



**North Carolina Botanical Garden Foundation
Spring Board Meeting
Friday, May 17, 2024
10:00 a.m – 3:00 p.m.**

In person:

North Carolina Botanical Garden
Reeves Auditorium
100 Old Mason Farm Road, Chapel Hill

Virtual:

Join Online: <https://unc.zoom.us/j/92745095992>
Join by Phone: Dial 301-715-8592; Enter Meeting ID 927 4509 5992

Agenda

- 10:00 a.m. **Welcome** – Carol Tresolini, President
 Approval of Minutes (*See Appendix, pg. 11*) - VOTE
- 10:05 a.m. **Development & Membership Committee** (pg. 2) – Gail Perry & Pat Holder, Co-chairs
- 10:20 a.m. **Finance and Audit Committees** (pg. 3) – Terry Ball, Audit Committee Chair
 FY25 Budget - VOTE
- 10:30 a.m. **Conservation Committee** (pg. 6) – Jodie LaPoint & Janis McFarland, Co-chairs
- 10:45 a.m. **Governance Committee** (pg. 9) – April Johnson Choice & Erik Lensch, Co-chairs
- 11:00 a.m. **Creating a Shared Vision and Roadmap for the Garden and Foundation**
 Carol Tresolini, NCBGF President
 Damon Waitt, NCBG Director
 Deena Class, Word & Plant
- 12:00 noon **Lunch**
- 1:00 p.m. **Field Trip to Mason Farm Biological Reserve**
 To tour the Plant Materials of the Atlantic Southeast conservation program
 followed by a guided hike on the 1.8 mi. Old Farm Trail (*Please dress for walking
 outdoors on uneven terrain.*)
- 3:00 p.m. **Adjourn**



Development & Membership Committee

Gail Perry, Co-chair
 Pat Holder, Co-chair
 Mike Andrews
 Patrick Barratt

Kerry Bird
 Chris Bogan
 Melanie Christian
 Sims Preston

Stephen Keith
 Director of Development

 Kristen Hironimus
 Associate Director of Development

Gift Revenue FY24 to date
 July 1, 2023 – April 30, 2024

Fund Type	FY24 Goal	FY24 to date	% Goal
Unrestricted, general support gifts	\$650,000	\$648,303	99%
Restricted gifts (designated & expendable)	\$700,000	\$873,206	124%
Permanent Endowment gifts (restricted use)	\$150,000	\$99,232	66%
Total Gifts	\$1,500,000	\$1,620,741	108%

~83% through the fiscal year

NCBGF Membership Count (12 month data comparison)

NCBG Foundation Membership Levels	Membership count; May 1, 2022 - May 1, 2023	Membership count; May 1, 2023 - May 1, 2024
Digital	65	56
Individual	1,276	1,339
Dual	627	743
Household	832	745
Sustainer	95	81
Director's Circle	62	40
Total Memberships	2,957	3,004

NCBGF Unique Donor Review (July 1-April 30 comparison)

Fiscal Year	Quantity
FY21	3,725
FY22	4,291
FY23	4,231
FY24	4,291

Thank you for supporting the plant conservation mission of the North Carolina Botanical Garden.

