

**AGENDA**  
**JENSEN-OLSON ARBORETUM ADVISORY BOARD**  
**Valley Library**  
**Wednesday, August 9<sup>th</sup>, 2017**  
**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, June 14<sup>th</sup>, 2017
- V. Unfinished Business
  - A. JOA Endowment
  - B. Review and re-authorization of Plant Collections & Acquisitions Policy
- VI. 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
- VII. Adjournment

**DRAFT MINUTES**  
**JENSEN-OLSON ARBORETUM ADVISORY BOARD**  
**Mendenhall Library, Conference Room | Wednesday, June 14<sup>th</sup>, 2017 5:15 P.M.**

**I. Call to Order at 5:16 by Chair, Ed Buyarski**

**Present:** Kristin Bartlett, Ed Buyarski, Peter Froehlich, Kim Garnerero, Patricia Harris, Nell McConahey, Deborah Rudis (t)

**Absent:** Shawn Eisele

**Staff Present:** Brent Fischer, Facilities, Parks, & Landscape Superintendent; Merrill Jensen, Arboretum Manager, Lauren Verrelli, P&R Administrative Assistant II; Alexandra Pierce, Project Manager; Lori Sowa, Engineer

**II. Agenda Changes – None.**

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

**IV. Approval of Minutes –**

- A. February 8<sup>th</sup>, 2017:** P. Harris moves to approve the minutes with edits, no objection. *Minutes adopted.*
- B. May 9<sup>th</sup>, 2017 \*Special Meeting:** P. Harris moves to approve the special meeting minutes, no objection. *Minutes adopted.*

**V. Unfinished Business –**

**A. Parking Lot Presentation from Engineering:**

L. Sowa: We currently have \$90,000 in funding (\$70,000 from voter approved sales tax and \$20,000 from Parks & Rec budget). We want to minimize tree removal as much as possible. Our goal is to have 20 spaces in the lot and DOT is okay with us building it within their right away. Surveyors were out this morning marking trees; we're trying to minimize the foot print of the lot. If we're interested in salvaging any downed trees, we can write it into the contract if we would like. The intention is to make this parking lot work with the trail and create a new trail through the woods to the Arboretum but that is outside of this specific project scope. The current parking at the arboretum will be reserved for ADA accessible vehicles. Mid-August will be the earliest construction would start on this project and we anticipate a completion date by mid-September. Once we have a design in place, it should not be a long project.

**B. Parks & Rec Master Plan Update:**

A. Pierce: Currently, we're in phase 3 and we're going back to the stakeholder groups to show them what we're generally recommending from everything we heard. One goal that is specific to the Arboretum within the Master Plan is to grow Arboretum revenue with a main goal of becoming self-sustaining. *In-depth handout included in packet on current status [page 3-6].*

**C. Commercial Use Policy Update:**

M. Jensen: SEAL Trust is still attempting to gather everything on commercial use and distill it down into one usable definition. Once they get all that, they will forward it onto us where we will review and then submit it to CBJ Law for their approval. It is still a work in progress at this time; they're still working through the scenarios we provided them.  
P. Froehlich: We should create a subcommittee to work on this with SEAL Trust.

*Subcommittee: Merrill, Deb and Nell*

**D. Alcohol Policy Update:**

M. Jensen: This is another one that is still being worked on. I have had a conversation with Treadwell Arena. They are allowed to have alcohol events after getting permission from the City Managers for larger scale events. We should be able to have our own alcohol policy that will be run by the Parks & Rec Director and final approval by the City Managers. We would add something into the wedding policy.

**E. 2018 American Primrose Society National Show:**

M. Jensen: We have formed a subcommittee to start the planning. We're currently looking into venues for a couple different events. We have the keynote speaker lined up, Pam Eveleigh, creator of Primula World. We have support from the Master Gardner's, Juneau Garden Club and Friends of JOA which will draw more people in.

**VI. New Business –**

**A. Friends of JOA Survey & Master Plan Presentation:**

Morgan Davis, 633 Harris St.: Reviewed the Friends of JOA survey results and presented their thoughts on a Master Plan for the Arboretum. *In-depth handout included in packet on survey results & Master Plan [page 7].*

**B. Plant Collections & Acquisitions Policy:**

M. Jensen: This policy needs to be reviewed and renewed every 5 years. I will send out the policy and then we can review and discuss at the next meeting.

