

## MINUTES

### JENSEN-OLSON ARBORETUM ADVISORY BOARD

City Hall Conference Room 224 | Wednesday, November 6, 2019 5:15 P.M.

#### I. Call to Order at 5:19 pm by Chair, Nell McConahey

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

**Absent:** None

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

#### II. Agenda Changes – None.

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

#### IV. Approval of Minutes –

**A. Wednesday, May 15, 2019:** E. Buyarski moves to approve minutes, no objection.

*Minutes adopted.*

**B. Wednesday, August 14, 2019:** E. Buyarski moves to approve minutes, no objection.

*Minutes adopted.*

#### V. New Business –

##### A. Arboretum Manager Replacement Plan

M. Elfers: Merrill will be retiring November 1, 2020 and we have two people who have voiced interest in the position. Merrill's replacement will be moving into the home.

M. Jensen: I am working on digital filing and generating an annual work plan.

##### B. Endowment Committee Replacement for Kim Garnero:

K. Garnero: I will be leaving the board in January when my term is up. We need to find a replacement for my seat on the Endowment Committee.

N. McConahey: I will replace you on the Endowment Committee.

#### VI. Unfinished Business –

##### A. Arboretum Commercial Use

M. Elfers: We are seeing an increased volume in commercial use of our parks, as well as a new and wide variety of request for use. Our main area of growth right now is the vehicle-based tours of all types. It is important we craft a commercial use supplement and policy for the Arboretum that can capture and manage changing and growing requests and uses. We have to draw a distinction between nonprofit groups and vs. for-profit groups. I recommend thinking about use based on Arboretum intent. I will work on edits to the Administrative Supplement No. 2 and send it to the board for comments.

#### VII. Committee Liaison and Staff Reports

**A. Chair Report:** None.

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

##### C. Friends of JOA –

P. Harris: Membership is solid; they raised \$2,500 at Amalga for fundraiser.

**D. Other business—** E. Buyarski: The Master Gardener Conference is March 22.

**Adjournment – 6:38p.m.** *Having no further business before the Board.*

Respectfully submitted by Lauren Verrelli, Recreation & Public Services Manager, 8/11/2020.