

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

1. CALL TO ORDER

The December 17, 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, Milano and Johnson.
Absent: None
Staff: Grant, Hall

3. PUBLIC APPEARANCES

None.

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

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

4.2 Approval of Agenda

Moved by Russ; seconded by Hower, to approve the agenda; motion carried.

5. Chair's Comments/Announcements

- Congratulations to the Planning Committee for a very successful Holiday Open House with special thanks to co-chairs Mary Basham and Barbara Abbott.
- Ellen Harrington has been appointed to the Board by Marsha Vas Dupre for a four-year term, Frank Haeg has been appointed by Jane Bender for a two-year term, Jean Reed has been reappointed by John Sawyer for a four-year term, and Cynthia Nestle has been reaffirmed by Veronica Jacobi for a two-year term. Mike Milano and Ray Johnson will not be returning to the Board. A Board chair has not been named as yet for 2009.

6. Volunteer Association/Planning Committee

- Russ reported that the PC has decided not to renew the LBH&G membership to Farm Trails due to a 50% increase in the yearly dues.
- The PC Committee discussed the use of LBH&G for ceremonies, weddings and services.
- The Antique Evaluation Faire is not going to be held in 2009.
- A sponsor needs to be found to support the monthly cost of the cell phone audio tours.

7. Monthly Financial Report

- Hower reviewed the November report, included in the Board packet, filed with the minutes of this meeting. Discussion followed. An abbreviated report for HOH was discussed, with a total profit estimated at \$3400.

8. Board/Staff Announcements

- Hall reported what the cost of renting Finley Community Center for the Antique Evaluation Faire would be. The event is not being held in 2009.
- Hall reported \$81.83 as the mailing cost for the 1st class mailing of the Burbankian for one issue.
- Hall circulated a seminar flyer for any interested Board members for the California Cultural and Heritage Tourism Council.
- Hall reminded the Board the January meeting will be held in the Willow Room.

9. Garden Report

- None.

10. Gift Shop Report

- HOH was very, very successful.

11. Training Update

- Interviews of 3 prospective volunteers are scheduled for tomorrow. Five have been interviewed and will be attending training in March. Ads will be in the Press Democrat in January.

12. Scheduled Items

12.1 ARG Conservation Services - Project Management Proposal

- Grant reports that the fire suppression system, the windows frames in the home and the picket fence are the CIP items to be addressed by the management proposal.
- Project Management services from ARG Conservation Services were solicited to oversee contractors on the site to perform the proposed work. The proposal was included in the Board packet and is filed with the minutes of this meeting. Discussion followed.
- Moved by Johnson that we begin the scope of work for conservation services with ARG for the weather proofing of the window frames and the conservation of the picket fence, from initial site visits through evaluation of bids, for further board review; seconded by Hitao, motion carried.

12.2 Ordinance change and committee formation for site use policy

- Grant reviewed the original ordinance, the draft document and the proposed new ordinance language. Discussion followed.
- LBH&G Board preferred the proposed sentence: "Requests for weddings, private services or private parties may be granted if the applicant agrees to the terms and conditions set forth in the Luther Burbank Home & Gardens Facility Rental Policy." be changed to read: "Requests for weddings, private services or private parties may be granted in accordance with the terms and conditions set forth in the Luther Burbank Home & Gardens Facility Rental Policy."
- Nestle moved that the LBH&G Board recommend to City Council that the ordinance changes be approved as modified by Grant; seconded by Johnson. Discussion of the motion followed before final vote. Six ayes, four opposed; chair's vote not needed to break a tie.
- A committee will be formed of Board members and Planning Committee members; Toni Hower, Richard Russ, Gig Hitao are members thus far, with Carole Wheeler suggested as a member.

12.3 Ad hoc committee report on November Volunteer Appreciation Brunch

- Reed reports that the consensus of Volunteers is to cut expenses and have a recognition event that is a different venue. Discussion followed
- This will be revisited at the February 2009 Board meeting when more information has been gathered to consider a decision.

12.4 Planning Committee recommendation for Administrative Secretary support – closed session

- Moved by Russ, seconded by Reed to advise the City Council the LBH&G Board will support 45% of the Administrative Secretary's salary for the fiscal year 2009-2010; Eight ayes, two opposed, chair's vote not needed to break a tie.

12.5 Goals Committees Reports for year end 2008

CIP – Capital Improvement Program

- Reed, Grant and Johnson are the members of this committee. The year end report reviewed by Johnson is included with the minutes of this meeting. Discussion followed.

Funding Resources

- Haeg, Harrington, Hitao and Nestle are the members of this committee. The year end report circulated and reviewed by Haeg is included with the minutes of this meeting. Discussion followed.

Volunteer Recruitment/Community Awareness

- Yare, Milano, Gunnell and McCaw are the members of this committee. The updated year end report submitted to Chair Haeg by Mike Milano with additional information is included with the minutes of this meeting. Discussion followed.

12.6 Reminder for January refreshments

- Hower will bring January refreshments

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

Recording Secretary

Board Chair