



HIGHLANDS
BIOLOGICAL FOUNDATION

HBF Board of Trustees Winter Meeting

A meeting of the HBF Board of Trustees will be held on Wednesday, December 10th, 2025 at 3:00 PM virtually, via ZOOM.

Join Zoom Meeting:

<https://us02web.zoom.us/j/86303451202?pwd=y0RD4o55eWOHhTXPbJdmXbIV5vCOLD.1>

AGENDA

1. Call to order and Welcome (Tom Holmes)
2. Approval of Minutes from October meeting
3. Finance Update (Bob/Jamie)
 - a. Budget Update
 - i. YTD 2025
 - ii. Investments
 - b. 2026 Budget Review
4. Development Update (Jamie)
 - a. Events update - see notes for details
 - i. Soiree - TBD
 - ii. Patron Party - Elizabeth & David Martin's on 06/17
 - b. EOY Giving
5. Strategic Planning Update (Gayle/Allison/Jamie)
 - a. Vision/Mission/Values/Strategic Priorities Presentation
6. Operations & Education Update (Jamie/Marissa)
 - a. Staffing
 - b. New donor and camp platforms
7. HBS Update
8. Closed Session
9. Adjournment

Upcoming Meetings and Events:

December 10 – Winter Trustee Meeting 3 PM (Virtual)

December 22 - January 2 – HBF Office Closed

**HBF Committee Reports
HBF Winter Board of Trustees Meeting**

FINANCE



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

**See 2025 Budget and proposed 2026 Budget attached to email.

Balance Sheet 11.12.2025 (from last mtg. on 10/01)

First Citizens Operating \$67,962 (\$68,805)

First Citizens Gateway \$3,892 (\$7,822)

Operations account \$2,524,555 (\$2,455,577)

North Campus Account \$643,402 (\$645,126)

Sanger Account \$140,890 (\$144,195)

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:

The 2026 Soiree committee (Bill Bush, Lisa Armstrong, and Lindy Harrison) has been busy scoping out a Host Site for next year's event. More information to come. The Patron Party has been set for Wednesday, June 17th, and is graciously being hosted by Elizabeth and David Martin.

2025 Events:

Soiree - 47 Hosts, \$174K raised, \$118K NET

Half Shell - 39 Hosts, \$47.5K raised, \$37.5K NET

End of Year Giving letters and eblasts have gone out. Please consider a gift (stocks or money).

BUILDINGS AND GROUNDS

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



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Work on the new office continues with the focus on the sand filtration/septic system. Charley has been meeting with the DEQ and companies that would do the maintenance required to stay in compliance. Additionally, a combined Plat has been legally drawn up for the combo of office and adjacent lot.

As was outlined in an email to the Board after our October Board meeting, work on Sato House (plumbing) is underway and will be completed by the end of the year. Starting January 1, Maddie Wikstrom, Education Specialist, will be moving in.

STRATEGIC PLANNING

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

Much work was done by the committee after October's Board Meeting. This work included an extensive document outlining Vision/Mission/Values and Strategic Goals for HBF moving forward. The information will be shared with the Board for review and further discussion at the December 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: Maddie Wikstrom, Lori Heys and Jamie Creola

Due to inclement weather, our beloved Enchanted Forest was canceled this year. In its place, we offered 2 days of activities, scavenger hunts, and candy grabs for the community. It was a **HUGE** success!

Right before Thanksgiving, Julie Thomson resigned from her position at HBF to take a state park position in Virginia. She/we are very excited about this opportunity and wish her well. The position has been filled by a former Naturalist, Alex Waite, who worked with us two summers ago. We are thrilled to have him back and look forward to his return in January. More information to come.

We are excited to announce that HBF will be transitioning to 2 new platforms in 2026 - a donor database and a camp/program platform. These new systems will enable us to provide better



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customer service and ease, as well as streamline many antiquated processes. There will be a lot of communication about the new systems at the beginning of the year.