



HIGHLANDS
BIOLOGICAL FOUNDATION
Annual Membership Meeting
June 22, 2019

Annual Membership Meeting

June 22, 2019 3pm

1. Reading of the minutes of the previous meeting
2. Reports
 - a. President (Julia Grumbles)
 - b. Treasurer (Amy Patterson)
 - c. Executive Director (Charlotte Muir)
3. Reports of Committees
 - a. Education (Karen Patterson)
 - b. Development (Monte Gaillard)
 - c. Garden (Liz Sargent)
5. Election of Trustees (Nominating)
6. Unfinished Business
 - a. North Campus Update
7. New Business
 - a. Strategic Plan Presentation (Julia Grumbles)
8. Adjournment



HIGHLANDS
BIOLOGICAL FOUNDATION
Annual Membership Meeting
June 22, 2019

HBF Treasurer's Report
Amy Patterson

The annual audit of the foundation's finances by Corliss & Solomon showed the foundation is in good shape and there were no irregularities.

Total expenses for the year ending May 31, 2019 were \$357,435.59. In addition to our regular annual monies spent on the Nature Center, the Botanical Garden, grants-in-aid to station researchers, we funded several special projects. The projects included 1) landscaping the Illges site, 2) stone work on the student/researchers cottages housing, 3) rehabbing the amphitheater wall, 4) the Foundation's Strategic Plan, and 5) the Biological Station's Strategic Plan. It also included an unexpected expense of \$9600 to clean up the December snow damage in the Botanical Garden, a one time increase to the horticulturist's salary and new computer upgrades for the Foundation office. The Foundation also went from a 3/4 time to a full time Executive Director. The \$357,435.59 does not include the money the Foundation spent on the North Campus project. Nor does it include the hundreds of volunteer hours contributed to our mission by HBF members in the past year.

Our fundraising expenses of about \$40,000 generated about \$245,000 in revenues. We also appropriated about \$70,000 of contributions collected in previous years or donated for specific projects.



HIGHLANDS
BIOLOGICAL FOUNDATION
 Annual Membership Meeting
 June 22, 2019

Highlands Biological Foundation		
		Actual 18-19
		2018-19 Budget
Income		
Ordinary Income		
Public Support		
Annual Fund/Membership	\$ 165,000.00	\$ 180,000.00
Grants - Program	\$ 14,580.00	\$ 15,000.00
Nature Center Donation Box	\$ 3,900.00	\$ 5,000.00
Nature Center Income		
Nature Center Camps	\$ 16,170.00	\$ 20,000.00
Retail Income	\$ 8,678.16	\$ 7,500.00
Program Income		
Outreach Fees	\$ 2,390.50	\$ 1,500.00
Special Events Income		
Highlands-on-the-Half-Shell	\$ 19,800.00	\$ 13,000.00
Soirée	\$ 53,875.00	\$ 50,000.00
Other Seasonal Education Events	\$ 855.00	
Summer Educational Event	\$ 6,200.00	\$ 7,500.00
Miscellaneous Income		
HBG Naturalist Guidebook	\$ 374.99	\$ 400.00
Total Ordinary Income	\$ 291,823.65	\$ 299,900.00
Other Income		
Gifts - Restricted	\$ 50,000.00	
Grant Funds Appropriated	\$ 20,000.00	
Scholarship Funds Appropriated		
Other Fund Balance Appropriated	\$ 40,885.06	
Nature Center Appropriated Funds		
Botanical Garden Appropriated Funds	\$ 9,600.00	
Total Other Income	\$ 120,485.06	
Total Income	\$ 412,308.71	
Expenses		
Research Scholarships/Grants-in-Aid	\$ 23,950.00	\$ 23,000.00
Professional Development	\$ 410.00	\$ 2,000.00
Board Expenses HBF	\$ 1,602.55	\$ 1,500.00
Board Expenses HBS	\$ 413.74	



