



AGENDA
JENSEN-OLSON ARBORETUM ADVISORY BOARD
Mendenhall Valley Library
Wednesday, February 13, 2019 at 5:15 P.M.

- I. Call to Order**
- II. Approval of Agenda**
- III. Public Participation on Non-Agenda Items**
- IV. Approval of Minutes**
 - A. Wednesday, December 5, 2018
- V. New Business**
 - A. JOAAB Elections
- VI. Unfinished Business**
 - A. Arboretum Endowment Update
- VII. Committee, Liaison, and/or Staff Reports**
 - A. Chair Report – E. Buyarski
 - B. Manager Report – M. Jensen
 - C. Friends of JOA Report – P. Harris
 - D. Other Business
- VIII. Adjournment**

Next JOAB Meeting: Wednesday, May 8, 2019 at 5:15 Mendenhall Library

DRAFT MINUTES**JENSEN-OLSON ARBORETUM ADVISORY BOARD**

Mendenhall Library, Conference Room | Wednesday, August 8, 2018 6 P.M.

I. Call to Order at 5:15pm by Co-Chair, Nell McConahey

Present: Kristin Bartlett, Ed Buyarski, Shawn Eisele, Rose Evans, Peter Froehlich, Kim Garnero, Patricia Harris, Nell McConahey, Deborah Rudis

Absent: None.

Staff Present: Merrill Jensen, Arboretum Manager; Lauren Verrelli, P&R Staff Liaison

II. Agenda Changes – None.**III. Public Participation on Non-Agenda Items – None.****IV. Approval of Minutes –**

A. August 8, 2018: S. Eisele moves to approve minutes, no objection. *Minutes adopted.*

V. New Business – None**A. 2018 Annual Report**

M. Jensen: I will generate the annual report after the holidays for the board's approval. It will be presented to the HRC on January 28, 2019.

B. Members Upcoming Expirations

N. McConahey: Welcome our new board member Rose. We have a few board members who are expiring on January 31, 2019. Please reapply by January 18, 2019 if you wish to stay on the board.

VI. Unfinished Business –**A. Arboretum Endowment Update**

K. Garnero: Some of these numbers provided do not make sense. *Discussion on the spreadsheets.* We should take the opportunity to meet with Bob Bartholomew and Theresa Winther's to discuss these reports, who would like to join?

Will attend: Merrill, Kim, Rose and Kristin

M. Jensen: Some upcoming CIP projects at the Arboretum is remodeling the generator shed that is used by our seasonal gardeners and docents out there.

VII. Committee Liaison and Staff Reports

A. Chair Report: I will be staying on the board but will be stepping down from Chair. We can assign new members at our February meeting.

B. Manager's Report: *Included in packet.*

C. Friends of JOA –

P. Harris: The annual retreat is 12/9. Some projects they have been involved in over the past year is contributions to the entry panel at the Arboretum, Primrose Conference and the three kids programs out at the Arboretum. They're currently raising funds for their Lovely Loo project. The Juneau Community Foundation has volunteered to handle the money which they have currently raised \$12,000. They're going to consider the new restrooms out at Lena that are half the price they were originally looking at (\$42,000).

Our Pick. Click. Give. fundraising was around \$900. Our membership is 25 Lifers and 41 Annual Members.

VIII. Other business—

E. Buyarski: We will have one vacancy after Shawn's term expires. I have someone that is interested in applying to the board.

Adjournment – 6:07 p.m. *Having no further business before the Board.*

Respectfully submitted, Lauren Verrelli, Administrative Assistant II, 12/27/2018.

DRAFT

Lauren Verrelli

From: Theresa Winther
Sent: Monday, February 11, 2019 9:11 AM
To: Lauren Verrelli
Cc: Bob Bartholomew
Subject: RE: questions on JOA endowment
Attachments: JOA Special Revenue Fund Annual Activity thru FY18.pdf

Hi Lauren

As we discussed, I am sending you the annual activity summary for the Jensen Olson Special Revenue Fund. This schedule is maintained annually as we finish up the audit.

