

**MINUTES**  
**JENSEN-OLSON ARBORETUM ADVISORY BOARD**  
**Mendenhall Library, Small Conference Room**

**Wednesday, November 9, 2016**

**5:15 P.M.**

**I. Call to Order at 5:17 by Chair, Ed Buyarski**

**Present:** Kristin Bartlett, Shawn Eisele, Peter Froehlich, Kim Garner, Patricia Harris, Nell McConahey

**Absent:** Steve Moseley, Deborah Rudis

**Staff Present:** Brent Fischer, Facilities, Parks, & Landscape Superintendent; Lauren Verrelli, P&R Administrative Assistant II

**II. Agenda Changes –**

- Add the Master Plan Process under New Business

**III. Public Participation on Non-Agenda Items – None.**

**IV. Approval of Minutes – August 17<sup>th</sup>, 2016:**

**August 17<sup>th</sup>, 2016:** P. Froehlich makes edit to the spelling of David Hass' name. P. Froehlich moves to approve the minutes, no objection. *Minutes adopted.*

**V. Unfinished Business –**

**A. Update on legal language regarding tourism operations:**

**B. Fischer:** As far as tourism goes, it's very restricted. If an Arboretum docent or volunteer wants to run a tour out at the Arboretum, there's no permit required. If you want to charge for it, you'll need to seek Seal Trust permission.

**E. Buyarski:** The people have to get out there somehow. The taxi service can drop people off there and pick them up, but they cannot be a docent.

**B. Fischer:** If a taxi service drops people off at the Arboretum and they're not providing a tour of the grounds, which would be okay.

**S. Eisele:** You can provide educational classes to locals at the Arboretum and you can charge for them correct?

**B. Fischer:** Yes.

**S. Eisele:** Does the line change when there are people not from town that you're charging for the class?

**B. Fischer:** Parks & Rec requires any commercial activity on P&R property to have a permit. If Merrill puts on a class and revenue is exchanged which goes back into the Arboretum, it is the facility that is putting on the event which would not require a permit. We can't have someone come in, charge for their services and benefit from the class that would require a permit.

**E. Buyarski:** Next year, the Juneau Garden Club is planning on having garden tours with the Arboretum being one of the featured gardens. Then in 2018, there will be the National Primrose Show in Juneau which would bring people out to the Arboretum. The Garden Club does benefit, since they sell tickets for these tours. Will that be an issue?

**B. Fischer:** The Garden Club is a non-profit, and the purpose of the tours is education, correct? Do they charge for the participation in the conference?

**E. Buyarski:** Yes, it is an educational tour. The money they take in goes back to the community, in the form of scholarships and they also donate money to the Arboretum. They haven't charged for participation in the conference in the past, if anything they would charge for the transportation out to the Arboretum.

**P. Froehlich:** If the Garden Club is charging for this, on the ticket, it can include donation in some form.

**S. Eisele:** For Discovery Southeast's purpose, we frequently work with the Forest Service and we charge a fee for our summer camps, we generally would need a permit for that but since this is educational and the Forest Service wants kids to get educated on the Tongass, we have a partnership with the Forest Service to offer these camps. You would think the City would, have a partnership with whoever is offering the services.

**B. Fischer:** The board needs to come up with scenarios that we will be run by Seal Trust and then the Law Department. The easement is the guideline, all we're doing is checking with them to see if what we want to do it okay.

**P. Harris:** Docents are volunteers at the Arboretum, will the policy be, that they can charge visitors and the money would go to the Arboretum or will it be donations only?

**B. Fischer:** Merrill needs to be a part of this conversation; he has said he doesn't want to handle money.

**P. Froehlich:** The Friends of the Arboretum will be providing the docents, we had about half a dozen people signed up to volunteer for it. The idea is that the Friends would be handling the money and organizing it, Merrill would just train the docents but besides that the City would not be involved.

#### **VI. New Business –**

##### **A. Master Plan Process:**

**B. Fischer:** We're currently in the process of updating the Master Plan for Parks & Rec, the attached form gives a quick overview of our timeline. We're looking for feedback on what you want to see for the future of the Arboretum.

**P. Harris:** We need to send Alix the survey we have been conducting through FJOA.

#### **VII. Committee Liaison and Staff Reports**

**A. Chair Report:** None.

**B. Manager's Report:** Included in packet.

**C. Friends of JOA - P. Harris:** We had a good turnout for the wine tasting event but didn't make a much as we did in the past, but only by a little. We have had several board members who have had to resign so we're looking for more board members. We had 34 donors for our Pick, Click, Give.

#### **VIII. Other business— None**

**Adjournment – 6:19 p.m.** *Having no further business before the Board.*

**Next Meeting: Wednesday, February 8<sup>th</sup> at 5:15 p.m. in the Mendenhall Library.**

Respectfully submitted, Lauren Verrelli, Administrative Assistant II, 12.8.16