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1967

### BOD-Committee: 1967-09-14, Board of Directors Meeting

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MAUD GORDON HOLMES ARBORETUM BOARD OF DIRECTORS  
Meeting - September 14, 1967

Call to  
order

The meeting of the Board of Directors of the Maud Gordon Holmes Arboretum was held at the home of Mr. and Mrs. Carleton P. Cooke, in the Park Lane Apartments. The president, the Honorable Sebastian J. Bellomo, opened the meeting at 5:30 p.m. with an expression of appreciation to the host and hostess for their kind hospitality and delicious refreshments.

Present

Those members present were Honorable Sebastian J. Bellomo, Mr. Alfred Brose, Mr. Carleton P. Cooke, Mr. Albert P. Cooper, Mrs. Paul E. Cottrell, Dr. Theodore E. Eckert, Mr. Edwin M. Fava, Mrs. Wells E. Knibloe, Dr. Edna M. Lindemann, Mr. Tobbio Martino, Mr. David E. Peugeot, Mr. Donald L. Voltz and Mrs. A. Rolland Wheeler. Dr. George Laug, Director of the Arboretum was also present.

Absent

Members absent were Commander E. William Baker, Jr., and Mr. John M. Galvin.

Guests

Dr. Elbert K. Fretwell, Jr., Dr. Houston T. Robison, Mr. Wesley V. Pipher, Mr. Lon Mc Adam, Mr. Glendon Seaman and Mrs. Arthur Knauer.

Minutes of  
the previous  
meeting

The reading of the minutes of the previous meeting of June 21, 1967 was waived inasmuch as they had been mailed to each member. The Secretary, Mrs. Wheeler, pointed-out that the name of Mr. Alfred Brose had erroneously been added to the list of members absent and should be added to the list of members present.

Treasurer's  
Statement

The Treasurer's Statement was not available at the meeting.

Contributions

Mr. Carleton P. Cooke, Chairman of the Administrative Committee, turned over to the President a contribution of \$1,000 from the Edward H. Butler Foundation to the Arboretum. Mr. Cooke was asked to write a letter to Mrs. Butler expressing the Board's gratitude. Dr. Lindemann, in behalf of the Board members, thanked Mr. Cooke for his sincere interest and efforts in securing this donation.

Petty Cash  
Fund

The President advised the Board of the need of the establishment of a petty cash fund for incidental expenses of postage, secretary's supplies, etc. Mr. Fava moved that the Bursar's office be instructed to issue a check in the amount of \$25 for such expenses. The motion was seconded and carried.

Tour of  
Durand-  
Eastman  
Park

Mr. Fava advised the tour was set for October 14 for the trip to Durand-Eastman Park. Bus accommodations would be provided--the cost dependent on the size of the bus and the number of persons going. The bus will leave the parking lot of Mc Kinley Vocational High School at 8:30 a.m. and return from Rochester at approximately 4:00 p.m. Reservations would be accepted on a first come, first served basis, but must be paid for in advance.

Dr. Eckert informed the Board that the trip to Durand-Eastman Park could be used by his students as a field trip and if space was available on the bus he asked that his students be considered. The Board approved. Mrs. Knibloe offered to take the reservations for the bus. Her offer was accepted.

Committee  
Reports

Planning Committee

Mr. Tobbio Martino, Chairman of the Planning Committee reported that his Committee had not met. It was the Committee's opinion that their plans could not be formulated until the other Committees had met and definite proposals had been made and approved by the Board.

Operations Committee

Mr. Edwin M. Fava, Chairman of the Operations Committee advised his Committee met on August 21, 1967 and distributed a written report of this meeting. This report was signed by Mr. Fava and Mr. Alfred Brose, Planting Sub-Committee Chairman. Mr. Fava read the report aloud to the Board and discussion followed. Mr. Lon Mc Adam explained the new type marker being developed by his department. This was approved by the Board. The salary of the Assistant Director was considered. The State would possibly subsidize part but the Arboretum would need to supplement this basic salary by \$1,200 to \$1,400 per year, if a qualified man could be found who would accept \$8,400 to \$8,600 per year.

Administrative Committee

Mr. Carleton P. Cooke, Chairman of the Administrative Committee, informed the Board his Committee had met on August 23, 1967. The Secretary read this Committee's report to the Directors and a written copy was distributed to the members. Included in this report were four recommendations to the Board of Directors, as follows:

Recommend adoption of the budget as submitted with further recommendation that money be expended immediately for brochures, markers and stationery and that the Public Relations Committee lay out a fund-raising campaign using the green folder and established emblem.

Recommend that we retain, as best as we are able, as much of the original \$5,000 bequest as is feasible considering the good of the organization.

Recommend that the fiscal year of the organization be July to July and that the next annual meeting be held during Inauguration Week, May, 1968.

Recommend that the next meeting of the Board of Directors be held on either Thursday, November 9 or Friday, November 10, 1967.

Mr. David Peugeot moved that the Board of Directors adopt the recommendations as presented by the Administrative Committee. The motion was seconded and carried.

Information Center

Dr. Lindemann advised the Information Center booth was in the workings and that it would be opened before Inauguration Week.

Public Relations Committee

Mr. Albert L. Cooper, Chairman of the Public Relations Committee, advised his Committee had met and wished to present some of their ideas as a result of this meeting.

I. Membership--most important item

Suggested a membership card to be given for the payment of membership dues.

II. Mailings

Brochure to be mailed in standard size envelope--showing pictures and giving facts and figures and include information on how to make bequests.

III. Contacts

Alumni--Conservation organizations--Nurserymen Associations--Girl and Boy Scouts--Service Clubs--Campfire Girls--Attorneys--Museum of Science

IV. Program once a year for the entire membership or an annual lecture.

The Board authorized the Public Relations Committee to prepare a sample brochure and to determine costs for the next meeting.

Membership Committee

Dr. Edna Lindemann and Mr. Donald Voltz, co-chairmen of the Membership Committee advised they had met and presented to the Board their suggestions.

Annual memberships and Student memberships were discussed. The need of a formal receipt or receipt card was stressed. Membership fees were collected from Dr. Lindemann, Mr. and Mrs. Voltz, Mr. Peugeot and Mrs. Wheeler.

Next meeting

The next meeting of the Board will be Thursday, November 9 at 5:30 p.m. Dutch Treat Dinner in the old Faculty Campus House.

Adjournment

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Margaret M. Wheeler  
Secretary