

HBF Annual Membership Meeting 2020



Annual Membership Meeting, June 20, 2020 2pm via Zoom

1. Approval of the minutes of the previous meeting

2. Reports

a. President

b. Treasurer

c. Secretary

3. Reports of Committees

a. Education

b. Development

c. Garden

d. HBS

5. Election of Trustees

6. Unfinished Business

a. North Campus Update

7. New Business

a. This Year at HBF/Adapting to Covid-19

8. Adjournment

HBF Annual Membership Meeting 2020

Treasurer's Report: Budget v Actual FY1920

Highlands Biological Foundation			
Budget v Actual 1920	2019-2020 Budget	Year to Date 5.31.20	Variance
Income			
Ordinary Income			
Public Support			
Annual Fund/Membership	\$170,000	180,194.42	\$ 10,194.42
Grants - Program	\$15,000	17,073.00	\$ 2,073.00
Nature Center Donation Box	\$5,000	3,950.60	\$ (1,049.40)
Galapagos Trip		6,696.00	
Nature Center Income			\$ -
Nature Center Camps	\$17,500	5,600.00	\$ (11,900.00)
Retail Income	\$7,500	7,531.44	\$ 31.44
Program Income			\$ -
Outreach Fees	\$2,000.00	1,005.38	\$ (994.62)
Special Events Income			\$ -
Highlands-on-the-Half-Shell	\$18,000.00	25,819.51	\$ 7,819.51
Soirée	\$70,000.00	69,150.00	\$ (850.00)
Other Seasonal Education Events	\$1,000.00	-	\$ (1,000.00)
Summer Educational Event	\$6,000.00	6,210.00	\$ 210.00
Miscellaneous Income			\$ -
HBF Naturalist Guidebook	\$400.00	219.98	\$ (180.02)
Total Ordinary Income	\$312,400.00	323,450.33	\$ 11,050.33
Other Income			
Carpenter Funds Appropriated	\$7,500.00	7,500.00	
Grant Funds Appropriated (Haynes)	\$20,488.00	20,488.00	\$ -
Scholarship Funds Appropriated	\$700.00	700.00	\$ -
Other Fund Balance Appropriated	\$24,000.00	20,659.10	\$ -3,340.90
Nature Center Appropriated Funds	\$9,000.00		\$ 11,659.10
Botanical Garden Appropriated Funds	\$6,000.00	\$21,527.00	\$ 15,527.00
Total Other Income	\$67,688.00	70,874.10	\$ 3,186.10
			\$ -
Total Income	\$380,088.00	\$ 394,324.43	\$ 14,236.43
			\$ -
			\$ -
Expenses			\$ -
Research Scholarships/Grants-in-Aid	\$17,300	10,350.00	\$ (6,950.00)
Professional Development	\$2,000	1,603.90	\$ (396.10)
Board Expenses HBF	\$1,500	2,297.67	\$ 797.67
Maintenance and Repair - Equipment	\$500	-	\$ (500.00)
HBF Properties Costs	\$28,000	19,111.52	\$ (8,888.48)
Equipment Purchase - Foundation	\$1,000	1,018.55	\$ 18.55
Bank/Credit Card Fees	\$3,500	3,478.68	\$ (21.32)
Sales Tax	\$1,000	522.67	\$ (477.33)
Property Tax	\$675	748.35	\$ 73.35
Mileage	\$500	548.16	\$ 48.16
Dues and Subscriptions	\$7,500	11,040.30	\$ 3,540.30
Advertising and Marketing	\$3,000	1,959.95	\$ (1,040.05)
Professional Fees	\$12,000	12,469.95	\$ 469.95
Insurance - D & O, Workers Comp	\$3,700	2,908.00	\$ (792.00)
Office Supplies, Postage and Printing	\$10,000	7,677.33	\$ (2,322.67)
HBF Salaries, Benefits and Withholding	\$139,000	171,982.02	\$ 32,982.02
Intern Wages	\$8,400	20,798.00	\$ 12,398.00
Intern Expense	\$1,650	420.91	\$ (1,229.09)
Event Expenses			\$ -
Highlands-on-the-Half-Shell	\$7,500	6,333.32	\$ (1,166.68)
Seasonal Education Programs	\$1,000	-	\$ (1,000.00)
Soirée	\$20,000	19,800.63	\$ (199.37)
Summer Educational Event	\$5,000	6,244.97	\$ 1,244.97
Botanical Garden			\$ -
Garden Maintenance	\$17,550	14,397.39	\$ (3,152.61)
Horticulturist Salary	\$17,500	6,005.00	\$ (11,495.00)
Garden Special Project	\$6,000	1,125.00	\$ (4,875.00)
Nature Center Expenses	\$11,500	12,537.47	\$ 1,037.47
Nature Center Special Projects	\$19,505	20,958.45	\$ 1,453.45
Volunteer Program	\$650.00	420.91	\$ (229.09)
Zahner Lectures	\$4,500.00	2,858.78	\$ (1,641.22)
Employee Expense	\$1,000.00	1,018.55	\$ 18.55
Special Projects			\$ -
Haynes		20,488.00	\$ 20,488.00
HBF Strategic Plan		4,000.00	\$ 4,000.00
HBS Strategic Plan		1,700.00	\$ 1,700.00
Carpenter		7,500.00	\$ 7,500.00
Total Expenses Projects		33,688.00	\$ 33,688.00
Total Expenses	\$352,930.00	\$ 394,324.43	\$ 41,394.43
Income v Expenses			\$ 0.00
PPP Loan			\$ 31,600.00
Other Income			
Gifts - Restricted		90,250.00	\$ 90,250.00

EDUCATION AND OUTREACH

Members: Lynda Anderson, Linda Barlow, Paige Engelbrektsson, Cathy Jones, Jason Love, Charlotte Muir, Ruthie Oliver, Karen Patterson (Chair), Jennie Stowers

The education and outreach committee did not meet this spring.

Lowlights:

- The Spring Education Event was cancelled. Ms. Barnett is on the docket for 2021
- The Nature Center will remain closed for the 2020 season
- All 2020 Nature Camps have been cancelled
- The 2020 Zahner Lectures have been postponed until 2021

Highlights:

- At least some of the GIA recipients will be able to conduct research this summer.
- The MAPS bird banding study that HBF is funding will collect data this summer.
- Paige, with support from Jason, is doing a fantastic job of moving educational experiences online. She hosts weekly or biweekly live-streams of tours through the Botanical Garden and answers comments and questions in real time.
- Paige has also been partnering with other organizations to offer live-streams for their audiences.
- Winter and Paige continue to provide educational material for children and adults through social media (primarily **Facebook** as well as Twitter and Instagram), the Virtual Learning Center on the website, and eblasts to members. They offer weekly updates with pictures and videos from around the campus, suggestions for books and documentaries for both children and adults, games, and links to other natural history sites.
- Paige has initiated a correspondence program, primarily for children with limited or no access to the internet, but open to anyone.
- The staff continue to apply for grants to support our programming.
- Dr. Costa gave HBF \$1000 of unused funds from the NC Science Museum Grant that supports Patrick Brannon's K-12 outreach. We will use it to buy educational materials for the Nature Center.