The JOA Board had asked for information regarding a difference between the Vanguard report and the JOA Fund balance. There is a Central Treasury component of the Special Revenue Fund, and that accounts for the difference.

As for the \$139,240 – there are CIPs (paving and house renovations) where the Special Revenue Fund contributed as a funding source for the projects. I believe Merrill would have the best information on where/how to get the expense detail – perhaps either from Engineering or Angelica Lopez-Campos.

Bob suggests a joint meeting of the Arboretum board and the Library board to discuss investment strategy, since both participants in the Vanguard portfolio would need to agree on a strategy change. If the Arboretum board had a few suggestions for dates, we would reach out to the Robert Barr at the library to see if his board is available.

Let me know if you have any questions.

Thank you
Theresa

Theresa Winther
Deputy Treasurer
Treasury Division
Ph (907) 586-0375
Fax (907) 586-5367

From: Lauren Verrelli
Sent: Wednesday, February 06, 2019 12:22 PM
To: 'Kim and Dan'; Bob Bartholomew
Cc: Theresa Winther; Merrill Jensen; George Schaaf
Subject: RE: questions on JOA endowment

Hi Bob,

I'm just following up on Kim's email below. Our next JOAAB meeting is next Wednesday and it would be great to include your answers in the packet I will be sending out Monday, February 11.

Let me know if you need anything from me.

Thanks,

Lauren Verrelli

Administrative Assistant II
Parks & Recreation
Ph: 586-0423 | Fax: 586-4589



155 S. Seward St. | Juneau, AK 99801

From: Kim and Dan [mailto:kimdan@gci.net]
Sent: Friday, January 18, 2019 8:50 AM
To: Bob Bartholomew
Cc: Lauren Verrelli; Theresa Winther; Merrill Jensen
Subject: Re: questions on JOA endowment

Hi all,

I'm heading out for a while, so will be unable to meet in the next couple months. Maybe just an email response to outstanding questions I've recapped. If face-to-face would be better, I'm confident that Merrill, Rose Evans, and Kristin Bartlett will represent the advisory committee admirably.

Thank you for your help.
Kim Garner

Recap of outstanding questions:

- 1) accounting of the \$142,000 that was not invested in the endowment, and is being used for improvements to the arboretum
- 2) CBJ response to advisory board motion to review investment policy to increase returns (after JCF investment possibility was rejected by the board)
- 3) two questions at the bottom of this email chain:
 - a) what is causing differences between the two documents reviewed by the advisory board at our December meeting?
 - b) what is the CIP transfer of \$139,240 out of the permanent fund in FY 2017?

On Jan 11, 2019, at 9:20 AM, Bob Bartholomew <Bob.Bartholomew@juneau.org> wrote:

Theresa and I need to talk next week to make sure we have what we need to have a productive meeting. We can get back with you by 1/16 COB.

Bob

From: Kim and Dan [<mailto:kimdan@gci.net>]
Sent: Thursday, December 6, 2018 5:35 AM
To: Lauren Verrelli
Subject: questions on JOA endowment

Hello Lauren,
Here's what I'm seeing on the materials we reviewed last night:

Jensen-Olson Arboretum financials

	L-T Portfolio market value	Fund Balance Analysis	Difference
2016	2,337,015	2,502,808	(165,793)
2017	2,447,401	2,484,819	(37,418)
2018	2,509,318	2,557,602	(48,284)

Two questions:

- 1) Are the investments valued differently on these two reports, or is something else causing the difference?
- 2) What is the CIP transfer of \$139,240 out of the permanent fund in FY 2017?

Thank you for researching this for us.

