

**CITY OF SANTA ROSA
LUTHER BURBANK HOME & GARDENS
August 19, 2009**

1. CALL TO ORDER

The August 19, 2009 Board meeting was called to order by Chair Haeg at 9:02 am at the Finley Community Center in Santa Rosa, California.

2. ROLL CALL

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

Absent: Nestle

Staff: Grant, Hall

3. PUBLIC APPEARANCES

None

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

Moved by Hower, seconded by Chiotti, to approve the July 15 minutes; motion carried.

4.2 Approval of Agenda

Moved by Skold; seconded by Reed, to accept revised agenda included with the minutes of the meeting; motion carried.

5. Chair's Comments/Announcements

- City of Santa Rosa Merit Awards 2009 nominations are due. The deadline is August 31. A brochure is included with the minutes of the meeting.
- Haeg encourages Board members to attend any workshops that are valuable presented by the Volunteer Center.
- A letter from Meriko Watanabe was distributed. She sent LBH&G a donation of \$10,000. The Board discussed how to use the funds and decided to: Ask the Master Plan Review Committee to make a recommendation for its immediate use in the Gardens, and add the item to the September Board agenda as an action item for final approval.

6. Volunteer Association/Planning Committee

- The Midsummer Garden Tea was a huge success, with \$2900 profit.
- The County Fair display was awarded a third place ribbon.
- The 6th Street Playhouse production has been confirmed for Wednesday, January 6, 2010.
- Russ asks the Board how they would like to handle the refreshments, either by donation or for sale. The Planning Committee will make the final decision.
- Rachel Spaeth has been hired as our Maintenance Aid.

7. Monthly Financial Report

- The June and July income reports were distributed and reviewed by Hower and are filed with the minutes of the meeting. Discussion followed.

8. Board/Staff Announcements

- Harrington reports Michael Brouse has consented to join the non-profit board. The first meeting of that board will possibly be the second week in October.
- Grant reports the item before City Council to transfer funds to the 501c3 has been pulled until such time the contract between the non-profit and the City has been approved by Council.
- Grant reports that Volunteer parking on Sonoma Avenue will be extended to the D Street crosswalk with Volunteers using their parking permits at any of those parking meters.

9. Garden Report

- No report

10. Gift Shop Report

- Nothing new to report

11. Training Update

- Yare reports there are 6 people to interview in September and October.

12. Scheduled Items

12.1 Possible art sculptures for the Tupper Fountain

- Tara Matheny-Schuster presented three possible pieces of modern art sculptures being loaned from artist Riis Burnwell for placement in selected locations around Santa Rosa.
- The selection she chose is also the selection the Board likes for installation in the future.

12.2 Rescind previous Board action to approve transfer of funds to non-profit organization and approve transfer of funds from CFSC (Community Foundation Sonoma County) Burbank Foundation Fund

- Moved by Hower to rescind the previous Board action to approve the transfer of funds to non-profit organization and approve the transfer of funds from CFSC Burbank Foundation Fund, seconded by Chiotti; motion carried.
- Moved by Skold that the Luther Burbank Home & Gardens Board approves the grant of \$5,000 from the Community Foundation of Sonoma County, Luther Burbank Home & Gardens Foundation Fund Expendable Fund #529B, to the Luther Burbank Home & Gardens Association (LBHGA), for the purpose of “start up” funds at such time as the LBHGA board establishes a business account, seconded by Reed; discussion before vote – Resolution states the Board can use funds from the Foundation Fund without City Council approval; motion carried.

12.3 Site improvement and removal of Cedar of Lebanon bench

- Blackman presented the proposed project to install two benches in the corner of the Victorian Garden where the Cedar of Lebanon sculpture bench now sits. She distributed Michael Golas’ proposal which is included with the minutes of the meeting.
- Blackman proposes the Board accept Michael’s proposal for \$2000 to complete the project.
- Moved by Skold that the Luther Burbank Home & Gardens Board approves the project to develop the site where the Cedar of Lebanon sculptured bench is located to accommodate two memorial benches. The Board authorizes the purchase of two memorial benches at an estimated cost of \$2250. The Board approves the hiring of Michael Golas, Landscape Designer, to complete the project, which includes site design and preparation, bench removal and disposal, and the installation of two memorial benches, at a cost of \$2,000. The total cost of the project is estimated to be \$4,250. The Board approves the financing of the project to be made from the LBH&G 2009-2010 budget, Account #3980, Board Development, seconded by McCaw; motion passed.

12.4 Reserves report

- Reserves as of the end of fiscal year 2008-09 are \$286,459.27. A detailed report will be given at the September meeting.

12.5 Goals Committees

Goals 1 – CIP

- The ARG Conservation Services work has been completed for the window repair and UV film installation. The complete report will be kept in the appropriate file in the Burbank Administrative office.
- ARG has reviewed the environmental data collected over the past 12-18 months in the interior of the Burbank Home. The next step is to get environmental data from the exterior to determine whether or not an HVAC system should be installed and what type of fire suppression system should be installed.
- Another reason the Archives should be removed from the upstairs of the Burbank house is to make them accessible, under the Americans with Disabilities Act (ADA).

- There is an opportunity for us to apply for a National Endowment for the Humanities (NEH) grant for the planning of a sustainable solution for the environment of the house. We are set to go forward with the application for this grant.
- NEH likes to give grants in the planning stage to those who have been awarded money in a planning grant. As successive projects are completed you can apply for the next phase of grant money through NEH.
- Katy Untch at ARG is an expert in writing grants of this type and Grant suggests that we engage her to help us with these steps to move forward in the grant process.

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 August 24 in the Finley Community Center Maple Room at 10am.

ADJOURNMENT: Meeting was adjourned at 11:24 am by Chair Haeg.

Recording Secretary

Board Chair