



**AGENDA**  
**JENSEN-OLSON ARBORETUM ADVISORY BOARD**  
Mendenhall Valley Library  
Wednesday, May 15, 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, February 13, 2019
- V. New Business**
- VI. Unfinished Business**
  - A. Finance meeting with Lindsey Foster update
  - B. CBJ Investment of the Endowment – do we want to pursue changing?
  - C. Commercial Use Handout
- VII. Committee, Liaison, and/or Staff Reports**
  - A. Chair Report – N. McConahey
  - B. Manager Report – M. Jensen
  - C. Friends of JOA Report – P. Harris
  - D. Other Business
- VIII. Adjournment**

**Next JOAB Meeting:** Wednesday, August 14, 2019 at 5:15 Mendenhall Library

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

Mendenhall Library, Conference Room | Wednesday, February 13, 2019 5:15 P.M.

**I. Call to Order at 5:28pm by Chair, Ed Buyarski**

**Present:** Kristin Bartlett, Ed Buyarski, Rose Evans (t), Peter Froehlich (t), Kim Garnero (t), Patricia Harris

**Absent:** Nell McConahey, Deborah Rudis

**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. December 5, 2018:** P. Harris makes edit to date and moves to approve edited minutes, no objection. *Minutes adopted.*

**V. New Business – None**

**A. JOAAB Elections**

*Nell McConahey is nominated to be chair (not present; emailed and accepted) and Ed Buyarski is nominated to be Co-Chair (accepted).*

**VI. Unfinished Business –**

**A. Arboretum Endowment Update**

M. Jensen: There are still some unresolved questions on the Endowment; we need to have a sit down meeting with Bob and his replacement.

K. Garnero: Let's sit down with Angelica first before we sit down with the Directors.

**VII. Committee Liaison and Staff Reports**

**A. Chair Report:** Thank you for being your Chair.

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

**C. Friends of JOA –**

P. Harris: Held a board retreat in December. They came up with short term and long term goals.

**D. Other business—** None.

**Adjournment – 6:08 p.m.** *Having no further business before the Board.*

Respectfully submitted, Lauren Verrelli, Administrative Assistant II, 3/24/19.

Endowment Meeting May 10, 2019 9:00 am  
 Lindsey Foster, Admin Officer, Parks and Rec  
 Nell McConahey and Kim Garner

Lindsey stated that current management is interested in generating more revenues by promoting the arboretum for small intimate gatherings (weddings, memorials, wine tastings). New alcohol permit process makes winetasting possible. Key words are “small, intimate.”

---

"Central Treasury component of the Special Revenue Fund" accounts for the difference between the Vanguard report and JOA Fund Balance.<sup>1</sup> What is this and how does it work in relation to the endowment permanent fund?

*The Central Treasury Component SRF is facility rental revenue account (also known as the “holding account”) where Merrill’s rent, wedding fees, and other arboretum revenues are received. It is where the \$142,000 was “found” shortly after we started working with Finance Director Bob Bartholomew on the endowment.*

---

\$139,240 transfer out of the endowment in FY 2017 – why is this necessary if this money was never in the endowment fund?

*The fund balance analysis for the permanent fund provided at December 5, 2018 JOA Advisory Board meeting does not show the money transferring into the endowment. However, it does include Merrill’s rent as well as event revenues that were not in the permanent fund. Lindsey explained that many different people have impact on endowment operations and reporting, and comprehensive understanding of how it fits together has been hurt by employee turnover. She is researching and will coordinate written explanation requested by JOA Advisory Board.*

---

June 30 is Bob Bartholomew’s last day. Jeff Rogers will replace him as Finance Director. They are very busy now finalizing budget for early June.

---

Requests on behalf of JOA Advisory Board – contact Lindsey around June 10th

1. written explanation of the endowment fund:
  - accounting - what’s in and what’s out
  - the investment side - how much of fund is held by Vanguard vs CBJ
  - how the Central Treasury component works
  - any other moving parts
2. Reconciliation of yearend differences between the Vanguard L-T Portfolio and Fund Balance Analysis (CAFR amounts)
3. accounting of CIP expenditures by project

Lindsey asked about the board’s desire to rework the CBJ investment policy in conjunction with the Friends of the Library and Finance Department. ***Is the board priority the investment policy or clarification on existing financial situation?***

<sup>1</sup> Feb 11, 2019 email to Lauren Verrelli from Theresa Winther

**Jensen – Olson Arboretum (JOA)**  
**A City & Borough of Juneau Parks and Recreation Facility**

**For Taxi Operators: notes and tips for sharing the space with visitors  
 in accordance with JOA commercial use policy and conservation easement**

**What does the Arboretum offer?**

We are pleased to share the Jensen – Olson Arboretum with your visitors. Its historic and oceanfront setting, combined with the colorful collections and display gardens, create a memorable Juneau experience. The land was developed by the Peterson family when they homesteaded the property in 1904, and the Arboretum opened as a public garden in 2007. The Arboretum serves as a living laboratory where visitors learn about horticulture and other natural sciences. The Arboretum is a member of national and international seed exchanges, and houses the Nationally Accredited *Primula* Collection™. Through a conservation easement with the Southeast Alaska Land Trust (SEAL Trust), Caroline Jensen bequeathed the property to the City and Borough of Juneau to become the Arboretum upon her passing. SEAL Trust and the City work in partnership to provide oversight to the Arboretum.