Our staff is endlessly creative about programming and engaging the public in ways that accommodate the new normal. Some things stick and some things don't, but the ideas keep coming.

The Carpenter Lecture has not been cancelled, however that decision will have to be made soon. Charlotte has been in touch with Dr. Wilkinson's team, and will consult with them about our final decision. Like the Zahner speakers, Dr. Wilkinson could postpone until 2021. Paige and Sonya are working on a Drawdown book club, virtual of course. Expect more about this in the near future.

Development Committee Report

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

SUCCESS! The supporters of the Foundation kicked our numbers over our **goal of \$165,000** to a final tabulation of **\$180,194.42**. This is an **increase of \$14,694.42** from last fiscal year. Of that final tally, our **Trustees contributed \$44,950 with 100% participation**. These results reflect commitment and excitement for our mission of *inspiring present and future generations to preserve and protect the unique environment of the Highlands Plateau*.

The Strategic Plan charged our fundraising efforts to focus *on growing private philanthropy*. Our **Soiree netted \$50,000** and the **Oysters on the Half Shell netted \$10,500**. The **net income increase** for the *Soiree was \$20,000* and for the *Oysters on the Half Shell it increased \$5,000!*

The significance of these numbers is not only financial but reflects the deepening of our outreach to our community. Our fundraising events were extremely successful in 2019-2020. The Soiree and Oyster Roast saw 30% increase in revenues (\$73,000 - 2018, \$94,000 - 2019).

Our Zahner Lectures, the programs at the Nature Center, and our outstanding staff, plus the involvement in all these activities by our Trustees has reaped rewards. All the good momentum created in the past fiscal year will serve the Foundation well as we embark on unknown territory in our next fiscal year.

In preparation for an unprecedented year, we set the following goals for 2020-21.

- **Annual Fund Goal of \$150,000.** – to meet this goal, the commitment and leadership of our Trustees will be critical. Each Trustee is requested to match their total giving from the past year and increase it 10% if possible. Each \$1000 donor and up will be receiving the same request.
- If possible, by the **fall or spring**, dependent on the guidelines by Western Carolina, possibly **small fundraising gatherings** on the North Campus may be possible
- **The Botanical Garden** is open, so the Development Committee encourages all Trustees to take visitors through, following social distancing guidelines, as an introduction to the continuing work of the Foundation.
- **Promote our Vision** – by expanding our Board of Trustees, our fundraising roots will be growing broader.
- **Promoting the Nature Center Outreach Programs** – these are fantastic opportunities for families and friends.

• Goal	\$ 170,000.00	TOTAL END OF FY
Zahner Sponsorships	\$ 5,000.00	\$ 4,748.75
OEI	\$ 12,000.00	\$ 10,786.01
Trustees	\$ 12,000.00	\$ 44,950.00
Fall Appeal	\$ 6,000.00	\$ 5,500.00
End of Year Appeal	\$ 35,000.00	\$ 31,913.00
Spring Appeal	\$ 10,000.00	\$ -
Other	\$ 90,000.00	\$ 82,296.66
TOTAL	\$ 170,000.00	\$ 180,194.42

Forever may our gratitude for our bountiful biodiversity found on the Highlands Plateau be expressed by those of us who have been given the opportunity to preserve it for the generations who follow us.

Climb the mountains and get their good tidings – John Muir

Botanical Garden Committee Report to Highlands Biological Foundation

June 2020

Liz Sargent

The Botanical Garden committee has worked diligently this past year both on the ground helping to maintain the gardens, and behind the scenes planning new gardens and other initiatives. Our honored committee members include Bryding Adams, Lynda Anderson, Lisa Armstrong, Margie Bauer, Ken Conover, Marianne Jenkins, Helen Regnery, Liz Sargent, Dollie Swanson, and Glenda Zahner. We benefit from having members who are HBF Trustees and also others who join us from the community, which provides added perspective to our work. It also helps to strengthen our ties to the community and garner new support for HBF.

Our committee has also benefitted this past year from the contribution of Jason Love, Associate Director of the Station, who regularly attends meetings, helps coordinate and facilitate the work of the committee, and apprises us of specific garden-related needs to be addressed.

The committee continues to be guided by our Roadmap, created as a joint venture with Station leadership in 2018, that we update each year as a way to prioritize our efforts.

Our accomplishments during 2019-2020 include:

- ✓ Completion of a Living Collections Policy for the plant collections, and adoption of the policy by the Station Board of Directors
- ✓ Replacement of the bog garden bridge, with plans to dedicate the bog garden to Dr. Larry Mellichamp, our beloved advisor.
- ✓ Design and partial installation of a new homeowner native plant demonstration garden at the recently renovated cottages.
- ✓ Enhancement of the hillside below the Nature Center and within view of the Woodland Way garden with the installation of a new native azalea ramble.

The committee continues to work on several initiatives including:

- ✓ Completing the installation of the new homeowner native plant demonstration garden including a brochure, interpretive sign, and plant labels.
- ✓ Developing a plan with the Station to improve wayfinding and interpretation within the gardens and grounds.
- ✓ Assisting the Station in maintaining the gardens.
- ✓ Enhancing the Woodland Way garden along the walk below the amphitheater by adding a seating area and additional native plants.
- ✓ Rescuing native plants that would otherwise be lost to construction projects in the community, and adding them as appropriate to the collections.

HBF Annual Membership Meeting 2020

We are pleased that the Botanical Garden remains open to the public during these challenging times. May this soothing haven delight and inspire you!



Images of the new bog garden bridge and the homeowner demonstration garden in bloom.



