

FULLERTON ARBORETUM COMMISSION

MINUTES REGULAR MEETING December 11, 2013

The 174th meeting of the Fullerton Arboretum Commission was held in the Pavilion classrooms at the Fullerton Arboretum.

Commissioners present: Eugene Jones, Kay Miller, Frank Mumford, Tony Florentine, Jose Cruz, and Greg Saks

Others present: Gregory Dymont, Director
Jack Reynolds, Friends President
Laura Hultman, CSUF Finance Office
Anne Thiele, Recorder

Miller called the meeting to order at 3:00 p.m.

PUBLIC COMMENTS:

No public comments.

NEW BUSINESS

1. ***Approve minutes of September 11, 2013 – Miller***

Minutes submitted and approved.

2. ***Review 2013-2014 Financial Worksheets – Thiele***

Financial Worksheets reviewed page by page. (Exhibit A)

3. ***Review 990 for fiscal year ending June 30, 2013 – Dymont, Hultman***

990 reviewed page by page. (Exhibit B)

4. ***Action Item: Approve Destination Science non-exclusive license to use Fullerton Arboretum facilities for summer 2014 - Dymnt***

MSC – Mumford motioned to approve Destination Science license. Seconded by Jones and carried. (Exhibit C)

5. ***Action Item: Approve Fullerton Arboretum Gift Acceptance Policy - Dymnt***

MSC – Mumford motioned to approve Gift Acceptance Policy once Laura Hultman has adjusted the wording for section IV. Seconded by Florentine and carried. (Exhibit D)

OLD BUSINESS

6. **Director's Report – Dymnt**

Dymnt said we will need to appoint a new President and Vice President of the Commission at the next Commission meeting which will be held on Wednesday, March 12, 2014.

Dymnt said the campus fencing and sidewalk project is now complete and we are now moving forward with the Arboretum lighting project.

Dymnt passed out handouts to each Commissioner titled “The James and Vergie Bacon Gift”. (Exhibit E) Dymnt spoke about the Bacon’s wish of gifting 4825.103 shares of Washington Mutual Investors Fund, (at the time the shares were at \$10.03 each for a total of \$49,395.78) to the Fullerton Arboretum in March 1985. Legal counsel Bill Knight, CSU Chancellor’s Office, worked with the Bacons seeking a way to accept the gift while allowing the Bacons to receive a tax deduction. (Exhibit F) Marion Snead, Associate Vice President of University Relations and Development, acted as the liaison between CSUF and Mr. Bacon on the transaction while keeping CSUF President Jewell Plummer Cobb updated during the process. At the time the Fullerton Arboretum did not have a 501(c) (3) designation, therefore the gift could not give the Bacons a tax deduction. It was then determined that the Friends of the Fullerton Arboretum should accept the

gift for the benefit of the Fullerton Arboretum. Marion Snead accepted the gift for the Friends of the Fullerton Arboretum on March 28, 1985 and in July of 1985, Arboretum Director, Ted Hanes wrote to Capital Guardian Trust Company asking them to reassign ownership of the 4825.103 WA Mutual shares to the Friends of the Fullerton Arboretum. (Exhibit G) On July 22, 1985, Jim Bacon sent a letter to Arboretum Director, Ted Hanes restating the intentions of the gift and that the Fullerton Arboretum Commission would have ultimate responsibility for managing the gift. (Exhibit H) September 16, 1986, the Fullerton Arboretum Commission held a meeting and Commission President, Mr. Wylie formed a Joint Investment Oversight Committee (JIOC) and said it should be comprised of members appointed from both the Commission and the Friends Board to oversee the management of the endowment fund. (Exhibit I, J, K, L, M) In March of 1991, the Commission and the Friends Board authorized the JIOC to make investments without prior approval of the Commission and the Friends Board. The JIOC managed the fund portfolio from 1991 to approximately 2000 (in 1994 the word "Oversight" was dropped from the JIOC and the committee became known as the JIC, around 2000 the JIC wanted to return to the role of Oversight rather than managing). The committee has not convened in the last several years so Jack Reynolds, Friends President set up regular meetings of the JIC. Over the years the Friends have contributed to the fund in various amounts. Last year the Friends contributed about \$35,000 and the fund's value on 12/10/13 was \$1,130,026.02.