Stephen Keith, Director of Development (919) 962-9458



Finance Committee

Niels Lameijer, Chair
Terry Ball
Erik Lensch
Tom Thornburg

Audit Committee

Terry Ball, Chair
Niels Lameijer
Erik Lensch
Ted Teague
Tom Thornburg

Lisa Hicks, Director of Business Operations
Damon Waitt, NCBG Director

NC Botanical Garden Foundation, Inc.				
Budget for Core Expenses for Year Ended 6/30/25				
	FY25	FY24		FY23
	Budget	Budget	Projected 6/30/24	Actual
SUPPLIES/MATERIALS				
Miscellaneous Supplies	150	150	174	77
	150	150	174	77
SERVICES				
BGF Annual Audit	25,000	23,500	24,850	18,950
Board Software - Board Pro	3,500	2,880	3,500	2,879
Membership Card Software	4,000	-	-	-
Legal Services - Poyner Spruill	5,000	10,000	-	-
UNC Associated Entity Fee	14,000	14,000	14,000	14,000
Strategic Planning for the Board	19,950	3,500	3,500	-
Capital Business Solutions - MIP Software	4,500	975	975	918
Land Appraisals	2,500	-	1,500	1,770
	78,450	54,855	48,325	38,516
MEETINGS				
New Board Member Orientation	550	550	614	500
Spring Board Meeting	950	650	950	629
Fall Board Meeting	1,500	1,000	2,082	802
Summer Board Meeting	500	-	-	-
Executive Committee Meetings	-	-	-	20
Donor Meetings	200	-	243	261
Land Trust Alliance Training & Meetings	2,000	2,000	2,000	-
	5,700	4,200	5,890	2,212
FIXED CHARGES				
Directors & Officers Insurance	1,728	1,728	1,728	1,728
Commercial Liability Policy	1,750	1,747	1,759	1,747
Umbrella Policy	1,125	1,103	1,103	1,103
Bonding Insurance Policy	493	493	493	493
Villa Pinea Solid Waste/Landfill	225	213	234	213
Villa Pinea Insurance	1,682	1,400	1,303	1,188
Villa Pinea Utilities	4,080	-	4,193	-
Villa Pinea Repairs	27,100	24,400	37,846	613
Air BnB	26,150	-	1,500	-
Villa Pinea Management Fee	15,637	-	-	-
Penny's Bend Insurance	1,245	1,200	1,245	1,079
Penny's Bend Utilities	900	-	915	-
Penny's Bend Repairs	-	-	1,033	1,599
Land Taxes	5,000	500	5,064	4,846
Land Trust Alliance	1,250	1,250	1,250	1,250
	88,365	34,034	59,665	15,859
TOTAL CORE EXPENSES	172,665	93,239	114,054	56,664

NC Botanical Garden Foundation, Inc.		
Budget for Year Ended 6/30/25		
		Total
Endowment Carry Forward(Estimate)		8,200,000
Cash Carry Forward(Estimate)		<u>1,365,000</u>
Total Carry Forward from Prior Year		9,565,000
Gifts - Endowment		425,000
Gifts - Expendable		1,120,000
Other Revenue		178,500
Investment Income		<u>360,000</u>
Total Revenues		2,083,500
NCBG Support		2,656,000
NCBG Foundation Expenses		<u>624,700</u>
Total Expenses		3,280,700
Net Revenue Less Expenses		(1,197,200)
Ending Projected Endowment + Cash		8,367,800



Conservation Committee

Jodie LaPoint, Co-chair
Janis McFarland, Co-chair
Daniel Guy
Pat Holder
Misty Buchanan**
Ed Harrison**
Chris Hirni**
Bo Howes**
James Joslin**
Jim Pick**
Milo Pyne**
Missy Rankin*
Ted Teague
Julie Furr Youngman

