

**OLBRICH BOTANICAL SOCIETY**  
**Board of Directors Meeting Minutes**  
**April 19, 2016**

**Members Present:** Bill White, Dick Wagner, Mary Phillips, Tim Sherry, Renee Boyce, Julie Herfel, Erin Ogden, Julie Rupert, Michelle Taschek, Eric Knepp, Roberta Sladky, Betty Chewning

**Members Absent:** Kevin Hess, Dan Lauffer, Susan Derse Phillips, David Ahrens, Jeffrey Lewis, Laurel Neverdahl, Marsha Rummel

**Advisors Present:** Jt Covelli, Sandy Dolister, Elizabeth Ogren Erickson, Barb Tensfeldt, Paul Williams

**Guests Present:** Debbie Wiora & Craig Keleher - Smith & Gesteland, LLP

**Staff Present:** Angela Donahue, Jake Immel, Missy Jeanne, Patti Jorenby, Ashlyn Mehlhaff, Katy Morgan-Davies, Jane Nicholson, Joe Vande Slunt

III. **PUBLIC COMMENTS**

There were no members of the public who wished to comment on items not on the agenda.

I. **Vice President White called the meeting to order at 4:05pm. (during the beginning of the audit presentation)**

IV. **REPORTS**

**A. Financial Report**

b. Presentation of the 2015 Audit by Smith & Gesteland, LLP

Debbie Wiora & Craig Keleher of Smith & Gesteland, LLP reviewed audit results. They issued a “clean” opinion, which is the best opinion.. It was noted that Net Assets were reduced by a \$77,000 adjustment compared to the unaudited financials. Assets are up approximately \$272,000 from last year. Program expense compared to fundraising/administration expense is 70.7%. This percentage will increase when payments start being made for the capital project.

Ms Phillips noted that the audit shows 401(k) accruals prior to an adjustment of \$672.78 because forfeitures were utilized in that amount to make the employee match.

A motion was made by Ms Phillips and seconded by Ms Ogden to approve the 2015 audit, including the change to the 401(k) accruals. Motion carried unanimously.

c. Motion was made by Ms Ogden and seconded by Ms Taschek to authorize staff to request the annual disbursement from endowments held at the Madison Community Foundation: Bolz Family Endowment for Olbrich Gardens; Fund #1030808, to support interns and Children’s Kitchen Garden: \$12,127.22 and Olbrich Botanical Society Fund (Agency Endowment); Fund #1030174, no restrictions: \$2,153.75. Motion carried unanimously.

a. March 2016 Financials

Ms Phillips reports that Operating Expense is high for March in all departments. April, not March, was budgeted as a three pay period month, but the April 1<sup>st</sup> payroll amount was withdrawn from checking on March 31. Expenses will balance by end of April.

II. **APPROVAL OF MINUTES**

A motion was made by Ms Rupert and seconded by Ms Ogden to approve the meeting minutes of March 15, 2016. Motion carried unanimously.

**B. President's Report**

a. Capital Campaign Update

Katy Morgan-Davies reports that \$1,800,000 had been raised – mostly thru pledges. Many contributors want to pay part of the pledge at groundbreaking and the balance at the end of the project.

**C. Director's Report**

Ms Sladky encourages members to view the blossoming cherry trees in the Garden. We are not selling leaf mulch because of the jumping worm, but will continue to use it in the gardens. There are new Education classes being offered that are directly related to GLEAM and Blooming Butterflies.

**D. Development & Marketing Staff Update**

Katy Morgan-Davies reports that the State Capitol took over the #1 spot on Trip Advisor, but we moved back to #1 after two weeks. We will offer ½ price memberships at the Mother's Day Concert on May 8<sup>th</sup> with a raffle prize from the Edgewater. Tribute Trellis plaques have been ordered and we will plan a small reception when they are installed. The current Tribute Trellis is full, so we will likely add more "leaves" so can hang more plaques. We will be changing over to ALTRU at the end of the week and all online donations and membership renewals will be directed there. The site will look more like Olbrich's and the City of Madison payment system will not be utilized.

**a. Blooming Butterflies in Support of Monarchs**

Missy Jeanne stated that the staff would like to support the 'Save the Monarch' campaign. 'Save the Monarch' is a national effort. Olbrich staff plan to update materials to include more information about the Monarch and its migration. A portion of proceeds of Monarch specific items in the Gift Shop would be directed to an outside not for profit organization that supports the 'Save the Monarch' effort, with OBS Board approval.

A motion was made by Ms Herfel and seconded by Ms Chewing to authorize donating a portion of the proceeds generated by the sale of plant and milkweed packets and select "Monarch" related Gift Shop merchandise to Monarch Joint Venture. Motion carried unanimously.

**E. Development Committee Report**

Ms Covelli notes that all teams continue to meet, to find sponsors and improve every event a little bit each year. Please let Jt know if you have any contacts you'd like to pass along to her.

Ms Herfel reminds that the Rhapsody auction item theme is “Supper Clubs”. Please provide gift cards to your favorite supper club. Let Christine Blau ([cblau@cityofmadison.com](mailto:cblau@cityofmadison.com)) and Missy Jeanne ([mjeanne@cityofmadison.com](mailto:mjeanne@cityofmadison.com)) know which supper club you select so that duplication is avoided.

**F. Marketing & Public Relations Report**

Ms Covelli reports they are starting to work on 2017 events. When they are talking to potential sponsors, they are trying to get a three year commitment.

**V. NEW BUSINESS**

There is no new business.

**VI. ANNOUNCEMENTS**

The Plant Sale with the Pros will take place May 6 & 7.

**VII. ADJOURNMENT**

The meeting was adjourned at 5:10 pm.