

OLBRICH BOTANICAL SOCIETY
Board of Directors Virtual Meeting Minutes
December 15, 2020

Members Present: Julie Rupert, Philip Bradbury, Renee Boyce, Mary Phillips, Bill White, Alnisa Allgood, Susan Goodwin, Kevin Hess, Laura Peterson, Tim Sherry, Betty Chewing, Liz Dannenbaum, Moira Harrington, Brad Hinkfuss, Eric Knepp, Laurel Neverdahl, Roberta Sladky

Members Absent: Erik Lincoln, Dick Wagner

Advisors Present: Jack Bolz, Jt Covelli, Emanuel Scarbrough, Barb Tensfeldt, Paul Williams

Staff Present: Jake Immel, Missy Jeanne, Katy Nodolf, Marty Petillo, Rylee Schuchardt, Kai Skadah, Joe Vande Slunt, Randy Wiesner (Architect 3 City Engineering)

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

II. **APPROVAL OF MINUTES**

A motion was made by Mr. Hess and seconded by Ms. Peterson to approve the meeting minutes of November 17, 2020. Motion carried unanimously.

III. **PUBLIC COMMENTS**

Vice President Bradbury offered gratitude to President Rupert for her excellent leadership over the past years, helping OBS through the Capital Campaign and with the pandemic. President Rupert shared that she's appreciative of the opportunity to be a part of this organization and collaborate with like-minded people.

IV. **REPORTS**

A. **President's Report**

- a. **Nominations** – Thank you to **Kevin Hess** for his service. Kevin has reached the end of his 3rd term (with special circumstances). Thank you to our outgoing Board members: **R. Richard Wagner** for his service. Dick has reached the end of his 4th term (with special circumstances). **Erik Lincoln** for his service. Erik has reached the end of his term.

The Nominations Committee recommends that **Julie Rupert** be elected to a third three-year term as Director due to Special Circumstances (will serve as past president).

A motion was made by Ms. Goodwin and seconded by Mr. Hess to accept this nomination. Motion carried unanimously.

The Nominations Committee recommends that **Renee Boyce** be elected to a third three-year term as Director due to Special Circumstances (will continue to serve as secretary).

A motion was made by Mr. White and seconded by Ms. Allgood to accept this nomination. Motion carried unanimously.

The Nominations Committee recommends that the following be elected to a three-year term as Director:

Julie Bernauer
Bethany Ordaz
Juscha Robinson
Maurice Sheppard
Sandi Statz

A motion was made by Ms. Goodwin and seconded by Ms. Allgood to accept these nominations. Motion carried unanimously.

The Nominations Committee recommends the following Officers be elected for the calendar year 2021

President – Philip Bradbury

Vice President – Alnisa Allgood

Secretary – Renee Boyce

Treasurer – Mary Phillips

Past President – Julie Rupert

A motion was made by Mr. Sherry and seconded by Mr. White to accept this slate of Officers. Motion carried unanimously.

Current elected directors on the OBS Board

- **Philip Bradbury**
- **William White**
- **Mary Phillips**
- **Alnisa Allgood**
- **Susan Goodwin**
- **Laura Peterson**
- **Timothy Sherry**

In addition to up to 15 elected directors, the OBS Board has seven ex officio positions which are currently filled as follows:

- Madison Parks Superintendent – **Eric Knepp**
- Neighborhood Association Representative – **Betty Chewing** (SASYNA)
- Olbrich Garden Club Representative – **Laurel Neverdahl**
- District 15 Alder Designee – **Liz Dannenbaum**
- District 6 Alder Designee – **Brad Hinkfuss**
- Madison Board of Park Commissioners Representative – **Moira Harrington**
- Garden Director – **Roberta Sladky**

The Nominations Committee recommends the following be elected as non-voting Advisors to the Board of Directors for a one-year term through December 2021.

- **Fred Anderson**
- **Dennis Birke**
- **Jack Bolz**
- **JT Covelli**
- **Sandy Dolister**
- **Julie Herfel**
- **Kevin Hess**
- **Jeff Levy**
- **Dale Mathwich**
- **Dan Matson**
- **Barbara Tensfeldt**
- **Paul Williams**

A motion was made by Mr. White and seconded by Mr. Hess to accept the ex officio Directors and this slate of Advisors. Motion carried unanimously.

b. Confirm OBS Foundation Election

Olbrich Botanical Society Foundation Board of Directors
Confirmation of Elections held 10/21/2020 (per the OBS/OBSF agreement)

The Olbrich Botanical Society Foundation (OBSF) elected the following officers for 2021. Olbrich Botanical Society confirms that election.

President **Sandy Dolister**
Vice President **Tim Sherry**
Secretary-Treasurer **Dennis Birke**

A motion was made by Mr. Bradbury and seconded by Ms. Allgood to confirm the OBS Foundation election. Motion carried unanimously.

OBSF elected the following Director to another five-year term: **Jack Bolz**

A motion was made by Mr. Sherry and seconded by Mr. Hess to confirm this nomination. Motion carried unanimously.

Currently serving as OBSF elected Directors:

Dennis Birke
Jeff Levy
Phyllis Lovrien
Dan Matson
Tim Sherry

In addition to the elected directors, the OBSF Board has four ex officio positions which will be filled as follows:

OBS Board President	Philip Bradbury
OBS Board Past-President	Julie Rupert
OBS Board Treasurer	Mary Phillips
OBS Garden Director	Roberta Sladky

- c. **Project Update** – Randy Wiesner, Architect 3 City Engineering, submitted the following report:
Final closeout of the construction contract continues to be painfully slow. Unfortunately once they are finished on the job site they move onto the next job and it is a struggle to get issues resolved.

