

**OLBRICH BOTANICAL SOCIETY  
Board of Directors Meeting Minutes  
December 17, 2019**

**Members Present:** Julie Rupert, Renee Boyce, Mary Phillips, Bill White, Alnisa Allgood, Erik Lincoln, Laura Peterson, Tim Sherry, Dick Wagner, Betty Chewning, Brad Hinkfuss, Angela Jenkins, Laurel Neverdahl, Roberta Sladky

**Members Absent:** Philip Bradbury, Susan Goodwin, Kevin Hess, Susan Derse Phillips, Eric Knepp, Nancy Ragland

**Advisors Present:** Fred Anderson, Jt Covelli, Michelle Taschek, Paul Williams

**Staff Present:** Jake Immel, Patti Jorenby, Katy Plantenberg, Rylee Schuchardt, Kai Skadahl, Joe Vande Slunt, Hannah Tubbs, Randy Wiesner (City Engineering)

I. **The meeting called to order at 4:03 pm.**

II. **APPROVAL OF MINUTES**

A motion was made by Mr. White and seconded by Ms. Allgood to approve the meeting minutes of November 19, 2019. 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. **Project Update** – Randy Wiesner reported that the Frautschi Family Learning Center is still scheduled to be completed by January 24, so it can be used for Orchid Quest on Feb. 1 & 2, 2020. He noted that a lot of progress was made this month, summarizing that the entire stairway is dry walled, the floors are being polished, they are running the electrical, and they have started the window trim. He added that the project is still at budget. Mr. Wiesner explained that although we have Certificate of Occupancy of both halves of the greenhouse, the production half needs a little more work and our Wadsworth Service Rep will arrive this week to get everything online.
- b. **Capital Campaign Update** – Joe Vande Slunt reviewed the Development Report and noted that the first public tours of the construction progress immediately filled to capacity. We are starting to see donations come in from these public tours. Mr. Vande Slunt and Ms. Sladky are now doing one-on-one tours with individual donors, so there is minimal disruption to the construction crews so they can continue working. A direct mail ask has been sent to 10,000 households seeking support for the capital campaign as a “last chance” opportunity.
- c. **Update on the Board Member Engagement Packets** – President Julie Rupert asked the Board to watch for the Engagement Packets that would be sent out after the holidays.
- d. **The OBS Executive Committee recommends that active solicitation for the Rooted & Growing Capital Campaign be discontinued at the end of 2019** – Mr. Vande Slunt explained that the capital campaign has been going on for a while, with the first gifts coming in back in 2014. He requested that the Board and staff capitalize on the momentum with the project's current supporters, celebrate our successes, and work hard to retain the new and existing donors from the campaign. He expressed that this project has been a testament to the great work that can be accomplished through a public-private partnership. He also stated that gifts received for the capital campaign after December 31, 2019 would still be applied to the capital campaign. Mr. Vande Slunt summarized the next steps in 2020: review 2019 year-end fundraising results for the annual budget and capital campaign; complete yearly audit which will present the final, official amount of funds raised for the campaign; OBS will determine how much is needed in reserves to operate the business; the Boards of OBS and OBSF will meet to discuss how both

sides will work together to close the campaign shortfall (referred to the Capital Campaign Financial sheet on pg. 22 of the packet); and lastly, the final invoice will be paid in 2020. There was discussion about the timing of proposing this motion and that the Board of Directors should have been formally consulted before this decision was finalized. Staff acknowledged that the Board should have been asked to adopt this motion in July 2019.

A motion was made by Mr. Sherry and seconded by Mr. White to approve the request to discontinue active solicitation for the Rooted & Growing Capital Campaign at the end of 2019. Motion carried unanimously.

**e. Nominations**

Thank you to our outgoing Board member, **Susan Derse Phillips**, who completed two terms as OBS Board Directors.

The Nominations Committee recommends the following Director be elected for an additional term.

Elect **Tim Sherry** to a fourth three-year term as Director due to Special Circumstances.

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

The Nominations Committee recommends the following Director be elected for an additional term.

Elect **Bill White** to a third three-year term as Director due to Special Circumstances.

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

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

Elect **Alnisa Allgood** to a second three-year term as Director.

Elect **Philip Bradbury** to a second three-year term as Director.

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

The Nominations Committee recommends the following Officers be elected for the calendar year 2020.

- President – Julie Rupert**
- Vice President – Philip Bradbury**
- Secretary – Renee Boyce**
- Treasurer – Mary Phillips**
- Past President – Bill White**

A motion was made by Ms. Allgood and seconded by Ms. Neverdahl to accept this slate of officers. Motion carried unanimously.

The Nominations Committee recommends an extension of the following OBS members’ terms as non-voting Advisors to the Board of Directors through June 30, 2020.

