

## FULLERTON ARBORETUM COMMISSION

MINUTES  
REGULAR MEETING  
December 9, 2015  
-APPROVED 3/9/2016-

The 181<sup>st</sup> meeting of the Fullerton Arboretum Commission was held in the Pavilion Classroom at the Fullerton Arboretum.

Commissioners present: RJ Stager, Kristin Prior, Joe Felz, Frank Mumford, 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  
Tara Garcia, CFO Philanthropic Foundation

Commissioner Mumford called the meeting to order at 3:06 p.m.

### **PUBLIC COMMENTS:**

No public comments.

### **NEW BUSINESS**

#### **1. Action Item: Approve Minutes of September 9, 2015 - Mumford**

Commissioner Mumford asked for a motion to approve the September 9, 2015 minutes.

**MSC – Stager motioned to approve minutes  
Seconded by Prior and carried.**

#### **2. (5) Joint Investment Committee Report - Eldredge**

Eldredge said the JIC committee had not met since the last commission meeting however, the committee would be reviewing policy because the accounts have suffered last period. The accounts would be reviewed at the next JIC meeting in January.  
Exhibit A: 2020 Fund

**3. (2) Action Item: Review 990 – Patrick Guzman**

Guzman reviewed the 990 page by page

Guzman said no State return is required only a Federal return. An extension was filed with the IRS and the deadline to file the 990 is February 15, 2016.

Exhibit B: 990 Draft

**MSC- Prior motioned to approve the 990.  
Seconded by Stager and carried.**

**4. (3) Presentation on Funds at CSUF Philanthropic Foundation - Saks**

Saks introduced Tara Garcia, CFO Philanthropic Foundation.

Garcia said the Arboretum held 3 accounts, 97300 operating fund, 97310 a Quasi-Endowment Fund and 97360 Distribution Fund. Garcia explained that a quasi-endowment fund meant the principal of the fund could be spent if needed.

Saks said the foundation kept a healthy reserve at a minimum of \$2million. The Foundation has paid a distribution every year except in early 2003. Each account buys into the investments in "Units = \$1" and each account held a book value. The current book value of the Arboretum is 1.522880

Exhibit C: CSFPF PowerPoint

**5. (4) Presentation on Funds at CSUF Auxiliary Services - Mumford**

Mumford said that accounts at the CSUFASC are all segregated. All accounts known as programs are non-academic and the CSUFASC holds a lot of real estate for CSUF. In the case of the Arboretum, CSUFASC holds 2 accounts 5204 and 9943 and 1 account for the Friends of the Arboretum 5203. CSUFASC mainly handles payroll services and they also help with job postings and hirings. No gifts are accepted for deposit in the CSUFASC programs only fees collected. Mumford said they act as a checking account for the Arboretum and just process the transactions but do not manage them.

**6. Action Item: Approve: Destination Science non-exclusive license to use Fullerton Arboretum facilities for Summer of 2016 - Dymant**

Dymant said the DS contract has been reviewed in December for the last 10 years. DS rents the Arboretum for 5 – 10 weeks each summer. Children range in age from 5-12 years of age. Camps have a different theme each week. DS holds camps across the country. They have leased our facility with no issues. We have added a cleaning fee because our janitorial services cannot keep up with the children's use of the restrooms. The Arboretum will hire an outside janitorial service to provide twice weekly service during camp sessions.

Exhibit D: Destination Science contract

**MSC- Felz motioned to approve Destination Science contract.  
Seconded by Stager and carried.**

## **7. Review Financial Worksheets – McDaniel**

McDaniel reviewed worksheets page by page.  
Exhibit E: Financial Worksheets 2015/2016

## **OLD BUSINESS**

### **8. Director's Report – Dymont**

Dymont said irrigation project was almost complete. The new controller was already online. Pongetti was dealing with some electrical issues which would be resolved soon.

The security cameras were in the process of installation. Facilities is installing some electrical conduit for some locations and the cameras should be in by next week.

WiFi is up and fully operational.

Dymont said the GIS project with Dr. Carroll has begun. They are mapping the grounds and there will be a basic map of the grounds by the end of the academic year. Dymont said Mysun Foundation is meeting with the Arboretum to expand on the GIS structure. The request for another grant will go before the Mysun board and we should know by March or April. There is a lot of excitement about the GIS project.

Dymont said there was a copy of the License Agreement with the Friends for each of the Commissioners. Dymont said the Agreement would be a formal agenda item in March. Dymont said the only changes to the Agreement were that there was no longer a gift shop or a Grounds Advisory board. Dymont pointed out that the Agreement was written before there was formal management of the Arboretum. Dymont asked that they take the time to read it and he could address any questions via phone or email.  
Exhibit F: Friends License Agreement

Felz said the Agreement should be looked at for two reasons: 1. Who handles the revenue and 2. For 2020, what new relationships need to be examined. Felz said he was not sure if the City of Fullerton would be able to continue the current relationship.

Dymont introduced Miguel Macias and asked Miguel to show the video produced for the Arboretum. Dymont said Mary Dalessi brought to the June 11, 2014 Commission meeting a paper written by Dick Foster "A Case for Another 50 Years" which led to the inspiration for the video. Dymont said the video would be used to introduce people to the Arboretum and asked the Commissioners to share it.

## 9. Friends Report – Eldredge

Eldredge said the Friends held 3 events this Fall. The Fall Veggie Sale was OK but will not be held next year due to lack of response. There will still be Fall veggies available for purchase but will not be highlighted. The Native Plant Sale was good with moderate sales and a good message. A Fullerton College intern put a brochure together that previews our drought tolerant plants in the garden. The Nursery will make Native Plants a priority as opposed to Fall veggies. The third event was the Cactus and Succulent Sale this past weekend. It was a good event. First time with these vendors in 6 or 7 years. Planning again for next year and making it bigger and better.

Eldredge said Finances have been a challenge. Labor is biggest expense. They struggle to make each event as good, or better than prior years. They continually try to think of new ways to bring in visitors and enhance events. The Friends board, staff and key volunteers are in a strategic planning process to develop new ideas.

Eldredge said the Friends are in the process of updating the Friends by-laws.

Eldredge said Heritage House is decorated for Christmas and Father Christmas will be coming to the house the first 3 Sundays from 2 to 4pm.

Eldredge said Dr. Carroll will be giving a presentation on the GIS project to the board in January and invited the Commissioners to attend.

## OTHER BUSINESS

Felz said the City met with schools regarding El Nino storm preparations. He commended CSUF's Sue Fischer and Capt. John Brockie for their detailed plan to deal with potential flooding. Felz offered the Arboretum any support needed to prepare for the storms and wondered what the areas of concern were for the Arboretum.

Dyment said the grounds would love the rain and that we did not have much to lose in terms of hillsides or buildings. Dyment said he was here for El Nino storms in '97 and the Arboretum had no issues. Dyment said he had also spoken with Capt. John Brockie.

Felz said the City was putting together a group for "Creek Watch" to make sure that the City was prepared to deal with folks caught in the creeks, especially hot spots like Brea Creek and Fullerton Dam.

Dyment said the City should be careful with the recent burn areas at the Dam.

## ADJOURNMENT

Mumford adjourned the meeting at 4:10 p.m.

The next Commission meeting will be held Wednesday, March 9, 2016

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

Exhibit A: 2020 Fund

Exhibit B: 990 Draft

Exhibit C: CSFPF PowerPoint

Exhibit D: Destination Science Contract

Exhibit E: Financial Worksheets 2015-2016

Exhibit F: Friends License Agreement