



HIGHLANDS
BIOLOGICAL FOUNDATION
Summer Trustee Meeting
June 24, 2018

The summer meeting of the Board of Trustees of the Highlands Biological Foundation, Inc. will be held on the afternoon of June, 24 at 3pm in the Coker Laboratory GIS Room. We would certainly prefer to have all Trustees in attendance in person; a call-in option is available for this meeting.

Call in Number:

Dial-in: 1-980-265-0687

Conference Code: 425444

The order of business will be:

1. Call to order
2. Minutes of the meeting of April 29, 2018
3. Committee Reports
 - A. Finance
 - B. Education and Outreach
 - C. Development & Membership
 - D. Garden
 - E. Nominating
4. HBS update –Jim Costa
5. Unfinished Business:
Update on North Campus Campaign
6. New Business
 - A. HBS Orientation with Jim and Charlotte: June 27 at 9am
7. Adjournment

The Next HBF Board of Trustees meeting scheduled for October 28, 2018 at 3pm.



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Treasurer's Report, Amy Patterson

Budget update for FYE 5-31-2018, FYE 5-31-2019

Committee members :Amy Patterson, Chair and Treasurer, Kim Coward,
James Milby, and Frances Oakley

The committee meets quarterly to review the status of the budget and discuss the management of the assets of HBF. Our assets in the Edward Jones operations account have increased in value and stand with a current value of \$ \$1,598,205.28 as of May 31, 2018. The balance of the funds held in our checking accounts as of May 31, 2018 was \$200,732.59 with an additional \$1,755,865.31 held in a checking account and an account at Edward Jones restricted for the North Campus projects.

REVENUES	2018-2019 Budget	2017-2018 Budget	2017-2018 Actuals
Annual Fund Contributions	\$180,000	\$170,000	\$172,983
Grants	\$15,000	\$10,500	\$44,000
Soiree	\$50,000	\$50,000	\$49,250
Highlands on the Half Shell	\$13,000	\$10,000	\$13,710
Artist in Nature (for BG)	REMOVE		\$8,106
Botanical Garden Book	\$400	\$400	\$470
Nature Center Program Fees	\$20,000	\$23,000	\$31,575
Outreach Fees	\$1,500		
Nature Center Sales	\$7,500		
Nature Center Donation Box	\$5,000		
Rockin'	\$7,500		
Whimsy	\$8,500		
Total Revenues	\$308,400	\$263,900	\$320,094
Annual Recurring Expenses			
Direct Station Support			
Scholarships & Grants in Aid	\$23,000	\$20,677	\$22,718
Grants to summer course instructors for expenses	\$1,000	\$1,000	\$1,000
Financial Aid for summer students	\$3,500	\$3,500	\$3,500



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Travel & Conference Registration	\$2,000	\$1,200	\$2,040
Repairs, Maintenance and Rental Equipment	\$500	\$600	\$129
Salary for Horticulturalist	\$20,275	\$20,275	\$18,475
Operations			
Bank and Investment Fees	\$2,700	\$2,700	\$2,531
Dues & Subscriptions	\$5,000	\$3,500	\$3,636
Food and fundraising	\$1,500	\$1,500	\$1,704
Advertising/Marketing	\$3,500	\$3,000	\$2,288
Professional Fees	\$10,000	\$6,800	\$8,262
Insurance	\$3,700	\$3,500	\$3,503
Office Supplies, Postage & Printing	\$9,500	\$7,300	\$7,513
Director's Salary and Withholding	\$73,460	\$55,370	\$54,318
Salary for NC Educator and Withholding	\$40,753	\$40,751	\$40,092
BG Interns Salary	\$8,397	\$7,751	\$4,521
Project Coordinator	\$34,615	\$35,000	\$41,108
Sales Tax	\$1,000		\$1,173
Program Expenses and Fundraising			
Soiree	\$13,500	\$13,400	\$12,879
Highlands on the Half Shell	\$5,000	\$5,000	\$3,743
Rockin'	\$4,000		
Whimsy	\$4,000		
Botanical Garden annual maintenance	\$13,750	\$10,750	\$10,371
Nature Center Expenses	\$9,000	\$6,200	\$11,943
Volunteer Program	\$500	\$500	\$165
Zahner lectures speakers	\$3,750		\$1,600
Sub-total for expenses	\$297,900	\$250,274	\$259,213
Non recurring Expenses			
Sato house	\$1,000	\$1,000	\$981
Subtotal for non-recurring	\$1,000	\$1,000	
Special Projects (Grant funded)			
North Campus Improvements			
Improvements to Nature Center Exhibits		\$6,500	
Botanical Garden Projects	\$5,000	\$4,000	
Cherokee Garden	\$15,000		



