

## **FULLERTON ARBORETUM COMMISSION**

MINUTES  
REGULAR MEETING  
March 20, 2013  
-DRAFT-

The 171<sup>st</sup> meeting of the Fullerton Arboretum Commission was held in the Pavilion classrooms at the Fullerton Arboretum.

Commissioners present: Eugene Jones, Kay Miller, Tony Florentine, Joe Felz, Frank Mumford and Greg Saks

Others present: Gregory Dymont, Director  
Monique Shay, University Counsel  
Laura Hultman, CSUF Finance Office  
Chris Barnhill, Living Collections Curator  
Mary Dalessi, Friends President  
Evelyn Brown, Program Manager  
Anne Thiele, Recorder

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

### **PUBLIC COMMENTS:**

No public comments.

### **NEW BUSINESS**

#### **1. *Approve minutes of March 21, 2012 – Jones***

Minutes submitted and approved.

## **2. Action Item: Review & Accept 2011–2012 Audit – Hultman**

Hultman, Financial Reporting Manager, CSUF Finance Office, introduced herself and spoke about working with CPA, Patrick Guzman during the audit for the Fullerton Arboretum. Hultman stated there were no significant changes from the prior year. (Exhibit A)

**MSC – Florentine motioned to accept 2011–2012 Fullerton Arboretum Audit. Seconded by Mumford, (Felz added, this would include accepting all recommendations from auditor) and carried.**

Thiele spoke step by step about the recommendations to improve internal controls and operating procedures.

**Cash Receipting Recommendation: Educational programs need sign-in sheets which are reconciled with cash collected to be documented with a signature of person collecting the cash and a supervisor.** Thiele said we are in the process of developing a procedure to handling cash for educational programs.

**Entry Donation Bin Recommendation: Two people initial the spreadsheet next to the daily donation amount.** Thiele said the spreadsheets are now initialed by two people.

**Payroll Review Recommendation: All payroll registers are to be reviewed and signed by a supervisor not directly involved with payroll.** Thiele said the Director is now signing payroll registers.

**Contribution Policy Recommendation: To be in compliance with a question on the 990 form, the arboretum should adopt a contribution policy that would discuss policies, procedures and due diligence relating to the acceptance of cash and contributions.** Thiele said we are looking into other department's policies and are in the process of developing procedures.

**Tax Return Review Policy Recommendation: The Arboretum should adopt a tax return review policy that would require the return be reviewed and approved by the board.** Thiele said the tax return will be reviewed and approved at Commission meeting.

**Accrued Vacation Recommendation: Vacation accrual for three ASC employees, was not posted in the books at the end of the year.** Thiele said the accruals for the full time ASC employees will be posted in the future.

**3. Action Item: Review & Accept 990 for Fiscal 2011–2012 – Hultman**

990 reviewed.(Exhibit B)

**MSC – Florentine motioned to accept 2011 – 2012 Fullerton Arboretum 990. Seconded by Miller and carried.**

**4.Action Item: Approve 2012–2013 Fullerton Arboretum Budget – Dymant**

Thiele reviewed the budget for fiscal 2012 – 2013 explaining the break down for administration, education and the garden. (Exhibit C)

**MSC – Florentine motioned to approve 2012-2013 Fullerton Arboretum Budget. Seconded by Felz and carried.**

**5.Action Item: Election of Officers – Dymant**

Dymant said the CSUF Trustees have appointed three new Commissioners and asked everyone to introduce themselves.

Introductions as follows: Monique Shay - University Counsel, Commissioner Joe Felz – Fullerton City Manager, Commissioner Tony Florentine - appointed by Fullerton City Council, Commissioner Frank Mumford – Executive Director at Auxiliary Services Corporation, Commissioner Greg Saks – Vice President at University Advancement, Commissioner Kay Miller – appointed by Fullerton City Council and Commissioner Gene Jones – appointed by Commissioners.

