



**AGENDA**  
**JENSEN-OLSON ARBORETUM ADVISORY BOARD**  
City Hall, Room 218  
Wednesday, November 6, 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, May 15, 2019
  - B. Wednesday, August 14, 2019
- V. New Business**
  - A. Arboretum Manager Replacement Plan
  - B. Endowment Committee Replacement for Kim Garnero
- VI. Unfinished Business**
  - A. Arboretum Commercial Use
- 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, February 12 at 5:15 Mendenhall Library

**DRAFT 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.

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

Mendenhall Library, Conference Room | Wednesday, August 14, 2019 5:15 P.M.

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

**Present:** Kristin Bartlett, Rose Evans, Kim Garnero, Patricia Harris, Nell McConahey, Deborah Rudis

**Absent:** Ed Buyarski, Peter Froehlich

**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 – None.**

**V. New Business – None.**

**VI. Unfinished Business –**

**A. Endowment Subcommittee Report:**

K. Garnero: The overall endowment is made up of two pieces – the long term portfolio invested with Vanguard and the available fund balance which is the rest of a special revenue fund from house rental and events/fundraisers minus CIPs (\$60,233). To move funds out of Vanguard requires Assembly action while to move funds out of the available fund balance is easier for the department. We now have a better understanding of it all. The next steps are to meet with the new Finance Director and pursue a more aggressive investment into the endowment.

**B. Reconsideration of retaining a portion of rental for emergency maintenance:**

K. Garnero: The \$60,233 mentioned above that is sitting in the special revenue fund, we discussed back in January 2018 to divert 25% out for emergencies before it is transferred to Vanguard. We talked about it but the motion wasn't complete.

D. Rudis: It's important to have an emergency fund balance.

P. Harris: I move that 25% of the special revenue fund balance be saved for emergency repairs and not transferred into the Vanguard; 75% of the special revenue fund balance will be transferred into the Vanguard annually.

***Motion passes unanimously.***

**VII. Committee Liaison and Staff Reports**

**A. Chair Report:** None

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

**C. Friends of JOA –**

P. Harris: Pick.Click.Give has received \$1,300 in donations, up from last year. They will be holding their fall fundraiser at Amalga Distillery on September 18 where they will have a special drink that all proceeds will go to the Arboretum. The Lovely Loo has been delayed; currently working on the Rasmuson grant.

**D. Other business—** None.

**Adjournment – 6:05p.m.** *Having no further business before the Board.*

Respectfully submitted by Lauren Verrelli, Recreation & Public Services Manager, 8/20/19.

## Jensen-Olson Arboretum

### Manager's Report to the Advisory Board

November 6, 2019

- Work on new entry visitor panel completed and construction area re-vegetated.
- Bear activity – a total of 12 different bears paid visits to our trees. The old crabapple was destroyed and removed along with the younger crabapple. I had previously considered these for removal and replacement with non-bear attracting trees; this year's bears moved along that decision. The Grand Old Apple tree was slightly damaged and will be pruned this winter. The small pie cherry was also damaged and will be removed (a replacement has been identified). Electric fencing proved to be ineffective. Our only 100% proven control is the early removal of all fruit.
- The last of the plants around the gardeners' shed were removed prior to construction work.
- Seed harvested, cleaned, processed and shipped for 2 seed exchanges. Least amount of seed ever sent due to poor seed set and insect damage.
- The shed was cleared out for construction work.
- Seasonal gardener (Karli) completed season end of September; may work for one week in November (shed painting). One of the most productive, best employees in the history of JOA.
- Shed construction started September 23.
- Extensive rot discovered after starting, and project morphed from remodel to rebuild. Construction timetable extended one month from end of October to end of November.
- New trees ordered to replace crabapple, cherry, mountain ash and golden rain.
- Alpine bed reworked – ferns removed and new material planted.
- Fall bulbs planted – mostly daffodils and *Fritillaria*. Container tulips will be planted after Thanksgiving.
- Vegetable garden put to bed for winter. Compost and seaweed added to beds.
- Donor interested in memorial bench plaque and small, informational panel for visitor entry panel.
- Seedlings put into winter storage in cold frame.
- Non-hardy plants brought into sunroom and basement (under light rack) for winter storage
- Starting winter tool maintenance.
- Starting annual IrisBG database entry and file maintenance.
- Started draft for Annual Work Plan – extensive document; will be drafted and passed by numerous groups before printing (succession planning)
- Drafting revision of position description from manager to director to reflect changes in the scope of the position as well as to be consistent with other CBJ director positions. Also, this will make the position more consistent with national standards.
- Continued work on JOA photography and filming policy to be consistent with other public gardens around the country while maintaining the unique needs for our location.

- Drafting annual events calendar for 2020 in order to accommodate various schedules and to include a few additional events. Calendar to be finalized and distributed in late January/early February.
- FJOA work – Lovely Loo – installation delayed for numerous reasons. No firm timeline for project completion. Talked with Rasmuson about project funding timeline (amount proposed was for partial funding).