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HBS Cottage Improvements	\$30,000		
Illges	\$20,000		
Subtotal for Special Projects	\$70,000	\$10,500	
TOTAL EXPENSES INCLUDING PROJECTS	\$368,900	\$261,774	



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Education and Outreach Committee Report

SUMMER PROGRAMMING AND THE NATURE CENTER:

Summer programming is well underway. Weekly events at the Botanical Garden and Nature Center are in full swing. Our Zahner lecture series continues with ten diverse and well-chosen topics and most are already sponsored by one of our members. The summer interns (two Botanical Garden, two Nature Center interns, and one (new position) non-profit admin) have been wonderful additions as summer staff. Interns are leading weekly hikes, workshops, and garden tours. Please refer to the new calendar to see the extensive programming selection offered this summer. Visitors to the Nature Center continue to increase and are at an all-time high. The 2017-2018FY income of the Nature Center was \$31,357, which includes program fees, donations, and gift shop proceeds. This exceeded our goal by over \$8,000.

SUMMER CAMPS and YOUTH PROGRAMMING: Nature Camps are underway and are at capacity with waiting lists. The exception is the two camps in August, which still have a few slots open. This year Eliese Ronke, our Nature Center Educator, is conducting 15 summer camps, usually occurring within the same week. Of the 150 spaces available for summer camps, 138 have been filled. New and innovative weekly programs, as well as beloved established programs, have begun and will be ongoing through the summer.

NATURE CENTER ADVISORY COMMITTEE: We are continuously working to improve, increase and update the exhibits in the Nature Center. New exhibits completed over the winter include a rock and mineral display, interactive geology display designed by Jose Santamaria of the Tellus Museum and funded by Dick Goodsell, and a new watershed exhibit funded by the Laurel Garden Club. Elise Ronke, Nature Center Education Specialist, has also debuted new, rotating exhibits that will change over the course of the summer including “Whose Scat is That” and “Highlands Endangered Treasures”. Intern projects last summer also made great improvements to the Nature Center including the new turtle box and interactive food chain exhibit in the Kid’s Corner.

SCHOOL OUTREACH: Our school outreach programs have increased this year due to the dedicated time of Patrick Brannon. In 2017, Patrick and HBF served 8148 students through 200 programs to schools, home school groups, and adult education groups. The number of students, programs, and contact hours all were record numbers. Much of the support for our school outreach program is derived from the Grassroots Science Museum Collaborative Grant.



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RESEARCH SUPPORT: HBF supports the research of the Station's Grant -In- Aid students. Ten students have received funding for research this summer at HBS. HBF will contribute to this effort by funding the projects, which focus research on the Southern Appalachians.

COMMUNITY OUTREACH EVENTS: We are skipping a year of Wildflower Whimsy and will host it again in May 2019. This year we are hosting a new event called “Rockin’ the Highlands Plateau” focusing on local geology. The format is the same a Whimsy with an evening talk and reception followed by field trips the next day. This even is on June 29-30. The annual Oyster Roast will be held on October 7. There are efforts this year to place our interns and Grant in Aid students "out " in the community to raise awareness of HBF.



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Development & Membership Report, Monte Gaillard

This year was a wonderful year for development at the Highlands Biological Station. We collected all outstanding pledges for the North Campus Improvements Project and we met our annual fund contribution goal (\$170,000), which is an increase of \$21,750 in annual fund giving. Our summer soiree brought in \$49,250 in contributions and ticket sales from the host committee, ticket buyers, and those who mailed in a contribution in response to the invitation.

Multi Year Comparison	5/31/15	5/31/16	5/31/17	5/31/18
Membership + Annual Fund	\$177,032	\$230,591	\$151,233	\$172,983.00
Annual Contributions	\$113,410	\$164,229	\$95,797	\$172,983.00
Membership Dues	\$63,622	\$66,362	\$55,436	Included in Annual Fund
North Campus Contributions	\$227,291	\$359,707	\$684,550	\$609,514.00
Total number of donations	136	157	319	426

The three primary goals for the Development Committee for the next financial year is to 1) continue to build the membership base, 2) Assist the Nominating Committee in identifying and cultivating new board members 3) focus on a consistent message, raising the visibility of the Highlands Biological Station.

Current Board Members help and support to meet these goals is essential. Ways to support the efforts of the Development Committee: 1) Commit today to your annual pledge 2) Commit to a fundraising event sponsored by the Foundation 3) Attend the Zahner Lectures and invite a friend.