Brief Update • HBF Summer Meeting
Jim Costa, Executive Director
20 June 2020

1. Station Staffing and Budget

- a. I am delighted to report that the University has found a path forward to fund our Horticultural Specialist position in its entirety, and we were given the green light to proceed with recruiting.
- b. In further good news, we were also given approval to proceed with hiring our summer Botanical Garden interns.
- c. As per university guidelines we are continuing our phased reopening, with return of staff and distancing protocols in place. The state enters Phase 3 on 26 June, and we will receive updated guidelines from the university. Most staff have returned to the office, except for Katie Cooke, our Business Officer, owing to daycare closure.
- d. Our "Resuming Lab Operations" SOP document was approved by the university and we were given permission to open to researchers beginning Friday 5 June.
- e. We have two talented undergrad research assistants working with us this summer: Jordan Marshimer, rising sophomore at WCU (Chem major/Biol minor) and recipient of a Golden Leaf Foundation Leadership award, and Cyrena Bedoian, rising Junior at Berry College (Biology). They are helping with a variety of projects; both are largely commuting, staying on-site only for bird-banding days.
- f. We still have no official word on the FY20-21 budget.
- g. We have moved the administration of our NC Science Museums grant from the HBF to WCU. This annual grant largely supports our outreach education staff member and two of our summer intern positions.

2. Programming for the Summer 2020 Season

- a. All of our summer courses and workshops have been cancelled, and we plan to try to offer essentially the same lineup in summer 2021. Jason and I will begin to put together next summer's program in the fall.

b. The Nature Center will remain closed this summer. We will in all likelihood be able to host small occasional groups for outdoor activities only, such as Botanical Garden tours, with appropriate precautions. We will also have some virtual/streaming programs, lectures, etc., and are exploring the possibility of a BioBlitz using the iNaturalist application.

c. Patrick Brannon, Paige Engelbrektsson, and Winter Gary have done an excellent job bringing HBS and HBS programs to teachers and our broader community, accessed through the Virtual Learning page on our website: highlandsbiological.org/nature-center/virtual/. See also:

https://news-prod.wcu.edu/2020/04/highlands-biological-station-stays-on-task-provides-learning-resources-to-region/?utm_source=cerkl&utm_medium=email&utm_campaign=newsletter-04152020&cerkl_id=8996211&cerkl_ue=1bpydiNo0fzzm9hKknhDp0vi%2BJdz3qjnqSG4HBa%2B8CE%3D

3. HBS Botanical Gardens & Nature Center Activities, Projects

a. Nature Center

i. As part of our recent equipment grant from the UNC system office we installed a new dehumidification system and state-of-the-art drying oven for research use in the basement of the Nature Center.

ii. Research will resume in the fall for placing the Nature Center on the State study list of historic properties, the first step towards nomination to the National Register. As part of the research phase we are considering whether to restore the original entry "porch" area to its original design.

iii. HBS will take part in a study/project called NC Impact, based at NC State (<https://research.ced.ncsu.edu/impactnc/>), "a collaboration between the North Carolina science centers and museums and NC State University (NC State) to build and foster a Community of Practice (CoP) for collective evaluation among the 54 partner organizations across the state of North Carolina." Through this project we will examine our public engagement programming through the Nature Center and Botanical Garden, and contribute to identifying a set of shared goals and metrics for informal science education across the state.

b. Botanical Gardens

i. Thanks to the leadership of Ken Conover and Lynda Anderson, great progress has been made completing the landscape and garden design for the Cottages and developing the new Woodland Way trail "azalea glade" – now planted with more than a dozen flame and pinkshell azaleas! Kudos and accolades to Ken & Lynda for spearheading these efforts!!

ii. While our Garden volunteer force has been diminished owing to the pandemic, Mike, Jason, and I have been assisting Ken and Lynda as best we can. We expect many if not most of our regular volunteers to return to HBS soon, but we can always use more garden

volunteer help — any and all Trustees or other "friends of the Station" willing to get their hands dirty are welcome! Let me know and I can put you in touch with Ken & Lynda.

iii. Living Collections Policy. In the culmination of a multi-year effort of the Botanical Garden Committee, the HBS Botanical Gardens Living Collections Policy was unanimously approved by the HBS Board of Directors at its May 2020 meeting. The policy governs the accessioning and deaccessioning of plant species for the HBS Botanical Gardens as educational and conservation gardens (provenance, etc.) as well as guidance on evaluation and inventory of the living collections. Kudos to Liz Sargent, chair of the BG Committee, and the dedicated committee members who worked hard to develop this valuable policy document.

iv. The Botanical Garden Committee is reviewing progress made on our Botanical Garden Roadmap, and will identify the next set of projects to work toward. One key item on the Botanical Garden Committee's action plan is design and implementation of the "Discovery Garden" at the Nature Center. This is an ideal project for Paul Sanger's generous bequest, as a beautiful garden complement to the Nature Center: it will be an accessible and multi-sensory garden with a focal sculptural element featuring a model of the Highlands Plateau, with interpretive information regarding regional geology, ecology, and biodiversity. Focusing on the natural heritage of the Plateau and environs, this highly visible garden is a natural counterpart to the gardens of the Lower Lake Road entrance — the two 'community entrances' of the biological station.

v. The signage committee continues its work to help us develop standardized wayfinding and other signage for the HBS campus. This will include eventual replacement of the signs at the Nature Center, N. 6th Street entrance, and Botanical Garden main entrance.

vi. I am co-PI on a recently submitted IMLS-CARES grant proposal to form a "WCU Museums & Collections Collaborative," with colleagues at the WCU Fine Art Museum and Mountain Heritage Center. If funded, this \$476K grant will support a digital Curatorial Specialist for each of the three partners for 2 years, to work on (1) a specified digitization project — in our case, focusing on revamping our Botanical Garden Living Collections database and developing an interactive Botanical Garden map and a QR-code plant label system — and (2) a common WCU portal or microsite to feature the digital resources of the partner museums in collaboration with WCU IT and marketing & communications staff. The proposal was submitted on 11 June, and we expect to hear by August.

4. Facilities, Infrastructure, Equipment

a. Improvement projects around the HBS campus continue:

i. Valentine House. Over the past half-year we made several important upgrades to Valentine, including a new roof, an HVAC upgrade with new ductwork and furnaces, and interior painting. Kudos to our Facilities Manager Mike McMahan for overseeing (and in some cases doing) this work! More needs to be done, in particular overhauling the bathrooms.

ii. Aquatics Laboratory. Mike configured the artificial stream flumes at our new Aquatics Lab. We have been having discussions with Luke Etchison, Aquatic Wildlife Diversity Coordinator at the NC Wildlife Resources Commission, about partnering with them to utilize the new Aquatics Lab for conservation fisheries projects.

iii. Among the equipment we procured with our System Office research equipment grant, we plan on building a new state-of-the-art climate station at HBS, with Campbell Scientific components. The new HBS climate station will be sited at the n. campus dam area, where it will both generate valuable weather data for our site and serve an educational function.

iv. Weyman Building. One of our summer projects is completing conversion of Weyman into a Station community social space, a new "Station commons" where HBS students, faculty, staff, researchers, Board members, volunteers, visitors from our community, etc. will all be welcome. We ultimately hope to include informal learning, lounging, lectures, art exhibits, etc.