**VII. Committee Liaison and Staff Reports**

**A. Chair Report:** The Arboretum was removed from consideration for budget cutting.

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

**C. Friends of JOA –**

K. Garnero: The Plant Sale raised around \$3,000 for the Friends of JOA.

**VIII. Other business— None.**

**Adjournment – 7:02 p.m.** *Having no further business before the Board.*

**Next Meeting: Wednesday, June 14<sup>th</sup> at 5:15 p.m. in the Mendenhall Library.**

Respectfully submitted, Lauren Verrelli, Administrative Assistant II, 8.8.17

**Date: June 27, 2017**

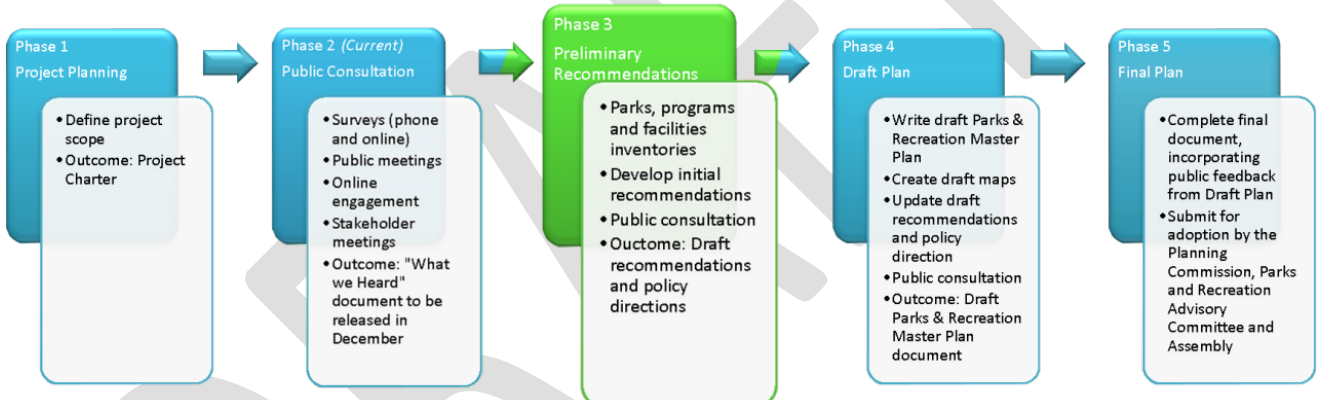
**To: Planning Commission, Assembly**

**Cc: Parks and Recreation Advisory Committee**

**From: Alexandra Pierce, Project Manager**

**Subject: Parks and Recreation Master Plan**

The objective of this project is to develop a Parks and Recreation Master Plan that serves the needs of the community of Juneau and addresses gaps in the current system over the next 10 to 20 years. The Plan will answer the question, “what does the department look like in 20 years?” and will provide a roadmap to achieve that long-term vision with policies and recommendations to be executed over the next 10 years. The Plan will be easily updatable and will also identify opportunities for partnerships with community organizations and will seek to gather and reflect the needs of the broader public, not just current Parks and Recreation facility users. The most recent Parks and Recreation Comprehensive Plan was adopted in 1997, with the recommendations chapter updated in 2007. Since the completion of the 1997 plan, several new facilities have been developed or acquired by the community and shifts in community needs and priorities have not been assessed in relation to Parks and Recreation. The process has been divided into five phases as shown below:



### **Phase 1: Project Planning**

Phase 1 completed in summer of 2016 with identification of the project scope and objectives. Centennial Hall and Parking are outside the core function of Parks & Recreation and are excluded from the project. All other Parks & Recreation programs and facilities fall within the scope of the Master Plan.

### **Phase 2: Public Consultation**

Parks & Rec staff completed Phase 2 in late 2016 by conducting public outreach and releasing a document, “What we Heard” in December. The following topics emerged from our public consultation.

Themes:

- Affordability
- Community value
- Maintain what we have
- Support for seniors
- Support for underserved residents
- Partnerships

- Youth activities

#### Topics Identified for Further Discussion

- Augustus Brown Pool
- Additional indoor ice surface
- Off road vehicles

#### Requested Additions and Upgrades

- Additional bike trails/paths
- Additional dog parks
- Indoor recreation space
- Lemon Creek park space
- Pipeline Skate Park improvements
- Restroom facilities at parks
- Trail maintenance and upgrades
- Turf fields

### Phase 3: Inventories

We are currently in Phase 3, with the following tasks in progress:

- Special Committee – A demographically representative Master Plan advisory group was formed as a special committee of the Parks and Recreation Advisory Committee (PRAC). The committee is vetting plan outcomes and public materials before they are reviewed by the public. The committee has met five times and has established the following mission, vision and guiding principles. These statements will shape the direction of the Plan.
  - Mission Statement: To establish Parks & Recreation’s role as an essential partner in a healthy community
  - Vision Statement: Guiding future decisions to provide the highest possible quality Parks & Recreation facilities, programs and services for all regardless of age, income, or ability
  - Guiding Principles: The Parks and Recreation Master Plan will guide the department in:
    - Promoting community engagement, health, and wellness
    - Managing our assets effectively
    - Ensuring financial sustainability
    - Supporting community partnerships
    - Engaging youth and encouraging lifelong wellness
    - Serving the needs of a diverse and changing population
    - Fostering environmental stewardship
    - Increasing cultural awareness
- Parks, Programs, Facilities Inventories
  - The parks inventory will include:
    - A review of existing parks facilities
    - An evaluation of the physical condition and functionality of city managed parks, and an analysis of the park system to determine whether Juneau has the right parks in the right places with the right equipment. This will inform future decisions on capital improvement project spending.
    - A policy and process for parkland acquisition and disposal and a review of Parks & Recreation managed lands that meet a set of criteria for potential divestment. Park lands identified as potentially available will be subject to a more stringent disposal or sale process than other CBJ managed lands.

