

**OLBRICH BOTANICAL SOCIETY**  
**Board of Directors Virtual Meeting Minutes**  
**October 19, 2021**

**Members Present:** Philip Bradbury, Alnisa Allgood, Renee Boyce, Mary Phillips, Julie Rupert, Julie Bernauer, Susan Goodwin, Bethany Ordaz, Laura Peterson, Juscha Robinson, Maurice Sheppard, Tim Sherry, Sandi Statz, Bill White, Betty Chewing, Liz Dannenbaum, Moira Harrington, Brad Hinkfuss, Laurel Neverdahl

**Members Absent:** Eric Knepp

**Advisors Present:** Jack Bolz, Jt Covelli, Barb Tensfeldt

**Staff Present:** Jake Immel, Lisa Laschinger (Assistant Parks Superintendent), Kaylee McDonald, Marty Petillo, Rylee Schuchardt, Kai Skadah, 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 Ms. Goodwin to approve the meeting minutes of September 21, 2021. Motion carried unanimously.

III. **PUBLIC COMMENTS**

There were no public comments.

IV. **REPORTS**

**A. President's Report**

- a. **Executive Director Update** – Assistant Parks Superintendent Lisa Laschinger expressed excitement, on the behalf of City and OBG Staff, that Tanya Zastrow would be starting on November 1. Ms. Laschinger reported that she and the Olbrich Leadership Team were working on Tanya's onboarding plan.
- b. **Grand Opening Recap** – Joe Vande Slunt reported that the Grand Opening of the Frautschi Family Learning Center and new greenhouses on Saturday, October 16, was a great success. He thanked the Board for participating in the celebration, whether it was in person or watching the live-stream. He shared that the videographer that was hired, Focal Flame, captured the day's highlights and were working on a highlight video that will be shared on social media.
- c. **COVID Concerns**
  - ii. **Mandatory vaccinations for Staff and Volunteers** – Lisa Laschinger gave a brief overview of the City's Vaccination Policy/Procedures. She explained that by Oct. 1, every City employee filled out a vaccination attestation form and showed proof of vaccination. She added that weekly testing started Oct. 18 for non-vaccinated employees and they must provide test results to their supervisor by noon every Friday.  
Mr. Vande Slunt reported that at the last Executive Committee meeting, the OBS Executive Committee made the decision to require OBS employees to either show proof of COVID-19 vaccination or undergo weekly testing as a condition of employment. He added that proof from OBS staff was due to him by November 1, and that weekly testing would begin that week, if unvaccinated.  
Ms. Petillo presented an overview of the new volunteer policy that will require all onsite Olbrich volunteers to be vaccinated, effective January 1, 2022. She explained that the protocol was parallel to the vaccination policy for City and OBS staff except Olbrich will not accept weekly negative test results for COVID as a substitute for volunteers' vaccinations. Unvaccinated volunteers would be encouraged to get vaccinated in Nov & Dec. and those

not vaccinated by January 1, 2022 would be asked to take a break from onsite volunteering until Public Health Madison Dane County determine that we've reached community control. She added that Olbrich does not have the staff and ability to monitor weekly testing for volunteers.

- d. **2022 OBS Recruitment** – Past President Julie Rupert reported that she's reviewing current Board member's terms, noting that a couple of members may be renewing and there may be some role changes. She announced that there may be two openings and asked the Board to reach out to her with any recommendations, especially looking for fundraising and community outreach qualities. She added that filling the two openings could be postponed until the new Executive Director was on board.

### C. Financial Report

- a. **August 2021 Financials** – Rylee Schuchardt reviewed the August Financial Reports. She noted that the Gift Shop took in over \$35k in revenue in August which is over \$17k above Gift Shop budgeted revenue for August, helping close the gap on expenses from being closed in June and July. She added that Programs & Exhibitions were over YTD budgeted expenses due to the extra programs that took place, including the additional Summer Concerts and the additional expenses from the Plant Sale, which turned out to be very profitable.
- b. **2022 OBS Preliminary Budget Preview** – Joe Vande Slunt reported that he received the initial departmental budgets from staff and is currently plugging in the numbers. Mr. Vande Slunt reviewed the 2022 OBS budget priorities which included the following: cost of living increase for staff; restoring remaining positions; new website; diversity and inclusion funding; restoring tram service; and working on the initial design for expansion across the creek. He noted that OBS should hear back on the federal grant for the website very soon and if it is received, it would double our website development budget and make a huge impact on the project. It was also noted that staff plan to work with new Director Tanya Zastrow on getting more corporate sponsorships in 2022. He concluded that the goal was to have the OBS Executive Committee see the full budget on November 9, and the full Board would vote on it at the meeting on November 16.

### D. Director's Report

**Staff Written Reports** – Mr. Vande Slunt reviewed the staff reports. He highlighted that the last of the Frautschi Family Learning Center perennials were planted the Friday before the Grand Opening and that the poinsettias were beginning to show color, also in time for the Grand Opening. He mentioned the Featured Artist in the Gift Shop for this month, paintings and cards by local artist Sarah McRae. He also pointed out that school programs are back in person, and although attendance numbers are lower than in the past, students and teachers are expressing their excitement. Mr. Vande Slunt gave kudos to Marty Petillo for filling 95% of GLEAM volunteer shifts, as of Oct. 12. There was discussion about selling plants that could not fit in the nursery quonsets and greenhouses for overwintering. The discussion concluded with staff saying that they would need to check on the City of Madison Ethics Code about their Excess Perishable Plant Distribution and Disposal Policy.

- E. **Development Report** – Mr. Vande Slunt reviewed the Development report noting that staff are waiting to hear back about a handful of grants. He shared that the newsletter was mailed on Oct. 18 and featured a Bolz Conservatory 30<sup>th</sup> Anniversary fundraising feature, complete with remittance envelope for donations. He explained that staff are working with new Director Tanya Zastrow on a letter that will introduce her to Olbrich members before the year-end appeal is mailed.

- F. **Marketing & Public Relations Report** – Mr. Vande Slunt expressed his appreciation to Ms. Nodolf for her PR efforts relating to the Grand Opening and getting the word out about Tanya Zastrow. He also reminded the Board to check out the new garden map that is being sampled in the Lobby. Board feedback is welcome!

VI. **NEW BUSINESS**

President Bradbury inquired if there were any other items that the Board would like to see on agenda in the future. He stated that ideas could be sent to the Executive Committee for further discussion.

VII. **ANNOUNCEMENTS**

There were no new announcements.

VIII. **ADJOURNED**

The meeting adjourned at 4:49 pm.

DRAFT