b. "North Campus" project. The project suffered a setback with state inspectors earlier this year. A number of code violations were found, and deviations from the plans, and so for safety reasons WCU has secured the site at the request of the State Construction Office. There appear to have been missteps by both the State Construction Office (SCO) and our GC and project managers. Our project manager and designer have been working with the GC and a representative of the SCO to address the problems:

i. Electrical drawings had to be updated and resubmitted to SCO for review.

ii. On 6 May an inspection was conducted in order to generate a master punch list for the GC to get the project in line with the drawings. SCO directed Sonya and Hutch to categorize each item as either "Code issue/must be corrected," "Meets code but does not match drawings/Owner wants correction made," or "Meets code but does not match drawings/Owner elects to keep 'as is.'"

iii. An inspection was conducted on 13 May with the electrical engineer to further review any site issues, now that the electrical drawings have been updated for the Design Review process.

c. The UNC System Office awarded HBS a \$101,000 research equipment grant with year-end funds. We have put the grant toward:

- A new state-of-the-art climate station for the dam area, and 3 soil moisture stations.
- Forma temp- & RH-controlled reach-in environmental chamber [Coker]
- Large forced-air drying oven [Nature Center lower level research bay]
- Dehumidification system [Nature Center lower level]
- YSI EXO3 Hydrolab sensor for measuring water quality of Lindenwood Lake, etc.
- General Aquatics Lab equipment
- 2 Teledyne Isco portable water samplers

- Supplemental binoculars for research & educational use

d. Our summer plans include writing an NSF grant for critical research infrastructure and equipment at HBS, including new walk-in environmental chambers for the Coker Lab, and a backup generator for the Aquatics Lab.

5. HBS Research & Researchers

a. Grants-in-Aid 2020. This year we received 5 submissions for Grants-in-Aid, representing students or faculty from Ohio State, University of Wisconsin, Duke, and Appalachian State. Four of the 5 applicants were recommended for funding, totaling \$10,900, but our closure necessitated rescheduling their arrival and departure, and so their award amount (which is based on weeks in residence). Most of our Grant-in-Aid recipients were able to reschedule their fieldwork for a later-than-planned arrival, but one (Rachel Jordan, Univ. of Wisconsin) is now unable to come to HBS this summer. Her project runs year-round and she will hopefully travel to HBS in the fall.

b. Scientific papers stemming from HBS-based research published so far in 2020 (Grant-in-Aid recipients in bold), including the latest from HBS BOD member Andy Ash:

Ash, A. 2020. Temporal partitioning of foraging in *Plethodon metcalfei*. *Herpetological Conservation and Biology* 15(1): 61–68.

Barden, L. S. and J. T. Costa. 2020. Four decades of Table Mountain pine demography on Looking Glass Rock, Transylvania Co., NC, USA. *Castanea* 85(1): 23–31.

Doll, J. C., L. Etchison, and D. Owensby. 2020. Population estimate of the State and Federally threatened Spotfin Chub using underwater observations. *North American Journal of Fisheries Management* doi: 10.1002/nafm.10414.

Lytle, A. J., J. T. Costa, and R. J. Warren. 2020. Invasion and high-elevation acclimation of the red imported fire ant, *Solenopsis invicta*, in the southern Blue Ridge escarpment region of North America. *Plos One* <https://doi.org/10.1371/journal.pone.0232264>.

c. Dr. James Lendemer, lichenologist at the New York Botanical Garden who conducts research out of HBS and co-instructs our "Biology & Conservation of Lichens" course, published an article on s. Appalachian lichen conservation in the May 2020 issue of the Center for Plant Conservation newsletter, giving HBS a shout-out:

<https://saveplants.org/2020/05/14/may-2020-news/>

In addition, HBS helped support James's recently published *Field Guide to the Lichens of Great Smoky Mountains National Park* (UT Press, 2020), co-authored with Erin Tripp (University of Colorado).

d. HBS is one of several international field sites assisting with a research project based at the

University of Lund, Sweden, investigating the impact of insect herbivory on nutrient fluxes in forests worldwide. An overarching goal of the project, entitled "Impacts and Drivers of Insect Herbivory on Nutrient Cycling in Forests Globally," is to record nutrient fluxes across

large-scale gradients in temperature, rainfall, ecosystem development, and human disturbance in forest ecosystems worldwide.

6. Updates on Other Initiatives and HBS Business

a. HBS strategic plan. At its May 2020 meeting the HBS Board of Directors unanimously approved the Station's Strategic Plan and Priority Goals and Action Items (appended below). Immediate next steps are (1) establishment of the HBS planning and advisory committees to assist HBS leadership in planning and project prioritization in 4 key areas: (i) Research infrastructure & support, (ii) WCU & academic programming, (iii) Botanical Gardens & grounds, and (iv) Nature Center & outreach/community engagement; and (2) establishment of a task force or working group to work with WCU, HBS, and HBF to develop a formal agreement for how our organizations will work together going forward.

b. UNC Institute for the Environment HBS program. Jason and I continue to have very productive conversations with Susan Cohen, Associate Director of the IE at Chapel Hill. As previously reported, the IE has committed to more fully supporting the Highlands site than it has in the past, both financially and in terms of recruiting, though it remains to be seen to what extent the economic fallout of the pandemic will affect our plans. In the meantime we continue to aim for a fall 2021 return of the program.

c. Jason, working with Mark Hopey, director of the nonprofit Southern Appalachian Raptor Research (SARR), has established a bird banding station at HBS as part of the Monitoring Avian Productivity and Survivorship (MAPS) program (<https://www.birdpop.org/pages/maps.php>). This project will have the dual benefit of contributing to our knowledge of bird demographics while also engaging members of the public in bird appreciation and conservation. Thanks to the Foundation for helping support this exciting and important initiative!

d. We're planning to work with Pat Garner of the WCU Rapid Center in the upcoming academic year to co-sponsor an engineering capstone project that ties in with the campus "Water" theme. Jason and I will be brainstorming for potential projects for the students.

HBS Strategic Priority Goals & Action Items May 2020

This document summarizes for discussion the primary strategic priority goals and action items that have emerged from our planning process in the following four categories: (1) Organization, Planning, & Personnel, (2) Research Program & Support, (3) Education (Academic & Outreach programming), and (4) Facilities/HBS Campus. See Appendix for MBA 643 recommended *strategic directions* summary.

I. Organization, Planning, & Personnel

Overarching goal: Improve organizational efficiencies in terms of structure, communication, planning processes and personnel support in order to create a more smoothly running and rewarding work environment and better achieve organizational goals in research, facilities & infrastructure, and academic program and public engagement.