HIGHLANDS
BIOLOGICAL FOUNDATION
 Annual Membership Meeting
 June 22, 2019

Maintenance and Repair - Equipment	\$	10.66	\$	500.00
HBF Properties Costs	\$	2,638.67		
Equipment Purchase - Station				
Equipment Purchase - Foundation	\$	2,327.41		
Bank/Credit Card Fees	\$	3,524.52	\$	2,700.00
Sales Tax	\$	834.11	\$	1,000.00
Property Tax	\$	673.60		
Mileage	\$	400.36		
Dues and Subscriptions	\$	5,169.82	\$	5,000.00
Advertising and Marketing	\$	1,022.13	\$	3,500.00
Professional Fees	\$	11,650.00	\$	10,000.00
Insurance - D & O, Workers Comp	\$	3,405.11	\$	3,700.00
Office Supplies, Postage and Printing	\$	10,311.22	\$	9,500.00
HBF Salaries and Withholding	\$	123,661.06	\$	148,828.00
Intern Wages	\$	8,237.14	\$	8,397.00
Intern Expense				
Event Expenses				
Highlands-on-the-Half-Shell	\$	7,499.52	\$	5,000.00
Seasonal Education Programs	\$	475.00	\$	4,000.00
Soirée	\$	17,810.88	\$	13,500.00
Summer Educational Event	\$	4,791.31	\$	4,000.00
Botanical Garden				
Garden Maintenance	\$	26,013.68	\$	18,750.00
Horticulturist Salary	\$	24,105.00	\$	20,275.00
Garden Special Project				
Nature Center Expenses	\$	7,668.04	\$	9,000.00
Nature Center Special Projects				
Volunteer Program	\$	610.25	\$	500.00
Zahner Lectures	\$	3,927.41	\$	3,750.00
Employee Expense	\$	1,114.87		
Special Projects			\$	65,000.00
Illges	\$	23,100.67		
Cottages Exterior	\$	28,443.00		
Strategic Plan	\$	10,603.00		
HBS Strategic Plan	\$	748.00		
Amphitheater Wall	\$	4,281.81		
Total Expenses	\$	361,434.54	\$	363,400.00



HIGHLANDS
BIOLOGICAL FOUNDATION
Annual Membership Meeting
June 22, 2019

Education and Outreach Committee Report
Karen Patterson, Chair

Committee Members: Lynda Anderson, Paige Engelbrektsson, Cathy Jones, Melanie Mauldin, Charlotte Muir, Ruthie Oliver, Karen Patterson (Chair), Jennie Stowers

Many thanks to all the committee members. Their hard work is reflected in the success of our programs.

Nature Center – Paige Engelbrektsson, our Nature Center Environmental Educator, has opened the Nature Center for the summer, and is into the third week of camps, all of which have waiting lists. This year for the first time, thanks to a generous grant from the Cullasaja Woman’s Club, we were able to offer scholarships to the camps. Charlotte Muir was instrumental in making that happen. Paige has the support of three young women who are interning at the NC. They help with camps and nighttime programs, put on daily events such as “mad scientist” experiments, and animal feedings, and act as docents for NC visitors. All three are extremely personable, and poised young people. We are lucky to have them, and I think they think they are lucky to be here. One is a former IE student. Their group project this summer, with the two garden interns, will be to revamp the Cherokee Garden, which is at the bottom of the Valentine meadow. If you want more information on camps/activities at the Nature Center, visit the Nature Center page at highlandsbiological.org/nature-center/

The Board approved new lighting and air conditioning (at last!) for the NC. This change is likely to make the Zahner lectures even more popular.

Zahner Lectures - The Zahner series starts on July 12 and runs through mid-September. We again have a great line-up of speakers including authors, climate change experts, bear biologists, historians, and botanists – something for everyone. All the lectures’ receptions have hosts. A big thanks to the Board members and friends whose receptions really complement the speakers, and contribute to the great turnout. This year, because the popularity of the Zahner series has created parking issues, we will use HBS buses to shuttle people from K-H Park to the NC and back after the lecture. I encourage you to park near the K-H Park and take advantage of a ride, or walk, from town.