The following outstanding issues are noted on the contract:

- *As-built drawings are incomplete*
- *Warranty letters are incomplete*
- *Final punch list items are being worked on, mostly complete*
- *Still waiting on final Change Order Requests to be turned in from contractor for review*
- *Waiting on correct doors for the conservatory to be delivered and installed*

In fall staff noticed a spike in the pH of the water collected in the cistern.

- *Preliminary testing is indicating water is fine entering the cistern, high pH in the cistern but slightly lower at points of usage*
- *Randy is checking on possible causes within the cistern*
- *Staff will be getting some independent water samples taken and tested*
- *Randy and staff will re-evaluate and determine course of action once test results are received*

The ongoing issues with the warming tables in the Greenhouse Production and Orchid House appear to be resolved. The pump and water heater that were initially designed/installed have been replaced with a

more robust and a small heavy duty water heater/boiler. This work was completed last week Friday and it appears we are now receiving the flow that was previously anticipated at the tables.

I do not have an update on the budget other than the fact there is approximately \$150,000 left in the contingency fund at this time. Still waiting on final Change Order Requests to be turned in from contractor for review.

My apologies to the Board for the slow progress. I also have moved onto my next projects, however I am committed to staying on top of this project and pushing the contractors at every chance to get it done.

The OBS Board offered to assist if needed and Mr. Wiesner said that would not be necessary at this time. President Rupert thanked Mr. Wiesner for his effective partnership with Olbrich and for all of the work he has put into this project.

d. **Resolution honoring retiring OBS Plant Recorder Kate McWhirter**

President Rupert read the following resolution:

WHEREAS, Kate McWhirter worked as the Olbrich Botanical Society Plant Recorder for eight years, and,
 WHEREAS, Kate McWhirter attentively labeled the Garden's plant collections and shared her creativity through her help in designing multiple Flower Shows, and,
 WHEREAS, Kate McWhirter updated Olbrich's old plant records database to a new, more efficient system,
 THEREFORE BE IT RESOLVED, that the Board of Directors of Olbrich Botanical Society wishes to honor Kate McWhirter for her dedication and effectiveness to support the work of Olbrich Botanical Gardens.

A motion was made by Ms. Allgood and seconded by Mr. Hess to approve the resolution. The Motion carried unanimously.

- e. **OBS's Response to COVID-19 – Re-opening the Bolz Conservatory** – Roberta Sladky explained that the re-opening of the Bolz Conservatory is going well with no lines forming, no crowding, and not reaching capacity and added that the overall attendance to the Gardens has been low. She shared that the gift shop is seeing more traffic, in person and online, as the holidays approach. Ms. Sladky spoke about the positive response to the new holiday song walk in the outdoor gardens.
- f. **Board Engagement Process: Subcommittee Update** – Bylaws Review Chair, Phil Bradbury, explained that the committee plans to modernize the bylaws, clean up some inconsistencies, make sure there is consistency between the bylaws and the Cooperation Agreement with the City of Madison, and make sure the relationship between OBS and the OBS Foundation are clearly spelled out. He noted that they plan to have a draft for the Board at the February meeting. Gift Acceptance Policy Chair, Kevin Hess, shared that they had a good kickoff meeting and plan to finalize their recommended changes to be approved by the Board in early 2021.
- g. **Board Retreat** – Mr. Vande Slunt talked about the retreat/orientation that is being planned for the OBS Board in January. He explained that the intention is to share more with the Board about how Olbrich works and to set the Board's agenda for the year. The plan is that the retreat would replace the January Board meeting.

B. Financial Report

- a. **October 2020 Financials** – Mary Phillips reviewed the October Financial Reports. She explained that due to the pandemic and corresponding cancellations, all departments were below budgeted revenue with the exception of Development which was \$104K above budget as of October 31. She noted that all

departments were under budgeted expenses, according to the original 2020 budget. Ms. Phillips shared that Ms. Schuchardt and OBS's new auditors, Baker Tilly, have scheduled the audit for mid-February. She noted that Ms. Schuchardt is entering the 2021 budget into QuickBooks, then they plan to meet to organize how they will manage cash flow in 2021 and will share that cash flow dashboard with the Board.

Ms. Sladky explained that OBS is in better shape than anticipated because of the \$253K PPP loan being fully forgiven, and the \$55K grant from the State of WI, and that those numbers will be in the November Financial Report that the Board will receive next month. Ms. Sladky expressed her gratitude for Board member Laura Peterson, for her help navigating the PPP loan process, and to Kai Skadahl for her payroll recordkeeping to get the loan forgiven.

C. Director's Report

Staff Written Reports – Ms. Sladky reviewed the staff reports. She noted how hard the staff are working and how they are stepping out of their usual departments to help in other areas. She highlighted that the Echos Song Walk in the outdoor gardens is a nice way to experience the winter garden and get in the holiday spirit, the newly created volunteer job of knocking snow off of plants to keep branches from breaking, and the new education registration software that will be used in 2021.

D. Development Report – Mr. Vande Slunt reviewed the Development report. He reported that Giving Tuesday was a success, raising a total of \$7K for general operating expenses and included a generous \$3K matching gift. He thanked Tom Fullmer for setting up the donation page online and for monitoring social media throughout the day.

E. Marketing & Public Relations Report – Ms. Nodolf reviewed the Marketing and PR Report. She also noted the hard work that Tom Fullmer put into increasing our online presence on GivingTuesday and how it was uplifting to hear stories from people about Olbrich. She talked about Marty Petillo's volunteer spotlight on FaceBook about two volunteers that are keeping up their connection during the pandemic.

V. NEW BUSINESS

There was no new business.

VI. ANNOUNCEMENTS

There are no announcements.

VII. ADJOURNED

The meeting adjourned at 5:00 pm.