**MSC – Florentine motioned to elect Kay Miller as Commission President. Seconded by Jones and carried.**

**MSC – Florentine motioned to elect Gene Jones as Commission Vice President. Seconded by Miller and carried.**

**6.Review 2012-2013 Financial Worksheets – Miller**

Thiele reviewed the Financial Worksheets page by page.  
(Exhibit d)

## OLD BUSINESS

### 4. Director's Report – Dymont

Dymont said the Friends of the Arboretum hired the student advertising agency “Practical Advantage” out of the CSUF Irvine campus at the beginning of the academic year. This is a team of 5 students who under the direction of their professor Doug Swanson review our marketing and communication strategy and efforts and make suggestions to improve them. Dymont said during the first semester the team worked diligently at cleaning up the Arboretum’s Social Media efforts and helped to add new Social Media outlets to our marketing plan. They also marketed the Haunted Garden event on campus in an effort to get CSUF students to attend the event, the effort clearly worked. Dymont said the second semester team is working on generating student interest for Green Scene this April. Dymont said the Friends were very impressed with the work of the Practical Advantage team, so much so that they have hired the team leader from the first semester to further work on our communication efforts.

Dymont said two students in the College of the Arts are producing a Masters Project called Ecological Urban Art where they bring in an artist in residence. (In this case that person will be coming from Canada). This artist will be producing decomposing dresses that will be staged somewhere in the Fullerton Arboretum using plant material harvested from the arboretum. This will be held in late August, September and October and will be held in conjunction with an exhibit about this art form at the Begovich Gallery on campus.

Dymont said next month is Green Scene and a new component to Green Scene this year is a Juried Art Exhibition of a water color class within the College of the Arts at CSUF. Under the direction of Professor Lawrence Yun, his students are painting their favorite places in the arboretum. The artwork work will be displayed in the museum for guests at Green Scene to view. A week prior to Green Scene there will be an opening reception at the museum for the students, their parents, arboretum donors and other special guests. Members of the community will judge the exhibition. Dymont said some of the student’s artwork will be for sale and 30% of the sales will go to the arboretum.

Dymont said the Center for Oral and Public History (COPH) has a student who has been researching the lives of the Orange County Nikkei Community as a part of his masters project. Once his Master’s Review Committee approves his project, we will be installing it in the museum.

Dyment said, under the direction of Dr. Sara Johnson in Anthropology, the Urban Agricultural Community Research Experience is fully underway utilizing the arboretum's Teaching Garden in training graduate students to be able to go out into the community and teach Junior HS students and residents at shelters to grow food that they can eat while becoming healthier. The arboretum staff instructs Sara's students in the art of growing food and building a healthy soil. The students take what they learn into the community and teach the principles. The program has become so successful at Ladera Vista JHS that the students working at that site have become mentors to dozens of junior HS students. Dyment said he will be asking Dr. Johnson to talk more about this at the next commission meeting.

Dyment said the city of Placentia has asked the Fullerton Arboretum to partner with the city of Placentia to help them become more sustainable, in a program they are calling "Greening the way to a healthier community." Placentia has asked the arboretum if we were interested in implementing a Community Garden program for city residents on city of Placentia property. We have told them that we would be interested in the project. The City is sending a grant request to Sacramento next week asking for funds to fund the project. The program has the full support of Placentia's City Manager and City Council.

Dyment said in June the Fullerton Arboretum will be partnering with the Muckenthaler in their Korean Sister City Ceramics Exhibition. The Korean ceramics artists come to Fullerton to show their pieces. One of the hosts for the show is the City of Fullerton Sister City Organization. Half of the show will be at Muckenthaler and the other half of the show will be here in our museum. The exhibition is scheduled to run from approximately June 25 until mid-August.

Dyment said that earlier in the fiscal year the Friends of the Fullerton Arboretum donated \$25,000 to us so that we could replace the 20 year old Kubota tractor. We purchased a new Kubota tractor that should take us through another 20 years.

## **5. Grounds Report – Barnhill**

Barnhill said the Arboretum was set up as a living laboratory where students and the general public can visit various plant biomes (or the world's major plant communities). Woodland, Mediterranean, Desert and Cultivated are how we organize our collections on the macro-scale. Within each of these large groups we have many specific unique collections with many research opportunities.

