

## HARRY P. LEU GARDENS BOARD

### April 24, 2024 Minutes

The Harry P. Leu Gardens Board of Trustees held its regular meeting in-person on Wednesday, April 24, 2024 at Leu Gardens. **The meeting was called to order by James Whited, Chair, at 7:51 a.m. announcing a quorum present:**

**TRUSTEES PRESENT:** [12 meetings scheduled; **(6 Held, 1 Cancelled)** year-to-date for 2023-24 fiscal year]  
James Whited, (6/0) Chair Paul Oppedisano, (4/1)  
Audrey Jones, (4/1) Gabrielle Russon, (5/0)  
Richard McCaffrey, (1/1) Angela Territo, (5/0)

**TRUSTEES ABSENT:** Adilia Richemond, (4/2/ Vice Chair

**STAFF PRESENT:** Jennifer D'hollander, Executive Director, Harry P. Leu Gardens  
Antoinette Ashman, Recording Secretary, Harry P. Leu Gardens

**PUBLIC PRESENT:** None

#### **WELCOME NEW BOARD MEMBER:**

James Whited welcomed new board member, Richard McCaffrey, to his first in-person meeting.

#### **APPROVAL OF CONSENT AGENDA:**

- March 27, 2024 Leu Board Minutes (**Attachment**)
- Horticulture March 2024 Report (**Attachment**)
- Education March 2024 Report (**Attachment**)
- Membership and Volunteers March 2024 Report (**Attachment**)
- Events and Marketing March 2024 Report (**Attachment**)

The Leu Gardens Board reviewed the items under Approval of the Consent Agenda.

James Whited pulled the Membership and Volunteers March 2024 Report from the Consent Agenda.

**It was moved by Paul Oppedisano and seconded by Richard McCaffrey to approve all Consent Agenda items excluding the Membership and Volunteers report for March 2024 as listed.** There was no discussion. **It was approved by all.**

Discussion ensued on the Membership and Volunteers March 2024 report. Mr. Whited commented on lapse memberships number were more than new memberships numbers for the month. Mr. Whited would like to keep track if the trend of less new memberships in comparison to lapse memberships continue.

***Audrey Jones arrived at 8:05 a.m.***

Discussion ensued on the benefits and categories of memberships, philanthropy versus membership, and clarification needed regarding tax deduction for memberships.

**It was moved by Paul Oppedisano and seconded by Gabrielle Russon to approve the Consent Agenda item Membership and Volunteers March 2024 Report after discussion.** There was no further discussion. **It was approved by all.**

#### **EXECUTIVE DIRECTOR:**

- March 2024 Attendance Update (**Attachment**)  
The Board reviewed the March 2024 Attendance Update. Mr. Oppedisano requested some adjustments to the report for clarity.

The modifications requested: create a separate table for “Paid Daytime Admission” only which would include (visitors/adults, child, and military) that totals and matches the “Paid” data in the “Guest Type by Number and Percentage” Table.

In the “Guest Type by Number and Percentage” Table, move under the Guest Type column “Members” after Guest Type “Paid.”

- **Staffing Update**

Interviews for the Horticultural Manager position are scheduled for next week. Discussion ensued on the Horticultural Manager position. Mr. McCaffrey will share some interview strategies with Ms. D’hollander before the upcoming interviews.

- **Budget 2024-25 Overview**

Ms. D’hollander is working on the 2024-25 Budget. Ms. D’hollander went over the work repairs completed in the gardens and lobby areas. More funding will be allocated in the budget for facilities next year.

The City’s Risk Management department visited the Gardens and assessed areas using HIT (Hazard Identification Tool) to help reduce the risk and increase the safety of the gardens.

**ITEMS FOR DISCUSSION:**     None.

**OLD BUSINESS:**

- **Strategic Plan Update**

The Strategic Planning Workshop is scheduled for Monday, May 20, 2024, at 11:00 a.m. at Leu Gardens.

- **Master Plan Update**

The RQS24-0164 Master Planning for Harry P. Leu Gardens Advisory Committee meeting is scheduled for Monday, May 6, at 1:00 p.m. at Leu Gardens.

**NEW BUSINESS:**

Angela Territo shared concerns on how the public interact with the gardens and exhibition pieces during their visit.

**ADJOURNMENT:**

There being no further business to conduct, **the meeting adjourned at 9:00 a.m. It was moved by Gabrielle Russon and seconded by Audrey Jones.** There was no discussion. It was approved by all.

The next virtual Harry P. Leu Gardens Board meeting is scheduled for May 22, 2024.

Antoinette Ashman, Recording Secretary