

# Approved

## *Arboretum and Botanical Garden Committee*

### *Minutes – January 8, 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:       Paul Gibson, Interested  
                  Neal Lessenger, Permanent Guest  
                  Michael Shiosaki, City of Seattle, Pro Parks Manager
- Staff:         Sandy Brooks, Coordinator

Acting chair Sandra Lier called the meeting to order at 8:30 a.m. and everyone introduced themselves.

New member Sarah Neilson, representing the City of Seattle, was welcomed. Sarah, who is also a Park Board of Commissioner, will receive an orientation to the ABGC from Sandra. Neal has a packet of materials prepared in 1970 by Rae Tufts, Park Department staff, which gives a good overview of the ABGC. He will forward this information, which would be a good foundation for an ABGC handbook for new members, to both Sandra and Sandy.

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

**It was moved and seconded that the agenda and the minutes, as corrected, be approved. The vote was taken and the motion passed unanimously.**

### **Making minutes and agendas available to the public**

It was agreed that after Sandy makes final corrections to the minutes, she will send them to ABGC secretary Deb for approval. After Deb's approval, Sandy will forward the approved, corrected minutes to the e-mail distribution list and Deb will forward to the Arboretum Board. It was agreed that no hard copies will be mailed — if a citizen requests a copy of the minutes, they will be directed to the website(s) where the minutes are posted. Agendas will also be posted to these websites approximately one week before each ABGC meeting.

Fritz will investigate posting the minutes and agendas to the Park Department website. After procedures are in place, Sandy will send approved ABGC information to the City's web designer for posting. Tom H. is designing the University's web page and will post ABGC information. He will give an update at the February meeting.

Tom suggested that the ABGC goals/objectives also be posted to the website(s). Sandra agreed with the idea, but asked that this be delayed for a few months, as deadlines and workload are still being adjusted. (Tickler file.)

### **Update: College of Forest Resources' Arbor Day Celebration**

Sandra will follow up with Bruce Bare on this. Tom L. said that this annual celebration, held on the UW campus, usually draws 3,500-4,500 students, scouts, Brownies, and others. A major advantage of holding it on the campus is that all the presenters are already there, but parking at and getting to the UW can be difficult for the attendees. Moving the event to the Arboretum is an ideal solution, however, the UW may have budget constraints which would not allow the event to be moved. Sandra will ask Bruce Bare to clarify this quickly so planning can move ahead.

### **Discussion: appointments; pros/cons of expanding the ABGC membership**

Fritz said the current vacant position on the committee is an appointment to be made by the Mayor. If combining the CUH and Arboretum Director positions allows the University of Washington to convert one of their three committee positions to at large, then the Parks Department sees no significant advantages to expanding the number of committee members at this time.

Sandra asked if there are any components not currently represented at the table. John asked if there is an allotment of positions for citizens, to keep in mind that this is a public entity, and to keep the public involved/informed. Paul Gibson said that two meetings ago, a description of the committee stated that there would be "at least seven members." The group consensus was that once the vacant position is filled the committee will be adequate in number; however, this can be re-addressed in the future. (Tickler file)

Sandra asked that Tom Mentele and Bruce Bare be added to the "Permanent Guest" portion of the ABGC roster and that table tents be prepared for both of them.

### **Report: Master Plan implementation's roles, responsibilities, and structure**

Fred reported that representatives from the Arboretum Foundation, City, and University (Fred, Fritz, Ken Bounds, Neal, and Sandra) met in December to review/refine the Master Plan working document and will meet again in February to finalize the wording. A copy of the final version will be forwarded to the ABGC. Fred believes this is the cornerstone document which will launch the actual implementation of the Master Plan. He thanked Neal, in particular, for his hard work on this. Work on the Shoreline and Historical projects is proceeding.

John asked when this information may be given to the public and when fundraising will officially begin. He has had several inquiries from people wanting to donate funds. Further discussion followed on the most effective ways to distribute information. ABGC members will forward information to Deb for inclusion in the Arboretum Foundation newsletter and it will be posted on the website being developed by Tom H and on the Parks Department's website. John asked that ABGC members coordinate the information that is distributed so that the same message is going out to various public information sites. A list should be developed and shared of all these information sites.

### **Brief report: feasibility study and plans for moving forward**

Deb reported that the feasibility study was originally performed by the Arboretum Foundation to assess public fundraising. The study showed that there is solid support for the Arboretum to launch a capital campaign in the form of a series of gifts from individuals.

The Master Plan will be implemented in stages, which allows for funds to be raised in stages. The next step is signing of a contract between the Arboretum Foundation and Development Council to raise funds. Some donors are ready to donate funds now, but the Foundation cannot yet accommodate the donations. Deb and Tom will give a more extensive report at the February 5 meeting.

### **Review of Goals and Objectives/Discussion of Reporting Format**

*1/1/03 — Page 5, “Current funding and funding needs and report to ABGC”: John W, Deb, and a city representative*

Deb reported that she and John must have a clearer understanding of the budget before this goal can be completed. She and John are not ready to give a full presentation to the ABGC; however, Deb will give an executive summary at the February 5 ABGC meeting.

A discussion on endowments followed. Endowments are attractive to alumni and are a good way to fund ongoing maintenance. Naming endowments after the giver is a huge gifting opportunity. And people with more modest funds are also comfortable giving endowments. Donors want to know what is done with their gift and good records must be maintained. Endowments cannot be broken without going to court and being changed/broken by the court. Staff positions, as well as activities, can be endowed. John B said that United Way now has an Endowment Board, which is becoming more and more popular, and he said endowments may be earmarked to cover administrative costs.

*4/1/03 — Page 2, “Operations review report concerns – ABGC”: John W, Deb, Fritz*

Will bring a preliminary report to the February 5 meeting. John W and Jan Arntz have a preliminary report on the UW’s estimation of historical property and John is now forwarding this report to the UW’s legal counsel.

*4/1/03 — Page 2, “Strategic planning meeting semiannually”: Bounds, Isaac, Bare*

Sandra said the next meeting probably won’t be in April. This will be discussed further at the February 5 meeting.

### **New/Old Business:**

*Future Agenda Items:*

- David Goldberg will give an update on the Historical Project at the February 5 meeting.
- Beginning in February, plan implementation/strategic plan reporting will be a standing agenda item. If dates need to be extended, the schedule will be adjusted with consent of the ABGC members.
- Royal Alley-Barnes, long-time Parks Department employee, has accepted the position formerly held by Pat Elder. Fritz will invite Royal to the February 5 meeting to meet ABGC members.

**There being no other business, Tom moved to adjourn the meeting, John B seconded, and the motion passed unanimously.** The meeting adjourned at 9:45 am.

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

Deborah Andrews, ABGC Secretary