- The programs and facilities inventory will include a list of needed capital projects reconciled with community recommendations and input, as well as benchmarking of Juneau's recreation offerings against other communities.
- Assessment of trails will include a review of the non-motorized transportation plan for connectivity between parks, programs and trail systems and will identify recommendations for large trail projects. We will recommend developing a new Trails Plan and have already put this project on the 1% list. We will propose a set of trails standards to be applied in the new trails plan and to create management objectives for CBJ trails.
- Recommendations
  - Attached is a list of recommendations, vetted by the committee, which is currently with stakeholders for review. Recommendations are categorized as required actions (required to continue operating successfully), recommended actions (suggested improvements to facilities and services), or potential actions (requested by community members or groups but not currently operationally and/or financially feasible) and will include capital costs.
- Public Consultation
  - We are posting a project update on PlaceSpeak and vetting the recommendations with our stakeholders. The draft plan will receive a full public review in late 2017 including public meetings, stakeholder review, and online engagement.

#### **Phase 4: Draft Plan**

The draft plan will be a first draft document submitted to the public for review in late 2017. The project team will reach out to stakeholders and the public through a series of meetings and online to ensure that the draft plan and recommendations are in line with the interests and needs of the community.

##### **Draft Plan**

- Outline of how document will be organized to be accepted by special committee and presented to the public for comment through the following channels:
  - Stakeholder meetings
  - Public meetings
  - Online engagement

##### **Draft Maps**

- Visual component of Plan to be accepted by special committee and presented to public for comment through the following:
  - Stakeholder meetings
  - Public meetings
  - Online engagement

##### **Draft Recommendations**

- Recommendations with timeline and budget estimates to be accepted by the special committee and presented for public comment through the following channels:
  - Stakeholder meetings
  - Public meetings
  - Online engagement

#### **Phase 5: Final Plan**

The final document will be presented in a complete, visually appealing format and providing community-verified direction for how Juneau Parks and Recreation looks over the next one to two decades. The Final Plan will be completed in 2018.

Acceptance Criteria

- Acceptance by PRAC
- Acceptance of any lands-related recommendations by Planning Commission
- Acceptance by CBJ Assembly

**Attachments: Draft Policy Statements and Recommendations**

DRAFT

6/14/17 JOA Advisory Board Meeting: Presentation by Morgan Humphreys Davis of FJOA

- Results of 2016 user survey, to be included in P&R Master Plan
  - Small groups most common: over 90% in groups of 1-4 people (although no surveys were received from taxi drivers bringing larger groups of visitors)
  - Primary uses: place to bring visitors, learn about plants and enjoy peaceful beauty
  - Users looking for: learning about gardening and plants, improved interpretive info & restrooms
  
- Educational/Interpretive Center update
  - Next logical step after the survey completion seemed to be to take the results and incorporate them into the JOA's vision for programming, infrastructure, interpretive, plantings and trails development into the master plan being developed by P&R. These aspects would help develop not only a meaningful design for a possible educational center but would also drive its optimal location, the utilities that were needed, whether it should be a conditioned space, etc. By zooming out with the larger vision, the specific needs of the center would make contextual sense and help with justification and planning for fundraising purposes.
  - A bullet-point matrix that might be used clarify priorities, timelines and supports for needs was presented to the FJOA. It was intended to be a document that would allow board members, stakeholders and funders to visualize the many moving parts and provide a format that could contain possible solutions offered to the various stated needs. It would also serve as a dynamic master plan of sorts.
  - At this point, it became clear that the task of master planning did not lie within the purview of FJOA, but rather with Brent and Merrill, with the advice of the JOA Advisory Board, as specified in it's Resolution: The board shall advise and assist the Director of Parks and Recreation on issues including, but not limited to, capital campaigns and fundraising, and programmatic direction consistent with Caroline's guiding vision.
  
- What's next?
  - In the immediate future, as the parking lot comes closer to being a



Purpose of Meeting: Discuss option of moving JOA endowment investments to Juneau Community Foundation

July 26, 2017 at 2:00 pm in CBJ room 224

Attendees:

- CBJ Finance: Bob Bartholomew and Theresa Winther
- CBJ JOA: Merrill Jensen
- JOA Advisory Committee: Pat Harris, Nell McConahey, Kim Garnero
- Southeast Alaska Land Trust: Allison Gillum
- Juneau Community Foundation: Amy Skilbred

Bob had suggested this meeting after Stephen Moseley questioned the investment allocation for the endowment during his time on the JOA Advisory Committee. Bob serves on the investment advisory committee for Juneau Community Foundation (JCF) and he reached out to Amy Skilbred to start discussion.

Both CBJ and JCF use Vanguard for investing, but JCF more actively manages with a finance and investment committee. They meet with Vanguard twice a year for monitoring and rebalancing holdings per their investment policy that is published on JCF web page.

