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Moirra Harrington
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Jt Covelli
Julie Herfel
Kevin Hess
Jeff Levy
Dale Mathwich
Mary Phillips
Barbara Tensfeldt

Olbrich Botanical Society Board of Directors Meeting

Date: Tuesday, December 19, 2023
Time: 4:00 p.m. – 90 minute meeting
Place: Olbrich Botanical Gardens – Meeting Room (in person)

AGENDA

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnub ua hauj lwm ua ntej yuav tuaj sib tham.

Если Вам необходима помощь устного или письменного переводчика, а также если Вам требуются материалы в иных форматах либо у Вас имеются особые пожелания в связи с доступом к данной услуге, мероприятию или программе, пожалуйста, позвоните по указанному ниже телефону и сообщите об этом не менее чем за три рабочих дня до соответствующей встречи.

- I. Call to Order – by President Alnisa Allgood
- II. Approval of the November 21, 2023 minutes. **Motion**
- III. Public Comments on Items not on the Agenda
- IV. Reports
 - A. Presentations
 - a. OBS Employee Handbook **Motion**
Jane Clark, JD, CEO & Managing Partner, Lake Effect HR & Law
 - i. Employee handbook will be sent separately
 - b. Nominations **Motion**
 - i. Nominations slate will be sent separately
 - c. 2024 OBS Operating Budget **Motion**
 - i. Operating budget materials will be sent separately
 - d. Finance and Accounting Manual **Motion**
 - i. Manual will be sent separately

- B. Financial Report – by Treasurer Laura Peterson
 - a. October 2023 Financials

- V. New Business

- VI. Announcements
 - A. 2024 Meeting Schedule

- VII. Adjournment

NOTE: This agenda has been recorded with the City Clerk's Office. The meeting notices and agenda have been posted. If you need an interpreter, materials in alternate formats or other accommodations to access this service, activity or program, please contact Olbrich Botanical Gardens at 608.246.4550, or TTY # 866.704.2315 so proper arrangements can be made in a timely fashion.