

Approved

Arboretum and Botanical Garden Committee Minutes - November 6, 2002

Board members:

Fritz Hedges, Parks and Recreation Department Policy Director
Tom Hinckley, University of Washington Professor
Fred Isaac, Arboretum Foundation President
Sandra Lier, University of Washington Associate Vice President for Business Services
John Wott, Arboretum Director

Others:

Deb Andrews, Arboretum Foundation Executive Director
Boone Barker
Paul Gibson
Neal Lessenger
Ed Wydberg, Japanese Garden Society

Staff:

Sandy Brooks, Coordinator

Acting chair Sandra Lier called the meeting to order at 8:35 a.m. and everyone present introduced themselves. Sandra introduced Sandy Brooks, who has been asked by Parks Superintendent Ken Bounds to serve as staff to the Arboretum and Botanical Garden Committee (ABGC).

Appreciation letter to Dave Hervey: ABGC Chair Dave Hervey recently resigned. Fred will draft a thank you letter to Dave for his work with the committee.

Interim Chair: Fred nominated Sandra Lier to serve as Acting Chair until such time as a new chair is selected. The motion was seconded and the question was called. The vote was taken and the motion passed unanimously. Sandra agreed to serve as interim chair.

Update on Shoreline Project: The goal of this project is to restore and stabilize Duck Bay shoreline; control public access through site and to water by establishing a trail, viewpoints, and watercraft landing areas; replace bridge to Foster Island and regrade the approaches to make it ADA Accessible. John reported that he met last week with John Candy and other Arboretum staff and they discussed the plans, bridge, and ADA issues. They also walked the trail and discussed nearby trees needing attention. The bid for this two-year project may go out in late 2002, with construction to begin in mid-summer. Fritz will invite Colleen Browne, Parks Department project manager, to the December 4 ABGC meeting to give an update.

Historical Project: John Wott reported that he is working with Parks Department project manager David Goldberg on Phase I. The actual landmarking is in Phase II. John is working on the historical statement. Fred asked if the UW will accept the data that the contractor comes up with. John suggested that Phase I be completed, and then look at Phase II to make this determination. Boone noted that landmarking of State property in the Arboretum must be handled by the University of Washington. Fritz will invite David Goldberg to the December 4 ABGC meeting to give an update.

Review of Goals and Objectives/Discussion of Reporting Format: Sandra had forwarded everyone a copy of the tracking document. The objectives and respective timelines, which were determined at the 10/2/02

ABGC strategic planning meeting, will be added to this tracking document and distributed to members by the December 4 meeting.

Fritz asked that a lead person be designated for each of the objectives. Discussion/date changes for some of the objectives follows:

Strategic Plan Review

Three Year Goal: Develop and implement a coordinated strategic funding plan, Page 3, One-Year Objectives, #1 under the Three-Year goal to develop and implement a coordinated strategic funding plan: "...the Arboretum Director (John Wott), Foundation Executive Director (Debra Andrews) and City Parks and Recreation Central-West Acting Manager (Michele Finnegan) will identify current funding and funding needs for day-to-day operations of the Arboretum and report to ABGC." This item originally had a due date of November 1, 2002. The date was changed to January 1, 2003.

John will serve as lead of this sub-committee. Fritz will get Michelle in touch with Debra and John via e-mail to determine how the money is now being spent and define "future." Fritz, Debra, John, and Michelle will meet to determine common terminology for the UW, City of Seattle, and Arboretum Foundation to use. Fritz noted that, due to budget constraints, the Parks Department future maintenance budget is being reduced. Fred suggested that those members working on this definition not try to be too precise for future years — make assumptions and then proceed. Current maintenance costs aren't currently known and it is most important to have this information when donations are being solicited for the Arboretum. Neal asked that footnotes be included listing what is included and what is excluded when determining the maintenance costs.

