

**CITY OF SANTA ROSA
LUTHER BURBANK HOME & GARDENS
November 18, 2009**

1. CALL TO ORDER

The November 18, 2009 Board meeting was called to order by Chair Haeg at 9:01 am at the Finley Community Center in Santa Rosa, California.

2. ROLL CALL

Present: Haeg, Reed, Harrington, Nestle, Hower, Hitao, McCaw, Skold, Chiotti, Russ and Yare.
Absent: None
Staff: Grant, Hall

3. PUBLIC APPEARANCES

Claire Borges and Kathie Leader, members of the new nonprofit LBHGA Board of Directors, are observing this meeting.

4. APPROVAL OF MINUTES AND AGENDA

4.1 Approval of Minutes

Moved by Hitao, seconded by Reed, to approve the October 21 minutes; motion carried.

4.2 Approval of Agenda

12.3 to be presented by Lisa Grant, CAB is Community Advisory Board. Moved by Nestle, seconded by Skold, to approve the amended November 18 agenda; motion carried.

5. Chair's Comments/Announcements

- Haeg thanked Harrington, Skold, Hower and Reed for the marvelous food they prepared for the Volunteer Appreciation Brunch and also thanked those Board members who helped with the serving and clean-up.
- Frank requests that the minutes and agendas be shared with the Board of Directors of the nonprofit LBHGA.

6. Volunteer Association/Planning Committee

- Russ shared a note of thanks from a Volunteer for the brunch.
- Russ reported the Planning Committee moved to reduce Rachel Spaeth's hours to free-up funds to hire additional help to supervise the Garden Volunteers.

7. Monthly Financial Report

- The October 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 Announcements

- Hall reported we have received a \$500 grant from State Farm Companies Foundation Good Neighbor Grant Program which was applied for by Docent Phyliss Irvine.

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 reported we are getting ready for Holiday Open House.

11. Training Update

- Yare reported training is set for the 1st three Saturdays in March. There are several more people to interview before training. She would like to see 15-20 people in new volunteer classes.
- Refreshers are scheduled for the first two weeks in February. Returning Volunteers must attend.
- Yare suggested the new BOD attend training classes. Harrington reports it is on the agenda for the new nonprofit board.
- Advertising for new volunteers will be done in early January and a "Volunteer Here" sign will be on the corner the last week of December and the first week of January.

12. Scheduled Items

12.1 Proclamation for Jean Brown from City Council –

- Proclamations for the Volunteer Association, Dee Blackman and Jean Brown, will be presented by City Council December 1.

12.2 Archives Report

- There is no report from Archivist Rebecca Baker..
- Haeg will contact archivist regarding her annual (January) report.

12.3 CAB (Community Advisory Board) Grant discussion

- We received \$1750 from a grant given by CAB.
- The Planning Committee has recommended the money be used to pay for garden supplies and a transfer from the garden supply account to pay for additional Volunteer Garden supervision.
- Moved by Nestle to modify the LBH&G budget to move \$1750 from garden supplies to other outside services, seconded by Harrington; motion carried.
- Grant will report on progress of the process at the December meeting.

12.3 Evaluation of the November Volunteer Appreciation Brunch

- Reed reported on the brunch which was very successful and she thanked all the Board members who made it work. The food was better than anything we have had at past events.
- Hower reported \$1336 was spent on the brunch. The Board had authorized \$1500.
- Yare reported many volunteers commented to her how impressed they were with the event.
- Hall reported the Finley Auditorium has been reserved for November 6, 2010 in case the decision is made to have it there again.

12.4 Goals Committees

Haeg distributed the year end reports which are due at the December 16 meeting for Goals Committees 1 & 2.

Goals 1 – CIP

- Haeg asked Grant to clarify last month's discussion for the Grant from the National Endowment for the Humanities. The grant is for planning of preservation of the archives and the house. Ventilation, fire suppression and security systems will be included in the study. The grant is for \$40,000. Matching funds may also be required.
- Architectural Resources Group Conservation Services consultant Katy Untch is writing and preparing the grant proposal and application.
- There is another opportunity to apply for the next phase in the grant process to give us implementation funds.
- Grant distributed a flow chart showing the procedure for applying and implementation for these grants which is included with the minutes of this meeting.

Goals 2 – Funding Resources

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

ADJOURNMENT: Moved by Nestle, seconded by Hitao to adjourn; motion carried. Meeting was adjourned at 11:03am by Chair Haeg.

Recording Secretary

Board Chair