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Eric Knepp  
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Jt Covelli  
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Julie Herfel  
Edith Hilliard  
Jeff Levy  
Janet Loewi  
Dale Mathwich  
Dan Matson  
Jerry Minnich  
Jennifer Nordlof  
Erin Ogden  
Tricia Perkins  
Emanuel Scarbrough  
Michelle Taschek  
Barbara Tensfeldt  
Paul Williams

## Olbrich Botanical Society Board of Directors Meeting

**Date:** Tuesday, December 17, 2019  
**Time:** 4:00 p.m.  
**Place:** Olbrich Botanical Gardens, Meeting Room

### AGENDA

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Если Вам необходима помощь устного или письменного переводчика, а также если Вам требуются материалы в иных форматах либо у Вас имеются особые пожелания в связи с доступом к данной услуге, мероприятию или программе, пожалуйста, позвоните по указанному ниже телефону и сообщите об этом не менее чем за три рабочих дня до соответствующей встречи.

- I. Call to Order – by President Julie Rupert
- II. Approval of the November 19, 2019 minutes. Motion
- III. Public Comments on Items not on the Agenda
- IV. Reports
  - A. President’s Report – by President Julie Rupert
    - a. Project Update – by Randy Wiesner, Architect 3 City Engineering
    - b. Capital Campaign Update – by Joe Vande Slunt, Director of Development
    - c. Update on the Board Member Engagement Packets
    - d. The OBS Executive Committee recommends that active solicitation for the Rooted & Growing Capital Campaign be discontinued at the end of 2019.  
Motion
    - e. Nominations (information included in this packet) – Motions
    - f. Confirm OBS Foundation Election (information included in this packet) – Motion

- B. Financial Report – by Rylee Schuchardt
  - a. October 2019 Financials
  - b. Approval of 2020 OBS Operating Budget – Motion Budget and Budget Narrative attached.
  - c. Staff Travel Policy – OBS Executive Committee recommends approval Motion

- C. Director's Report – by Roberta Sladky  
INFORMATIONAL

Staff Written Reports

*The “Numbers” Report (Patti Jorenby, Hannah Tubbs, & Education Team)*

*Horticulture (Jeff Epping)*

*Conservatory & Greenhouse (Colten Blackburn)*

*Volunteers (Marty Petillo)*

*Programs & Exhibitions (Missy Jeanne)*

*Gift Shop (Camela King)*

*Education (Education Team)*

- D. Development Reports – by Joe Vande Slunt  
INFORMATIONAL

Staff Written Reports

*Development & Membership Report and Capital Campaign Financials  
(Joe Vande Slunt)*

- E. Marketing & Public Relations Report – by Katy Plantenberg  
INFORMATIONAL

Staff Written Reports

*Marketing & Public Relations Report (Katy Plantenberg)*

- V. New Business
- VI. Announcements
- VII. Adjournment

**Following the Board Meeting, please adjourn to the *Holiday Express: Flower and Model Train Show* for some holiday cheer!**

NOTE: This agenda has been recorded with the City Clerk's Office. The meeting notices and agenda have been posted. If you need an interpreter, materials in alternate formats or other accommodations to access this service, activity or program, please contact Olbrich Botanical Gardens at 608.246.4550, or TTY # 866.704.2315 so proper arrangements can be made in a timely fashion.