Goals and Action Items:

1. Foster excellent working relationship between HBS and HBF, working toward common goals in enhancing the Station's capacity in research, teaching, and outreach.

- i. Develop an MOU between WCU/HBS and the HBF, clearly identifying roles and responsibilities of each party.
- ii. Foster effective cross-communication and planning with regular meetings of HBS and HBF leadership and Boards.
- iii. Confer with HBF leadership on how HBS/WCU can best assist with goals such as fundraising, grant writing, etc.
- iv. Ensure planning committees (Nature Center programming, Botanical Garden, etc.) are well represented by HBS and HBF stakeholders, and others.

2. Pursue a "people-focused" strategy employing the Human Resources Management (HRM) structure and Organizational Development (OD) best practices.

- i. Establish regular "core team" staff planning and brainstorming meetings [consisting of HBS exec & associate director, HBF exec director, business officer, program associate].
- ii. Establish at intervals regular general staff meetings for updates and discussion.
- iii. Ensure HBS positions are well-staffed [evaluate core personnel needs, etc.]
- iv. Encourage and support internal & external staff professional development opportunities.

3. Establish key HBS planning/advisory committees to aid in planning and project prioritization.

- i. Establish official standing Planning/Advisory Committees of the BOD consisting of representative stakeholders appropriate to each committee, e.g.: (1) Research infrastructure & support, (2) WCU & academic programming, (3) Botanical Garden & grounds, and (4) Nature Center & community engagement.
- ii. Develop guidelines / operating procedures for advisory committees, with understanding that projects/tasks will organically evolve with each committee.
- iii. Identify appropriate stakeholder groups for each committee and recruit participants.

4. Review and adjust HBS organizational / reporting structure for improved efficiency.

- i. Confer with WCU leadership, BOD, and HBF in changing the current "rake" reporting structure at HBS into a tiered approach.
- ii. Confer with HR and other appropriate WCU units to identify steps needed to formalize reporting structure.

5. Pursuant to item 4, consolidate all HBS positions as State/WCU positions regardless of funding source.

- i. Explore costs and necessary steps to convert currently non-State HBS positions (Nature Center Educator, HBF Director, etc.) to State positions using the soft-money model currently followed with grant- and donor-supported positions (Outreach Educator, 1/2 Horticulturist).
- ii. Establish a policy whereby all new positions at HBS will be State/WCU positions, regardless of funding source.

6. Raise HBS and HBF profile and public awareness regionally & nationally.

- i. Develop a portfolio of services/expertise/resources afforded by HBS and its staff, to be shared with all constituents and on the Station website.
- ii. Develop print and on-line marketing materials for all facets of the Station and its staff and partners.
- iii. Explore avenues for advertising in appropriate regional and national venues.

II. Research Program & Support

Overarching goal: Raise the profile of HBS as a field biology research center of excellence through continued improvement of research and instructional space and equipment, fostering the development of in-house research, and increasing overall researcher usage and diversity.

Goals and Action Items:

1. Establish research-in-residence position in a signature area for HBS to stimulate additional research at the Station and also raise its profile.
 - i. Confer with BOSA and HBS faculty/researchers to identify logical niches for attracting a post- doctoral researcher, perhaps based on NSF model with academic appointment through WCU and duty station at HBS.
 - ii. Pursue funding (grant support, etc.) for Postdoctoral Fellow to be based at HBS.
 - iii. Leverage Postdoctoral Fellow appointment to further aid in raising the Station's profile in education/community engagement [speaks to NSF 'Broader Impacts']
2. Increase visibility of HBS research resources, scholarship
 - i. Increase visibility of HBS Grant-in-Aid of Research program through social media, higher- profile / wider advertising.
 - ii. Increase efforts to spotlight HBS researcher achievements via HBS social media.
 - iii. Develop informational materials detailing research space, equipment, and natural areas access for prospective PIs. [website, fliers]
 - iv. Spotlight HBS-based research and researchers in the Nature Center to foster better understanding of the Station's central academic mission and connect visitors with HBS research and researchers.
3. Research infrastructure: review status, opportunities, avenues for funding
 - i. Formalize agreements with partner organizations (HCLT et al.) for researcher and faculty/student access.
 - ii. Explore feasibility of establishing a set of permanent plots in representative biological communities.
 - iii. Develop a cutting-edge distributed climate station at HBS.
4. Formalize Artist- / Writer-in-Residence program [foster STEAM approach] and expand art exhibitions and programs.
 - i. Charge the new HBS Nature Center & Community Engagement Committee or a special committee or task force with developing guidelines for a more formalized Artist- / Writer-in- Residence program, considering such factors as funding, housing, working space, and expectations for HBS community and public engagement.
 - ii. Accommodating Artist- / Writer-in-Residence: explore utilizing the Sato House for this purpose, or seek nearby cabin rental?

- iii. Increase partnerships (WCU Fine Arts Museum, Bascom, local artists and galleries) for science and environment-themed art exhibitions and events at HBS.

III. Education (Academic & Outreach programming)

Overarching goal: HBS offers a diverse and distinguished year-round menu of premier courses and workshops in southern Appalachian ecology and organismic biology as well as environmentally themed humanities disciplines, serving a broad constituency including undergraduate and graduate students, life-long learners, STEAM teachers, federal and state agency scientists, and others.

Goals and Action Items:

1. Review HBS course and workshop menu, support, and faculty.

- i. Review existing academic and non-academic course and workshop menu to ensure continued relevance and identify opportunity areas.
- ii. Review costs of HBS courses and workshops, and housing, to determine if any adjustments are merited.
- iii. Inventory and review of field course equipment to identify deficiencies, opportunities.
- iv. Seek summer faculty stipend increase to ensure ability to recruit the best possible faculty to teach HBS courses and workshops.
- v. Establish 'summer faculty travel grant' & award procedures to aid recruiting excellent faculty to teach HBS courses and workshops.
- vi. Seek support for additional quality faculty housing at HBS (see Facilities).

2. Identify opportunities for "off-season" courses, workshops, and other programming.

- i. Expand STEAM Professional Development short-course opportunities.
- ii. Explore possibility of hosting Road Scholar and similar groups.
- iii. Expand "Jan Term" offerings, perhaps in cooperation with WCU Biology.
- iv. Recruit faculty to develop/offer collaborative field courses with other field stations nationally and internationally, perhaps modelled on current HBS-Ecuador course.
- v. Develop models for an HBS Master Naturalist certification program that integrates regular HBS courses and workshops, service opportunities, etc.
- vi. Expand use of HBS as a venue for small scientific meetings, retreats, and

[Approved May 2020]

conferences as a way to both generate revenue and further raise profile of the Station.