Barnhill noted the new additions to the garden:

- Channel Islands
- Mojave Garden
- Perennial Bed
- Farm and Orchard
- California Native Meadow
- Rose Gardens-Modern and Old English Roses

And the seasonal highlights in the Arboretum:

- Channel Island Garden
- California Native Meadow
- California Native Gardens
- Mojave Garden
- Mediterranean Rockery
- Deciduous Woodland Bulbs

Barnhill said the Associated Students Inc. funds our student workforce. Currently there are 6 students working in the Arboretum gardens. The students are instrumental in helping to maintain the Arboretum's botanical collections and all other general upkeep that helps us function.

Barnhill said he has one student intern who is coordinating the UMGI grant on making the Arboretum more sustainable. Thinh Luc is a civil engineering at CSUF and is currently working on a poster about our UMGI project for the Sustainability Symposium next month.

Barnhill said we currently have over twenty volunteers working in the Arboretum's gardens. Weeding our native gardens and perennial beds, harvesting fruit and plant vegetables, building greenhouse benches and best of all helping plant many of the interesting plants in our gardens. Volunteers have also assisted with botanical record keeping and signage. With over 4000 species in our collections, it takes quite a lot work to keep gardens maintained and records up to date. Barnhill said most of our student volunteers attend CSUF and live in the dorms but we also have student volunteers from CSULB, Golden West College and Cal Poly Pomona.

Barnhill said we are organizing a volunteer morning with the leadership class from La Vista High School. Once a month they join the staff to help with a project in the Arboretum.

Barnhill said we also have a group of 4 disabled adults along with their job coach from the Rehabilitation Institute of Orange (RIO) who help keep the Arboretum tidy doing various chores around the garden.

Barnhill spoke about one of more popular cultivated collections: the farm. The farm grows row crops and fruit trees, we harvest the produce and sell it our weekly farm stand. Barnhill said the farm and orchard has shown to be very popular with our visitors and is a great way to get the students and public connected to the plant world and its importance. Paired with this garden is the compost operation, all crop waste from the farm, orchard and the rest of the garden is composted and reused to build soil health in our gardens. Barnhill said we also collect the food waste from the Gastronome facility and add it to our compost operation, this program has greatly reduced the amount of green waste hauled off site.

## **6. Education Report**

Evelyn Brown, Program Manager was hired in November 2012. Brown introduced herself, saying she was a CSUF graduate, had worked at Tucker Wildlife Sanctuary and most recently worked for the Irvine Ranch Conservancy.

Brown spoke about several classes held at the arboretum:

CEEP (Children's Environmental Education Program), which hosts more than 1000 students, teaching environmental sustainability by the volunteer Nature Guides.

Heritage House Tours, over 3000 students per school year, teaching the living history of Orange County by the Victorian Docents.

Nature Tours for high schools and colleges

Eat the Yard series of classes teaching customers to grow and cook food at home.

Composting classes hosted by partnering cities.

Intro to Botany taught at University level.

Arboretum Summer Camp held the last two weeks of June and run by Arboretum volunteers.

## 7. Friends Report – Dalessi

Dalessi said the Friends held the Monster Tomato sale last Thursday through Sunday.

Dalessi said Green Scene, the largest outdoor garden show in Southern California, will be April 20<sup>th</sup> and 21<sup>st</sup> from 10 am to 4 pm; admission is \$6 for members and \$8 for non-members.

Dalessi said the Children's Art in the Garden will be held on May 5<sup>th</sup>.

Dalessi said the Victorian Tea in the Garden will be held on June 9<sup>th</sup>.

Dalessi said the Gala will be in July and will be recognizing Pat Hopping, an Arboretum volunteer for many years.

## OTHER BUSINESS:

None

## ADJOURNMENT:

Miller adjourned the meeting at 4:25 p.m.

The next Commission meeting will be held Wednesday, June 12, 2013

Beverley White  
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

2011– 2012 Draft Audit (Exhibit A)  
2011– 2012 990 (Exhibit B)  
2012 – 2013 Draft Budget (Exhibit C)  
2012 – 2013 Financial Worksheets (Exhibit D)