

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

1. CALL TO ORDER

The July 15, 2009 Board meeting was called to order by Chair Haeg at 9:10am at the Finley Community Center in Santa Rosa, California.

2. ROLL CALL

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

Absent: McCaw

Staff: Grant, Hall

3. PUBLIC APPEARANCES

None

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

Moved by Skold, seconded by Hitao, to approve the June 17 minutes; motion carried.

4.2 Approval of Agenda

Moved by Nestle, seconded by Hitao to move 12.1 next after agenda approval; motion carried.

5. Chair's Comments/Announcements

- The ARG proposal and purchase order were redistributed to Board members to add to their Board book.

6. Volunteer Association/Planning Committee

- Russ reports a grant proposal was submitted on July 1 by Ellen Harrington and Rachel Spaeth to the Community Advisory Board. The grant requests \$4600 to pay for garden supplies for LBH&G.
- Benches will replace the deteriorating Cedar of Lebanon bench in the Memorial Garden.
- The November Volunteer Appreciation Brunch will be held at Finley Community Center Auditorium.
- Our new Sr. Maintenance Worker is Craig Roth.
- Lisa Grant and Tom Lococo are sharing the closing LBH&G duties, until other arrangements can be made.
- Information on facility rentals and the flyer will be published in the August Burbankian.
- Facility rental flyers are available in the Gift Shop and will be distributed to Finley, Steele Lane and the Sr. Center.
- Rebecca Baker purchased several archival items from a dealer which arrived yesterday.
- The Harris Lass House was visited yesterday by six Volunteers.
- The Midsummer Garden Tea is sold out.
- The Sonoma County Fair exhibit will be set up on July 25.
- Karen Furia is the chair for the 6th Street Playhouse event – *Lost Highway, the Hank Williams Story*. Deposits have been paid. Russ proposed letters with two tickets be sent to each volunteer by mail for their purchase or to sell. The letter is included with the minutes of the meeting. Concerns were raised which will be brought back to the committee for further discussion.

7. Monthly Financial Report

- The June income report compiled by Hower and included in the Board packets was reviewed and is filed with the minutes of the meeting. Discussion followed.
- The year end final report from the City will not be available until August.

8. Board/Staff Announcements

- Dave Chiotti reported that 3 have called asking for magnetic signs.
- Lisa Grant reported that 60 applications have been received for the temporary park positions. Twenty will be interviewed of the 60 who applied. Nancy Stumpf or Helen Gregory will assist with the selection for LBH&G.

9. Garden Report

- No report

10. Gift Shop Report

- No report

11. Training Update

- Six prospective volunteers are on the list for interviews which will be conducted in the fall.

12. Scheduled Items

12.1 Architect Warren Hedgpeth presentation

- Local Architect Warren Hedgpeth gave a slide presentation of his conceptual ideas for a Luther Burbank Horticultural Center. Questions followed his presentation. A copy of the slide presentation is included with the minutes of the meeting.

12.2 Knowledge management review

- Hitao reported that the record keeping at LBH&G seems to be appropriate for purposes of reference. He circulated a reference sheet that is filed with the minutes of the meeting.
- Grant reported that planning documents for the gardens should be kept to ensure that the processes in the gardens are passed on to each successive staff person.

12.3 Funding for non-profit board

- Harrington stated that the non-profit must have a business checking account in order to have funds transferred that are received from grants.
- Five Thousand dollars is the suggested amount to open the account.
- Burbank Savings has been chosen as the bank for the account.
- Russ moves to take \$5,000 from Account #3980 (Board development), seconded by Nestle; 2 no - Skold and Hower; 8 yes; motion carried.

12.4 Goals Committees

Goals 1 – CIP

- Grant reported that ARG Conservation Services started work today and will continue through Friday, July 17 on the first phase of the project to restore, repair and conserve the windows in the Home and Carriage House.

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 Transition Committee will be July 17 in the Finley Community Center Manzanita Room at 10am.

ADJOURNMENT: Moved by Nestle to adjourn, seconded by Russ; meeting was adjourned at 11:34am by Chair Haeg.

Recording Secretary

Board Chair