

# Approved

## *Arboretum and Botanical Garden Committee (ABGC)*

*Joint effort of Arboretum Foundation (AF), City of Seattle Department of Parks and Recreation (Parks), and the University of Washington (UW)*

### *Minutes – February 5, 2003*

- Members:
- Arboretum Foundation**
    - ❖ Deb Andrews, Arboretum Foundation Executive Director
    - ❖ Fred Isaac, Arboretum Foundation President
  - City of Seattle**
    - ❖ Fritz Hedges, Parks and Recreation Department Policy Director
    - ❖ Sarah Neilson, Park Board of Commissioners
  - University of Washington**
    - ❖ Tom Hinckley, University of Washington Professor
    - ❖ Sandra Lier, University of Washington Associate V-P for Business Services
    - ❖ John Wott, Arboretum Director
  - Washington State**
    - ❖ John Behnke
- Others:
- Neal Lessenger, Permanent Guest
  - Tom Mentele, Permanent Guest
  - Royal Alley Barnes, Parks Department
  - David Goldberg, Parks Department Project Manager for Historical Project
  - Susan Boyle, Consultant for Historical Project
  - Karen Keys, Landscape Architect for Historical Project
- Staff:
- Sandy Brooks, Coordinator

Acting chair Sandra Lier called the meeting to order at 8:30 a.m. and everyone introduced themselves. Later in the meeting, Royal Alley-Barnes (Barnes) was introduced as the new Operations Manager for Central East Parks and Recreation, replacing recently-retired Pat Elder. Barnes is in charge of maintenance and operations in the Arboretum. Her office # is 684-4561; cell # is 423-5937; and e-mail is [royal.alley-barnes@seattle.gov](mailto:royal.alley-barnes@seattle.gov)

### **Approval of agenda and minutes**

**Fred moved and John B seconded that the March 5 agenda and the February 5 minutes be approved. The vote was taken and the motion passed unanimously.**

### **Update: Working Together Agreement – actions taken to date**

Fred reported that representatives from the Arboretum Foundation, City of Seattle Department of Parks and Recreation, and University of Washington College of Forest Resources met on January 15, 2003, and signed the Working Together Agreement. This agreement includes stipulations, central coordination, reporting and communication, and working provisions. This agreement, which lays the foundation of how the three entities will work together to implement the Arboretum Master Plan, will be posted on the web site. Fred (Arboretum Foundation), Ken Bounds (City of Seattle), and Dean Bare (University of

Washington) will meet later today (February 5) to discuss the hiring and timing of an implementation consultant.

### **Feasibility study and plans for moving forward**

Deb and Tom are working on guidelines for how Master Plan implementation funds are raised, not on how the Master Plan implementation will be governed. The funding guidelines will dovetail into the implementation governance. During fundraising, representatives from all three entities — Arboretum Foundation, City of Seattle, and UW — should be prepared to answer questions from the public in a consistent manner, with common goals in mind.

Tom, Deb, and Penny met on January 31 to merge efforts to develop and implement a coordinated strategic funding plan, as directed in the October 2002 ABGC Strategic Planning meeting. This work will be accomplished in two segments: strategic plan/business plan and implementation.

Progress needed to create an effective plan involves:

- More team building between the AF and the UW
- Creating some form of development protocol
- Structuring our unit plan
- Loading the plan with joint information
- Analyzing the plan for feasibility
- Reporting the results to the ABGC

Defining milestones along the way:

- Listing our joint supporters
- Sharing of information from outside consultants
- Creating prospect-specific funding strategies
- Agreeing to contact reporting protocols
- Agreeing to gift report protocols
- Conducting joint donor stewardship activities

Tom discussed the critical need for a good information database to track donations and meet donor expectations. The College of Forestry has an excellent database system and has agreed to its use to track fundraising for the Master Plan implementation.

