

HARRY P. LEU GARDENS BOARD
March 27, 2024 Minutes

The Harry P. Leu Gardens Board of Trustees held its regular meeting virtually on Wednesday, March 27, 2024 at Leu Gardens. **The meeting was called to order by James Whited, Chair, at 7:45 a.m. announcing a quorum present:**

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

STAFF PRESENT: Jennifer D'hollander, Executive Director, Harry P. Leu Gardens
Antoinette Ashman, Recording Secretary, Harry P. Leu Gardens
Casey Billings, Meeting Coordinator, City Clerk Office

PUBLIC PRESENT: Mia Kirby, BBA

PUBLIC COMMENT: Mia Kirby had no comment.

WELCOME NEW BOARD MEMBER:

James Whited welcomed new board member, Richard McCaffrey, to the Board. Mr. McCaffrey greeted the Board and shared his work background of working for Disney for 26 years in a variety of HR roles. Mr. Whited head suggested introductions of other board members be delayed until next month's In-Person meeting.

APPROVAL OF CONSENT AGENDA:

- February 24, 2024 Leu Board Minutes (**Attachment**)
- Horticulture February 2024 Report (**Attachment**)
- Education February 2024 Report (**Attachment**)
- Membership and Volunteers February 2024 Report (**Attachment**)
- Events and Marketing February 2024 Report (**Attachment**)

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

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

EXECUTIVE DIRECTOR:

- February 2024 Attendance Update (**Attachment**)
Jennifer D'hollander introduced a new Attendance Mix format to the Board and to get feedback from the Board. Mr. Whited liked the simpler format. Paul Oppedisano noted if a Year-to-Date Attendance trend could be provided at the next In-Person Board meeting. Richard McCaffrey questioned if there was a forecast of attendance for future months or for the year to get a comparison. Discussion ensued on the Attendance Mix report. Ms. D'hollander noted that in the future with the Strategic Plan there will be planning with a trajectory to meet revenues. Ms. D'hollander noted that the change is to make the Attendance Mix report more simple, effective, and efficient.
- February 2024 Financial Reports (**Attachments**)
Ms. D'hollander introduced two new formats for the revenues and expenses financial reports. The Board reviewed the fiscal year 2023-24, a 5-month Financial Statement report. Ms. Richemond asked for clarification regarding the Revenue "City of Orlando" category. Ms. D'hollander explained that the "City of Orlando" revenue category means the additional funds that Leu Gardens receive from the general fund to make up the actual costs for us to operate. Ms. D'hollander will change the revenue category to City General Fund. Discussion ensued on revenues and expenses financial reports.

Ms. D'hollander also reviewed the 2nd financial report, a fiscal year 2022-23 Final Year-to-Date Report depicting each month for revenues and expenses.

Ms. Richemond questioned what expenses were represented in “General Operating expenses.” Ms. Richemond wanted Foxtail to be a separate line item and not included under “Vendor Commissions & Fees” category.

- **Strategic Plan Update**

Ms. D’hollander reviewed the upcoming meetings and surveys dates for the Strategic Plan with the Board.

The public will be notified about the two Strategic Plan Community Forum meetings via Leu Gardens’ e-newsletter, the City of Orlando, and through Facebook. There will be an RSVP process of how many guests will be attending each meeting.

- **Master Plan Update**

The Master Plan RQS has closed with 10 proposals received. The City’s Procurement Department is managing the Master Plan process. The next public meeting is the Master Plan RQS Advisory Meeting on April 11, 2024 at Leu Gardens, when we will go through the procurement process.

ITEMS FOR DISCUSSION:

- **Parking Study Survey**

Paul Oppedisano questioned if there was an update on the parking Study Survey. Ms. D’hollander informed the Board that the Parking Study Survey is to understand the feasibility of a parking garage along with other ways to mitigate parking during events, and other ways to expand what we currently have for parking. Discussion ensued about the Parking Study.

- **Plant Sale**

The Plant Sale was an amazing event with over 17,000 visitors. We did spend a significant amount of effort on trying to mitigate parking issues. Tracy Micciche coordinated additional parking at local medical offices from the Mills Avenue Main Street and we had informational signs placed for event parking leading to those areas. The City’s Traffic Department placed non-parking signs around the gardens’ neighborhoods, stating parking on these streets were either not permissible or double-sided parking was not permitted. About a dozen citations were given out and one car was towed because it was parked in front of a fire hydrant, so they were enforcing it as well.

OLD BUSINESS: None.

NEW BUSINESS:

- **Volunteers Appreciation Dinner**

The Volunteers Appreciation Dinner is on April 16, 2024, at 6:00 p.m. and the deadline to RSVP for the event is on Wednesday, April 3, 2024.

ADJOURNMENT:

There being no further business to conduct, **the meeting adjourned at 8:32 a.m. It was moved by Adilia Richemond and seconded by Paul Oppedisano.** There was no discussion. It was approved by all.

The next In-Person Harry P. Leu Gardens Board meeting is scheduled for April 24, 2024.

Antoinette Ashman, Recording Secretary