Mike Kunz, NCBG Director of Conservation
Damon Waitt, NCBG Director

*NCBGF Honorary Director
**Non-board Volunteers

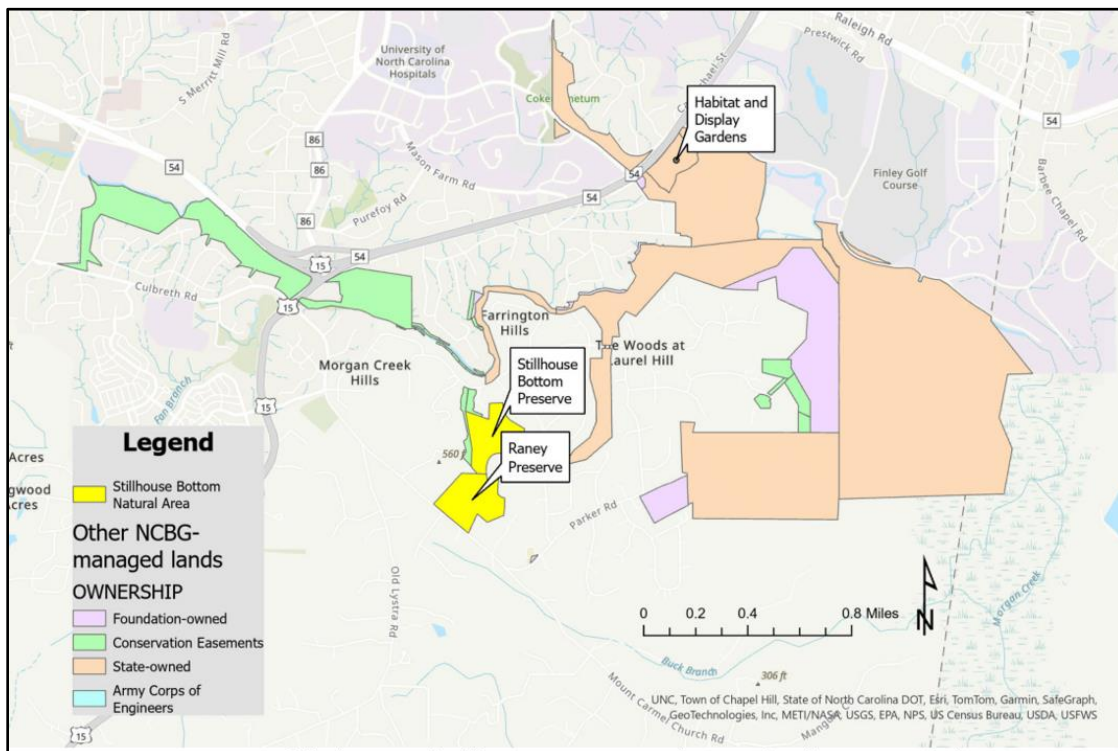
Conservation Committee Report

TO: North Carolina Botanical Garden Foundation Board of Directors
FROM: Jodie LaPoint and Janis McFarland, Conservation Committee Co-Chairs
Mike Kunz, Director of Conservation
DATE: May 2024
SUBJECT: Spring updates on conservation

Stillhouse Bottom Natural Area Management Plan

We are excited to report the completion of a Stillhouse Bottom Natural Area Management Plan, which has been posted to BoardPro (My BoardPro → North Carolina Botanical Garden Foundation → Documents → Governance Documents → Land Documents). The [Land Trust Alliance Standards and Practices](#) recommend a written management plan for each conservation property to identify the property's conservation values, overall management goals, specific activities to achieve the goals, and appropriate uses. This management plan pertains to the two fee-owned properties that make up the 22-acre Stillhouse Bottom Nature Preserve, the adjacent 25-acre Raney Preserve, and two adjoining conservation easements (5.19 acres combined), located in southern Chapel Hill. The management plan was written by Ben Heuser, North Carolina Botanical Garden Natural Areas Steward, with significant input from members of the Conservation Committee and Garden staff. The finalized plan was approved by the Conservation Committee on April 24, 2024.

**Map of the location of Stillhouse Bottom Natural Area
within the context of other NCBG and NCBGF landholdings**



Annual Monitoring of Fee Lands and Conservation Easements

The LTA recommends that land trusts monitor each fee land and conservation easement at least once per calendar year and document the monitoring activity and findings in a written report. Garden staff, with assistance from members of the Conservation Committee and other volunteers, have completed annual inspections for all of the Foundation’s properties. Written reports will be posted on BoardPro. There were issues found on two properties. On Morgan Creek, a landowner created a trail from their patio to the creek across Foundation property, which will be removed. On Highland Pond Preserve, a significant encroachment was found and is described below.

Highland Pond Preserve Encroachment

In the course of conducting an annual property inspection, a serious encroachment was discovered at Highland Pond Preserve, also known as Edwards Mountain Preserve. This preserve is located within the Governor’s Club community in Chatham County and is the site of breeding pool for salamanders and other amphibians. An adjacent landowner recently built a house and has cleared trees on about .2 acres of NCBGF property and installed a batting cage, retaining wall, and landscaping. The encroachment area has been surveyed and marked and the landowner has removed structures and materials from the area. Negotiations are now underway to have native trees and other vegetation restored to the site by a contractor. This is the first time the Foundation has experienced such a significant encroachment, but under the guidance of the Conservation Committee, Garden staff have done an excellent job addressing this problem in an appropriate and timely manner.

Aerial images of Highland Pond Preserve (in blue outline) showing encroachment over time



Other conservation highlights for the Garden

In January, the Garden celebrated the reopening of the boardwalk at Mason Farm. This 450-foot boardwalk replaced the original structure destroyed by Hurricane Florence in 2018. It travels through Siler’s Bog, a swampy area that was impassable for many years. The Garden received funding from FEMA and private donors to complete construction of the boardwalk.

