

OLBRICH BOTANICAL SOCIETY
Board of Directors Meeting Minutes
December 19, 2017

Members Present: Bill White, Julie Rupert, Dick Wagner, Mary Phillips, Kevin Hess, Alnisa Allgood, Renee Boyce, Tim Sherry, Michelle Taschek, Erik Lincoln, Angela Jenkins, Eric Knepp, Laurel Neverdahl, Nancy Ragland

Members Absent: Philip Bradbury, Julie Herfel, Dan Lauffer, Susan Derse Phillips, Betty Chewning

Advisors Present: Fred Anderson, Jack Bolz, Jt Covelli, Dale Mathwich, Paul Williams

Staff Present: Patti Jorenby, Ashlyn Mehlhaff, Katy Plantenberg, Kai Skadahh

I. The meeting was called to order at 4:00pm.

II. APPROVAL OF MINUTES

A motion was made by Mr. Hess and seconded by Ms. Neverdahl to approve the meeting minutes of November 21, 2017. Motion carried unanimously.

III. PUBLIC COMMENTS

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

IV. REPORTS

A. President's Report

- a. Capital Campaign Update – Ashlyn Mehlhaff reported \$4.7 million to date contributions continue to arrive.
- b. Nominations – Mr. Hess and the Board would like to thank Julie Herfel for her board service. The following nominations were presented:

The Nominations Committee recommend the following Directors be elected for additional terms.

Elect **Dick Wagner** to a fourth three-year term (with special circumstances per the by-laws)

Elect **Kevin Hess** to a third three-year term (with special circumstances per the by-laws)

Elect **Julie Rupert** to a second three-year term

Elect **Renee Boyce** to a second three-year term

A motion was made by Ms. Taschek and seconded by Mr. Sherry to approve these nominations. Motion carried unanimously.

The Nominations Committee recommend the following Officers be elected for the calendar year 2018.

President – William F. White

Vice President – Julie Rupert

Secretary – Dick Wagner

Treasurer – Mary Phillips

Past President – Kevin Hess

A motion was made by Ms. Taschek and seconded by Ms. Boyce to approve the Officer nominations. Motion carried unanimously.

The Nominations Committee recommend the following OBS members to serve a one-year term for the calendar year 2018 as non-voting Advisors to the Board of Directors

Fred Anderson	Janet Loewi
Dennis Birke	Dale Mathwich
Jack Bolz	Dan Matson
JT Covelli	Jerry Minnich
Sandy Dolister	Jennifer Nordlof
Elizabeth Ogren Erickson	Tricia Perkins
Julie Herfel	Emanuel Scarbrough
Edith Lawrence-Hilliard	Barbara Tensfeldt
Jeff Levy	Paul Williams

A motion was made by Mr. Wagner and seconded by Ms. Allgood to approve the Advisor nominations. Motion carried unanimously.

c. Confirm OBS Foundation Election

The Olbrich Botanical Society Foundation elected the following officers for 2018. Olbrich Botanical Society must confirm that election.

President	Sandy Dolister
Vice President	Tim Sherry
Secretary-Treasurer	Phyllis Lovrien

A motion was made by Ms. Rupert and seconded by Ms. Boyce to confirm the OBS Foundation election. Motion carried unanimously.

B. Financial Report

- a. October 2017 Financials – Ms. Phillips reviewed the financial reports and noted that October revenue is + \$22,000 and October expenses are - \$36,000. YTD operational revenue is + \$56,000, mainly due to Special Events and the Gift Shop.
- b. A Lesson on the Olbrich Botanical Society Budget
OBS budget departments start by developing their own budget recommendations which are reviewed by Ms. Sladky. There is back and forth discussion about both revenue and expenses and managers may have to make adjustments to their figures during this time. Once the budget is balanced, that is when expense and revenue match, the budget document is prepared for the Board of Directors' approval.

The largest variances when comparing 2017 budget to 2018 budget are as follows:

+ 25%	Development Revenue
+ 9%	Event Revenue
+ 18%	Education Revenue
+ 13%	PR & Marketing Expense

- + 16.5% Event Expense
- + 9.5% Education Expense
- + 21.8% Admin Expense

Please review the budget document in the Board packet for further explanation and details on the second page. Overall the 2017 budget had a 5% increase over 2017 and the 2018 budget has an 8.3% increase over 2017.

There was discussion by the Directors about the revenue expectations and whether the organization will be able to achieve those goals. Ms. Sladky responded that having lofty goals helps the organization grow.

- c. Approval of 2018 OBS Operating Budget
A motion was made by Mr. Wagner and seconded by Mr. Hess to approve the 2018 OBS Operating Budget. Motion carried unanimously.

D. Director's Report

Ms. Sladky reviewed staff reports. Attendance was down for November, but continues to be up for the year. The Train Show attendance is up by approximately 800 visitors compared to 2016 at this time. The construction project is near the end of the design development phase and will soon go into construction documents phase.

E. Development & Marketing Staff Update

Please review staff reports.

F. Marketing & Public Relations Report

Please review staff reports.

V. NEW BUSINESS

There is no new business.

VI. ANNOUNCEMENTS

There are no announcements.

VII. ADJOURNMENT

The meeting was adjourned at 5:00pm.