



HIGHLANDS
BIOLOGICAL FOUNDATION

HBF Board of Trustees Fall Meeting

A meeting of the HBF Board of Trustees will be held on Wednesday, October 22nd at 3:00 PM at the HBF office - 2465 Cashiers Rd.

AGENDA

1. Call to order and Welcome (Tom Holmes)
2. Approval of Minutes of June meeting
3. Board and Committees (Tom)
 - a. Welcome new and returning members: John Helmer, Jimmy Bewley, Kent Wittman, Catharine Seay, Jim Milby, and Amy Patterson
 - b. Committees/Chairs
 - i. Finance - Bob Strickland
 - ii. Development - Keller Torrey
 - iii. Buildings and Grounds - Charley; Linda Barlow sub-committee chair for new office
 - iv. Strategic Planning - Gayle Watkins
 - v. Education & Outreach - Jennie Stowers
 - vi. Nominating - John Mitchener
4. Finance Update (Bob/Jamie)
 - a. Budget Update FY25
 - b. Audit FY24
5. Development Update (Keller/Jamie)
 - a. Events - recap and update
 - b. Grants awarded
6. Strategic Planning Update (Gayle/Jamie)
 - a. Process and Initial Data - Allison Jordan, Consultant
7. Building & Grounds Update (Charley/Linda)
 - a. Office and Sato House updates
8. Marketing/Communications Update (Marissa)
9. Education/Programs Update (Julie/Maddie)
 - a. Volunteers Needed - Enchanted Forest, Tuesday Oct. 28th
10. Closed Session
11. Adjournment



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Upcoming Meetings and Events:

October 28 – Enchanted Forest Halloween (Volunteers Needed)

November 27 & 28 – HBF Office Closed

December 10 – Winter Trustee Meeting 3 PM (Virtual)

December 22 - January 1 – HBF Office Closed



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HBF Committee Reports
HBF Fall Board of Trustees Meeting

FINANCE

Members: Bob Strickland (Chair/Treasurer), Tom Holmes, John Mitchener, Jim Milby, Jim Landon, John Helmer, and Jamie Creola

**See 2025 Budget and 2024 Audit documents attached to email.

Balance Sheet 10.01.2025 (from last Finance Committee mtg. on 6/04)

First Citizens Operating \$68,805 (\$72,556)

First Citizens Gateway \$7,822 (\$7,505)

Operations account \$2,455,577 (\$2,114,026)

North Campus Account \$645,126 (\$614,390)

Sanger/Scholarship account \$144,195 (\$130,156)

DEVELOPMENT

Members: Keller Torrey (Chair), Jennie Stowers, Lindy Harrison, Jim Landon, Martha Stibbs, Ruthie Edwards, David Martin, Lori Heys, Bill Bush, Lisa Armstrong, and Jamie Creola

Soiree and Half Shell:

HBF continues to successfully raise funds to support our programs and investments in research and education. We held our second most successful, fundraiser ever - *Twilight in the Garden Soiree*. We had 47 Hosts (45 last year), 200 tickets sold (SOLD OUT), \$174K raised - NET \$118K. A big shout out to our Hosts - Kathy and Bestor Ward (Patron Party), Lori and Ed Heys (Soiree).

This year, we were able to have Highlands on the Half-Shell (last year's event was canceled due to Helene). We had 39 Hosts and 177 tickets sold. Revenue and expenses are still being tallied...we look on track to meeting our goal of \$32K NET.



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This summer, we also hosted 3 successful DAM dinners at the Sto Pavilion. These cultivation events brought in many new supporters to HBF. A big “thank you” to Lindy Harrison, Ruthie Edwards, Lisa Armstrong, Bill Bush, Martha Stibbs, Leslie Manning and Charlotte Muir for 3 successful and fun DAMN Dinners!

HBF Awarded Grants: This summer and fall HBF was awarded 4 programming grants for outreach and summer programs. CWO and COGS were awarded at the highest funding level - a first for HBF. The Community Foundation was a brand-new grant.

- A. Friends Foundation - \$25K
- Church of the Good Shepherd (COGS) - \$5K
- WNC Community Foundation - Highlands - \$5.5K
- Cullasaja Women's Outreach (CWO) - \$10K.

BUILDINGS AND GROUNDS

Members: Charley Tarver (Chair), Linda Barlow (Sub-Committee Chair - New Office), John Mitchener, Alex Smith, Frank Langford, Lisa Dailey, Tom Holmes - adjunct, and Jamie Creola

Work on the new office continues. This summer was spent addressing drainage issues in the front parking area as well as behind the building. The front was re-graded and graveled with new drainage installed. The AC unit at the back of the building was raised several feet and new drainage installed/re-graveled.

With the gift of the adjacent lot, a new survey was conducted with a new plot of both properties combined.

After much deliberation and ongoing issues with the Sato House property (including a water line break/leak), the Executive Committee made the decision to sell the property with the proceeds going back into HBF's main Investment Account.



STRATEGIC PLANNING

Members: Gayle Watkins (Chair), Leslie Manning, David Martin, Bob Strickland, Lisa Dailey and Jamie Creola

Strategic planning - focus groups, interviews, and data collection from community surveys continued over the summer.

- 162 Online Community Surveys
- 42 Board Member Surveys
- 16 Individuals Interviewed
- 2 Focus Groups
 - Education Partners
 - Nonprofit Leaders in Highlands
- Upcoming feedback over the next few weeks includes:
 - Focus Group with the International Friendship Center's Women's Group,
 - Survey Youth in Highlands and Cashiers
 - Focus Group with the Interact Club at Highlands School

Initial, high-level results will be shared at the October Board meeting.

EDUCATION AND OUTREACH

Members: Jennie Stowers (Chair), Karen Patterson, Jonnie Swann, Leslie Manning, Carol Stewart, Jason Love, Julie Thomson, Marissa Nieddu, Maddie Wikstrom, and Jamie Creola

Gift Shop: Melanie Mauldin, Lori Heys

We have had another busy summer season! From twenty-two sessions of summer camp with over 220 campers, to weekly Nature at Night programs and 9 Zahner Lectures, not to mention daily programming at the Nature Center and our bi-annual Carpenter Lecture with best-selling author Zoe Schlanger, providing free, engaging experiences to learners of all ages continues to be our focus.

See Fall Newsletter for all the details:

https://issuu.com/highlandsbiologicalfoundation/docs/fall_newsletter_2025

Gift Shop sales have been phenomenal thanks to a great staff/board collaboration (Melanie/Lori and Maddie/Julie) and bringing in new merchandise.