CBJ has about \$5 million invested, half of which is JOA endowment and the remainder is split between the Library endowment and CBJ funds.

CBJ invests for 4% after inflation (closer to 3.5% now) with allocation policy of:

- 35% - US equity
- 14% - international equity
- 51% - fixed income/bonds

JCF has \$55 million under investment, \$53 million in long term. They invest in 5 different Vanguard funds with goal of 5% payout annually, calculated by averaging the previous 6 quarters. Allocation policy:

- 38% - US equity
- 38% - international equity
- 24% - fixed income

JCF has done well against benchmarks, returning 9.12% over past 5 years (8.64% benchmark). Their investment philosophy – keep it simple asset allocation mix

Vanguard takes their fee off the top, so their performance information is net of the fees. Comparing CBJ fees to JCF:

- S&P 500 – same fees for both– 4 basis points
- international equities – CBJ pays 17 basis points, JCF pays 7
- fixed income – CBJ pays 5 basis points, JCF pays 4

CBJ does not charge on top of Vanguard fees. JCF fees are \$1,000 to establish, and fees on funds over \$500,000 will be negotiated.

So returns have been higher at JCF, but fees may also be higher.

Bob cautioned that would not be a simple transaction to move the investments. Would have to revise resolution language on how endowment is managed. Also Law would need to review administrative agreement that requires CBJ to maintain ownership of the land and money to see it if would allow delegating investment function. CBJ can't divest its fiduciary responsibility

Amy explained that agency endowments are legally owned by JCF, but are recorded as a liability by JCF and an asset by the donor organization (IRS requirement). Despite JCF's legal ownership, if it doesn't work out, the funds would be returned to donor organization.

Summing up advantages of JCF:

- more aggressive investment and higher payout available
- more active oversight
- fundraising support by JCF for increased donations

How would it work?

- Money disbursed to CBJ based on annual request that is included in CBJ budget. Would ensure compliance with original agreement and resolution.
- Amy said they generally have an advisory group to make recommendation for a grant based on accounting by Elgee Rehfeld Mertz. All requests must be approved by JCF board.

If stakeholders want to move ahead with this change, we need to let Bob know so he can work with Law.

If JOA Advisory Board wants to move, Bob would encourage library endowment to go the same way.

Next step: discuss at JOA Advisory Board meeting

**Jenson-Olsen Aboretum Endowment  
Investment Performance FY13 - 17**

	35% S&P 500 Fund	51% Total Bond Market Fund	14% Developed Markets Fund	Total Return
FY 17	17.85%	-0.44%	20.10%	8.79%
FY 16	21.19%	6.90%	-8.81%	2.87%
FY 15	7.41%	1.73%	-4.08%	3.36%
FY 14	24.55%	4.28%	23.42%	14.56% **
FY 13	20.55%	-0.85%	18.26%	8.88% **

5 year average = 7.7%

\*Difference is 1.4% + fee of JCF so about less 1%

\*\* VDVIX Vanguard Development Mkts Inception 12/19/13;  
VDMIX was previous Developed Markets Fund

# Jensen-Olson Arboretum Juneau, Alaska

## Plant Collections & Acquisitions Policy Established January 2011

### Introduction

The purpose of this document is to guide the development and management of the Jensen-Olson Arboretum's (JOA) living collections. The policy shall ensure that plants comprising the collection are properly and consistently acquired, accessioned, labeled, evaluated and maintained. This policy was developed by Merrill Jensen, Arboretum Manager, and was initially adopted by the JOA Advisory Board February 9<sup>th</sup>, 2011 and has been revised by the Arboretum Manager, and subsequently reviewed, renewed, and re-authorized by the JOA Advisory Board on August 9, 2017.

The responsibility for the implementation of the collections policy lies with the Arboretum Manager who also functions as the curator of collections.

### 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

### Acquisitioning

The collections of the Arboretum consist of the core plants that Caroline Jensen introduced during her 46 years of gardening at Pearl Harbor. The focus of collection development is to build on the strengths of the collection as they were at the time of transfer of ownership from Caroline Jensen to the City and Borough of Juneau. The primary collection at that time was *Primula*, which at time of adoption, consists of 51 species and cultivars. Expanding the *Primula* collection will be the first priority of the Arboretum Manager. This collection was submitted to the North American Plant Collections Consortium (NAPCC), now named Plant Collections Network (PCN) for consideration as part of the continent-wide approach to plant germplasm preservation. A successful application in 2012 resulted in national accreditation of the *Primula* Collection.

Future acquisition choices in the Arboretum derive from the need to increase taxonomic diversity. The personal preference and intellectual curiosity of the Arboretum Manager will also guide acquisitions. Plants will be chosen on the basis of group affiliation and aesthetic consideration. High priority will be given to plants with garden appeal and ability to thrive in the

**Comment [MJ1]:** Change to "Re-authorized August 2017" (see language in section Implementation and Review; please note: also changed header to reflect re-authorization date

**Comment [MJ2]:** Change to "preserve" which more accurately conveys the long-term goal and reflects the process of collections care.

