

FULLERTON ARBORETUM COMMISSION

MINUTES
REGULAR MEETING
September 9, 2015
-DRAFT-

*approved
12-9-15*

The 180th meeting of the Fullerton Arboretum Commission was held in the Pavilion Classroom at the Fullerton Arboretum.

Commissioners present: RJ Stager, Kristin Prior, Tony Florentine, Joe Felz, and Greg Saks

Others Present: Gregory Dymont, Director
Marta McDaniel, Recorder
Miguel Macias, Education Manager
Steve Eldredge, Friends President
Laura Hultman, Financial Reporting Manager
Patrick Guzman, Guzman & Gray
Ginger Ivey, Facilities Rental Manager
Mary Dalessi
Kathy Pacaud

Commissioner Felz called the meeting to order at 3:02 p.m.

PUBLIC COMMENTS:

No public comments.

NEW BUSINESS

1. Action Item: Approve Minutes of June 10, 2015 - Felz

Commissioner Felz asked for a motion to approve the June 10, 2015 minutes.

**MSC – Florentine motioned to approve minutes
Seconded by Saks and carried.**

2. Action Item: Approve Response to OC Grand Jury Report - Dymont

Dymont explained that he and Monique Shay, University Counsel, had met with Laurinda Fuller, Internal Auditor to discuss the OC Grand Jury report and compose the appropriate response to the report. (Exhibit A)

Dymont said the OC Controller asked for audited financial statements be turned over within 10 days.

Felz said the City had also received such a request and had declined.

Hultman said she has been sending copy of financial statements to State controller for many years.

Felz requested a motion be made to approve the Response to the OC Grand Jury as prepared.

**MSC – Florentine motioned to approve the response to the OC Grand Jury Report
Seconded by Saks and carried.**

3. Action Item: Review Financial Statements – Patrick Guzman

Guzman reviewed the Financial Statements page by page

The following changes were noted:

Page 8, Note 1, Investments – The “Center” should be the “Arboretum Authority”

Page 10, Note 2, explanatory paragraph list City of Fullerton as a holder of funds but summary only shows CSUF, CSUF ASC & CSUF Foundation. Need to remove City to make Note 11 on Page 14 agree.

(Exhibit B)

Discussion followed regarding the placement of funds and service fees charged and interest earned. Felz requested that an item be added to next meeting agenda to have the auxiliary managers of the funds come and explain how funds are handled. Saks to arrange that and he stated that the Foundation distribution is twice a year and meetings are held quarterly with Goldman Sachs who manages funds.

Guzman reviewed the letter of Communication of No Material Weakness

(Exhibit C)

Guzman reviewed the letter of Communication with Those Charged with Governance.

Guzman explained that the Arboretum’s implementation of Quick Books was going to create a better audit trail and reduce the time to prepare reports.

(Exhibit D)

Guzman reviewed the letter of Representation.

(Exhibit E)

Felz requested a motion to be made to approve the Financial Statements as prepared with changes noted.

**MSC- Florentine motioned to approve the Financial Statements.
Seconded by Stager and carried.**

4. Action Item: Review Financial Worksheets ending June 30, 2015 - McDaniel

Dyment said the worksheets were the unofficial version of what Guzman had just presented. (Exhibit F)

**MSC – Saks motioned to approve Financial Worksheets.
Seconded by Prior and carried.**

5. Review Friends Rental Fee Policy Presentation - Eldredge

Eldredge said 20 years ago the Friends of the Arboretum license agreement was created and read “Friends shall, under procedures coordinated with and approved by the Arboretum Director, schedule and supervise weddings or receptions to be held at the Arboretum. Similar special events, such as reunions, may be scheduled by Friends. Friends may charge user fees for such activities as a fundraising effort.”

(Exhibit G)

Eldredge introduced Ginger Ivey, Facilities Rental Manager to explain to Fullerton Arboretum Fee Policy.

(Exhibit H)

Ivey reviewed the Fullerton Arboretum Rental Packet.