3. Develop a fall semester-in-residence experience for WCU students and others on the "Study Away" model.

- i. Explore development of a revamped fall semester-in-residence program with UNC-IE.
- ii. If agreement cannot be reached with UNC-IE, work with core HBS team and WCU partners (Biology, Env Sci, College of Arts & Sciences, Provost's Office, Registrar's Office) to map out an immersive fall semester experience for WCU students.

4. Develop / promote mechanisms to increase diversity among Station users.

- i. Devise approaches to recruiting and other means of reaching out to groups under- represented in STEM to advertise the opportunities afforded by HBS, including under- represented students (HBS courses) and faculty/universities (HBS research facilities).
- ii. Explore the possibility of establishing scholarships to aid under-represented individuals in attending HBS courses.

IV. Facilities/HBS Campus

Overarching goal: A beautiful, modern HBS campus that balances field station functionality in research and education with tourism and community engagement, making the Station a world-class destination for field biology research, academics, and public engagement.

Goals and Action Items:

1. Work with HBS facilities/campus advisory group and WCU Facilities Management to proceed with improvements for identified deficiencies.

- i. Weyman Building: Proceed with designer for a Weyman HBS 'campus center;' seek R&R support for building renovation.
- ii. Howell Admin.: Seek R&R support for upgrade/expansion.
- iii. Seek support (WCU, HBF) for additional Duplex unit for faculty/researcher housing.
- iv. Field equipment storage: Construct conditioned storage behind Coker Laboratory.

2. Explore possibilities for siting, design, and funding for new faculty/researcher residence(s)

- i. Explore with WCU leadership possibility of a capital appropriation.
- ii. Explore with HBF and WCU Development Office possibility of raising funds to support a Duplex-style faculty residence.

3. Continue implementation of HBS Botanical Garden Roadmap (2018) with Botanical Garden & Grounds advisory committee.

- i. Review progress on BG Roadmap; update Roadmap by integrating current BG planning and management documents (e.g. Collections Policy).
- ii. Work with community partners (e.g., Greenway) on continued trail improvements.

4. Pursue National Historic Register designation for Clark Foreman Museum and/or HBS campus as a whole.

- i. Continue working with Dr. J. Swigger (Assoc. Prof., Public History, WCU) and her students on research phase of assessment and nomination process for State Study List.
- ii. Continue working with Preservation Specialists with the NC State Historic Preservation Office to delineate options for National Register of Historic Places designation and their costs and benefits.

Appendix A. Recommendations for strategic directions: MBA 643 class summary

The MBA 643 analysis yielded the following recommended strategic directions for HBS, many of which informed the strategic action goals and priorities.

[✓ = accomplished or underway]

Strategic Direction Dimension 1: Strategic Revival

- o Strengthen HBS financial position working with key partners
- o Jump-start new HBS-based research projects and user-groups, especially multi-investigator grant-supported research
- o Design unique and interesting (niche) curricula for undergrad/grad students and others
- o ✓ Enhance and refocus HBS outreach efforts

Strategic Direction Dimension 2: Organizational Development

- o Revise current HBS organizational structure and job responsibilities to best support future development and communication needs
- o Cultivate a formalized structure for participatory strategic inquiry and continuous improvement activities
- o ✓ Develop mutually beneficial partnerships with key HBS collaborators
- o ✓ Establish plan for creating additional revenue generating activities, especially during under-utilized “off-season”

Strategic Direction Dimension 3: People Focused Human Resource Management (HRM)

Approach

- o ✓ Complete Associate Director search
- o Develop employee performance management framework [✓ WCU]
- o Formalize human resource development framework [✓ WCU]
- o Enhance employee engagement and participation
- o Evaluate additional core personnel needs and explore cost-effective methods to provide staffing support

Strategic Direction Dimension 4: Communication & Public Awareness

- o Formalize HBS internal communication framework to improve decision-making efficiency and transparency
- o ✓ Establish a clear communication framework between HBS and WCU to encourage knowledge and resource sharing
- o Develop specific and customized marketing plan for HBS core constituents and the target audience for various programs

Short- and long-term development opportunities:

- ☒ Establish as a center for research in environmental sciences in Southern Appalachians
- Enhance diversity and inclusivity in research, programs, scholarships, and outreach
- ☒ Create a niche position in K-12 STEM programs in [field biology, ecology]
- ☒ Improve/expand connections with K-12 schools and universities
- Address the affordability challenges for HBS researchers in residence through grants and scholarships
- ☒ Provide an onsite dining and gathering place for researchers, students, and visitors
- Improve community connections through a docent program
- ☒ Work with community organizations to address HBS parking constraints

HIGHLANDS BIOLOGICAL FOUNDATION NOMINATING COMMITTEE
REPORT 2020

Committee Members: Jennie Stowers- Chair, Martha Stibbs- Past President, Monte Gaillard, Julia Grumbles, and Bill Reeves.

The slate of 2020 HBF Trustees was proposed by the Nominating Committee and approved by the Executive Committee. The slate will be voted on by the membership at the HBF Annual Meeting on June 20, 2020.

Tricia Allen
Bill Clarkson
Kim Coward- to serve second term
Greg Gregory- eligible to return after rotation off
Frank Langford
Alex Smith
Carol Stewart

BIOGRAPHIES OF NOMINEES:

TRICIA ALLEN is a resident of Atlanta and Highlands. She graduated from Mary Baldwin College with a BA in History. She was employed by Jimmy Carter from 1968 to 1973. Her community involvement is extensive. She is past Chair of the Atlanta Botanical Garden, past Chair of their Capital Campaign and a Life Time Trustee. She was Chair of the Nature Conservancy Board, as well as Chair of their Capital Campaign and Co-Chair of the Southeast Region Campaign, and a member of their National Development Council. As a board member of Fernbank, she chaired a \$25,000,000 Capital Campaign and now serves as a Trustee Emeritus. Tricia was a Founding Member of the Jekyll Island Foundation, currently serving on their Advisory Board, is on the Board of Councilors and a lifetime member of the Carter Center, and is a Board member for the Highlands Community Foundation. Other involvements include her position as Past Director of the Southeast Flower Show, Past Director of the Georgia Wildlife Federation, the CDC Board of Visitors, a member of the Forward Arts Foundation, and Past President of the Mimosa Garden Club. Her service has brought several awards including the National Oak Leaf Award given by the Nature Conservancy for Volunteer Leadership and the 1999 NSFRE Fundraiser of the Year for Georgia. Tricia is married to Inman Allen and they have been long time supporters of HBF. They have three daughters and eight grandchildren.