Dyment said the JIC should be made up of three Commissioners, three Friends Board members and an ex officio. Dyment said the JIC is in need of members from the Commission. Florentine, Saks and Mumford all showed interest in joining the committee. Monique Shay suggested an action item on the March agenda to appoint three Commissioners to the JIC.

7. Friends Report – Reynolds

Reynolds said Haunted Garden was held on Friday, October 25th and Saturday, October 26th with attendance of 1306, about the same as last year.

Reynolds said attendance in the Potting Shed has been down on Thursday and Friday so the Friends have decided to open the Potting Shed on weekends only. Saturday hours are 10am – 4pm and Sunday hours are 12pm – 4pm. These new hours will give Michelle Coker time to establish other activities to bolster Saturday and Sunday traffic.

Reynolds said Harriet Bouldin is in the process of developing a volunteer portal where the volunteers can login and volunteer on line for the various Friends activities. The program is currently being tested with the Nature Guides and will expand to other areas within the coming months.

Reynolds said Liz Gilson has resigned her position as Facilities Rental Manager because she is moving up to the Morro Bay area. Ginger Ivey has been hired as the new manager and started work on November 20th, working 32 hours per week. Ginger comes from the Long Beach Water Department and has experience in convention space rental and logistics.

Reynolds said the Victorian Christmas was held on Friday, December 6th for the major contributors and on Saturday, December 7th & Sunday, December 8th for the general public. The dates conflicted with several University events but there was still a moderately successful turnout.

Reynolds said the Volunteer Committee is in the initial stages of putting together a Horticultural Volunteer group to work all areas of the garden. The structure is envisioned to be similar to the Nature Guides or Victorian Society with monthly/quarterly meetings with an educational component. The first meeting for the new group will be held on Wednesday, January 22nd at 10am.

Reynolds said the Friends of the Fullerton Arboretum Board of Directors held their meeting on Friday, December 6th and approved incurring the costs associated with locating all domestic, irrigation, sewer, telecom and electrical lines as well as the actual trenching for the lighting project and the cost of installing lights on Orchard Lawn. The funds approved shall not exceed \$50,000.

Reynolds spoke about the new Membership Brochure which now shows the benefits to each level of membership.

OTHER BUSINESS:

Bouldin spoke about the JHEEP program funded by the Mysun Foundation in the amount of \$18,000. Bouldin said JHEEP is similar to CEEP but geared towards Junior High students. The grant helps pay for round trip bus costs, substitute teachers and materials. Bouldin said five CSUF students assisted as leaders and mentors for the seventh grade students.

Dyment said University Advancement has appointed a Director of Development, who will work to fundraise for the Arboretum.

ADJOURNMENT:

Miller adjourned the meeting at 4:17 p.m.
The next Commission meeting will be held Wednesday, March 14, 2014

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

By Anne Thiele
Anne Thiele, Administrative Analyst and
Recording Secretary for the Fullerton Arboretum Commission

2013 – 2014 Financial Worksheets (Exhibit A)
990 for year ending June 30, 2013 (Exhibit B)
Destination Science Summer 2014 license (Exhibit C)
Fullerton Arboretum Gift Acceptance Policy (Exhibit D)
James & Vergie Bacon Gift handout (Exhibit E)
Bacon Donation Letter (Exhibit F)
Re-ownership Letter to Washington Mutual (Exhibit G)
Bacon Letter of Intention (Exhibit H)
Commission Minutes re: WMIF shares placed with Friends of the Fullerton Arboretum,
establishing a joint investment oversight committee comprised of members of
Commission and Friends (Exhibit I, J, K, L, M)