

**Jensen-Olson Arboretum
Advisory Board Meeting
Wednesday, April 9, 2008, 5:15 pm
City Hall, Room 224**

Call to Order: 5:20 pm

I. Roll call

Present: Patricia Harris, Peter Froehlich, Florence Johnson, Jackie Lorensen, Natalee Rothaus, Suzanne Sakewitz

Absent: Ed Buyarski, Mary Mearig, Linda Frame, Robert Tonkin

Staff Liaison present: Marc Matsil, Rick Staskiewicz, Merrill Jensen, Pat White, CBJ Finance;

Visitors: Judy Sherburne, J. L. Sherburne Landscape Designs;

II. Public testimony on non-agenda items

No Comment on non-agenda items.

III. Approval of Agenda

Agenda approved.

IV. Approval of Meeting Minutes

Ms. Johnson noted that the address of the Jordan Creek office building was incorrect in the February 6, 2008 Meeting Minutes. Mr. Froehlich moved the Minutes be approved. Ms. Rothaus seconded. Motion passed.

V. Chair Report: Mary Mearig

There was no Chair Report.

VI. Director's/Manager's Report: Merrill Jensen

The Master Gardener course required for the Arboretum Manager has been completed; Mr. Jensen is awaiting test scores.

An Arboretum slide show was presented to the Juneau Garden Club during their March program at Mendenhall Glacier Visitor Center. Mr. Jensen was asked to present another program for the Club's fall meeting.

Summer staffing has been secured. Bill Ehlers is returning and will begin April 21. Dana White will begin her duties May 5.

A Community Forestry Grant in the amount of \$650 was awarded to the Arboretum. These funds will be used to replace bear-damaged trees.

The list of Rotary projects to be completed at the end of May include:

- construction of an information kiosk

- erection of the yellow cedar pergola
- construction of a covered shelter (pending adequate funding)
- moving of the raspberry plants to the fenced vegetable garden

The historic ‘Golden Delicious’ apple tree and two honeysuckle plants have received major pruning. The burlap bags and spruce boughs used as winter mulch have been removed from the perennial beds. Annuals and perennials for the summer season have been started in the City greenhouse.

A UAS anthropology class, spearheaded by Assistant Professor Dan Monteith, Ph.D. will use the Arboretum as a laboratory for field work during the month of May.

VII. Information/Discussion Items

A. Weddings and Events

The wedding and event policy is awaiting final approval by the City. CBJ’s Law Dept is reviewing the language in the Deed of Conservation Easement to determine which account in the Arboretum Endowment the funds would reside. Mr. Matsil has asked the City attorneys for a definitive resolution. Barbara Ritchie is reviewing the Administrative Agreement. Mr. Matsil has also asked that the Director of Finance, Craig Duncan be part of the conversation. Pat Brown, CBJ Finance stated that pending interpretation by the Law Department of the intent of the Administrative Agreement dated September 30, 1993 (“Only earnings after expenses shall be available for expenditures.”), the Finance Dept could set up a separate account in the endowment where funds raised from specific events could be accessed, consistent with the intent of the Arboretum Administrative Agreement.

B. Fundraising

Ms. Rothaus queried why the Arboretum would charge the Advisory Board for use of the facility for fundraising events? Mr. Matsil suggested that the Advisory Board draft a request to conduct fundraisers at the Arboretum on a specific date (i.e.: second Saturday in May each year) where a user fee would be waived.

C. 501(c)3 Status

Ms. Johnson requested a meeting with CBJ Finance and Law to discuss formation of this status for the Arboretum. Participants would include Ms. Mearig, Mr. Tonkin and Ms. Johnson. This meeting is tentatively scheduled for April 30, 5:15 p.m. at City Hall, room 224. Mr. Froehlich stated that different organizations have different requirements and the Advisory Board needs to draft bylaws to fit the needs of the Arboretum suggesting that we pattern our bylaws on existing successful models. The question still remains as to whether the Arboretum establishes 501(c) 3

status on its own or under the umbrella of CBJ Parks & Recreation. Ms. Harris asked if the 501 (c) 3 board would be made up of different people than sit on the Advisory Board. Mr. Matsil recommended that at least two to three people from the Advisory Board sit on the “Friends of the Arboretum” Board, and an ex-officio member of Parks & Recreation Staff. CBJ Law would need to sign-off on the model and the proposed non profit would need to be consistent with the Arboretum Administrative Agreement and Conservation Easement documents.

D. Master Plan

Mr. Jensen stated that he is presently using the plan designed by Judy Sherburne as guidance. An Arboretum Master Plan is a priority, and planning will commence next autumn.

E. Plant Sale

Ms. Rothaus stated that the officers of the Juneau Garden Club would like for the Arboretum to have a presence at their spring plant sale to be held on May 10. There is no fee to participate. Mr. Jensen suggested that the Arboretum be present for informational purposes only since the fate of any funds raised would be unknown. Mr. Matsil recommended that if the financial issues are resolved and plants are sold, checks should be made out to CBJ/Arboretum Endowment with “plant sale” in the memo line.

VIII. Committee Reports

- A. Endowment Subcommittee:** No Report
- B. Volunteer Committee:** No Report
- C. Fundraising Committee:** No Report
- D. Education/JSD Liaison:** No Report

IX. Correspondence

There was no correspondence to report.

X. Board Comments

The next regular Board meeting is scheduled for Wednesday, May14th, 2008 at 5:15 pm at the Mendenhall Library. Tentative meeting with Southeast Alaska Land Trust Board, June 14th; details to be determined.

XI. Adjournment

Meeting adjourned at 7:02 pm.