- |                       |                         |
|-----------------------|-------------------------|
| <b>Fred Anderson</b>  | <b>Dale Mathwich</b>    |
| <b>Dennis Birke</b>   | <b>Dan Matson</b>       |
| <b>Jack Bolz</b>      | <b>Jerry Minnich</b>    |
| <b>Jt Covelli</b>     | <b>Jennifer Nordlof</b> |
| <b>Sandy Dolister</b> | <b>Erin Ogden</b>       |

**Elizabeth Ogren Erickson  
Julie Herfel  
Edith Hilliard  
Jeff Levy  
Janet Loewi**

**Tricia Perkins  
Emanuel Scarbrough  
Michelle Taschek  
Barbara Tensfeldt  
Paul Williams**

A motion was made by Ms. Boyce and seconded by Ms. Peterson to accept this slate of advisors.  
Motion carried unanimously.

In addition to the 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 Chewning**
- Olbrich Garden Club Representative – **Laurel Neverdahl**
- District 15 Alder Designee – **Angela Jenkins**
- District 6 Alder Designee – **Brad Hinkfuss**
- Madison Board of Park Commissioners Representative – **Nancy Ragland**
- Garden Director – **Roberta Sladky**

**f. Confirm OBS Foundation Election**

Olbrich Botanical Society Foundation Board of Directors  
Confirmation of Elections held 10/24/2019

The Olbrich Botanical Society Foundation elected the following officers for 2020. Olbrich Botanical Society confirms that election.

President	<b>Sandy Dolister</b>
Vice President	<b>Tim Sherry</b>
Secretary-Treasurer	<b>Dennis Birke</b>

A motion was made by Mr. White and seconded by Mr. Wagner to confirm the OBS Foundation election.  
Motion carried unanimously.

Elected Directors include:

<b>Dennis Birke</b>	<b>Phyllis Lovrien</b>
<b>Jack Bolz</b>	<b>Dan Matson</b>
<b>Sandy Dolister</b>	<b>Tim Sherry</b>
<b>Jeff Levy</b>	

In addition to the elected directors, the OBSF Board has four ex officio positions, which will be filled as follows: (assuming OBS nominees are elected Dec. 17, 2019)

OBS Board President	<b>Julie Rupert</b>
OBS Board Past President	<b>Bill White</b>
OBS Board Treasurer	<b>Mary Phillips</b>
OBS Garden Director	<b>Roberta Sladky</b>

**B. Financial Report**

- October 2019 Financials** – Rylee Schuchardt reported that the Development and Programs & Exhibitions revenue are both above budget for October. Year to date, Programs & Exhibitions is up over \$92k to budget and Education revenue is up almost \$8k to budget. YTD expenses are below budget. She also

noted that YTD, revenue is down in Development and Membership, but this gap should close by the end of 2019.

- b. **Approval of 2020 OBS Operating Budget** – Ms. Sladky reviewed the budget. She described that the expense and revenue are projected up 7.6% over the 2019 budget and noted that most of the growth in 2020 is due to wage increases, some employees budgeted for 40 hours instead of 32 hours, and some increased supplies costs. With the construction project, the budget had been flat the between 2018 and 2019 years. She gave a special thanks to Rylee Schuchardt for double-checking her math and formulae and to Joe Vande Slunt and Missy Jeanne for helping figure out how to make it all balance.

A motion was made by Ms. Allgood and seconded by Ms. Jenkins to approve the 2019 OBS Operating Budget as presented. Motion carried unanimously.

- c. **Staff Travel Policy** – Ms. Phillips reviewed the Policy Regarding Employee Travel at Olbrich Botanical Society Expense. She pointed out that this is the first travel policy that OBS has had and that it mirrors the City’s travel policy. She also noted that this policy was looked over by Mr. Bradbury’s firm, von Briesen.

A motion was made by Ms. Neverdahl and seconded by Ms. Peterson to approve the Policy Regarding Employee Travel at Olbrich Botanical Society Expense as presented. Motion carried unanimously.

President Rupert thanked everyone for serving on the OBS Board and for all of their passion.

### C. Director’s Report

**Staff Written Reports** – Ms. Sladky reviewed the staff reports. She noted how nice it has been having all of our Conservatory staff back at Olbrich with full occupancy of the new greenhouses. She also reported that there are two open positions in the Education department and she would be sending out the position announcements to the Board so they can help spread the word. She noted that she may ask members of the Board to participate in interviews. She gave a special thanks to Kim North and Sarah Ellis for picking up the slack in the Education department with the absence of a director and education registrar.

There was discussion about events taking place at the Garver Feed Mill and how that creates parking issues in the Olbrich parking lot. We are concerned about the safety of people on the bike path and for Olbrich’s property. Alders Foster and Rummel are working on a way to resolve the issue. It was also noted that Olbrich staff have been working with Garver staff to figure out ways to collaborate, with the first being the “Late Winter Market.”

- D. Development Report** – Mr. Vande Slunt reviewed the Development report. He emphasized the success of this year’s Giving Tuesday, which raised \$12,928 for the Explorer School Scholarship Fund!

- E. Marketing & Public Relations Report** – Ms. Plantenberg reviewed the Marketing & Public Relations Report. She highlighted the great media coverage we received for the Holiday Show.

### V. NEW BUSINESS

There is no new business.

### VI. ANNOUNCEMENTS

There are no announcements.

### VII. ADJOURNED

The meeting adjourned at 4:53 pm.