

**CITY OF SANTA ROSA
LUTHER BURBANK HOME & GARDENS
October 21, 2009**

1. CALL TO ORDER

The October 21, 2009 Board meeting was called to order by Chair Haeg at 9:08 am at the Finley Community Center in Santa Rosa, California.

2. ROLL CALL

Present: Haeg, Reed, Harrington, Nestle, Hower, Hitao, and McCaw.

Absent: Skold, Chiotti, Russ, Yare

Staff: Grant, Hall

3. PUBLIC APPEARANCES

None

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

Moved by Reed, seconded by Hower, to approve the September 16 minutes; motion carried.

4.2 Approval of Agenda

12.4 will be discussed after the CIP report in 12.5. Moved by Reed; seconded by McCaw, to accept change in order of agenda; motion carried.

5. Chair's Comments/Announcements

- Ethics training will be conducted by the City Clerk. Haeg reminds members to attend.
- Haeg attended a two-day City strategic planning conference last week; *Spirit of Innovation* at the Bennett Valley Golf Course, discussing the vision for the future of Santa Rosa. Results will be shared with the Board when available.
- We received the CAB (Community Action Board) grant in the amount of \$1750. It will be added to the November Board agenda.

6. Volunteer Association/Planning Committee

- McCaw reported for Volunteer Association Chair Richard Russ.
- At the meeting Mary Basham requested the City Council acknowledge all Volunteers for their work at LBH&G with a proclamation before Holiday Open House. It will be written by staff for Council presentation.
- The two new benches have been installed in the Victorian Garden.
- The tea that was auctioned at the Midsummer Garden Tea was held and was a success. The purchaser, Nancy Quinlon, gave a \$50 donation beyond her purchase price.

7. Monthly Financial Report

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

8. Board/Staff Announcement

- Hall reports the November brunch has 70 volunteers attending so far.
- There are 60 tickets sold for the 6th St. Playhouse performance on January 6.
- Hitao reports the meeting for the Santa Rosa Avenue plan will be at the Senior Center tonight.
- Harrington is preparing a grant application for house stained glass and brick walkway repairs.
- Harrington reports the new Board of Directors for the non-profit had their first meeting and elected their officers.
- Nestle expressed concern that the letter sent by Haeg, which was included in the Board packet, was not discussed or approved at the last Board meeting.
- Hower reports the November 7 brunch will start with the meal first at 11:30am with the program to follow.

9. Garden Report

- The Master Plan Review Committee meets on the first Friday of every month, on site at 12 noon.

10. Gift Shop Report

- McCaw reports volunteer staffing of the Gift Shop has been good. The season has been successful. Preparations for HOH are ongoing.

11. Training Update

- McCaw reports she and Yare have two prospective volunteers to interview next week.

SUBJECT TO APPROVAL

- Refreshers are scheduled in February.

12. Scheduled Items

12.1 Budget Committee appointments for 2010-2011

- Hower requests that Borges, Skold, Blackman, Leder, Tiernan, Grant and Hall be on the budget committee. She will invite Kathie Leader from the Board of Directors of LBHGA. Haeg will also attend.
- Moved by Harrington to accept the recommendations for members of the Budget Committee, seconded by Hitao; motion carried.
- The first committee meeting is November 16 at 10am in the Carriage House Gift Shop.

12.2 Nominating Committee member appointment

- Moved by McCaw, seconded by Nestle to approve the appointment of Susanne Robbins to the Nominating Committee; motion carried.

12.3 Cell Phone Audio Tours

Hower gave a report on the cell phone audio tours. The revenue for the year is \$32.

- The proposal from OnCell Audio tours which was included in the Board packet was reviewed. The proposal would reduce our cost to \$50 per month, with tours being free to the caller. A donation would be suggested which could be paid by credit card or placed in one of our donation boxes.
- The Planning Committee recommendation is to try the new system and evaluate over the next several months.
- Hower moved to switch to the new system including the purchase of a sign to be placed on the front of the Carriage House not to exceed \$150; seconded by McCaw, motion carried.

12.4 Disposition of LBH&G Reserves

- Hower reports there is \$133,000 in the Reserves. She recommends that the decision be left to the new BOD of the non-profit Luther Burbank Home & Gardens Association.
- Moved by Nestle to leave the disposition of the reserves at this time for the non-profit to decide, seconded by Reed; motion carried, with Hitao and Haeg voting no.

12.5 Goals Committees

Goals 1 – CIP

- The committee report for disposition of the reserve funds was distributed by Jean Reed and was discussed. The report is included with the minutes of the meeting.
- Grant distributed a report from ARG regarding the submission of a grant application explaining the list of costs to be paid by LBH&G and amounts paid through proceeds from the grant. The report is included with the minutes of the meeting.
- Harrington moves that the Board approve the expenditure not to exceed \$7618.80 from CIP funds to pay for items 1 & 2 on the ARG proposal to apply for the grant from National Endowment for the Humanities, seconded by Nestle; motion carried.

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 Transition Committee has been sunset as its goals have been accomplished with the agreement document now being reviewed by the City Attorney.
- The committee will be given the final document for their information before it goes to the attorney for the Luther Burbank Home & Gardens Association for approval.
- A co-sponsorship agreement will also be reached between the City and the BOD of the non-profit.

ADJOURNMENT: Moved by Nestle, seconded by Reed, to adjourn; motion carried. Meeting was adjourned at 10:58am by Chair Haeg.

Recording Secretary

Board Chair