

Minutes of Saint John's Arboretum Advisory Council Meeting
Friday, December 1, 2006
Natural History Museum, Saint John's University

Council Members:

Present: Terri Barreiro, Stephanie O'Keefe, Larry Schwietz, Chuck Wocken, Janette Monear, Steve Saupe, Alison Binsfeld, Scott Daninger, Kari Dombrovski, Tom Haeg, Bob Russell, Mike Brown, Bruce Dickau, Sarah Gainey, Tom Kroll, John Kulas, O.S.B.

Absent: Tom Wicks, Bruce Wollmering, O.S.B., Kathryn Sinner (CSB Senate), Michael Swanberg (SJU Senate), David Hartwell

Guests: John Taylor, Jim Dwyer

The meeting was called to order at approximately 10:40 a.m.

Welcome and Introductions

Fr. John Kulas, O.S.B. opened the meeting with a prayer. Everyone then introduced themselves and Tom gave an overview of the topics for the meeting. Tom also thanked David Hartwell for his work with the Arboretum, especially in the area of land management.

Discussion of Options to Solve Issue of Grant Writing for the Arboretum

Description of Issue

Tom described the current issue with the Office Coordinator Fellowship as a lack of time for grant writing and the loss of the fellow just at the point when skills in grant writing have begun to be established. Due to these issues with the position, the Arboretum still needs to generate between \$15,000 and \$20,000 in the next couple years. Sarah listed the areas still needing funding as land management projects and transportation reimbursements. Currently the Arboretum reimburses the full cost of transportation for ISD 742 and \$2 per child for other schools.

Grant Writing Overview

Terri Barreiro and John Taylor gave an overview of the grant acquisition process. They described foundations as focusing on making a match between their goals, which change every five years or so, and the goal of the project seeking funding. Grant seekers should seek to meet in person with the staff of the donor being applied to with three to four project ideas to maximize the chance of being funded. Rejected proposals should be followed up to determine the reasons for denial and to increase the effectiveness of future proposals. John advised the council that there was little chance of Saint John's University allowing a full-time fundraiser to be hired for the Arboretum due to unproductive previous experiences.

Solution Discussion

Many potential solutions were proposed to solve the funding issue. Ideas included: building the extra funds into the Arboretum's annual operating costs; making the education trunks into a marketable commodity; charge Sarah and Tom with making contacts and have the fellow exclusively do grant writing; charge Sarah and Tom with making contacts and contract a grant writer; establish an additional endowment; increase the fees for services; introduce summer-camp based programs; change the Office Coordinator fellowship position into a full time-position.

Discussion with Special Events Staff of Options for Annual Open House

The council had lunch with Jeff Wubbels and Ginger Delles to discuss alternate options for the annual open house should the attendance outgrow the current facilities. Suggested alternatives included keeping the same date and changing the venue to either Sexton or the Refectory, keeping the same venue and changing the date and changing the set up of the current venue to allow for more occupants.

Revisit and Reaffirm Goals and Existing Accomplishments for FY 07

Sarah provided an overview of the goals and accomplishments listed in the FY 2006 work plan.

Physical and Human Resources

Plans continue to be discussed on the establishment of a new building for EE classes and other campus uses. Tom Haeg is the AAC member helping on this continuing project. The Strategic Plan for 2005-10 is scheduled to be reviewed at the February meeting.

Finances

Terri suggested that now is the time to look into the feasibility of expanding the fellowship to a full-time position. Regardless, the fellowship will definitely continue as is for the next employment year. The council recommended making an addendum to the current planned giving brochure to be given to Jim Dwyer. Tom and Sarah will develop a 'wish list' for the Arboretum; Terri, Kari and Alison expressed a desire to take part in this discussion.

Education

PreK-12

Teacher training and evaluations were conducted during the fall. Alison and Sarah will talk about offering continuing education credits for summer classes through Hamline University.

CSB/SJU

The Arboretum club "Wild Things" was denied club status, but Maribeth Overlund suggested looking into attaining status as an organization. Student Naturalists will investigate the requirements for attaining this status.

Community

Sarah is looking into hosting a 'Scout Day' during maple syruping time as well as promoting a Camporee on Watab. The orienteering course has been established. Gear for completing the course will be purchased this winter.

Visibility

Help from all council members has been requested in finding examples of how other organizations sell ads in their newsletters. Greg Hoye has been identified as a potential channel to finding a channel at MPR.

Institutional Advancement Updates

Jim Dwyer joined the committee to give an IA update. At Jim's request, Larry Schwietz volunteered to contact a Dr. Von Lintel, who studies conservation easements as a hobby. Representatives from the University are visiting an anonymous donor in a couple weeks, at which point more will be known about a potential gift to the Arboretum.

Membership Open House

Sarah announced that 44 silent auction items and 34 raffle items are being offered at the Open House this year. Around 200 guests are anticipated to attend. Attentiveness to how full the room feels has been requested in an effort to determine if larger facilities will need to be requested in coming years. If a larger facility becomes necessary, the Great Hall appears to be the most appropriate; however, a change in date or day of the week may be required.

The meeting was adjourned at approximately 2:20 p.m.

Submitted by,

Melissa Holm

The next Arboretum Council meeting is scheduled for *Monday, February 26, 2007* in the New Science Center, Natural History Museum.