Regards,
Kim Garner

Jensen Olson Arboretum**Special Revenue Fund - Annual Activity**

(* Does not reflect Operations in Parks & Landscape)

	<u>Total</u>	<u>Audited</u> <u>2018</u>	<u>Audited</u> <u>2017</u>	<u>Audited</u> <u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
	2,097,159												2,097,159
Endowment	1,467,494	151,217	199,685	65,332	79,638	311,993	200,086	86,618	261,408	184,650	(79,185)	(71,824)	77,876
House Rental	120,704	10,866	10,866	10,866	10,866	10,866	10,866	10,866	10,448	10,866	10,866	10,448	2,014
Events/fundraisers/Auction proceeds	9,585	-	-	300	1,200	(315)	300	1,318	300	188	400	1,562	4,332
Transfers from: General Fund	98,900										98,900		
Transfers to: General Fund	(1,006,000)	(89,300)	(89,300)	(89,300)	(87,500)	(85,800)	(311,800)	(138,000)			(10,900)	(80,500)	(23,600)
Capital Projects Funds	(230,240)		(139,240)									(20,000)	(71,000)
Net change in fund balance	2,557,602	72,783	(17,989)	(12,802)	4,204	236,744	(100,548)	(39,198)	272,156	195,704	20,081	(160,314)	2,086,781
Beginning Fund Balance	-	2,484,819	2,502,808	2,515,610	2,511,406	2,274,662	2,375,210	2,414,408	2,142,252	1,946,548	1,926,467	2,086,781	-
Ending Fund Balance		2,557,602	2,484,819	2,502,808	2,515,610	2,511,406	2,274,662	2,375,210	2,414,408	2,142,252	1,946,548	1,926,467	2,086,781
Unspendable		2,097,159	2,097,159	2,097,159	2,097,159	2,097,159	2,097,159	2,097,159	2,097,159	2,097,159			
Restricted (Vanguard)		412,156	350,239	239,854	263,822	271,684	45,491	157,205	208,588				
Available		48,287	37,421	165,795	154,629	142,563	132,012	120,846	108,661	45,093			
		2,557,602	2,484,819	2,502,808	2,515,610	2,511,406	2,274,662	2,375,210	2,414,408	2,142,252			

Jensen-Olson Arboretum

Manager's Report to the Advisory Board

January 13, 2019

- Winter pruning of trees and shrubs – ongoing as weather permits.
- Identified and sourced in Oregon, trees which will be ordered as replacements for bear-damaged trees. Will personally select replacements in March while there on other business.
- Planted tulip pots the week before Christmas – approximately 700 bulbs. Intentionally planted later than usual to delay spring emergence.
- Attended 2 tree care webinars sponsored by Utah State University. These are offered on a monthly basis.
- Weather: another record warm rain followed by single digit temperatures. Snowpack not sufficient to protect some plants in the collection.
- Acquired burlap coffee bags to cover “special” plants where snow is sparse.
- Sent and received seed exchange selections from and for the collection. Seeds received have been sown.
- Carried out FY20 budget work – an increase in materials and commodities requested.
- Shed renovation work (funded by CBJ CIP) – site inspection and initial plan review with Engineering.
- Prepared JOAAB Annual report for the Assembly.
- Recycled lawnmower and rototiller which were Caroline’s and no longer working.
- Re-wrote Groundskeeper Assistant (seasonal gardener) position description; the original position descriptions were written in 2007 just prior to my arrival and were not an accurate representation of required skills or required duties.
- Drafted 2019 event calendar – not yet published to the community...forthcoming.
- Out of town for several days in January due to elder parent care needs.
- FJOA work –

Lovely Loo: met with individual who will provide crane service for placement and installation to ensure the footprint is large enough for the equipment - the space will accommodate the crane and I am awaiting a quote for services; met with AML representative to solicit a donation of partial shipping costs – the response was favorable and I am awaiting a final amount from the person at AML who makes the final decision; continuing to assist the volunteer who is drafting a grant proposal for partial Loo costs

Fundraisers: met with a local business to solicit a donation for a possible fall fundraiser at his venue – FJOA board will continue to discuss; met with a local business to solicit a donation for raffle fundraiser