Page 3, One-Year Objectives, #1 under the Three-Year goal to support implementation of the Master Plan: "...the City Parks and Recreation Superintendent (Ken Bounds), UW College of Forest Resources Dean (Bruce Bare) and Arboretum Foundation President (Fred Isaac) will present to the ABGC the roles, responsibilities, and structure for the development of the Implementation Plan for the Master Plan." This item originally had a due date of December 1, 2002. The date was changed to January 1, 2003.

Fred Isaac reported that the Arboretum Foundation members were working on a plan with Ken Bounds and Bruce Bare.

Page 3, One-Year Objectives, #2 under the Three-Year goal to improve ABGC's organizational effectiveness and efficiency: "...the City Parks and Recreation Policy Director (Fritz Hedges), working with the UW Associate Vice President for Business services (Sandra Lier) and Foundation board member Neil Lessenger, will present to the ABGC for adoption standing rules, policies, and operating procedures." This item has a due date of April 1, 2003. The committee will bring its finding to the full members at the February 5, 2003, meeting for discussion, and then will take the outcome of the discussion back to the organization they are representing for comment.

Sandra asked if anyone had good models to use for the ABGC policies, rules, and operating procedures and, if so, to forward the information to her. Debra had already sent information to Sandra.

Policy discussion:

- Fred suggested a thoughtful process be used in selecting the new chair and believes that a representative from either the UW or City should fill this position. He believes a representative from the Arboretum Foundation should not serve as chair, as it is a supporting member.
- Boone suggested that the Interim Chair review the draft minutes before they are sent to the full membership.

- Sandra said that Ken Bounds had suggested eventually adding the minutes to the Park Department web pages. Tom suggested that the ABGC develop its own web page. Sandra said that maintenance costs, ongoing updates, and responsibility for a website must be determined.
- Written minutes will be taken at the meetings.
- Sandra will work with Sandy to determine what names/groups will be added to a mailing database to send the ABGC agenda. Names will be selected from the Arboretum Foundation, UW, and City's current mailing databases.
- Fritz will discuss with Ken, Sandra, and Sandy procedures for public attendance at the ABGC meetings, including when and how the public speak before the ABGC, etc.

New/Old Business:

Tom reported that a committee is presently being assembled to begin the national search for a director for the Center for Urban Horticulture. He believes Fred is a logical choice for this committee and he asked ABGC members to read the job description carefully, as the new director will have a significant influence on the implementation of the Arboretum master plan.

Tom asked that an agenda item for the December 4 meeting be adoption of the 2003 meeting calendar.

This was Fritz's first ABGC meeting. He asked about the makeup of the committee. Members serve seven-year terms. The committee is comprised of the following:

- Arboretum Foundation has two members: Fred Isaac, and the position recently vacated by Dave Hervey
- City of Seattle has three members: Fritz Hedges from the Parks Department, one from the Park Board (vacant); and one more from the City (vacant)
- University of Washington has three members: Tom Hinckley, Sandra Lier, and John Watt
- Washington State has one member appointed by the governor: John Behnke

Boone asked that the Arboretum Foundation update its roster and he noted that Michael Shiosaki should resign, as he now works for the Parks Department. Deborah said that the roster is in the process of being updated.

Sandra and Sandy will prepare an ABGC roster with pertinent information, including term dates for each member. This information will be posted on the future web pages. The question was asked as to whether a term is determined by the individual or by the position he/she holds when they are appointed. On a separate note, Boone said that appointees begin their term on January 1 of the year after they are appointed.

Ed gave an overview of the work the Japanese Garden Society has been doing at the Japanese Garden. The Society's purpose is to support Parks and Recreation in its treatment of the Japanese Garden and was an outgrowth of the Arboretum Foundation Unit 86. He brought two copies of the Seattle Japanese Garden: Comprehensive Overview. Fritz will ensure that copies are provided to all ABGC members. Ed commented that most of the Society's members are aging and they need assistance in recruiting new, younger members.

There being no other business, the meeting was adjourned at approximately 10:20 am.

APPROVED _____ DATE _____
 Deborah Andrews, ABGC Secretary