Other Events – The *Wildflower Wander* through Greg and Amanda Gregory’s garden in early May was a raging success, and will be added to our rotation of spring events. Our summer fundraiser, *Highlands’ Deep Roots*, is scheduled for June 28-29. The weekend starts Friday evening with a lecture by Arthur Joura, from the North Carolina Arboretum, about the connections people have had with trees throughout history. His lecture will be followed by a picnic in the Valentine Meadow, hosted by the Education and Outreach Committee, who have planned a terrific party. On Saturday, tree experts and forest ecologists will host several field trips to explore the woods around the Biological Station and the Highlands Plateau. Registration is required. If you want to



HIGHLANDS
BIOLOGICAL FOUNDATION
Annual Membership Meeting
June 22, 2019

know more about any of our events, visit the HBF events page at highlandsbiological.org/foundation/events.



HIGHLANDS
BIOLOGICAL FOUNDATION
Annual Membership Meeting
June 22, 2019

Development Committee Report

Committee Members: Monte Gaillard, Chair, Ruthie Edwards, Greg Gregory, Julia Grumbles, Melanie Mauldin

Our Strategic Plan clearly expresses the focus of our fundraising objective which is to *continue to grow private philanthropy to support the mission and vision of the Highlands Biological Foundation.*

In 2018-2019, the Foundation met 92% of our annual fund goal (\$165,500 of \$180,000), 100% of our Trustees contributed to the annual fund as well as participated in our fundraising events. The visibility of the outreach of the Foundation within the Highlands community continues to expand with the popularity of the events and activities offered.

The Soiree at the Rabbit Hole in 2018 exceeded expectations for building a community of committed supporters for the Foundation, including officials from Western Carolina. It netted \$36,065. The popular Highlands on the Half Shell continues to grow in size, and fun, netting \$12,300.48. Much of that profit is the result of the participation by dedicated volunteers. And through these events, new trustees have been identified, moving our leadership goals forward. Also the programs organized by the Education Committee, which includes the popular Zahner Lectures, offer more opportunities to the community to learn about the mission of the Foundation.

As the Foundation moves into 2019-2020, the Committee highlights the following goals;

- **Annual Fund Goal of \$165,000** – to meet this goal, the development committee will be focusing on deepening the relationship of current donors and cultivating new friends identified through our research.
- **Request all the Trustees, as the leaders and ambassadors of the Foundation, pledge to support the Annual Fund** and commit to attending fundraising events, as well as introduce *new friends* to the Foundation through the many opportunities offered.
- **Promote the Vision:** *to inspire present and future generations to preserve and protect the unique environment of the Highlands Plateau by raising awareness through experimental learning.* The Nature Center continues as a priority in promoting this vision with the North Campus offering a new venue for educational outreach. **Everyone** is invited to help grow the foundation of support by inviting friends to attend the events offered!



HIGHLANDS
 BIOLOGICAL FOUNDATION
 Annual Membership Meeting
 June 22, 2019

As we move into the summer season, the Development Committee reminds **all supporters** of the Foundation to mark their calendars for our primary fundraiser, the **Soiree, on July 28th** at the home of Ella and Chip Flower, 175 Kendridge Lane. The location is spectacular. This event is a special way for members to introduce new friends to the community of the Highlands Biological Foundation, and support the mission. To increase the revenue from this event, Soiree Hosts (33) have agreed to underwrite the event with a gift of \$1500. Revenue from hosts: \$49,500. Our budget projection increases our goal from \$50,000 in 2018 to \$70,000, which includes selling 82 tickets at \$250 each. All supporters are requested to help sell these tickets!

The number and amount of hosts for the *Oysters on the Half Shell* event October 6th will be expanded, adding more revenue this fiscal year.

The following statistics compare our fiscal years from 2015-2019. Our committee encourages all supporters to be ambassadors for our mission and help us grow our numbers!