**Mission Statement:**

“The vision of the Arboretum is to provide the people of Juneau a place that both teaches and inspires learning in horticulture, natural sciences and landscaping – to preserve the beauty of the landscape for pure aesthetic enjoyment – to maintain the historical and cultural context of the place and its people.”

Caroline Jensen, benefactor

**What is allowed at the Arboretum for visitor groups?**

- The JOA Commercial Use Policy restricts commercial activities only to those which provide direct financial benefit to the Arboretum endowment.
- Visitors who arrive by taxi may walk and enjoy the garden as a self-guided experience. Visitors are encouraged to ask questions of Arboretum staff and volunteers.
- Arboretum etiquette and guidelines as posted on the kiosk must be observed at all times.

**What is not allowed at the Arboretum for visitor groups?**

- Commercial activities which do not provide direct financial benefit to the Arboretum endowment are not allowable.
- In accordance with the conservation easement, **narrated/guided tours are not allowable.**

**Instructions for requesting a guided tour.**

Narrated/guided tours are only allowable when conducted by Arboretum staff or volunteers; require a minimum of 10 participants; and must be scheduled at least 48 hours in advance.

**Questions?** Please contact the Arboretum Director, Merrill Jensen at the following email address: [merrill.jensen@juneau.org](mailto:merrill.jensen@juneau.org)

## Jensen-Olson Arboretum

### Manager's Report to the Advisory Board

May 15, 2019

- Plant database accessions work: new entries and deaccessions as well as photo imports
- Developed new training plan for seasonal gardeners in conjunction with newly-required CBJ paperwork as well as an overhaul and re-write of the position description (had not been done since my arrival in 2007)
- Arboretum Manager position description update (last updated in 2006); this is in conjunction with title change from Manager to Director which is pending and is in keeping with public garden standards; see below also for early succession planning updates
- Arboretum history and future presentation to the PRAC Board
- Annual tree and shrub pruning
- Gardeners' shed project meetings with project manager and engineers to determine scope of work; construction slated to begin in mid-August
- Vegetable seed orders placed and received
- *Primula* cultivar naming work with American Primrose Society and Royal Horticultural Society (UK)
- Snowdrops bloomed in mid-March; latest bloom time in years
- Power tool maintenance (mower, edger, chainsaw) performed for upcoming season
- Replacement tree choices made in Oregon
- Annual hauling of the tulips
- Seasonal gardener position posting and interviews; need to have future meeting with HR to stop sending unqualified applicants due to minimum qualifications
- Move the donation box to a more visible position
- Plant sale potting began in early April
- Annual Arboretum brochure order placed
- Developed 2019 Event Calendar and distributed via all outlets
- Shore pine disease diagnosed: *Dothistroma* needle blight; will continue to monitor
- Celebration of life memorial planning and plaque ordered
- Seasonal gardeners begin April 17 and April 24
- 3 SeaWeek classroom visits; total of 75 kids
- Provided orientation tour to JCVB volunteers
- CBJ Building Maintenance walk-through to determine residence kitchen and bathroom scope of work; renovations slated for November – February
- Annual CBJ Landscape Crew work party; took down 3 bear-damaged trees and chipped branches, back-filled entry panel hole, bed edging – over a week's worth of work accomplished in 1 day. Yay! Landscape Crew!
- SEAL Trust annual visit – standard property assessment with report follow

- Raspberry bed removal: plants sent to the CBJ Fruiting Forest on Douglas; old raspberry area, plus a couple other beds slated to become a Cutting Garden (details still in the works)
- Memorial bricks installed at Shelter
- Vegetable garden planted
- Annual Plant Sale a success
- Volunteer on site for a week working on various small construction projects for the Arboretum: gate alignment; finial repair; well head disguise; parking lot gate post
- First round of summer color annuals purchased and in the ground
- Summer hanging baskets purchased and up
- Children's Programs developed, advertised, and details coming
- Volunteer work party planned for early June; details coming this week
- Juneau Gastineau Rotary Club work party planned for late-ish June; have secured food donations from local vendor as well as donation from JGRC for project materials
- Sentinel Plant Network Symposium, Bellevue Botanical Garden, April
- Have started succession planning early discussions with the various stakeholders
  
- FJOA work –
  - Lovely Loo: board members decided to look at a third model from a local vendor. Vote has taken place to proceed with this vendor contingent on acceptable drawings and schematics as vendor has not previously produced one of these so does not have photos. Waiting for drawings. Holding Rasmuson grant proposal until a vendor choice is made.
  - Fundraisers: board is considering both the raffle and the botanical tasting tour. Plans are coming into place.