

**CITY OF SANTA ROSA
LUTHER BURBANK HOME & GARDENS
May 20, 2009**

1. CALL TO ORDER

The May 20, 2009 Board meeting was called to order by Chair Haeg at 9:00am at the Finley Community Center in Santa Rosa, California.

2. ROLL CALL

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

Absent: Hitao

Staff: Grant, Hall

3. PUBLIC APPEARANCES

Chair Haeg introduced new Board member Dave Chiotti to the Board. He has joined the CIP Committee.

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

Moved by Reed, seconded by Skold, to approve the April 15 minutes; motion carried.

4.2 Approval of Agenda

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

5. Chair's Comments/Announcements

- The Community Foundation Sonoma County report which was included in the Board packets was briefly mentioned by Haeg.
- Three-hole punched sheets included in the Board packets should be added to the Board manuals.
- Sixth Street Playhouse has sent the upcoming productions for us to consider as fund-raisers. Russ will take the information to the Planning Committee for consideration.

6. Volunteer Association/Planning Committee

- Russ reports the Editorial policy for the Burbankian has been approved by the Planning Committee.
- The Committee endorses an event as recognition for the appreciation of the Volunteers.
- Claire Borges and Barbara Leder held an appreciation lunch for Group and Children's Tour guides.
- Plant signs are ready to be installed on the plant stakes.
- Trips to Quarry Hill Nursery, The French Restaurant Garden and Burbank Experiment Farm are planned as field trips.
- Picnic benches were discussed by the Master Plan Review Committee and the vote was 4 to 3 to replace the concrete benches and tables.
- A thank you reception will be held for Ted Kerfoot and Carole Wheeler on June 11 at LBH&G from 4:30-6:30pm.
- The 1926 Dodge Estate Wagon was entered in the Rose Parade decorated with roses.

7. Monthly Financial Report

- The April report included in the Board packets was reviewed by Hower and is filed with the minutes of the meeting. Discussion followed.

8. Board/Staff Announcements

- A finance person, Kathie Leader, has been recruited for the non-profit board.
- Grant reports that we are getting some additional advertising from the Jane Smith book on Luther Burbank.
- We are ready to take reservations for facility rentals.

9. Garden Report

- The Garden report by Carole Wheeler was included in the Board packets and is filed with the minutes of the meeting.

10. Gift Shop Report

- Shop is fully staffed. Sales are down. More visitors with fewer purchases.

11. Training Update

- There will be no summer training this season. We are fully staffed this season and will have new people training for next season.

12. Scheduled Items

12.1 Purchase of picnic tables by contributors

- Haeg circulated a copy of email communications with Elliot Lewis regarding his offer to contribute \$2500 to the gardens to purchase a memorial.
- Skold reviewed the report compiled by Dee Blackman regarding the purchase of two picnic style tables and benches. Discussion followed.
- Consensus of the Board is to get information on removal and installation of the existing picnic benches before further discussion and a decision by the Board at the June meeting.

12.2 Volunteer Recognition Event report

- Reed reported on facilities and costs to hold the November Volunteer Association Appreciation Brunch. Discussion followed.
- Grant will put an administrative hold on the Finley facility until a decision is made at the next Board meeting on where to hold the event.

12.3 ARG proposal for CIP projects

- Grant distributed proposals for the picket fence and the home and carriage house windows from ARG Conservation Services, Inc. She also distributed the November proposal by ARG for management of projects.
- Grant reviewed each proposal and explained prevailing wage requirements.
- The window project could be managed this summer and can be done as a sole source without competitive bids.
- The fence project proposal proposes to use old growth redwood to repair/replace the picket fence which would need to be custom milled and is extremely expensive.
- The fence project will need to be put out to bid based on of the value of the work.
- Grant recommends more information on wood sources and mills be gathered and will report at the June meeting.

12.4 Goals Committees

Goals 1 – CIP

- Report given in 12.3.

Goals 2 – Funding Resources

- Harrington reviewed the committee report which is included with the minutes of the meeting. Discussion followed.

Goals 3 – Transition to Non-Profit

- Grant reports that the committee received an updated proposal of an agreement that has been drafted. The next meeting will be in June to do further review.

ADJOURNMENT: Moved by Russ to adjourn, seconded by Hower; meeting was adjourned at 11:32am by Chair Haeg.

Recording Secretary

Board Chair