Multi Year Comparison	5/31/2015	5/31/2016	5/31/2017	5/31/2018	5/31/2019
Membership + Annual Fund	\$177,032	\$230,591	\$151,233	\$172,983.00	\$ 165,458.66
Annual Contributions	\$113,410	\$164,229	\$95,797	\$172,983.00	\$ 165,458.66
Membership Dues	\$63,622	\$66,362	\$55,436	Included in Annual Fund	Included in Annual Fund
North Campus Contributions/Other Restricted	\$227,291	\$359,707	\$684,550	\$609,514.00	\$ 52,500.00
Total number of donations	136	157	319	409	369



HIGHLANDS
BIOLOGICAL FOUNDATION
Annual Membership Meeting
June 22, 2019

Botanical Garden Committee Report

Liz Sargent

Honored members of the Botanical Garden committee included Bryding Adams, Lynda Anderson, Margie Bauer, Ken Conover, Lydia Macauley, Helen Regnery, Liz Sargent, Dollie Swanson, Glenda Zahner, and Jeff Zahner. These committee members have spent countless hours over the course of the past year working on several garden initiatives.

One of the key activities of the Botanical Garden committee over the past year has been the development and implementation of a Roadmap for prioritizing our efforts to meet our mission of supporting “the Highlands Biological Station in maintaining an exceptional and unique botanical garden of native flora of the Highlands Plateau and Southern Appalachians.” The Roadmap serves as the committee’s guide for projects to be pursued over the next two seasons. Among the projects the committee is currently pursuing are development of a Plant Collections Policy, implementation of a Garden Volunteer Program, targeted improvements in the display gardens and select areas of the historic core garden, and exploration of interpretive opportunities in the gardens with the Education committee.

Garden improvement projects recently completed include

- ✓ design and installation of a new garden at the Ilges picnic area
- ✓ design and installation of new planting beds in front of the renovated cottages
- ✓ installation of a carnivorous plant demonstration garden behind the Nature Center
- ✓ enhanced ground cover display beds below the amphitheater
- ✓ improvements to the Woodland Way garden
- ✓ successful relocation of native plants rescued from a construction area at High Hampton and the Dendy garden

One of the initiatives introduced this spring is the Adopt-a-Garden program where each committee member assumes responsibility for the care, maintenance, and presentation of a specific area of the garden during the summer. Dr. Larry Mellichamp, former Director of the UNC Charlotte Botanical Garden, spent a week working with the committee in May to help guide the work to be accomplished in each garden over the course of the season. Members of the committee are working with the two fabulous garden interns—Kate and Frances—as well as several volunteers who participate in the regular Wednesday garden work session to address weeding, plantings, mulching, watering, and



HIGHLANDS
BIOLOGICAL FOUNDATION
Annual Membership Meeting
June 22, 2019

labeling needs. We hope that these efforts pay off in terms of the enjoyment of our visitors, and stewardship of our valuable native plant collections. We are very much looking forward to the arrival of the new Horticulturist in July.

Nominating Committee Report



HIGHLANDS
BIOLOGICAL FOUNDATION
Annual Membership Meeting
June 22, 2019

COMMITTEE MEMBERS: Martha Stibbs- Chair, Monte Gaillard, Bill Reeves

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

Alexa Foreman

Greg Gregory

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

The Nominating Committee proposes the following board members to serve another term as Trustees:

Ruthie Edwards

Marianne Jenkins

Karen Patterson

The Nominating Committee proposes the following individuals as nominees for Trustees:

Lisa Amrstrong

David Martin

John Mitchener

Jennie Stowers

NOMINEES FOR HBF BOARD 2019

Lisa Armstrong

Lisa was born in Columbus, GA. She and her husband, Brad, have 3 children. Lisa has enjoyed camps at the Nature Center and the Botanical Garden since her children were young and they spent summers here in Highlands. Lisa started an organic market farm which sold produce to Atlanta and Columbus chefs, at the Columbus Farmers Market and also in a CSA. Lisa enjoys cooking, entertaining, gardening, walking, yoga and reading. She and Brad moved to Highlands full time last June, and are loving life here on the Plateau. Lisa also serves on the stewardship committee at Church of the Incarnation. Lisa previously served on the Columbus Botanical Garden board and co-chaired Swan House Ball for the Atlanta History Center.