BILL CLARKSON is a graduate of St. Mark's School of Texas. Bill earned his A.B. in psychology from Duke University, his Master of Divinity from the General Theological Seminary, and his Doctor of Ministry from Perkins School of Theology at SMU. He served as Head of The Westminster Schools in Atlanta for 23 years. While at

Westminster, he headed up a campaign to raise \$100 million to further increase the endowment making it the third largest campaign ever for an independent school. Before joining Westminster, he was Head of the Potomac School in McLean, Virginia. An Episcopal priest, Bill has also worked in parish ministry and pastoral counseling. Currently, Bill works for Carney Sandoe and Associates where his primary role is to lead the Executive Coaching Practice, working with heads of schools and boards. Bill is a member of several boards as a director and/or advisor, including the Wilbur and Hilda Glenn Family Foundation, the R. Howard Dobbs Family Foundation, the National Center for Civil and Human Rights, the Rabun Gap-Nacoochee School, and the Fugees Academy. In addition, he has served on the Board of Trustees of the Atlanta Children's Shelter, Woodberry Forest School, Woodruff Arts Center, Volunteer Center of Dallas, Boards of Visitors of Emory University and Agnes Scott. Bill is a native of Texas, married to Lucile, and has two children and several grandchildren. Bill is currently a resident of both Atlanta and Highlands.

KIM COWARD is a Midwesterner that loves, and has made a home of, the South. She is a full-time resident of Highlands. She graduated summa cum laude from Iowa State University in 1985 with a Bachelor of Science in Political Science. She received her Juris Doctor from the University of North Carolina at Chapel Hill in 1988, where she was a member of the law review. Kim has practiced with Coward, Hicks & Siler, PA in Cashiers, North Carolina since 1988 and has focused her practice on Real Property Law—including contracts, easements, property owner associations, entity formation, foreclosures, and real estate development—and Probate Law- wills, end of life planning, and estate settlement. She holds membership to both the North Carolina Bar Association (member of the Real Property Counsel 2011-2014) and the North Carolina State Bar (member and chair of the Real Property Subcommittee for the Board of Legal Specialization), where she currently serves on the Ethics Committee. Being part of the small community of Cashiers and Highlands has provided Kim the opportunity to immerse herself and engage in community services in a more involved way. Kim embraces her communities and participates in a multitude of activities, including service on the Cashiers Highlands Humane Society Board, the Cashiers Community Foundation, the Highlands Cashiers Hospital Board of Directors, and the Cashiers Area Chamber of Commerce. Perhaps one of the most fulfilling services for Kim was being one of the founders, and then the Board Chair, for the Summit Charter School. Kim has finished her first term as a Trustee for HBF, where her contributions have been substantial. She was instrumental in the success of the North Campus Project, the revision of the Bylaws, served as a member of the Finance Committee and provided legal advice to HBF. Kim and her husband, Judge Bill Coward, have two children.

GREG GREGORY is a resident of Atlanta and Highlands. Greg received his B.A. in Journalism from the University of Georgia. He is retired from IDI, a company he founded in 1989. Under his leadership, IDI developed over 115 million square feet of industrial space and has been consistently ranked as one of the nation's top developers of industrial real estate. A lifelong Atlanta resident, Greg is active in numerous Atlanta-area

civic and professional organizations. He is a trustee of the Woodruff Arts Center, as well as the former real estate chairman of the center's Campaign Cabinet. In 2006, he was named to the board of The Beltline Partnership. Greg is a former chairman of the National Real Estate Advisory Board for The Trust for Public Land (TPL) and has helped raise millions of dollars for TPL programs from various private and public donors, and through Congressional appropriations. For his long-time participation and contributions to TPL, he received the Douglas P. Ferguson Award for Outstanding National Volunteer in 2004. He was also chairman of the Investment Committee for the Chattahoochee River Land Protection Campaign and a founding member of the CDC Foundation Board of Visitors. Greg has also served as a board member of The Atlanta Opera, Public Broadcasting Atlanta, Crossroads Community Ministries, and a practitioner/lecturer at the University of Georgia Terry Business School. The Gregor's first moved to Highlands in 1986, where a large amount of their property is under conservation easement and well-known for its beautiful gardens and native plant environments. His primary volunteer activity in Highlands has been HBF. As a long-time Trustee, he has spent much of that service on the Executive Committee, most recently serving as Vice-President. Among his many roles on the board, he has been on the Development Committee and North Campus Project Planning Committee. He is married to Amanda, and they have two grown children and three grandchildren.

- FRANK LANGFORD was born in Middle Tennessee, and spent most of his life in Memphis where he still maintains a residence. Frank is also a resident of Highlands, and is well-known for his woodland garden. He earned a BS in Marketing at the University of Memphis and a Masters in Marketing from the University of Florida. His career started as Southeast Regional Sales Manager with Lenox Inc. and continued for 25 years. In 1980, the company was bought by Brown- Forman Distilleries, and Frank added Gorham Silver, Kirk Stieff, and Dansk to his responsibilities. Fifteen years later, Frank started and managed a FL Appraisal until he sold the business and retired in 2004. Frank has been very active in his community serving six years on the board of the Memphis Botanic Garden and has continued to serve on various committees. Other involvements have included Arts Memphis and the Memphis Brooks Museum where he served on the board of the Decorative Trust and Accession Committee for ten years. He has been a member of Grace St. Luke's Episcopal for 40 years and served several terms on the vestry. He is currently, and has been for 15 years, serving as the Co-chair of Buildings and Grounds, and has directed them through a nine million dollar restoration. Frank purchased a home in Highlands in 2007. He is an active member of The Church of the Incarnation currently serving on the Garden and the current Capital Campaign Committee. He has served on the board of the HC Chamber Music, and is active in the Bascom, The HC Land Trust, as well as others.

