

**CITY OF SANTA ROSA  
LUTHER BURBANK HOME & GARDENS  
December 16, 2009**

**1. CALL TO ORDER**

The December 16, 2009 Board meeting was called to order by Chair Haeg at 10:08 am at the Finley Community Center in Santa Rosa, California.

**2. ROLL CALL**

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

Absent: Nestle, Reed

Staff: Grant, Hall, Richardson

**3. PUBLIC APPEARANCES**

- Jean Von Trende spoke about the Santa Rosa Avenue Corridor Plan. Her handout is included with the minutes of this meeting.
- Michael Brouse, President of the LBHGA Board of Directors spoke to the Board and expressed his appreciation for the tremendous leadership the Board has exhibited over the years and also to the Volunteers that keep the Gardens operating. He feels privileged and honored to continue the work that has been started.

**4. APPROVAL OF MINUTES AND AGENDA**

**4.1 Approval of Minutes**

Moved by Skold, seconded by McCaw, to approve the November 18 minutes; motion carried.

**4.2 Approval of Agenda**

Moved by Russ, seconded by Chiotti, to approve the December 16 agenda; motion carried.

**5. Chair's Comments/Announcements**

- Haeg thanked the Board for all their work this year on forming the non-profit, the ARG restoration capital improvement project and fundraising efforts.
- He wished everyone Happy Holidays.

**6. Volunteer Association/Planning Committee**

- Russ reported the Planning Committee reviewed the Facility Rental Policy changes and the changes to the Fee Schedule with the Planning Committee recommendation the Board approve the changes.

**7. Monthly Financial Report**

- The November financial report was distributed and reviewed by Hower and is filed with the minutes of the meeting. Discussion followed.

**8. Board/Staff Announcements**

- Carol Skold gave a report on Holiday Open House. The financial report is included with the minutes of the meeting. The event was very successful and Carol thanked all those who worked so hard to make it a success.
- Harrington reported the grant written in collaboration with Katy Untch from ARG has been submitted and has gone to the next level in the evaluation process.
- Adele Yare expressed her belief that Carole Wheeler was not offered the job of Garden Supervisor as discussed at the Planning Committee November meeting.
- Recreation, Parks & Community Services Director Marc Richardson gave an overview of the City of Santa Rosa budget as it relates to the Department. The handout of his presentation is included with the minutes of this meeting.
- Grant reiterated that the CAB money is to be used for garden supply, which in turn frees up funds to be used to supplement supervisory staff in the Garden.
- Grant had a meeting with Carole Wheeler. They discussed the possibility of Carole working at LBH&G in a supervisory capacity. She has taken a full time job and is unable to take the job. She has agreed to create a training manual for the garden volunteers and to help with workshops and training sessions. Rachel Spaeth has also started to work on a manual.

**9. Garden Report**

- The rose pruning workshop is scheduled for January 16 and January 23 from 9am-noon.

#### **10. Gift Shop Report**

- McCaw reported that the Gift Shop did very well for Holiday Open House. She stated we fulfilled our mission of furthering the legacy of Luther Burbank.

#### **11. Training Update**

- There are 10 new volunteers so far for training in March.
- Yare and McCaw have several more to interview in January.
- A volunteer ad will be placed in the Press Democrat in January.

#### **12. Scheduled Items**

##### **12.1 LBH&G Facility Rental Policy and Fee Schedule**

- Hall presented the changes to the Facility Rental Policy and the Fee Schedule. Short discussion to clarify some points. The policy revisions and fee schedule changes were included in the Board packets.
- Moved by Skold to adopt new policy and fee schedule as of December 16, seconded by Hitao; motion carried.

##### **12.2 Goals Committees**

###### **Goals 1 – CIP**

- No update at this time for this committee.

###### **Goals 2 – Funding Resources**

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

###### **Goals 3 – Transition Committee**

- Grant distributed the agreement between the City and the non-profit and the co-sponsorship agreement between the City and the non-profit. Discussion followed. Both agreements are included with the minutes of the meeting.

**ADJOURNMENT:** Moved by Skold, seconded by Hitao to adjourn; motion carried. Meeting was adjourned at noon by Chair Haeg.

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Recording Secretary

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Board Chair

McCaw will not be attending