David Martin



HIGHLANDS
BIOLOGICAL FOUNDATION
Annual Membership Meeting
June 22, 2019

David has had a lifelong interest in national forests and parks, river conservation and river access issues both in Georgia's region and on the national level. Over the last few years, as a native Atlantan, he has become interested in the issues surrounding smart growth and the preservation of the urban landscape that he grew up with.

David is a former chair of the Advisory Council for The Trust for Public Land in Georgia. David also serves as a life trustee and was former board chair of the Atlanta Botanical Garden. He chairs the Community Allocations Committee of All Saints Episcopal Church in Atlanta. David was a former trustee and board chair of The Hambidge Center for Creative Arts and Sciences in Rabun County, Georgia. He is a former President of the Georgia Canoeing Association as well as a former instructor-trainer in swift-water rescue for the American Canoe Association.

He and his wife, Elizabeth, have two children, David S. Martin, Jr. of Portland, Oregon and Cameron M. McCord of Atlanta, Georgia as well as two grandchildren.

John Mitchener

John is a resident of Atlanta and Highlands. A graduate from UNC-Chapel Hill, John is a licensed contractor in GA and owner of Jamco Properties, an Atlanta company that purchases, renovates and manages apartment investments. John served a six-year term as board member and treasurer of the Georgia Trust for Historic Preservation. He currently volunteers as treasurer at Church of the Incarnation in Highlands and on the church's Master Plan/Design Review Committee for their current capital campaign. John and his partner Heath have supported HBF in various ways including as hosts of the oyster roast and soiree.

Jennie Stowers

Jennie Stowers is a resident of Montgomery, Alabama and Highlands. She has served two concurrent terms on the HBF board, and rotated off in 2018. As a board member, she served on the executive committee as Secretary and Member at Large, as well as Chair of the Education Committee and a member of the Nominating Committee. She has also worked on a number of the board's educational and fund-raising events. Her passion for the mission of HBF comes from her love of nature and the Highlands Plateau. Jennie's leadership, especially in our events, is outstanding.

Procedure for Nominating Trustee Candidates



HIGHLANDS
BIOLOGICAL FOUNDATION
Annual Membership Meeting
June 22, 2019

The following criteria should be considered when making HBF Trustee nominations:

1. The nominee is supportive of the HBF mission.
2. The nominee is willing to share his/her volunteer time, talents, energy, and resources with HBF.
3. The nominee will demonstrate a fiduciary responsibility to HBF.
4. The nominee will help fill HBF's need for a well-rounded board with balanced talents and professional experience.

NOMINATING PROCEDURE:

Trustee nominations should be submitted a minimum of 30 days prior to the June Board meeting. Nominations will be accepted throughout the year, up to the 30-day deadline. Nominations will not be accepted from the floor of the Annual Meeting. The Nominating Committee needs 30 days to properly vet the candidates, collect pertinent information, and allow time for the Board to review the nominees.

Members of the Foundation are encouraged to self-nominate, or to nominate other HBF or Highlands community members whom they know to meet the Trustee criteria.

The person making the nomination should send by email or hand-delivery to the Executive Director the following information: the name of the proposed candidate; a bio with all contact information; and a letter stating why he or she feels that this candidate is appropriate and would be an asset to HBF.

To encourage nominations, the Nominating Committee will send out a call for nominations to all HBF members, either as a notice with the spring email, or as an independent email notice.

The Nominating Committee will submit their nominations to the Executive Committee 20 days prior to the June Board meeting. The Executive Director will distribute the list of nominees and attached information to the Board of Trustees seven days prior to the June meeting. This will allow time for the Board to familiarize themselves with the candidates prior to the meeting. The Board members should direct questions about nominees to the members of the Nominating Committee. Board of Trustee nominees will be voted on at the June meeting.