

**Sehome Hill Arboretum Meeting Minutes**  
**May 18, 2023**

1. **Meeting called to order at 4:01 p.m.** John Tuxill, Kendra Bradford, Wayne Galloway III, Janet Ott, Grace Wang, James Detke, and Nicole Brown present. Joined by Sam Pearce and David Engebretson Jr.
2. **Land Acknowledgment**
  - a. John T. read the Board's land acknowledgment.
3. **Agenda Updates**
  - a. No updates on information kiosks, removed as an agenda item for this month.
4. **Minutes approved with a motion from Grace W. seconded by Janet O. The motion passed unanimously.**

Existing Business - website

- David E. reported that there has been one intern working on the website during Spring quarter, primarily on technical aspects. They have not changed the content on the site. David E. has reserved arboretum.wwu.edu as a domain for the website. At this point, the Board needs to talk about what to do with the design of the website and the content. They have moved the site from the Web Tech demo page to a new domain.
- John T. asked if David E. prefers edits in pieces or all together in a single batch. David E. reported that in pieces could work fine if it allows for the work to be completed more quickly. He asked that Board members email him at his Western e-mail.
- Joan D. asked for a timeline for having the website public. John T. expressed that the timeline would be as soon as is feasible. David E. would like everything to be ready by September 1. This gives students access to the information and provides time to sort out any issues before the academic year begins.
- John T. reported that formal decisions need to take place in a formal meeting, but the Board can call work sessions to create content.
- John T. expressed that he would be able to work on the Natural Features section of the website and would like other Board members to volunteer to work on specific sections.
- Nicole O. asked where the website content comes from. John T. reported that it came from an archived website created in 2010 and was then updated and expanded by a team of WWU students in a technical writing course taught by Nicole Brown during Winter quarter. David E. added that one goal of the student team was to make the content less formal and more personable.
- Nicole O. reported that she believes the website looks great as is. John T. pointed out that there are small corrections that do need to be made to areas of the writing.
- Kendra B. reported that the Arboretum regulations need to be revised along with who to contact, etc. and would like a shared document where all the content can be on a working document.
- David E. suggested that the WWU OneDrive would be a good place to host a working document to facilitate accessibility.
- Wayne G. reported that he and Steve J. would be responsible for reviewing the rules and map section of the website. David E. would like to be involved in the map section of the website as well as for the kiosks, as he has been working with GIS experts on

campus and has RFID tags that can make the kiosks accessible as well. David E. asked that the new signage that the Board puts up be accessible to all people. Nicole O. confirmed that Parks & Rec is striving to make signage accessible in all City parks.

- Janet O. pointed out that the Arboretum map on the new accessible website is not the current version and, most prominently, is missing the Elderberry Trail. Wayne G. responded that he will include the updated map on the website, and David E. reported that he is working on an accessible map to be included later.
- James D. brought up that the website could use Western approved colors and styles. John T. reported that he is happy with the current state of how the website looks. David E. confirmed that the website is hosted on Drupal and uses Western's styles.
- James D. made a motion for the board to meet at 4:00 p.m. on June 15 principally for the purpose of working on website revision. Joan D. seconded. The motion passed unanimously.
- John T. will send the land acknowledgment text to David E. along with the history page.
- Joan D. would like to take on the home page and the "get involved" page.

#### Campus Outreach Plan

- Sam P. reported that he has continued to expand on the campus outreach plan he brought to the previous Board meeting. His progress since the last meeting included more research, writing, and planning for how to implement changes. Sam P. indicated he would be happy to share his updated draft with the Board. Steve J. has had input on this document and the ideas within it.
- Joan D. indicated that the objectives and key audiences sections are great. A key messages section could be a good addition. She asked for clarification on using "the Arb" as language. Other board members approved referring to the Arboretum as "the Arb" for educating students.
- Nicole O. asked for changes from "try not to litter" to "do not litter" and additional information asking for students to not build new trails.
- Kendra B. would like to have a copy of the draft plan in a non-pdf format as well as identifying who at WWU would be the key people to follow up on implementation.
- John T. requested that Sam P. send the document to him when he sends it to Steve J.
- Kendra B. asked if the Outdoor Wellness program could be incorporated into the outreach.
- Joan D. asked if Sam P. would incorporate Bellingham community outreach. Sam P. reported that he is primarily focused on campus and has some information on outreach to neighborhoods.
- John T. thanked Sam P. for providing the information to the Board in such a usable format.
- Joan D. asked if the section on bicycles should include allowing bicycles to be walked. Nicole O. recommended against this.
- John T. asked if an edited near-final version could be provided for the Board to approve at the June meeting.
- Sam P. asked if the Board wanted posters to distribute around campus. John T. approved Sam P. working on that project.

#### Existing business - House of Healing Updates

- Kendra B. reported that there will be a meeting on June 5th, and other meetings have been canceled. The next meeting hopefully will occur as planned and not be delayed.
- Nicole O. reported that meetings have been canceled due to technical details about the project. At this point, there is a design that works for the City, but it still needs to be reviewed by the Elder Committee. Nicole O. reported that the City and WWU have agreed that the trail currently running through the site will be rerouted.

#### Existing business - recruitment

- John T. did not have any updates to report on recruitment of candidates to fill the seats that will be opening up (James D's and Grace W's).
- Nicole O. volunteered that City Parks could post on its website that there are open spots.
- Kendra B. has edited and updated the student description, and would like to include more information on what the Board does.
- Grace W. suggested that including a student testimonial from James D. could be beneficial.
- Kendra B. floated the idea that she could move to the Western position and we recruit instead for a community position.
- James D. volunteered to be responsible for social media outreach. Grace W. will work with James D. Kendra B. will send out an edited version of the student position description.

#### New business - Dead tree removal along Arboretum Drive

- Arborists removed dead trees along Arboretum Drive to prevent the limbs from falling into the road. Arboretum Drive will have sections repaved the week of May 22.
- John T. asked for clarification on the number of trees removed and their general location. Wayne G. reported that he does not know the exact number of dead trees removed by the Western arborist, but that the arborist will be able to provide that information and Wayne G. will follow up. If it was a significant volume of trees, some would have been chipped and removed, but Wayne's understanding is that the majority of the trees were left at the site. Most of the trees were alder trees and none of them were significant in diameter. The furthest tree was 65 feet from the roadway, but the majority were growing within a 10-30 foot buffer zone along the road.

Grace W. made a motion to adjourn with John T. seconding. The meeting was adjourned at 5:34 p.m.