

# FULLERTON ARBORETUM COMMISSION

MINUTES  
REGULAR MEETING  
March 11, 2015  
APPROVED 6/10/15

The 178<sup>th</sup> meeting of the Fullerton Arboretum Commission was held in the Pavilion Classroom at the Fullerton Arboretum.

Commissioners present: Krsitin Prior, Tony Florentine, Joe Felz, and Frank Mumford

Others Present: Gregory Dymont, Director  
Greg Pongetti, Living Collections Curator  
Jack Reynolds, Friends President  
Mary Dalessi, Past Friends President  
RJ Stager  
Steve Eldredge, Friends Investment Committee  
Laura Hultman, CSUF Finance Office  
Patrick Guzman, Auditor  
Monique Shay, University Counsel  
Marta McDaniel, Recorder

Dymont called the meeting to order at 3:01 p.m.

## **PUBLIC COMMENTS:**

No public comments.

## **NEW BUSINESS**

- 1. Action Item: Elect At large Commissioner – Dymont***

Dyment announced that Kay Miller and Eugene Jones had retired from the Commission. Kristin Prior was introduced as new Commissioner appointed by the City of Fullerton. At Large Commissioner needed to be nominated to replace Eugene Jones.

Florentine nominated RJ Stager for At Large Commissioner position and passed out bio information. (Exhibit A)

Felz asked about advertising for the Commissioner At Large position. Discussion was held regarding JPA nomination requirements. Dyment explained that Commissioner At Large is nominated and elected by Commissioners. Felz suggested adding by-laws to specify protocol for Commissioner At Large nominations and asked to defer vote to a special meeting with all commissioners in attendance.

**MSC – Felz motioned to defer vote on Commissioner At Large to a special meeting. Seconded by Mumford and carried.**

**2. Action Item: Election of Commission Officers – Dyment**

Dyment said a new President and Vice-President needed to be elected at the first meeting of the new year per JPA.

Felz asked that this vote also be deferred to a special meeting with all Commissioners in attendance.

**MSC – Florentine motioned to defer vote to a special meeting to be held in one month. Seconded by Mumford and carried.**

**3. Approve minutes of December 10, 2014 – Dyment**

Minutes submitted and approved with correction of moving Jack Reynolds from “Commissioners present” to “Others present” category.

**4. Review: 2013-2014 Audit – Patrick Guzman**

Patrick Guzman, Guzman & Gray, introduced himself and presented for review 4 items produced from the 2013 AUDIT: The 2013-2014 990 Tax Returns, 2013-2014 Financial Statements, letter Communication With Those Charged With Governance, and letter Communication Of No Material Weakness. (Exhibits B,C,D,E)

Guzman reviewed the 2013-2014 Financial Statements. Florentine asked if a comparative page could be added to the statements. Guzman stated

that for this year there would be an additional cost, however, going forward the comparative page could be added at no cost because the information was already in the system. (Exhibit B)

Guzman spoke about the letter Communication With Those Charged With Governance. This letter states if there were any problems encountered during the audit and gives suggestions for improvements in internal control, policies and procedure. Guzman reports that no problems were encountered and gave recommendations in the areas of CONFLICTS OF INTEREST, GENERAL LEDGER, DEPOSIT OF FUNDS AT OTHER ORGANIZATIONS AND DAILY CASH COLLECTIONS. (Exhibit C)  
Guzman spoke about the letter Communication Of No Material Weakness. This letter is also known as the "management letter" it states that no material weaknesses were found. (Exhibit D)

**5. Review: 2013-2014 990 Tax Returns – Patrick Guzman**

Tax returns were reviewed. Guzman stated that Arboretum did not have to file a return with the State of California or a Registration Renewal Fee (RRF-1) with the State Attorney General's office. The 990 Tax Return was filed electronically. (Exhibit E)

**6. Review: 2014-2015 Financial Worksheets – McDaniel**

McDaniel reviewed the Financial Worksheets page by page. (Exhibit F)

**OLD BUSINESS**

**7. JIC Update – Eldredge**

Eldredge said that 1.13 million went to Wells Fargo investments. Accounts were on an 8% growth track. JIC will meet again in February and then May to review account growth.

