

**CITY OF SANTA ROSA
LUTHER BURBANK HOME & GARDENS
April 15, 2009**

1. CALL TO ORDER

The April 15, 2009 Board meeting was called to order by Chair Haeg at 9:02am at the Finley Community Center in Santa Rosa, California.

2. ROLL CALL

Present: Haeg, Yare, Reed, Hitao, Russ, Harrington, Nestle, McCaw, Skold.

Absent: Childers, Hower

Staff: Grant, Hall

3. PUBLIC APPEARANCES

None.

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

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

4.2 Approval of Agenda

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

5. Chair's Comments/Announcements

- Vice Mayor Vas Dupre expressed her thanks to Chair Haeg and to Harrington for the luncheon on March 29 and for all the work done by the entire Volunteer compliment at LBH&G.
- Chair Haeg reminded everyone he sets the agenda and has final approval for all items to be discussed on the agenda.
- Boards and Commissions barbeque is July 1 at Finley Community Center.

6. Volunteer Association/Planning Committee

- Spring Luncheon was attended by over 100 Volunteers. Sixteen new Volunteers attended.
- Rebecca Baker gave a wonderful presentation on Burbank and Darwin.
- Signage and Publications policy was discussed.
- The Burbankian editorial policy was discussed to be finalized at the next meeting.
- The Master Plan Review Committee will review the use of a seasonal worker available in the 2009-2010 budget.
- John Sawyer gave us the use of his front window at Sawyer's News to display the Poppy poster for the month of April.

7. Monthly Financial Report

- The March report included in the Board packets was briefly reviewed by Hall and is filed with the minutes of the meeting.

8. Board/Staff Announcements

- Hall sent a picture with back-up materials of the Sawyer window layout.
- Hall distributed the Goals Committee list with goals listed.

9. Garden Report

- The Garden report by Carole Wheeler was distributed by Hall and is filed with the minutes of the meeting.

10. Gift Shop Report

- Sales in the Gift Shop are very good. Five new Volunteers started this month.
- Staffing in the shop is completely filled for the month of May.
- A new book has come out about Burbank titled *A Garden of Invention* which will not be carried in the shop because of some factual errors and it competes with our own Dreyer biography of Burbank.

11. Training Update

- Seventeen new Volunteers have started working at LBH&G.

12. Scheduled Items

12.1 Possible purchase of Burbank items from dealer

- Rebecca Baker distributed a handout of Burbank materials she is proposing the Board could purchase for the archive collection. She noted several items of particular interest to fill spaces in the collections.
- Rebecca would like to negotiate with the dealer for certain pieces which could include some letters, catalogs and glass slides. Discussion with the Board followed.
- Nestle suggested Baker try to negotiate for the most desirable items and bring back her suggestions for purchases.
- Reed moved that Baker be authorized to spend a maximum, not to exceed amount of \$5000 to acquire items for the LBH&G collections, seconded by Nestle; 8 yes, 1 no; motion passed.

12.2 Signage and Publications Committee Progress Report and Recommendations

- Blackman reviewed the report and the proposal included in the Board packets. Discussion followed.
- Nestle moved to pay a deposit of \$1000 to Jay's Engraving in April, to be charged to the Garden Account #3983-21, and pay the balance from Project Account #4253 when the stakes are finished, seconded by Skold; motion carried.
- Russ moved that the \$1000 still available in Fundraising/Advertising be used for the 1st two signs by the end of June with the other \$1000 to come from Project Account #4253, seconded by Skold; 3 yes, 5 no; motion failed.
- Moved by Hitao to use the \$1000 in Project Account #4253 to cover the cost of four signs as defined in Option 1 of the recommendations, seconded by Nestle; 5 ayes, 3 opposed; motion carried.

12.3 Volunteer Recognition event report

- Hitao distributed his report for recommendations of an annual event and recommendations of acknowledgment of Volunteers at that event. Discussion followed.
- The decision will be made next month when more information will be presented by Jean Reed and Ellen Harrington.

12.4 ARG proposal for CIP projects

- The ARG proposal will be available for a decision by the Board at the next meeting.

12.5 Knowledge management

- This will be on the next agenda.

12.6 Goals Committees

Goals 1 – CIP

- No report this month. Committee will meet before the next Board meeting. New Board member Carol Skold is joining this committee.

Goals 2 – Funding Resources

- Report was distributed and reviewed by Hitao and is included with the minutes of the meeting. Discussion followed.

Goals 3 – Transition to Non-Profit

- Grant reports that the committee is progressing in the accomplishment of several of the goals and on track with the longer term goals.

ADJOURNMENT: Moved by Nestle to adjourn, seconded by Harrington; meeting was adjourned at 11:37am by Chair Haeg.

Recording Secretary

Board Chair