**Comment [MJ3]:** Renewal text has been added

**Comment [MJ4]:** Added text; until such time as the Arboretum staff is large enough to include a curator, the role of Manager needs to include this skillset and needs to highlight this part of the role given the long-term mission of growing and preserving the collection.

**Comment [MJ5]:** Text changed/added to reflect the application to and accreditation of PCN.

unique maritime conditions of cool, moist summers and mild, wet winters. Selections must also exhibit tolerance to permanently cool soils.

Special Collections maintained in the Arboretum will include but not be restricted to: *Primulaceae*, *Saxifagaceae*, *Ranunculaceae*, *Dyopteridaceae* and *Campanulacea*. Other collections will include Ecological and Geographic Collections as well as Educational Plant Collections. These types of collections will include plants from homologous climates, Southeast Alaska and from current horticultural trends to illustrate various garden designs and styles.

Acquisitions may be obtained by purchase, gift, exchange or collection. The Arboretum Manager will approve all acquisitions. Potential acquisitions will be evaluated for compliance with legal or ethical standards for collection, production or use.

**Acquisitions will conform to the following criteria:**

- Increases the breadth of taxonomic diversity at the family level of those listed in the Acquisition section
- Is part of an approved planting plan that has been established for the plant's family or geographic region
- Has been reviewed for possible invasive qualities and satisfactorily passed the Reichard-Hamilton Invasive Plant Test (see Appendix Three)
- Complies with the Arboretum's ability to place and preserve them among its collections and fulfill design objectives

**Comment [MJ6]:** Changed from "maintain" to stay consistent with edit 2 (see above)

In general, plants with known provenance will be more desirable in acquisitions and nursery trade cultivated plants will be less desirable.

Gifts of living plants will be accepted only if the plant taxa meet the criteria for acquisitions. The Arboretum Manager must approve these gifts and will not make any appraisals of gifts. Acquisition through donation or gift shall be made so that title is obtained free and clear, without use or future disposition restrictions. While every effort will be made to comply with a donor's wishes, the Arboretum is unable to offer indefinite guarantees. Memorial donations shall not be accepted that obligate the JOA to maintain any plant into perpetuity without adequate provision to permanent endowment for maintenance.

At the time of the adoption of this policy, the collection holds 699 species and cultivars and represents 206 taxa from 81 families.

**Accessioning**

All new acquisitions shall be accessioned upon arrival. Seed collections do not need to be accessioned until successfully grown and planted into the Arboretum. Minimum accession information should include:

- JOA Accession Number
- Taxonomic identity as far as is known (genus, species, [CV, ssp., form if known]) common name and family
- Collection information for wild-collected taxa
- Date of Acquisition

- **Provenance of Acquisition (when known)**

All acquisition information shall be entered into the Arboretum plant database by the Arboretum Manager or other designated personnel. At planting time, the location of each plant will also be entered into the database. The plant database should be as complete as possible; any other relevant information about the plant should be included in the record. Plants propagated from existing accessions will not be given a new accession number. Annuals used in the role of amenity plantings will not be entered into the accession record.

Accession numbers are sequentially generated by the plant database and will also include the year of accession.

Use of scientific and common names will be consistent throughout the Arboretum. All nomenclature will conform to the guidelines set in the most recent “International Code of Botanical Nomenclature” and the “International Code of Nomenclature for Cultivated Plants”. Botanical names will be reviewed periodically by the Arboretum Manager to ensure accuracy.

#### **Deaccessioning**

Plants shall be deaccessioned under the following conditions:

- When they have deteriorated, died or disappeared
- When they have been deemed no longer relevant to a particular planting as the result of an evaluation process
- When the accession has been determined to be invasive in Southeast Alaska

Whenever possible, donors will be given an opportunity to retrieve deaccessioned plants.

The accession number of plants that have been deaccessioned will be inactivated and not used again. The reason for and the date of deaccession will be entered into the Arboretum plant database. Only the Arboretum Manager will deaccess material. Invasive plants will be pulled and either dried and burned on site or double-bagged and taken to the landfill for burial.

#### **Labeling**

Plants in the collection will be labeled as time and funding allow. Not all plants in the collection will be labeled with interpretive labels due to space constraints within the Arboretum and consideration for garden aesthetics; however, as time and funding allow, each plant will have an unobtrusive label supplied with accession number only. Every effort will be made to place interpretive labels on all members of the primary and special collections. All labels will cite the plant’s botanical name, common name, cultivar (if applicable), family and country of origin as recorded in the plant database.

#### **Inventory and Verification of the Collections**

The Arboretum Manager has the responsibility for the physical inventory of all accessions and associated labeling in the collection. Rare and unique accessions will be given top priority in the evaluation process. As a goal, the collections will be physically inventoried/ground-truthed no less frequently than every five years. The purpose of the inventory is to verify the collection,

**Comment [MJ7]:** Added this entire bullet point; should have been included in the initial policy, just an oversight

**Comment [MJ8]:** Added the text regarding accession versus interpretive labels for the entire plant collection. As part of curatorial standards, all plants will have an accession label which can be small and not visible to the passing visitor, but not all will have interpretive labels.

confirm the overall health of the collection, determine if labeling is required and identify plants in need of repropagation.