Fritz asked when Seattle Parks Foundation would be engaged in fundraising discussions. Deb has been meeting with the Foundation's director, Karen Daubert, and will do a follow up meeting to introduce Karen to Tom M. Karen's name will be added to the "Monitoring Goals and Objectives" document, page 5, "feasibility study potential private sources master plan." John B asked if the Parks Department has been involved with these meetings and John W answered no, not in the last year.

Deb and Tom will report again at the April meeting.

### **Historical Project Update**

David Goldberg, Parks Department project manager, gave an update on the Historical Project. The thorough study of documentation has two components:

1. collecting and documenting the Arboretum's history during implementation
2. addressing what designation of historical assignment helps the City and University steward the historical properties

David and the consultants are mid-way in preparation of the draft report and anticipate that it will be complete in April.

Tom M said that this historical project will be a key document if the proposed 520 expansion through Washington Park is planned. David agreed and said that the expansion through the park should be avoided. It would be a federal project and historical documentation can help with protecting the park and mitigation if the expansion does go through the Park.

David introduced Susan Boyle, historic project consultant, and Karen Keys of Landscape Architects. Susan gave background information. She and Karen have both served on the Landmarks Board and have worked on landmark revision projects. Susan listed the extensive sources of historical records and recollections she and Karen are accessing for this project. Karen met with John W last week and will tour the Arboretum to better understand its layout and design. Karen has worked with other arboretums on historical projects, and she and Susan are working with Michele Finnegan of the Parks Department regarding the Japanese Garden. They have not yet met with the Japanese Garden Foundation.

There is a tremendous amount of information to cull through and determine where gaps are. Each project could be looked at in different ways; Susan and Karen are focusing on the physical land aspect. They are examining what actually happened in the projects versus what was planned to happen.

The historical project report should be finalized in June. Fred said that the draft implementation plan is due to the ABGC at its July meeting, which makes a very tight schedule. Receiving a draft historical project report in April would be very helpful.

### **Web page development**

Tom H distributed a mockup of a proposed home page. He suggested that .pdf files be used for the agenda, minutes and other documents. By the March 5 meeting, he should know who at the UW will maintain the web page.

Sandra asked that the Goals and Objectives document not be posted yet, as some due dates and persons assigned are still being changed.

Fritz reported that Ken Bounds has approved a link to the web page from the Park Department website where ABGC agenda, minutes, and other information is posted. The Parks Department website is heavily "hit"; posting the agenda may generate some visitors to the ABGC meetings.

### **Location of Arbor Day celebration**

Sandra announced that the University is not interested, at this time, in moving the location of the celebration from its campus to the Arboretum.

### **Review of Goals and Objectives**

4/1/03 — Page 2, "Semi-annual strategic planning meeting"; Bounds, Isaac, and Bare are meeting again today to discuss the Working Together Agreement.

*Sandra - will aim for April.*

4/1/03 — Page 5, "Current funding and funding needs and report to ABGC"; Wott, Andrews, Barnes

*Fritz - will report at the April meeting*

4/1/03 — Page 2, “Operations review report concerns – ABGC”; Wott, Andrews, Chisolm

*Due in June*

4/1/03 — Page 3, “Rules, policies, operating procedures”; Hedges, Lier, Lessinger

*Fritz, Sandra, and Neal will meet to discuss this.*

**Japanese Garden Presentation**

The scheduled speaker, Kiochi Koboyashi, did not make it to the meeting. David Goldberg gave a brief background of the Japanese Garden project, which was followed by discussion. Fritz suggested the discussion be tabled and the speaker re-schedule for the March 5 meeting.

**New/Old Business:**

**Sandra and Sarah will review the orientation materials, then they will be given to Barnes for her review.**

**Sandra reminded members that the list of publications that information on the Arboretum Master Plan is/may be included in is due at the ABGC June meeting.**

**There being no other business, Fritz moved and Deb seconded that the meeting be adjourned. The motion passed unanimously and the meeting adjourned at 10:00 am.**

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

Deborah Andrews, ABGC Secretary