Membership Level	2016	2016	2017	2018
Whiteside (\$1000)	21	27	69	54
Satulah (\$500)	24	41	35	27
Sagee (\$250)	24	27	48	41
Scaly (\$100)	80	92	118	101
Bear Pen (\$50)	56	67	115	85
Terrapin (\$35)	62	69	58	38
Salamanders (\$30)	37	35	28	22
Life	81	80	79	80
Institutional	18	13	18	14
TOTAL	403	451	568	462



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Botanical Garden Committee Report

Submitted by Liz Sargent, Chair

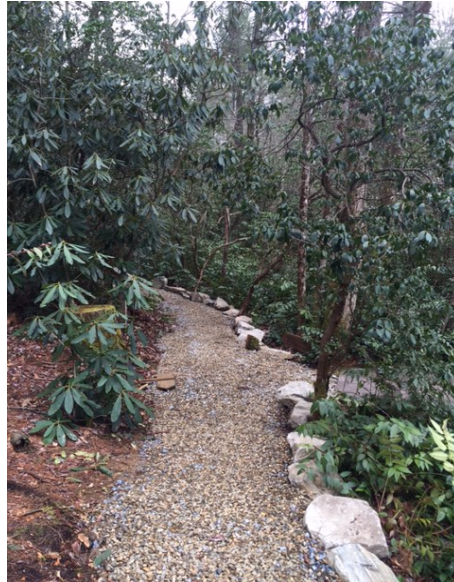
First and foremost I would like to thank and recognize the members of the Botanical Garden Committee for their hard work and dedication this past year. Our group includes Lynda Anderson, Margie Bauer, Ken Conover, Lydia Macauley, Hillrie Quin, Helen Regnery, Dollie Swanson, Glenda Zahner, and Jeff Zahner. Committee members attend monthly meetings, work in the garden, donate plants and other necessary items, help with planning, write grant proposals, etc. etc.

We have been very fortunate this year to work closely with Dr. Larry Mellichamp, former Director of the UNC Charlotte Botanical Garden to take stock of the garden, and initiate many improvements. Dr. Mellichamp has enjoyed collaborating with new full time Horticulturist, Chan Chandler, to implement the proposed improvements. Among the most visible and dramatic results of their collaboration is the opening up of the bog garden area. Through the judicious removal of some of our prolific woody tree and shrub species, they have revealed several stands of rare plants that will benefit from improved air circulation and access to sunlight. If you visit the bog garden, you will see these old friends—including cranberry, pitcher plant, sheep laurel, and the Gray's lily—some of which had not been spotted in the garden for several years.

Another ongoing project in the garden you will find hard to miss is the trail surfacing effort that begins at the historic Botanical Garden entrance. Chan Chandler and our two summer interns are carefully improving the footing, drainage, and accessibility of our primary trails using stone surfacing and rock edging. The work is being conducted through an agreement with the Highlands Greenway, and volunteers from the organization have been helping with construction. Botanical Garden committee member Hillrie Quin has served as the liaison with the Highlands Greenway on this important project. Hillrie has also spearheaded an effort by the committee to develop stone wall standards that can be used throughout the Station. These standards are being used to construct a new rock wall in the fern trail garden below the amphitheater. This garden, still in development, will provide a bridge between the display gardens in front of the Nature Center and the entrance to the historic Botanical Garden.



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Another project in the early stages of development is the rejuvenation of the Cherokee Garden. Grant funding provided by the Cherokee Preservation Society is currently being used to construct a traditional Cherokee summerhouse where craft demonstrations may occur in the future. The project will also entail updating the ethnobotanical plantings to coincide with new interpretive programming planned for the Cherokee Garden. Another future project is the design and replanting of the area around the cottages, which are currently in the process of being renovated.

As a result of a mini retreat held by the committee that included participation with Jim Costa, Sarah Workman, Chan Chandler, and Larry Mellichamp, sub groups of the committee are exploring three additional initiatives—1) formalizing place names in the garden; 2) developing a garden road map for the next five years; and 3) considering what role a garden coordinator might play in addressing the needs of the garden.

Finally, because we enjoy getting our hands dirty, committee members regularly work as volunteers in the garden, battling invasives, weeding, planting, pruning, and mulching. As always, we continue to welcome additional volunteers to help in the garden.



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Nominating Committee Report

COMMITTEE MEMBERS: Martha Stibbs- Chair, Monte Gaillard, Jennie Stowers

This year we have several board members who will be rotating off the board:

Tom Claiborne
Melissa Delany
Vevie Dimmitt
Jennie Stowers

We would like to thank each of these trustees for their many years of service to HBF.

The nominating committee presents the following slate for HBF officers:

President- Julia Grumbles
Vice President- Greg Gregory
Secretary- Ruthie Oliver
Treasurer- Amy Patterson
President Emeritus- Martha Stibbs (does not require election)
Members-at- Large:
Monte Gaillard
Hillrie Quin
Bill Reeves
Liz Sargent