## 8. *Director's Report – Dymont*

Dymont announced new staff additions since last Commission meeting.  
Marta McDaniel, Administrative Analyst/Specialist  
Brian Maddock, Nursery Manager  
Emmanuel Romo, Advanced Gardner  
Amy Kwiecien, Advanced Gardener  
Juliet Kidwell, Receptionist  
Janice Simmons, Receptionist

Dymont said 2 students were working on mapping out the sprinkler/irrigation valves to be used for implementing the new irrigation system.

Dymont said the Mushroom Exhibit had left the museum on Monday and the next exhibit would be Student Art by Professor Lawrence Yun's class. Dymont said the student art would be for sale. Also, Dymont said a cello performance would be given on April 26<sup>th</sup> in the museum to accompany the student art.

Dymont said Nan Steerman of the TV program *Growing Passion* came to the Arboretum on January 14<sup>th</sup> and filmed a segment on the citrus collection. The show will air on PBS. A copy of the show will be given to us after the program airs.

Dymont announced the Citrus Psylid was found in the Arboretum today. The Psylid destroys citrus trees.

Pongetti said that control methods were being researched. Biological control would introduce a wasp that kills the psylid by injecting it with its eggs and therefore killing the psylid. Pesticide control meant spraying all the trees. Trees do not need to be destroyed until they reach the huanlongbing stage.

Pongetti said another pest known as a Borer had already destroyed 3 trees on the grounds. Control methods were being researched as well. This pest was brought in by the Chinese materials brought to Huntington Gardens. This pest will affect native trees. The native trees are already stressed because of drought conditions and have become susceptible to pests.

Dymont said the magazine *Greenleaves* went out to the membership. The cost was approximately \$2200. Hope to publish magazine semi-annually.

## **9. *Grounds Report – Pongetti***

Pongetti said with the addition of two new gardeners, he was ready to start work on some projects.

Orchard Lawn has received some attention. The lawn has been weeded, and reseeded. Gopher traps were used to deter the gophers.

Heritage House will be weeded, new annuals planted, Wisteria pruned. A medicinal plant garden collection will be added to the back garden of the house.

Desert area will be weeded and cleaned up.

Rose garden is well cared for under the supervision of the volunteers. Sheet mulching has proved effective in the reduction of weeds.

Nursery has grown the plants for Veggiepalooza. 25k plants were grown this year which is 20% less than last year to avoid overstock.

Titan Arum received donations of \$392 with 2300 people coming to view it. Pongetti suggests putting up a sign to collect at least \$1 per person. Another Titan Arum will bloom in a few weeks.

Pongetti said some future projects include adding a native plant demonstration garden near Oak Hall and replacing plants to the entrance area and Pavilion area that were destroyed recently due to constructions projects. Also new plant signage is needed and mounting options are being researched.

## **10. *Friends Report – Reynolds***

Reynolds said that Victorian Christmas was being re-thought and changed to Lights in the Garden. More details were to be discussed at the March 26<sup>th</sup> Friends' meeting.

Reynolds said Volunteer appreciation potluck was February 25<sup>th</sup>. The potluck had 50-60 attendees and the new Fullerton Arboretum Volunteer t-shirt was presented.

Reynolds said upcoming events include:  
Veggiepalooza on March 22<sup>nd</sup> & 23<sup>rd</sup>  
Green Scene on April 18<sup>th</sup> & 19<sup>th</sup>  
Victorian Tea on May 9<sup>th</sup>  
Gala in June

Reynolds said the Friends will be reviewing the rental pricing policy and structure with a view to increasing revenue and reducing the wear and tear on the garden. Proposed changes will be brought to the next Commission meeting for consideration and approval.

## **ADJOURNMENT**

Dyment adjourned the meeting at 4:31 p.m.  
The next Commission meeting will be held Wednesday, June 10, 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

RJ Stager Bio (Exhibit A)  
2013-2014 990 Tax Returns (Exhibit B)  
Governance letter (Exhibit C)  
Material Weakness letter (Exhibit D)  
2013-2014 Financial Statements (Exhibit E)  
2014-2015 Financial Worksheets (Exhibit F)