

MINUTES

JENSEN-OLSON ARBORETUM ADVISORY BOARD

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

I. Call to Order at 5:20 pm by Chair, Nell McConahey

Present: Rose Evans, Peter Froehlich, Kim Garnero, Patricia Harris, Nell McConahey, Deborah Rudis

Absent: Kristin Bartlett, Ed Buyarski

Staff Present: Merrill Jensen, Arboretum Manager; Michele Elfers, Deputy Director; Lauren Verrelli, P&R Staff Liaison

II. Agenda Changes – None.

III. Public Participation on Non-Agenda Items – None.

IV. Approval of Minutes –

- A. **February 13, 2019:** K. Garnero moves to approve minutes, no objection. *Minutes adopted.*

V. New Business – None.

VI. Unfinished Business –

A. Finance meeting with Lindsey Foster Update:

K. Garnero: Nell and I met with Lindsey Foster, Parks & Rec Admin Officer last Friday. Lindsey will be creating a written explanation of how the Endowment works, a reconciliation of yearend differences between the Vanguard report and the CAFR report, and accounting of CIP expenditures. She will get back to use in about a month.

B. CBJ Investment of the Endowment:

N. McConahey: Per a fact sheet from 2006, we're supposed to have an Endowment Subcommittee on how the endowment is maintained. Would we like to reactivate this board since there has been continued issues? We would need 3 members (horticulturist, finance and public).

K. Garnero: I would serve on the Endowment Subcommittee.

N. McConahey: We are reestablishing the Endowment Subcommittee which will include Kim Garnero, Rose Evans and Ed Buyarski (nominated) and you will meet twice a year.

N. McConahey: Lastly, do we want to continue pursuing any changes to how the current Vanguard is invested with CBJ?

K. Garnero: How important is the investment allocations of the endowment to the board?

M. Elfers: Getting information on the endowment is important on decision making. Its currently budget time and by the next meeting in August, you will have all the information on the endowment and then would be a good time to make a decision.

C. Commercial Use Handout:

M. Jensen: We created this document for cabs and tour operators that come out to the Arboretum with tourists. This give us something to present that is in accordance with the endowment.

[Discussion on guided tours by Arboretum]

P. Froehlich: We need to remove the "Instructions for requesting a guided tour" from

the document for the time being.

M. Elfers: This would be addressed during the departments commercial use overhaul and would great to look into next year.

N. McConahey: With the edited wording, this will be a great document for this summer.

VII. Committee Liaison and Staff Reports

A. Chair Report:

N. McConahey: We currently have 1 vacant seat; I talked with Discovery SE and they don't have anyone interested in filling that seat. It is not required to be filled by a Discovery SE employee, that is just a recommendation. Pleas spread the word.

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

C. Friends of JOA –

P. Harris: They're starting to look into their fall fundraiser. The Friends of JOA table at the plant sale signed up a lot of new members.

D. Other business— None.

Adjournment – 6:22p.m. *Having no further business before the Board.*

Respectfully submitted, Lauren Verrelli, Administrative Assistant II, 8/20/19.