(Exhibit I)

Ivey reviewed the wedding fee schedule A Beautiful Outdoor Garden Setting

(Exhibit J)

Ivey reviewed the Ceremony & Reception Timeline Agreement

(Exhibit K)

Ivey said that in 2014 the Arboretum hosted 59 weddings; 4 private special events like Uncorked and Fullerton Technology; 29 campus rentals e.g. staff retreats, department luncheons; 10 garden club meetings; 56 campus partnerships groups e.g. OLLI and U-Acre; and 7 Arboretum Special events e.g. Gala, Brews & Blues.

Ivey said that Friends has a standard contractual agreement (Exhibit I), requires a \$600 deposit (returned within 30days). The Arboretum requires security to be present at events. Insurance is required and support staff depending on event. Friends allows only one equipment vendor to come on grounds.

Ivey said there is additional fees if kitchen is used or additional event staff is required.

Felz asked if equipment vendor was put out to bid.

Ivey said no.

Discussion followed regarding Friends License Agreement to support Arboretum. It was recommended that the agreement be detailed in how it will support the Arboretum. It was requested that an agenda item be added to next Commission meeting to review and discuss the Friends License Agreement.

Ivey said that Friends are working on putting together a packet that will bring more traffic to the Pavilion and deck areas. Should be in place by 2016.

Eldredge said that a meeting with Visiting Anaheim (AOCVCB) to help put together a packet that would include a nature guide tour, Heritage House tour and lunch for out of town guests.

Discussion followed regarding the promotion of more business meetings at the Arboretum and a scale back of weddings to save the garden from the wear and tear of the large receptions on the lawn. It was recommended that a "No Drones" policy be instituted as well.

6. Review Joint Investment Committee - Eldredge

Eldredge said the 2020 Fund is being well managed by Wells Fargo. Some changes to distribution draft at the last JIC meeting were introduced to evaluate investment choices. Will have more information at the next JIC meeting.
(Exhibit L)

OLD BUSINESS

7. Director's Report – Dymont

Dymont said that the Irrigation project, the Wifi and Security Cameras project is scheduled to start by the end of the month.

Dymont said that the MySun Foundation had just granted the Arboretum another \$58,000 for the GIS program. John Carroll of the Geography department was heading the project. Professor Carroll has the base map laid out and has chosen graduate students and undergraduate students to work on the project.

Discussion followed regarding the GIS of the Arboretum. GIS would allow guests with smart devices to search the grounds for specific plants and then find the specific location of the plant within the garden. Phase 1 creation would be a usable product that would allow for more growth as a marketing tool and enrichment of garden tours.

8. Friends Report – Eldredge

Eldredge said the Gala was very successful and netted \$26,000; Brews and Blues was also a success although attendance was lower than last year's. There are 3 Fall plant sales coming up: Fall Veggies, Native Plants and Cactus and Succulent sales. The Holiday Lights has been post-poned till next year to allow for better planning.

Eldredge said that last year the Friends gave \$144,000 in contributions to the Authority and the budget for this year was committed to \$135,000.

Eldredge said that 23,000 volunteers hours were recorded last year. That averages over 60 hours each and every day of the year!

OTHER BUSINESS

ADJOURNMENT

Felz adjourned the meeting at 4:03 p.m.

The next Commission meeting will be held Wednesday, December 9, 2015

Lucinda Williams, Fullerton City Clerk and
Secretary for the Fullerton Arboretum Commission

By Marta McDaniel

Marta McDaniel, Administrative Analyst and
Recording Secretary for the Fullerton Arboretum Commission

Response to OC Grand Jury Report (Exhibit A)
Audited Financial Statements FY14-15 (Exhibit B)
Letter: Communication of No Material Weakness (Exhibit C)
Letter: Communication With Those Charged With Governance (Exhibit D)
Letter: Representation by Guzman & Gray (Exhibit E)
Financial Worksheets ending June 30, 2015 (Exhibit F)
Facility Rentals explanation (Exhibit G)
Fullerton Arboretum User Fee Policy (Exhibit H)
Fullerton Arboretum Rental Packet (Exhibit I)
Fullerton Arboretum A Beautiful Outdoor Garden Setting (Exhibit J)
Ceremony & Reception Timeline Agreement (Exhibit K)
2020 Fund Recap (Exhibit L)