

**CITY OF SANTA ROSA
LUTHER BURBANK HOME & GARDENS
March 18, 2009**

1. CALL TO ORDER

The March 18, 2009 Board meeting was called to order by Chair Haeg at 9:03am at the Finley Community Center in Santa Rosa, California.

2. ROLL CALL

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

Absent: None

Staff: Grant, Hall

3. PUBLIC APPEARANCES

Haeg introduced and welcomed new Board member Kimberly Childers who has been appointed by Gary Wysocky.

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

12.5 correction - Hitao nominated by Harrington, moved by Harrington and seconded by Hower to elect Gig Hitao as vice chair. Moved by Reed, seconded by Hower to approve the minutes as corrected; motion carried.

4.2 Approval of Agenda

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

5. Chair's Comments/Announcements

- Haeg reminds Board members to file the 700 disclosure form with the City Clerk by April 1.
- Haeg distributed a copy of Roberts Rules of Order for referral by Board members to assist with the efficiency of Board meetings.
- Michael Arendt has resigned from the LBH&G Board.
- Wednesday, July 1 is the Boards and Commissions barbeque at Finley Community Center.

6. Volunteer Association/Planning Committee

- Russ reports the next BAHHM meeting is April 13.
- LBH&G will not participate in the Teen Volunteer program this year. The program will be reconsidered in the future.
- The Rose Parade entry has been submitted.
- The Midsummer Garden Tea ticket price was discussed at the Planning Committee meeting with the committee confirming the price of \$35 per ticket.

7. Monthly Financial Report

- Hower reviewed the February report filed with the minutes of this meeting.

8. Board/Staff Announcements

- Grant gave an update on the City budgetary process. Staffing and service levels are being evaluated at the March 24 City Council meeting. Recreation and Parks maintenance crews will be reduced by 19 employees. Ted Kerfoot will be leaving LBH&G as of June 30. Of the remaining staff, a full-time permanent Senior Park Maintenance Worker will be placed at the gardens, with additional funding available for a seasonal worker at times of most need. Carole Wheeler will not have the opportunity to apply for the position. A plan for the seasonal work will be structured with the help of the Volunteers.
- Haeg assigned the Master Plan Review Committee to review and set the process. Richard Russ will let the committee know.
- The Annual Spring Luncheon is on March 28 at Steele Lane Community Center.
- Hall announced the hexagonal Commemorative bench installation is completed, with purchasers of the benches being notified this week.

9. Garden Report

- Hower reviewed the Garden report by Carole Wheeler included in the Board packets and filed with the minutes of the meeting.

10. Gift Shop Report

- Two more workshops and completion of preparing the Gift Shop for season opening is in progress.

11. Training Update

- New Volunteer training concludes this Saturday, March 21.

12. Scheduled Items

12.1 Community Foundation Sonoma County Endowment Fund Payout

- The payout from the Endowment Fund is available for use. It can be left in the fund or moved to the Foundation Fund which is expendable. Moved by Reed, seconded by McCaw to not remove the funds from the Endowment Fund, motion carried.

12.2 Signage and Publications committee policy revision proposal

- Hall reviewed the policy draft which was included in the Board packets and is filed with the minutes of the meeting.
- Moved by Hower to accept changes; seconded by McCaw, motion carried.

12.3 Volunteer Recognition event report

- To be carried to the April agenda and reported at that time by Vice Chair Hitao.

12.4 Facility Rental Policy

- The draft of the policy was included in the Board packets and is filed with the minutes of the meeting.
- After a brief discussion it was moved by Hitao to accept the Facility Rental Policy, seconded by Harrington; motion carried.

12.5 Goals Committees

• Goals 1 – CIP

- No report.
- The ARG proposal will be on the April agenda.

• Goals 2 – Funding Resources

- The strategic action plan was distributed and reviewed and is included with the minutes of the meeting.
- Discussion followed with several changes suggested which will be incorporated in next month's committee report.

• Goals 3 – Transition to Non-Profit

- Grant updated the Board on the activities of the Transition committee and distributed the LBH&G Transition Plan for 2009-2010 which is included with the minutes of the meeting. Discussion followed.
- Committee meets on the fourth Monday of every month.
- Members of the committee are: Lisa Grant, Cynthia Nestle, Jean Reed, Toni Hower, Carol Skold, Frank Haeg, Nancy Stumpf, Richard Russ, Dee Blackman.

ADJOURNMENT: Moved by Harrington to adjourn, seconded by Reed; meeting was adjourned at 11:18am by Chair Haeg.

Recording Secretary

Board Chair