

OLBRICH BOTANICAL SOCIETY
Board of Directors Virtual Meeting Minutes
February 8, 2022

Members Present: Philip Bradbury, Renee Boyce, Laura Peterson, Julie Rupert, Julie Bernauer, Matt Cornwell, Susan Goodwin, Bethany Ordaz, Juscha Robinson, Maurice Sheppard, Tim Sherry, Sandi Statz, Bill White, Betty Chewning, Liz Dannenbaum, Laurel Neverdahl, Tanya Zastrow

Members Absent: Alnisa Allgood, Moira Harrington, Eric Knepp

Advisors Present: Jack Bolz, Kevin Hess, Dan Matson, Mary Phillips

Staff Present: Jake Immel, Lisa Laschinger (Assistant Parks Superintendent), Kaylee McDonald, Marty Petillo, Kai Skadahl, Joe Vande Slunt

I. **The meeting called to order at 4:01 pm.**

II. **APPROVAL OF MINUTES**

A motion was made by Mr. White and seconded by Mr. Sherry to approve the meeting minutes of January 18, 2022. Motion carried unanimously.

III. **PUBLIC COMMENTS**

There were no public comments.

IV. **REPORTS**

A. President's Report

- a. **Conflict of Interest Policy Review and Adoption – Status Check** – President Bradbury reviewed the purpose of the Conflict of Interest Policy. Mr. Vande Slunt added that all Board Members received access to the online Google Drive where the Conflict of Interest Policy and Conflict of Interest Disclosure Form were located, and that a reminder would be sent to those that still needed to respond.
- b. **Moving revenue from 2021 into the 2022 budget** – President Bradbury noted that the OBS budget is based on a zero cash balance and how the past couple of years had been financially successful, leaving OBS with a surplus of funds. Mr. Vande Slunt explained that staff were working on identifying projects that some of those surplus funds could be applied to in 2022. He added that more discussion would be had about surplus fund options in the following Board Orientation.
- c. **Staffing Update** – Ms. Zastrow announced that OBS Financial Coordinator Rylee Schuchardt would be leaving OBS for a new position in mid-February, adding that Ms. Schuchardt would be missed and that she had been a great asset to the Organization. She noted that Ms. Schuchardt had been thorough in getting documents together to help the audit process go smoothly in her absence. Ms. Zastrow mentioned that the following open OBS positions were posted on the OBS website: Financial Coordinator, Youth & Family Programs Coordinator, Gift Shop Retail & Hospitality Associate and Seasonal Tram Drivers.
- d. **Thai Pavilion Update** – Ms. Zastrow explained that a study was being conducted by consultants to identify everything that needed to be restored, noting the significant damage to the roof tiles. She reported that a strong, but discrete, netting would be installed temporarily, so that roof tiles could not fall to the ground. She added that the project could begin once UW Madison secured the funds for the project, and once a decision was made on where to get the new roof tiles manufactured.

B. Financial Report

- a. **December 2021 Financials** – Ms. Zastrow reviewed the December Financial Report. She highlighted that every department exceeded their 2021 revenue budget. She pointed out that the Gift Shop end of year inventory count was greatly reduced from previous years, which was a huge accomplishment. Ms. Zastrow thanked the Board for their help in a very successful year.
- b. **Audit Update** – Ms. Zastrow reported that the preliminary audit was in full swing and the 2021 audit would officially begin on February 15. Mr. Vande Slunt added that staff had been uploading requests on to the audit portal, Huddle, and that these requests had been accelerated, since Ms. Schuchardt would not be working for OBS when the audit started.

V. NEW BUSINESS

There was no new business.

VI. ANNOUNCEMENTS

There were no new announcements.

VII. ADJOURNED

The meeting adjourned at 4:20 pm.

Part 2 of the OBS Board Orientation began immediately following adjournment of the meeting.

DRAFT