

## *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 – May 7, 2003*

Members: **Arboretum Foundation**



**City of Seattle**

➤ Margaret Ceis

➤ 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 Representative**

➤ John Behnke

Permanent

Guests:

➤ Neal Lessenger, University of Washington

➤ Tom Mentele, Director of Development, UW College of Forest Resources

Excused:

➤ Deb Andrews, Arboretum Foundation Executive Director

➤ Fred Isaac, Arboretum Foundation President

Staff: Sandy Brooks, Coordinator

Others: David Goldberg, Parks Department Project Manager  
Michael Shiosaki, Parks Department Pro Parks Manager  
Paul Gibson  
Booth Barker  
Susan Boyle, Consultant for Historical Project  
Karen Kiest, Landscape Architect for Historical Project

Chair Sandra Lier called the meeting to order at 8:30 a.m.

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

**A motion was made and seconded to approve the minutes. John W suggested that, since the minutes were late reaching members, approval be delayed. Sandra asked that members notify her of any corrections by Friday, May 9.**

New member Margaret Ceis, appointed by Mayor Nickels, was introduced. Sandra will give Margaret an orientation packet.

### **Historic Study Update**

This project was discussed extensively at the ABGC's February 5, 2003, meeting and at the April 2 meeting.

Parks Department project manager David Goldberg stated the design team is on target for the July deadline. The process has been difficult, in that it has involved many meetings, with little product to date. The design team is documenting what the original plans called for, not what actually happened when the design was implemented. No public review is required, as no changes are being made to the Arboretum based on this study. The final report will be available to the public on the website.

Susan Boyle, of BOLA Architecture + Planning, and Karen Kiest, of Landscape Architects, gave an overview of the draft document. The draft includes 40+ pages of history, bibliography and list of resources, list of figures, historical drawings and photos, a timeline, biographic sketches, and an archaeology review.

ABGC members were asked to read the material and:

- review it for balance and structure (not edits)
- notify the project manager/consultants if there is missing information
- summarize either page by page or write general comments
- give specific recommendations, which are easier to incorporate than questions

David asked that comments be submitted to him by May 16, 2003. A final draft will be submitted at the June 4 ABGC meeting.

### **Draft Committee Bylaws Update**

Neal distributed and gave a brief description of a draft copy of bylaws for the ABGC. Members were asked to review and send any comments to him by May 28, with a cc: to Sandra and Fritz. The goal is to revise, if necessary, and adopt the bylaws by mid-summer. The revised bylaws will be taken back to each of the three agencies (Arboretum Foundation, City of Seattle, and University of Washington) for approval before they are adopted.

### **ABGC Website Update**

Tom H stated that the ABGC meeting agenda must be posted in a timely manner to be effective on the web page. Several members mentioned that they did not receive the agenda and minutes until the day prior to this meeting and this will not be early enough for people who want to attend a meeting. John W stated that Brett Mercier will be responsible for posting the information to the web.

Members must decide how much of their contact information is to be posted. An e-mail or telephone # can be posted. It was discussed that, at the City of Seattle Park Board, all e-mail correspondence is directed to the Park Board Coordinator, who then forwards the e-mails to the members (some of which are personal e-mail addresses.) Currently, the Parks Department funds the ABGC Coordinator position for 10-15 hours monthly. It is unknown at this time if having ABGC web page correspondence directed to the Coordinator would increase the workload.

There was discussion as to having an automatic reply to people sending e-mails to the ABGC.

### **Implementation Plan Update**

Sandra asked that this item be added as a regularly-scheduled item on each agenda. ABGC members were invited to meet at 2:00 pm on Tuesday for a presentation by Portico. This will follow a two-day workshop on the implementation plan. A full report will be presented at the June 4 meeting.

**Report on Conservation Assessment**

John W distributed copies of the assessment and gave a brief overview. The assessment is part of a federally-funded program of evaluation overseen by Heritage Preservation in Washington, DC, and undertaken through a grant to the Arboretum. John asked ABGC members to read the report. Linda McMahan was the assessor who prepared the information.

Sandra said that after the Historical Project and the Conservation Assessment are completed and the hiring process for the new Director for the Center for Urban Horticulture is completed, Parks Superintendent Ken Bounds and UW Dean of College of Forest Resources Bruce Bare will be invited to attend an ABGC meeting.

**New/Old Business:**

- Sandra updated the Goals and Objectives. There will be an extensive discussion of these at the July meeting.
- Sarah asked about the ABGC’s public involvement policy. Fritz will work on this.

There being no other business, the meeting adjourned at approximately 10:00 a.m.

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

Deborah Andrews, ABGC Secretary