#### **Plants Offered For Sale**

Select plants will be offered for sale on an annual basis. The determining factor for sale plants will be abundance within the existing collection and the determination of abundance will be at the sole discretion of the Arboretum Manager. Seed will also be made available for plant sales. Only seed that is not required for Arboretum production or for seed exchanges will be made available.

#### **Natural Areas Maintenance**

The majority of the Arboretum consists of naturally occurring, second-growth spruce-hemlock forest and associated alder wetland. These areas will be maintained to allow for their evolution into a climax forest with as little intrusion of non-native species as possible. These natural areas shall lend themselves to interpretation and learning activities about native plants and ecological process as time, personnel and funding allow. The Arboretum Manager will observe the following guidelines:

- Monitor and remove non-indigenous species, especially invasives that were introduced to the Arboretum prior to the knowledge of their invasive tendencies. Examples of these include *Sorbus aucuparia*, *Hesperis matronalis* and *Glechoma headrace*.
- Encourage indigenous species to maintain a varied understory
- Remove any hazard trees that may affect personal safety on the trails

#### **Research**

The Arboretum will strive to become a center for the distribution of horticultural information for Southeast Alaska. In order to serve as a resource, the Arboretum must be available to researchers who are willing to further our understanding of cultivated plants or any other discipline that studies the natural sciences and our interactions with them. The Arboretum welcomes the opportunity to partner with researchers and organizations that will help further the understanding of the natural world that the Arboretum's unique setting affords. There is no capacity to offer financial support for any outside research efforts. The Arboretum can only offer access to its plant collections, plant records and grounds for research. Any research done at the Arboretum must not damage the plant collections or detract from the aesthetics of the Arboretum.

#### **Index Semina**

With the expanding assemblage of unique plants to the collections, the prospect of becoming a seed source for various seed exchanges will be possible. Care will be exercised to prevent the possibility of allowing potentially invasive plant material into these exchanges. It will be the goal of the Arboretum to focus on collecting seed from the Special Collections. Secondly, the Arboretum will collect seed from plants of known provenance. The Arboretum Manager or other designated personnel will identify prospective plants and ensure they are not deadheaded during routine maintenance. Seed will be cleaned, packaged and properly labeled prior to shipping.

#### **Codes of Conduct**

We must be aware and cautious in our introduction of new plants and in our policies, and serve as an example in demonstrating how the responsible management of a diverse collection of native and non-native plants can be achieved.

The Jensen-Olson Arboretum will adhere to the St. Louis Codes of Conduct (<http://www.centerforplantconservation.org/invasives/>) and has implemented an invasive species policy.

**Implementation and Review**

This policy will be implemented after review and input from the JOA Advisory Board. After adoption, this policy shall be reviewed, reevaluated and reauthorized every five years after the year of initial adoption.



## Appendix One Glossary

**Accessioning** – the process in which a plant is documented by entering it into the plant database

**Amenity Plantings** – short-lived plants or temporary display plants such as annuals

**Climax Forest** – a plant community dominated by trees representing the culminating stage of natural succession for that specific locality and environment

**Common Name** – vernacular plant name in general use

**Cultivar** – any cultivated variety, selection, hybrid or clone possessing unique characteristics that have originated and/or been maintained through cultivation. These plants are often patented and are illegal to propagate without permission.

**Deaccessioning** – the process whereby inventoried plants are removed from the plant database

**Form** – is a taxonomic subdivision of a species, below the level of a subspecies or variety

**Genus (plural: genera)** – the taxonomic group between family and species. One or more species can be in the same genus and share certain common characteristics.

**Horticultural Provenance** – plant introduction data including but not limited to: breeder, date of introduction, patent number

**Index Semina** – seed list

**Provenance** (for wild-collected specimens) – data which will include but is not limited to: date of collection, GPS data (latitude and longitude), distinguishing landmarks, elevation and collector

**Scientific Name** – unique, two-part name which includes genus and species

**Species** – the basic units of biological classification and a taxonomic rank. A species is often defined as a group of organisms capable of interbreeding and producing fertile offspring.

**Taxon (plural: taxa)** – a general term applied to any taxonomic element, population or group irrespective of its classification level (e.g. species, form, cultivar)

## Appendix Two Jensen-Olson Arboretum Plant Database – IrisBG

direct-from-database screen shot only

**Comment [MJ9]:** Collections database previously managed using MSAccess; have transitioned to IrisBG with the funds from a Rasmuson Foundation Grant. IrisBG is an industry standard and allows for increased and more appropriate functionality and data management for a plant collection. Have changed this page to reflect the new format.

The screenshot displays the IrisBG software interface for managing botanical collections. The main window shows a detailed record for accession 2013-0104 of *Primula possonii*. The interface includes a sidebar with navigation options like 'Collections', 'Taxonomy', and 'Reports'. The main area is divided into several sections: 'Accessions' at the top, 'Details' for the specific accession, 'Properties' for general data, 'Determination' for identification details, 'Origin' for collection source, 'Material' for specimen handling, and 'Determination history' at the bottom. The 'Determination' section shows a list of determinations with columns for taxon name, date, person, level, references, and comment.