ALEX SMITH has designed and implemented notable gardens and landscapes in a variety of settings throughout the Southeast, from his home in Atlanta to the mountains and lake regions of North and South Carolina to the low country of Coastal Georgia and Florida. Alex was sought out to lead the landscape design and implementation process at a major resort property and golf course in the heart of the Missouri Ozarks. He has

worked in thirteen states, traveling as far west as Wyoming to create his signature landscapes. Upon graduation from the Art Institute of Atlanta with a degree in landscape design, Alex worked for renowned garden designer, Ryan Gainey, for eight years as his lead designer and project manager. During this time, he helped to create landscapes throughout the southeastern United States and as far north as East Hampton, New York. Alex also spent two summers in the Cotswolds of England working under the tutelage of famed British garden designer Rosemary Verey. He later returned to England to collaborate on a project with Mrs. Verey for a commission in the United States. Founded in 1999, Alex Smith Garden Design, Ltd. prides itself on creating environments that are sustainable, appropriate to place, responsive to architecture and most importantly exceed client expectations. Combined with his passion for plants, artistic sensibilities, and flair for detail, Alex is known for delivering distinctive solutions for his clients. In 2018, Alex expanded his company by purchasing a nursery and landscape operation in Scaly Mountain to serve as the headquarters for its Mountain Division. Under Alex's direction, the staff offers full scale design/build landscape architecture services for clients in and around Highlands. Alex's projects have been featured in Atlanta Homes and Lifestyles, Atlanta Style and Design, Southern Living, Atlanta Magazine, Better Homes and Gardens, Flower Magazine, Macon Magazine, Veranda, and Trends. Alex Smith Garden Design, Ltd. is a two time winner of the Philip Trammel Shutze Award. Presented by the Southeast Chapter of the Institute of Classical Architecture and Art, this award recognizes excellence in classical and traditional design. Additionally, Alex was commissioned to renovate the Anne Cox Chambers Southern Season Garden at the Atlanta Botanical Garden. Alex is a founding member of the Southeastern Horticultural Society and a member of the American Horticultural Society. Alex has served on the Board of Directors of the Cherokee Garden Library and the Institute of Classical Architecture and Art. Alex is a native of Macon, Georgia, and lives with his wife and three daughters in Dunwoody.

CAROL STEWART was born in Mooresville, North Carolina. She currently resides in Birmingham and Highlands. She received a Bachelor of Science Degree in Chemistry from the University of North Carolina-Charlotte in 1975 and worked for the Charlotte City Crime Lab, the Mobile City Crime Lab, the Alabama Department of Forensic Sciences, and Southern Research, before she started law school at Cumberland School of Law at Samford University in Birmingham, Alabama. She graduated from Cumberland in 1982 and served a one year federal clerkship with United States District Court Judge, Sam C. Pointer, Jr. In 1983, Carol received her Masters of Science Degree in Forensic Sciences from the University of Alabama-Birmingham. From 1983 to 2012, Carol practiced law with the firm Burr & Forman in Birmingham, where she specialized in complex business torts litigation and condominium law. During her twenty-nine year legal career, Carol devoted many hours to her community and her profession. She served on numerous Bar committees and boards, including a nine year term on the Board of Bar Commissioners of the Alabama State Bar. She also served as Chairperson for the Character & Fitness Committee, and a member of the Disciplinary Commission of the Bar. Devoted to animals, Carol served as President of the Board of Directors of the Greater Birmingham Humane Society for a number of years, and as President of the

Board of Hand-in-Paw, an animal assisted therapy program. Carol married Lewis M. (“Rusty”) Stewart, Jr. in 1986. On a family vacation to the mountains of North Carolina in 2000, Rusty and Carol fell in love with Highlands. In 2002, they became seasonal residents of Highlands where their homes have been filled with rescue dogs. Multiple sessions of “Camp Stewart” for their four grandchildren are an important part of each summer. Rusty and Carol are regular supporters of HBF events. In 2007, Carol was diagnosed with Parkinson’s Disease. In Birmingham, Rusty and Carol devote much of their time raising awareness about Parkinson’s Disease, sharing experiences of living with the progressive disorder, and finding a cure. Carol spends much of her time focused on nature, especially birds and plants. Since her retirement in 2012, Carol has been intent on capturing the beauty of the Highlands Plateau in her photography and her pressed flowers. You can often find her with her camera on the dam, on the trails and in the garden at HBS.

Procedure for Nominating Trustee Candidates

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.
5. The nominee will contribute the HBF annual fund.

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

Highlands Biological Foundation
Annual Membership Meeting 2020
June 20, 2020 2 PM

nominations to all HBF members, either as a notice with the spring email, or as an independent email notice.

Once an individual is identified and accepted by the Nominating Committee, the Board Chair with the Executive Director will approach the nominee to discuss board responsibilities and also to confirm the interest of the individual. *No member of the Nominating Committee should approach or discuss the nomination with the individual.*

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.

Once the individual is confirmed at the June Meeting of the Board of Trustees, the Executive Director or Board Chair will contact the individual and a letter of congratulations will be sent to the individual with a reiteration of the board responsibilities, as well as the schedule for the Trustee Meetings. This is the appropriate time for the Chair or the Executive Director to meet with the individual to discuss their individual interests and to determine their committee options.

Highlands Biological Foundation Nominating Procedures
Drafted by the Nominating Committee, November 2015
Adopted by HBF EC members January 2016
Updated March 2019

Highlands Biological Foundation
Annual Membership Meeting 2020
June 20, 2020 2 PM

HIGHLANDS BIOLOGICAL FOUNDATION

VISIT OUR NEW VIRTUAL LEARNING CENTER!

highlandsbiological.org/nature-center/virtual/

Educational Nature Activities, Botanical Garden Tours, and Short Science Shows!

Nearby Nature

Nearby Nature: Frogs on the Plateau!

- SPRING PEEPER
- AMERICAN TOAD
- COPE'S GRAY TREEFROG
- AMERICAN BULLFROG
- GREEN FROG
- WOOD FROG (FEBRUARY BREEDERS)

Nearby Nature

On a night when the sky is clear, dress for the weather. Head outside and lay down on a blanket. Look up at the sky for two to three minutes to let your eyes adjust. What do you see? Can you spot: The moon, Bright stars, Dim stars, Satellites, Airplanes, Meteors, The Milky Way?

Spring Sightings

virtual Garden Tours

weekend wanders

HIGHLANDS BOTANICAL GARDEN

#SpringSightings

Bloodroot
(*Sanguinaria canadensis*)

A GARDEN
— in —
EVERY SEASON

HIGHLANDS BIOLOGICAL FOUNDATION

May 11, 2020

PRACTICE SELF-CARE & ENJOY NATURE INSIDE WITH OUR #WEEKEND WANDERS

TO READ:
Nature's Best Hope
by Douglas W. Tallamy

TO WATCH:
The Biggest Little Farm
by John Chester

TO LISTEN:
BirdNote Podcast

HIGHLANDS BOTANICAL GARDEN

#SpringSightings

Jacob's Ladder
(*Polemonium reptans*)

A GARDEN
— in —
EVERY SEASON

HIGHLANDS BIOLOGICAL FOUNDATION

June 1, 2020

PRACTICE SELF-CARE & ENJOY NATURE INSIDE WITH OUR #WEEKEND WANDERS

TO READ:
Prodigal Summer
by Barbara Kingsolver

TO WATCH:
How empowering women and girls can help stop global warming
by Katharine Wilkinson

TO LISTEN:
Nature Podcast

Highlands Biological Foundation
Annual Membership Meeting 2020
June 20, 2020 2 PM

