

**Jensen-Olson Arboretum**  
**Advisory Board Meeting**  
**Wednesday, February 6<sup>th</sup>, 2008, 5:30 pm**  
**Jordan Creek Office Center**  
**880 Glacier Highway**

**Call to Order: 5:37 pm**

**I. Roll call:**

**Present:** Ed Buyarski, Peter Froehlich, Patricia Harris, Florence Johnson, Cliff Lobaugh, Mary Mearig, Natalee Rothaus, Suzanne Sakewitz, Robert Tonkin

**Absent:** JSD Liaison, Linda Frame

**Staff Liaison present:** Marc Matsil, Merrill Jensen

**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 moved to strike the last three sentences of Section C. of VII. Information/Discussion Items. The dollar amounts were only approximations and wouldn't reflect the actual cost of sign installation. Ms. Harris seconded. Motion passed.

**V. Chair Report: Mary Mearig**

No Report

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

Mr. Jensen has been actively attending meetings of the Juneau Urban Forestry Partnership as a liaison member. This volunteer group addresses issues pertaining to urban forestry within the Borough. They are responsible for Juneau having acquired "Tree City USA" status.

He gave a slide presentation to the Juneau Garden Club on bulbs during their December meeting and was asked to do a repeat presentation at a later date.

With the assistance of Kelly Jensen, Bob Grochow and Terry Hinkley, Mr. Jensen cleaned out the basement of the Arboretum residence from the accumulation of old household items from over the last 40 years. Recyclable material was taken to the appropriate centers.

Mr. Jensen produced a draft Arboretum brochure and wedding policy/special events draft for Board review.

The plant database has been constructed using MS Access. This will be an on-going project as new plant material is acquired and older plants are de-accessed. It will take several months working part-time to completely enter all of the existing data.

Grant proposals were submitted for a Community Forestry Grant and a Fiskers Orange Thumbs grant. Funds from these grants would be utilized to replace bear-damaged trees in the Arboretum.

The FY '09-'10 budget was prepared, reviewed and submitted. This budget calls for an increase in materials and commodities to allow for the purchasing of plants, trees and related supplies.

Continuing snow storms kept the snow blower and bobcat working to keep walks and drives open for the winter. Snow accumulation was also shoveled from the residence and garage roofs. Leftover insulation from the rot repair project was placed into the residence attic.

Lock cores were replaced in all of the outside doors for uniform keying.

The T1 connection was finally accomplished. There are, however, some connectivity problems that continue to plague the system. MIS continues to work through these issues.

Mr. Jensen registered for the Master Gardener course that is a City requirement for the Arboretum Manager. Forty hours of weekend and weeknight classroom time will start on February 7<sup>th</sup>.

Information and project specifications for future grant proposals were researched. The multi-purpose class room would be 950 square feet. The cost for conversion of part of the garage to classroom would be approximately \$100/sq ft. The greenhouse footprint would cover 1200 square feet. The initial estimate for materials, heating, cooling and construction costs from Rough Brothers is approximately \$200/sq ft. Other manufacturers will be contacted for estimates. The parking area along Glacier Highway could be 25 feet by 135 feet. This measurement will be further refined once the snow melts. A Forest Service style kiosk would cost about \$500 for materials. The Juneau-Gastineau Rotary Club has been approached for doing this as one of their projects.

## **VII. Information/Discussion Items**

### **A. Non-agenda Items**

Mr. Tonkin asked the question of where the funds to repair the Sunroom were to come from. He was curious to know if they were to come from the Arboretum operational budget. Mr. Matsil informed the Board that the repairs were to come out of the City's Essential or Deferred Buildings budget.

Ms. Mearig, Ms. Rothaus and Mr. Lobaugh's Board appointments had expired. Both Ms. Mearig and Ms. Rothaus have re-applied and to be re-appointed to the Advisory Board. Mr. Lobaugh informed the Board that due to health issues he would not be applying for a new term. The members of the Board thanked him for his time and service. Mr. Matsil reminded the Board that terms are staggered, three year appointments and that there are no term limits. Ms. Rothaus suggested that Jackie Lorensen be encouraged to submit her application to Human Resources Committee.

### **B. Fundraising Campaign & Events**

The Fundraising subcommittee (Ms. Rothaus, Ms. Johnson, Ms Mearig, Ms. Sakewitz and Mr. Jensen) reported the plan for the May 17<sup>th</sup> fundraising event. Mr. Buyarski was concerned that there could be potential health and legal issues with volunteer-prepared food versus food from a caterer. Mr. Matsil said that Centennial Hall uses caterers food, but has an approved DEC kitchen for food preparation which the Arboretum does not.