Accession #	Taxon name	Family
2013-0104	<i>Primula possonii</i>	Primulaceae

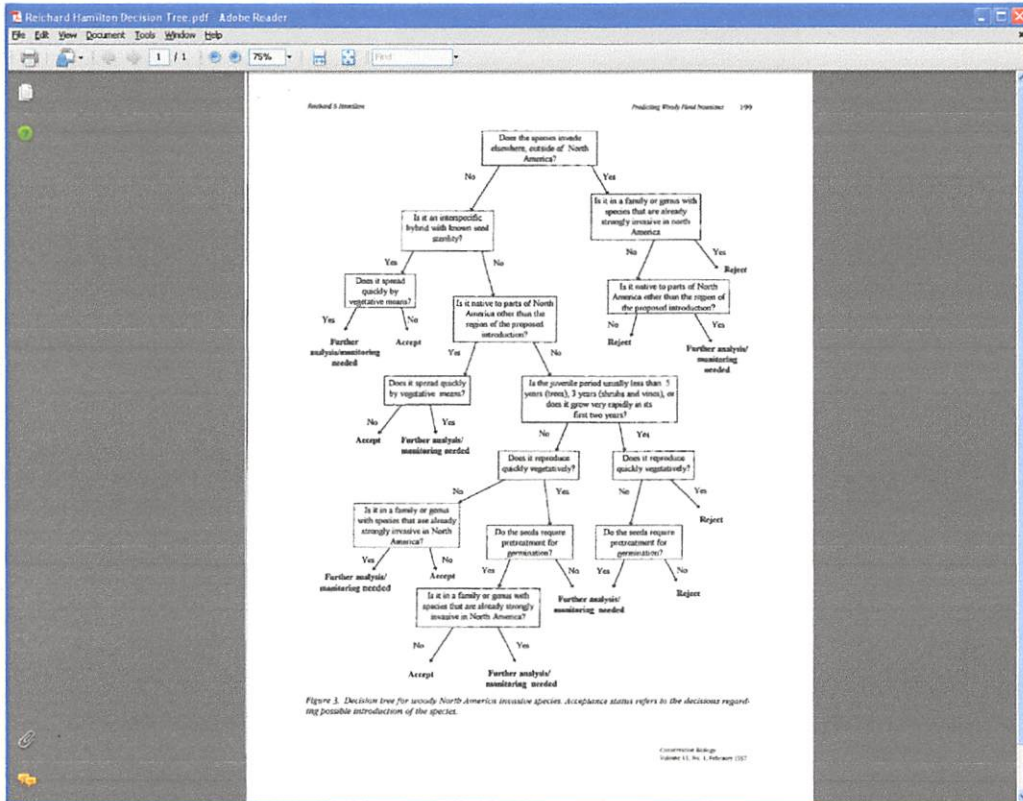
Acc. year	ms	date	type
2013		104	

Det. type	Det. date	Det. person	Det. level	References	Comment
	5/5/2016	?			DM97177

### Appendix Three Reichard-Hamilton Invasive Plant Test

decision tree from test only



Sealthrust is permissible uses under the CE

Are the following scenarios in line with the operations allowed in the conservation easement?\*

*draft response from SEAT @ lands committee meeting 8/8/17, send recommendations to the full board*

- Yes 1. Classes from UAS. They charge tuition for the class.
- Yes 2. Classes from JSD. These would be classes K-12. No charge. ( $\frac{1}{2}$  Home schoolers) (Sept. meeting)
- Yes 3. Local non-profit organizations that offer educational classes or tours. They would charge a fee.
- Yes 4. The Juneau Garden Club offers a "Garden Tour" for a fee and the Arboretum could be one of the gardens to tour. Is this allowed?
- Yes 5. There is a National Primrose Show (Conference) to be held in Juneau. They charge to attend the conference and would like to be able to have groups come out to the Arboretum.
  - a. Could they charge for the tour itself?
  - b. If the charge offset the transportation costs, is that allowed?
  - c. If the charge was for a guide, is that allowed?
- Yes 6. Non-profit organizations offering painting or other art classes for a fee?
- Yes 7. JSD Rally Program?
- Yes 8. City Programs-
  - a. Zach Gordon Youth Center- They offer a summer camp program with a fee.
  - b. Body and Mind (After School Program) - no fees
  - c. Youth Employment in Parks - no fees
- 9. Taxi drivers bringing tourists out to Arboretum-
  - Yes a. Staying in car.
  - No b. Going with the tourist on their walk, talking about the Arboretum.
- No 10. Tour operators (for profit) bringing tourist out to Arboretum-
  - a. In large buses (50+ people)
  - b. In 15-20 passenger vans
  - c. In 12 passenger vans
- Yes 11. Employees of CBJ/Arboretum providing guided tours. Can they charge a fee?
- Yes 12. Tours conducted by volunteers associated with the FJOA or the Arboretum itself. Can they charge a fee? Yes

N.B. Committee most concerned with number of CBJ people participating in each activity (JOAB may want to consider setting limits)

Where do funds go?

