

**OLBRICH BOTANICAL SOCIETY  
Board of Directors Meeting Minutes  
February 11, 2020**

**Members Present:** Julie Rupert, Philip Bradbury (via conference phone), Renee Boyce, Mary Phillips, Bill White, Alnisa Allgood, Susan Goodwin, Kevin Hess, Laura Peterson, Dick Wagner, Betty Chewing, Liz Dannenbaum, Brad Hinkfuss, Laurel Neverdahl, Nancy Ragland, Roberta Sladky

**Members Absent:** Erik Lincoln, Tim Sherry, Eric Knepp

**Advisors Present:** Dale Mathwich, Paul Williams

**Staff Present:** Jake Immel, Patti Jorenby, Kai Skadah, Hannah Tubbs, Joe Vande Slunt, Randy Wiesner (City Engineering)

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

II. **APPROVAL OF MINUTES**

A motion was made by Mr. Wagner and seconded by Mr. Hess to approve the meeting minutes of December 17, 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**

President Rupert welcomed Liz Dannenbaum as Alder Foster's District 15 designee. She introduced Ms. Dannenbaum, detailing that she retired as a librarian from the Middleton Public Library and UW Madison, she is currently serving on the Dane County Library Board, and she is also the current president of the Friends of Pinney Library. The Board members that were present introduced themselves around the room.

- a. **Project Update** – Randy Wiesner reported that we have occupancy of the Frautschi Family Learning Center, but the contractors are still finishing up on testing equipment and punch list items. He addressed that there are wiring issues in the greenhouse, which are partly due to faulty equipment. He explained that these faults have been happening in Wadsworth systems around the country. He added that the project is still within budget, but there are a significant number of change orders that need to be submitted. Mr. Wiesner noted that none of these change orders will be significant enough to require Board approval.
- b. **Capital Campaign Update** – Joe Vande Slunt reviewed the Development Report and noted that the unaudited 2019 capital campaign fund total is \$5,167,102.25. He recapped that the next steps are completing the 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. Mr. Vande Slunt also mentioned that they are continuing to work with donors to have naming recognition set by the June grand opening.
- c. **Update on the Board Member Engagement Packets** – Joe Vande Slunt reported that he sent out the survey to the OBS Board of Directors asking for initial feedback on how we're doing, where we can improve, and assessing areas where Board members would prefer further orientation. He reminded the Board that if they haven't filled out the survey, the deadline is February 28.

**B. Financial Report**

- a. **2019 Year-end Financials** – Mary Phillips reviewed the Financial Summary Report and noted that December expenses are increased due to the payroll expense EOY adjustment split between 2019 and

2020. She explained that this adjustment in past years was not completed until after the audit. YTD this does even out within the budget and going forward, the budget will reflect this EOY payroll expense adjustment accurately.

### C. Director's Report

**Staff Written Reports** – Ms. Sladky reviewed the staff reports. She pointed out that the Conservatory staff created Olbrich's first ever orchid exhibit, **Orchid Escape**, in the Bolz Conservatory. This exhibit features four scenes, one for each element, to highlight Olbrich's Elements annual theme. She noted that to kick off this new exhibit, Olbrich hosted the Madison Orchid Guild's Orchid Quest and 5,280 people attended.

Ms. Sladky reported that there were 48 applicants for the Director of Education position and staff had narrowed it down to nine. She thanked OBS Board Secretary, Renee Boyce, for taking the time to review applications and for her interview process advice. Ms. Sladky also noted that an offer was going to be made in the next day or two to the top candidate for the Education Registrar position.

There was discussion about Olbrich's parking lot on the weekends in relation to events taking place at the Garver Feed Mill. It was noted that the maps that were posted online recently have been helpful and have made parking more manageable. It was mentioned that Baum Revision's plan for Lot 2 (originally micro hotels) expired and they will have to come back to the table with a new plan within the year. It was further pointed out that Baum Revision's alcohol license requires that they complete a traffic management plan before next February.

**D. Development Report** – Mr. Vande Slunt reviewed the Development report. He talked about why the total funds raised from the year-end appeal were down from previous years. He explained that Annual fund performance was ahead of budget for most of the year, because more donors are giving through other fundraising vehicles at different times throughout the year, primarily through Donor Advised Funds and IRA distributions. He also announced that we have reached a new member household record: 7,268 households, with 12,067 member cards in circulation!

**E. Marketing & Public Relations Report** – Ms. Sladky reviewed the Marketing and PR Report.

### V. NEW BUSINESS

There is no new business.

### VI. ANNOUNCEMENTS

There are no announcements.

### VII. ADJOURNED

The meeting adjourned at 4:36 pm and was followed by a tour of the Frautschi Family Learning Center and the new Greenhouses.