

**HARRY P. LEU GARDENS BOARD**  
**February 28, 2024 Minutes**

The Harry P. Leu Gardens Board of Trustees held its regular meeting virtually on Wednesday, February 28, 2024 at Leu Gardens. **The meeting was called to order by James Whited, Chair, at 7:47 a.m. announcing a quorum present:**

**TRUSTEES PRESENT:** [12 meetings scheduled; **(4 Held, 1 Cancelled)** year-to-date for 2023-24 fiscal year]  
James Whited, (4/0) Chair Gabrielle Russon, (4/0)  
Adilia Richemond, (3/1) Vice-Chair Angela Territo, (4/0)

**TRUSTEES ABSENT:** Audrey Jones, (3/1)  
Richard McCaffrey, (0/1)  
Paul Oppedisano, (3/1)

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

**PUBLIC COMMENT:** None.

**APPROVAL OF CONSENT AGENDA:**

- January 24, 2024 Leu Board Minutes (**Attachment**)
- January 2024 Leu Revenues, Expenses and Comparison Reports (**2 Attachments**)
- Horticulture January 2024 Report (**Attachment**)
- Membership and Volunteers January 2024 Report (**Attachment**)
- Events and Marketing January 2024 Report (**Attachment**)

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

**It was moved by Adilia Richemond and seconded by Angela Territo to approve the Consent Agenda items for January 2024 as listed.** There was no discussion. **It was approved by all as presented.**

**EXECUTIVE DIRECTOR:**

- January 2024 Attendance Update  
Mr. Whited questioned the status of wedding reservations. Ms. D'hollander noted to the Board that the Halloween "Happy Frights and Haunting Nights" and Dazzling Nights events curtailed weddings and evening private events during the months October 2023 thru December 2023. Discussion ensued on the Memoir's night events.
- Strategic Plan Update  
The Strategic Plan Kickoff meeting was Monday, February 26. Committee meetings will be scheduled soon for the upcoming months March and April.
- Master Plan Update  
The Master Plan RQS process is out to the public with currently over 30 firms interested. The submittal deadline is March 7, 2024.

James Whited questioned if the costs for the Strategic Plan and Master Plan was in the budget. It was noted that the costs were reflected in our CIP Budget not in our operating budget.

Ms. Territo requested information on the RQS process for the Master Plan. Ms. D'hollander explained the process.

- Foxtail Marketplace & Cafe Update  
Ms. D'hollander gave an update on Foxtail Café permitting process and their participation at the annual plant sale.

**ITEMS FOR DISCUSSION:**

- Nominating Committee Recommendations for Chair and Vice Chair positions  
The Nominating Committee consisting of James Whited, Adilia Richemond, Angela Territo and Gabrielle Russon met virtually at 7:45 a.m. The committee recommended James Whited as Chair and Adilia Richemond as Vice Chair.

**It was moved by James Whited and seconded by Adilia Richemond to accept the nomination of James Whited as Chair and Adilia Richemond as Vice Chair for the Harry P. Leu Gardens Board for 2023-2024 fiscal year.** There was no discussion. **It was approved as presented by all.**

James Whited accepted the Chair and Adilia Richemond accepted the Vice Chair positions.

Newly appointed Leu Board member Richard McCaffrey will be attending March 27, 2024 meeting.

**OLD BUSINESS:**

- **Waterfront Overlook Project**  
Ms. D'hollander updated the Board on the Waterfront Overlook Project. The sidewalks to the overlook have been removed. The dredging of the area will begin soon and be completed this year. Leu Gardens has a CIP of \$1,000,000.00 assigned for the waterfront improvement. Ms. Jones requested the video of the dredging process that will repair the erosion on the waterfront. Ms. D'hollander will send the video to the Board.
- **Welcome Center HVAC System**  
The HVAC system at the Welcome Center has failed several times during the past year. A budget of \$250,000 has been earmarked to update the system.
- **Foxtail Marketplace**  
Ms. D'hollander updated the Board on Foxtail Marketplace. The start date has been delayed to May.

**NEW BUSINESS:**

- **June 26, 2024 Leu Board Meeting**  
Discussion ensued regarding cancelling June 26, 2024 Leu Board meeting.

**It was moved by James Whited and seconded by Adilia Richemond to cancel Leu's June 26, 2024 Board meeting.** There was no further discussion. **It was approved by all as presented.**

**ADJOURNMENT:**

There being no further business to conduct, **the meeting adjourned at 8:06 a.m. It was moved by Angela Territo and seconded by Adilia Richemond.** There was no discussion. It was approved by all.

The next virtual Harry P. Leu Gardens Board meeting is scheduled for March 27, 2024.

Antoinette Ashman, Recording Secretary