

Agenda  
Saint John's Arboretum Advisory Council Meeting  
Monday, February 16th, 2004  
Room 150 New Science Building, Saint John's University

- 8:30 - 9:15** Coffee, rolls & catching up
- 9:15 - 10:00** Fundraising Committee - Room 315  
Review Estate donations; Cumulative Lifetime Donation levels; and Standing /Endowed funds. (See attached Tom K. January 13 memo)  
  
Plant sale & other FY05 activities
- 10:15- 11:00** Administration Committee - Room 315  
Review Job Description for Arboretum Assistant Director (see attached)  
Propose procedural template and requirements for potential replacement.
- 11:15- 12:00** A) Community Education Committee: Room 150  
Review activities and budgets for FY 05
- 11:15- 12:00** B) K-12 Education Committee: Room 315  
Review activities and budgets for FY 05
- 12:00 - 1:00** Lunch (optional, meet at office by noon or at the Refectory)
- 1:00- 1:45** A) Membership and PR Committee: Room 150  
Review activities and budgets for FY 05
- 1:00- 1:45** B) Lands Committee: Room 315  
Review activities and budgets for FY 05
- 1:45- 2:00** Refreshments 150 New Science, Natural History Museum

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continued

**2:00** Full Council Meeting

Invocation - Fr. Kulas

Welcome & Introductions - Tom Kroll

**2:15 Updates / Discussion / Decisions by Committee Topic** (see attached Committee Updates)

1) K-12 Education

Activities and budget for FY 05

2) CSB/SJU Education

Activities and budget for FY 05

3) Community Education

Activities and budget for FY 05

4) PR/ Membership

Activities and budget for FY 05

5) Lands

Activities and budget for FY 05

5) Fundraising

Decide names and levels for:

Estate donations; Cumulative Lifetime Donation levels; and Standing /Endowed funds.

Jim Dwyer - Institutional Advancement - Gift update

Trail signs -\$700

Plant Sale - Scott May

7) Program Administration and Volunteers

Approve Job Description for Arboretum Assistant Director

Approve procedural template and requirements for potential replacement.

**5:15** Other business. Assign committee tasks and set meeting dates.

Move next meeting date from Feb . 9<sup>th</sup> to Feb 16<sup>th</sup>, 2004.

**5:30** Closing

## **Committee Updates - for February 16th, 2004**

### K-12 Education

- 2378 K-12 students participated last fall; spring booking has started
- New grade-specific forms have been developed, with maps to help both tour leaders and K-12 teachers know what will be taught and where each teaching station is located

### CSB/SJU Education

- 250 CSB/SJU students participated in individual and group Arboretum projects
- New projects include marketing brochure and Arc-GIS intern and an Avon Hills intern.

### Community Education

- Open House and Membership Appreciation - December 5 (110 attended)
- Snowshoe/Moonlight Trek - February 5
- Many upcoming events; listed on website, Johnnie Update, newspaper

### Public Relations and Membership Benefits

- Membership - 339 members as of January 9<sup>th</sup>, up from 250 April 1<sup>st</sup>
- Newsletter published January 13<sup>th</sup>
- Christmas cards sent to all donors of \$500 or more
- Hand written thank-you cards to all donors over \$100.

### Fundraising

- New donation levels are being developed

### Lands

- Working on new trail development with neighbor
- Logging is continuing through winter season; new areas and logging roads
- Stands are being mapped through GPS technology
- Neighborhood goodwill visits being conducted with members of St. John's Abbey
- Avon Hills Initiative proceeding well. (see attachment)

### Program Administration and Volunteer Management

- Processing dozens of renewals - Well coordinated with Institutional Advancement