Who manages the funds?

Could the fee be a donation to the arboretum as long as the guide/tour doesn't receive any funds?

13 Arboretum

yes to charging for classes

under discussion 14. Professional photographers

question of where commercial go for photographers who use art as backdrop & charge for photos  
yes for photos who may use photos - either for com. purpose

\* separate issue than what CBJ may require for use, e.g. special use permit etc.

activity takes place

**Jenson-Olsen Aboretum Endowment  
Investment Performance FY13 - 17**

	35% S&P 500 Fund	51% Total Bond Market Fund	14% Developed Markets Fund	Total Return
FY 17	17.85%	-0.44%	20.10%	8.79%
FY 16	21.19%	6.90%	-8.81%	2.87%
FY 15	7.41%	1.73%	-4.08%	3.36%
FY 14	24.55%	4.28%	23.42%	14.56% **
FY 13	20.55%	-0.85%	18.26%	8.88% **

5 year average = 7.7%

\*Difference is 1.4% + fee of JCF so about less 1%

\*\* VDVIX Vanguard Development Mkts Inception 12/19/13;  
VDMIX was previous Developed Markets Fund

## Jensen-Olson Arboretum

### Manager's Report to the Advisory Board

August 9, 2017

- Wrapped up water pump replacement
- New this year! Docents at the Arboretum to enhance the visitor experience...developed training materials and led 2 sections (5 hours each) of docent training for the Arboretum. Volunteer Kelly Jensen did the preliminary work to create the docent handbook and shared in the leadership of docent training. We hope this will be the foundation of an ongoing program – visitors have been thrilled with the docent presence at the garden.
- American Public Gardens Association's annual conference in Hamilton, Ontario. Made new useful connections for future fundraising efforts and networked with the subsection of APGA – Small Gardens Group.
- The Word Garden – additional site preparation, 10 yards of soil and 5 yards of pea gravel hauled by the Juneau Youth In Parks employment program. Additional pea gravel spread on parking lot. Plants laid out and planted, fertilized and mulched. Garden dedicated/ribbon cut during the 10<sup>th</sup> birthday celebration.
- Surveyed our spruce trees with USFS plant pathologist Robin Mulvey to look for spruce bud blight, a newly-identified pathogen in SE. It was found at the Shrine and we're directly downwind. We didn't find any but will continue to monitor.
- Continuing the garden mapping project. Approximately 2/3 of the Arboretum's plant collection has been completed; this is an ongoing project which brings us into line with curatorial standards and will also allow for the future possibility of a field guide.
- Parking lot project – site surveyed and trees which will remain in place were identified. Soil profile made to assist contractor assessment for construction materials.
- 3 Kids Programs this season – Seeds and Leaves, Art at the Arboretum, Bug Day – serving a total of 55 kids aged 3 – 12.
- Participated in multi-agency (USFS, USFWS, ADFG, ACRC, UAS, JIRP) GLORIA (Global Observation Research Initiative in Alpine Environments) survey on Blackerby Ridge. 3 permanent sites installed with baseline data gathered for future monitoring.
- Attended Sentinel Plant Network recertification held at the Hoyt Arboretum in Portland, OR including identification techniques for new invasive species.
- 3<sup>rd</sup> annual SEAL Trust painting workshop held at the Arboretum serving 25 painters.
- Newly installed birch trees in The Word Garden completely destroyed by porcupine. New tree sourced and planted.
- Arboretum's 10<sup>th</sup> Birthday celebration activities – two radio interviews, full page article in the Juneau Empire, word stones arrived and placed by community during ribbon cutting.
- The BIG Day – 320 visitors for Word Garden dedication, kids Bug Day! And cake and ice cream. Mayor part of the crowd.
- Tour given to Alaska's First Lady and staff
- FJOA's and Juneau Garden Club's annual picnics
- Discovery Southeast Botany Camp – 2 sessions held serving 25 kids

- Discovery Southeast Photography Group for a couple hours
- Met with FJOA, CBJ, SEAL Trust and Juneau Community Foundation regarding possible transference of endowment management
- Enhanced the plantings at Eagle Valley Center with surplus Arboretum primrose
- Drafting a scoping/needs document for a possible education center – will have for next JOA Advisory Board meeting
- Identified plants at the JD City Museum for a labeling project they are undertaking and provided sourcing information for labels we use at the Arboretum
- Starting to harvest seed for the various seed exchanges of which the Arboretum is a member
- Plant Collections and Acquisitions Policy is due for renewal. Made revisions and will bring to this meeting for approval/renewal.
- JOA has been asked to host the American Primrose Society 2018 National Show; we said yes! and have approached, JGC, and JMG who have agreed to assist with preparations and planning. Started plans for this – have secured key note speaker and am now researching possible venues; will form small committees in the fall. May 4-6, 2018.