

OLBRICH BOTANICAL SOCIETY
Board of Directors Meeting Minutes
February 24, 2015

Members Present: Renee Boyce, Kevin Hess, Dan Lauffer, Jeffrey Lewis, Laurel Neverdahl, Erin Ogden, Mary Phillips, Susan Derse Phillips, Marsha Rummel, Julie Rupert, Tim Sherry, Roberta Sladky, Michelle Taschek, Sue Thering, Dick Wagner, Bill White

Members Absent: David Ahrens, Julie Herfel, Eric Knepp

Advisors Present: Fred Anderson, Janet Loewi, Tricia Perkins, Paul Williams

Guests Present: Bryant Moroder, Sarah White, Lance Green

Staff Present: Natasha Fuller, Patti Jorenby, Nancy Vidlak

I. **President Hess called the meeting to order at 4:00pm.**

II. **APPROVAL OF MINUTES**

A motion was made by Ms. Derse Phillips and seconded by Ms. Taschek to approve the meeting minutes of January 20, 2015. 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**

B. Financial Report

a. January 2015 Financials: Ms. Phillips notes the Net Income should be corrected to \$71,000 (to include \$50,000 OBS Foundation disbursement). Revenue exceeded budget by \$33,000, mainly due to Special Events and Education. Expenses were lower than budgeted. Updated January 2015 Summary Report will be emailed.

b. Record Retention Policy: The policy was discussed and the following changes requested:

1. Don't change the retention period for the INS I-9 form
2. Education class registrations. We will not keep the forms for a full year. They get disposed of after the class has taken place.
3. Employment Contract" in Personnel Record (after employment), change to employee file

A motion was made by Ms. Neverdahl and seconded by Mr. Sherry to accept the Record Retention Policy with the suggested changes. Motions carried unanimously.

C. Director's Report

Ms. Sladky reports that January attendance is higher than in 2014 and notes that the "Classes & Workshops" YTD total will be corrected to 12/96. The auditors will be on site next week. There were 209 memberships sold during the Garden Expo. Blooming Butterflies will have a "Save the Monarch" theme. The Volunteer lunch theme was "Gratitude is an Attitude" and was well attended.

A. President's Report

a. Garver Feed Mill Criteria & Selection Committee: President Hess explained the background information letter that was sent to the Committee @ August 2014 and the proposed resolution in the board packet. It explains the history of the property and that Olbrich wants to make sure that "back of house" needs are met in whichever project is selected.

Ms. Rummel and Ms. Thering recused themselves from votes on this item.

Members of the public participated in Board discussion on this item. General view of Board members is that any of the projects could work and Olbrich could work with each one, as long as "back of house" needs are met.

Q. The question was asked whether an impact study has been done? A. No. Discussion suggests the belief that none of the projects will significantly impact Garden operations.

Q. Is there documentation that original donor intent is still being met by new space across creek and Garver Cottage? A. When deed restriction release was discussed, we reached out to original donors and all responded that this exchange of property met their intentions.

Q. What happens if selected project is not successful? A. City staff has asked for more in depth financial information to help discuss this issue. All reports and public comment are available on the City of Madison website:

<http://www.cityofmadison.com/dpced/economicdevelopment/garver-/511/>

A motion was made by Ms. Ogden and seconded by Mr. Lauffer to present the resolution on behalf of OBS Board of Directors. Motion carried with 2 recusals – Marsha Rummel and Susan Thering.

b. **Capital Campaign Update:** President Hess reports continued work on the case for support statement and notes they hope to present it at the March meeting.

D. Development Report

Please review staff reports. It is noted that Missy Jeanne is working on two grant requests for new special event – GLEAM. Rhapsody in Bloom sponsorship deadline is today.

E. Marketing & Public Relations Report

Please review staff reports.

V. NEW BUSINESS

There is no new business.

VI. ANNOUNCEMENTS

There are no announcements.

VII. ADJOURNMENT

The meeting was adjourned by unanimous consent at 4:51pm.