In other news, the Garden has recently hired two conservation staff. Brandon Wheeler is the new Conservation Ecologist working on rare plants projects and Ali Touloupas is the new Conservation Grower.



Governance Committee

April Johnson Choice, Co-chair

Erik Lensch, Co-Chair

Derek Haynes

Anne Lindsey*

Stephen Rich*

Judith Rizzo

Carol Tresolini, NCBGF President

Damon Waitt, NCBG Director

Anna Lorenz, Development Associate/NCBGF Staff Liaison

*NCBGF Honorary Directors

Report

New Director Orientation

- Incorporated interactive segment for improved engagement.
- Combined Foundation and Garden orientations for one day.
- Garden orientation included walkarounds instead of a classroom setting.
- GC determined that setting a standardized date for orientation is beneficial.

Board Recruitment

- Created an expertise matrix to help determine talent needs.
- Fundraising and membership development skills are needed.
- Currently developing a list of potential board candidates to recruit.
- Need suggestions for Honorary Directors.

Director Expertise Matrix

Expertise/Skill/Talent/Connection	Total # of Directors
Communications/Marketing	7
Social Media	
Conservation	9
Real Estate/Land Trusts	11
Development/Membership	3
Nonprofit Fundraising	4
Diversity/Equity/Inclusion	5
Social Justice	3
Executive Leadership	9
Finance/Fiscal Management	10
Governance	6
Legal	1
NonProfit Law	3
Environmental Justice	3
Networking	6
Contacts w/ General Assembly	3
Organizational Development	2
Strategic Planning	7
Teaching/ED Programs	5
Technology	5

Director’s Role in Recruitment

Committee Chairs

- Examine what skills/talents are required to advance your committee goals.
- What is missing?
- What expertise can be useful for upcoming projects?
- Submit your response to GC co-chairs April Choice and Erik Lensch, and Board President Carol Tresolini.

The Ideal Candidate

- Seek individuals with a commitment to the NCBG and Foundation mission.
- Interest in the non-profit sector
- Relevant professional expertise (i.e. financial, fundraising, botanical, horticultural, environmental, public relations, educational, marketing, technological, etc.)
- Statewide contacts & connections relevant to the Garden & Foundation
- Gender, age, race, and ethnicity diversity
- Time and interest to participate in activities and perform tasks

The Process

- Submit potential candidates by June 30, 2024.
- GC matches a sponsor with a candidate who then provides the necessary contact information.
- The sponsor connects with the candidate to confirm interest and explain expectations, etc.
- The sponsor reports back to GC co-chairs with a letter of recommendation and the candidate’s resume. (All candidate information is confidential.)

MINUTES (in Review)

NCBGF FALL BOARD MEETING



Date: Friday, November 17, 2023

Time: 10:00 AM to 12:00 PM (EST)

Location: Default Location, 100 Old Mason Farm Road, Chapel Hill, NC, USA

Board Members: Anne Harris (Chair), April Johnson Choice, Carol Tresolini, Catharine Burns, Chris Bogan, Damon Waitt, Daniel Guy, Derek Haynes, Erik Lensch, James Joslin, Janis McFarland, Jenny Routh, Jim Pick, Jodie LaPoint, Judith Rizzo, Ladell Robbins, Marcus Collins, Melanie Christian, Mike Andrews, Nathan Byrd, Niels Lameijer, Patricia Holder, Patrick Barratt, Sims Preston, Terry Ball, Linda McLendon

Attendees: Anna Lorenz, Anne Lindsey, Nancy Preston, Stephen Keith, Stephen Rich, Kristen Hironimus, Lisa Hicks, Kelly Medlin

Apologies: Ken Moore, Sandra Brooks-Mathers, Harriet Martin, Kerry Bird, Vivette Jeffries-Logan, Gail Perry

1. Opening Meeting

1.1 **Confirm Minutes**

NCBGF Spring Board Meeting May 19, 2023, the minutes were confirmed as presented.

The Spring 2023 Full Board Meeting minutes were approved unanimously.

