hower will meet with Mark Richardson, Lisa Grant and Trisha Brown to discuss.

ADJOURNMENT: Meeting was adjourned at 12:12pm by Chair Haeg.

Recording Secretary

Board Chair