Ms. Mearig has a list of approximately 20 "big ticket" items for the proposed auction. She has not approached any of the vendors until more of the event plans are finalized. The original auction plan from the Fundraising subcommittee planned for a silent auction. Mr. Tonkin volunteered that he would be glad to function as auctioneer for an outcry auction. This idea was well received by the Board.

Ms. Sakewitz reported the costs associated with renting a tent for the event. A 12' x 20' rents for \$145 and a 30' x 30' rents for \$1200. Ms. Mearig informed the Board that COSTCO sells "pop-up" tents. A 10' x 10' would cost approximately \$220.

The Arboretum budget has no funds for hosting a fundraising event. Ms. Johnson will approach Don Abel as an underwriter for the event. Mr. Froehlich suggested that advance ticket sales revenue be utilized as working capital to host the event. He also suggested that "quantity discounts" be given with the ticket price. The prices would be \$50 each or 2 for \$90. Mr. Tonkin recommended that "fundraiser" be dropped from the title and be replaced with "Arboretum Spring Garden Gala" and that advertising is paramount for a good turn out. Mr. Matsil suggested that there are public service announcements available on KTOO and KINY.

Tables and chairs for this event must be sourced. Ms. Harris stated that there might be some available from the Community Garden.

Vehicles could park at the public pullout near The Shrine and people would be shuttled to the Arboretum. Mr. Jensen would notify The Shrine of our plans and Ms. Johnson would check the community for availability of shuttle vans.

Mr. Tonkin inquired as to where all of the funds raised would go. Do they go into a discrete/designated account to be utilized by the Arboretum staff? Mr. Matsil will check with the City Finance personnel for clarification.

### **C. Weddings/Event Rentals**

The Board agreed that events including weddings be charged \$500 for a three hour maximum block of time. This will be put into the Wedding and Event Rental Policy for City review.

### **D. Budget**

Mr. Tonkin strongly recommended that the Arboretum attain 501(c)3 status as soon as possible. He suggested that the funds necessary to process the application (approximately \$2000) is borrowed from the endowment (to be paid back). The process to accomplish this takes six months to a year. He also would like the City to provide the Board with the financial status of the Arboretum to be better aware of the funding available. Ms. Johnson did not agree with the \$2,000 cost for the 501(c)3 status as had been quoted. Her research indicates that it is just a matter of filling out an IRS application and drafting by-laws and articles of incorporation. It would also include the election of officers that would be separate, but could be overlapping with the Board. Mr. Matsil offered to present different scenarios to the City attorney to ascertain the best path. Advantages of non-profit status include autonomy to set up our own bank accounts for raised funds and allowing donors to make tax deductible gifts. Mr. Tonkin asked if the Arboretum would be associated with a new Juneau Parks Foundation or on our own. Mr. Matsil stated that the Board needed to discuss the by-laws before proceeding. The by-laws should be comprehensive to cover all possible contingencies. He also recommended that an attorney be hired or provide pro-bono services to help with the process. Ms. Mearig informed the Board that she may be able to find an attorney that would offer pro bono services for this need. They would be able to assist with the application, articles of incorporation and by-laws.

## **VIII. Committee Reports**

**A. Endowment subcommittee:** No report

**B. Volunteer committee:** Ms. Johnson is looking for ways to get the volunteers more enthusiastic. She would like to get a calendar set up on the web site that would change monthly. She would e-mail the volunteers to direct them to the web site to find dates and times for work parties. As an incentive, she suggested that after a certain amount of hours volunteered, a one-on-one class with the Arboretum Manager be offered. Ms. Rothaus recommended that a teach-while-you-work approach may be more feasible. Mr. Tonkin suggested that the Juneau Primrose Society take responsibility for the care of a specific bed. He feels that “pride in ownership” would have people come out to work. Mr. Buyarski thought that an end of the year volunteer appreciation barbeque be held.

**C. Fundraising committee:** No report

**D. Education/JSD Liaison:** No report

**IX. Correspondence**

No correspondence to report

**X. Board Comments**

The next regular Board meeting is scheduled for Wednesday, April 2<sup>nd</sup>. Time to be determined. This meeting will be downtown.

**XI. Adjournment**

Meeting adjourned at 7:45 pm.