2. Committee Reports

2.1 **Executive Committee Report**

Anne Harris welcomed Directors and presented highlights from the year. Work has been done to refine the contract approval and maintenance process to ensure legal compliance. The Carolina Moonlight Garden Gala was successful with a significant increase in revenues. The bylaws have undergone a thorough review resulting in several proposed changes to be approved today. New Officer and Director candidates have been nominated to be approved today. The Raney property closed after decades of work. Management plans are underway for some of the conservation properties held by the Foundation. The Finance Committee has worked to improve financial reporting. Orientation for new Directors is planned for January and/or February. Opportunities for improvement include increasing funding and membership, improved Director engagement and strategic planning.

2.2 **Development & Membership Committee Report**

James Joslin presented the Development and Membership Committee report (attached). He shared final figures for FY23 noting that revenue came in at 97% of goal. A net of \$137,000 was raised through the Carolina Moonlight Gala, up by 160% over last year. An update on membership showed a slight decline over last year. Directors gave a total of \$131,904 and Honorary Directors gave a total of \$28,380 in FY23.

Total gifts are at 33% of goal for the FY24. The Membership Drive, in its 3rd year includes a greeter table in the breezeway, a social media campaign, banners and a membership table at the plant sale. Giving opportunities include the Coker Arbor Project with a goal of \$250K and the Mason Farm Boardwalk with a goal of \$150K.

2.3 Conservation Committee Report

Jodie LaPoint presented the Conservation Committee report (attached). After introducing Committee members, she shared an updated map of all properties currently held by the Foundation. Several new priority land tracts for conservation have been identified. The Committee is working with Garden staff to develop a written management plan for Stillhouse Bottom and eventually the Laurel Hill preserve. The Raney property closed on May 15, a trail and information kiosk for visitors has been completed. The property is open to the public. Restoration at Penny's Bend, a public nature preserve, is underway and includes removal of invasive species, a prescribed burn and planting of native species.

2.4 Finance Committee Report

Nate Byrd presented the Finance Committee report (attached). Nate introduced Finance Committee members and shared the FY24 budget and progress through 9/30/23. After presenting 2 proposed amendments to the budget, the Board approved these changes unanimously. He then provided a summary of the Endowment, outlining Foundation accounts managed by the UNCCH Investment Fund.



Changes to the Approved Budget

A motion to increase the budget from \$2500 to \$10,000 for legal services and to add a line item \$2000 for Land Trust Alliance training was approved unanimously.

Decision Date: Nov 17, 2023
Mover: Sims Preston
Seconder: Chris Bogan
Outcome: Approved

2.5 Audit Presentation

Representatives from Blackman and Sloop presented the 2023 Audit Results and Communications in draft form (attached).

2.6 Governance Committee Report

April Johnson presented the Governance Committee report (attached). She introduced members of the Committee and highlighted major accomplishments including the acquisition of BoardPro software. The Committee worked with the Land Trust Alliance to learn ways to improve fiduciary responsibilities based on LTA guidelines and will provide educational opportunities for Board Directors and staff. The bylaws have been updated, resulting in proposed changes to be approved today. The Committee also conducted a review of Foundation physical records.

April recognized retiring Directors Catharine Burns, Nate Byrd, James Joslin, Jim Pick, Ladell Robbins, Jenny Routh and Anne Harris.

April presented Officer and new Director nominees.

Catharine Burns presented proposed changes to the bylaws (attached).



Approval of New Director Nominees

The following nominees for New Director were approved unanimously.

Ted Teague

Tom Thornburg

Josie Walker

Julie Furr Youngman

Decision Date: Nov 17, 2023
Mover: Mike Andrews
Secunder: Jim Pick
Outcome: Approved



Approval of Officer Nominees

The following Officer Nominees were approved unanimously.

President - Carol Tresolini

Vice President - Mike Andrews

Treasurer - Niels Lameijer

Secretary - Judith Rizzo

Decision Date: Nov 17, 2023
Mover: Derek Haynes
Secunder: Chris Bogan
Outcome: Approved



Approval of Proposed Amendments to Bylaws

Proposed amendments to the bylaws (attached) were approved unanimously.

Decision Date: Nov 17, 2023
Mover: April Johnson Choice
Secunder: Chris Bogan
Outcome: Approved



Approval of Director Nominees for 2nd three-year term beginning January 2024

A motion to approve a 2nd three-year term for Directors, Melanie Christian, Gail Perry and Carol Tresolini was accepted unanimously.

