

CITY OF SANTA ROSA
LUTHER BURBANK HOME & GARDENS
June 17, 2009

1. CALL TO ORDER

The June 17, 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, Russ, Harrington, Nestle, McCaw, Skold, Hower, Chiotti, Hitao.
Absent: None
Staff: Grant, Hall

3. PUBLIC APPEARANCES

None

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

Moved by Nestle, seconded by Skold, to approve the May 20 minutes; motion carried with abstention by Hitao.

4.2 Approval of Agenda

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

5. Chair's Comments/Announcements

- The Boards and Commissions barbeque is July 1 at Finley.
- Updated sheets in Board packets should be added to Board manuals to replace current pages.

6. Volunteer Association/Planning Committee

- Russ reports a BAHHM meeting is in July.
- The County Fair display meeting is today and will be attended by Cherie Gunnell.
- A trip to Quarry Hill was attended by many volunteers.
- The appreciation party for Ted Kerfoot and Carole Wheeler was held on June 11.
- A meeting was held at the Schulz Museum regarding a conference in October for Sonoma County tourism.
- Claire Borges has agreed to be a member of the non-profit board as the representative of the Volunteer Association.
- The committee chose January and February Sixth Street Playhouse productions to apply for a fund-raising event. Until a chair has been appointed the Board will not approve. Will be on the July agenda for decision. Moved by Reed to hold the house with a \$500 deposit upon appointment of a chair, seconded by Chiotti; motion carried with Russ abstaining.

7. Monthly Financial Report

- The May 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

- Harrington announced the addition of Claire Borges and Dan Flock to the non-profit board.
- Grant complimented everyone for a great appreciation event for Carole Wheeler and Ted Kerfoot.
- Grant worked with Wheeler for a potential schedule after July 1, but Carole has resigned, with her last day being June 30.
- Craig Roth will be our new Sr. Maintenance Worker starting July 1. Grant will pursue finding a seasonal part time worker using the \$16,000 in the budget. Grant asks that names be given to her if volunteers have any prospects. A plan will be formulated to compliment scheduling to maximize coverage.
- Grant gave Hall postcards for the Live at Julliard Sunday Concert Series to post at LBH&G.

9. Garden Report

- Report was distributed by Hall and is included in the filed minutes.

10. Gift Shop Report

- The Cedar of Lebanon clocks are available with three already sold.

11. Training Update

- Yare has five people on an interview list for fall.
- March 6, 13 and 20 will be training sessions for 2010.

12. Scheduled Items

12.1 Knowledge management

- Hitao presented his idea to the board and distributed two handouts which are filed with the minutes of the meeting. He asked Board and Volunteer to see where there are gaps in record keeping processes and report back next month on possible steps to revolve inadequacies.

12.2 Picnic tables or memorial benches

- Grant reports the cost of removing the old picnic tables, preparing the site for new tables and installing new ones will be approximately \$2100 if done by City staff.
- The consensus of the Board is to replace the deteriorating Cedar of Lebanon in the northwest corner of the Victorian Garden. Moved by Nestle that the Board should have the Cedar of Lebanon bench removed and replace it with two appropriate benches for the area and offer Elliott Lewis the opportunity to purchase one bench for \$2500, seconded by Reed; motion carried.

12.3 Volunteer Recognition Event report

- Reed reports that the prices for facilities were too high and should not be considered.
- Harrington distributed her proposed quote for the brunch to be held in the Finley Auditorium and use the kitchen to prepare most of the meal. The quote is included in the filed minutes of the meeting.
- Moved by Skold and seconded by Chiotti to accept the proposed quote, not to exceed \$1500; motion carried.

12.4 Goals Committees

Goals 1 – CIP

- Grant asked for approval to proceed with ARG/CS window repairs on the house and carriage house contract proposal as presented last month. Moved by Reed to approve window restoration and repairs on the house and carriage house contract for \$15,294.75, seconded by Harrington; motion passed.

Goals 2 – Funding Resources

- Hitao distributed the committee report which is filed with the minutes of the meeting. Discussion followed.

Goals 3 – Transition to Non-Profit

- The next meeting of the committee will be June 22 in the Maple Room at Finley at 10am.
- The draft agreement between the City and the non-profit will be reviewed at the June meeting.
- The July 27 meeting will be in the Maple Room at Finley at 1pm.

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

Recording Secretary

Board Chair