

## **Abkhazi Advisory Board**

January 23, 2018

Today's Business

### **a) Entrance Kiosk**

Schematics of the Gate Kiosk were presented. Meetings with three contractors have taken place, and estimates requested. A new kiosk is anticipated to be in place by April 1. The kiosk will stand flush to the gate on the right of the driveway as you enter, and will allow for vehicle traffic as necessary. Details will be shared with volunteers once the contractor is selected, and construction materials and timing confirmed.

As part of the "refurbishing" to the Garden entrance, some new signage will be installed. The pedestrian Gate will have Hours of Operation, and the interior of the gate will have a small plaque to indicate the gate exit button. There will not be any other signage affixed to the Gate. The history storyboard will be part of the kiosk.

### **b) Safety Planning for the Garden**

Leslie Wood was invited to present her thoughts on safety protocol for volunteers. After some discussion, it was agreed Cathy and Susan will draft a process, incorporating the incident report form used at the Teahouse, and the certified first aid attendant on staff there. Volunteers will be informed of the protocol/process at the volunteer orientation session, tentatively planned for March 20, 2018 (tbc). Any volunteer not present for orientation will receive details individually from Susan.

Barb indicated a concern with electrical capacity. The breaker is at its maximum. It was agreed an electrician should be coordinated to review and advise on this issue.

## **Other Business**

- a) The date of the annual plant sale (traditionally on the May long weekend) is to be confirmed soon by the Friends organizing group.
- b) The high season for the Garden will start April 1, with the volunteer schedule in place. The date for the Annual Open House will be Saturday, April 7. TLC will send out media releases for these two important dates.

## **Next Meeting**

Tuesday, February 27, 1pm at the Teahouse