Decision Date: Nov 17, 2023
Mover: Chris Bogan
Secunder: Jenny Routh
Outcome: Approved

3. Closing Remarks

3.1 Closing Remarks

In closing remarks, Anne thanked Directors and Garden Staff for their support. She thanked members of the Executive Committee, Terry Ball and Sims Preston for their outstanding contributions. Finally, she thanked Damon for his leadership and support of the Foundation. She also recognized Ritchie Bell, Anne Lindsey, Ken Moore, Dot Wilbur-Brooks and Marcella Grendler for their passion and inspiring work. And finally, as inspiration for the future, she pointed to the potential Plant Biodiversity Research Center to house the Herbarium and Seed Bank.

4. Annual Membership Meeting

4.1 Garden Director Reports

Damon Waitt welcomed everyone. Anne Harris introduced new Directors Ted Teague, Thomas Thornburg, Josie Walker and Julie Furr Youngman. Damon presented the State of the Garden report (attached). Mike Kunz, Director of Conservation replaced Johnny Randall who retired after over 40 years of service to the State of NC in conservation. Five new staff members were announced Cody Britton - Coker Arboretum; Lindsay Durango - Executive Assistant; Kristen Hironimus - Associate Director of Development; Anna Lorenz - Development Assistant; Kayleigh Pacion - Nursery Assistant.

Directors from each department presented brief updates (attached).

Lisa Hicks, Director of Business Operations - Lisa presented the FY23 Budget Wrap Up and an overview of the responsibilities of the Business Office. She also provided a summary of facility events and Garden shop sales.

Jennifer Peterson, Director of Communications & Visitor Experience - Jennifer shared a graph showing increased visitors to the Garden over the last 3 years. She gave an update on Sculpture in the Garden noting revenues over \$13,000. The Garden is active on social media on all the major platforms.

Dan Stern, Director of Horticulture - Dan introduced his team of eleven individuals and noted there are 20+ student interns working in horticulture. Plant sales continue to grow and have prompted new initiatives to accommodate large crowds at signature events. The seed program has grown 10 fold over the last 5 years influenced by online sales. Horticulture staff have been active in the local horticulture network. The Arbor renovation is underway in partnership with UNC Facilities with a hope to begin construction in January.

Joanna Lelekacs, Director of Learning and Community Engagement – Joanna shared an update on the American Indian Cultural Garden, over 400K in funding has been secured to be able to fully implement construction of this garden. Jennifer shared highlights from the Therapeutic Horticulture Program including outreach to Ukraine to provide treatment intervention for those impacted by the war. Plans are underway to expand camp opportunities. An exhibition of the Longleaf Pine is planned for 2024.

Mike Kunz, Director of Conservation - Mike gave an overview of conservation programs at the Garden. The Plant Materials of the Atlantic Southeast program is working to develop native plant materials that can be used for restoration for local projects and throughout the Southeast. The bases for this is wild seed collections in NC, VA and SC. In FY23 over 6000 plant plugs were grown with local partners. Battle Park improvements include new information kiosks and trail markers. The Raney preserve has been added to the Stillhouse Bottom Natural Area. Preventing plant extinction work includes restoring Sea Beach Amaranth.

Dr. Alan Weakley, Director of the NCU Herbarium and Research - The Herbarium holds the largest collection of southeastern plants with over 800,000 specimens. Alan introduced the team of employees

and work study students who work at the Herbarium. The Herbarium team had a role in describing ten new SE plant species in the last year. Floras, guides and apps have been developed to bring "plants to the people". Project funding over the last 10 years tops 5 million. A regional Herbarium that could include Duke, UNC and NC State is an aspiration.

Stephen Keith, Director of Development - Stephen highlighted the membership program at the Garden. He detailed how the Garden and Foundation work symbiotically, showing how gifts to the Foundation advance the work and mission of the Garden. Stephen concluded with an overview of how membership contributions fund all areas of the Garden and opportunities for support.

5. Close Meeting

5.1 Close the meeting

Next meeting: NCBGF Spring Board Meeting - May 17, 2024, 10:00 AM

Signature: _____

Date: _____